



## Configuring Outlook Express for Call Australia email

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### 1. Configuring a new copy of Outlook Express

For if you have not used Outlook Express before and are not updating an existing version of the program.

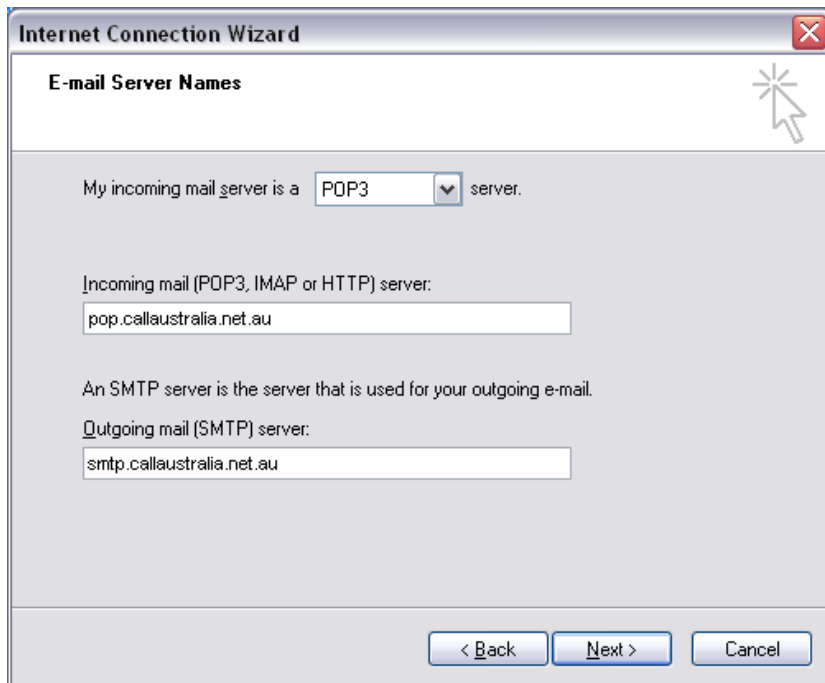
1. When you open Outlook Express for the first time it will automatically open the Internet Connection Wizard.
2. The first screen asks for your name. Enter your personal or business name and then click "Next". *Note that you can put anything you like in here, but it will appear on every email you send.*



3. Enter your Call Australia email address information. Select the option *I already have an email address I'd like to use* and enter in the address provided to you by Call Australia. Click "Next".



4. Enter in the Call Australia mail server information and click "Next".



5. Enter your account login information. The account name is your whole email address, and the password is as provided to you by Call Australia, or specified by you. Click "Next" to complete your setup.

Internet Connection Wizard



Internet Mail Logon



Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

< Back   Next >   Cancel

## 2. Configuring an existing copy of Outlook Express

1. Open Outlook Express and select Tools → Options
2. Select “General”
3. Configure the fields as shown below. Do not click “OK” yet.

**Call Australia Properties**

General Servers Connection Security Advanced

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

Call Australia

User Information

Name: Jo Bloggs

Organization:

E-mail address: jobloggs@callaustralia.net.au

Reply address: jobloggs@callaustralia.net.au

Include this account when receiving mail or synchronizing

OK Cancel Apply

*Mail account:* Provide a name for the account. Default name is the POP address but it can be anything you like.

*Name:* Your personal or business name. Can be anything, but will be displayed on everything you send.

*Organisation:* Not necessary, but as above.

*E-mail address:* Your Call Australia email address.

*Reply address:* Generally your normal email (Call Australia) address, but can be set to other addresses if you want. It means that anyone replying to your message will send their message to that address.

4. Select “Servers” and configure the fields as shown below. Do not click “OK” yet.

**Call Australia Properties**

General Servers Connection Security Advanced

Server Information

My incoming mail server is a  server.

Incoming mail (POP3):

Outgoing mail (SMTP):

Incoming Mail Server

Account name:

Password:

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

*Incoming mail server:* Ensure this is POP3.

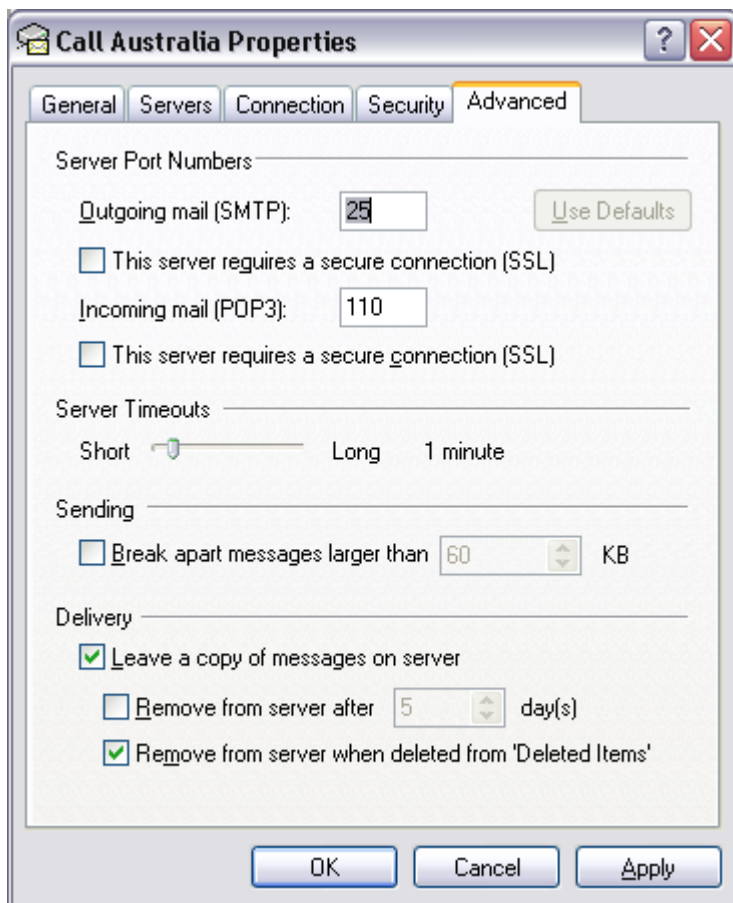
*Incoming mail:* Must be `pop.callaustralia.net.au`.

*Outgoing mail:* Must be `smtp.callaustralia.net.au`.

*Account name:* Your full email address.

*Password:* Enter your account password here. If you uncheck "Remember password" you will have to re-enter it every time Outlook Express looks for email.

5. Select "Advanced" and configure the fields as shown below, then click "OK" to save all the options. (The other tabs should not require any changes from their default settings).



*Delivery:* Only select if you wish a copy of your email to be left on the RSL.COM mailserver when you download it. Only practical if you plan to use Webmail as well, or if Outlook Express is not to be your primary mail program.