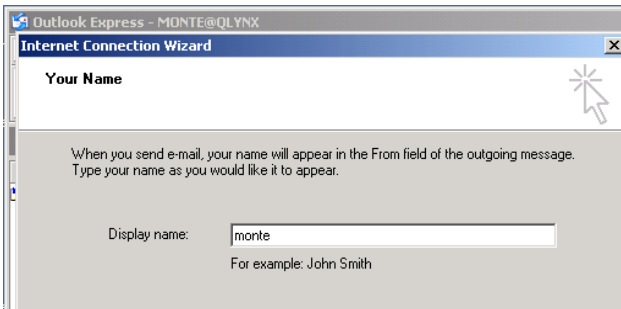


## SET UP OUTLOOK EXPRESS FOR TO USE SERVER ENABLED SPAM FILTERING

If you decide to add this optional feature, mail identified as Spam will be sent to a spam folder in your account that is on the mailserver. You will need to change your Outlook to run from an IMAP account. Start your Outlook Express and go to TOOLS, ACCOUNTS. Click on the MAIL tab on the left, then click REMOVE from the buttons on the right. You will not lose your old e-mail. Click on the ADD button to start the wizard:



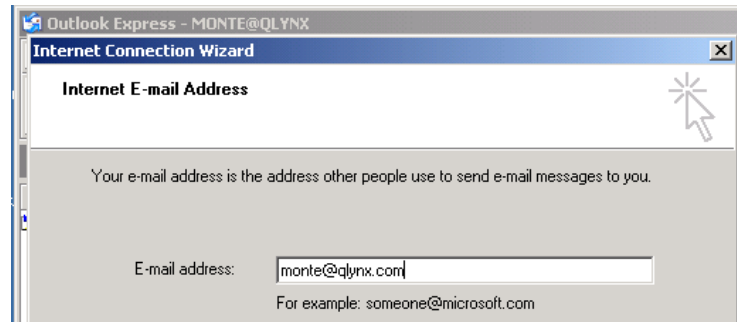
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. It includes a text box for 'Display name' containing 'monte' and a note: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear. For example: John Smith'.

Enter the name you wish people to see,  
You could put in  
Acme Inc. or your real name

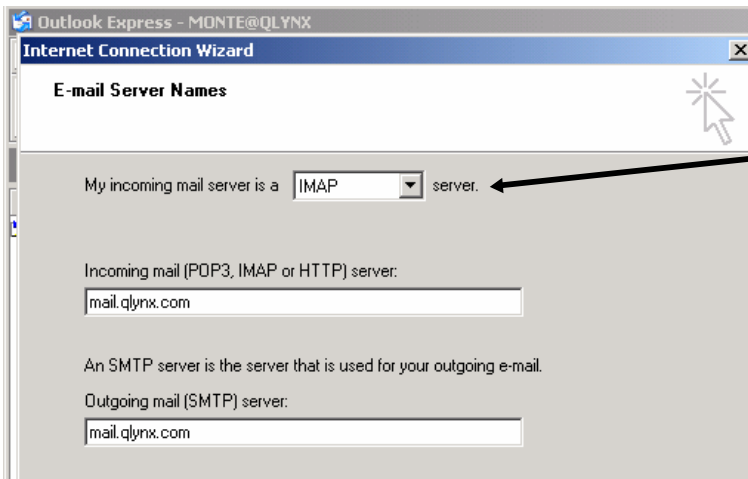
Click NEXT

Put in your e-mail address

Click NEXT



The screenshot shows the 'Internet E-mail Address' step. It features a text box for 'E-mail address' containing 'monte@qlynx.com' and a note: 'Your e-mail address is the address other people use to send e-mail messages to you. For example: someone@microsoft.com'.



The screenshot shows the 'E-mail Server Names' step. It includes a dropdown menu for 'My incoming mail server is a' set to 'IMAP', a text box for 'Incoming mail (POP3, IMAP or HTTP) server' containing 'mail.qlynx.com', and a text box for 'Outgoing mail (SMTP) server' containing 'mail.qlynx.com'. An arrow points to the 'IMAP' dropdown.

