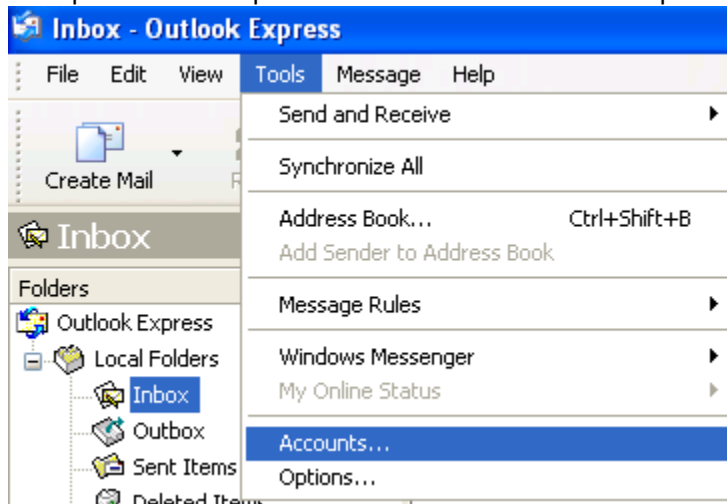
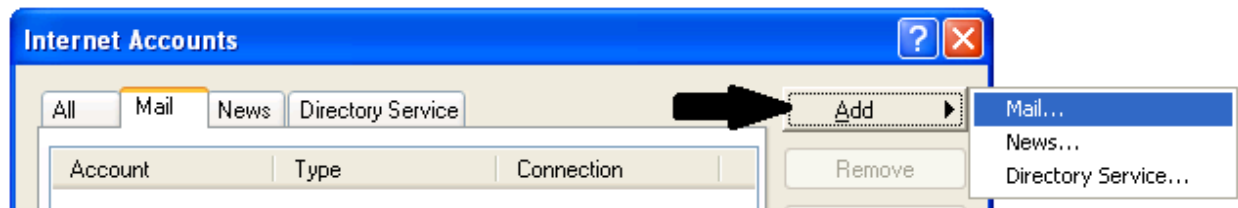


Outlook Express New


1. Open Outlook Express and **select Tools** from the top and **click on Accounts**.



2. **Click on Add and Select Mail...**



3. Enter the name you would like displayed for your Display name and click Next >



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box with a mouse cursor pointing to it. The text inside the text box is 'MCC Support'. Below the text box, there is a label 'Display name:' and a text box containing 'MCC Support'. Below the text box, there is a text label 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

Internet Connection Wizard

Your Name

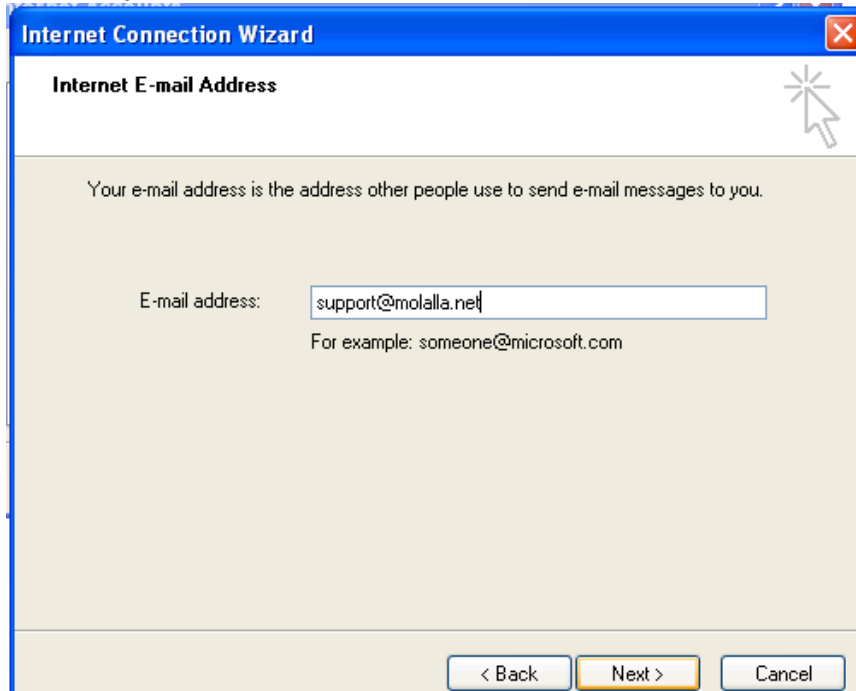
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back **Next >** Cancel

