

Burlington Telecom

How to setup and configure email - Microsoft Outlook Express

Burlington Telecom offers up to seven email accounts so everyone in your household can have their own email address. These instructions detail the procedure for setting up and configuring Microsoft Outlook Express for use with Burlington Telecom e-mail.

Setting up your e-mail

Your Burlington Telecom email accounts are setup as **username@burlingtontelecom.net**. Email accounts must be in all lowercase letters and can contain numbers, dashes, underscores and periods. User names must be at least 3 characters long.

Your primary email account will set up when you place your initial service order. However, should you ever need to setup an email account in an email client manually, the following settings should be used.

Email Client Settings

Username: [your username]

Password: [your password]

Incoming (POP3)

Server: mail.burlingtontelecom.net

Outgoing (SMTP)

Server: mail.burlingtontelecom.net

You can access your email from any Internet connection by signing into **webmail.burlingtontelecom.net**.

Step 1: Open Microsoft Outlook Express, select Tools, and then Accounts (Figure 1).

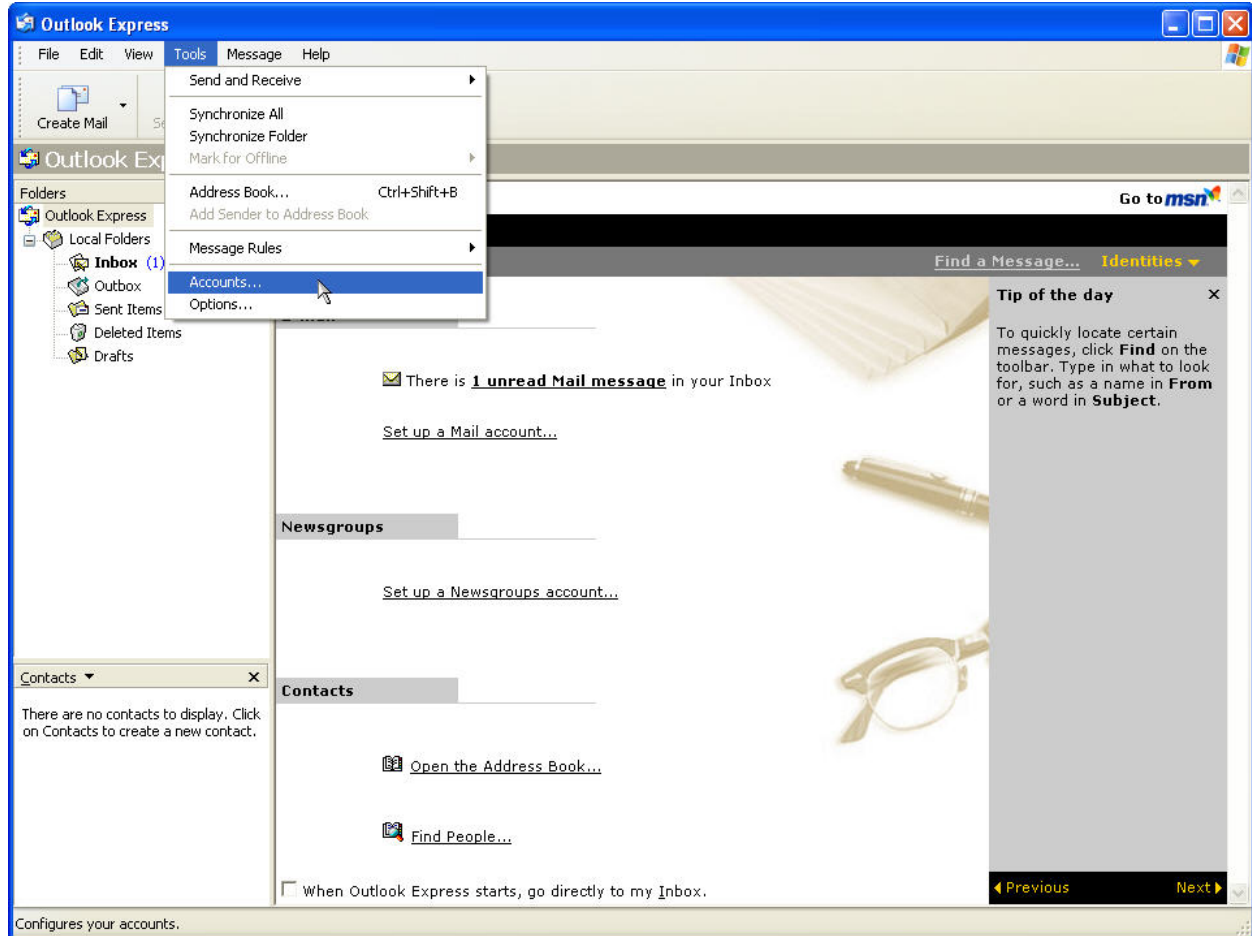


Figure 1

Step 2: The Internet Accounts window will appear (Figure 2). Click on the Add button and select the “Mail” option.

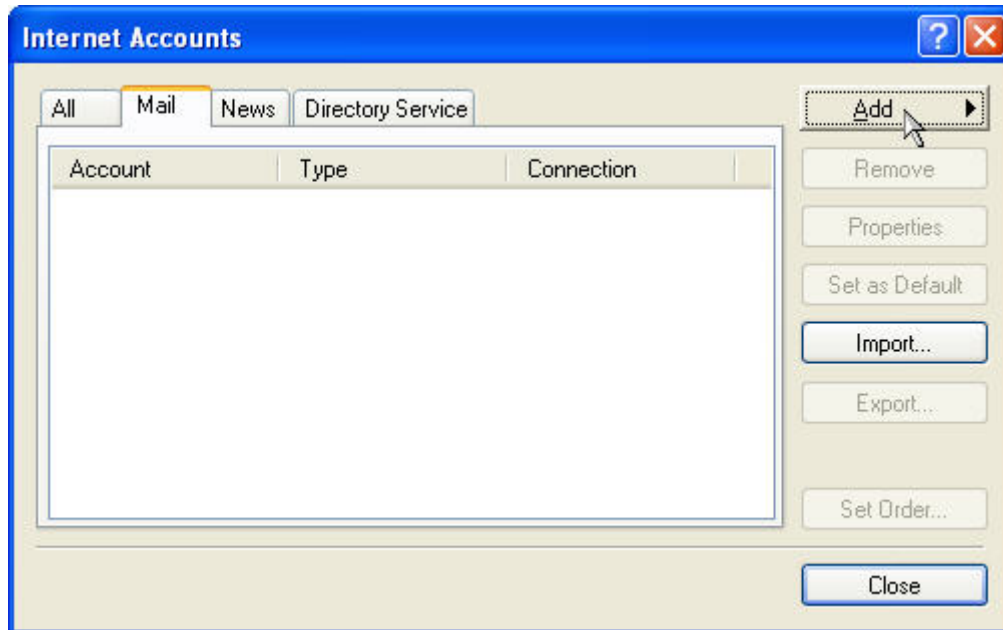


Figure 2

Step 3: The Internet Connection Wizard window will appear (Figure 3). Enter your name in the “Display Name” field and then click the “Next” button.

