While in Outlook Express, Click on "TOOLS" and then on "ACCOUNTS."

? × Internet Accounts Mail All News Directory Service <u>A</u>dd ۲ Account Туре Connection Remove Any Available 層 mail.tcei.com 🛛 mail (default) Properties Set as Default Import... Export... Set Order.. Close

Now double-click your email account (typically "mail.tcei.com").

In the "Properties" window under the "General" tab, verify that your email address is correct.

ବ mail.tcei.com Properties 🛛 👩					
General Servers	Connection	Security	Advanced		
Mail Account					
Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".					
mail.tcei.com					
User Information -					
Name:	Your Name	(example)			
Organization:					
E-mail address:	email@tcei.com (example)				
Reply address:					
Include this account when receiving mail or synchronizing					
	OK		Cancel	Apply	

No further change is needed in this window.

Click on the "Servers" tab which appears near the top of the window.

Locate the "Outgoing Mail Server" section of this window, which appears at the bottom of the window.

😤 mail.tcei.com Properties 🛛 🔹 💽 🔀				
General Servers Connection Security Advanced				
Server Information				
My incoming mail server is a POP3 server.				
Incoming mail (POP3): mail.tcei.com				
Outgoing mail (SMTP): mail.tcei.com				
Incoming Mail Server				
Account name: test				
Password:				
Remember password				
Log on using Secure Password Authentication				
Outgoing Mail Server				
My server requires authentication Settings				
OK Cancel Apply				

If there is no checkmark in the box that appears next to "**My server requires authentication**," click once in the box to insert a checkmark.

Click on the "Apply" button, then click "OK."

Close out the remaining windows.

You can now send out emails.