**This is where things are slightly different:**

Choose IMAP from the drop-down menu not pop3

The server name must match your e-mail's domain  
mail.domain.xx

i.e. if your email is @fsjames.com use  
mail.fsjames.com  
mail.fjsames.com

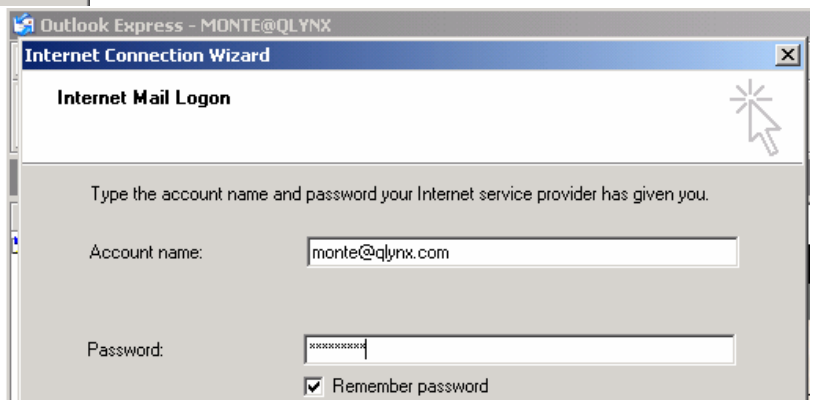
Click NEXT

Now enter your whole e-mail address in the account name

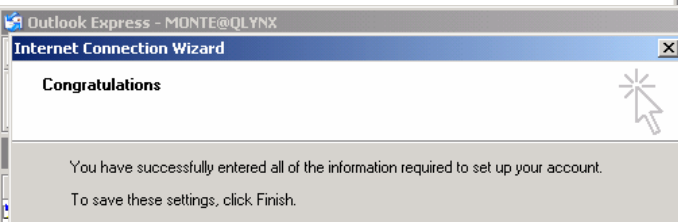
When you type in your password, you will only see

\*\*\*\*'s when you type.

Click NEXT



The screenshot shows the 'Internet Mail Logon' step. It includes text boxes for 'Account name' containing 'monte@qlynx.com' and 'Password' containing '\*\*\*\*\*', and a checked checkbox for 'Remember password'.



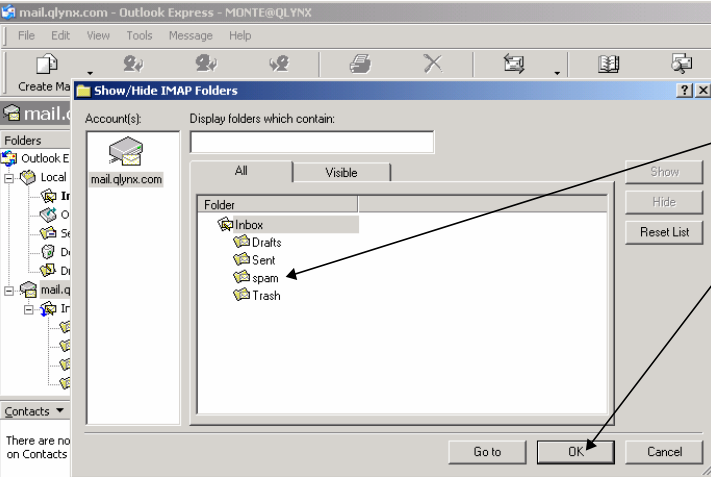
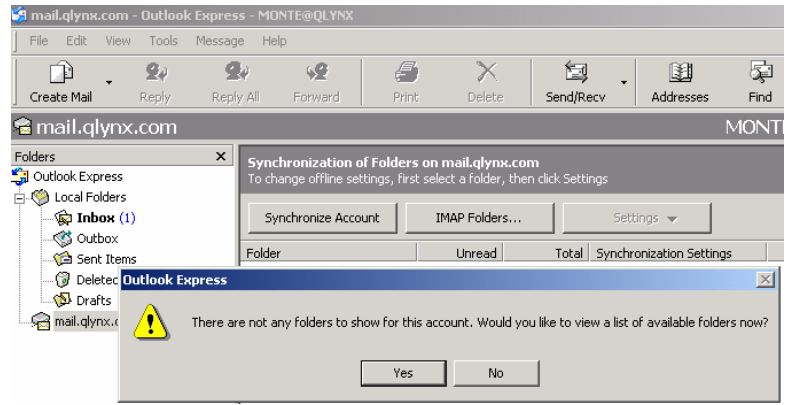
The screenshot shows the 'Congratulations' step. It includes a message: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.'

Click the FINISH button

You are done Step 1.

