



**QUADSIMIA**<sup>LLC</sup>  
*Internet Presence Professionals*

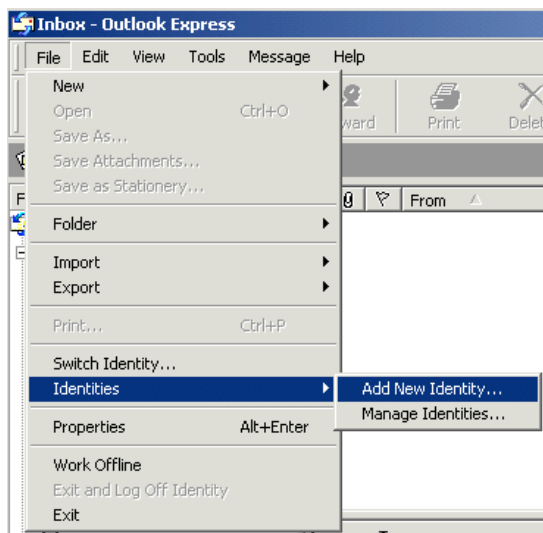
Outlook Express gives you the option of setting up totally separate identities for each email address. The first email account that you set up in Outlook Express is always considered the Main Identity. Use these instructions if you are already using Microsoft Outlook Express for the Main Identity, and want to add a new, totally separate identity.

First, you will need to start Microsoft Outlook Express.



This will start Microsoft Outlook Express for the main account identity.

Click on the **File** menu, then click on **Identities**, then choose **Add New Identity...**

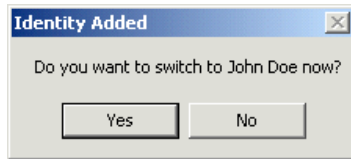


Next, choose a name for the identity. This can be any name you wish (Your Full Name)

If you do choose to use a password, enter the **New Password**, and then **Confirm New Password** now.

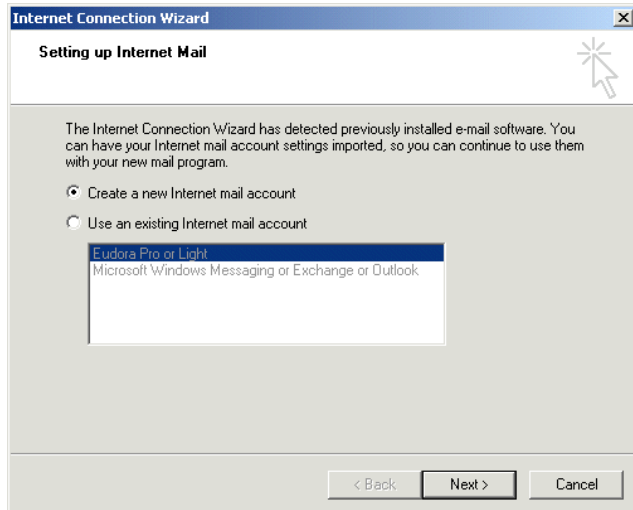


MS Outlook Express will now ask if you want to switch to this new identity now.



Choose **Yes**.

Next, Outlook Express will ask if you wish to import an existing Internet mail account. Since you are setting up a brand-new account, select "**Create a new Internet mail account**". Then, click **Next**.

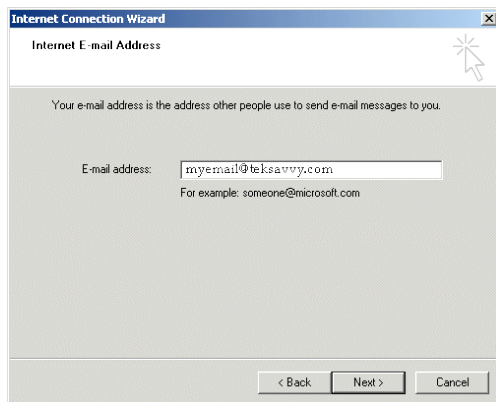


This will start the **Internet Connection Wizard**, which allows you to enter all of your e-mail information for this identity.

Type in your **Display Name**, this can be any name desired (**e.g. your full name, your nickname, or anything else**), and will appear in the From field on each outgoing mail message.

