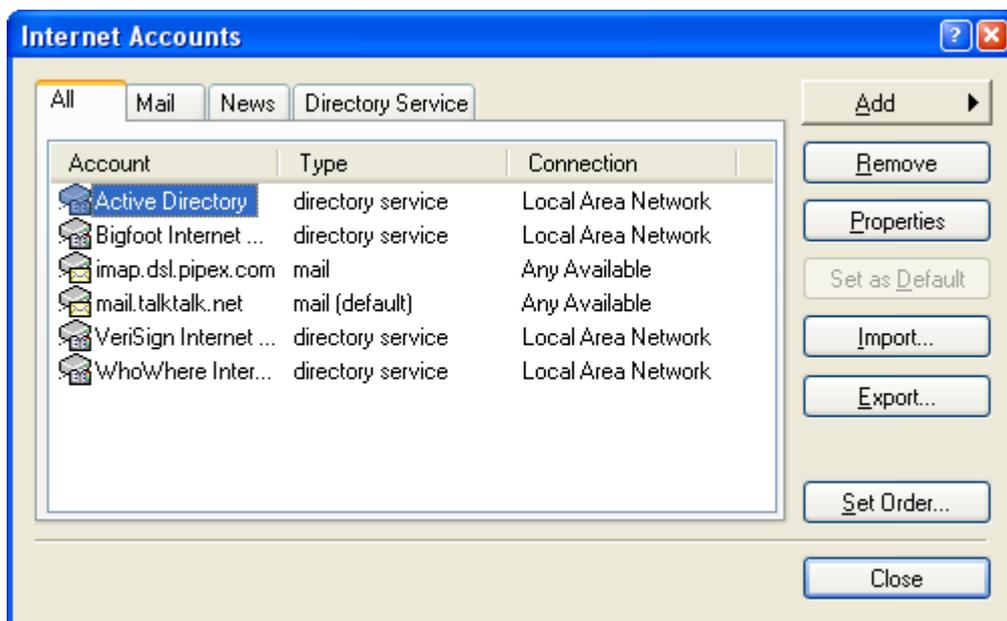


Creating new sending names in Outlook Express

If you are like me, you have a number of email identities: personal, business, etc.

All your emails are received in the same email system, but you want to be able to send emails using your various names.

