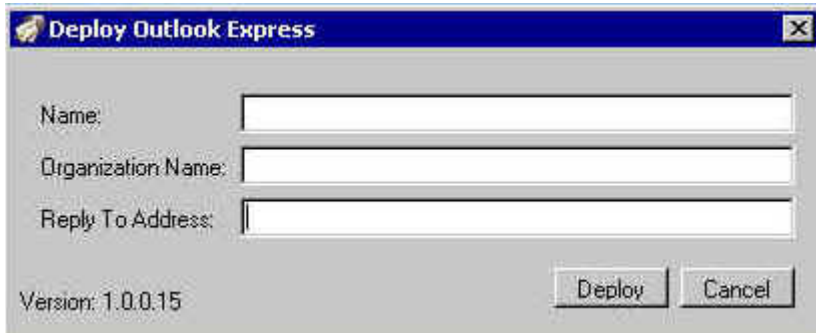


## Using Outlook Express on Maplewood's Hosted Server

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1) Deploy Outlook Express: Please double-click on the icon entitled "Deploy Outlook Express"



2) Enter email information:

Name: Your full name as you wish it to appear on messages (Joe Smith).

Organization Name: Your school or division name.

Reply To Address: Your email address.

3) Click Deploy

4) Open and use Outlook Express: You will be prompted for your password. Please enter your Terminal Services password, not the password you usually use to access email from home or work. If you change your Terminal Services password, you must also change the Outlook Express password.

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Notes:

- Sent items will not appear in your Sent Items folder when you open email at home or work. They will only appear in the Sent Items folder in Outlook Express on the Maplewood hosted server.
- Deploying Outlook Express will allow users to use all of the email features within the Maplewood software. No direct interaction with Outlook Express is required to enable these features.
- Users will only be able to send email messages from Outlook Express on the hosted server. The mail server is set to automatically forward any incoming messages to the users permanent board/district/school address - whatever has been entered into the Deploy Outlook Express window.

## Changing the Settings

We do not recommend changing the settings in Outlook Express on our hosting server. However, if

it is necessary to change them for any reason, please remember to change them back to the following (replacing the "Test" data with your own). These settings are available through Tools - Accounts, and selecting the Account named Maplewood Hosting:



The image shows a Windows-style dialog box titled "Maplewood Hosting Properties". It has a blue title bar with a question mark and a close button. Below the title bar are five tabs: "General", "Servers", "Connection", "Security", and "Advanced". The "General" tab is selected. The dialog is divided into two main sections: "Mail Account" and "User Information".

**Mail Account:** A text box contains "Maplewood Hosting". To the left is an icon of a mailbox. Text to the right says: "Type the name by which you would like to refer to these servers. For example: 'Work' or 'Microsoft Mail Server'".

**User Information:** This section contains four text boxes:

- Name:** "Test Person"
- Organization:** "Test Mail"
- E-mail address:** "test@mydomain.com"
- Reply address:** "test@mydomain.com"

At the bottom of the "User Information" section is a checked checkbox with the label "Include this account when receiving mail or synchronizing".

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

**Maplewood Hosting Properties** [?] [X]

General | Servers | Connection | Security | Advanced

Server Information

My incoming mail server is a  server.

Incoming mail (POP3):

Outgoing mail (SMTP):

Incoming Mail Server

Account name:

Password:

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication