

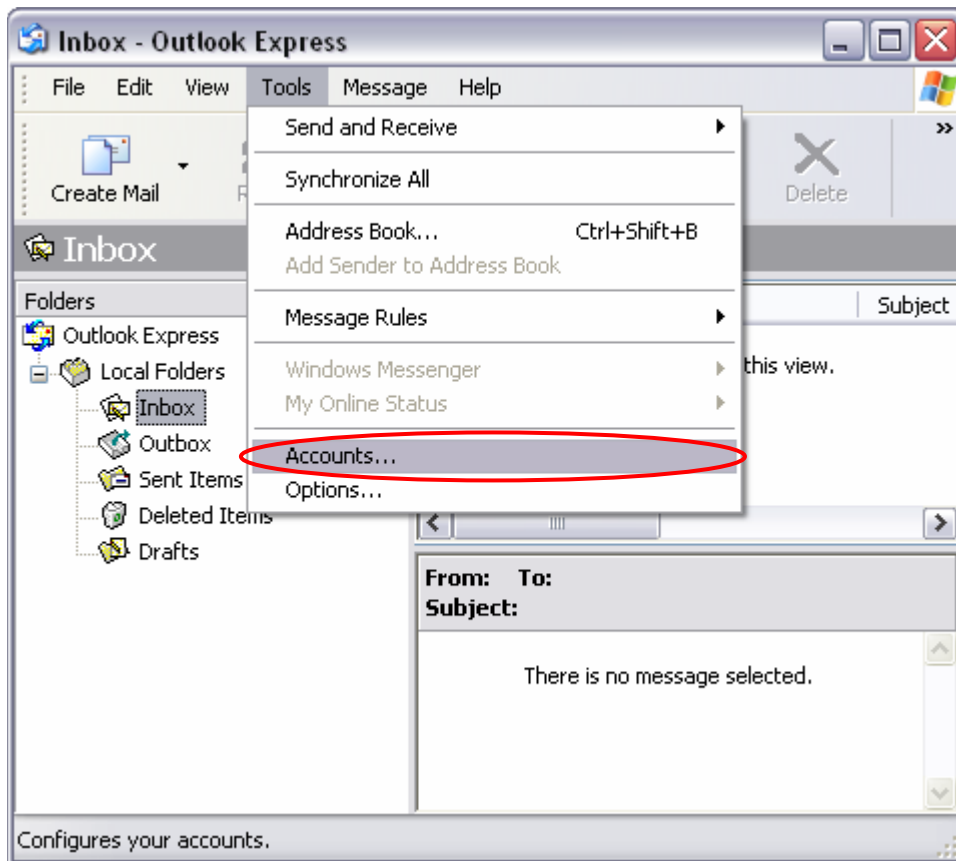
## Illustrated guide to configure SMTP Authentication

This illustrated guide provides instructions for configuring Microsoft Outlook **Express** 6.x to utilize SMTP Authentication with the WebGuy Internet mail server. Performing these changes will not affect your ability to send or receive messages. SMTP Authentication is a more secure method of authentication, may reduce unsolicited messages, and prepares your client for the next generation messaging platform. Easy to follow, step by step instructions are provided below.

### Step 1

Start your Microsoft Outlook Express 6.x client and click **Tools** from the menu bar at the top of the screen. Select **Accounts** from the drop down menu. (See Figure 1)

