



## EMAIL SET-UP WITH OUTLOOK EXPRESS

	<i>Example</i>	<i>My Email</i>
Username	<i>sample@mydomain.com</i>	
Password	<i>example</i>	

Please substitute the username and password that have been sent to you.

Open Outlook Express.

Click on **Tools** (top bar) and select **Accounts** from the drop down menu.

Select the **Mail** tab. Select **Add** and then **Mail**.

Enter the following information as each new window opens:

- Display name: your choice; click **Next**.
- Email address: *sample@mydomain.com*; click **Next**.
- Incoming mail server: choose POP3, then fill in: *mail.mydomain.com* .
- Outgoing mail server (SMTP): *mail.mydomain.com*; click **Next**.
- Account Name: your choice
- Password: *example*; check "Remember password."
- Do NOT check "Log on using Secure Password Authentication."
- Click **Next**, then **Finish**.
- If Username and Password are requested, enter *sample@mydomain.com* and *example*.

If you have problems, please call 443-249-0610 for assistance.

## WEBMAIL

To access your email from any computer:

- Open the web browser.
- Enter *mydomain.com/webmail* in the address bar.
- Now enter your FULL email address (username) and password.

**PLEASE SAVE FOR FUTURE REFERENCE.**