



**IMPORTANT NOTE: Everything is in Low Caps, so make sure your User Name & Password are Lower Case Letters.**

### **ADDING E-MAIL IN OUTLOOK EXPRESS**

1. Open Outlook Express
2. From the Menu Bar Click **TOOLS**, then on the drop-down menu click **ACCOUNTS**
3. On the **Internet Accounts** Screen click on the **MAIL** tab
4. Click the **ADD** button, then **MAIL**
5. Type in your Display Name (The name you want to appear when you send a message)  
Example: John Doe
6. Click **NEXT**
7. Click on "I already have an e-mail address I'd like to use"
8. Type in your e-mail address  
Example: [john@compfxnet.com](mailto:john@compfxnet.com)
9. Click **NEXT**
10. The Incoming Mail Server is a POP3 server
11. In the Incoming Mail Server box type mail.compfxnet.com
12. In the Outgoing Mail Server box type mail.compfxnet.com
13. Click **NEXT**
14. Type in your user name and password for your e-mail address.
15. Put a check in the Remember Password box.
16. Click **Next**
17. Click **Finish**.