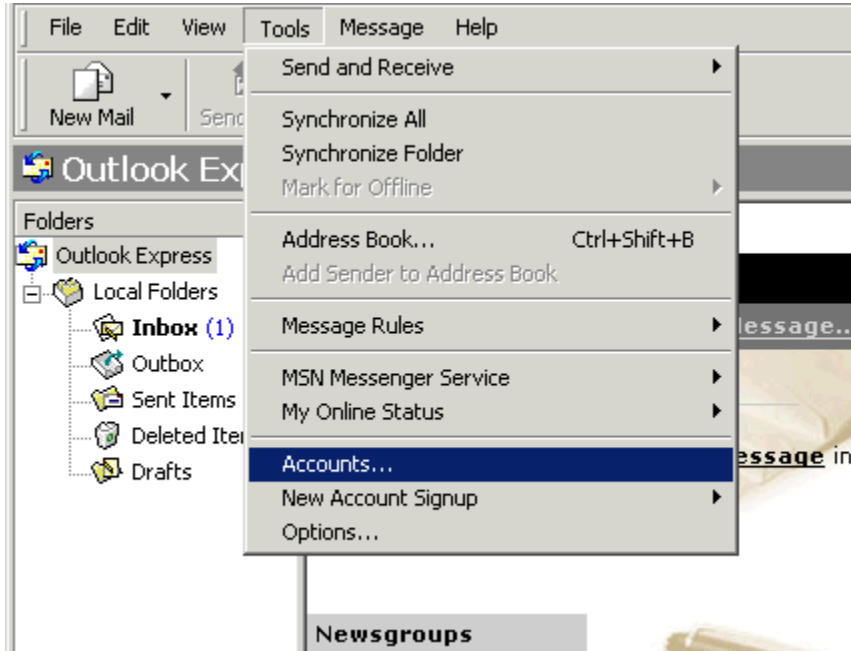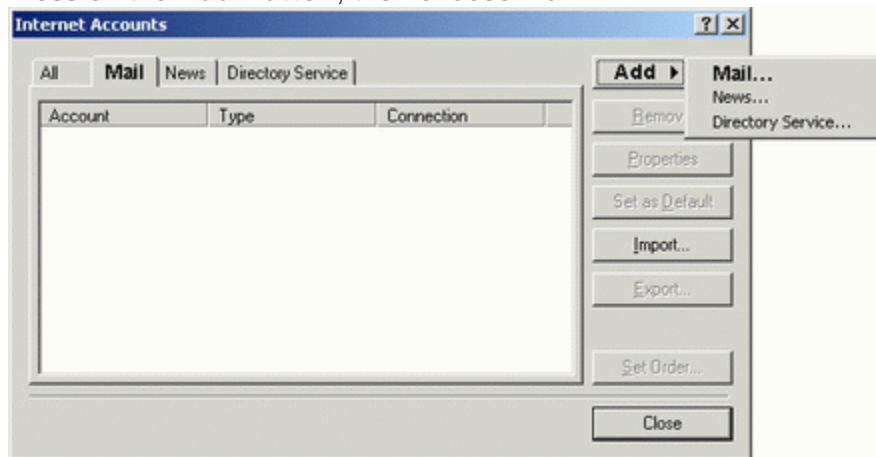# Outlook Express Configuration

Outlook Express Configuration

▪ Press on the **Mail Tab**.

