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## Outlook Express

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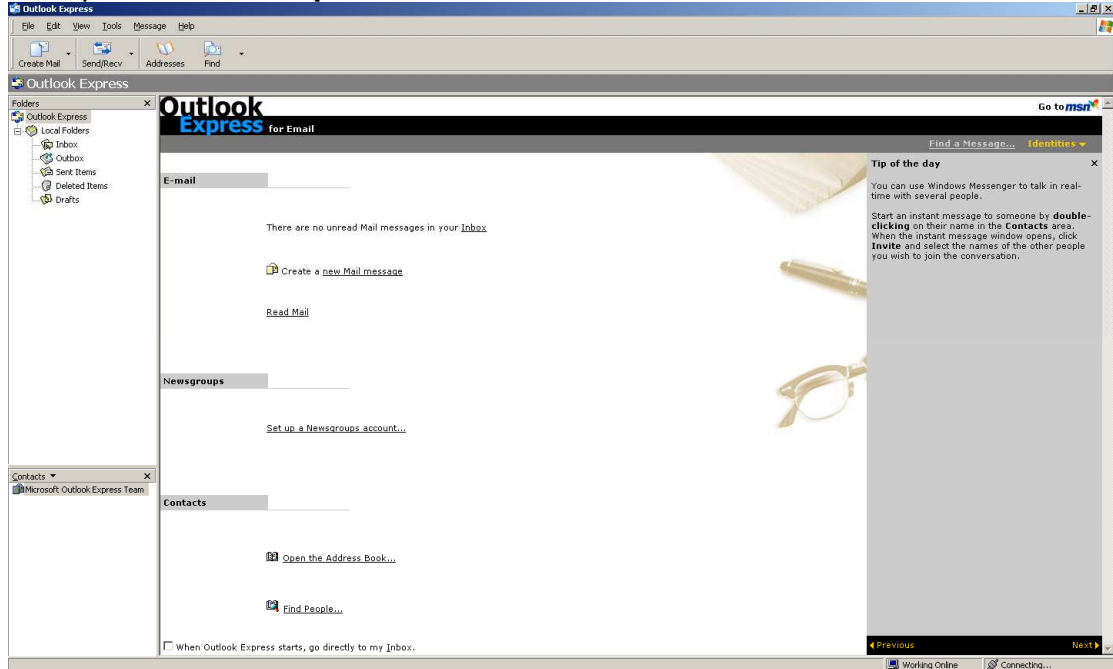
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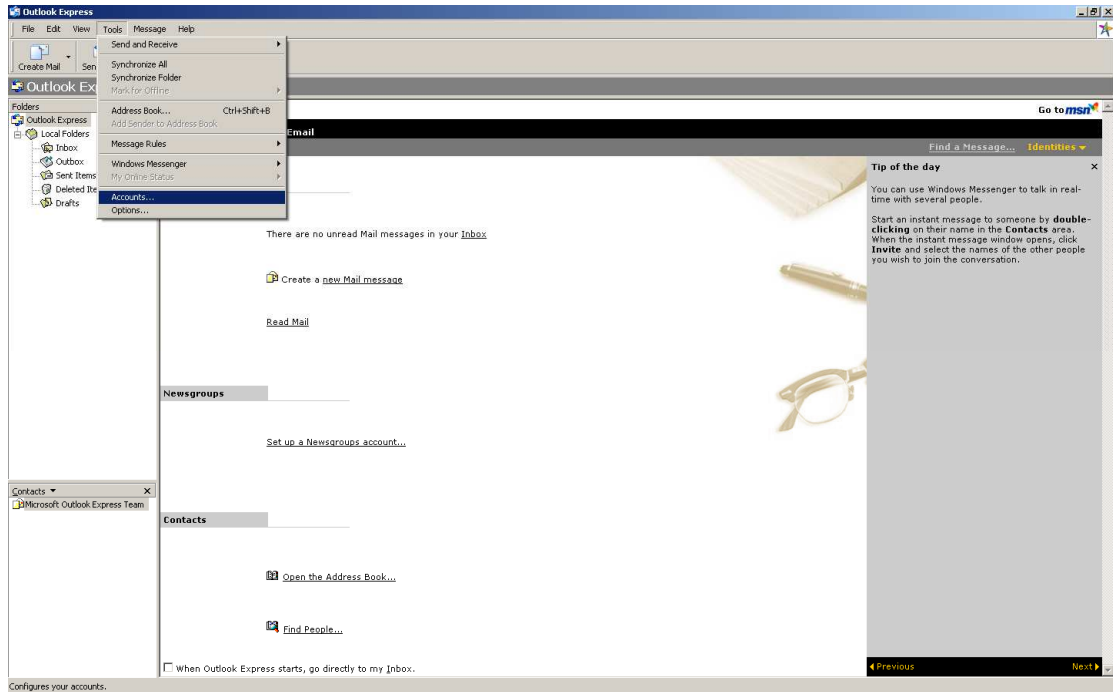


