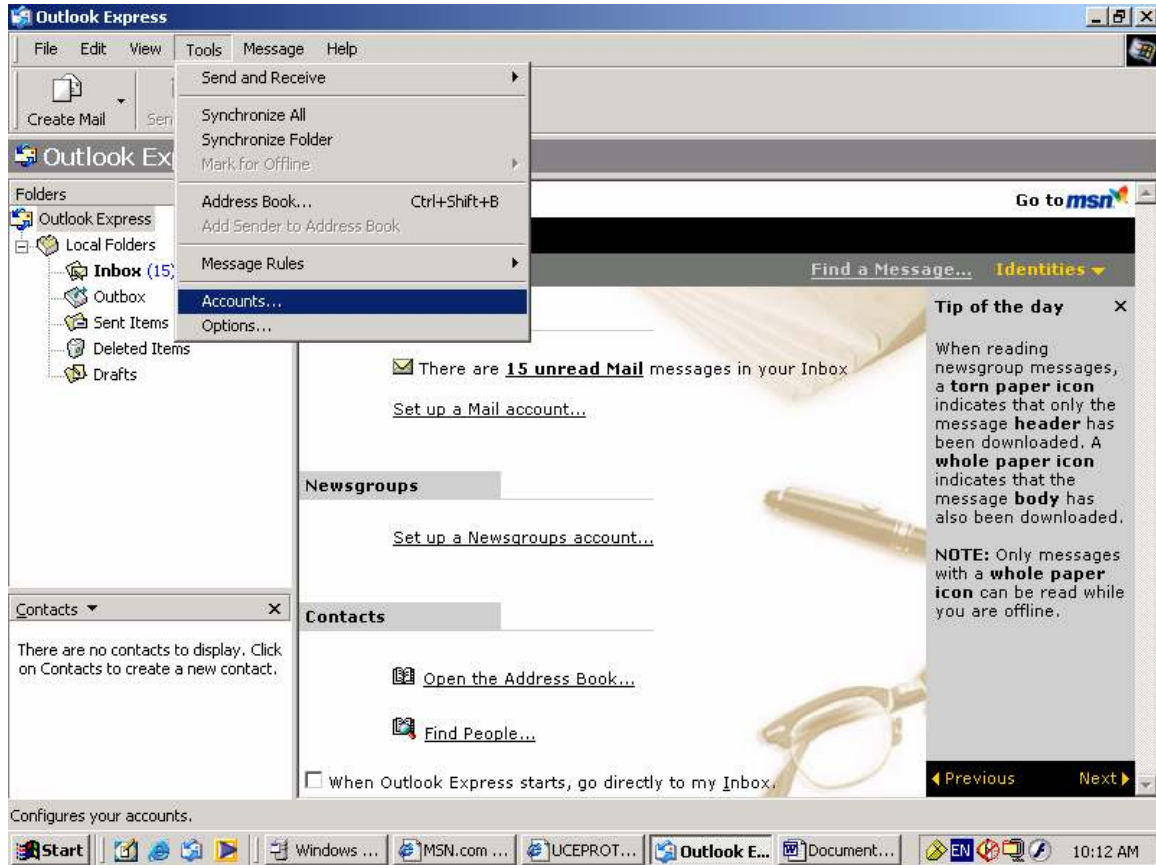
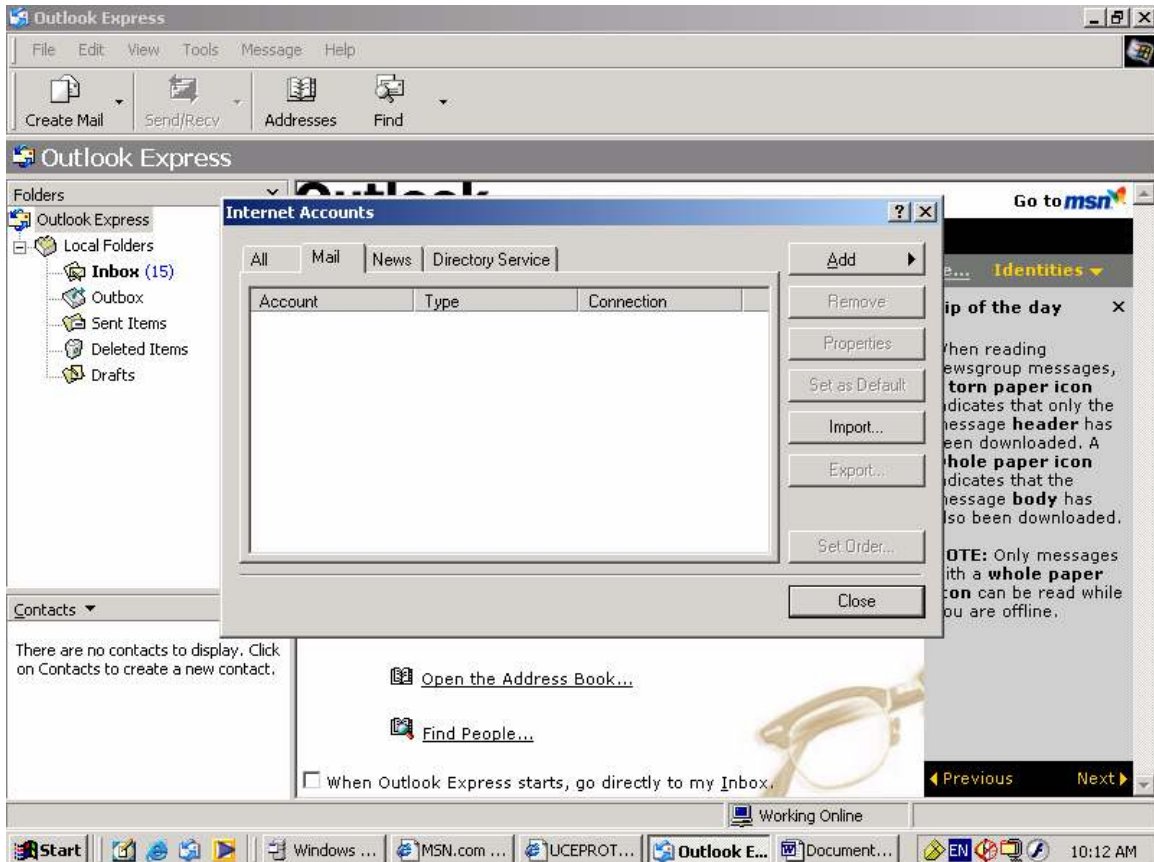


Setting up Outlook Express to access your Engineering email account on the Microsoft Exchange server sauwiexch01.

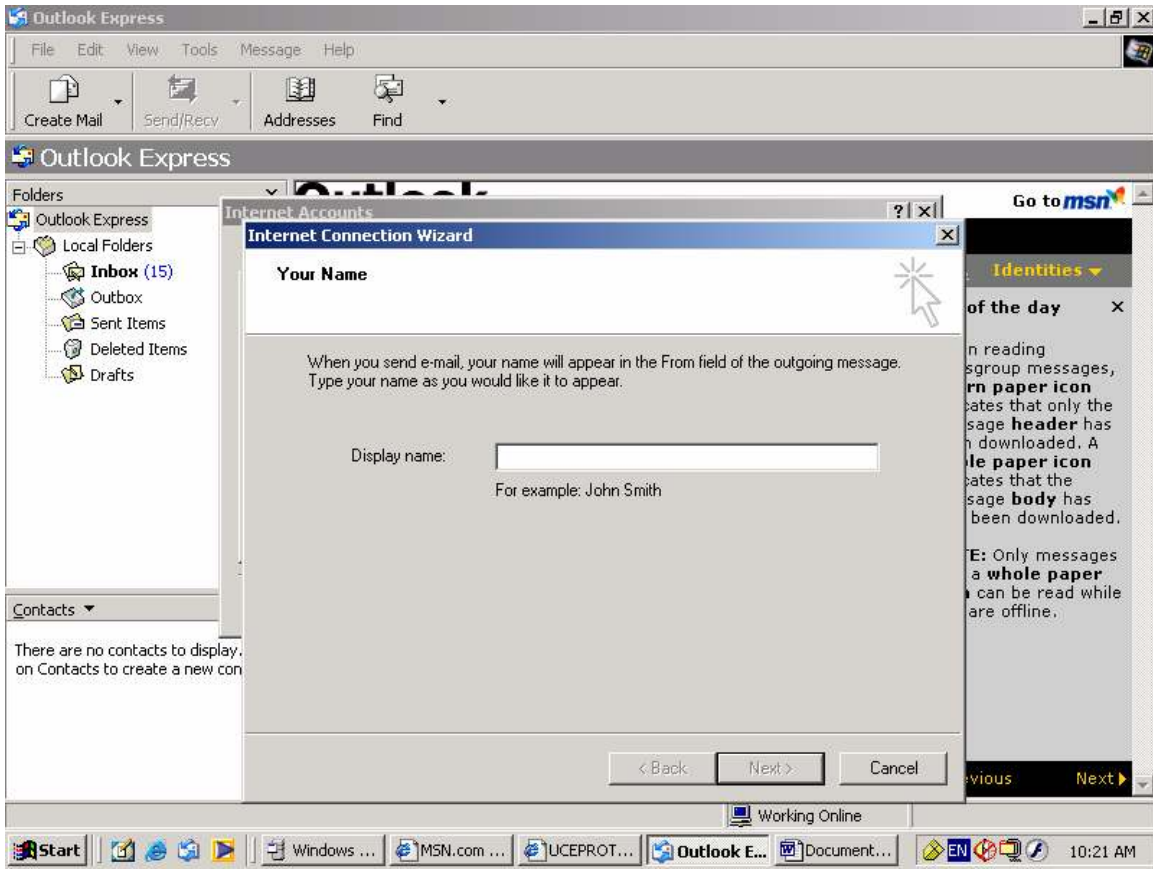
1. Open Outlook Express and choose **Tools/Accounts** to set up your new account.

