

MidOhio.Net Email Settings Microsoft Outlook Express 5.0-6.0

1. Double-click on the "Outlook Express" icon. If you do not see this icon on your desktop:
 - a. Click on the "Start" button.
 - b. Select "Programs"
 - c. Find and select "Outlook Express"
2. Click on the "Tools" menu.
3. Select the "Accounts" option.
4. Select the "Mail" Tab.
5. Click on the "Add" button and select the "Mail" option.
6. An "Internet Connection Wizard" will open. Enter your name in the "Display name" field.
7. Click "Next."
8. **Versions 5.0 & 5.5:**
Enter your email address (*username@midohio.net*) in the "E-mail address" field below "I already have an e-mail address that I'd like to use."
Version 6.0:
Enter your email address (*username@midohio.net*) in the "E-mail address" field.
9. Click "Next."
10. Type **mail.midohio.net** in the "Incoming mail (POP3, IMAP or HTTP) server:" field.
11. Type **mail.midohio.net** in the "Outgoing mail (SMTP) server:" field.
12. Click "Next"
13. Enter your username in the "Account name:" field.
14. Enter your password in the "Password" field. If you do not want Outlook Express to remember your password, uncheck the box beside "Remember password."
15. Click "Next"
16. Click "Finish"
17. Click "Close"
18. Click the "Send/Recv" button on the Toolbar and connect to the Internet to check for new messages.