# Stellar Systems, Inc.

**We Make Computers Smart....**

**....and that's smart business!**

All accounts hosted with Stellar Systems need to be configured properly to send and receive email. Here are some guidelines to follow when using Outlook Express 6:
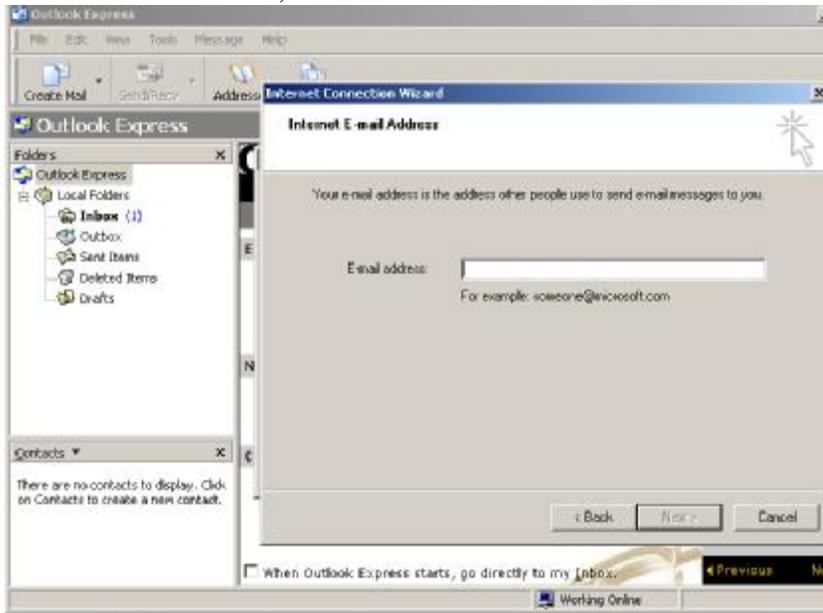
1. Open Outlook Express, to create a new account, go to step 2. To edit account settings, go to step 10.

2. Click Tools, select accounts

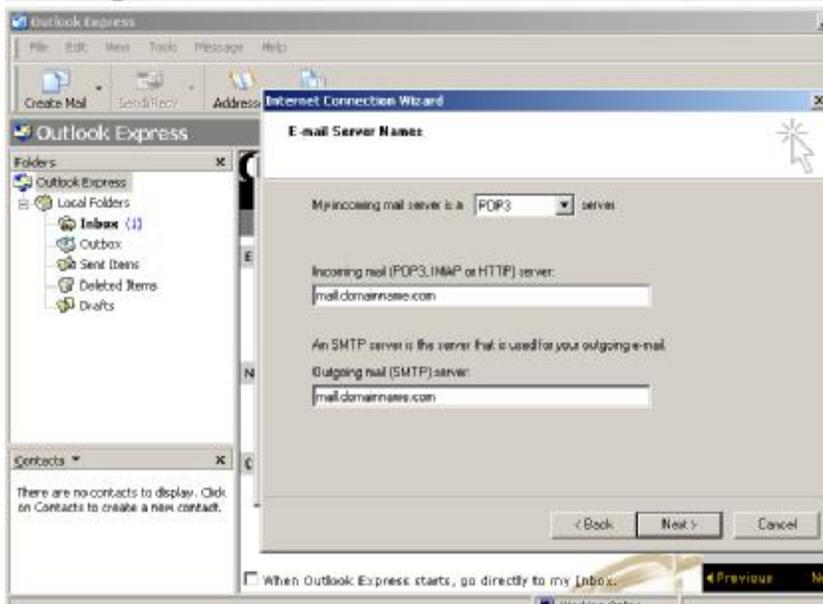3. Click the Mail tab, click add and select Mail
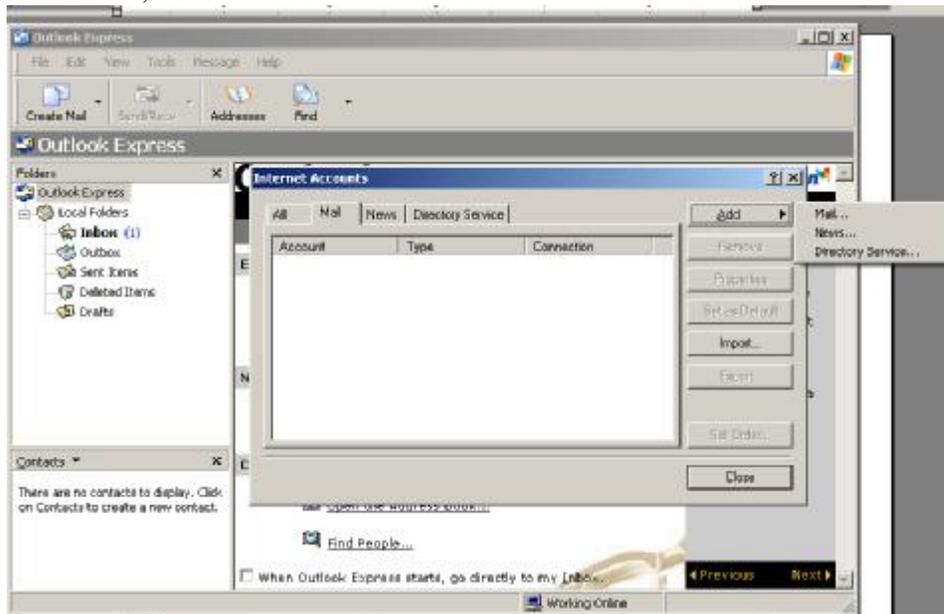


