

# User manual for configuring Outlook/Outlook Express

**Outlook og Outlook Express** (the more basic version of Outlook) are e-mail programmes developed by Microsoft. Most people use one of these, because they come with WindowsXP (Outlook Express) or Microsoft Office (Outlook)

## What do I need?

You need an e-mail account, user name and the password for this account.

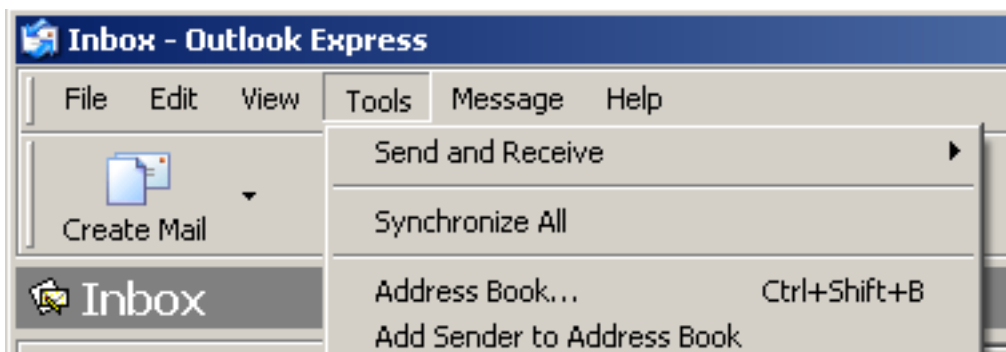
You also need to know which e-mail server you should be connected to.

If you have your e-mail address through Domenia Norge AS, you should have received a letter with this information.

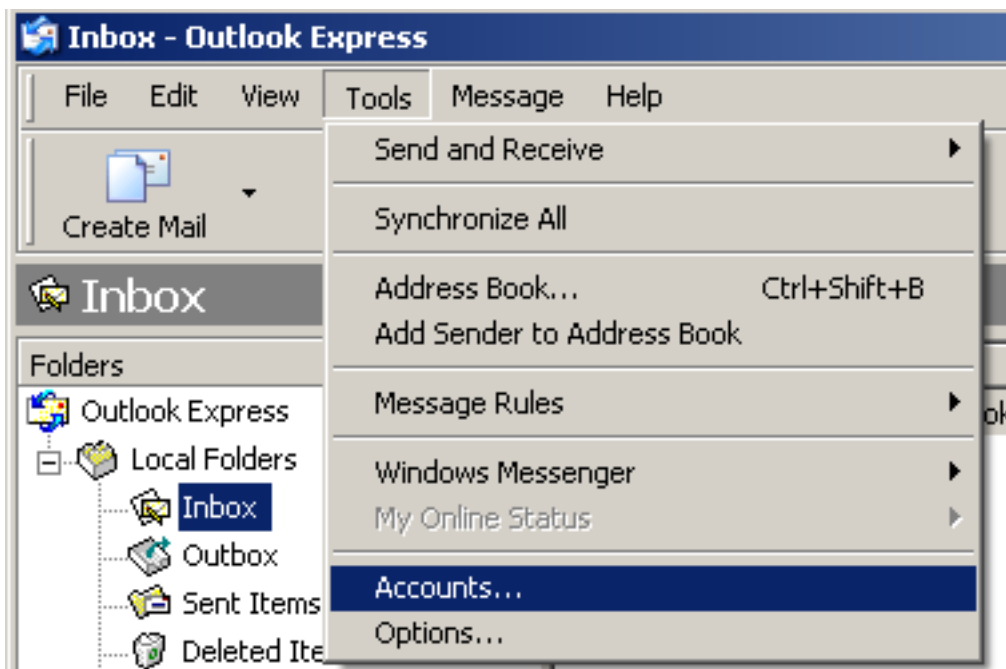
## Configuring

Open your email client.

Click 'Tools'