## New Email Setup

### 1. Open Outlook Express.

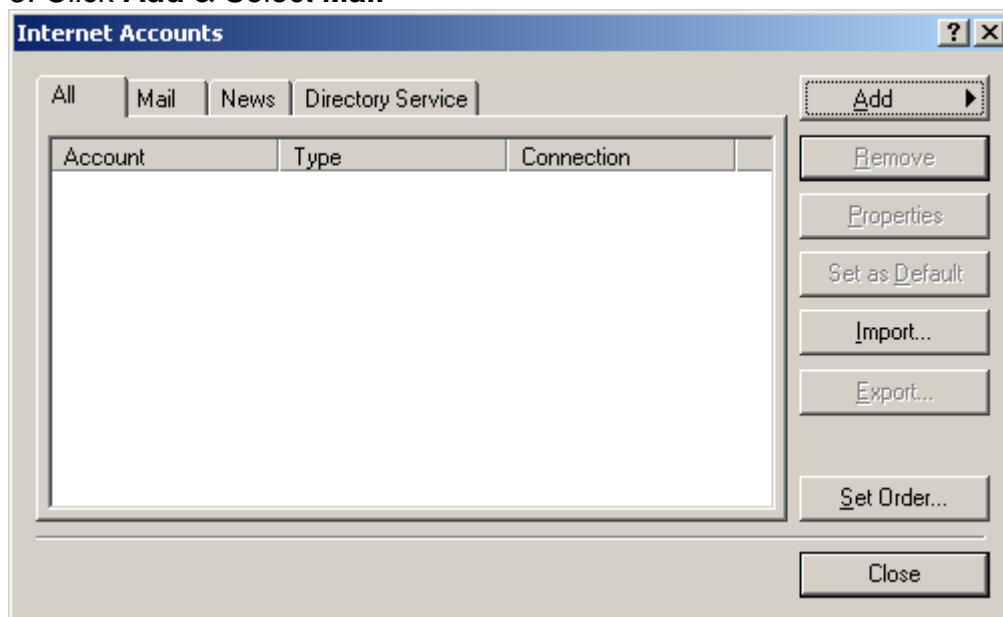


### 2. Go to the Tools Menu and select Accounts

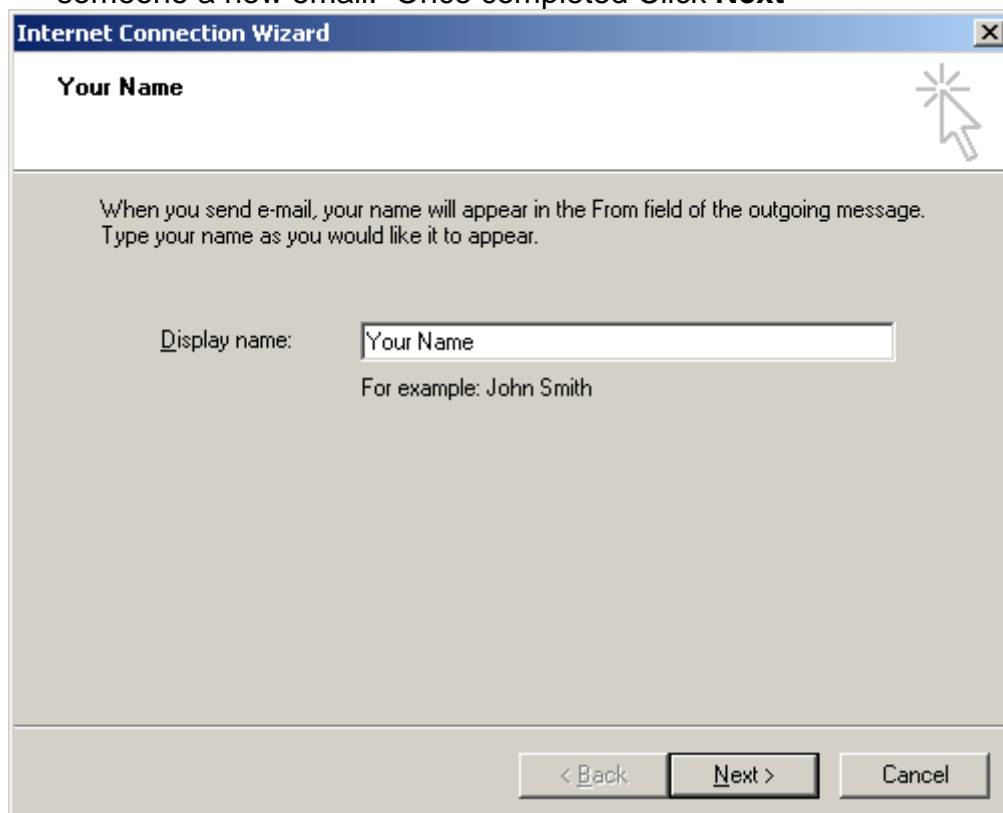




### 3. Click **Add** & Select **Mail**



### 3. Enter your Name. This will be what is displayed when you send someone a new email. Once completed Click **Next**





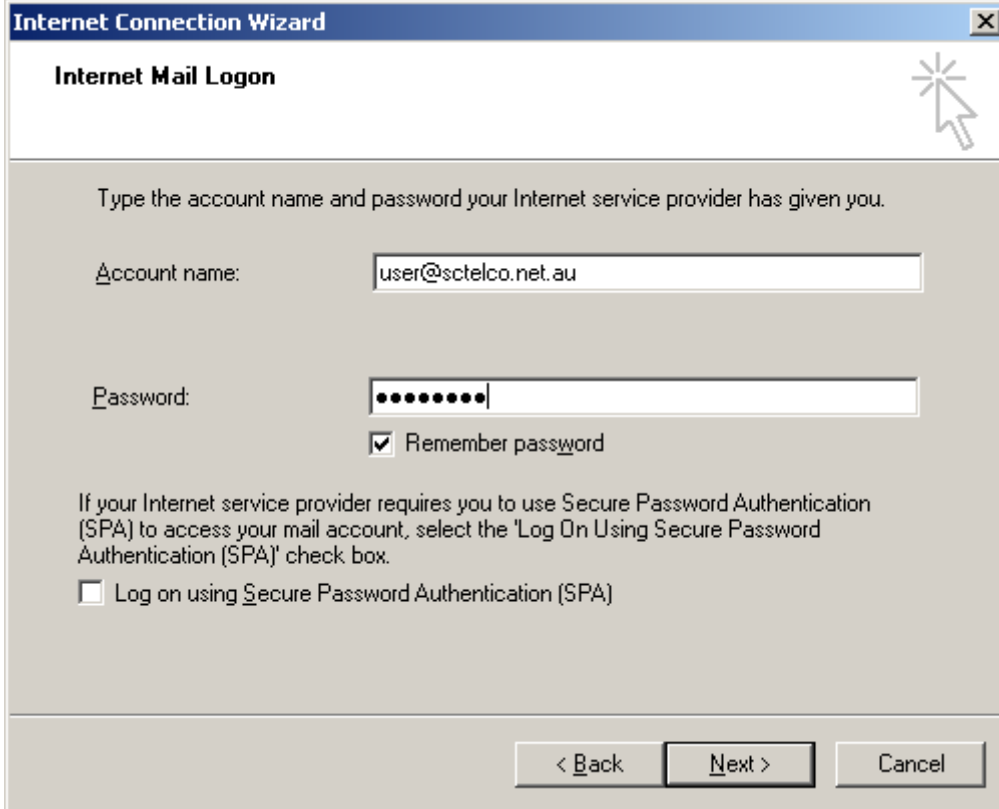
4. Type your SCTelco email address & click **Next**

