



Microsoft Outlook Express

Step One:	Load Microsoft Outlook Express 6.x From the main screen open the 'Tools' menu and then select 'Accounts...'
Step Two:	Select the 'Mail' tab
Step Three:	Click on the email account to modify - this will cause it to become highlighted Click on the 'Properties' button
Step Four:	Click on the 'Servers' tab.
Step Five:	Select the outgoing mail server for your Grande account – smtp.mygrande.com Check the box next to 'My server requires authentication' Click on the 'Settings...' button Check the Server Requires Authentication button, and then click Settings.
Step Six:	Select 'Log on using' Enter the username and password we supplied when you signed up IMPORTANT: If your email address is abc123@mygrande.com , then your username is 'abc123' Check the 'Remember password' option Click the 'Ok' button
Step Seven:	Click the 'Ok' button
Step Eight:	Click the 'Close' button
Step Nine:	You should now be back to the main Outlook Express 6.x screen Close Outlook Express 6.x and then reload Check you are online then test to ensure you can send mail correctly All done!