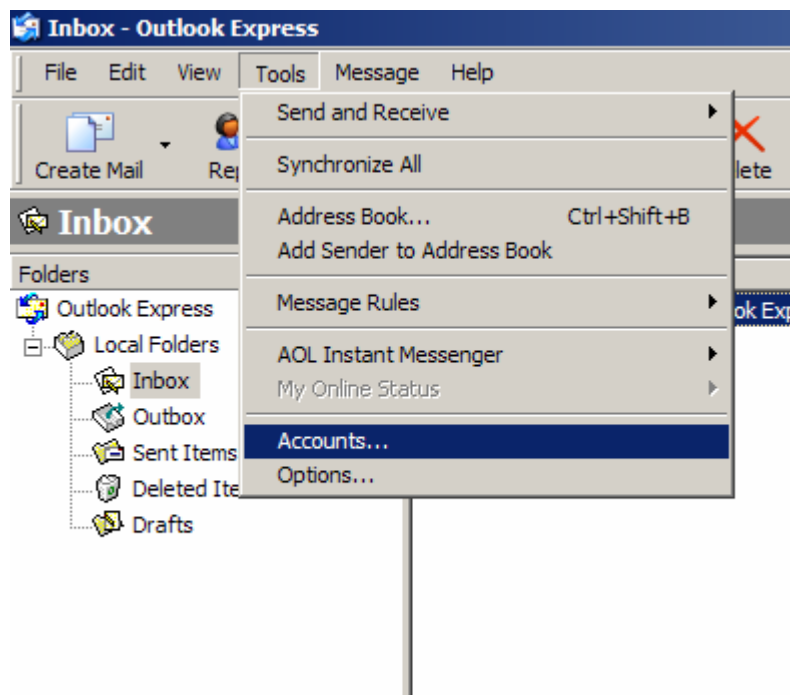


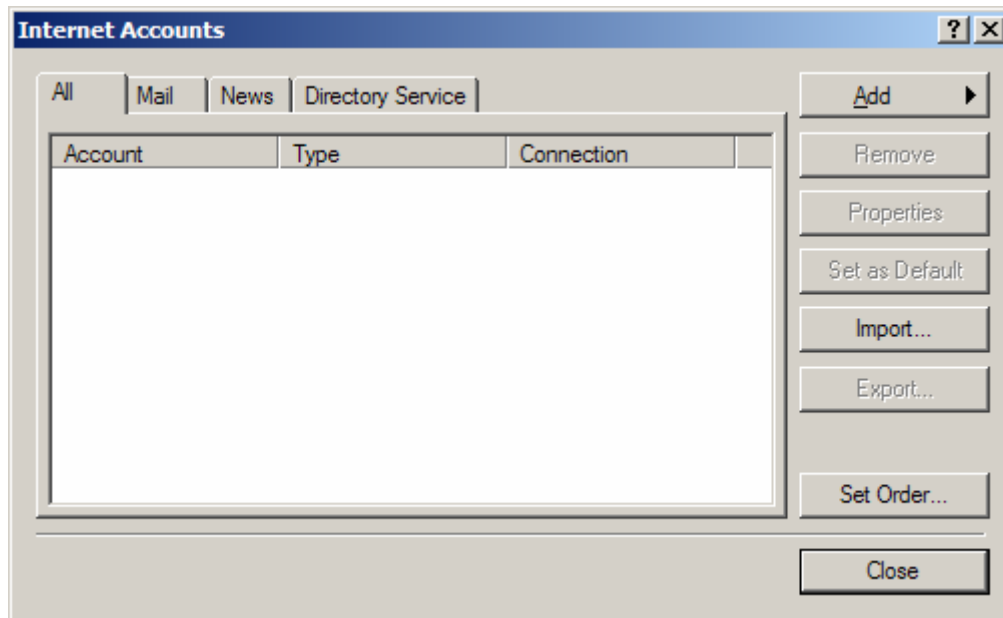
# Setting Up Your Wagner E-mail in Outlook Express

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1. In Microsoft Outlook Express, select Tools > Accounts



