

## Outlook Express Mail Setup

1. At the top of the page, click **Tools**, then select **Accounts** from the drop-down menu. The first screen appears below.
2. Select **Add** and click **Mail** from the drop-down menu.
3. Click on **Email Accounts**.
4. Type in your real name and click Next.
5. Usually, you will type in your username@snworks.com and click next. If we are hosting a Web Site for you, you would type in username@your-site-name.com, where the your-site-name is your domain name. Click Next.
6. Type in "mail.snworks.com" on both the incoming and outgoing lines of the form, and click next.
7. Type in your username and password on the appropriate lines. Check or uncheck "remember password." DO NOT check the box that says, "Log on using Secure Password Authentication (SPA)" Click Next, then click finish. Outlook express will open and ask you if you want to connect.
8. Important: Make sure the in the account name field you type in you whole email address.
9. Congratulations! Your e-mail is set up.

