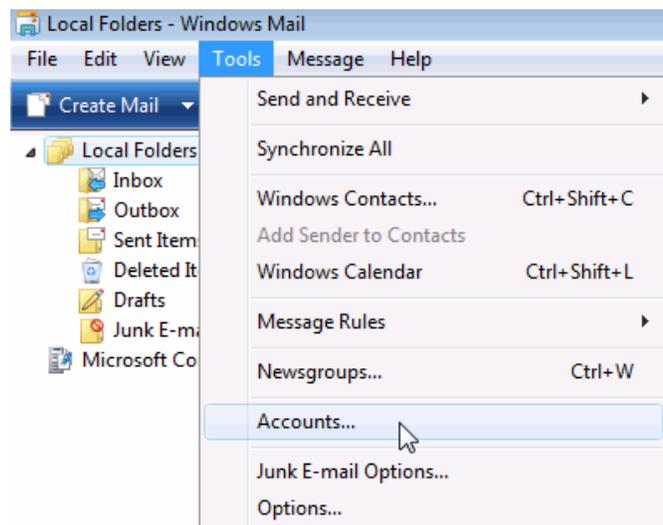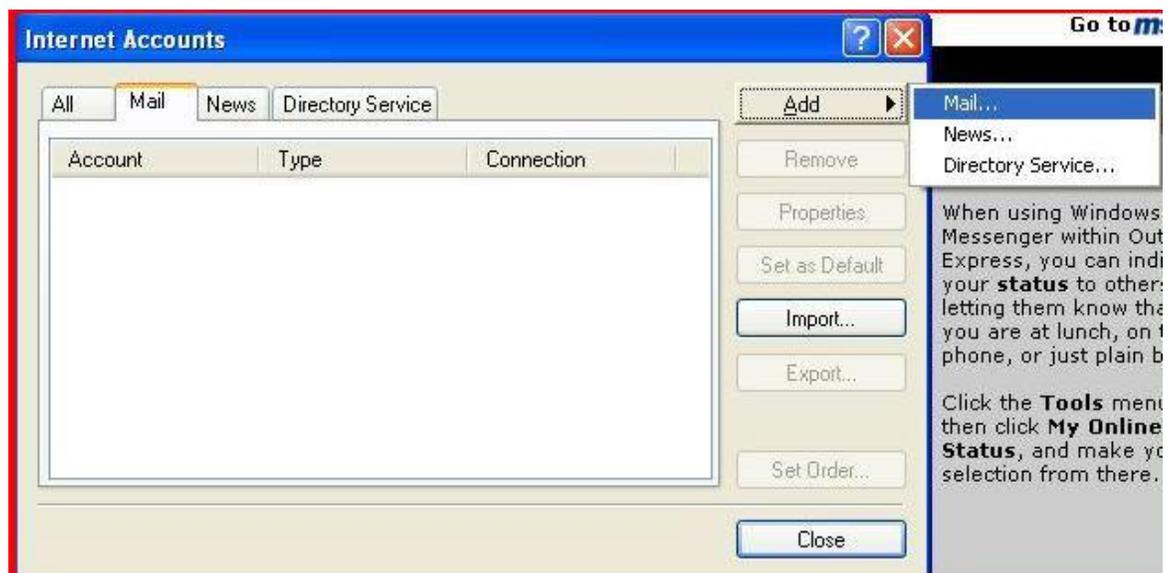# Configuring Windows Outlook Express

This document explains how to configure Outlook Express to use the POP protocol on the Kendra Server.
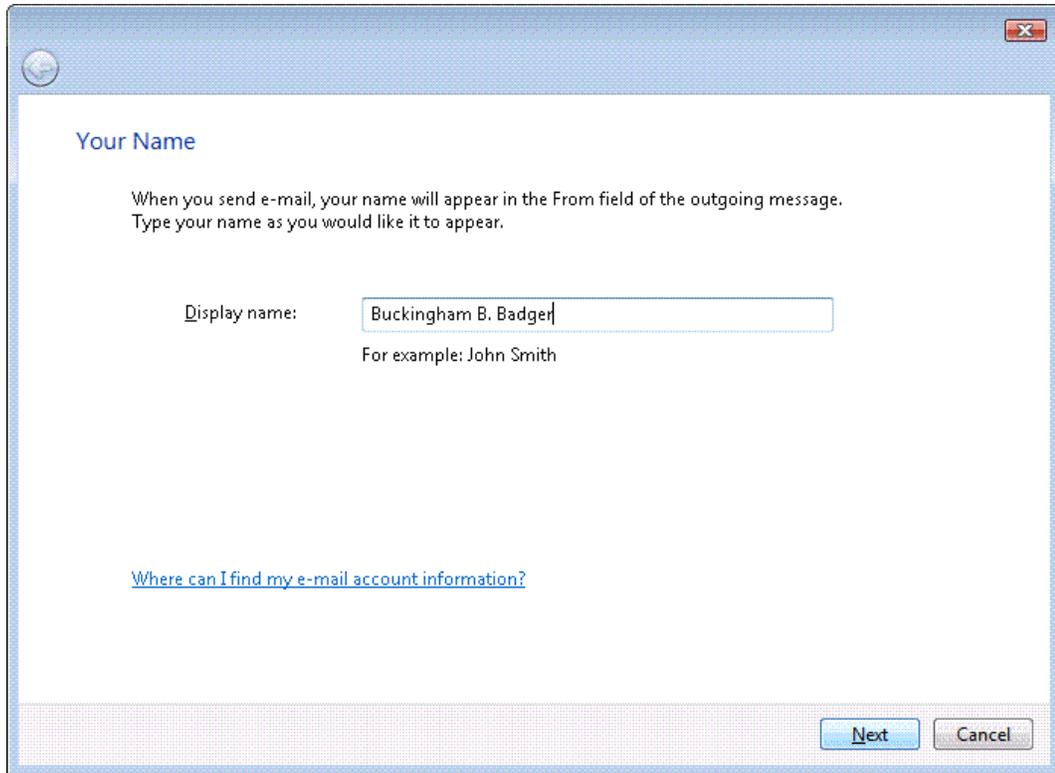
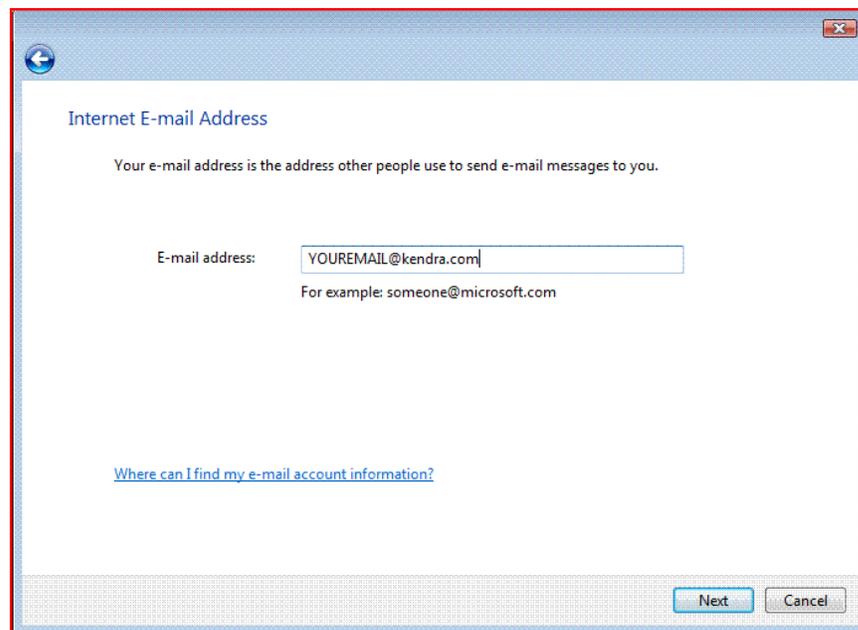***NOTE:Some versions of Norton AntiVirus (NAV) are incompatible with Kendra's SMTP Auth service.

