



# Excalibur Technology Corp.

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Thank you for choosing Excalibur Technology Corp. to handle your email services.  
Please find listed below instructions on how to setup your Microsoft Outlook Express to send and receive email for your new email hosting services.

Upon opening Outlook Express you should get this wizard.  
Please input your full name. i.e. "Joe Peters" and click next.

**Internet Connection Wizard**

**Your Name**

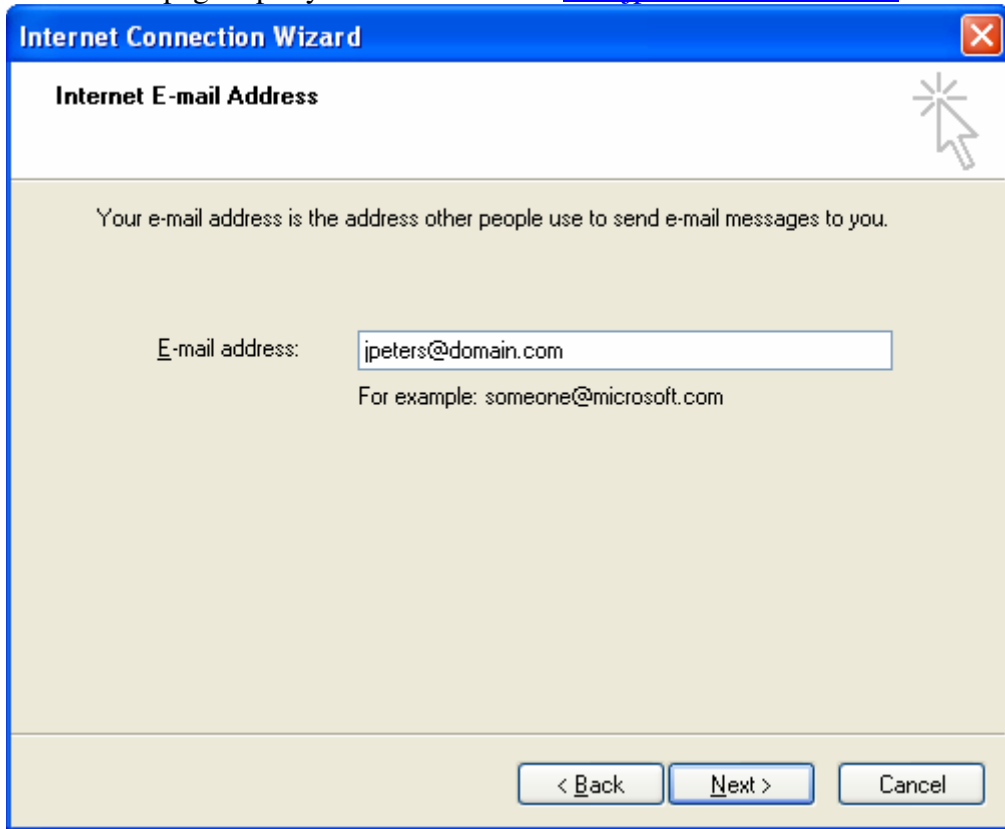
When you send e-mail, your name will appear in the From field of the outgoing message.  
Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back    Next >    Cancel

On the next page input your email address. i.e. "jpeters@domain.com" and click next.



The image shows a screenshot of a Windows dialog box titled "Internet Connection Wizard". The window has a blue title bar with a close button (X) in the top right corner. The main content area has a light beige background. At the top left of the content area, the text "Internet E-mail Address" is displayed. Below this, a line of text reads: "Your e-mail address is the address other people use to send e-mail messages to you." In the center, there is a label "E-mail address:" followed by a text input field containing the text "jpeters@domain.com". Below the input field, there is a line of text: "For example: someone@microsoft.com". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible in the top right corner of the dialog box, pointing towards the close button.

