

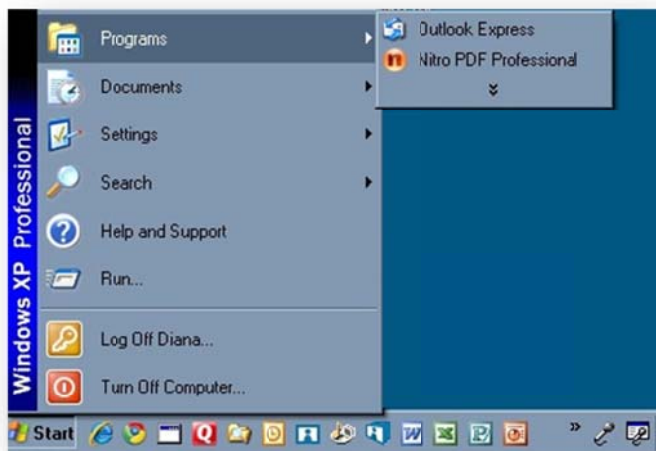


HOW TO SET UP AN EVCOHS.COM ACCOUNT IN OUTLOOK EXPRESS

TO BEGIN:

Click **Start**

Then choose **Programs** in the left menu

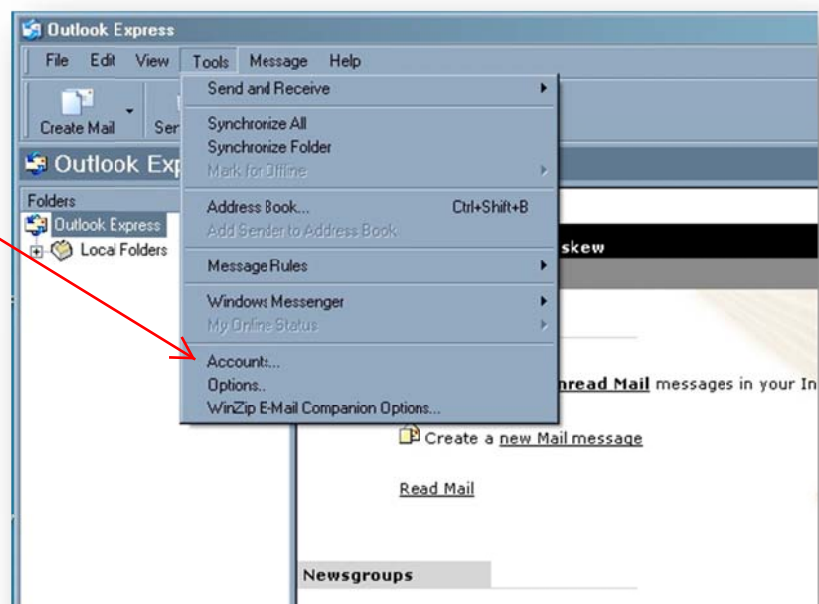


Then choose **Outlook Express**

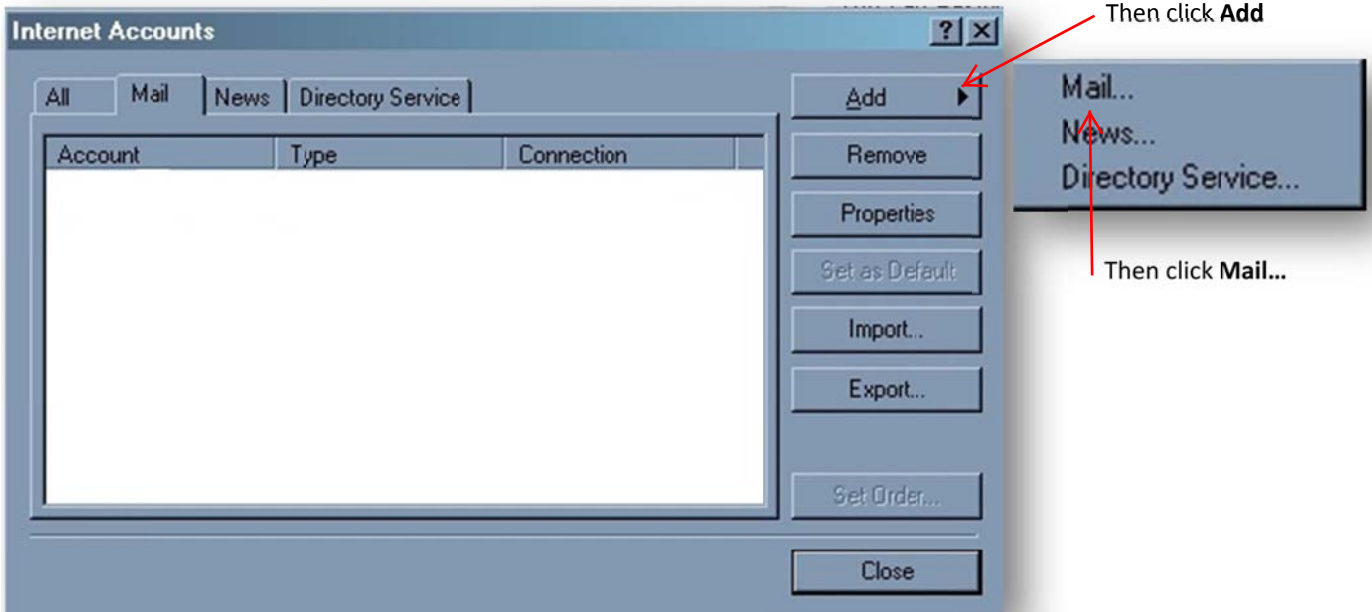
For more information about **Outlook Express**,
click this link: <http://www.microsoft.com/windows/ie/ie6/using/howto/oe/setup.msp#E6D>