1. Open Outlook Express , go to **Tools** menu and select **Accounts...**

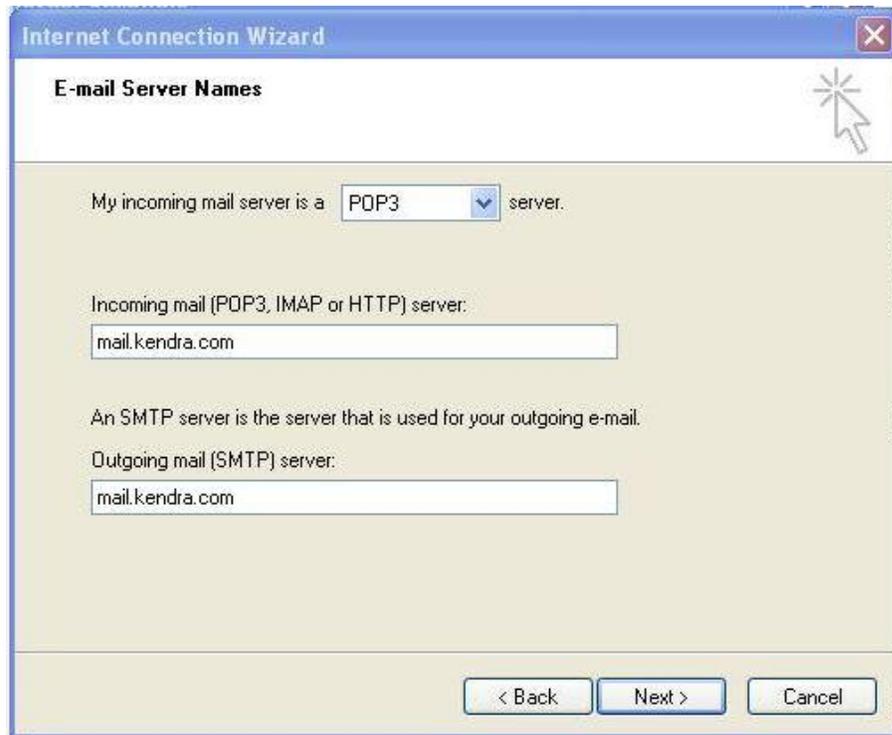2. Click the "Add..." button. Select "Mail…

3. Enter your Display Name. (This is your full name as you would like it to appear when you send messages to other people.) Then click Next.

