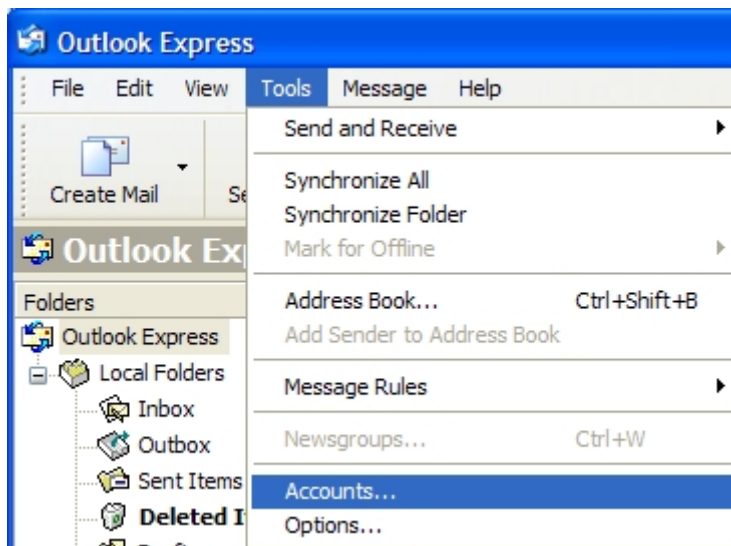


Outlook Express Version 6 Instructions

This page will describe the steps necessary to set up your anonymous email account in Outlook Express 6 so that you can send and receive email.

Note: You must first request an anonymous email account from the Webservant, if you haven't already done so. Email Webservant@district2aa.org to request an anonymous email account.

1. Open Outlook Express 6
2. Click on **Tools- Accounts:**



3. Choose **Add-Mail**.
4. Enter your District 2 Trusted Servant Title only in the **Display Name** field (like Newsletter Chair) and click the **Next** button.
5. Enter your anonymous email address that was sent to you by the Webservant (i.e. newsletter@district2aa.org) in the **Email Address** field, then click the **Next** button.
6. Choose **POP3** in the drop down menu.
7. Enter **mail.district2aa.org** in the **Incoming Email Server (POP3)** field.
8. Enter **mail.district2aa.org** in the **Outgoing Email Server (SMTP)** field, then press the **Next** button.
9. Enter your full anonymous email address in the **Account Name** field (i.e. newsletter@district2aa.org).

10. Enter your anonymous email password as given to you by the Webservant in the **Password** field.
11. Click on the **Next** button, then click the Finish button.
12. Your anonymous email address will appear in the **Internet Accounts** box.
13. Click the **Close** button.
14. Your anonymous email account is now setup and you will be able to receive email by clicking on the **Send/Receive** button.

If you have any problems with setting up your email account, please email the Webservant at Webservant@district2aa.org.