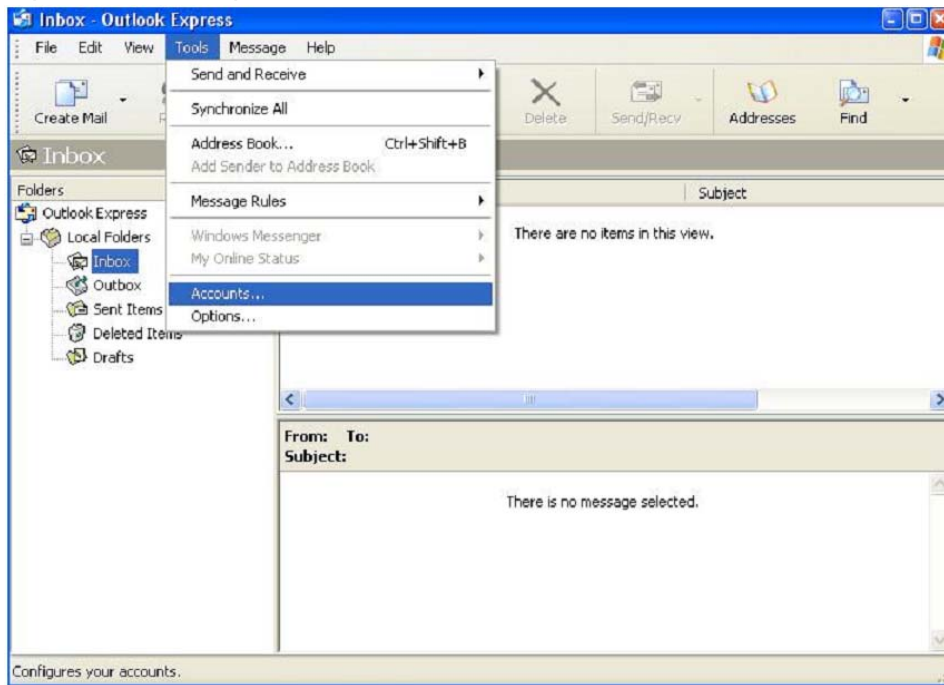
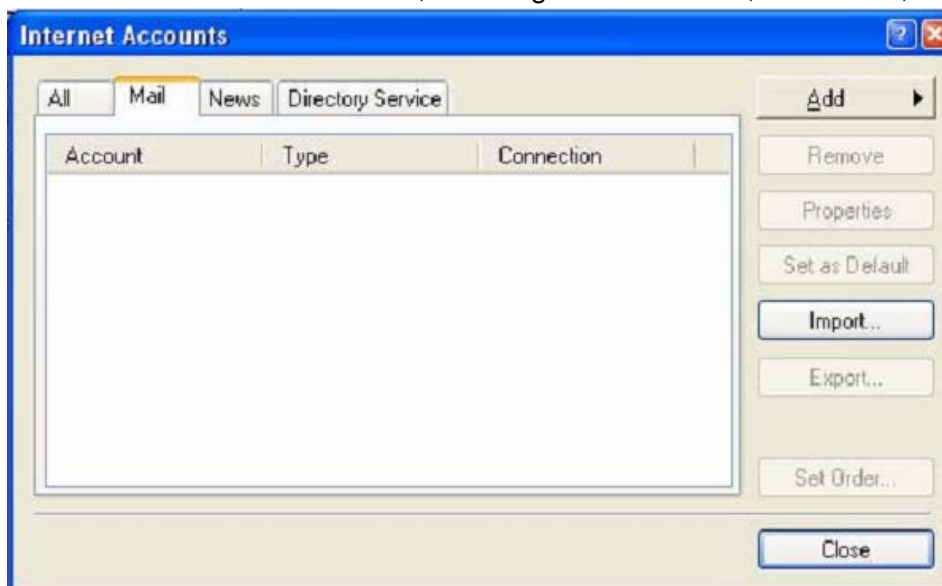