4. Enter your E-mail Address.

5. This is the address that your contacts' email program will reply to your messages. This is also the address that will get recorded in your contacts' address book if they add you as a contact.
   a. YOUREMAILADDRESS@kendra.com
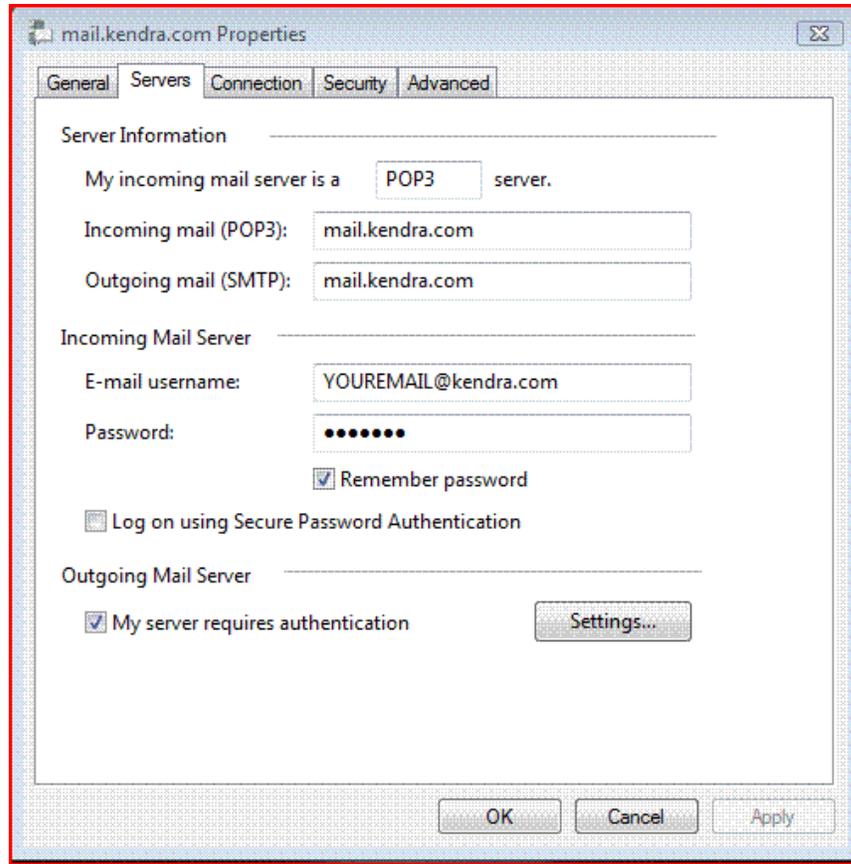6. Click Next.

7. Within the 'Setup e-mail servers' screen:
8. Select **POP** from the list of server types.
9. Enter **mail.kendra.com** in the "Incoming Mail Server" field.
10. Enter **mail.kendra.com** in the "Outgoing Mail Server" field.
11. Click Next.

Internet Connection Wizard

Internet Mail Logon

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

Account name: YOUREMAIL@kendra.com

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)
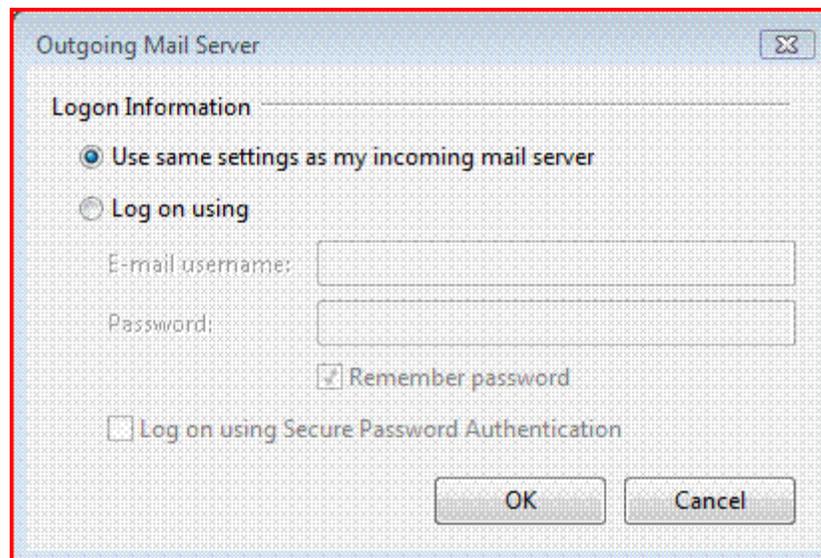
< Back   Next >   Cancel

12. Enter your Email Address in the "Account Name" field, and your password in "Password" field if you wish
13. Click Next
14. Click "Finish" button to return to your account list.

