Windows Outlook Express Email Instructions

Outlook Express 5.02 and higher - Setup for Windows

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This document will guide you through the configuration of Outlook Express for the HANSAE email system. You will need to have MS Outlook Express v5.02 or higher installed, and a working Internet connection. IMPORTANT: First of all, Check your DNS server address (especially Vietnam user) Click Here for further Information

Once you have Outlook Express open:

1. Click Tools
2. Click Accounts
3. You should see this window:
4. Click Add
5. Click Mail
6. Enter your name, as you would like it to appear in Display name field of messages that you send.

7. Click Next

8. Enter your email address
9. Click Next

Most mail programs are capable of using two different protocols for checking e-mail: the Post Office Protocol (POP3) and the Internet Mail Access Protocol (IMAP). See Choosing IMAP or POP3 at the end of this document to decide which is right for you. (We highly recommend POP3.)

10. Select POP3 for the server.
11. Enter your email server information:
   - The incoming mail server is mail.hansae.com (Korea user) mailvn.hansae.com (Vietnam user)
   - The outgoing mail server is mail.hansae.com (Korea user) mailvn.hansae.com (Vietnam user)
12. Click Next

13. Enter your user ID and password in the Account name and Password fields. Check Remember password if you do not want to enter your password every time you use Outlook Express. Make sure that Log on using Secure Password Authentication (SPA) is NOT checked.
14. Click Next
There are still a couple more steps after you see:
15. Click Finish

Internet Connection Wizard

Congratulations

You have successfully entered all of the information required to set up your account.
To save these settings, click Finish.

16. Click Tools (as you did at No.1)
17. Click Accounts
18. Select the Mail tab
19. Select the mail account you just created
20. Click Properties
21. Enter the name that you would like to use to identify the account in the first field. (Change any of the information in the other fields that is incorrect. The Reply address field can be left blank.)

22. Click the Servers tab.

23. Under Outgoing Mail Server put a check next to 'My server requires authentication'

24. Click OK

25. Click the Send and Receive button/icon located in the main Outlook Express window to get your mail.

**Choosing IMAP or POP3**

**POP3 (Post Office Protocol)** downloads all of your new e-mail messages from the server to your computer, and stores them locally. When the download is complete, the messages are no longer on the server. If you choose to leave the messages on the server you will need to make sure that you do not exceed your disk quota.

This service is excellent if you store a lot of mail. If you need to check mail from other systems use the web interface, and all of your messages will still download to your computer the next time you check your mail with your email client.

**IMAP (Internet Mail Access Protocol)** leaves your messages on the server. Each time that you
view a message it retrieves that message. When using IMAP you need to make sure that you do not exceed your disk quota.

This service is excellent if you need access to all of your mail messages from multiple computers.