## Instructions to configure Microsoft Outlook Express

1. Open Outlook Express and select **Tools>Accounts** from the Toolbar as shown:



2. On the Internet Accounts menu, in the right hand column, select Add, and then Mail



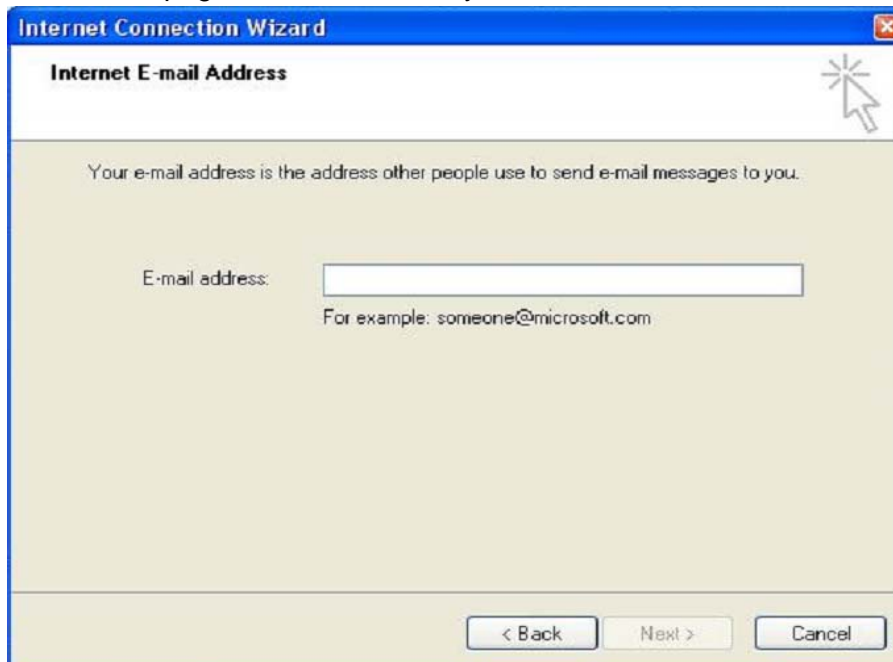
3. You will then enter the Internet Connection Wizard. This will walk you through setting up the Pegasus account:

- On the first screen, enter your name as you wish it to appear on any e-mails you send from Outlook Express and then click Next:



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" with the example "John Smith" below it. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

- On the second screen, you will need to type your complete Pegasus e-mail address, using your NID as the username. For example, if your NID is an477765, you would type an477765@pegasus.cc.ucf.edu as your e-mail address. Click Next to continue.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" with the example "someone@microsoft.com" below it. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

- On the third screen, you will need to select IMAP as the type of account from the top drop-down box, and then type pegasus.cc.ucf.edu for both the Incoming and Outgoing mail servers as shown below.

*\*\*\* Please note: If you are either using dial-up access through Pegasus or are connecting to the internet via the UCF Wireless, LAN, or ResNet systems, please set your outgoing mail server as pegasus.cc.ucf.edu. If you are connecting to the internet from any other ISP, you will need to use your ISP's outgoing mail server. Please contact your internet provider to determine that information if necessary.*



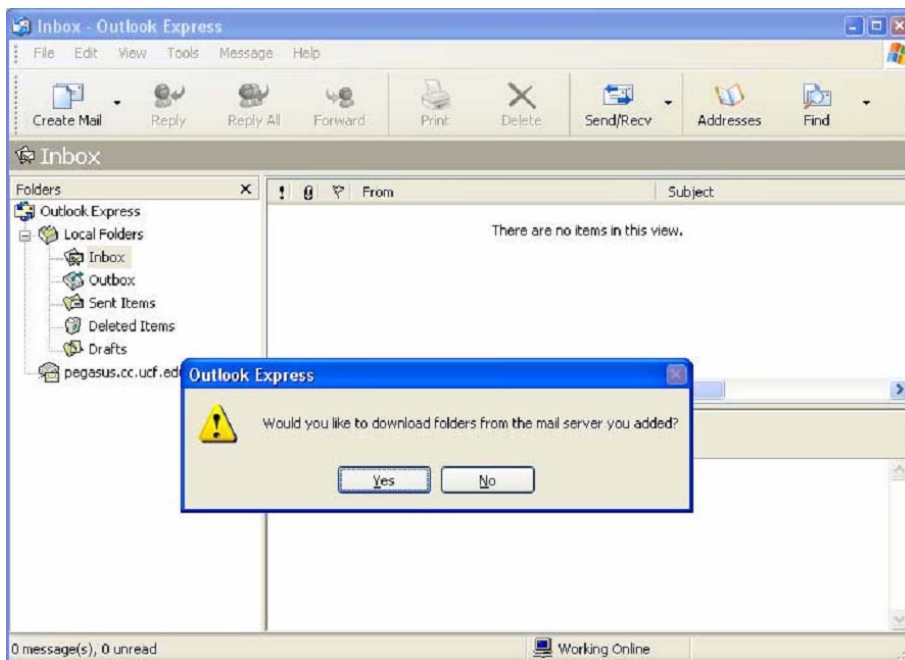
The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. It features a dropdown menu set to 'IMAP' with the text 'My incoming mail server is a [IMAP] server.' Below this, there are two text input fields: 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'pegasus.cc.ucf.edu' and 'Outgoing mail (SMTP) server:' also containing 'pegasus.cc.ucf.edu'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- On the fourth screen, your NID should already be listed in the username box. Please type in your password below. If you do not want to type your password every time you check your mail, place a check mark in the box labeled Remember password. Do not check box at the bottom labeled "Log on using Secure Password Authentication (SPA)". Click Next.



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet Mail Logon'. It features two text input fields: 'Account name:' with a blurred username and 'Password:' with a masked password. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

You have now successfully configured Outlook Express to check your Pegasus account. Click Finish to close the wizard and then click Close on the Internet Accounts box. You should then receive a prompt asking you if you wish to download folders from the mail server you just added. Click Yes.



Once the folders have downloaded you should see an account listed in the left hand column for pegasus.cc.ucf.edu with several folders beneath it. Click on Inbox under the Pegasus account and your new e-mail will be shown in this folder.