Internet Accounts

| All | Mail | News | Directory Service |

Account	Type	Connection	
mail.kendra.com	mail (default)	Any Available	

Add ▶
Remove
Properties
Set as Default
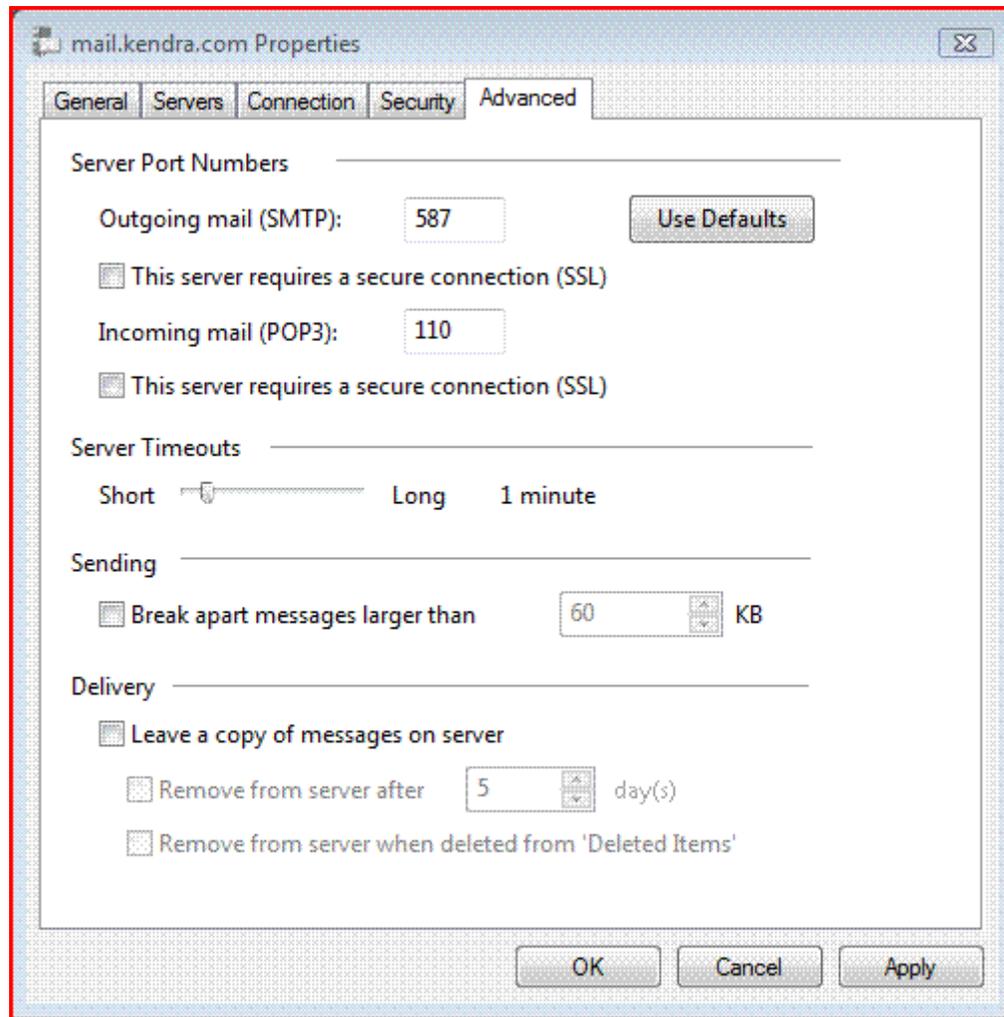Import...
Export...
Set Order...
Close

15. Highlight your KendraMail account, then click "Properties" button.

16. Click the 'Servers' tab.
17. Under Outgoing Mail Server, check the box labeled "This server requires authentication".
18. Click 'Settings' button.

19. Check that Logon Information is set to Use the same settings as my incoming mail server.
20. Click "OK" button.

21. Click the 'Advanced' tab.
22. Check the Port Numbers.
23. Make sure that the **SMTP** Port Number is set to **587**.
24. Make sure that the **POP** Port Number is set to **110**.
25. Click OK.

Your Kendra account is now configured to check and send mail.

IMPORTANT: If you experience problems sending mail, please verify that your settings match the settings specified in this document.