

Setting up Outlook Express for Windows

In order to receive email you will need to have a program capable of receiving your email and displaying it so that you can read it. Outlook Express is a popular email program that usually comes already installed on new PCs. Before you can receive email with Outlook Express you will need to enter information into the program so it knows where to go to get your email.

Follow the steps below to set up your account. (Note: Before setting up Outlook Express you should have already set up your Dial-up Networking.)

1. Double click (rapidly click twice with the left mouse button) on the Outlook Express icon (small picture on your desktop that says Outlook Express) or click once on the icon and press enter to open the Outlook Express program.
2. When the Outlook Express program opens, you will see “Outlook Express” at the top of the window. Underneath that you will see a menu of items, starting with File. Click on Tools. A drop-down menu will open. Go down the menu and click on Accounts.
3. There will be several tabs at the top of the box that appears. Click on the Mail tab. Click on the “Add” button at the right of the screen, then click on “Mail”. This will open the “Internet Connection Wizard”.
4. You will be asked for a “friendly” name or a “display” name. This is the name that will display in the “from” field when you send email. Enter whatever you like (ex: John Doe or Doe Family), then click on the Next button.
5. You will be prompted to enter your email address. This is the address that people will use to reply to your messages. Enter the email address provided in your Welcome letter. This will be your RollaNet userid followed by @rollanet.org, with no upper case characters or spaces, for example jdoe@rollanet.org. Click on the Next button.
6. Next you will enter server information. At the top it will say “Incoming mail server” and there will be a box next to it. Make sure that the box says POP3 in it. In the empty box under “Incoming mail (POP3 or IMAP) server” type **pop.rollanet.org** and for “Outgoing mail (SMTP) server” type **smtp.rollanet.org**. The words should not be in bold print but they do have to be in all lower case without any spaces. Click on the next button.
7. Now you will need to enter some information regarding your login. Click on the circle next to “log on using:” and make sure that the circle becomes dark. In the box asking for your “POP account name” type in your RollaNet userid (the part of your email address before the @rollanet.org) exactly the way it appears on your Welcome letter. Again, there should be no capital letters and no spaces. Enter your password in the next box. It will appear as asterisks so make sure that you don’t have any spaces or any capital letters when you type it in. (You might want to check your keyboard and make sure Caps Lock is not on.) Click on the Next button.
8. Almost done 😊. Next you will be asked for your “Internet mail account name”. You can call this what you want, but you might want to put your userid (ex: jdoe) in this box, so the account is easily identified should you decide to enter additional accounts later. This will just be the name Outlook Express calls this account. Click the Next button.
9. Finally, click on the circle next to “connect using my phone line”. Make sure your Rollanet dial-up is in the box below that. Click Finish. If there is no box to enter your dial-up, click Next. The next page will ask you for your connection and then click Finish. You should now be able to start sending and receiving email by pressing the send/receive button.
10. To change or modify any of the information you entered, just open Outlook Express, select Tools, Accounts, and click on the Mail tab. Select your account and click “Properties” instead of “Add”.

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