

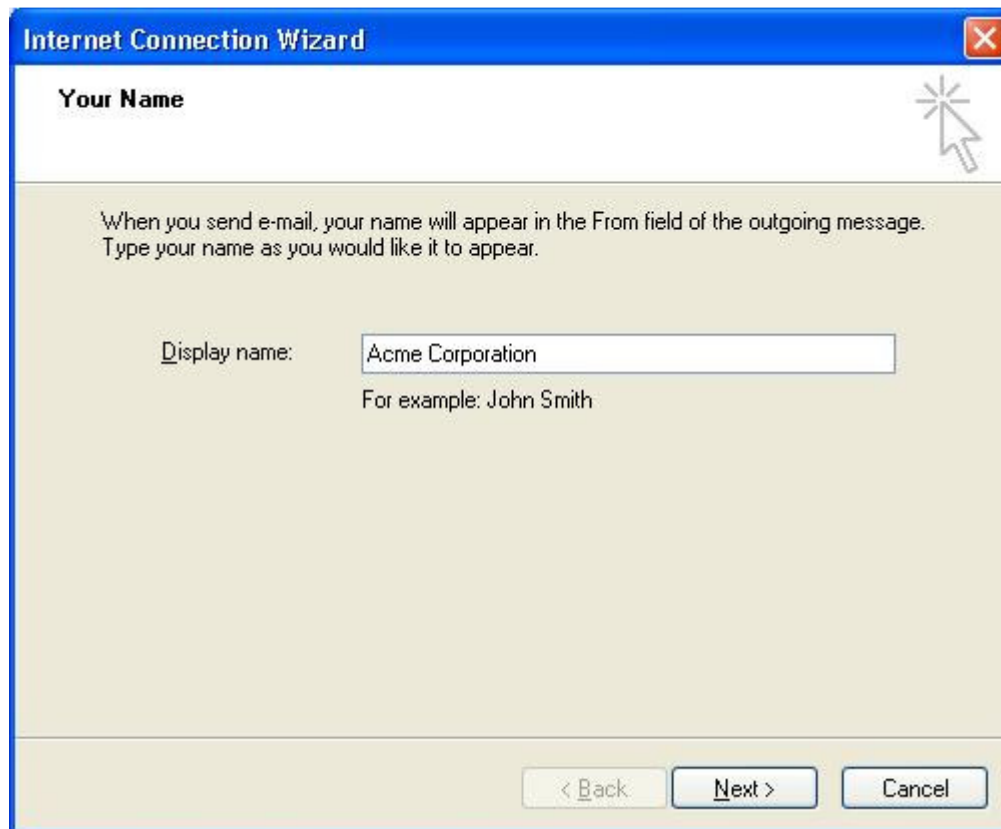
## How To Set Up a Skyspan E-Mail Account Using Microsoft Outlook Express

Before you begin, make sure you know your e-mail address that you chose when signing up for your Skyspan Internet service. It will be of the form "username@sspan.net", which is different from your Skyspan connection username. Your Skyspan connection and Skyspan e-mail passwords may or may not be the same.

1. Start Outlook Express. Click on **Tools** up at the top and then go down to **Accounts** and click.

If the Internet Connection Wizard starts up automatically, skip ahead to step 3.

2. Click **Add**, and then click **Mail** off to the right to launch the Internet Connection Wizard.
3. On the Your Name page of the wizard (Figure 1), type your name as you want it to appear to everyone who gets e-mail from you, and then click **Next**. Most people use their full name, but you can use any name, even a nickname, that people will recognize. You may use capitalization in this field.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" containing the text "Acme Corporation". Below the input field is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Figure 1. Your Name

