

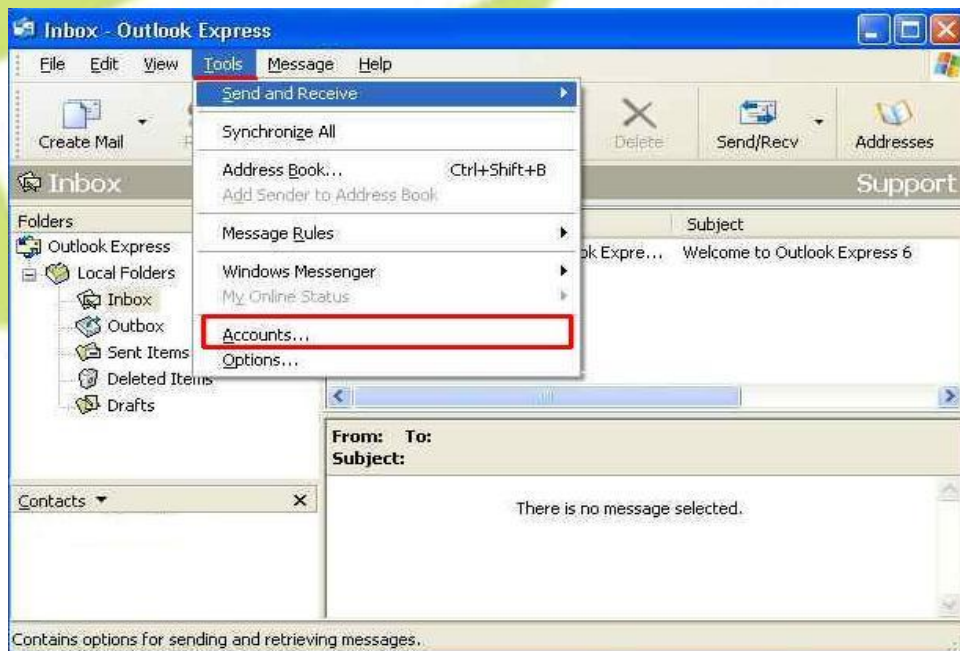
# E-Vision Email Setup Guide for Outlook Express 5 & 6

## STEP 1:

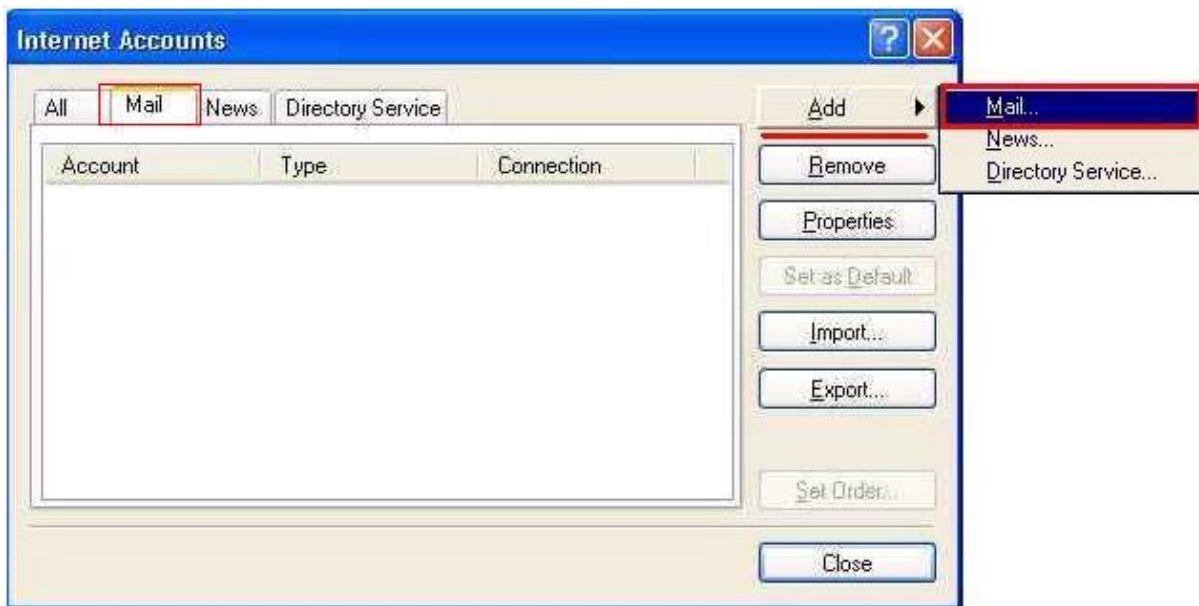
- a) Click on **Start**
- b) Click on **Programs** or **All Programs**
- c) Click on **Outlook Express**