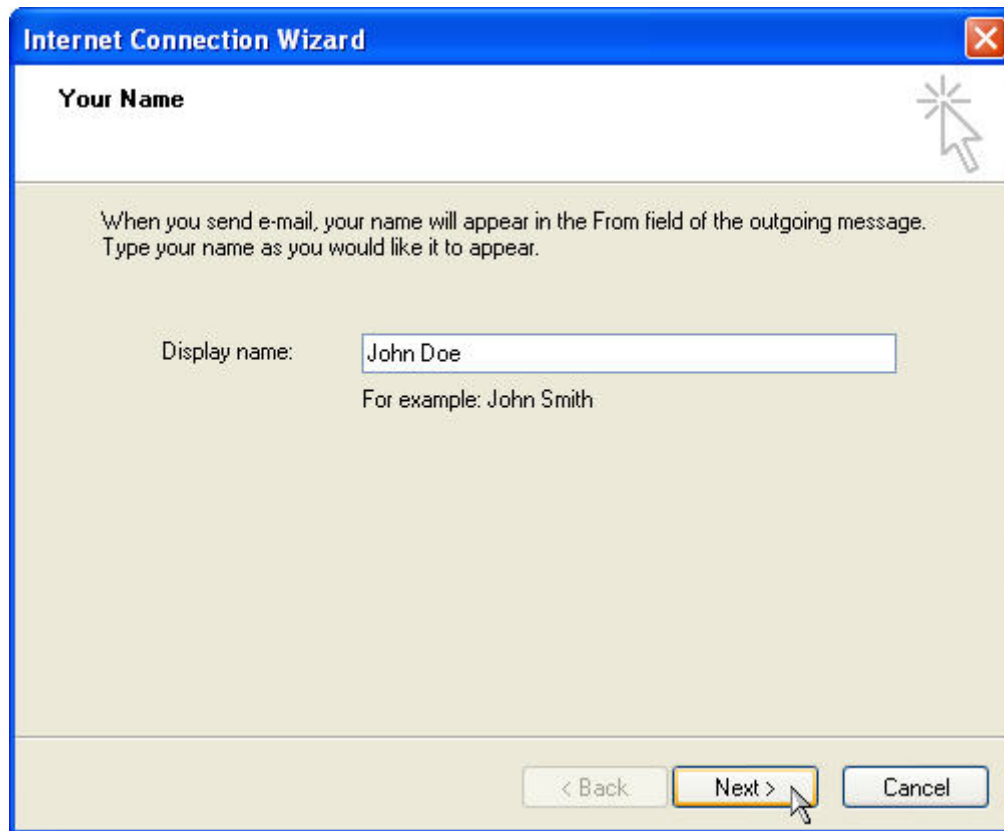


Figure 3

Step 4: Enter your email address in the “E-mail Address” field (Figure 4) and then click the “Next” button.