4. Enter your Name, click next
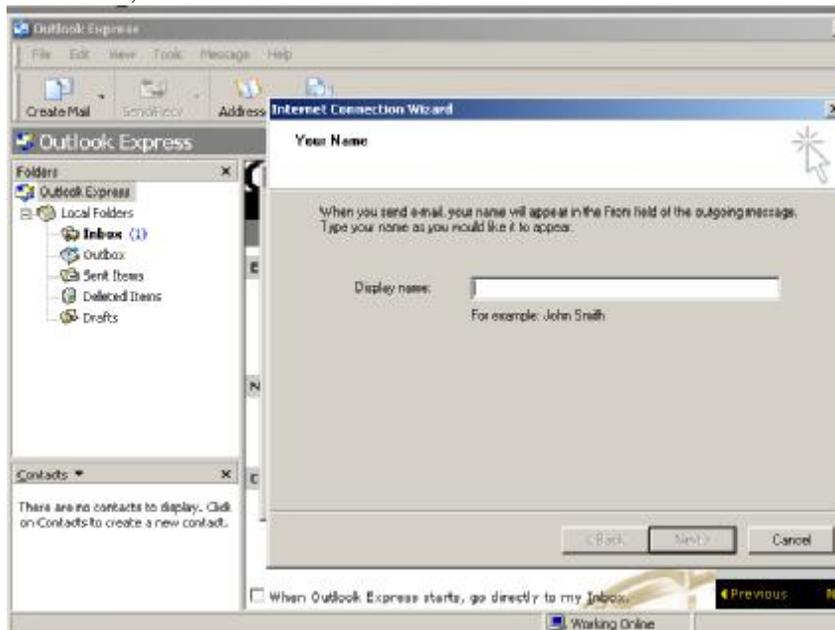
5.  Enter your full email address, click next



6.  Select My incoming mail server is a **POP3** server and enter mail.domainname.com in both the incoming mail server (POP3) and outgoing mail server (SMTP). Example – mail.ssinet.com  Click Next

