

CONFIGURING OUTLOOK EXPRESS FOR IGS K-W

1. Double click on the icon for Outlook Express to Start the Program
2. If this is your first time using the program, agree with the first screen, if it is not your first time using Outlook Express, it will open to the mail program.
3. When the Program is open, Go to Tools
4. Go to Accounts
5. Click on the Add Button
6. Click on Mail
7. The first screen asks for your name. Type it in. Click Next
8. Type in your email address. (see your reference sheet) Click Next
9. Type in the name of the POP Server. It is pop3.kw.igs.net All small letters, no spaces
10. Type in the name of the SMTP Server. It is smtp.kw.igs.net Click Next
11. Type in your username (see your reference sheet)
12. Type in your password. (see your reference sheet) Click Next
13. Agree with the next screen, click next
14. This next screen asks if you want Outlook Express to dial for you. This is up to you, we recommend that you choose Lan Connection or Do not Dial a Connection, or I will connect Manually from the options for the purpose of being able to work offline.
15. Click Next
16. Click Finish.
17. There will now be a listing called pop3.kw.igs.net in your list of internet accounts, highlight this listing and click on Set as Default if it is not already your default.
18. Click on the Properties Button
19. Type your email address in the Reply Address line. You can copy it from the line above in this screen. Click on Okay
20. Click on the Add Button
21. Click on News
22. Click on next until it asks you for the name of the news server. Type in news.kw.igs.net
23. Click next all the way through, it will have all your data in already for you.
24. Click on finish.

Your Outlook Express is now set up to use as your email and news program. We suggest you try sending an email to yourself. If you can send and receive Mail, you have configured this program correctly.

Enjoy Your On-line time with IGS!