**Internet Connection Wizard**

**Internet E-mail Address**

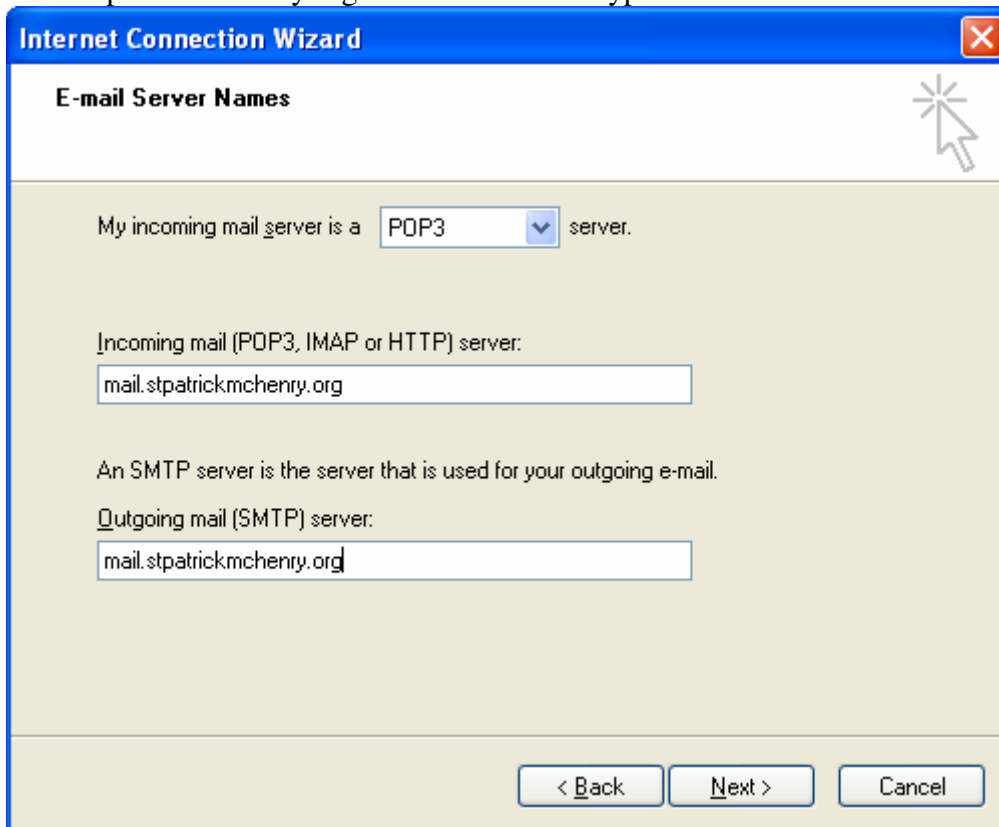
Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back   Next >   Cancel

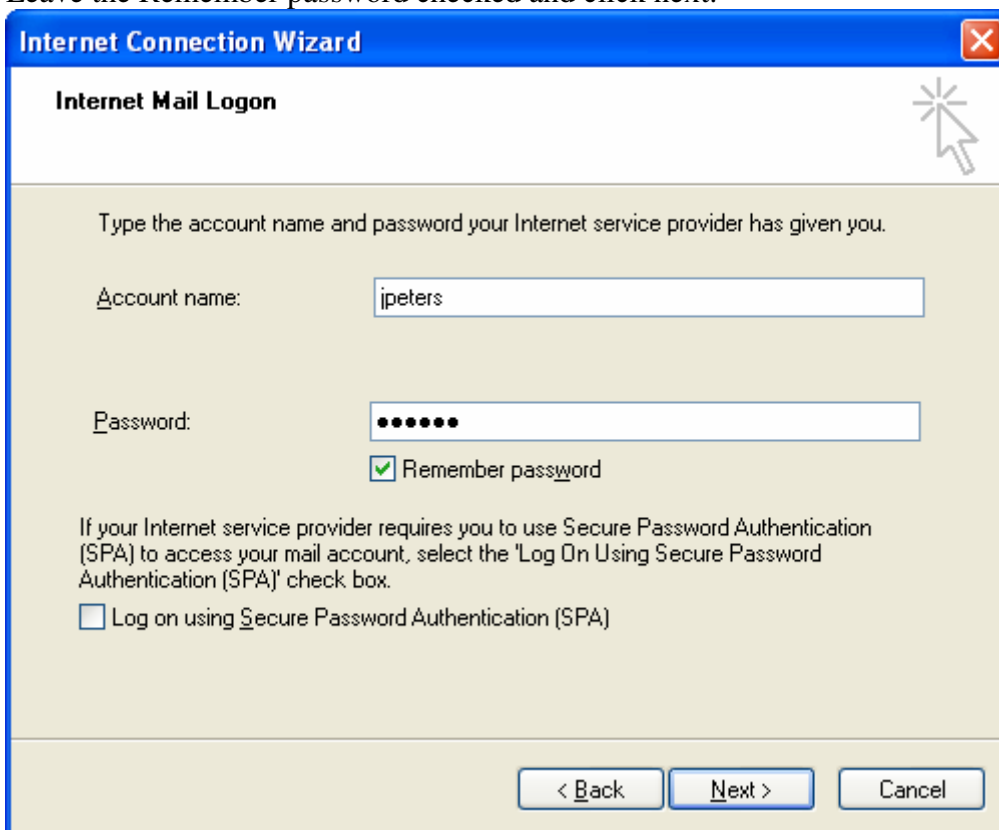
In the incoming and the outgoing mail servers put in your mail server. i.e. "mail.stpatrickmchenry.org" Leave the server type set to POP3 click next.