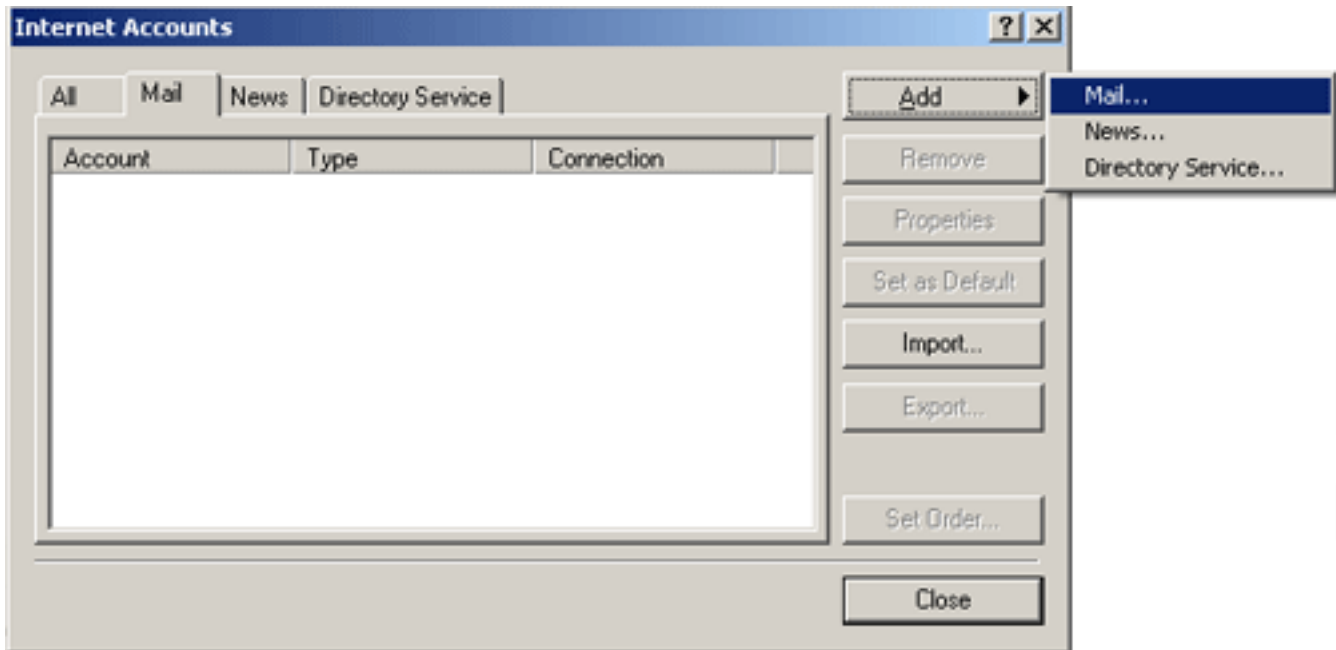


Click Accounts



Choose 'Add' in the window 'Internet Accounts'

Choose 'Mail'



A new window will now pop up. Fill out the necessary information in this window.

Fill in your name (or the name you want to be the name of the sender of your e-mails, for example a company name). Press 'next'.

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

Fill in your e-mail address. Press 'next'.

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

Fill in the names of the e-mail servers you use to get and send e-mails. You have to fill in the name of two servers, one for incoming and one for outgoing mail.

In the small menu on the top it should say "Pop 3".

My incoming mail server is a  server.

IMAP  
HTTP

Fill in the name of the e-mail server for incoming mail.

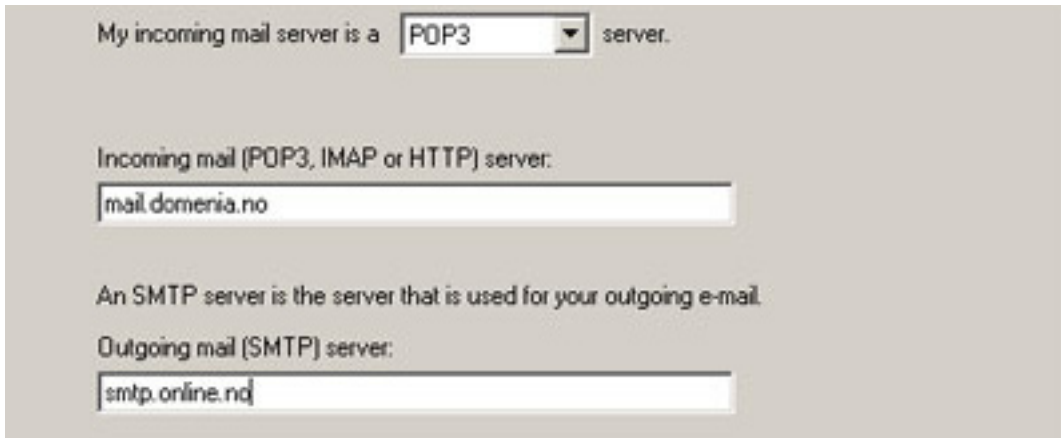
(Usually this is the e-mail server to the internet-supplier where you have your e-mail account. If you have your e-mail account through Domenia Norge this should be mail.domenia.no).



Incoming mail (POP3, IMAP or HTTP) server:  
mail.domenia.no

Fill in which e-mail server you use for sending mail.

(Usually this is the e-mail server to your internet-supplier. You will get this information from your internet supplier. For example smtp.online.no)



My incoming mail server is a **POP3** server.

Incoming mail (POP3, IMAP or HTTP) server:  
mail.domenia.no

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:  
smtp.online.no

Click 'Next'.

On this page you have to fill in your username and password.

You should have been given this information from your internet supplier or from the supplier where you have bought your e-mail service.

Write your username in the top field  
Write your password in the field below.

