

***Outlook Express
E-Mail Set-up Instructions
for Broadband users***

1. Select Outlook Express. If you are opening the application for the first time, you will be dropped into the Add account process. Move to step 2. If you are not prompted as in step 2, click on **Tools/Accounts...** When the Internet Accounts window appears, click on the **Add** button and select **mail...** from the menu to bring up the prompt as detailed in step 2.
2. When prompted to enter your name as it will appear in the From field, please enter an appropriate name like [John Smith](#).
3. When prompted to enter your email address, enter your assigned username plus [@mypcstv.com](#). So if John Smith was assigned the username [jsmith](#), he would use [jsmith@mypcstv.com](#) for his email address.
4. The incoming mail server is a [POP3](#) server.
5. The incoming mail server address is [pop.mypcstv.com](#)
6. The outgoing mail server address is [smtp.mypcstv.com](#)
7. The account name is your username, in this example [jsmith](#)
8. The password is the one you were assigned [*****](#)
9. Secure Password Authentication is NOT required.
10. Click **Finish** to save the account settings.
11. Look at **Tools/Options** to review the many available options.