7. Enter your full email address in Account name box and type in the password that was provided to you by Stellar Systems, Inc. Check remember password box. Click next
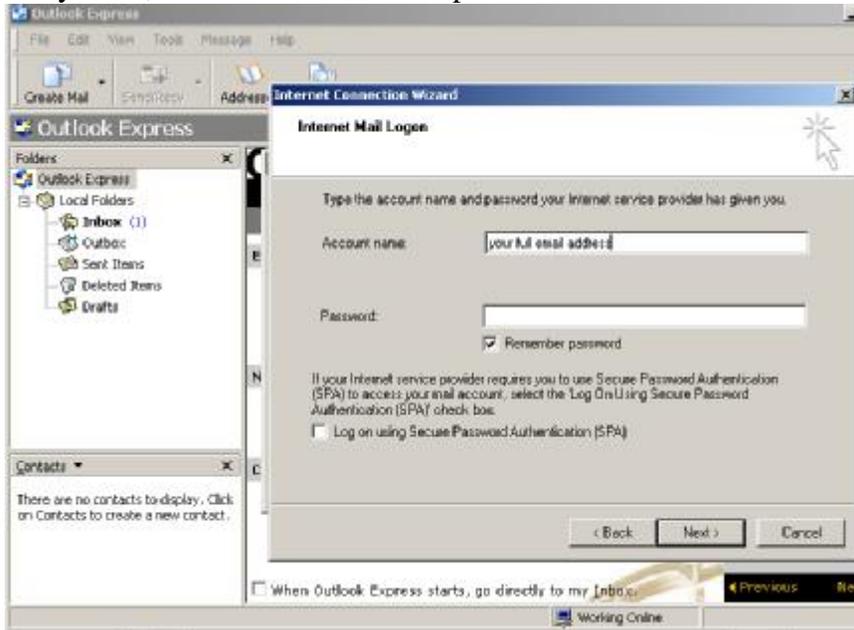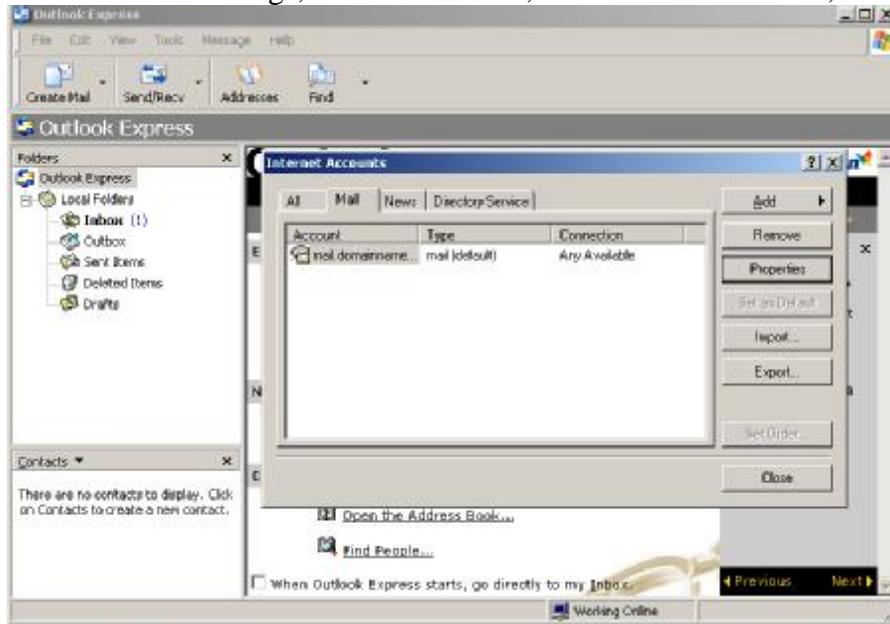