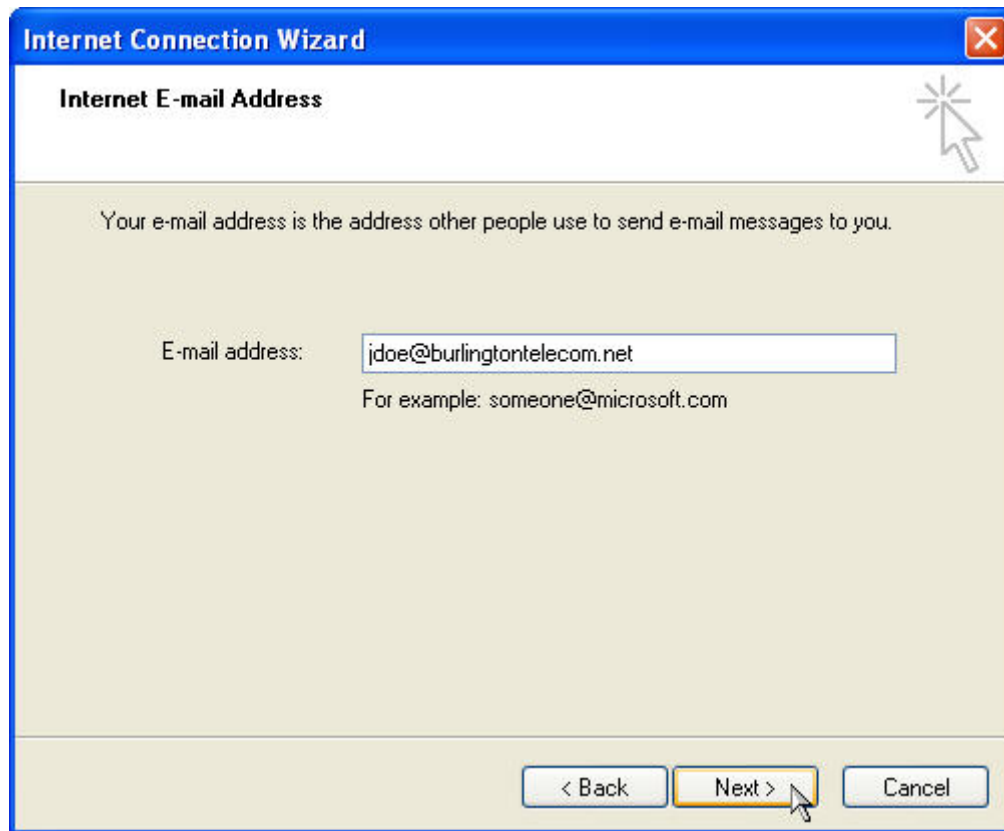


Figure 4

Step 5: Under E-Mail Server Names, select “POP3” from the drop down menu. Complete the Incoming and Outgoing mail server