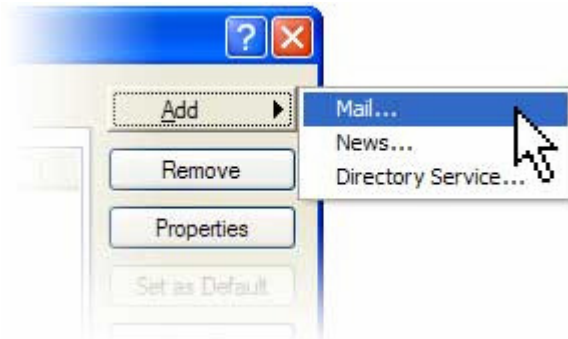


# Setting up a Lucidity hosted email account in Outlook Express

## To Set Up Your E-mail Account in Microsoft Outlook

1. Open Outlook Express
2. Click on **Tools**, then click **Accounts**.

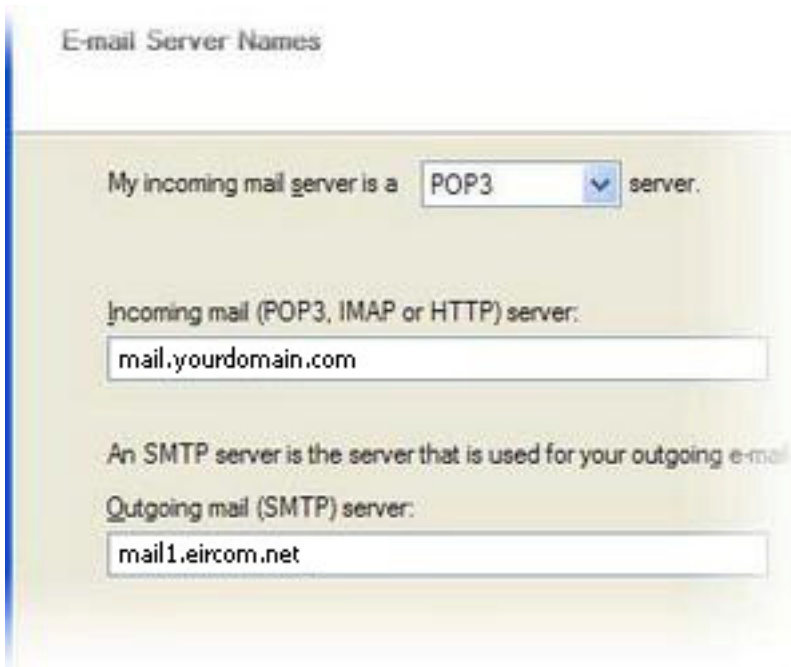


3. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.

4. **On the Your Name page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then click Next.**

Most people use their full name, but you can use any name—even a nickname—that people will recognize.

5. **On the Internet Explorer Address page, type your e-mail address, and then click Next.**



6. In the **Incoming mail (POP3, IMAP or HTTP) server** box enter **mail.yourdomain.com**
  
7. In the **Outgoing mail (SMTP) server** box enter the details of your Internet Service Providers SMTP server.  
(i.e. if you are an Eircom Customer enter: **mail1.eircom.net**)  
**NOTE:** If you are *not* an Eircom customer, please contact your Internet Service Provider and ask them for your SMTP details.  
**Lucidity does not provide you with the facility to send your email as standard.**  
However, if you should require outbound SMTP email please contact us: +353 1 283 0777
  
8. Click **Next**
  
9. Enter your email address in the **Account Name** box.
  
10. Enter your password for your email account in the **Password** box
  
11. Click **Next**

12. Click **Finish**