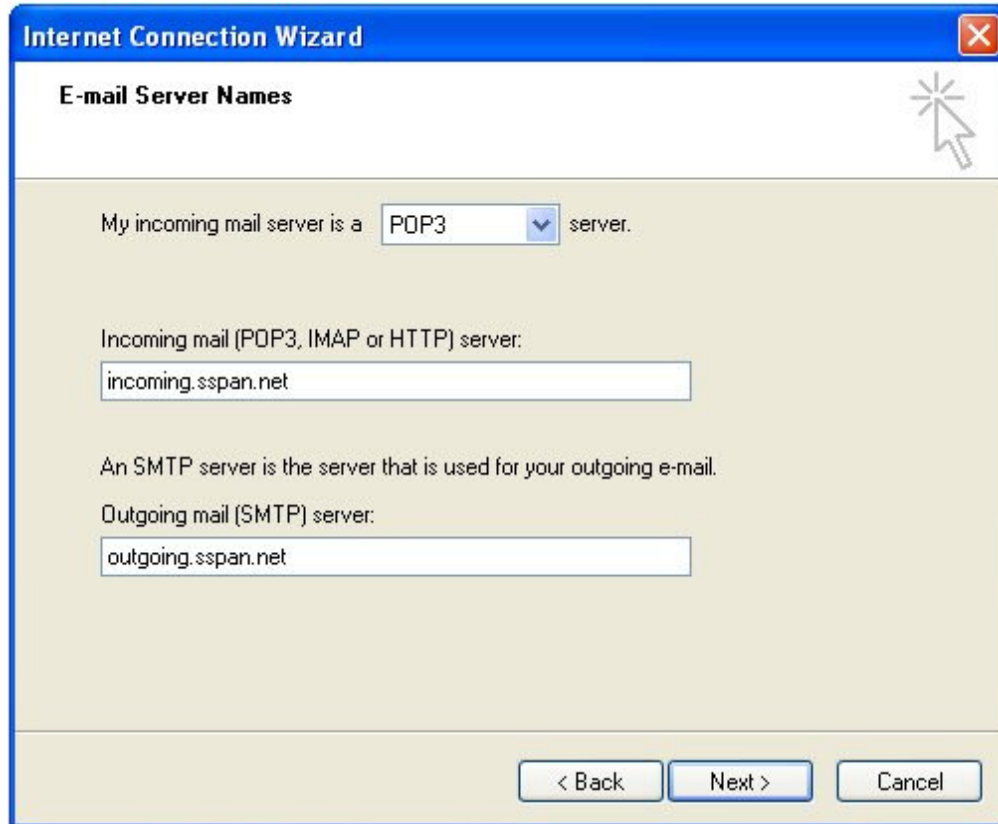
4. On the Internet E-mail Address page (Figure 2), type your e-mail address. This will be of the form "**username@sspan.net**". In this example, the person's address is [acme@sspan.net](mailto:acme@sspan.net). Click **Next** to continue.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". The window contains the following text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a label "E-mail address:" followed by a text input field containing "acme@sspan.net". Underneath the input field is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible in the top right corner of the window.

Figure 2. Internet E-mail Address

5. On the E-mail Server names page (Figure 3), **POP3** should already be correctly filled in at the top for server type. Below that, enter **incoming.sspan.net** as your **Incoming** and **outgoing.sspan.net** as your **Outgoing** mail server. Click **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following elements:

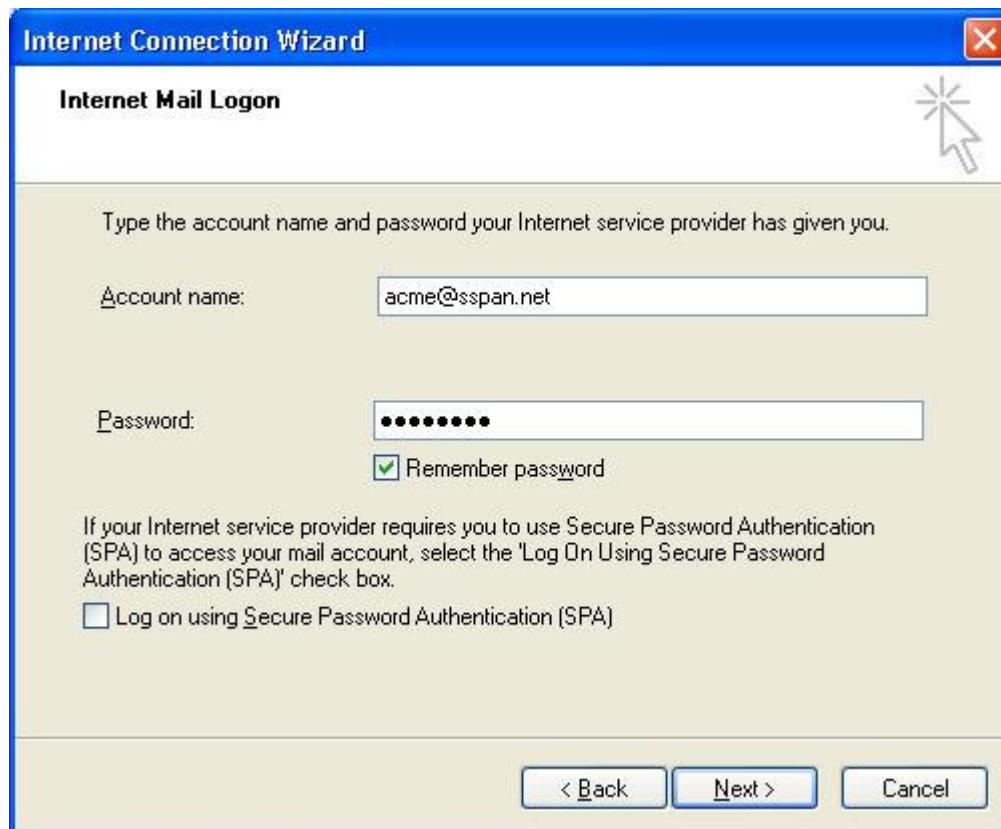
- A dropdown menu showing "POP3" selected, with the text "My incoming mail server is a" on the left and "server." on the right.
- A text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing the text "incoming.sspan.net".
- A text input field labeled "Outgoing mail (SMTP) server:" containing the text "outgoing.sspan.net".
- Navigation buttons at the bottom: "< Back", "Next >", and "Cancel".

Figure 3. E-mail Server Names

6. On the Internet Mail Logon page (Figure 4), type your **account name** and **password**. Your account name will need to be corrected to display the full e-mail address. It will be of the form "**username@sspan.net**". Your password was picked by you or given to you when you signed up for Skyspan Internet service. Usernames are all lower-case. Your password is case-sensitive so be sure to type it exactly as it was originally set up.

Do not check the box next to **Log on using Secure Password Authentication (SPA)**.

Click **Next**.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing "acme@sspan.net" and "Password:" containing ten black dots. Below the password field is a checked checkbox labeled "Remember password". A paragraph of text explains: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." Below this is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom are three buttons: "< Back", "Next >", and "Cancel".

Figure 4. Internet Mail Logon

7. Click **Finish**.

8. Before you can send e-mail, you need to make two more changes.

Click **Properties**, and then click on the **Servers** tab (Figure 5). Check the box next to **My server requires authentication**.

