

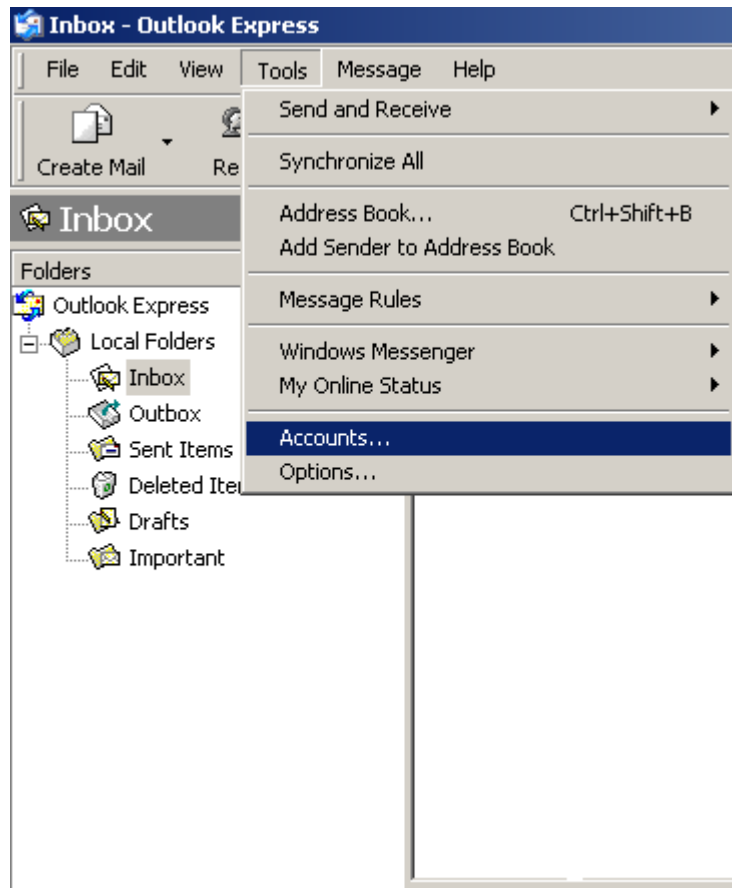


BigAir MS Outlook Express Support Document

This Guide will show you how to set up Microsoft Outlook Express to send and receive email from BigAir servers in just 5 easy steps.

How to set up Microsoft Outlook Express

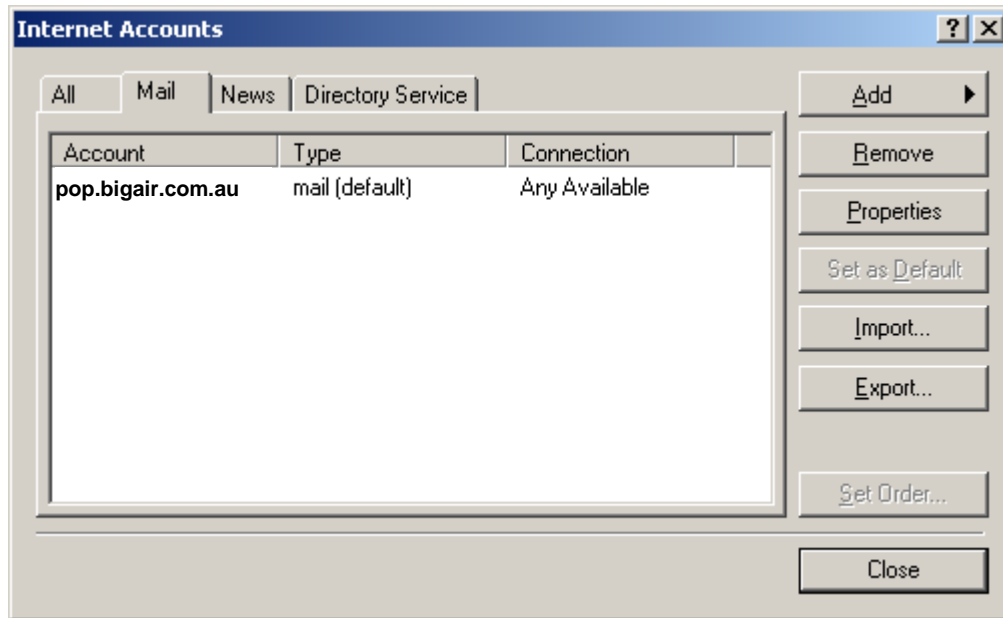
1. Open MS Outlook Express and Select **Tools** then **Accounts** from the pull down menu.