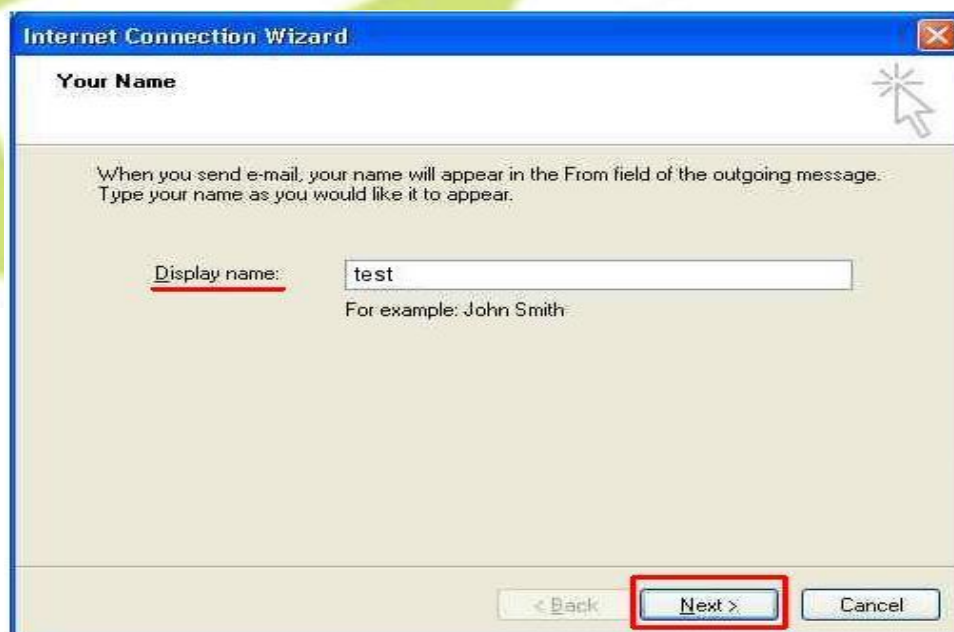
## STEP 2: Click on **Tools** at the top and Click on **Accounts**



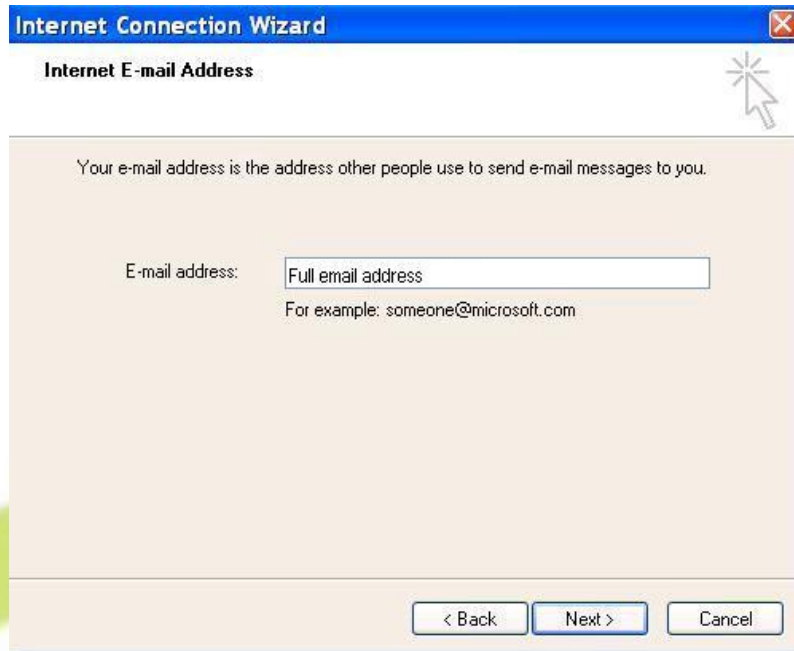
**STEP 3: Click on Mail Tab at the top and Click on Add on right hand side and click Mail**



**STEP 4: Type in your Name or Company Name as Display name and click Next**  
*Hint: This name will be displayed before any recipient opens your email*

