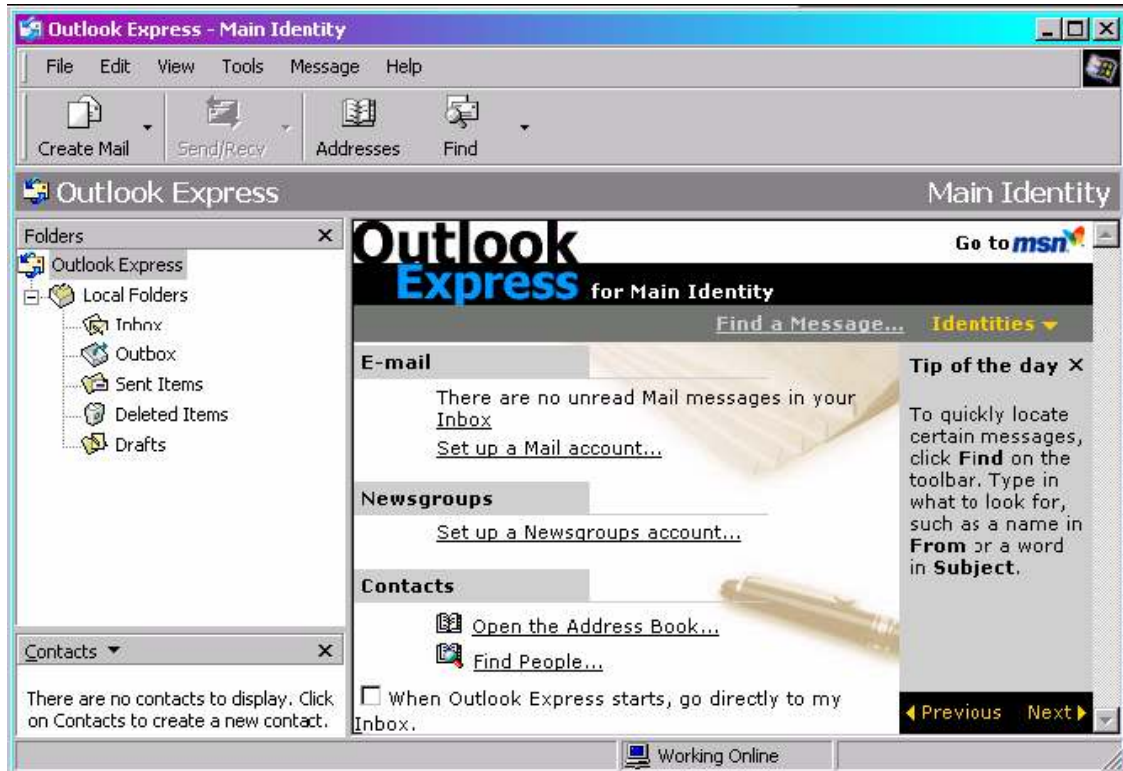


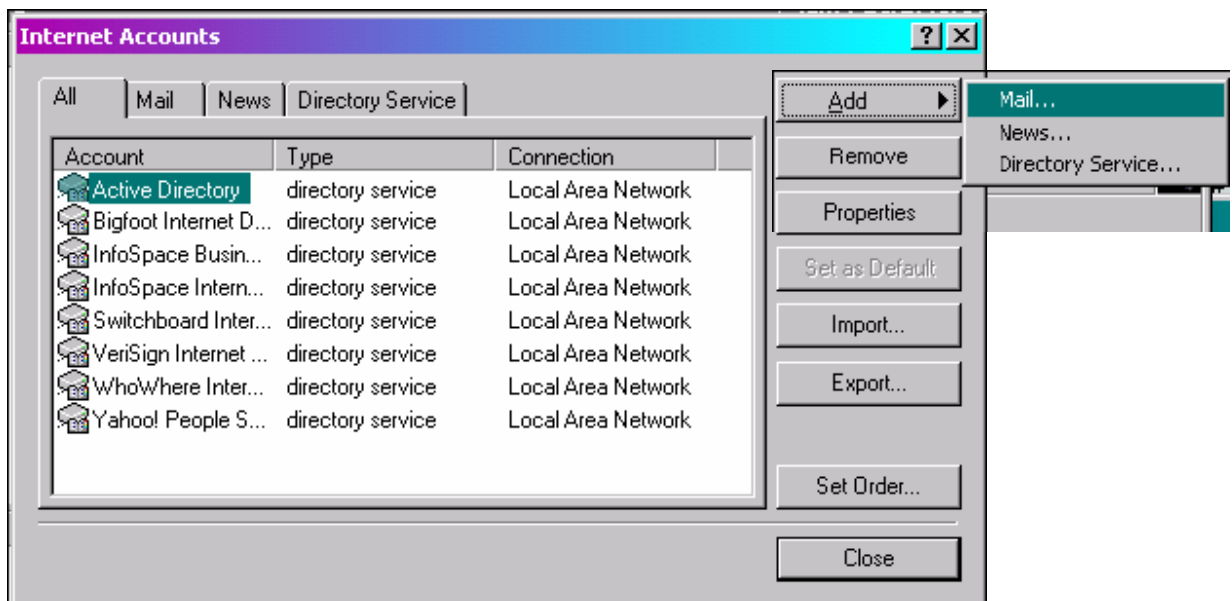
**Server : Verio ( Level1 / Level2 / Level3/Vpack)**

## To Set Up Your E-mail Account in Outlook Express

1. In Outlook Express, select Tools > Accounts.



2. In Internet Accounts, Click on tab "Add" >> Mail.



3. On the Wizard,

Display name: Enter your name



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" containing the text "Web Service". Below the input field is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

