

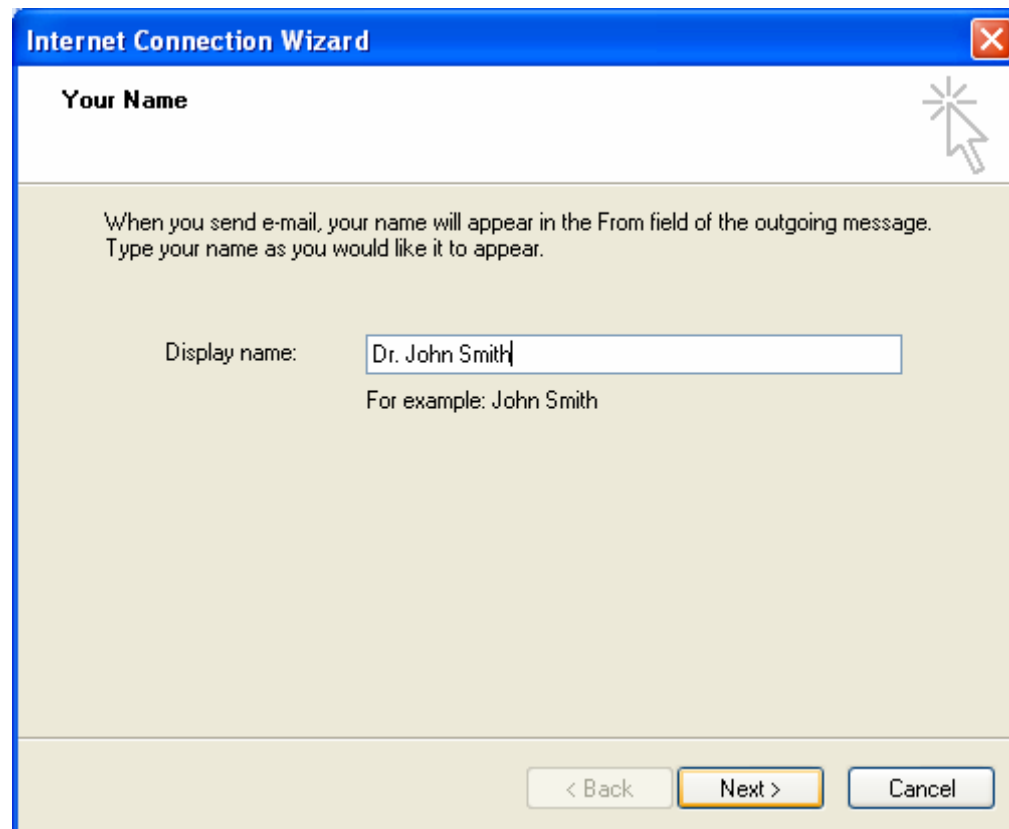
Irish Medical email setup instructions for Outlook Express

Irish Medical is compatible with all pop and SMTP software.

This example applies specifically to OE 6 and generally to earlier releases.

- 1 Open outlook express
- 2 Click “tools” (sixth drop down menu from left)
- 3 Click Accounts
- 4 Click “Add” and choose “mail” from given options.

You will be presented with a screen similar to the one below.



- 5 In display name, type your name as you intend recipients to see it.

This area is not case sensitive and you can use punctuation as you wish. You do not have to use your user name or email address in this section but may if you so wish.

The example above is for a user with email address dr.johnsmith@irishmedical.com but he may use any display name such as Dr. J.Smith or Smiths Surgery.

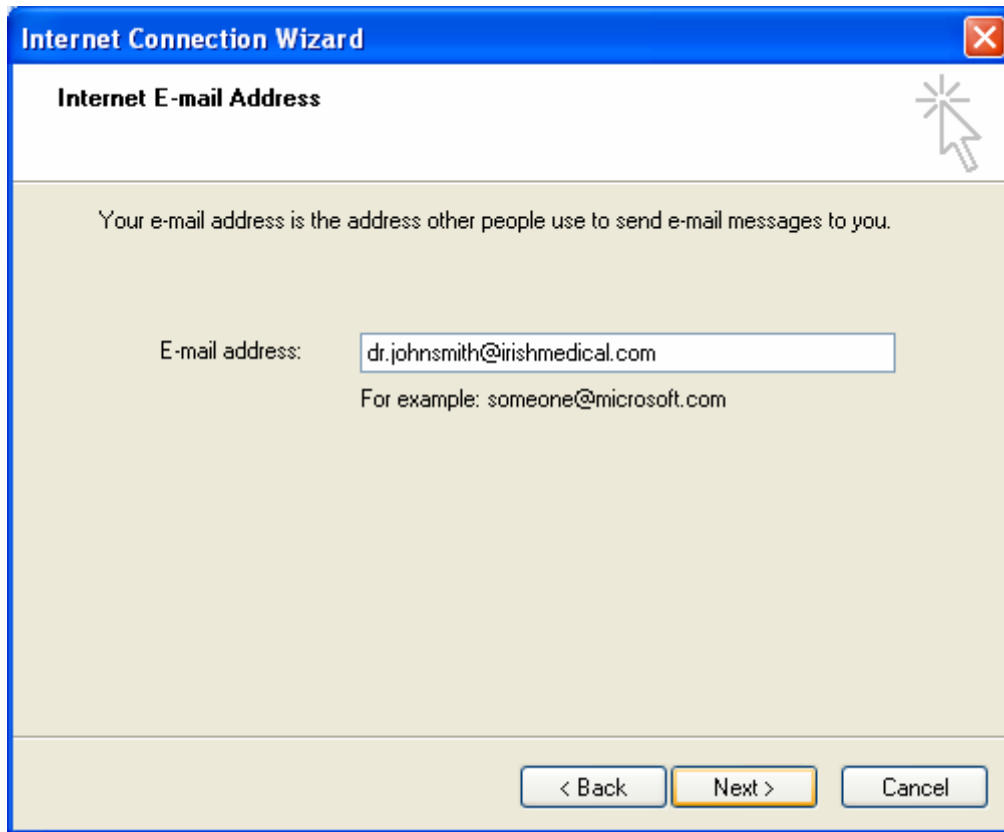
You can change your display name at any time in the future. You do not have to contact Irish Medical to do this as it does not change your email address.

