

Configuring Outlook Express™ to check [ESL E-mail](#)

1. Startup Outlook Express. Select the "Tools" menu, and then choose "Accounts."
2. Click on the Mail Tab, click the "Add" button, then choose "Mail," which launches the Internet Connection Wizard.
3. For "Display Name," enter your real name. Click Next.
4. Click "I already have an email account that I'd like to use." For "Email Address," enter your POP Account (**username@esl.eng.ohio-state.edu**), and then click "Next."
5. Under "E-mail Server Names," "My incoming mail server is a..." should be set to POP3. For "Incoming Mail (POP3 or IMAP) server", type **esl.eng.ohio-state.edu** and for "Outgoing Mail (SMTP) server", type **esl.eng.ohio-state.edu** and then click "Next."

NOTE:

If you do not connect to the internet through OSU, you will need to use your ISP's outgoing mail server. See the following page for details:
<http://www.net.ohio-state.edu/openrelay/>

6. In the next window, under "Account Name" enter your username. You can enter your password next to "Password" if you want Outlook Express to save your password so you do not have to enter it every time you check your mail.
7. Click Next.
8. Click Finish.
9. Double click the new account that shows up as pop.service.ohio-state.edu
10. In the text field under "Mail Account," change the pop.service.ohio-state.edu to something more familiar, such as "**My ESL Email**". Then, fill in the Reply Address field with the short form of your OSU email address (**barr.1@osu.edu**). Then click OK.
11. Close the Internet Accounts window.
12. To check your ESL Email, just click on the Send/Receive button in the toolbar.