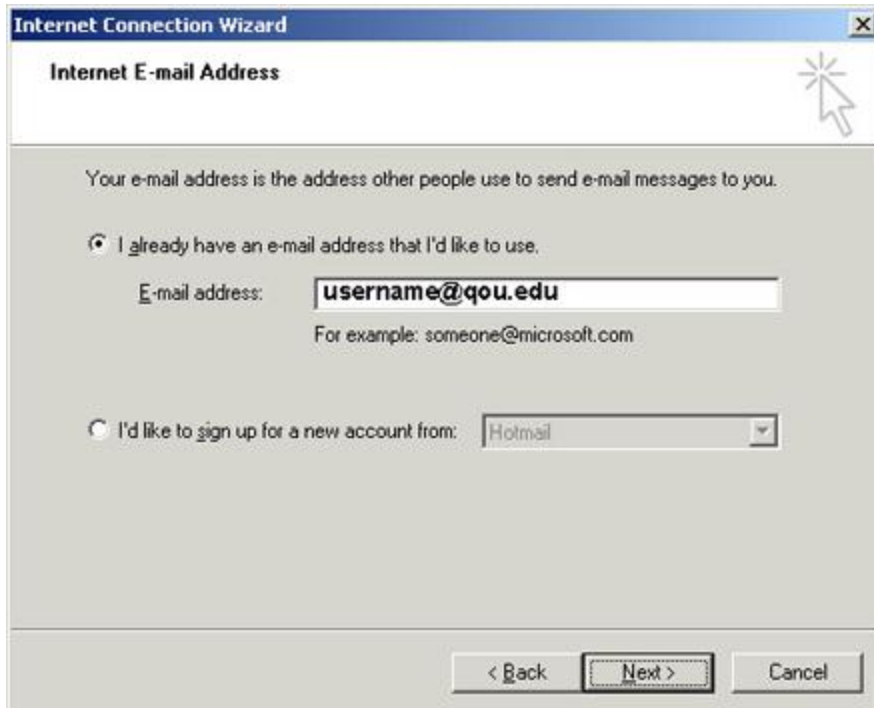▪ Press on the **Add Button**, then choose **Mail**.

Outlook Express Configuration

▪ Fill in **Display Name** with your **Full Name**.

▪ The **Display Name** is the name that will appear beside the email address when an email is sent.

▪ Press Next Button.

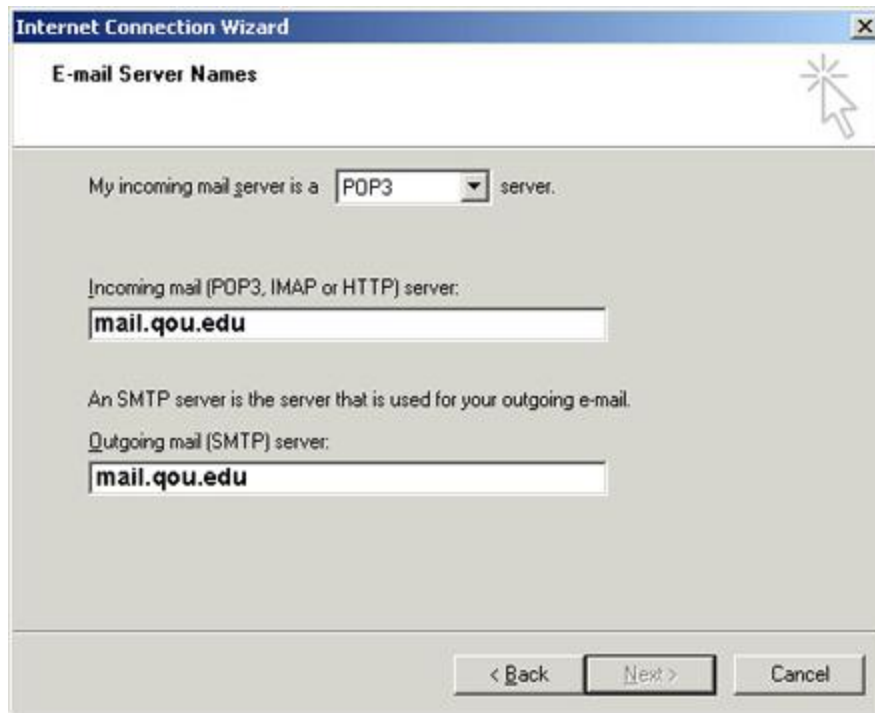Outlook Express Configuration

- Fill in **E-mail Address** with your **QOU E-mail** as shown below.
- Press **Next Button**.

Outlook Express Configuration

- Fill in the **Incoming Mail (POP3) Server** with (**mail.qou.edu**)

- Fill in the **Outgoing Mail (SMTP) Server** with (**mail.qou.edu**)
- Press **Next Button**.

Outlook Express Configuration

- Fill in the **Account Name Field** with your **QOU username**.
- Fill in the **Password Field** with your **QOU password**.
- Check the **Remember Password Field** if you want the password to be saved in the program.
- Press **Next Button**.

Outlook Express Configuration

- Press **Finish Button**.

- Congratulations, you have configured Microsoft Outlook Express now.