Click **tools- accounts**



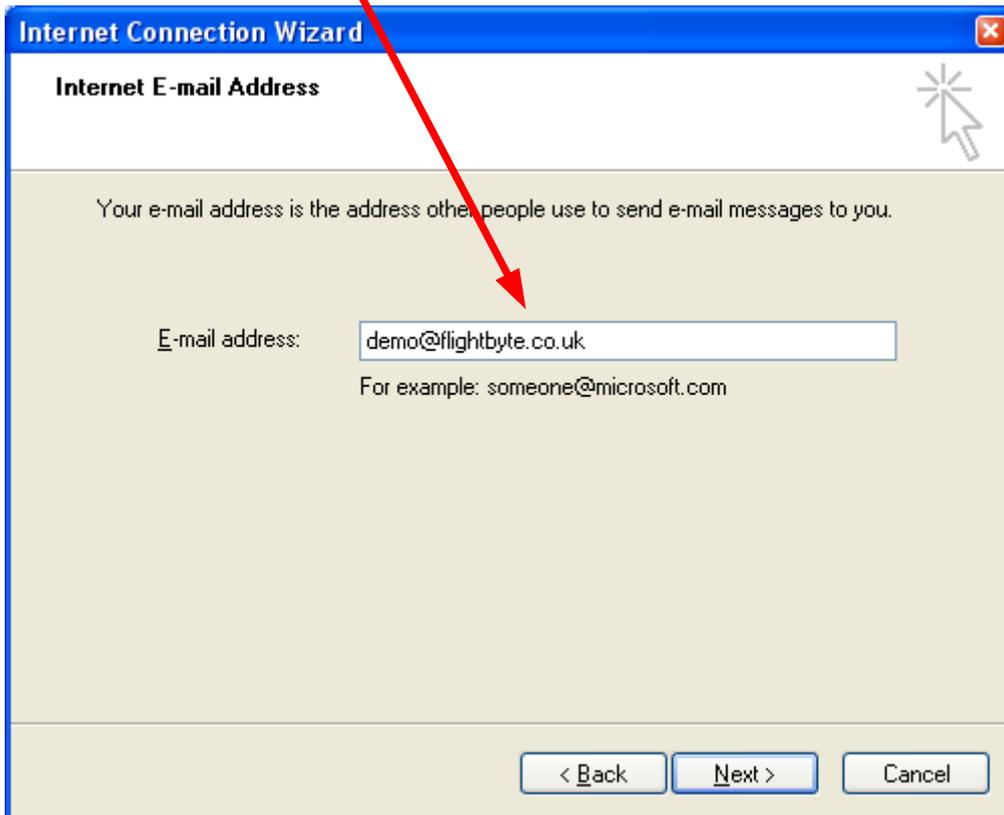
Click **add** and then **mail account**



Give it a name: this is what recipients will see in the 'from' field of the email



Now enter the email address that people use to send messages to you



Internet Connection Wizard

Internet E-mail Address

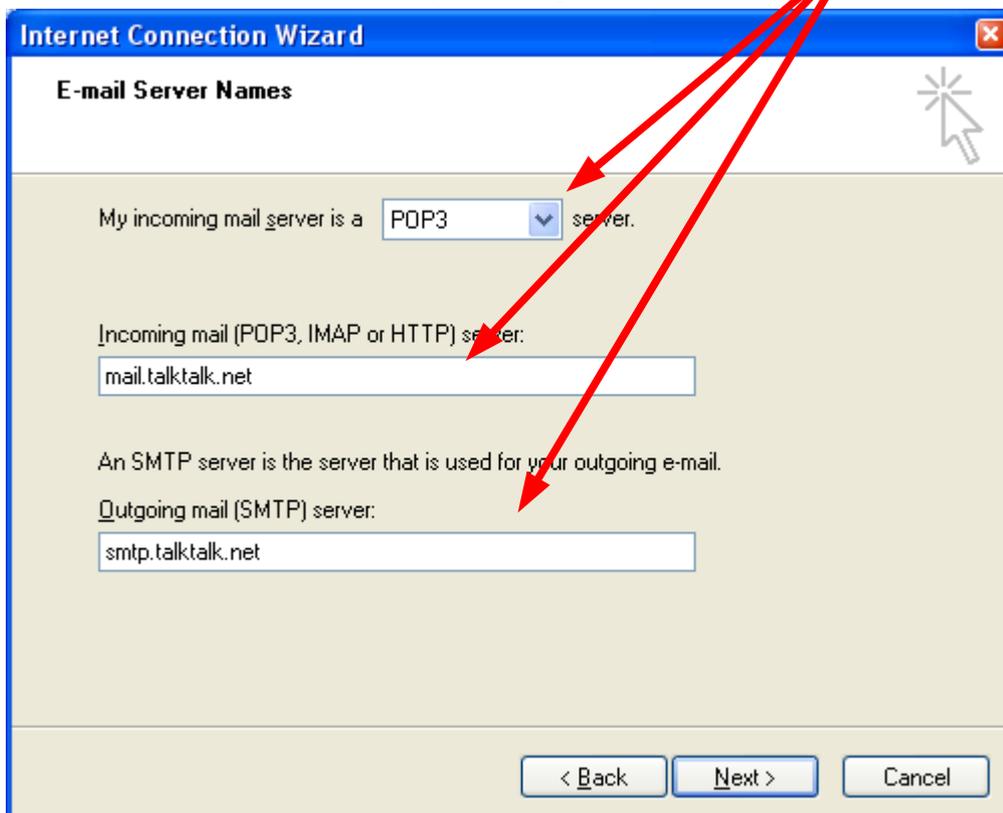
Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel

Now add the details for you to send and receive emails from the mail server. If you have *mail forwarding* for your email address, then this is the details of your ISP. Refer to an existing account if unsure of the values (these are just examples)



Internet Connection Wizard

E-mail Server Names

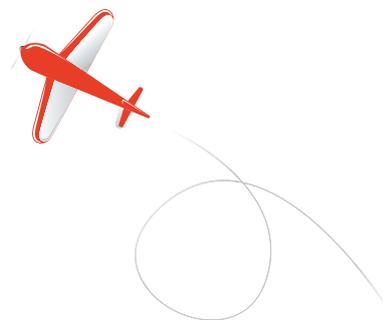
My incoming mail server is a server.