[GO TO NEXT PAGE]

Now you need to match the folders to the ones on the mail server.  
Click YES



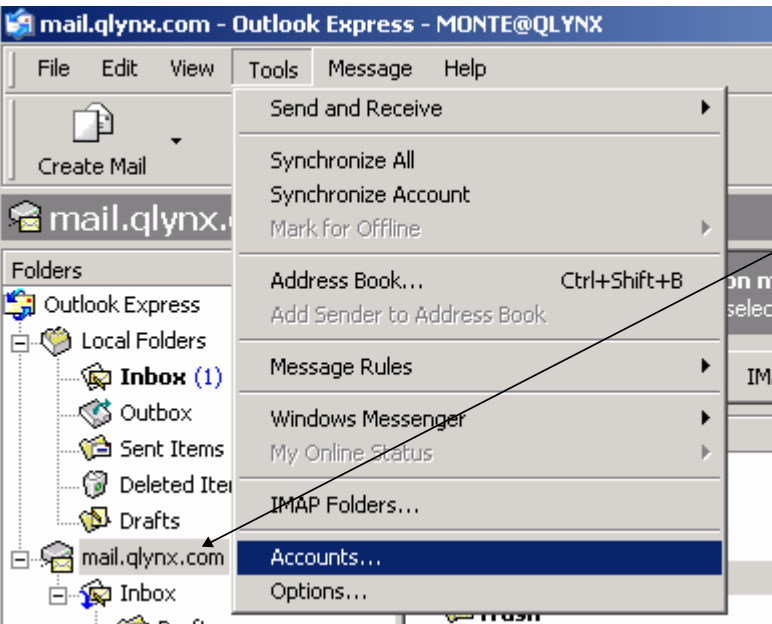
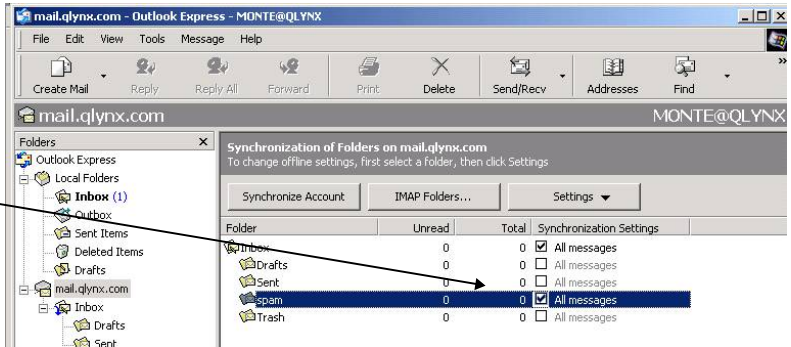
Note that there is a SPAM folder in the list.

Click OK

We start by synchronizing the folders

Put a check in the spam folder

Click Next.



**THIS IS IMPORTANT TO NOTE:**

Your old mail is in the LOCAL Inbox

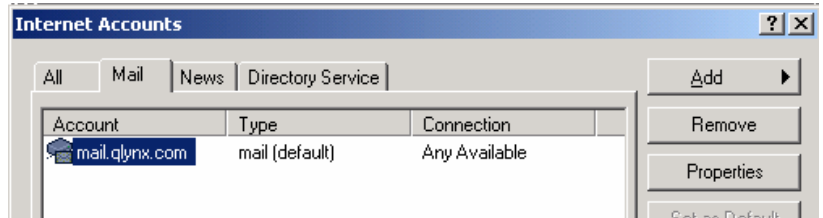
The highlighted one is now your IMAP mailbox,

And the SPAM folder is located there.

Now we need to enable your Outlook to SEND mail by allowing it to authenticate on the server.

Click the TOOLS menu and choose ACCOUNTS

Once again, find your mail account and click the PROPERTIES button.