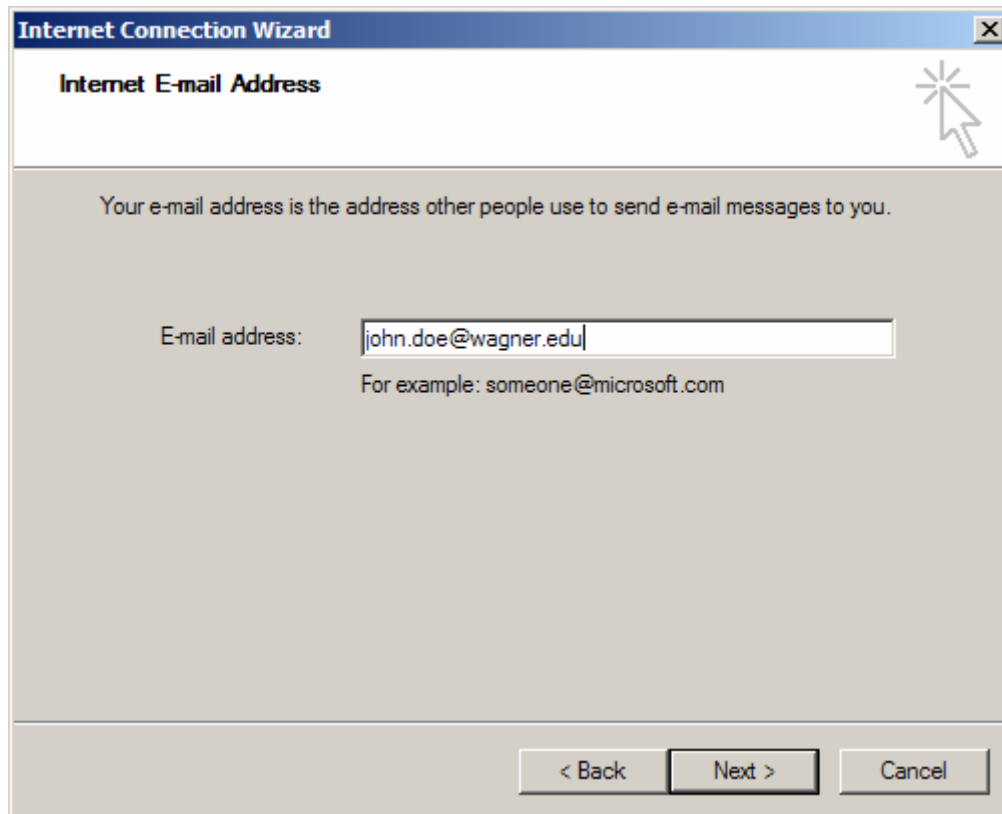
2. Select the "Mail" tab in the Internet Accounts window and click "Add."



3. Enter your full name and click Next.



4. Enter your e-mail address and click Next.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". The window contains the following text and elements:

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible in the top right corner of the window, pointing towards the "Next >" button.

5. On the E-mail Server Names window, enter your information as follows:

**My incoming mail server is a**

IMAP server

**Incoming mail (POP3, IMAP or HTTP) server**

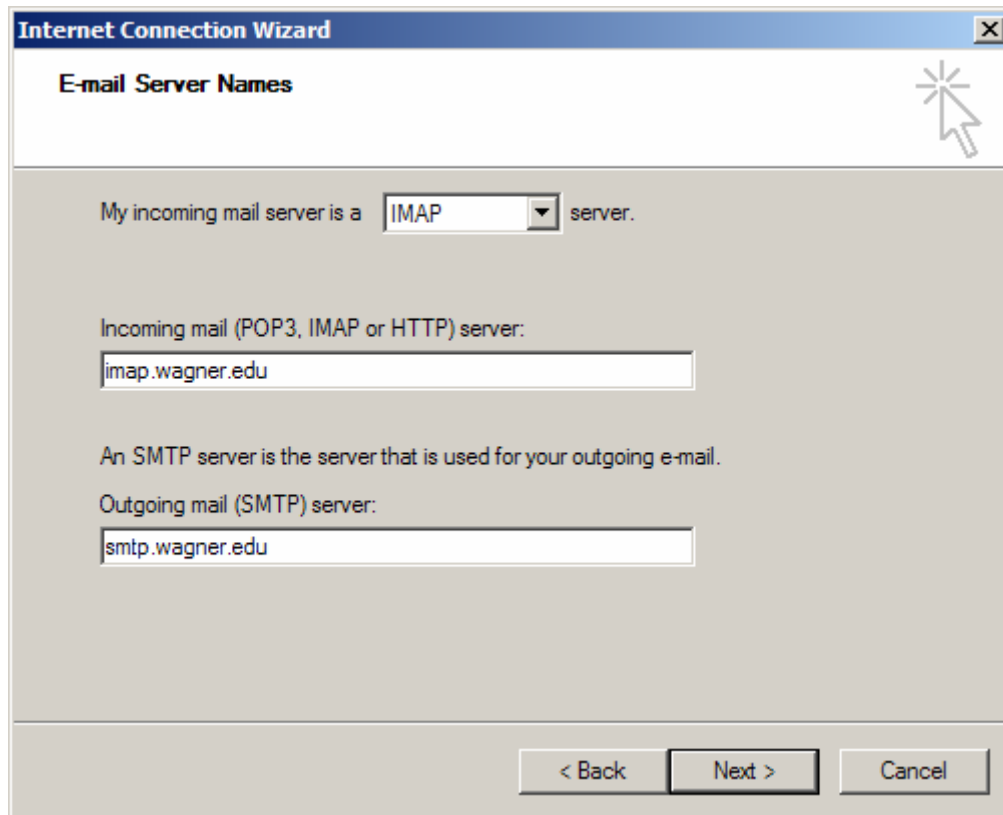
imap.wagner.edu.

