

## Configuring Email Program

### *Microsoft Outlook Express*

#### Setting up Email Accounts

1. Open *MS Outlook Express*
2. From the menu bar select *Tools* and then choose *Accounts....*
3. Select *Add*, then click *mail...*
4. Type your name in the text box and then click *Next >*.
5. Type in your full Caylix email address in the text box. Then click *Next >*.
6. Fill out the fields as per the instructions below:
  - a. Select *POP3* from the drop down list
  - b. Type: *pop.caylix.com* in the *Incoming mail server (POP3)* textbox.
  - c. Type: *smtp.caylix.com* in the *Outgoing mail server (SMTP)* textbox.
7. Click *Next >*.
8. Fill out the fields as per the instructions below:
  - a. Type your full Caylix email address in the *Account name* textbox.
  - b. Type your Caylix email password in the *Password* textbox.
9. Click *Next >*.
10. Click *Finish*
11. Click *Properties*, and type *Caylix* in the Mail Account textbox.
12. Select the *Servers* tab, put a check in the “*My server requires authentication*” box, and click *Settings*.
13. Put a tick in “*Log on using*” and enter your Caylix email address and Password in the appropriate boxes:
14. Click *OK*, *OK*, and *Close*, and your Caylix email account is now configured. Please repeat these steps for any additional Caylix email addresses you may have.