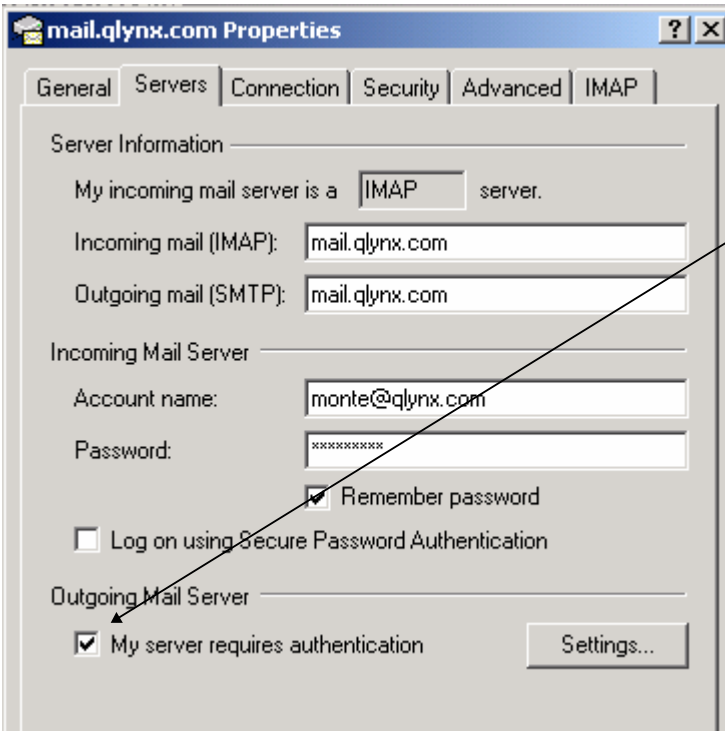


CLICK ON THE SERVERS TAB

Place a checkmark in the My server requires authentication field.

If you do not do this YOU CAN NOT SEND MAIL  
CAN'T SEND MAIL  
WILL NOT SEND MAIL.  
NO HOW, NO WAY  
JUST DO IT.  
LOOK AGAIN.  
MAKE SURE YOU DID IT.

**DO NOT check Logon using Secure Password.**  
Make sure there is no checkmark there.



Now click on the IMAP tab.

Remove the checkmark from Store Special Folders.  
You have a QUOTA\* on your mailbox and you can't keep ALL of your mail on the server.

CLICK THE **APPLY** BUTTON.  
CLICK IT.

Microsoft will not save the settings unless you click it.

Click the OK button to finish. Your account is now set up.

Check your SPAM folder every few days. If mail was incorrectly marked as spam, highlight it and drag it to your LOCAL inbox to save it. You can't change the spam settings on the server. Delete the rest.

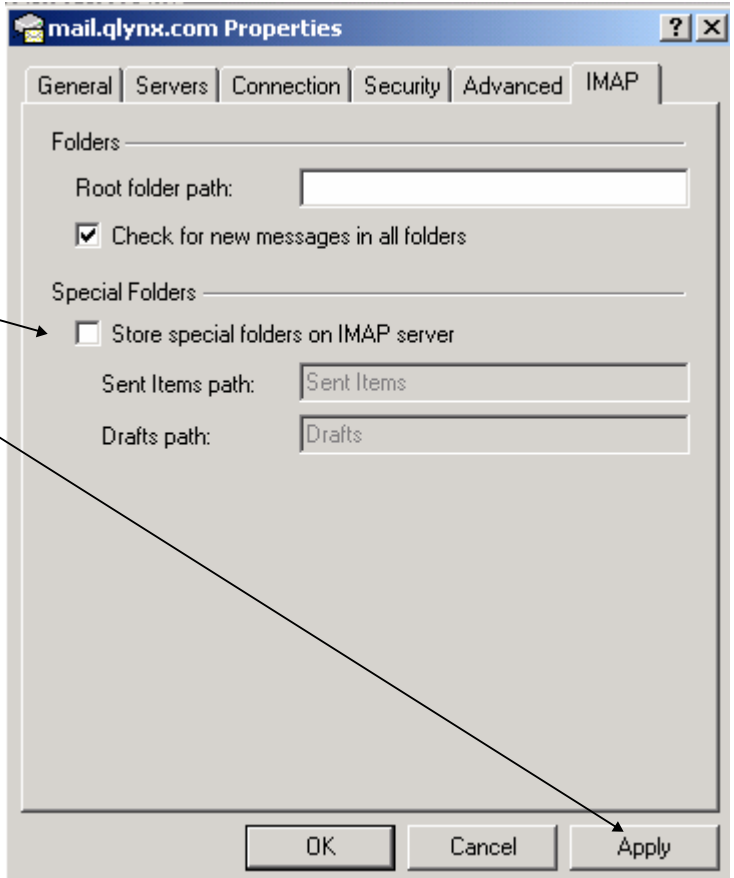
### \*\*QUOTAS

The size of your server mailbox is limited. You will get quota warnings at 80% and again at 90% usage. If the mailbox goes over quote, mail sent to you will bounce with an over-quota message to the sender.

EMPTY your TRASH folder.

EMPTY your SPAM folder. Don't synchronize SENT or DRAFTS

You may wish to UNSYNCHRONIZE the folders in the IMAP settings so that no mail is stored on the server taking up space.



[ YOU ARE FINISHED SETUP ]