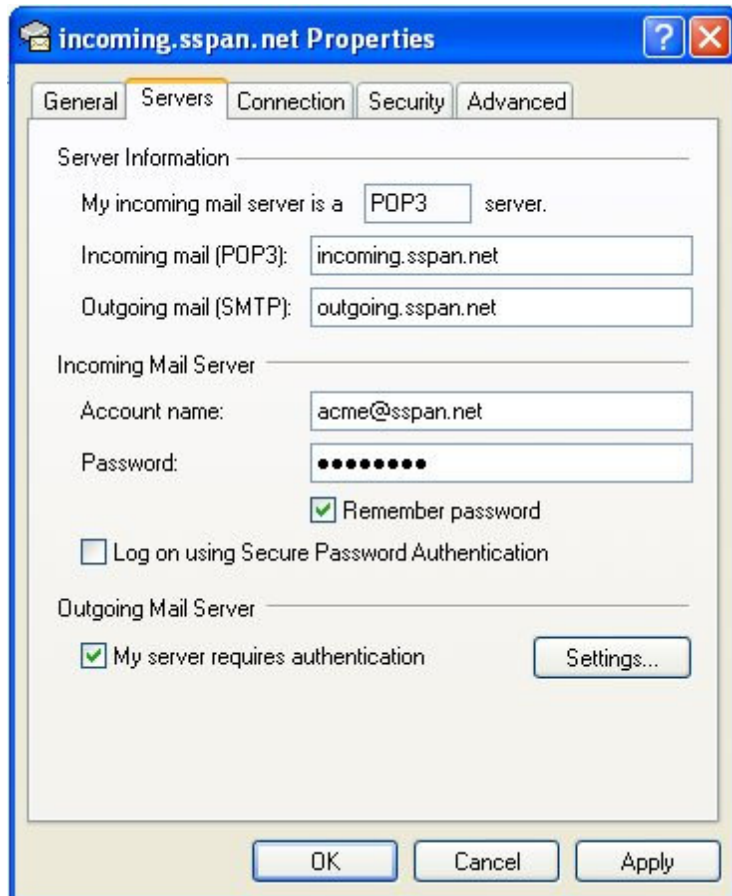


Figure 5. Server Tab for server authentication

Then click on the **Advanced** tab (Figure 6). **Outgoing mail (SMTP)** is originally set for **25**. You need to change it to **587**.

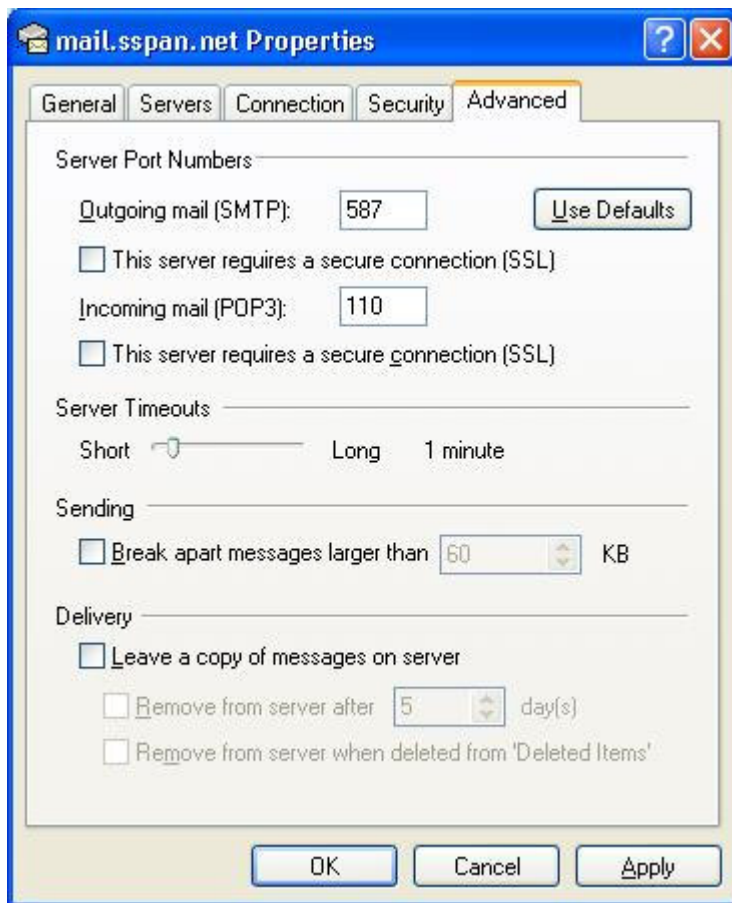


Figure 6. Advanced tab for SMTP port

Click **Apply** and then **OK**, then click **Close** in the lower right-hand corner.

You're now ready to send and receive e-mail!