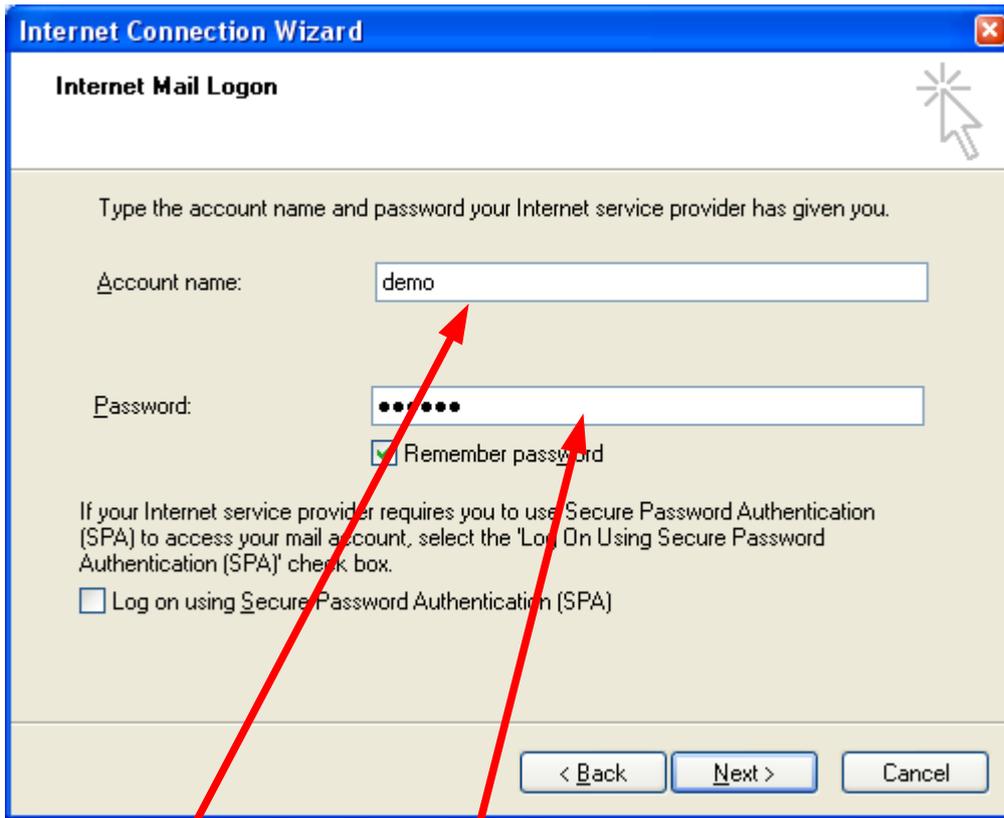
Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.
Outgoing mail (SMTP) server:

