TUTORIAL:

Configuring a New E-mail Identity
Using Outlook Express 6 in Windows XP Home Edition

STEP 1. With Outlook Express open, click on "File" in the menu bar. Select "Identities, then "Add New Identity" from the drop-down menu. The "New Identity" window will open.

STEP 2. Enter the name for the new e-mail identity in the "Type your name" box.

STEP 3. If you want to keep the new identity private (so other computer users can't access the e-mail for that identity), check the box next to "Require Password." Once the box is checked, the "Enter Password" window will open. Enter and confirm the password and then click "OK" to close the "Enter Password" window. (**Note:** You'll need the password if you ever want to delete the identity.)

STEP 4. Click the "OK" button to continue.

STEP 5. The "Identity Added" window will appear and ask if you want to switch to the new identity. Click the "Yes" button to switch to the new identity and configure the new identity's e-mail account settings.

STEP 6. In the "Internet Connection Wizard," enter a display name (the name that will appear in the "From" section in messages) for the new identity. Then click the "Next" button.

STEP 7. Enter the e-mail address for the new identity. Click "Next."

STEP 8. Select the type of incoming mail server which your new e-mail account will utilize. Next, enter the name for the incoming and outgoing mail servers. (Your ISP will have given you these when you signed up for your e-mail.) Click the "Next" button.

STEP 9. Type in the account name and password for the e-mail address. If your mail server requires authentication, check the box next to "Log on Using Secure Password Authentication." Click the "Next" button and you're finished!

Switching Between E-mail Identities
Using Outlook Express 6 in Windows XP Home Edition

STEP 1. With Outlook Express open, click on "File" in the menu bar. Select "Switch Identity" from the drop-down menu.

STEP 2. Click on the identity you want to switch to in the "Switch Identities" window. Then, if a password is required, type it in the "Password" field.

STEP 3. Click "OK" to switch identities.

Logging Off an E-mail Identity
Using Outlook Express 6 in Windows XP Home Edition

STEP 1. With Outlook Express open, click on "File" in the menu bar. Select "Switch Identity" from the drop-down menu.