When you are finished typing your name, click the **Next** button to continue.

Enter the e-mail address provided on the account information received from Quadlink.

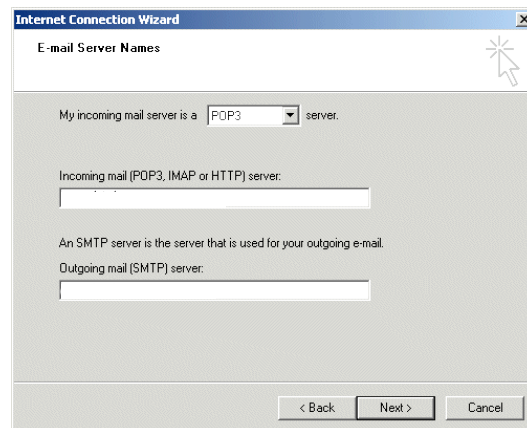


When you are finished typing your e-mail address, click the **Next** button

Next, you will need to enter the **E-mail Server Names**:  
First, make sure that the incoming mail server is a **POP3** server.

The **Incoming mail (POP3, IMAP, or HTTP)** server should be: **mail.quadlink.net**  
The **Outgoing mail (SMTP)** server should be: **mail.quadlink.net**

When you are finished entering this mail server information, click the **Next** button



Now enter the **Account** name.  
Then enter your **Password**.

**Note:** The username and password are case-sensitive, and must be entered exactly.

Also put a check in the **Remember password** box if you wish to have Outlook Express remember your password each time.

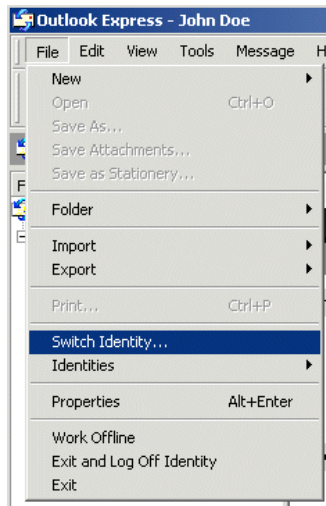
When you are finished entering your account and password information, click the **Next** button

You have now successfully set up the mail account for this identity. Click **Finish**

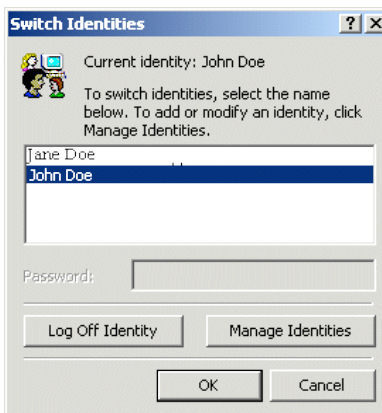
---

Now, a few instructions about how to switch and manage your Identities:

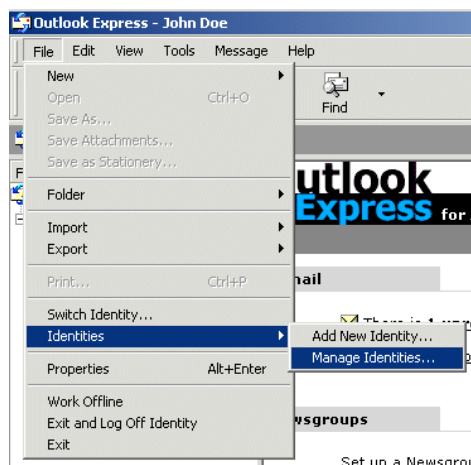
To switch from one Identity to another, you will need to click on the **File** menu, then on **Switch Identity....**



Next, you will need to choose the Identity to which you wish to switch:



Also, to manage and change your existing Identities, go to the **File** menu, then to **Identities**, then to **Manage Identities...**



Now, click on the **Identity** you wish to manage, then click on the **Properties** button. Note that you can also choose which Identity you wish to be used by external programs when they open Outlook Express. Click **Close** when finished.

If you password protect Identities, it is very important to always choose **Exit and Log Off Identity** when closing Outlook Express. If you merely close the program, or choose

**Exit**, Outlook Express will start the next time in whatever profile was last used, bypassing any security password you are requiring.