The screenshot shows a dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title is "Internet E-mail Address". Below the title is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "user@sctelco.net.au". Below the input field is the text "For example: someone@microsoft.com". At the bottom of the dialog box are three buttons: "< Back", "Next >", and "Cancel".

5. Enter the details showed below. Once the required information has been entered, click the **Next** button

The screenshot shows a dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title is "E-mail Server Names". Below the title is a mouse cursor icon. The text reads: "My incoming mail server is a" followed by a dropdown menu showing "POP3" and "server.". Below this is a text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing the text "mail.sctelco.net.au". Below that is the text "An SMTP server is the server that is used for your outgoing e-mail." followed by a text input field labeled "Outgoing mail (SMTP) server:" containing the text "smtp.sctelco.net.au". At the bottom of the dialog box are three buttons: "< Back", "Next >", and "Cancel".

6. Enter the username as your full email address([user@sctelco.net.au](mailto:user@sctelco.net.au)) & type your password. Once completed **Click Next**



**Internet Connection Wizard**

**Internet Mail Logon**

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

Account name:

Password:

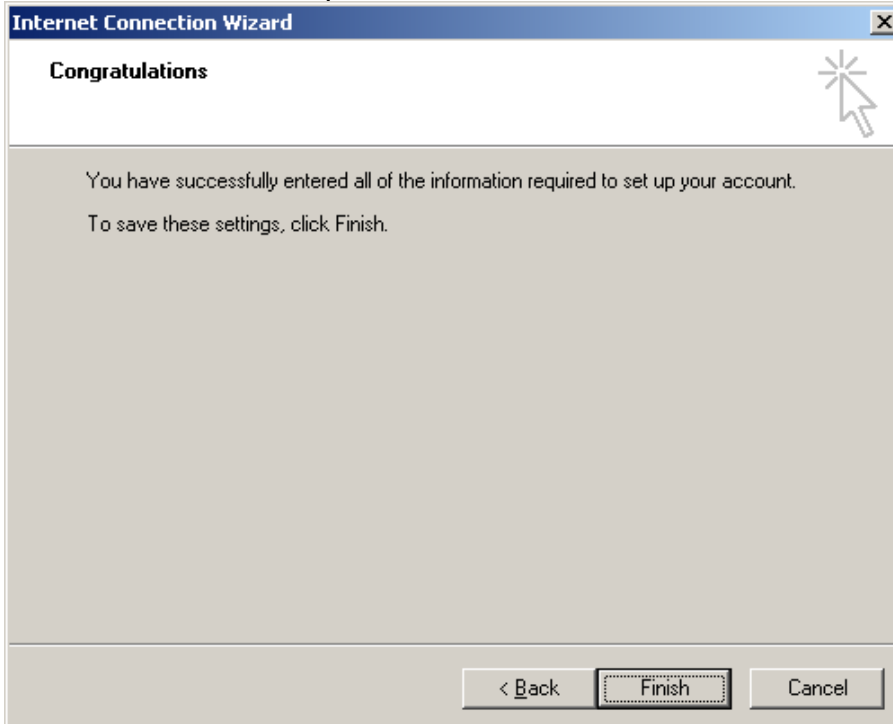
Remember password

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

7. You have now completed, click the **Finish** button



**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



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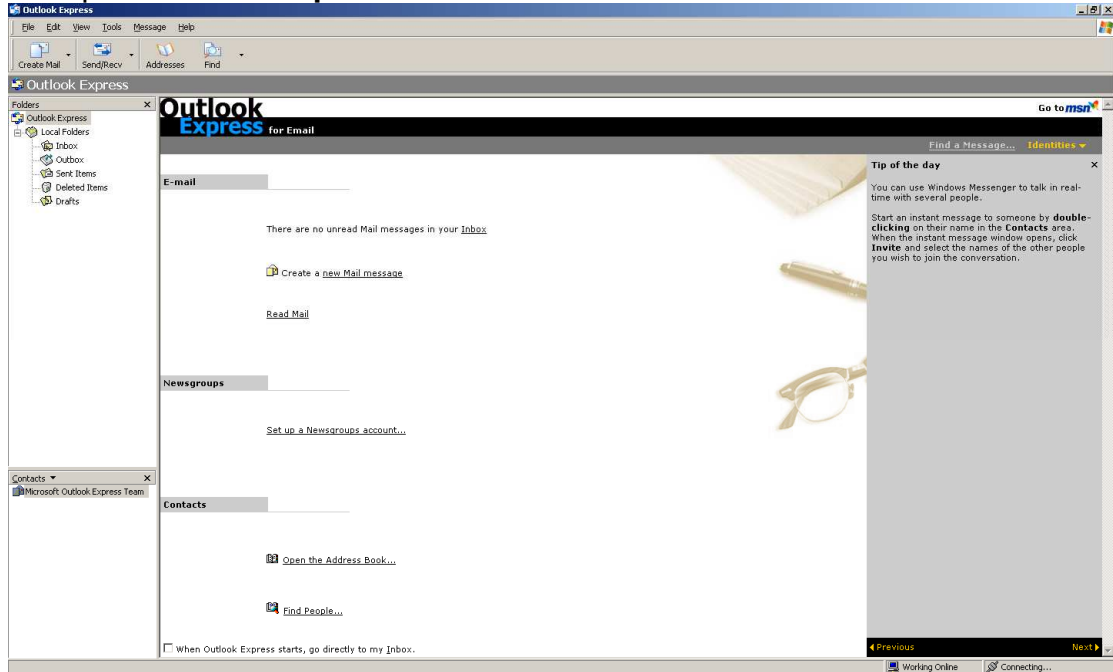
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8. You will now be returned to the accounts pages. Your email is setup and ready to go.