4. Click Next.

5. E-mail address: Enter your e-mail address. Click Next.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "webservice@expressdata.co.th". Below the input field is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

6. On E-mail Server Names, enter your information as follows:

"My Incoming mail server is a" select POP3

**Incoming mail (POP 3 ,IMAP or HTTP ) server :**

Enter your domain name (Ex. [expressdata.co.th](http://expressdata.co.th))

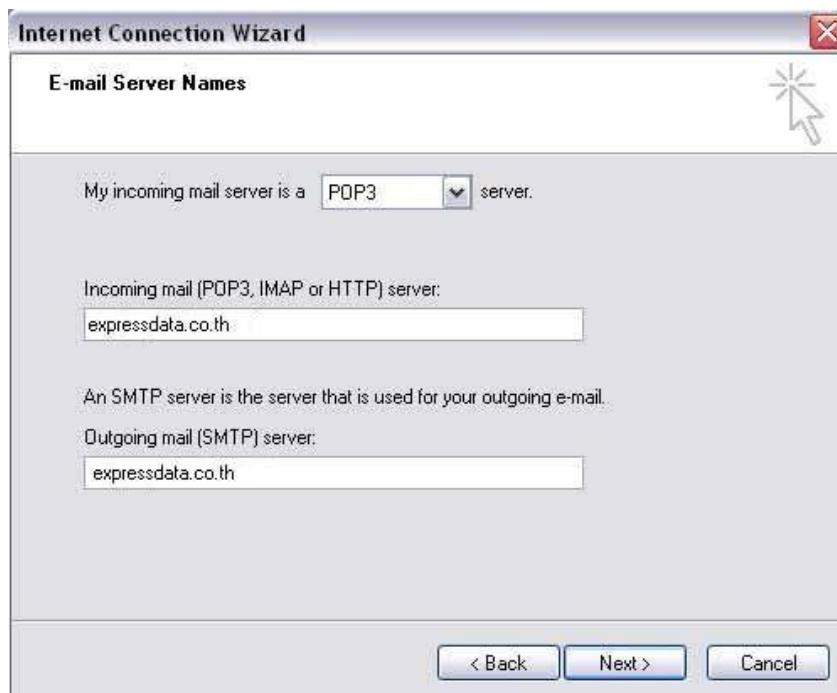
: [expressdata.co.th](http://expressdata.co.th)

**Outgoing mail (SMTP) server :**

Enter your domain name (Ex. [expressdata.co.th](http://expressdata.co.th))

: [expressdata.co.th](http://expressdata.co.th)

**NOTE:** "expressdata.co.th" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. Contact your Internet Service Provider to get this setting.



7. Click Next.

8. In Internet Mail Logon, enter your information as follows:

**Account name:** Enter your Username (Not you email account)

**Password:** Enter your password.

**Internet Connection Wizard**

**Internet Mail Logon**

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

< Back   Next >   Cancel

9. Click Finish.

**Internet Connection Wizard**

**Congratulations**

You have successfully entered all of the information required to set up your account.

To save these settings, click Finish.

< Back   **Finish**   Cancel

10. After Finish, It shows "Internet Accounts" window. Click on "Mail" tab.



11. Select your account and click "Properties".

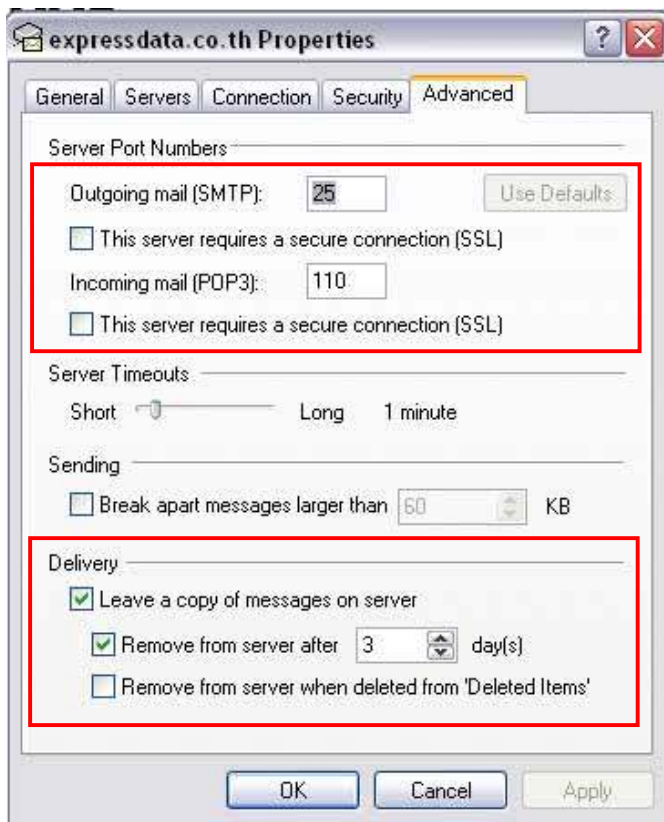
12. On "Server" tab, Check the box that said "My server requires authentication"



13. Go to the advanced tab. Verify that you have 110 for your incoming server (POP3) and 25 for your outgoing server (SMTP), and then click OK.

**NOTE:**

- If you have trouble sending email you can also try 25 or 587 for your outgoing server (SMTP) port.
- If you have received E-mail more than 1 computer, you must check the box that say "Leave a copy of message on server" and check Remove from server after days for protect mailbox over quota.



14. Click OK.

15. Click Close.