**Outgoing mail (SMTP) server**

smtp.wagner.edu if you are using your e-mail on campus.

If you are using your computer off campus, you must get the Outgoing Mail Server from your Internet Service Provider (ISP). Contact your Internet Service Provider to get this setting via their website or phone.

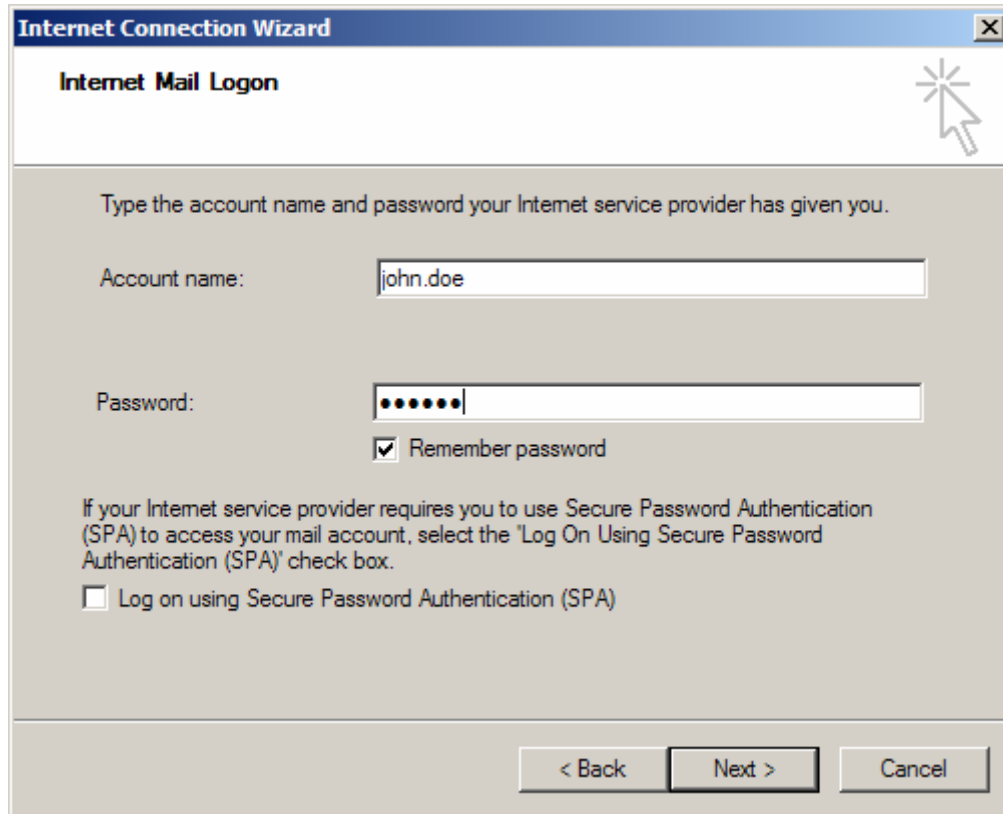
Click Next.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following fields and controls:

- A dropdown menu for "My incoming mail server is a" with "IMAP" selected.
- A text input field for "Incoming mail (POP3, IMAP or HTTP) server:" containing "imap.wagner.edu".
- A text input field for "Outgoing mail (SMTP) server:" containing "smtp.wagner.edu".
- Navigation buttons at the bottom: "< Back", "Next >", and "Cancel".

6. Your User Name is your e-mail address without “@wagner.edu”. For example if your e-mail is “john.doe@wagner.edu”, enter “john.doe” as the User Name and enter your password. Click Next.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog contains the following elements:

- A title bar with a close button (X) in the top right corner.
- A sub-header "Internet Mail Logon" in the top left corner.
- A mouse cursor pointing to a starburst icon in the top right corner.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text input field containing "john.doe".
- A "Password:" label followed by a password input field containing seven dots.
- A checked checkbox labeled "Remember password".
- Additional text: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Navigation buttons at the bottom: "< Back", "Next >", and "Cancel".

7. Click Finish