fields using the information displayed below (Figure 5) and then click the “Next” button.

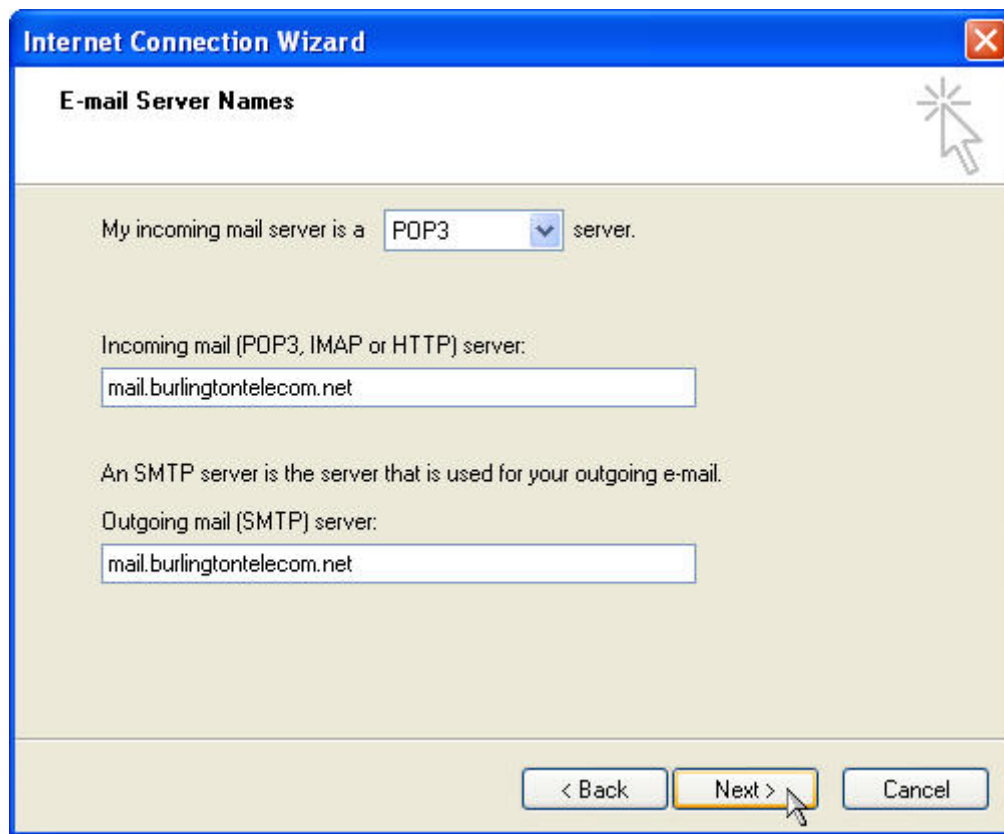
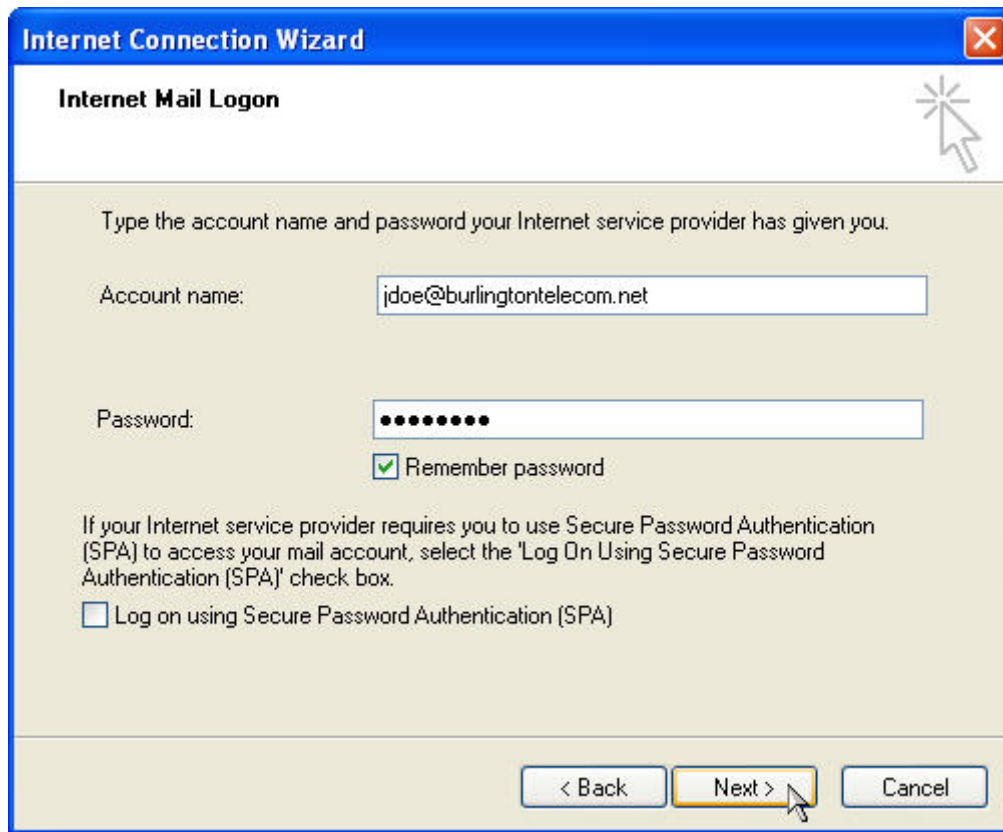