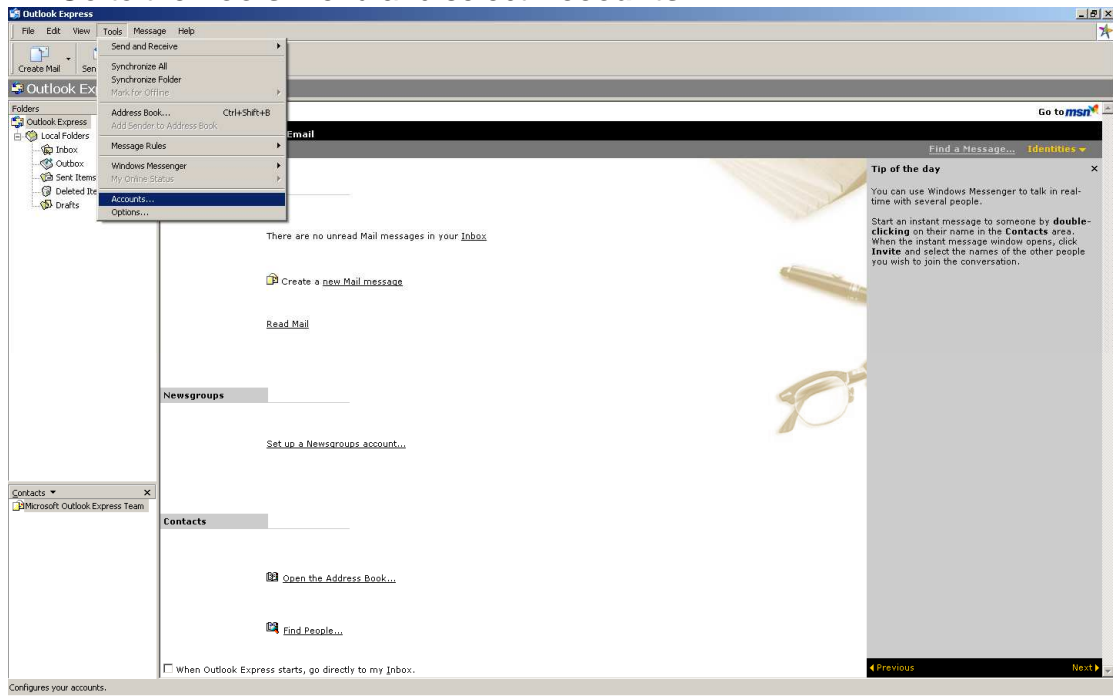


## Remove Old Account

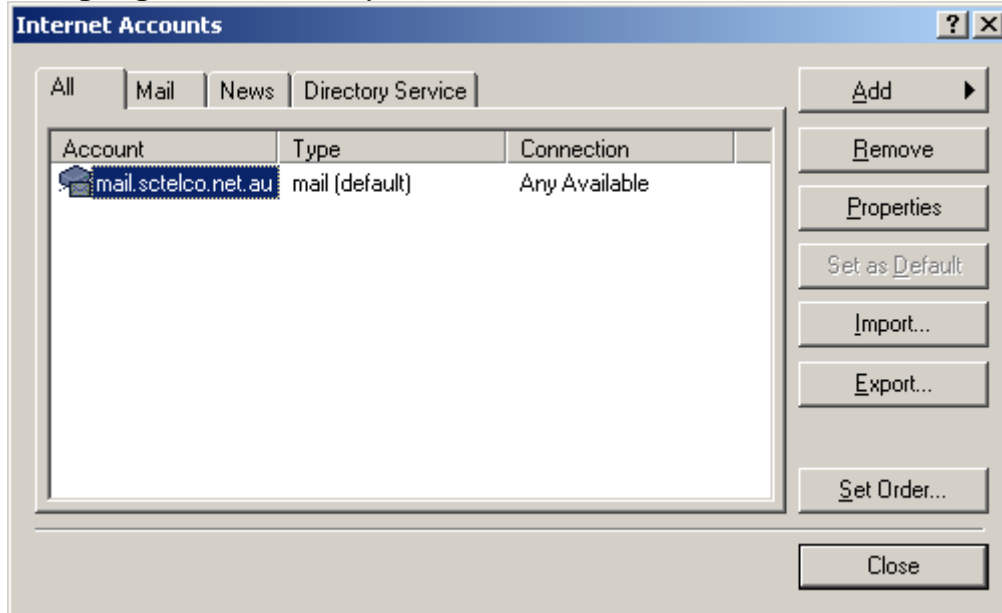
### 1. Open Outlook Express.