8. The following screen should appear to let you know your account has been created, click finish.
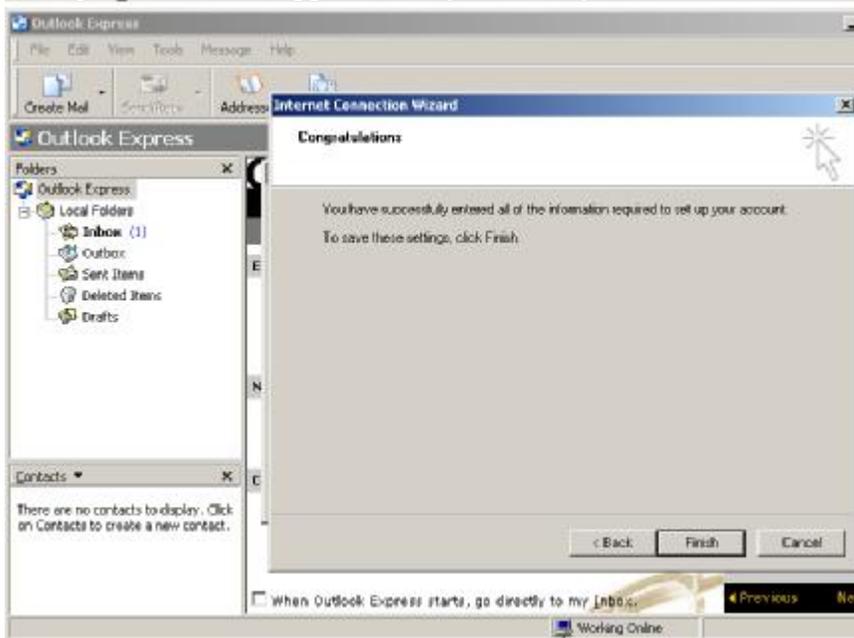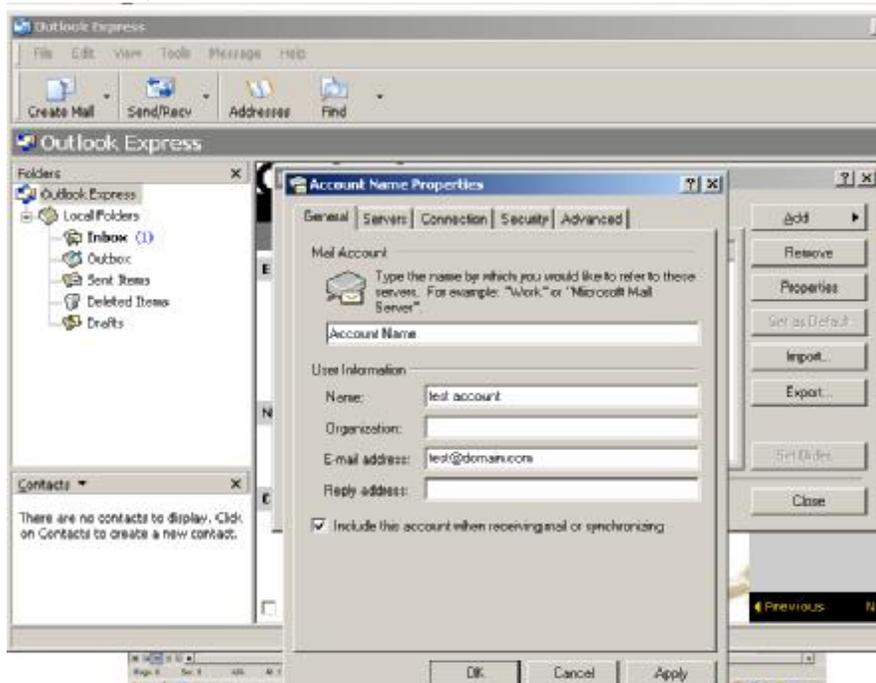


