

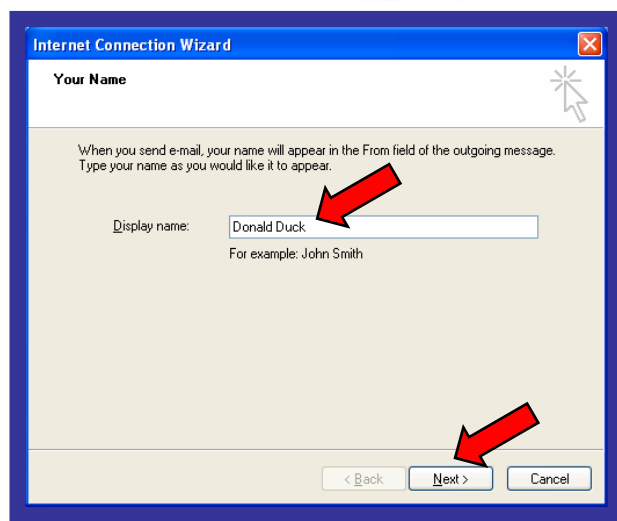
## Set Up an Outlook Express E-Mail Account

1. Before you get going, make sure you know your email address and your account name and password.
  - a. Your email address will be your first initial of your first name and your last name (unless otherwise noted); all lower case with no spaces @jacksonvilleisd.org .  
Email Address Example: [dduck@jacksonvilleisd.org](mailto:dduck@jacksonvilleisd.org)  
Account Name Example: dduck  
Password Example: grade (five characters)

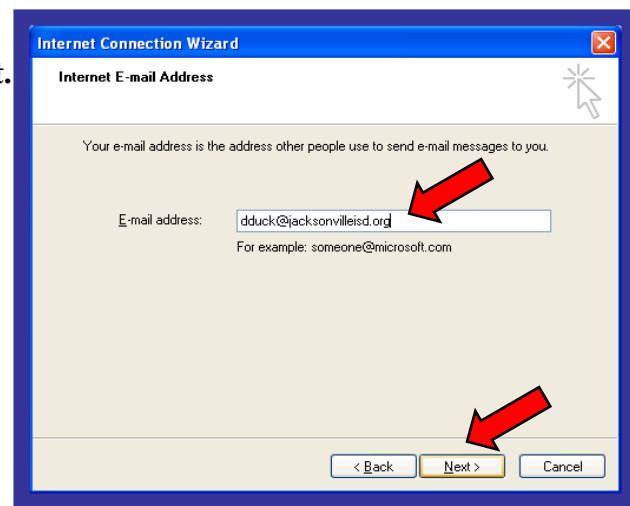
2. Start Outlook Express
  - a. Click the **Start** button.
  - b. Point to **All Programs**
  - c. Click **Outlook Express**



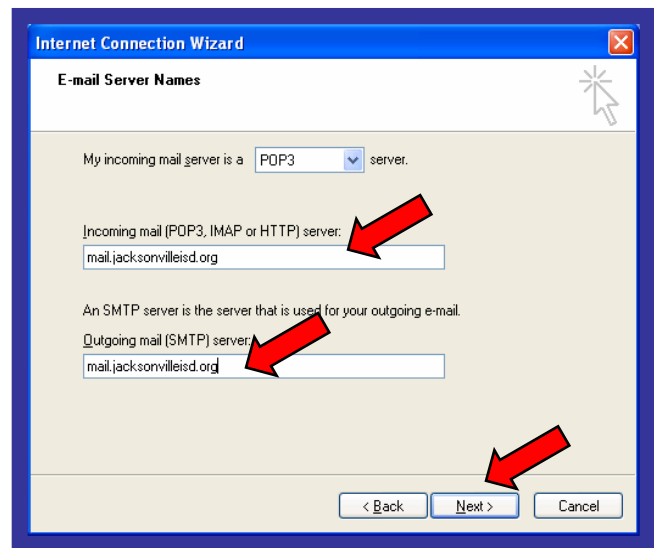
3. On the **Your Name** page of the wizard, type your first name and last name as you would want it to appear to everyone who gets e-mail from you, and then click **Next**.



4. On the **Internet E-mail Address** page, type your e-mail address, and then click **Next**.

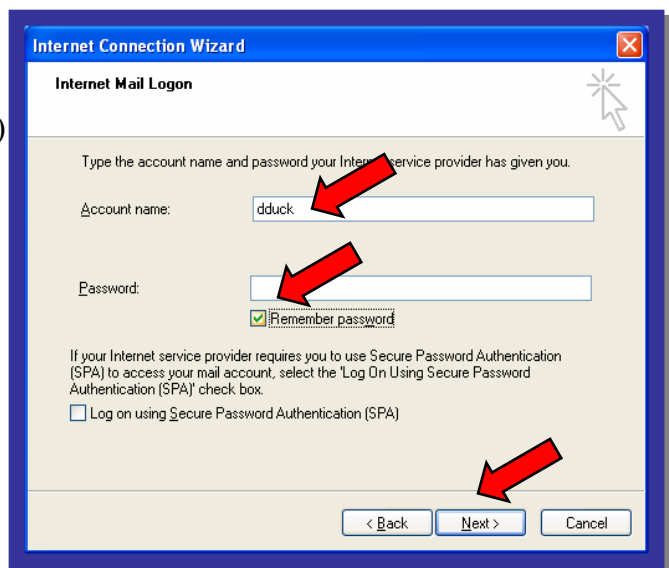


5. On the **E-mail Server Names** page, complete both blocks of information as follows: mail.jacksonvilleisd.org (no spaces), and then click **Next**.

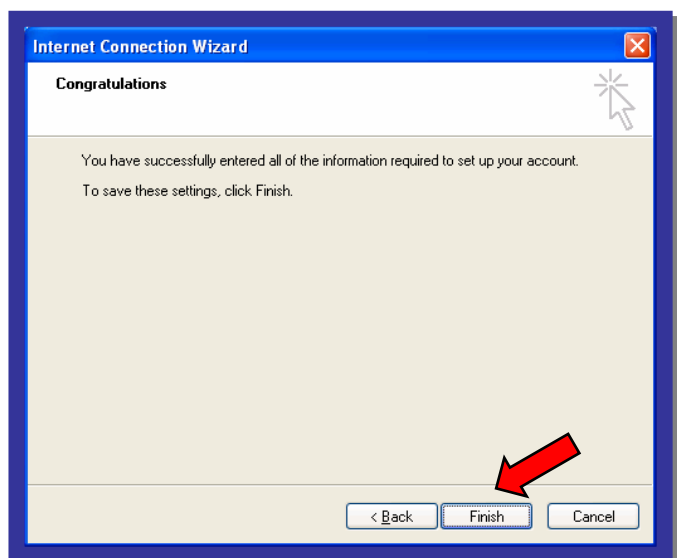


6. On the **Internet Mail Logon** page, type your account name (first initial, last name with no spaces.)

7. Uncheck the **Remember Password** box, and then click **Next**.



8. On the **Congratulations** page click **Finish**.



**Unsure if your new e-mail account is working?** Send an e-mail message to a friend and ask them to reply. If they get the message, your account is working. If you have problems setting up your account contact your campus C-Tech.