

## Outlook Express 4/5/6 Email Setup Instructions

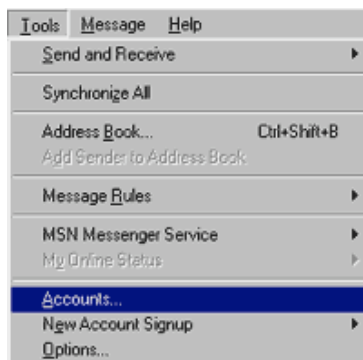
This guide will show you how to configure Outlook Express 4, 5 or 6 to send and receive GPO Dial Up email.

\*Note that there are slight visual differences between the versions; please allow for small text discrepancies.

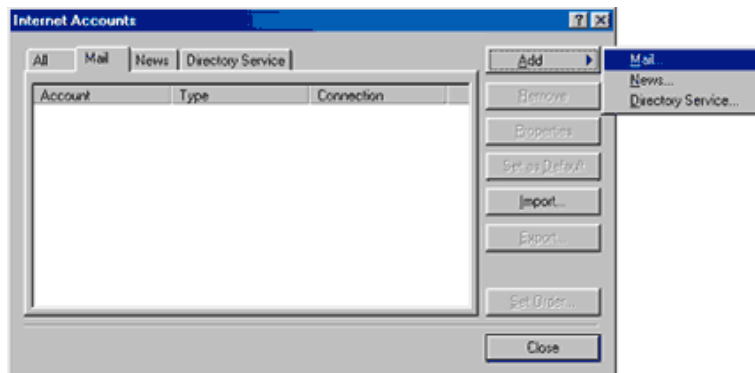
### 1. Open Outlook Express.



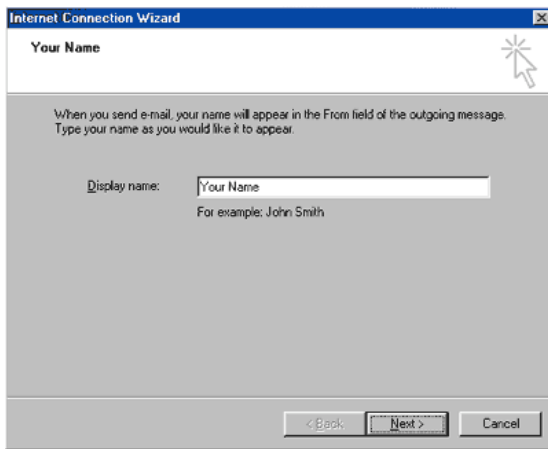
From the **Tools** menu, choose **Accounts**.



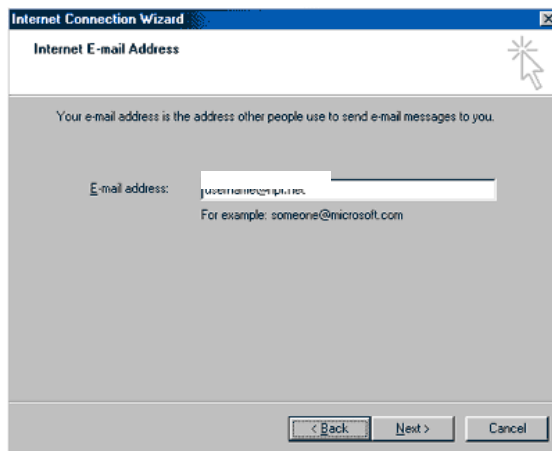
Click the **Add** button, and choose **Mail...**



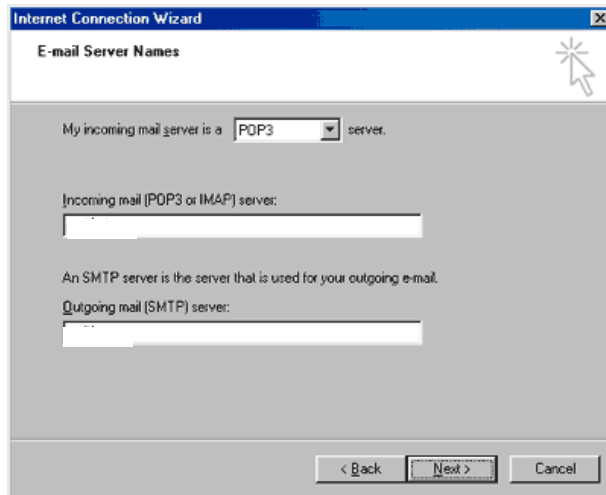
2. In the **Display name:** field, type in your name.
3. Click the **Next** button.



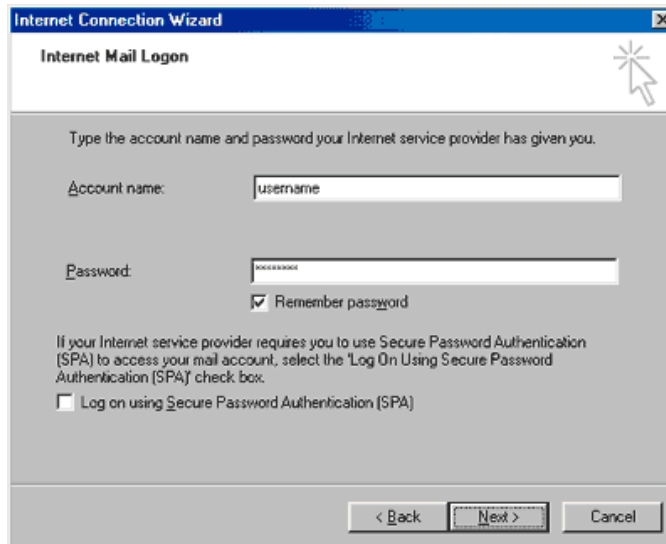
4. In the **E-mail address:** field, type in your email address
5. Click the **Next** button.



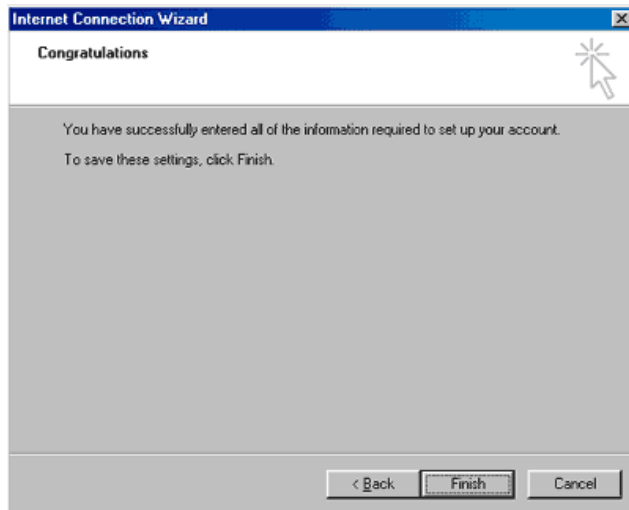
6. Click the down arrow on the **My incoming mail server is a** drop-down list and choose **POP3**.
7. In the **Incoming mail (POP3 or IMAP) server:** field, type **mail.gpofcu.net**
8. In the **Outgoing mail (SMTP) server:** field, type **mail.gpofcu.net**
9. Click the **Next** button.



10. In the **Account name:** field, type in your username.
11. In the **Password:** field, type in your password.
12. Check the box next to **Remember password.**
13. Click the **Next** button.



14. Click the **Finish** button.



15. Click the **Close** button.

16. Configuration completed.