9. Verify settings by checking the account settings starting in step 10

10. To Edit/View account settings, click on mail tab, click on account name, click properties
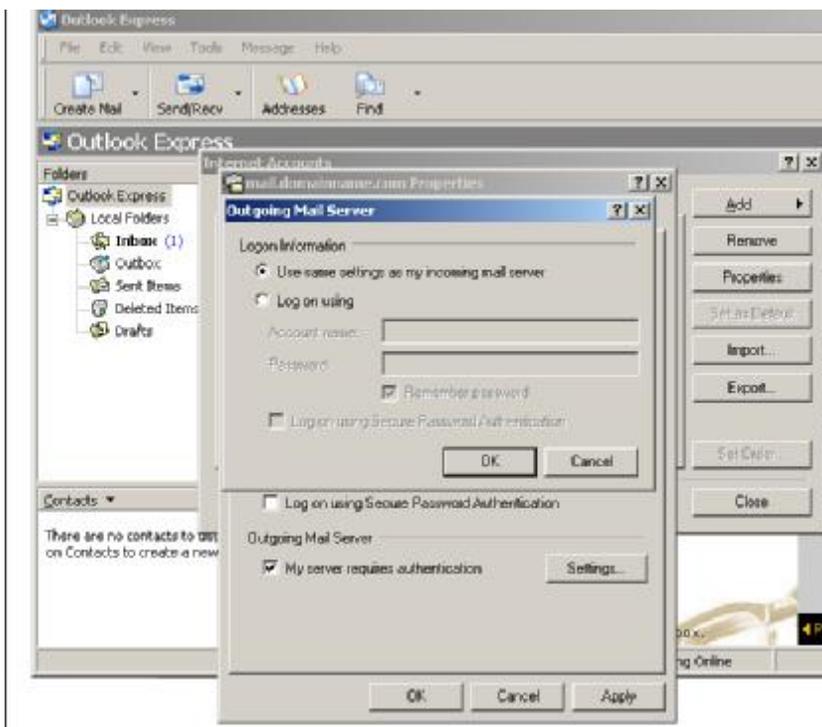


11. Under General tab, Account Name and email address are listed

12. Under Servers Tab, verify settings for POP3 and SMTP mail servers and account name and password information is correct.  Also select check box next to "My server requires authentication"
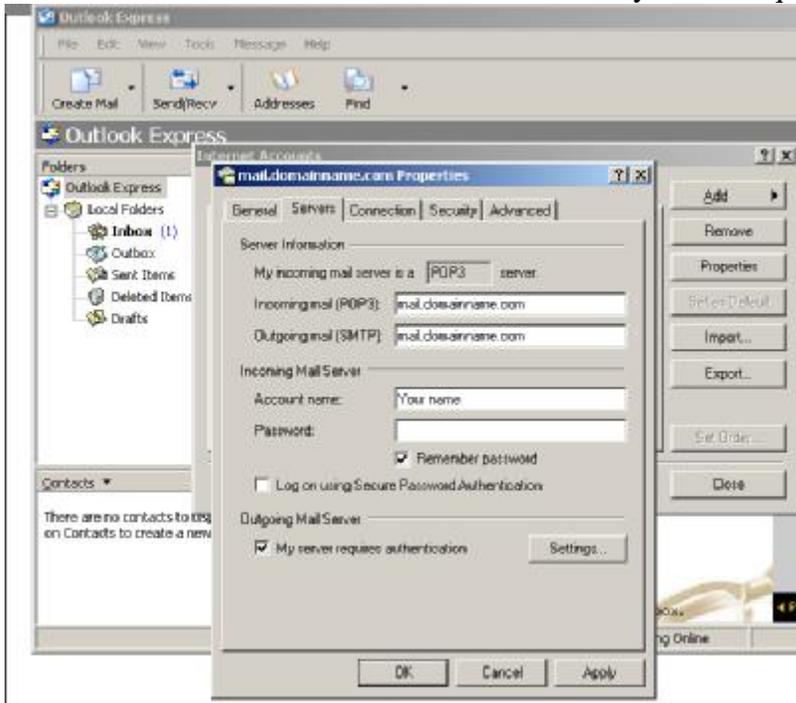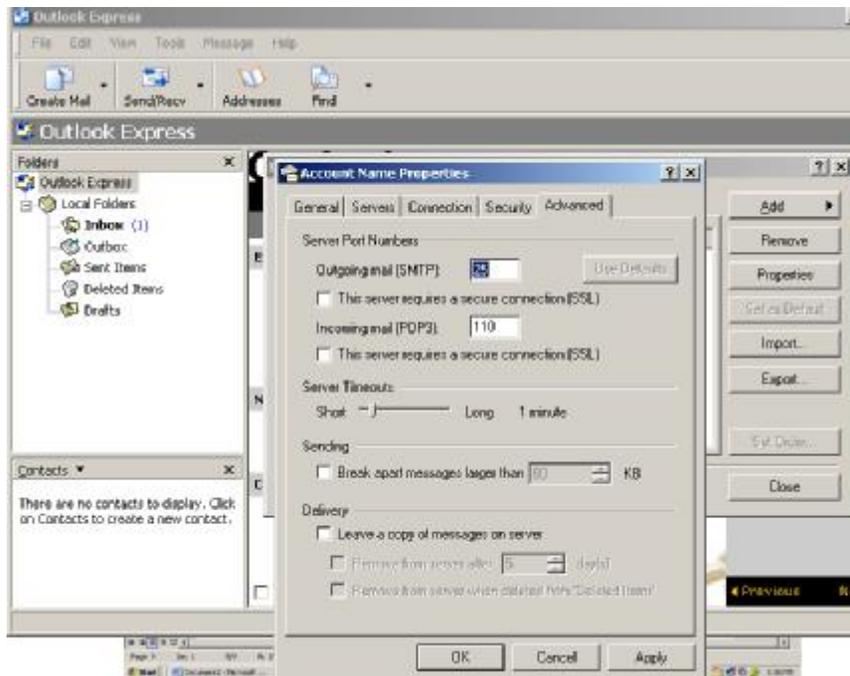