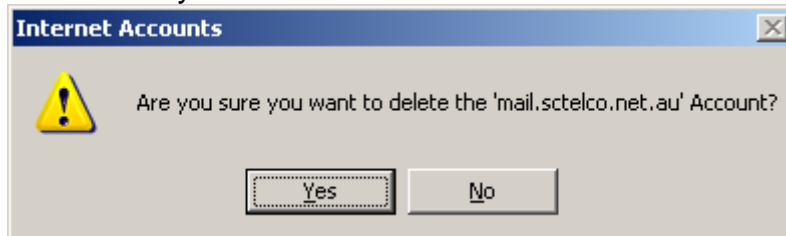
### 2. Go to the Tools Menu and select Accounts



3. **Highlight** the account you want to remove & click the **Remove** button



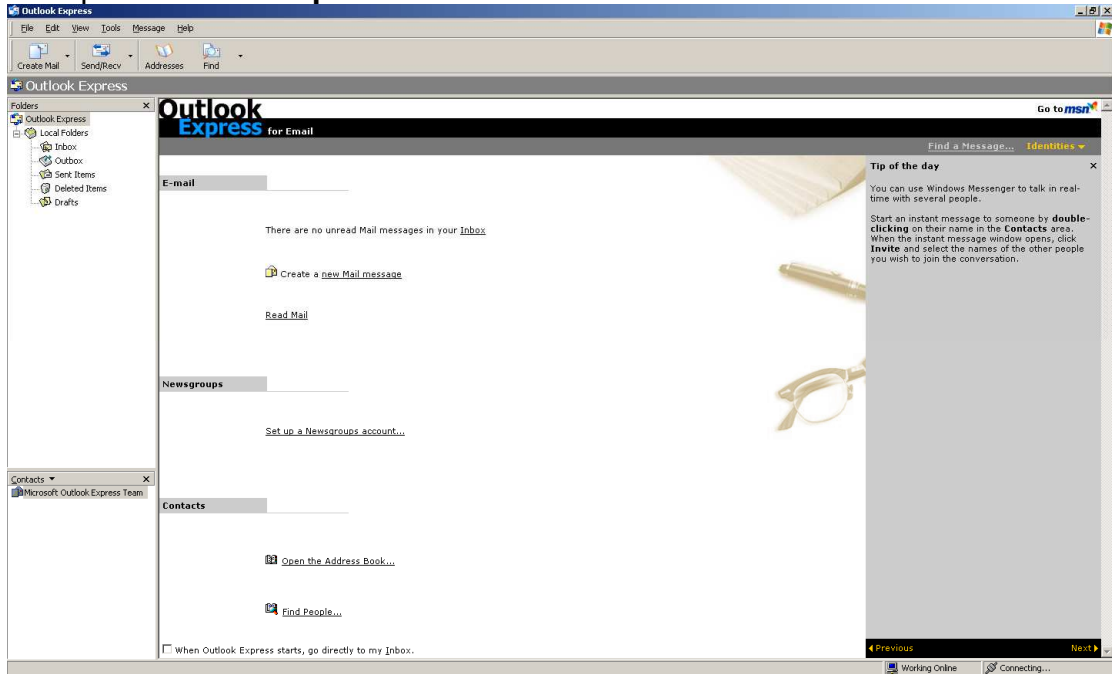
4. Confirm you have selected the correct account & Click **Yes**.