4. Enter your full molalla.net E-mail address and click Next >



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box with a mouse cursor pointing to it. The text inside the text box is 'support@molalla.net'. Below the text box, there is a label 'E-mail address:' and a text box containing 'support@molalla.net'. Below the text box, there is a text label 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

Internet Connection Wizard

Internet E-mail Address

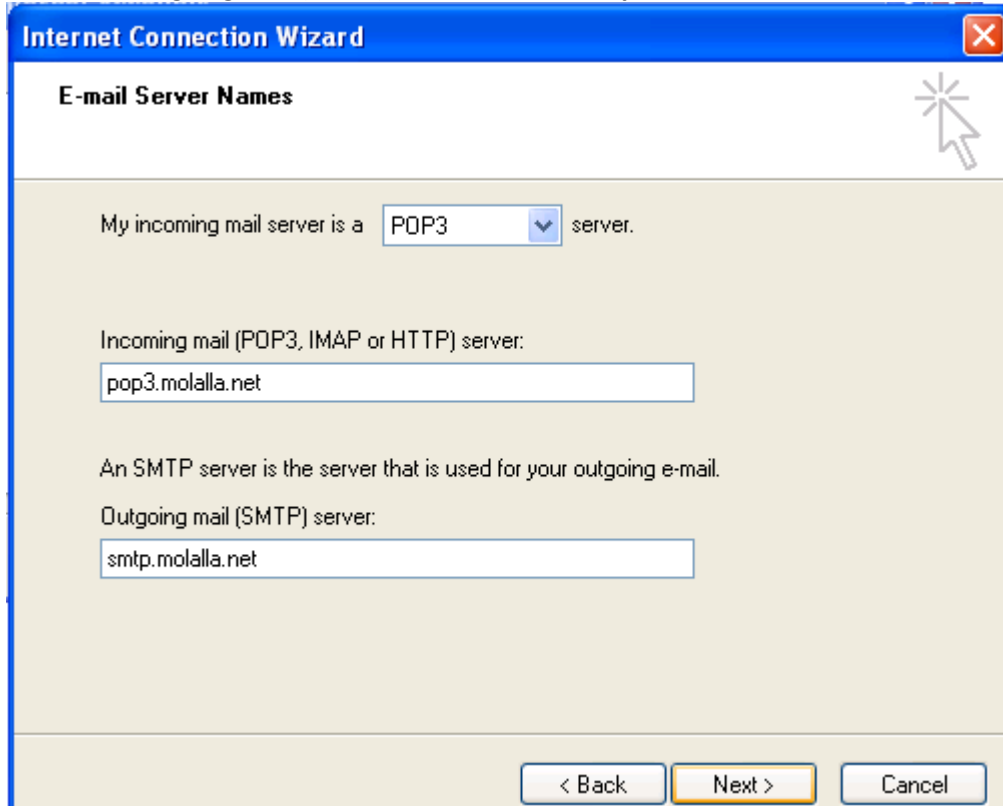
Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back **Next >** Cancel

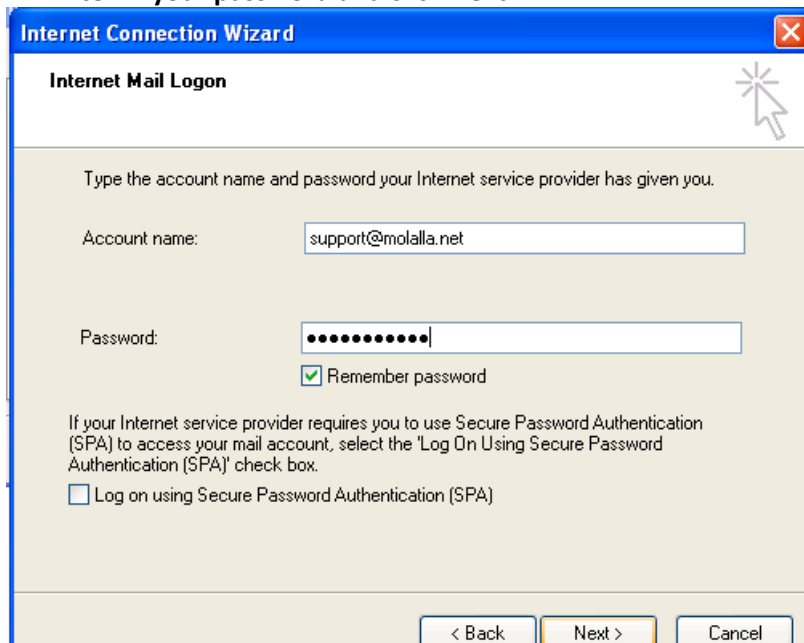
- In the Incoming mail (POP3, IMAP, or HTTP) server **enter in pop3.molalla.net**
In the Outgoing mail (SMTP) server **enter in smtp.molalla.net** and **click Next >**