13. Click the settings tab and verify that "Use same settings as my incoming mail server" is selected Click OK

14. On connections tab, check the box next to "always connect to the account using Local Area Network" Click OK
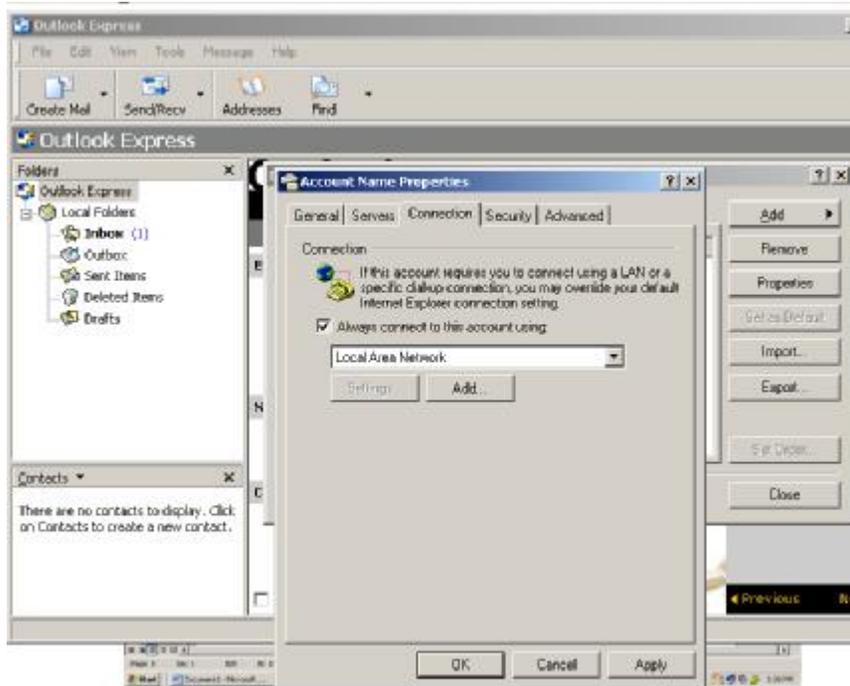


15. On the advanced tab, SMTP port is set to 25, POP3 port is set to 110, click OK



*In some cases, certain ISP's will require to change the SMTP port to 366