Choose **Tools**

Then choose **Accounts**



Click the **Mail** Tab



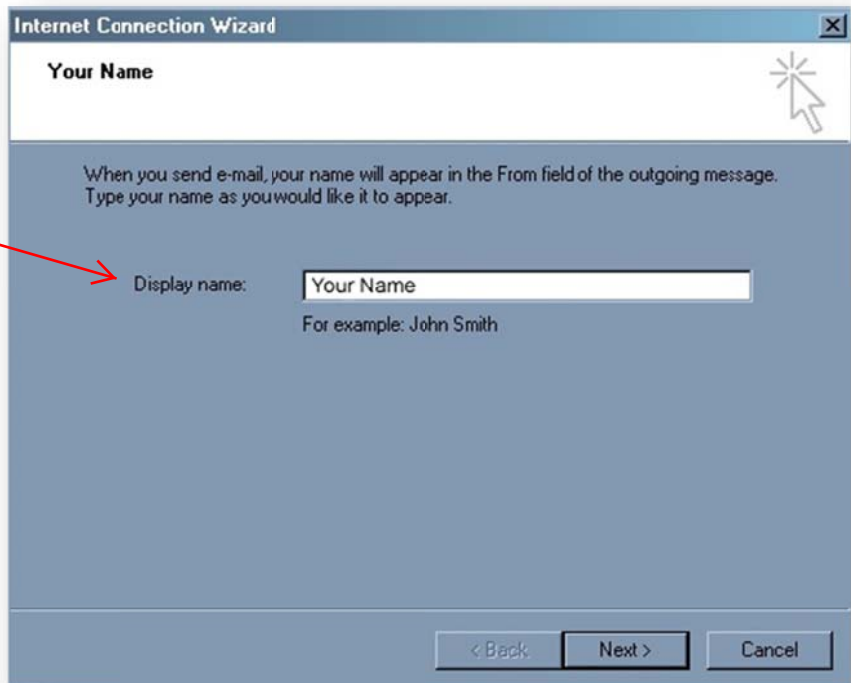
Then click **Add**

Then click **Mail...**

The **Display Name** is what will display in **FROM** when others receive mail from you.

Type the *Name* that you want to use to identify yourself in the **Display Name**: text box (Example = John Doe)

Then click **Next**



Display name:

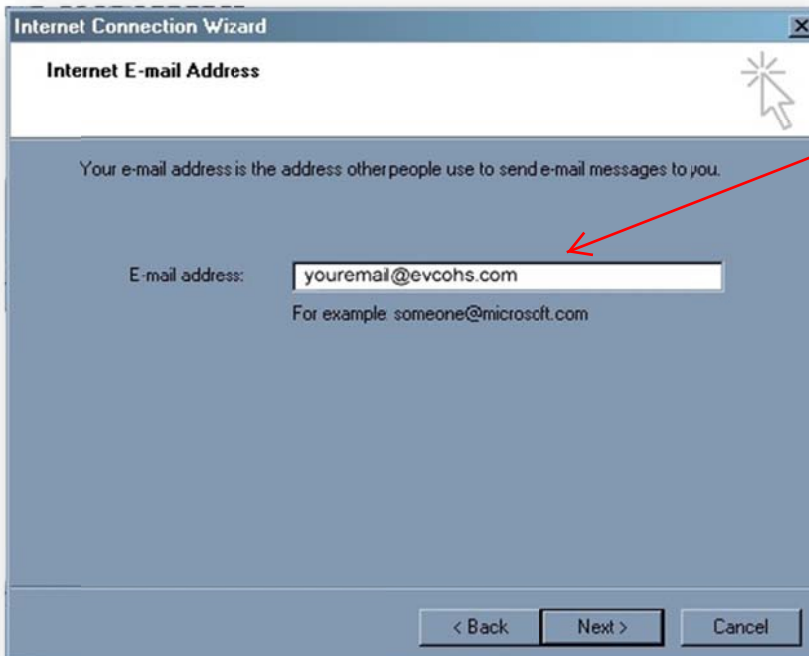
Your Name

For example: John Smith

< Back

Next >

Cancel



Type your full email address in the **E-mail Address**: text box

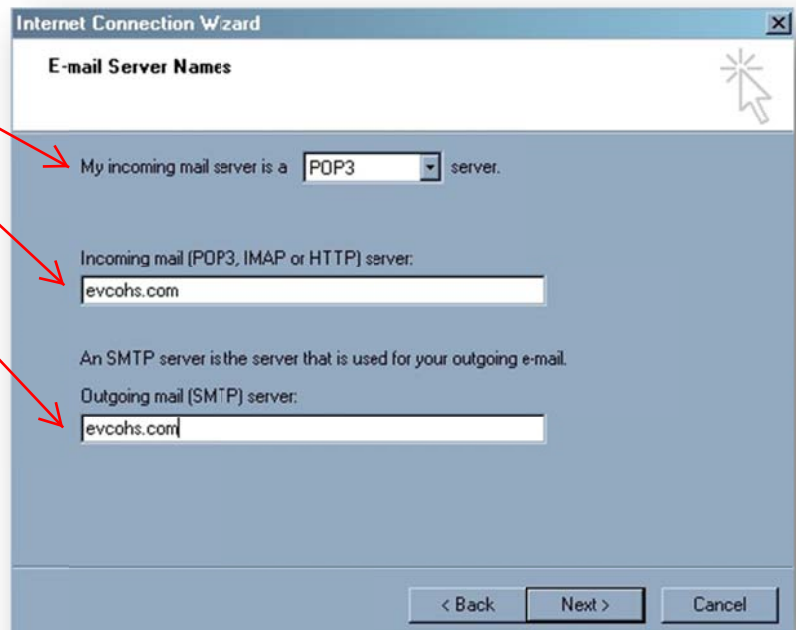
Then click **Next**

Choose **POP3** as the **incoming mail server**

Type **evcohs.com** into the **Incoming mail** text box. *Note: do not add anything in front of evcohs.com*

Type **evcohs.com** into the **Outgoing Mail** text box. *Note: do not add anything in front of evcohs.com*

Then click **Next**



Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

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.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

Type your **Account Name** and **Password** into the text boxes. Your **Account Name**: is the first part of your email address, or everything before the @.

Click Remember password if you want Outlook Express to log you on automatically. If you don't want anyone else to have access to your email, do not check the box. You will need to enter your password every time you open Outlook Express

Leave the Log on using Secure Password Authentication (SPA) unchecked

Then click **Next**

This is the final screen. If you are satisfied with all of your settings, click **Finish**. Send an email to yourself to test the account.

**YOUR NEW EMAIL
ACCOUNT WILL SHOW IN
YOUR MAIL ACCOUNTS.**

Internet Connection Wizard

Congratulations

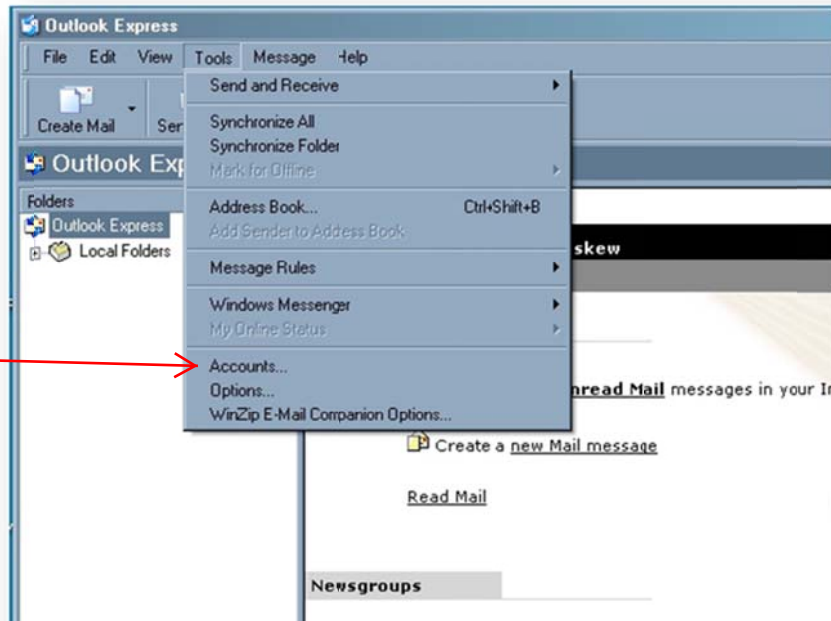
You have successfully entered all of the information required to set up your account.
To save these settings, click Finish.