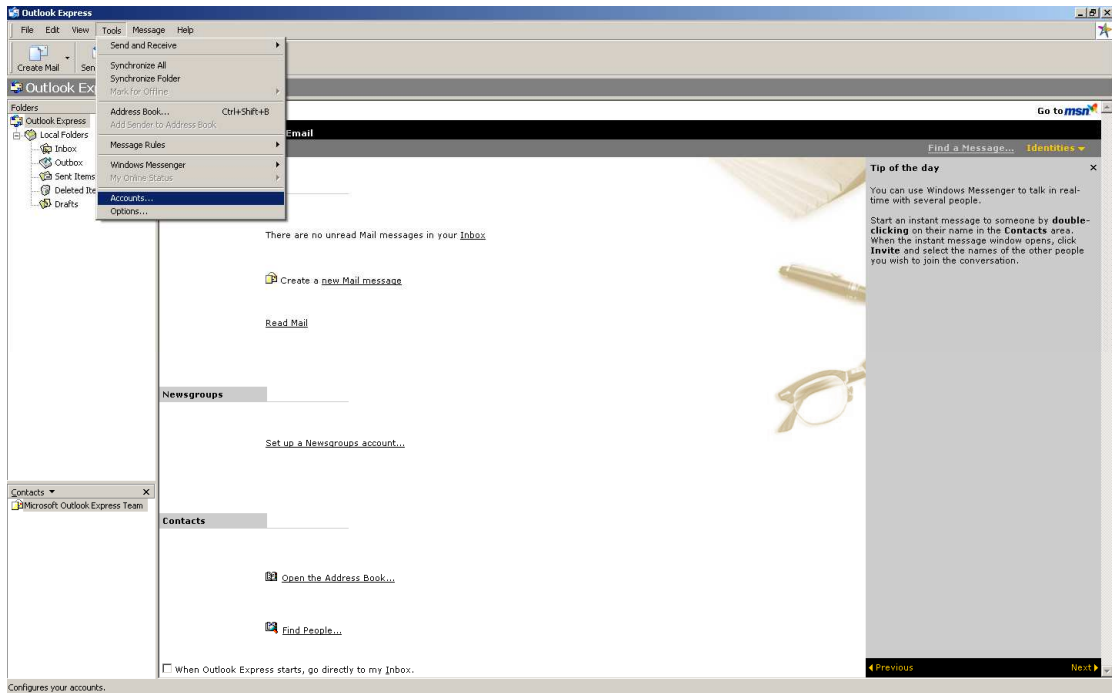


## Change Timeout Period

### 1. Open Outlook Express.

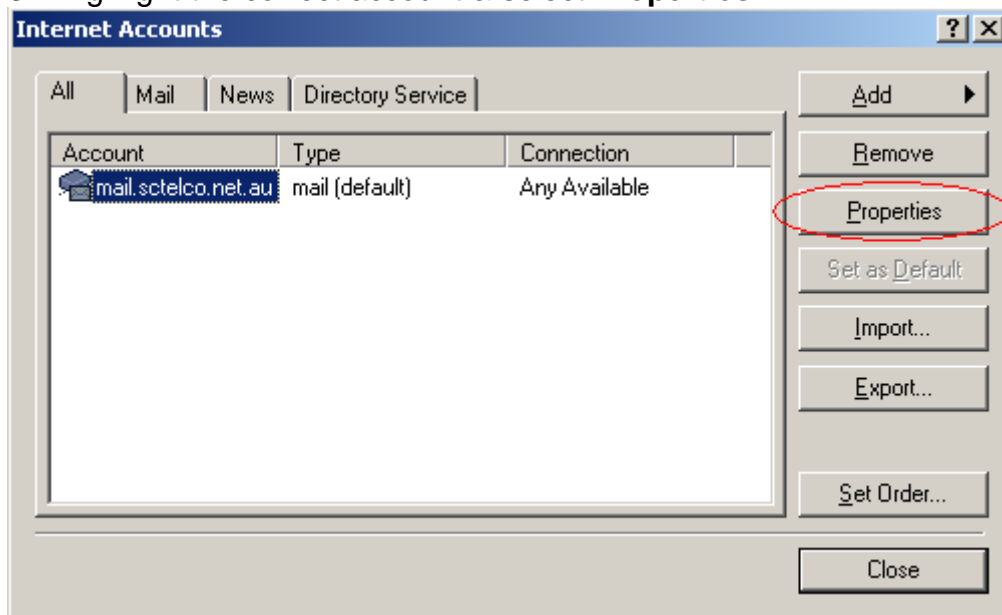


### 2. Go to the Tools Menu and select Accounts

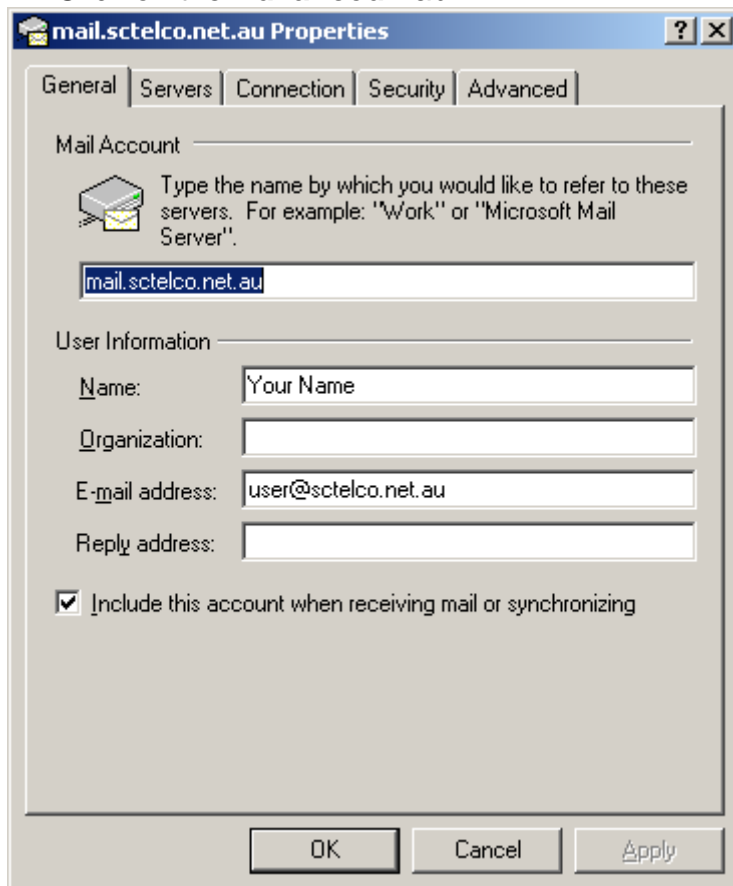




3. Highlight the correct account & select **Properties**.

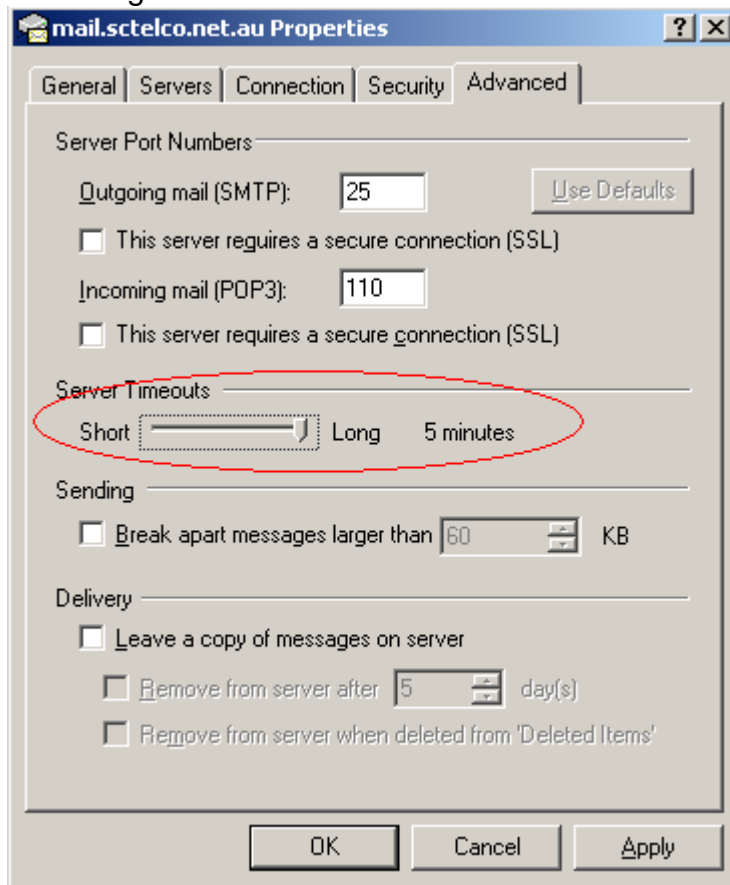


4. Click on the **Advanced** Tab





4. You will see in the middle of the page 'server timeout'. Move the bar to the right hand side.

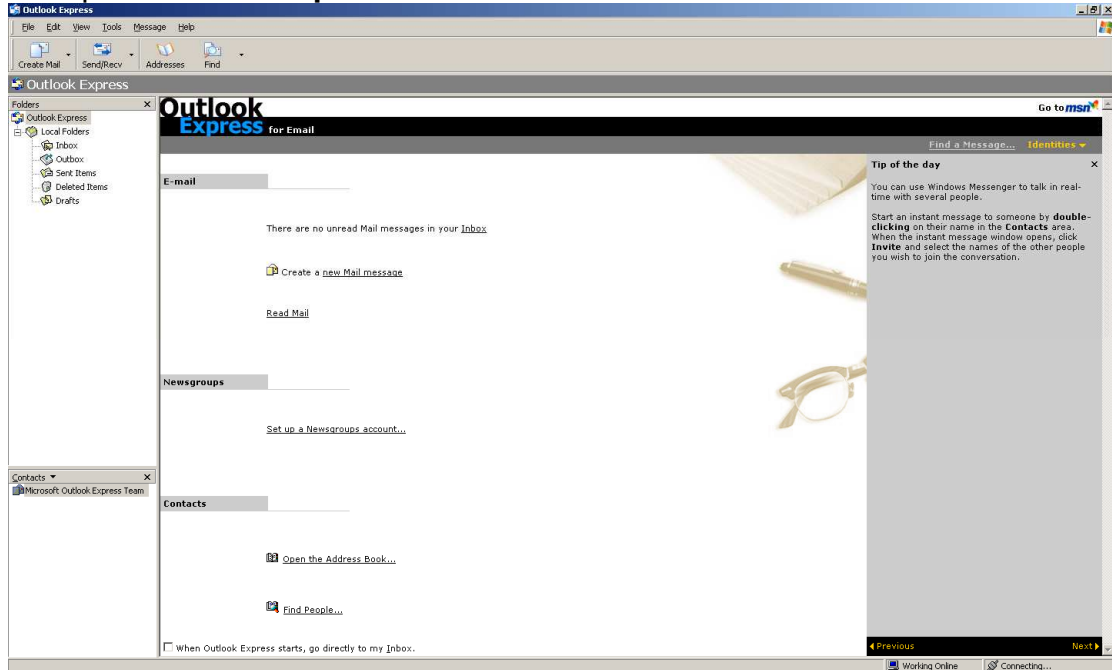


5. Click the **Apply** Button.

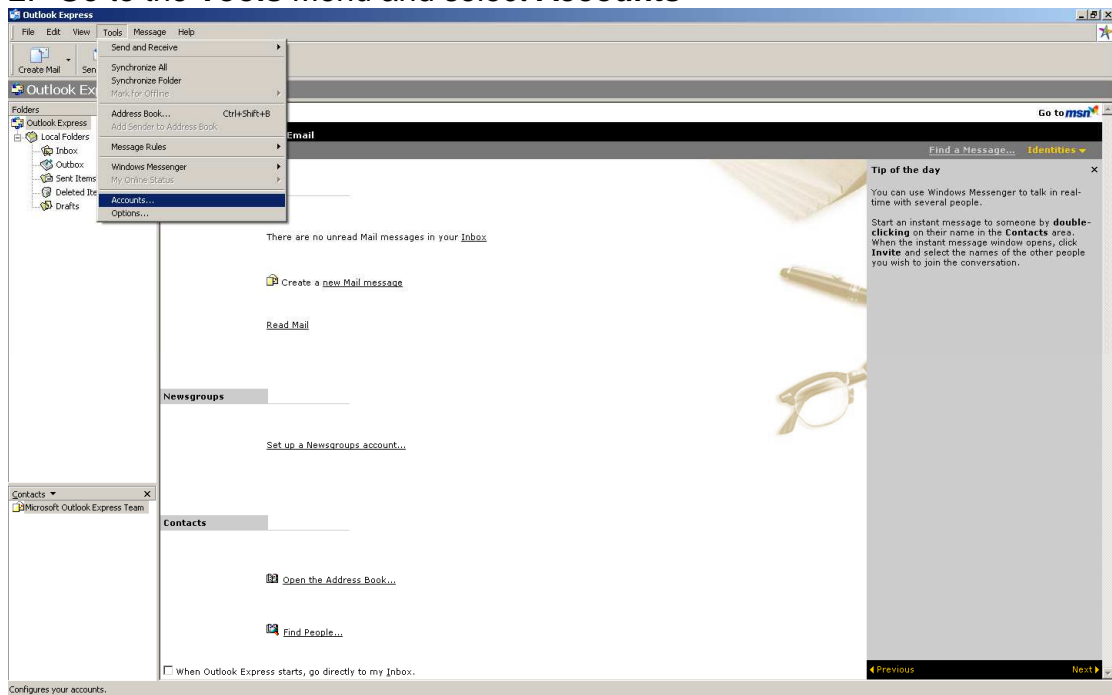


