



# Outlook Express & Windows Mail Setup



Click on Tools -> Accounts

If there isn't a mail account already setup on your computer, click Add, and the wizard will prompt you for the information below.



Highlight the line that has "mail (default)" under 'Type'

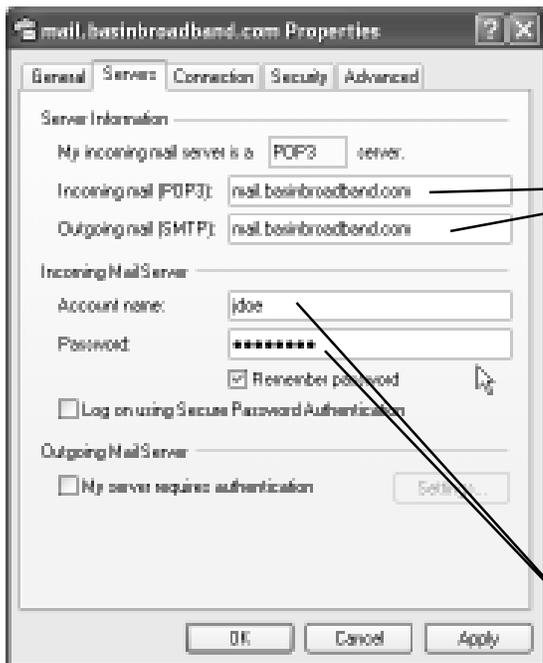
Click on Properties



This line is what the account will be listed under in your computer. Only relevant if you will have multiple accounts

The name that will appear to users as the "From" Person

Your full email address, (The account name you gave us, plus either basinbroadband.com, or your domain if we are hosting it)



## Click 'Servers' Tab

For @basinbroadband.com email addresses, both Incoming and Outgoing Servers will be

**mail.basinbroadband.com**

If we are hosting your domain, use mail@yourdomain

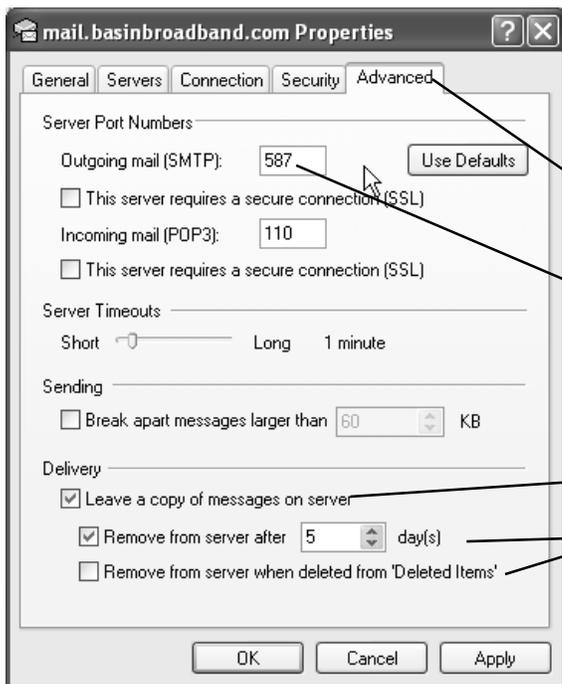
If you are setting up Outlook to check mail at home or elsewhere outside of our network, continue to the next step.

(In some cases, the outgoing server HAS to be the service provider that you use where you are connecting from, i.e. home.)

You may also use our webmail server at <http://www.basinbroadband.com> remotely)

The Account name and password as given to us to setup

## Advanced Options



If you will be using your computer outside of our network, you should use an 'alternative' port to send mail as many hotels etc block the standard port.

Click the 'Advanced' tab

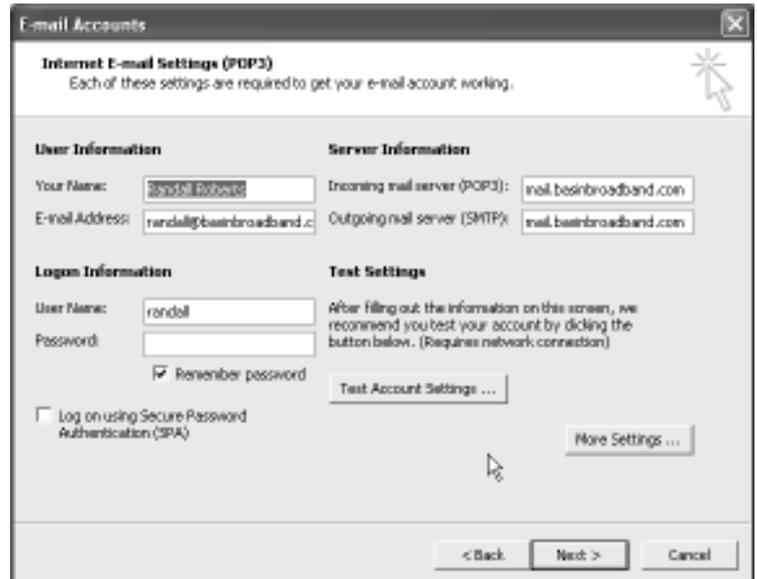
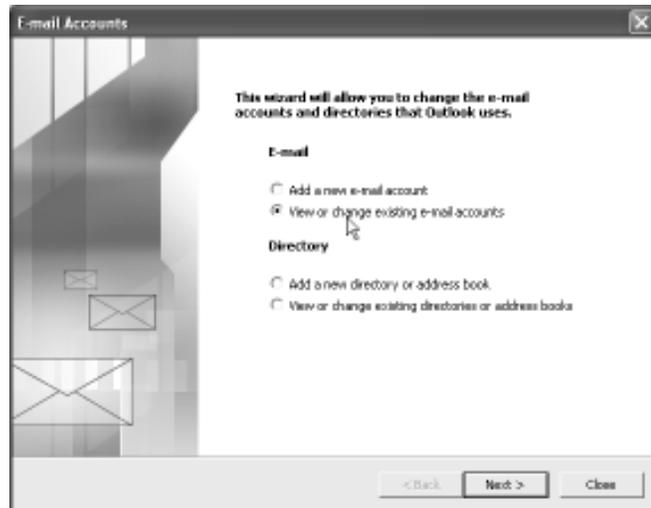
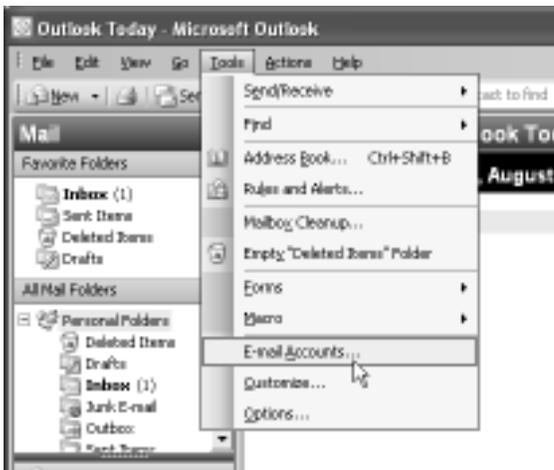
Change the Outgoing(SMTP) port from 25 to 587

If you want to leave a copy of the mail on our server,

Select "Leave a copy of messages on server"

Select one of the options to remove from the server, or your email file size will continue to grow, and take longer to synchronize with your email client.

# Outlook 2003



**E-mail Accounts** ✕

**Server Type**  
You can choose the type of server your new e-mail account will work with. 

- Microsoft Exchange Server**  
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**  
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**  
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**  
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**  
Connect to another workgroup or 3rd-party mail server.