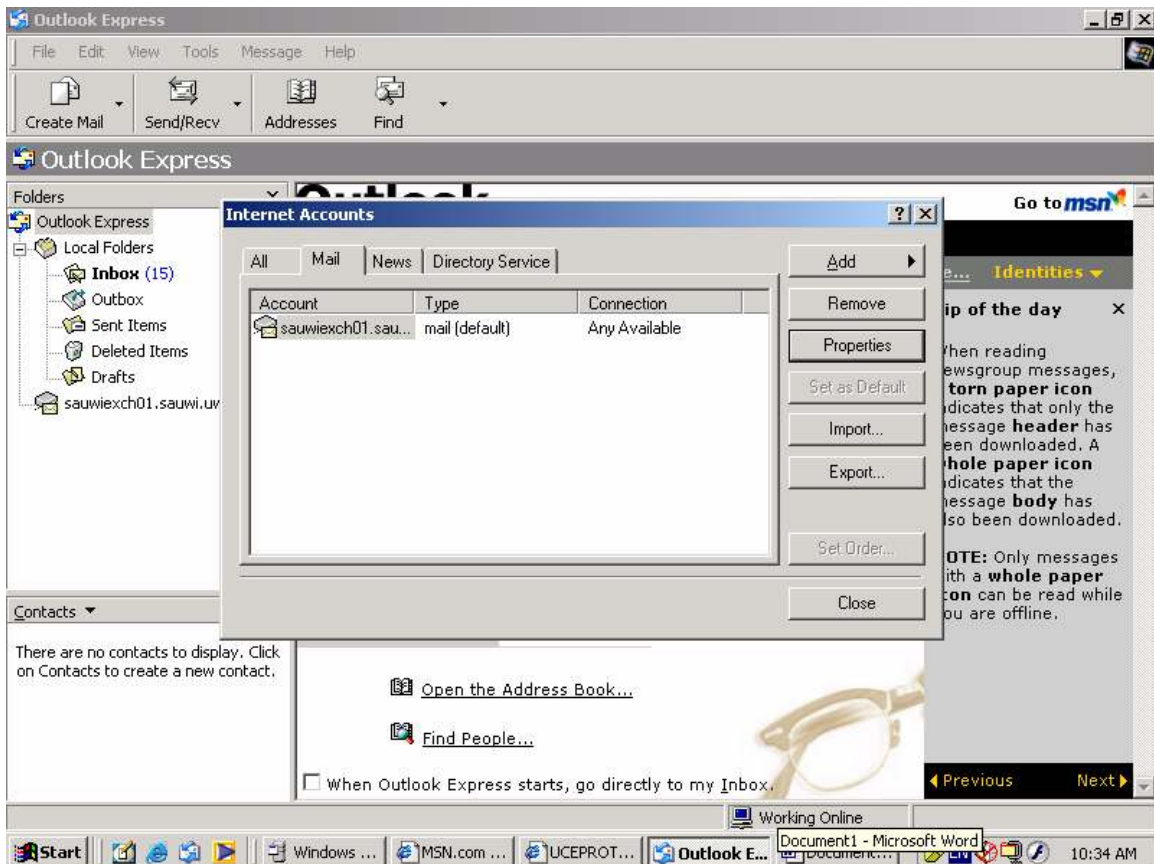


When the Internet Accounts dialogue box comes up click on the **Mail** tab. Then click on the **Add** button. Choose **Mail** on the sub menu that appears.



The wizard starts. Put in your display name. Click **Next**.
You are prompted to enter your email address which will be your username@eng.uwi.tt where username is your SAUWI username. Click **Next**
You are prompted with the email server names. The incoming mail server is an IMAP server so click the down arrow on POP and choose **IMAP**.
The incoming server is **sauwiexch01.sauwi.uwi.tt**.
The outgoing mail (SMTP) server is **sauwiexch01.sauwi.uwi.tt**. Click **Next**
You are prompted for your account name, which is your username on the SAUWI domain. Enter this name in the account name field. If you wish enter your password and click on the **Remember Password** box so that you will not be continually prompted for your password. Click **Next** to go to the next screen. Click **Finish** to finish the Wizard.





The new mail account now appears under the **Mail** tab. Click **Close** to close this dialogue box. When you download your mail it will appear as shown below under the new account name sawuiexch01.sauwi.uwi.tt.

