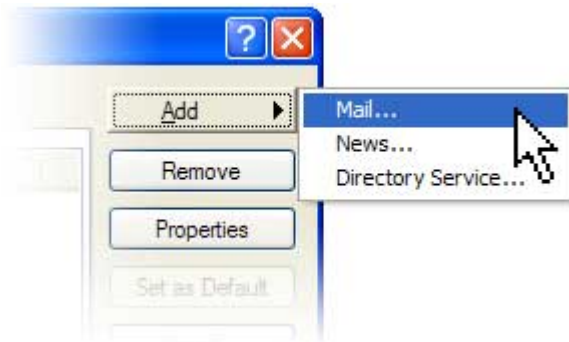


[How to Set Up Your Midwest Connections, Inc.](#)


[Email with Outlook Express](#)

1. Start Outlook Express, and on the **Tools** menu, click **Accounts**.
2. Click **Add**, and then click **Mail** to open the Internet Connection Wizard and choose Mail option from the Add button



3. 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.
4. On the **Internet Explorer Address** page, type your e-mail address, and then click **Next**.
5. On the **E-mail Server Names** page, fill in the first block of information.

Internet Connection Wizard ✕

E-mail Server Names 

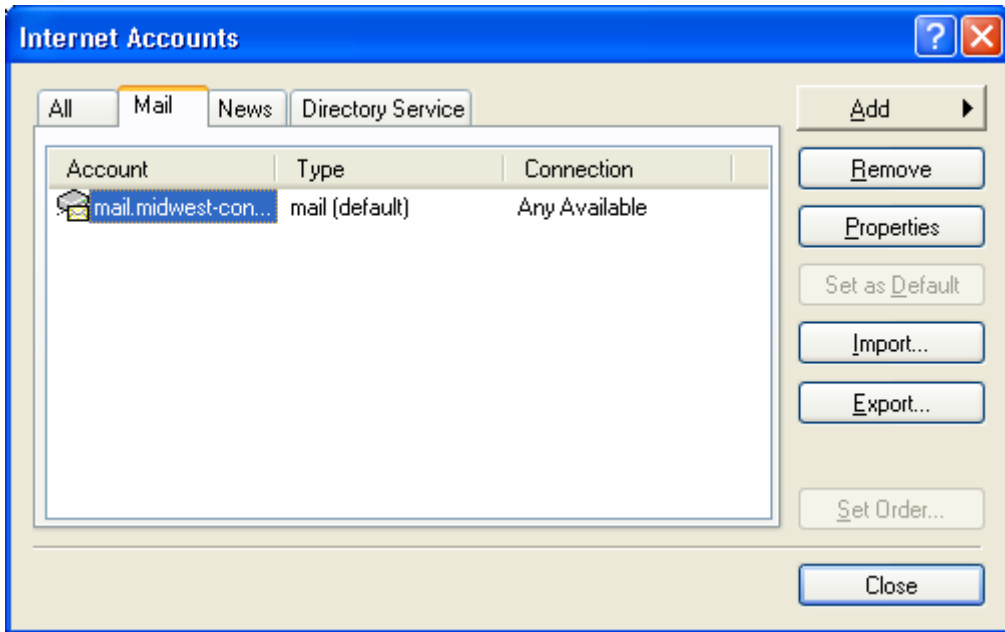
My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