## Leave a Copy of the Message on the Server

### 1. Open Outlook Express.

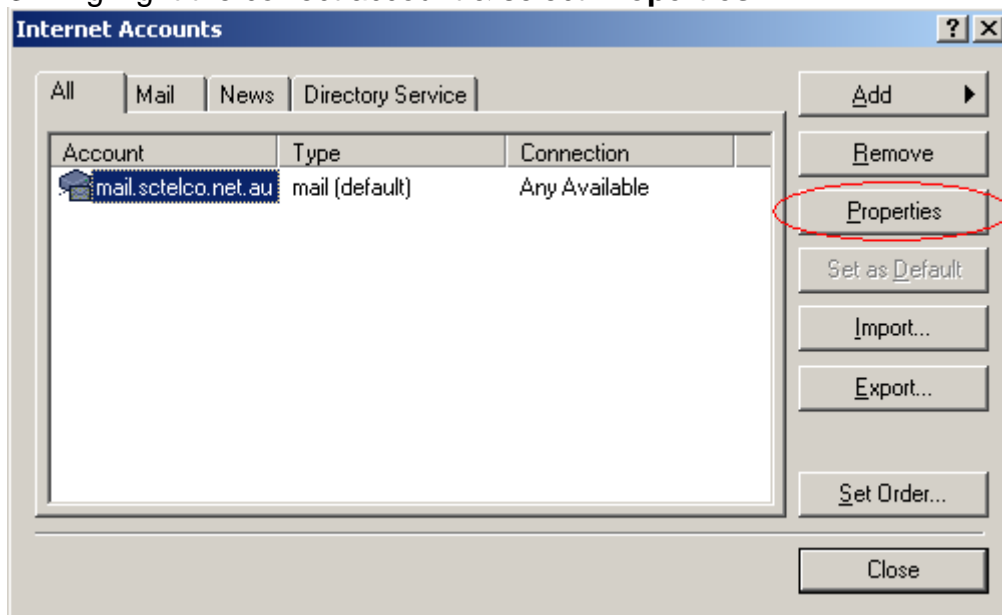


### 2. Go to the Tools Menu and select Accounts

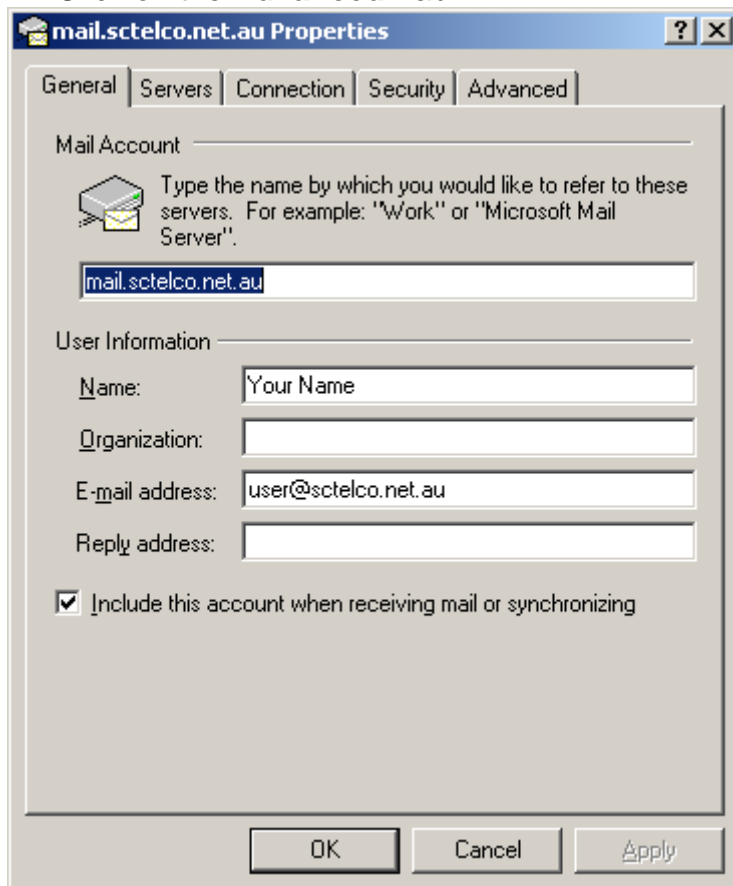




3. Highlight the correct account & select **Properties**.

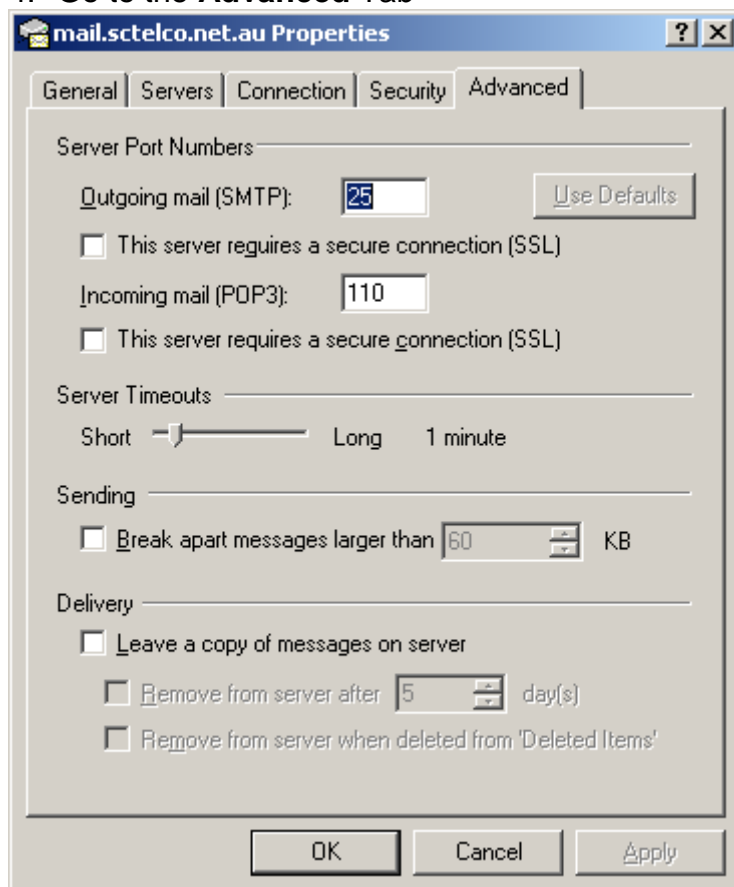


4. Click on the **Advanced** Tab





#### 4. Go to the **Advanced** Tab



5. Tick the following **Tick Boxes**. Once ticked, click the **OK** button.
  - 'Leave a copy of the messages on server'
  - 'Remove from server after 5 days'
  - 'Remove from server when deleted from 'Deleted Items''



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mail.sctelco.net.au Properties

General Servers Connection Security **Advanced**

Server Port Numbers

Outgoing mail (SMTP):

This server requires a secure connection (SSL)

Incoming mail (POP3):

This server requires a secure connection (SSL)

Server Timeouts

Short  Long 1 minute

Sending

Break apart messages larger than  KB

Delivery

Leave a copy of messages on server

Remove from server after  day(s)

Remove from server when deleted from 'Deleted Items'