The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'E-mail Server Names'. It contains the following elements:

- A dropdown menu for 'My incoming mail server is a' set to 'POP3'.
- An input field for 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'pop3.molalla.net'.
- An input field for 'Outgoing mail (SMTP) server:' containing 'smtp.molalla.net'.
- Buttons for '< Back', 'Next >', and 'Cancel'.

- In the Account name **enter in @molalla.net** to complete your Email address
Enter in your password and **click Next >**



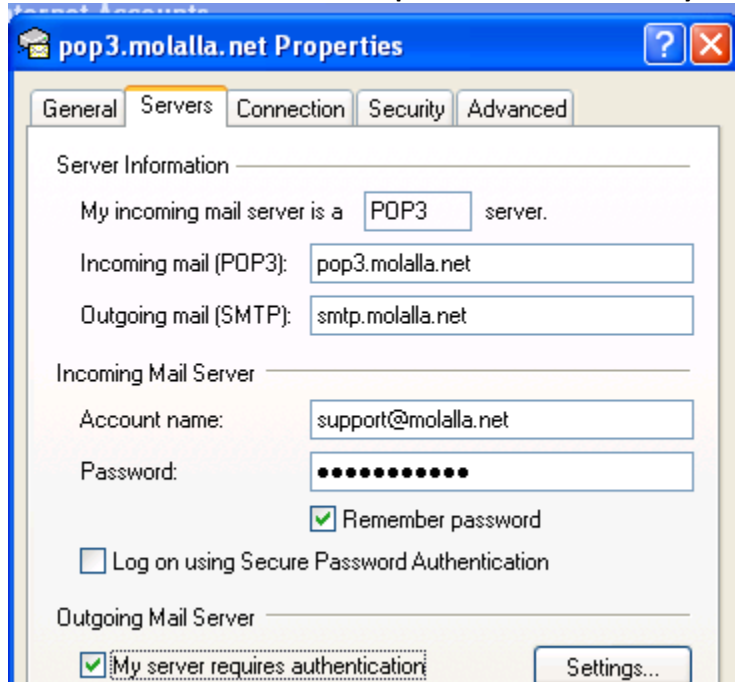
The screenshot shows the 'Internet Connection Wizard' dialog box with the title 'Internet Mail Logon'. It contains the following elements:

- An input field for 'Account name:' containing 'support@molalla.net'.
- An input field for 'Password:' with masked characters (dots).
- A checked checkbox for 'Remember password'.
- An unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'.
- Buttons for '< Back', 'Next >', and 'Cancel'.

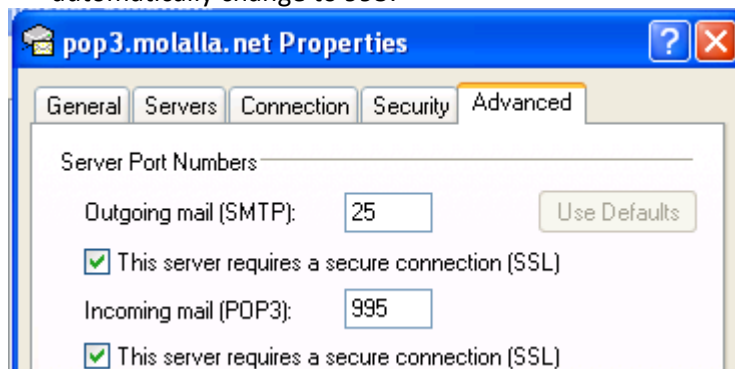
7. Click on **Finish** then **double click** on the newly created **pop3.molalla.net** under Account.



8. Click on the **Servers** tab and place a check next to **My server requires authentication**



9. Click on the **Advanced** tab and place a check next to **This server requires a secure connection (SSL) for both the Outgoing mail (SMTP) and Incoming mail (POP3)**, the port number will automatically change to 995.



10. Click on **OK** to save your settings and **press Close** in Internet Accounts to close that out. You are now able to send and receive your molalla.net emails in Outlook Express