

## SET UP OUTLOOK EXPRESS EMAIL FOR THE VILLAGES.NET

1. Double-click the Outlook Express icon on your desktop
2. Click "Tools", and then "Accounts" and then click the "Mail" tab.
3. Click "Add" button on far right.
4. Click "Mail"
5. Type the name of the people that will be using this email account. For example, "Bob & Mary Smith". Then click "Next".
6. Type your full "Villages. NET" email address. For example, bobandmarysmith@thevillages.net Then click "Next".
7. Type mail.thevillages.net for BOTH the Incoming and Outgoing mail servers, then click "Next".
8. Type your login name and password. Remember on thevillages.net both are case sensitive. Then click "Next".
9. Click "Finish".
10. Now, the Internet Accounts Window will be displayed. Click on the "Properties" button on the right side and then click the "SERVERS" tab. Near the bottom put a check next to "My server requires authentication".
11. Click "Apply" and "OK". Click "Close".

NOTE 1: Repeat steps 1 through 11 for any additional email accounts you want to set up.

Note 2. If you have more than one mail account listed on the "Mail" tab of the window that now appears on your screen, then make your "Villages.net" e-mail account the default e-mail account by clicking it and clicking "Set Default" Click "Close"

To disconnect from TheVillages. NET, double-click the 2 green computers at the lower-right corner of the screen, then click the "Disconnect" button...

Revised 2/9/2009 JMM