Earthlink Mail Preferences

Earthlink Web Mail Preferences:
1. Click Write Message.
2. Click COLOR and GRAPHICS beside Write Message at the top of the page (plain is the default)
3. A taskbar will appear that allows you to select font size, script, color, bold,etc.
4. You may also select to have your Signature appear on all emails you compose by checking Signature (default)

Note: This only allows you to change fonts, script, color, bold,etc. for this email only.

To change the default permanently you must download the Earthlink Total Access Mailbox and change the preference settings. This is the link to download only the Earthlink Total Access Mailbox.
http://www.earthlink.net/software/main

Or you can setup Outlook Express for Earthlink email. You can change the preferences in OE.

To Setup Earthlink to use Outlook Express for email
 The POP3 server settings is **pop.earthlink.net**
 The SMTP server setting is **smtpauth.earthlink.net**

 The steps below will guide you through configuring Outlook Express for EarthLink:

1. Open Outlook Express
2. From the Tools menu, choose Accounts.
3. Click on the Mail tab.
4. Click the Add button.
5. Select Mail in the list.
6. In the Display name field, type your name(ex: J Maxine Miller)
7. Click the Next button.
8. Select I already have an e-mail address that I'd like to use.
9. In the E-mail address field, type your email address. (ex: jmaxpjp2@earthlink.net)
10. Click the Next button.
11. Click the down arrow on the "My incoming mail server is a..." drop-down list and choose POP3.
12. In the Incoming mail server field, type in your POP Server name (**pop.earthlink.net).**
13. In the Outgoing mail server field, type in your SMTP Server name(**smtpauth.earthlink.net)**
.14. Click the Next button.
15. In the Account name field, type your mailboxname(ex:jmaxpjp2@earthlink.net)
16. In the Password field, type your password

17. Check the box next to Remember password if you want to store your password. Do NOT select Secure Password Authentication.
18. Click the Next button.
19. Click the Finish button.
20. Click the Close button.
If you do decide to use the OE as your email program with Earthlink for instructions above to setup Earthlink with OE then you can change the default fonts to anything you want.

To reset the defaults in Outlook Express email:
1. Click START...and Outlook Express.
2. Click NO to the question Do you wish to make OE your default email program, until you actually decide if this is for you.
3. Click Tools...Options.
4. Click the Compose Tab and change the fonts to the size you wish to use.
5. Click Apply and OK

Outlook Preference for Mail:
1. Open Outlook Express.
2. Click Tools...Options....Compose
3. Click Font Settings on the Mail.
4. Select the Font size you prefer, the script, bold, color, etc.
5. Click OK. Apply and Ok

These new settings will now be the default settings when composing email in OE with Earthlink

Auto Add Names to Address Book Disabled
 (This is for all ISPs who use OE as their email program)

1. Open Outlook Express…..Click TOOLS
2. Click Options
3. Click Send
4. Unclick the Automatically Put People I reply to in My Address Book
5. Click Apply and OK

Revised 2/13/2009 JMM