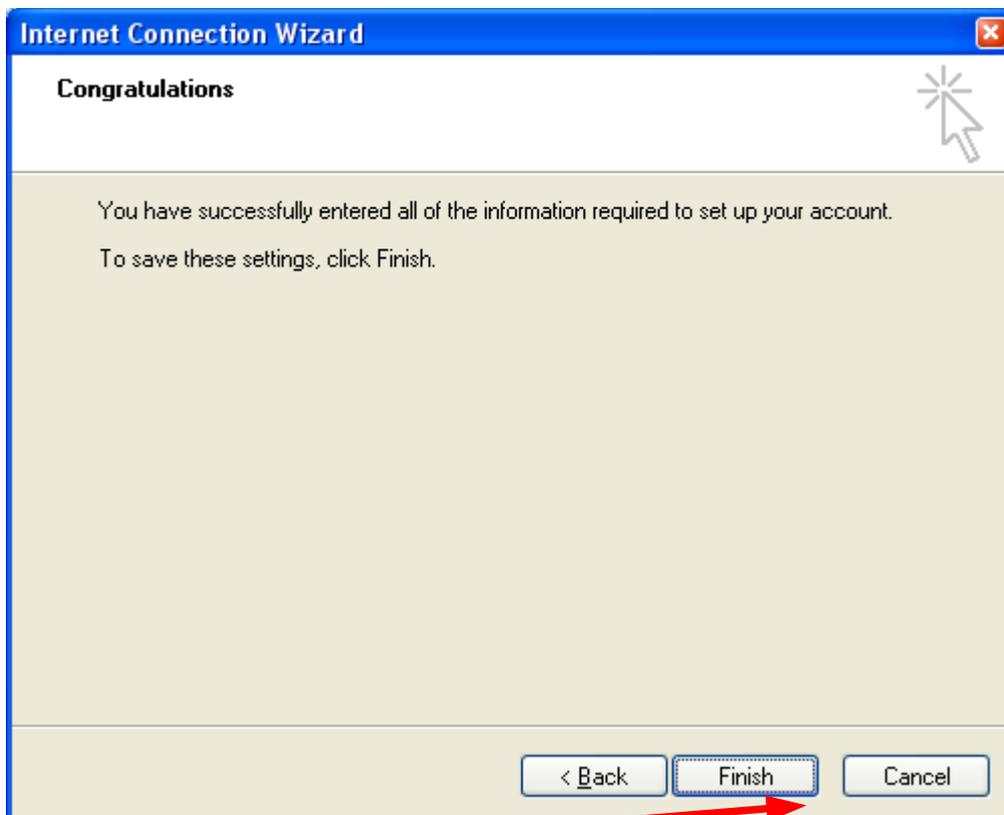
< Back Next > Cancel

If someone else is supplying you with mail facilities, ask them for the details

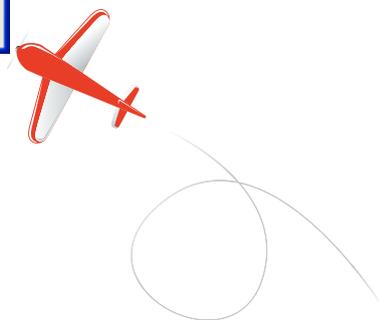


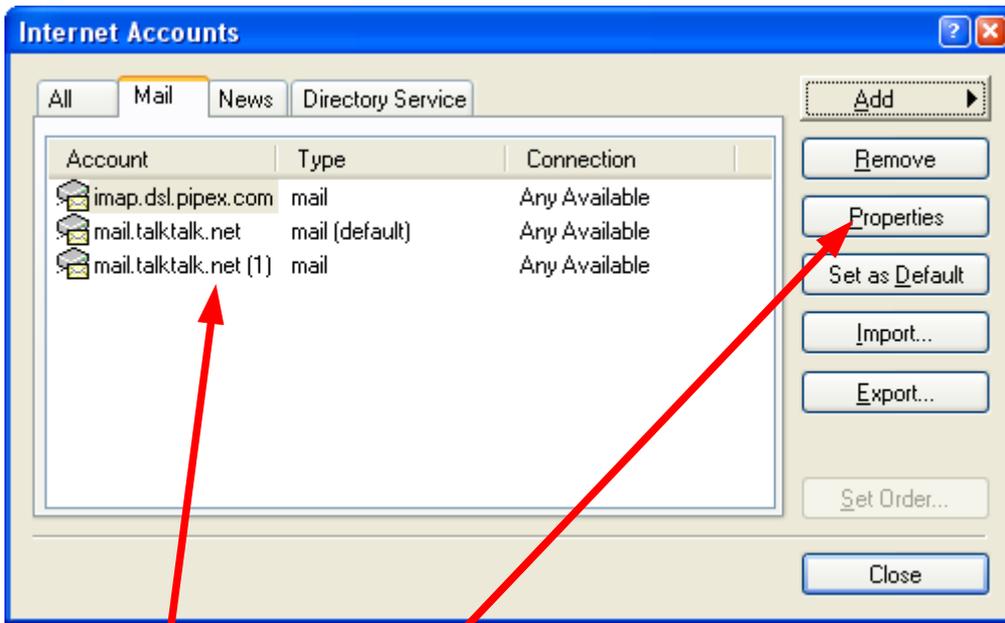


Now enter the account name and password for your email account

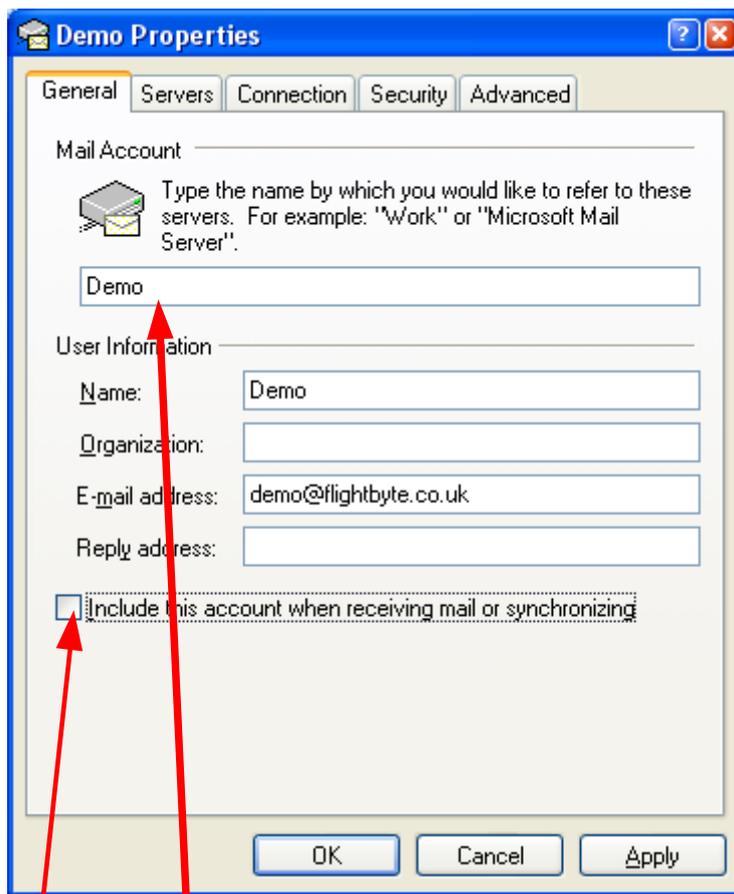


Finally Finish

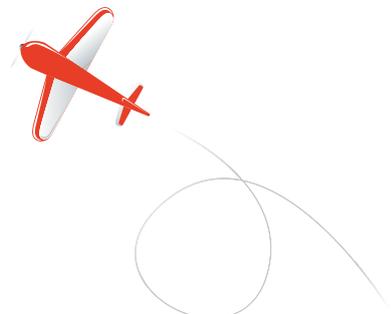


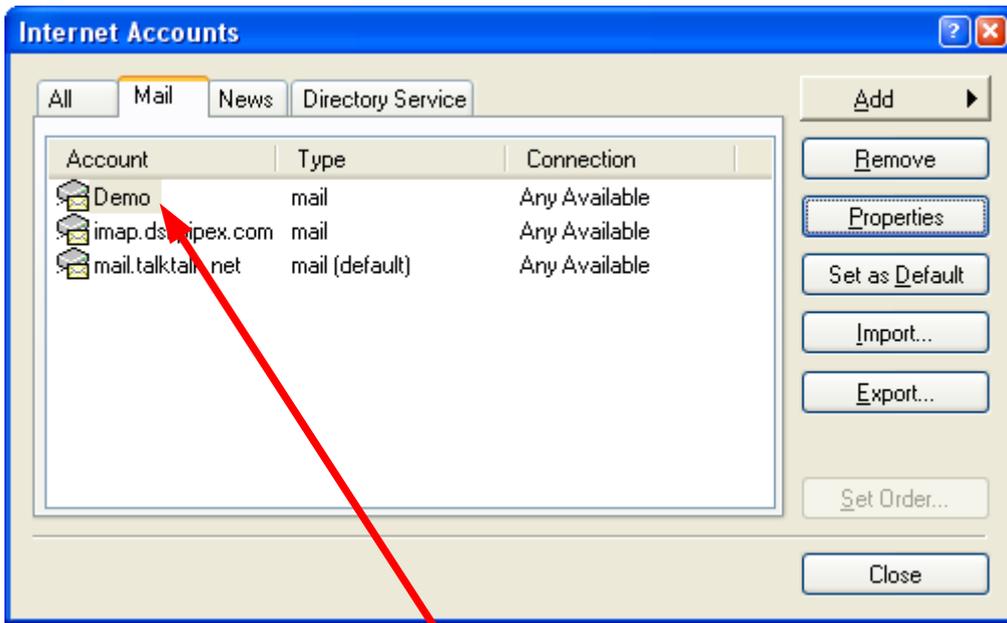


so, you have a new identity, but xxx(1) isn't very helpful. Let's tidy it up by highlighting the account we've just created and pressing properties



On this screen, give the account a name that you'll recognise. I would also untick the Include box to prevent Outlook Express trying to find messages that have already been downloaded. If you finds that mail isn't being sent, then tick it again





So now we have a mail account for our new name and can send messages from it

