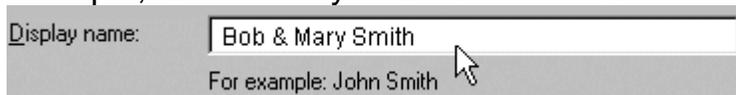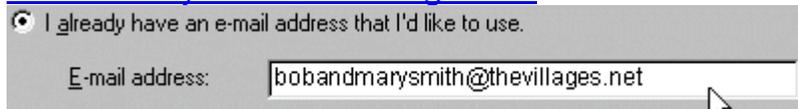**Method 1: Setting up Outlook Express to access your email:**

Outlook Express is a program used for accessing email. It's free from Microsoft Corporation, and it comes on almost all new computers. Here's how to set it up for TheVillages.Net:
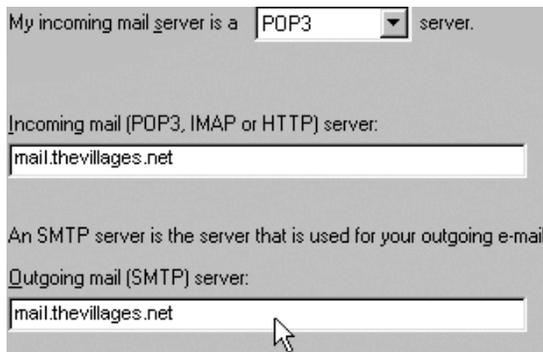
1. Double-click the Outlook Express icon on your desktop, or click "Start", then "Programs" and then click "Outlook Express".
2. Click "Tools", then click "Accounts", and then click the "Mail" tab
3. Click the "Add" button on the far right.
4. Click "Mail"
5. Type the name of the people that will be using this email account. For example, "Bob & Mary Smith". Then click "Next".

Display name: | Bob & Mary Smith
For example: John Smith

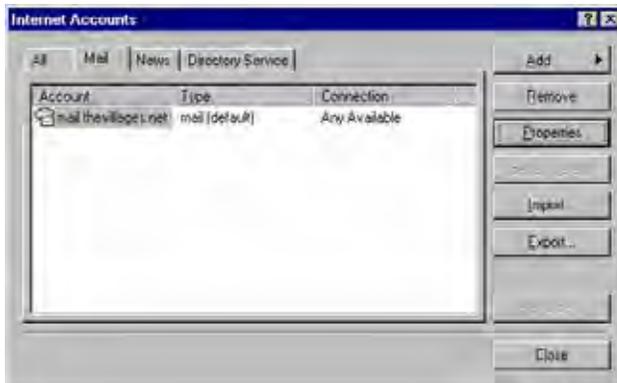6. Next, type your full Villages.Net email address. For example, bobandmarysmith@thevillages.net Then click "Next".

⊙ I already have an e-mail address that I'd like to use.

E-mail address: | bobandmarysmith@thevillages.net

7. Type **mail.thevillages.net** for BOTH the Incoming and Outgoing mail servers, then click "Next"

My incoming mail server is a | POP3 ▼ | server.

Incoming mail (POP3, IMAP or HTTP) server:
| mail.thevillages.net

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:
| mail.thevillages.net

8. Type your login name and password; remember that these are both case sensitive! Then click "Next".
9. Click "Finish".

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10.   Next you will see this window:

11.   Now click on the properties button on the right hand side and then click on the servers tab.
        Near the bottom put a check next to "My server requires authentication", click "Apply" and
        then "OK". Click "Close". Congratulations, you are done setting up your Villages.Net email
        account!

*NOTE: Repeat steps 1 through 11 for any additional email accounts you want to set up