It is very important to make sure that this information is correct.  
Remember: there is a difference in capital and small letters in a password, and sometimes in a user-name, too. You should have been given this information in a letter from Domenia Norge.



Type the account name and password your Internet service provider has given you.

Account name: epost@domenia.no

Password: ●●●●●●●●

Remember password

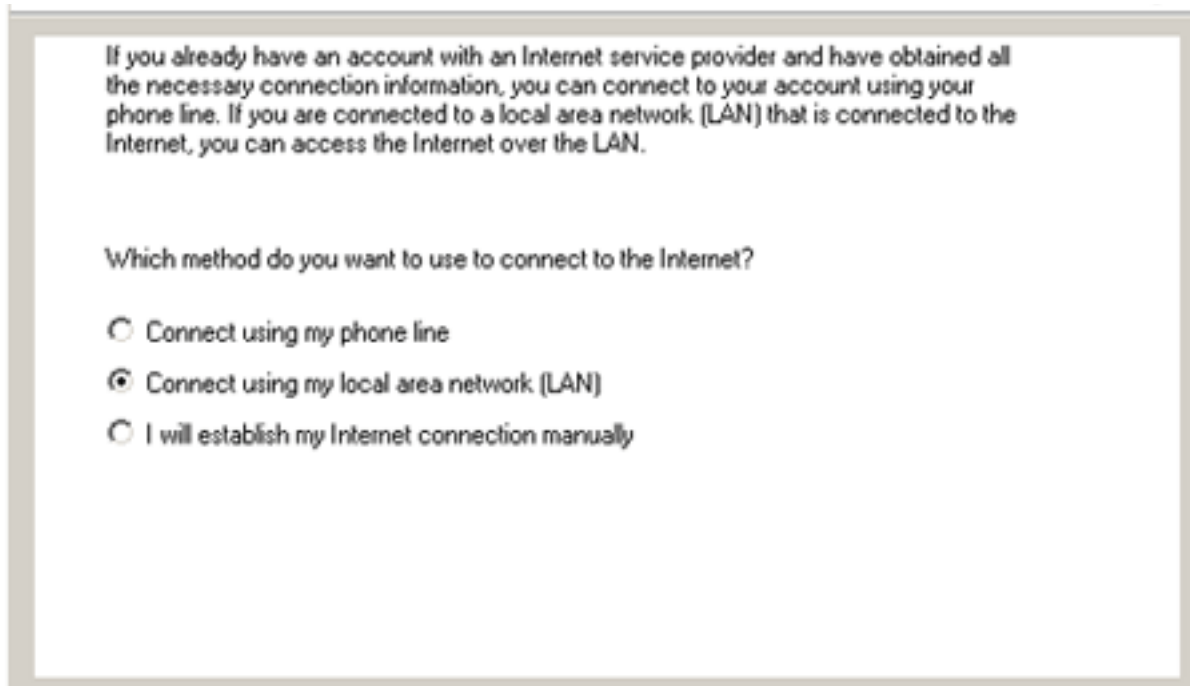
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

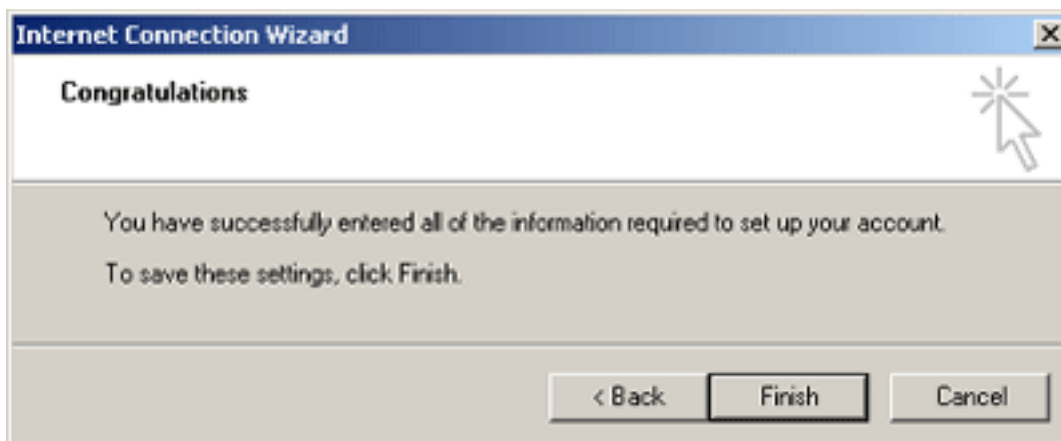
When this is done, click 'Next'.

This information is only for those who use Outlook, not for those who use Outlook Express:  
Define how you are connected to the internet. Click 'Next'.

Define how you are connected to the internet. Click 'Next'.



Now you have finished configuring your e-mail server. If you are sure you have filled out the correct information, press 'Finish'.



Now you should be ready to send and receive e-mails.