< Back Finish Cancel

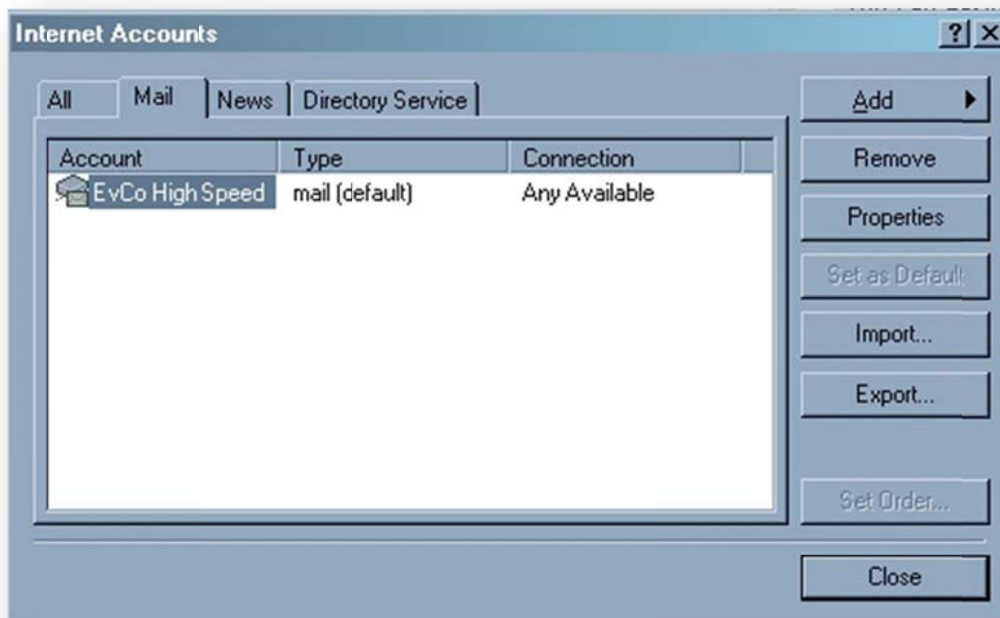
ADD SECURE SOCKET LAYER (SSL) SECURITY TO YOUR ACCOUNT

The Wizard for Outlook Express does not include an option to set up SSL security to your email account. This will need to be done after you have created your account.

Choose **Tools**



Then choose **Accounts**

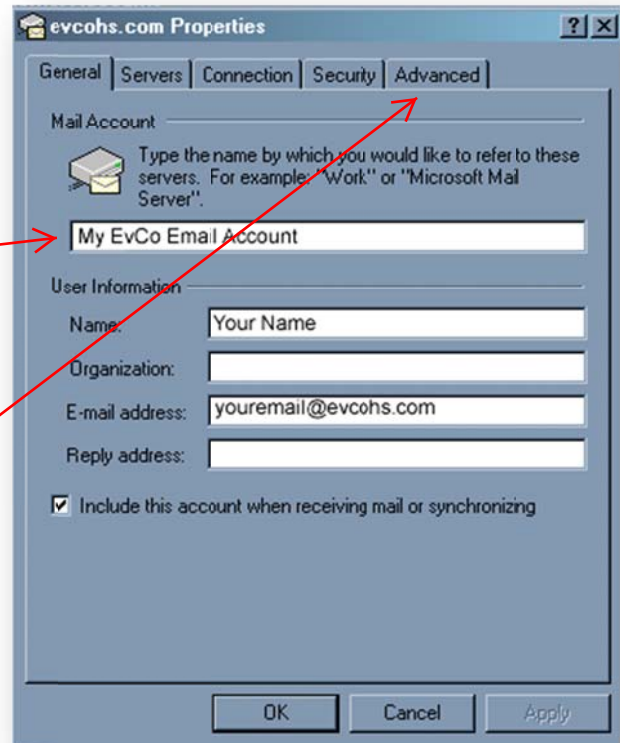


Choose **Properties**

Type in a name that will identify this account from other accounts you may have

Your name and email address will be entered into the text boxes for you. If you want to edit your name or email address, you can also do that in this screen.

Then Click the **Advanced Tab**



Enter **465** into the **Outgoing mail (SMTP)**: text box

Check **This server requires a secure connection (SSL)**

Enter **995** into the **Incoming mail (POP3)**: text box

Check **This server requires a secure connection (SSL)**

You may leave the rest of the settings the same.

Note: If you retrieve mail from this account from more than one computer, click the **Leave a copy of messages on server** and choose the number of days to leave them on there before they are deleted. If this box is left as shown, your email will be deleted from the server the first time it is downloaded onto a computer or phone.

