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This document will walk you through the steps necessary to setup Outlook Express for the first time.

When you start Outlook Express for the first time you should see this screen -

1. Fill in the name that you want shown when you send email. This is the name of the person that will primarily send mail from this email address.

Once you have done this, click **Next**.

2. Here, fill in the full email address for the account that you are checking mail for.

Once you have done this, click **Next**.

3. On this screen, leave the first line set to **POP3**. The next line, *Incoming Mail*, should be set to **mail.mcloudteleco.com** and the next line, *Outgoing mail*, should be set to **mail.mcloudteleco.com**.

Once you have done this, click **Next**.

4. On this screen fill in the *Account Name* for the email address. This is the full email address that you are checking mail for. Example - userid@mcloudteleco.com.

Fill in the password for this account also. Passwords are case sensitive. If you check the box, *Remember Password*, then you won't have to type the password in each time you check your mail.

Leave the box *Log on using Secure Password Authentication (SPA)* **unchecked**.

Once you have done this, click **Next**.

On this screen just click **Finish** and you are done.

You should now be able to send and receive mail. If you have problems then please go through your settings again to make sure they are correct. If you still have problems then please contact the Help Desk for assistance.