

Outlook Express Email Setup

This document will help you to setup your Outlook Express email client to work with the Hay Communications email system. First, open Outlook Express. From the toolbar, click on *Tools*, then *Accounts*. This will take you to the screen shown below. Click on the *Add* button to add an account.



Type in your name. When you send someone an email, this is the name they will see the message being from. It can be in any form you wish ie. John Smith or The Smith Family. Click the *Next* button to continue.



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Next, type in your actual email address. This will be your username@hay.net. In the case of Hay's wireless customers, it may be username@hccl.net. Click the *Next* button.



The screenshot shows the 'Internet Connection Wizard' window at the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard' with a close button in the top right. Below the title bar, the text reads 'Internet E-mail Address' with a mouse cursor icon. The main area contains the instruction: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this is a text input field labeled 'E-mail address:' containing 'username@hay.net'. Underneath the field is the example text: 'For example: someone@microsoft.com'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter the email server names as shown below then hit *Next*. If you are a Hay Communications wireless subscriber, the Incoming mail server should be mail.hccl.net.



The screenshot shows the 'Internet Connection Wizard' window at the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' with a close button in the top right. Below the title bar, the text reads 'E-mail Server Names' with a mouse cursor icon. The main area contains the instruction: 'My incoming mail server is a POP3 server.' Below this is a dropdown menu showing 'POP3'. Underneath is a text input field labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.hay.net'. Below that is another text input field labeled 'Outgoing mail (SMTP) server:' containing 'smtp.hay.net'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

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In the next screen, enter your username (the first part of your email address) supplied to you by Hay in the Account Name box. Enter your password in the Password box. If you don't want to enter your password every time you check your email, check off the Remember password box.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard' and the tab title is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' Below this, there are two input fields: 'Account name:' with the text 'username' and 'Password:' with a masked password of seven dots. A checked checkbox labeled 'Remember password' is located below the password field. At the bottom, there is a paragraph of text: '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.' Below this text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom right of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

Hit the Finish Button. Congratulations! You have completed your email address setup.



The screenshot shows the 'Internet Connection Wizard' window with the 'Congratulations' tab selected. The window title is 'Internet Connection Wizard' and the tab title is 'Congratulations'. The main text reads: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' At the bottom right of the window are three buttons: '< Back', 'Finish', and 'Cancel'.