The screenshot shows the "Internet Connection Wizard" dialog box, specifically the "E-mail Server Names" step. The window title is "Internet Connection Wizard" with a close button in the top right corner. The main title is "E-mail Server Names". Below the title bar, there is a text field for the incoming mail server type, which is set to "POP3". The text reads: "My incoming mail server is a POP3 server." Below this, there are two text input fields. The first is labeled "Incoming mail (POP3, IMAP or HTTP) server:" and contains the text "mail.stpatrickmchenry.org". The second is labeled "Outgoing mail (SMTP) server:" and also contains "mail.stpatrickmchenry.org". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

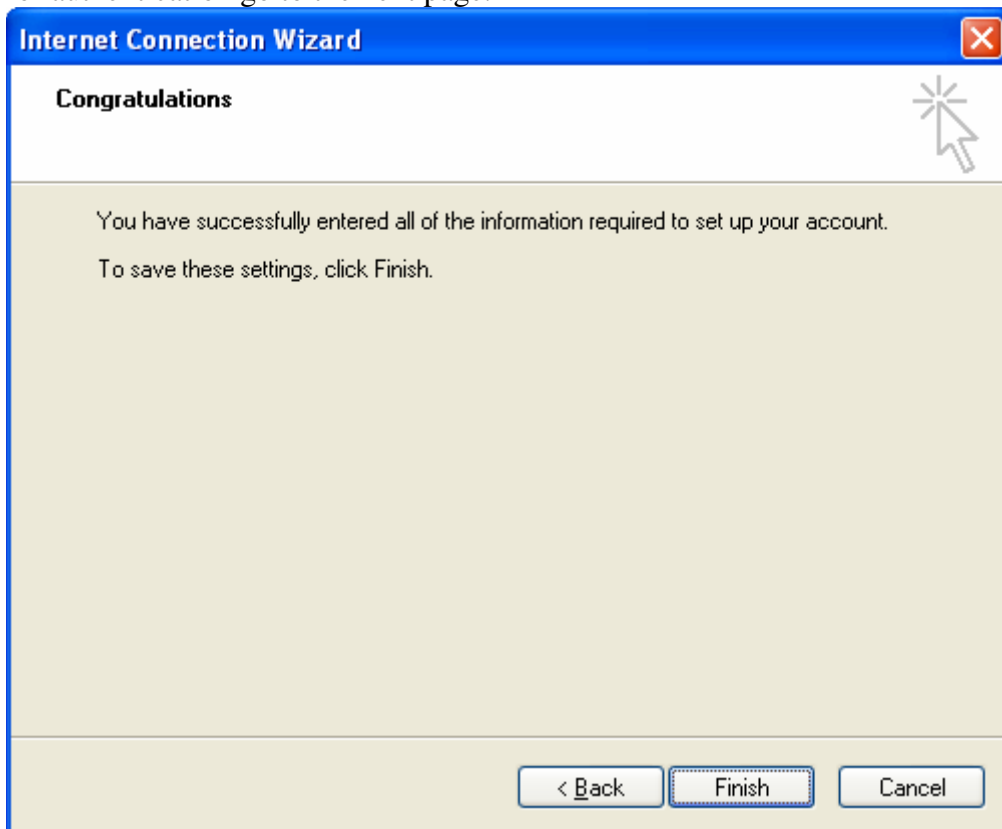
Next input your account name and password. Your account name is the first part of your email address

jpeters@domain.com, You should have gotten your password from your administrator. Leave the Remember password checked and click next.



The screenshot shows the "Internet Connection Wizard" dialog box, specifically the "Internet Mail Logon" step. The window title is "Internet Connection Wizard" with a close button in the top right corner. The main title is "Internet Mail Logon". Below the title bar, there is a text field for the account name, which contains "jpeters". The text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two text input fields. The first is labeled "Account name:" and contains "jpeters". The second is labeled "Password:" and contains a series of dots. Below the password field, there is a checked checkbox labeled "Remember password". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Now you have finished the main setup click on finish. Now to setup the security settings for authentication go to the next page.



Should you require assistance in completing this setup, please call Excalibur Technology Corp. @ 847-842-9570.