



**SUBJECT:** Editing your Configuration for Outlook Express 4 & above  
**PLATFORM:** Windows 95, 98, ME, 2000 & XP

THE PARADISE.NET HELPDESK DOES NOT TECHNICALLY SUPPORT WINDOWS 95 AND WINDOWS NT OR APPLE MACINTOSH SYSTEMS LOWER THAN VERSION 8.0

*Please Note:* This document assumes you have already created a Dial-Up Networking Dialler. If not then please call the Helpdesk on 0800 46 72 72, and ask for the fax-out **Setting up a Dial-Up Networking Dialler** (for your version of Windows).

## Starting Outlook Express



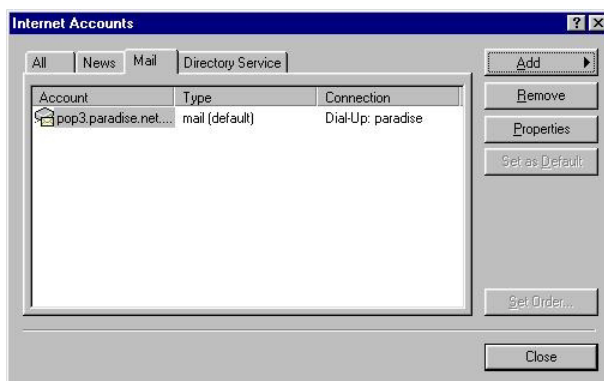
On the Windows Desktop, double-click on the **Outlook Express** icon.

*Outlook Express may try to connect to the Internet.* This indicates Outlook Express already has some form of account configuration (presumably your previous ISP). Just keep cancelling any prompts until Outlook Express is open and not doing anything.

*The Internet Connection Wizard starts up.* Good! Ignore the next section and go straight to **Using the Internet Connection Wizard** (page 2).

At the top, click on the **Tools** menu and then click on **Accounts**.

Highlight the paradise account and then left-click on **Properties**



## paradise.net Technical Assistance

Customers phone toll free: 0800 46 72 72  
 Fax toll free: 0800 36 72 00  
 E-mail: help@paradise.net.nz  
 Internet: www.paradise.net.nz

Freepost: TelstraClear Limited  
 Freepost 4768  
 Private Bag 92143  
 Auckland

**Disclaimer:** This information is provided on an "as-is" basis. This is all the information on this product that paradise.net Technical Assistance can provide. We take no responsibility for any difficulties or problems that may arise from the installation and/or use of this product.



You will be on the **General** tab.

- **Mail Account:** Usually pop3.paradise.net.nz, but you can put anything you like into this field (no rules).
- **Name:** Enter your own name (Eg. John Smith)
- **Organization:** Not needed and never used anyway
- **E-mail address:** username@paradise.net.nz
- **Reply address:** Not usually required, but here in case you want people to reply to a different e-mail address than the one specified in E-mail address above.
- **Include this account when...:** This must to be ticked if you want Outlook Express to include this account every time you click the Send and Receive button. Otherwise you will have to perform checks to this account manually.

At the top, click on the **Servers** tab

#### Outgoing mail (SMTP):

- smtp.paradise.net.nz

#### Incoming mail (POP3):

- pop3.paradise.net.nz

Be absolutely sure to use lower-case letters and take extra special care with smtp - it's a surprisingly dyslexic combination.

**Log on using:** should have a dot

**Account name:** is your paradise username

**Password:** is your paradise password

Paradise *doesn't* required Secure Password Authentication. So don't touch this option (please leave it blank).

Click **OK** & then **Close** to save the changes

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