

Setup Email using Outlook Express

To setup your email using Outlook Express (note commands separated by '/' are to be done as first command to open submenu/second command - from submenu)

Open Outlook Express

Step One:

Click on Tools/Accounts

Click on the Mail tab

Click on Add/Mail (on the right)

Display name can be anything you want (example Joe Smith if it is Joe's email account)

Click Next

Enter Email address (see above)

Click Next

Enter POP3 server (see above)

Enter SMTP server (see above)

Click Next

Enter Account name (starts with 'vw' above)

Enter password (see above)

Click Next

Click Finish

Step Two (our server uses spammer-blocking so you must do this step in order to send email);

Highlight your account name and click on Properties on the right

Click on the Servers tab above

Put a checkmark where it says "My server requires authentication"

Click Apply and OK

Your email account is now setup

Test this account by sending an email to hosting@visionaryweb.com for each account - we can then verify that your email is setup correctly and

will send you back an email.

If you get the message "Access Denied" when trying to get your email your username and/or password are wrong

If you get the message "Relay Access Denied" that means you did not do step two above properly.

