



VELOCITY INTERNET

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## SETTING UP MICROSOFT OUTLOOK EXPRESS

1. Open **Outlook Express**
2. On the **Tools** menu, click **Accounts**
3. Click **Add** , and then click **Mail**
4. In the **Display Name** box, type *your name* (eg. John Smith), and then click **Next**
5. In the **E-mail Address** box, type your Velocity email address (eg. johnsmith@velocitynet.com.au), and then click **Next**
6. In the **Incoming mail (POP3 or IMAP) server** box, type the following **mail.velocitynet.com.au**
7. In the **Outgoing mail (SMTP) server** box, type the following **mail.velocitynet.com.au**
8. Click **Next**
9. In the **Account Name**, type your full email address (eg. johnsmith@velocitynet.com.au)
10. In **Password**, type in your password
11. Select the **Remember Password** box
12. Do not select Log on using Secure Password Authentication (SPA)
13. Do not select My Server Requires Authentication. Click **Next**
14. Click **Finish**, and then click **Close**
15. Close Outlook Express