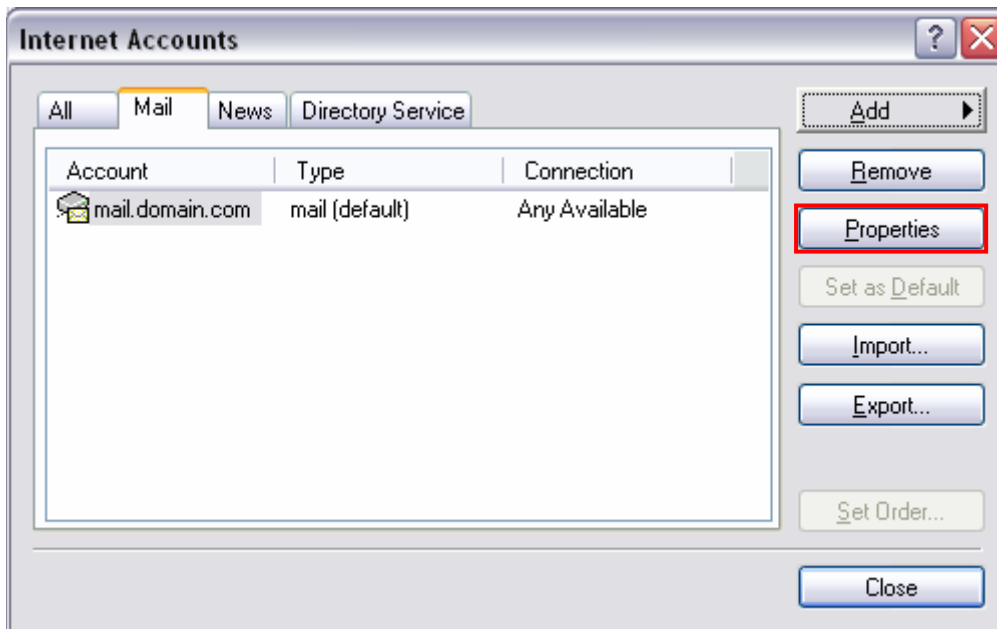
Figure 1



## Step 2

Click on the **Mail** tab then highlight your E-mail account. Click the **Properties** button. (See Figure 2)

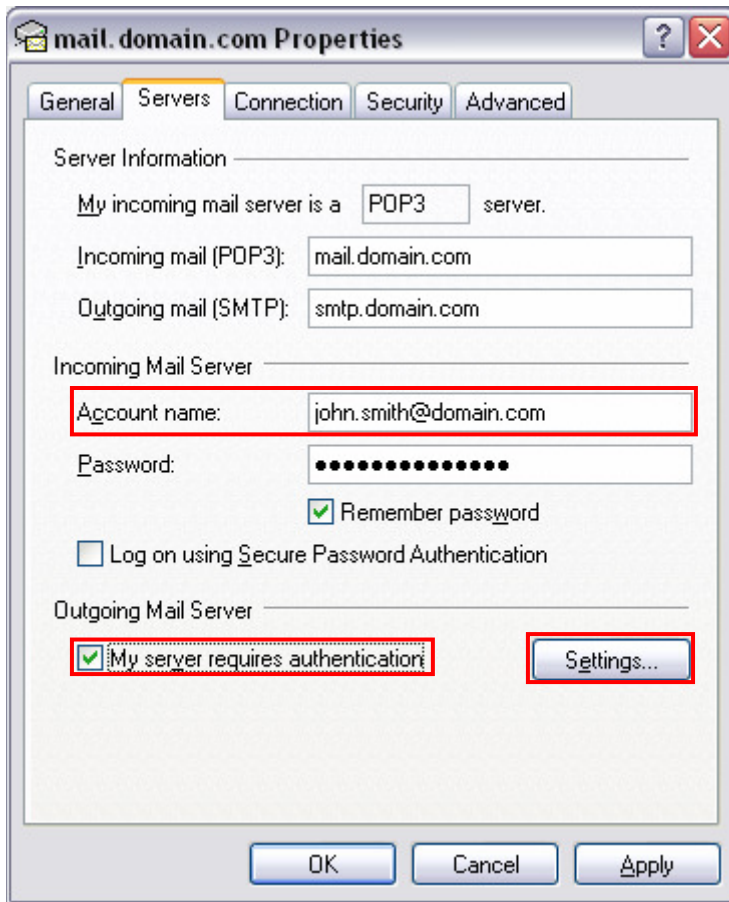
Figure 2



### Step 3

Click on the **Servers** tab and type your full email address (example: [john.smith@webguyinternet.com](mailto:john.smith@webguyinternet.com)) in the text field next to **Account name**. Click on the checkbox next to the description **My server requires authentication**. Click on the **Settings...** button to proceed to next step. (See Figure 3)

Figure 3



Did you know? - SMTP authentication is a more secure method of authentication compared to other methods such as check-before-send. Once SMTP authentication is enabled, the mail server will verify your login name and password credentials before sending each message. This prevents unauthorized use of your account, including possible viruses that do not know your password.

#### Step 4

By default, the option button next to the description **Use same settings as my incoming mail server** should be selected. If it is not selected, please select it by clicking on the option button. Once completed please click the **OK** button. (See Figure 4)

Figure 4



#### Step 5

Click the **OK** button, and then click **Close**. Your client is now configured for SMTP Authentication. (See Figure 5 and 6)

Figure 5 & 6