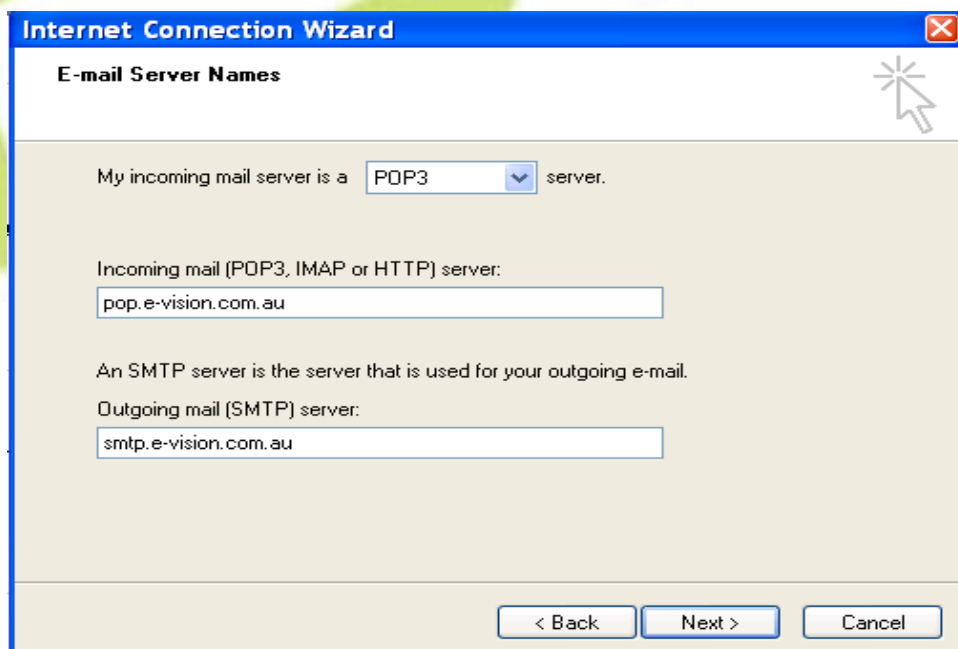


**STEP 5: Type in your Full email Address (e.g. johnsmith@evision.net.au) and click Next**



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet E-mail Address' step selected. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box for the email address. The text inside the text box is 'Full email address'. Below the text box, there is a small example: 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

**STEP 6: Select POP3 as incoming server  
Type pop.e-vision.com.au as incoming mail server  
Type smtp.e-vision.com.au as outgoing mail server and Click Next**



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' step selected. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu for the incoming mail server type, which is set to 'POP3'. Below the dropdown menu, there is a text box for the incoming mail server name, which contains 'pop.e-vision.com.au'. Below the text box, there is a text box for the outgoing mail server name, which contains 'smtp.e-vision.com.au'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

*Hint: Make sure outgoing server requires authentication is not ticked.*

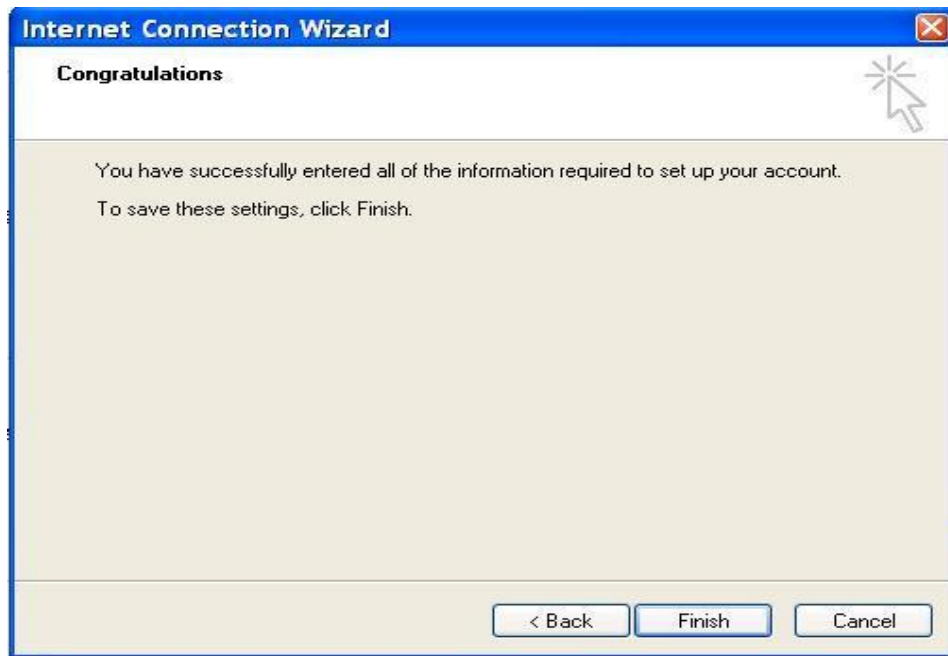
**STEP 7: Type your Account name as Full email address  
And password provided for your email address and click Next**

*Hint: Make sure Remember password is ticked and Log on using secure password Authentication is untick.*



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' Below this, there are two input fields: 'Account name:' with the value 'johnsmith@evision.net.au' and 'Password:' with a masked password represented by ten dots. A checkbox labeled 'Remember password' is checked. Below the password field, there is a paragraph of 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.' Below this text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

**STEP 8: Click Finish to complete configuration**



**Congratulations! You have now successfully set up your E-vision email address**

#### **Support Information**

For any installation, configuration or billing enquiries please call: **1300 309 540**

Or email your queries to **support@e-vision.com.au**

Or visit **www.evision.com.au**.