Figure 5

Step 6: Under Internet Mail Logon, enter your complete email address in the “Account Name” field and then complete the “Password” field with your account password (Figure 6). Make sure the “Remember Password” box is checked and then click the “Next” button.



The image shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following elements:

- A text prompt: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text input field containing "jdoe@burlingtontelecom.net".
- A "Password:" label followed by a password input field with ten black dots.
- A checked checkbox labeled "Remember password".
- A paragraph of text: "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."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- At the bottom, three buttons: "< Back", "Next >" (highlighted with a mouse cursor), and "Cancel".

Figure 6

Step 7: After configuring your email settings, click on the “Finish” button to complete setup of your e-mail account (Figure 7).

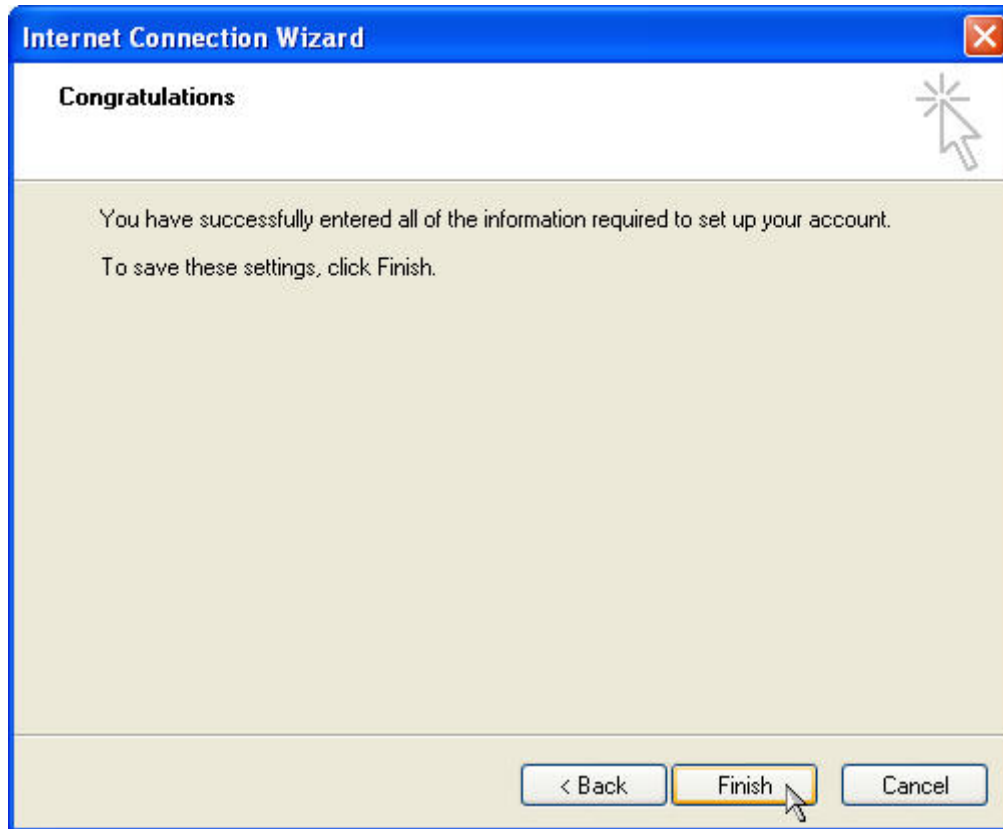


Figure 7

Step 8: The Internet Accounts window will reappear and the mail tab will display your new Burlington Telecom email account (Figure 8). Click the “Close” button to exit the account setup wizard.

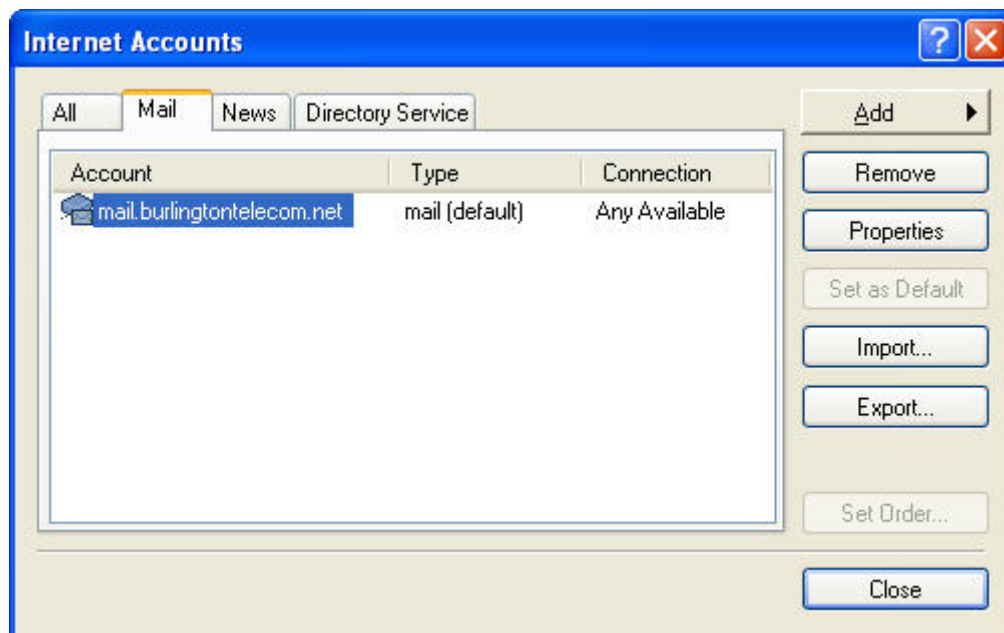


Figure 8

You have completed all of the steps required to setup Microsoft Outlook Express as your email client.