- 6 Click “Next”

You will be presented with a screen similar to the one below.

This section pertains to your actual email address on the Irish Medical server.

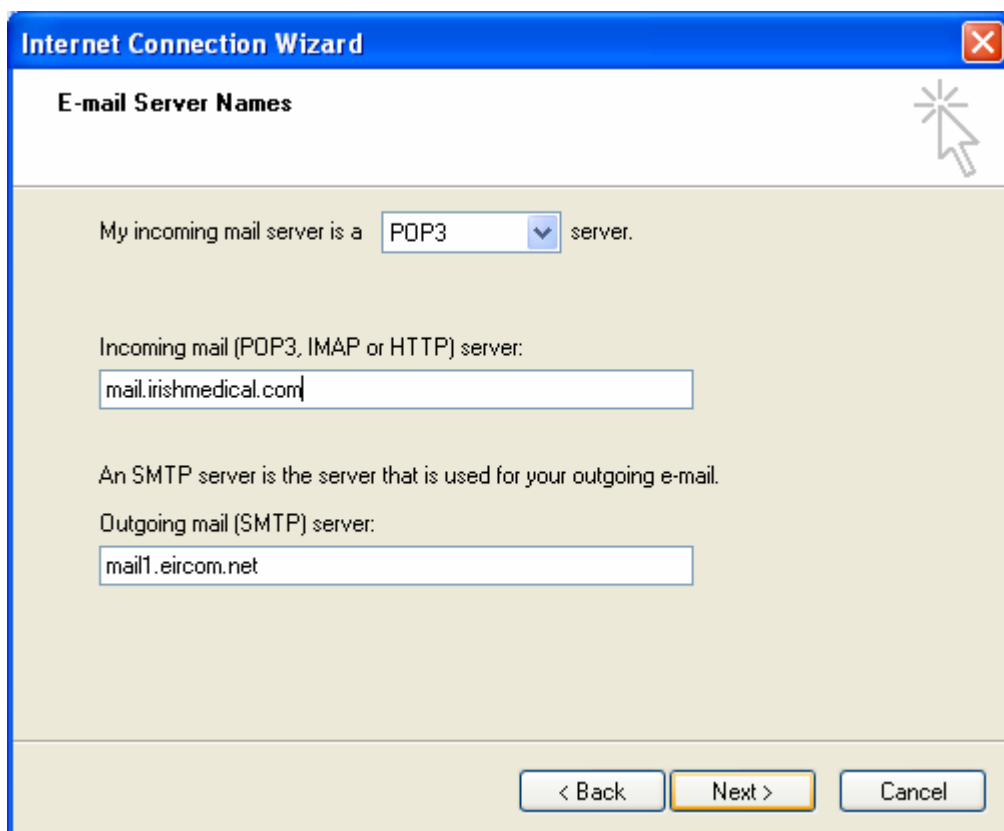
It is case sensitive and punctuation specific.



7 Type in your email address as provided by Irish Medical.

8 Click "Next"

Next you will be shown the Server name window.



9 In the incoming mail area, type "mail.irishmedical.com"

10 In the outgoing mail area, type the mail server of your internet service provider.

11 Click "Next"

You will be presented with the last setup screen, shown below.

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

- 12 In the account name, type the part of your email address before @irishmedical.com
For example, if your email address is dr.johnsmith@irishmedical.com then your account name is dr.johnsmith
- 13 In the password area type the password given to you by Irish Medical. This password is case sensitive and should be at least six characters long.
- 14 Click “Next”

Congratulations, your email account is set-up in Outlook express.