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2. If you are setting up an MS Outlook Account for the first time Select [Add](#), then [Email Account](#), The wizard will then ask you what type of account you are adding, select a [POP3 account](#). Then go to step 4. If you already have an account Select [Properties](#). And click next.





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3. Enter a name you would like to use to identify the email account in the **Mail Account** text box, Under **User Information** Enter Your name and email Address.

The screenshot shows the 'mail.veritel.com.au Properties' dialog box with the 'General' tab selected. The 'Mail Account' section has a text box containing 'pop.bigair.com.au'. The 'User Information' section has fields for Name (John Smith), Organization (empty), E-mail address (jsmith@bigair.com.au), and Reply address (empty). A checkbox labeled 'Include this account when receiving mail or synchronizing' is checked. The dialog box has 'OK', 'Cancel', and 'Apply' buttons at the bottom.

mail.veritel.com.au 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".

pop.bigair.com.au

User Information

Name: John Smith

Organization:

E-mail address: jsmith@bigair.com.au

Reply address:

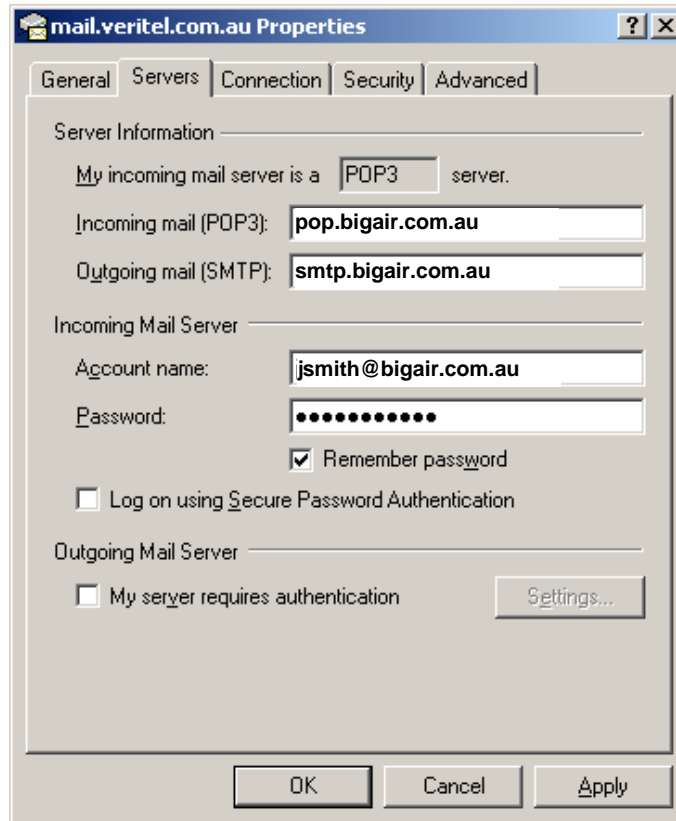
Include this account when receiving mail or synchronizing

OK Cancel Apply



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4. Select the **Servers** Tab. Under **Server Information** The incoming mail server is pop.bigair.com.au And the Outgoing SMTP server is smtp.bigair.com.au. Click **OK**.



5. Click **Close**, and you are done 😊



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