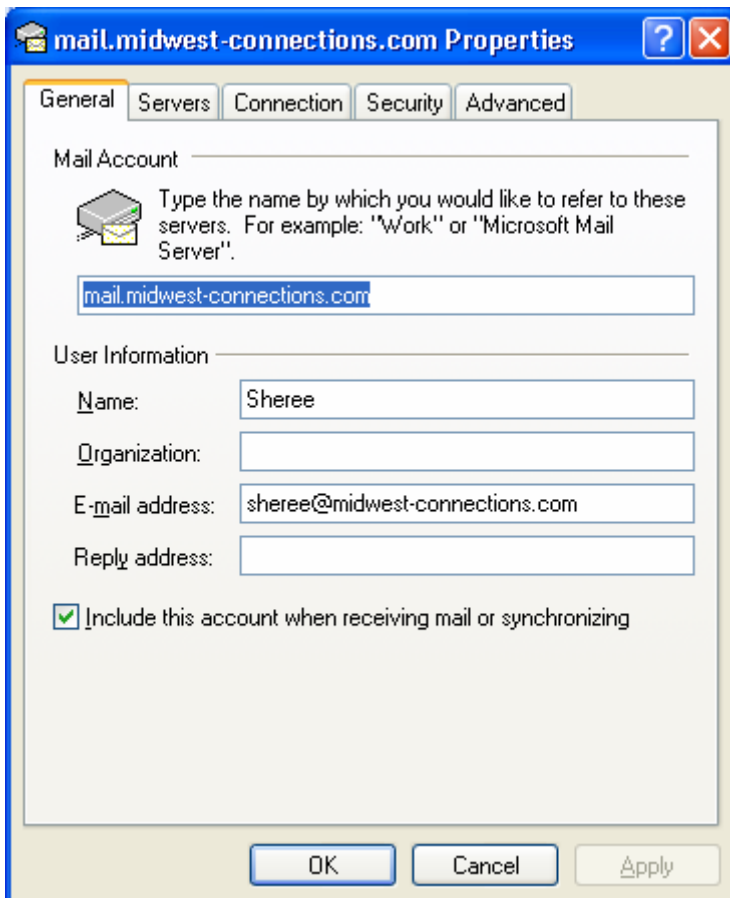
An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

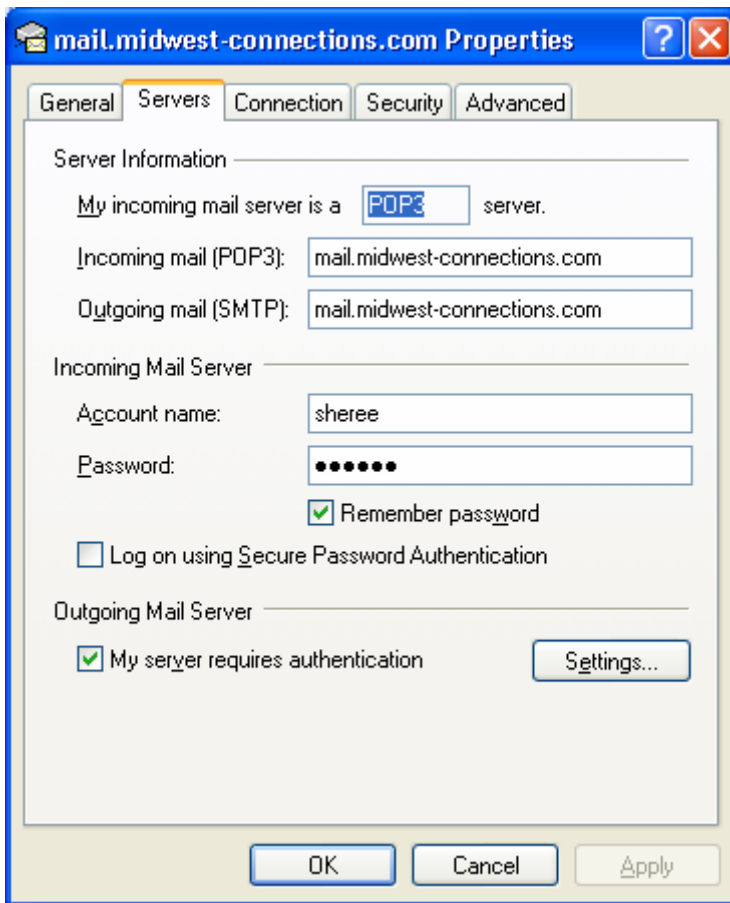
6. After you are finished, go back up to **Tools** and click **Accounts**.



7. Then click on **Properties**.



7. Then click on the **Servers** tab. Fill out the tab with the following:
 - a. My incoming mail server is a **POP3** server.
 - b. Incoming Mail (POP3): **mail.midwest-connections.com**
 - c. Outgoing Mail (POP3): **mail.midwest-connections.com**
 - d. Account name: (This will be your specific email address name, for example, type in “janedoe” if your email address is: janedoe@midwest-connections.com)
 - e. Password: (This is the password you chose when setting up your email address).
 - f. Check- “My server requires authentication.”



9. Then click **OK**, and then close out of the Internet Accounts box. (Make sure to check the “My server requires authentication” so you can send email).