

**Email From Home**  
Technology Department  
Pajaro Unified School District

These are the settings that you need to use to send and receive email from outside the district network. Further on in this document you will find a walkthrough for setting up Microsoft Outlook Express. If you need assistance, call the Technology Department at (831)-786-2170. You will need to obtain your Internet Service Provider's (ISP) Outgoing Mail server (SMTP) so that you can send email. AOL does not have an SMTP server available; you are out of luck. In the example we will be using "first" for your first name and "last" for your last name.

Display name: First Last

Email address: [first\\_last@pvusd.net](mailto:first_last@pvusd.net)

Incoming Mail server (POP): mail.pvusd.net

Outgoing Mail server (SMTP): Your ISP's SMTP server

Account name: first\_last

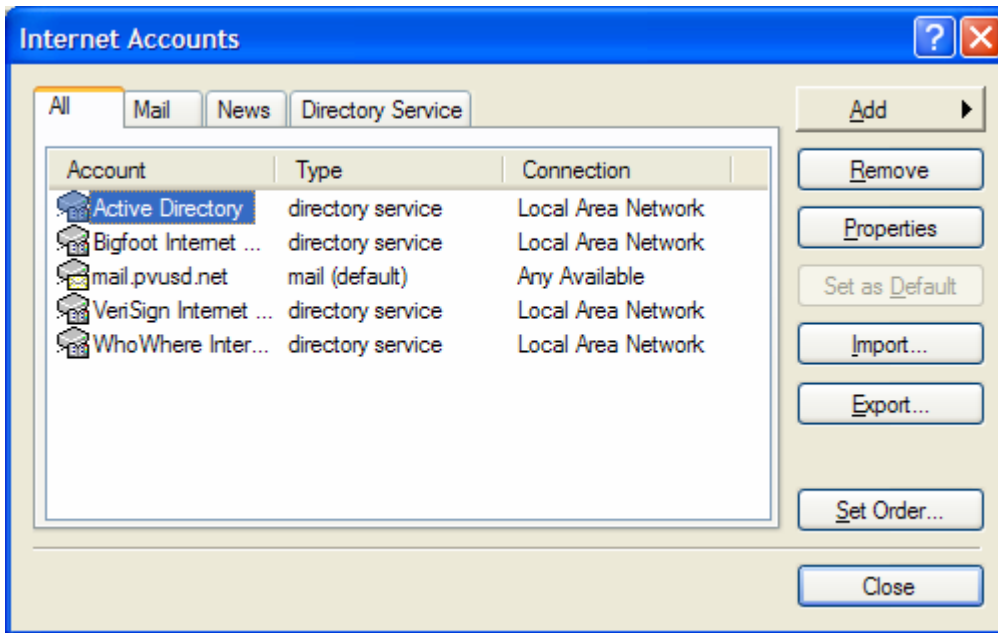
Be sure to check the option "Leave a copy of messages on the server" or similar option. It is important that you do this so email stays at work and will be available when you are at work.

## Outlook Express Setup Example

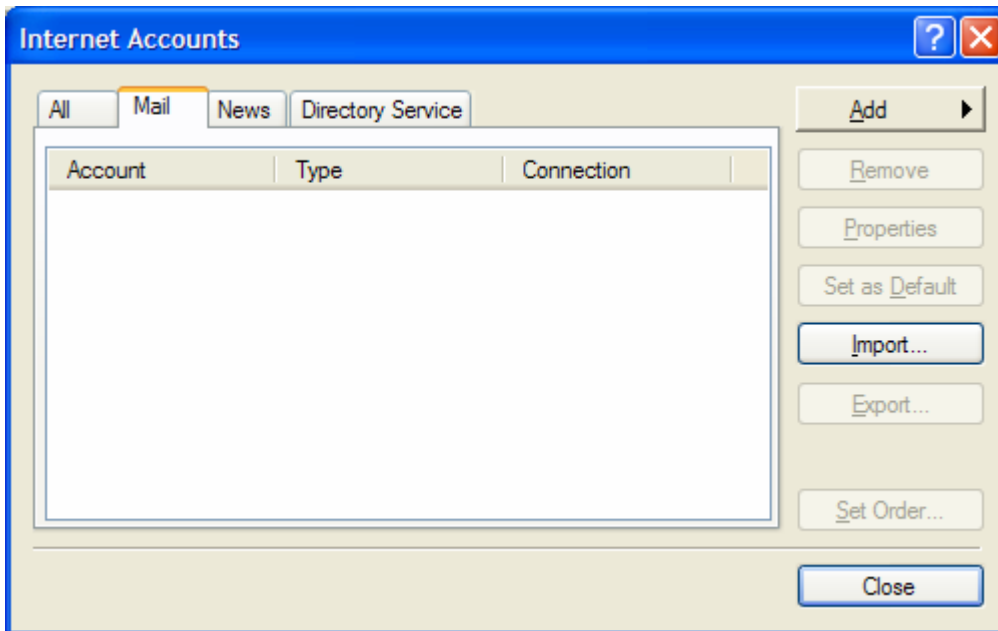
1. Start Outlook Express. If you are already using Outlook Express then you should see the Outlook Express window below. If not, you probably will see the window on step 5. You can follow the instructions from there.



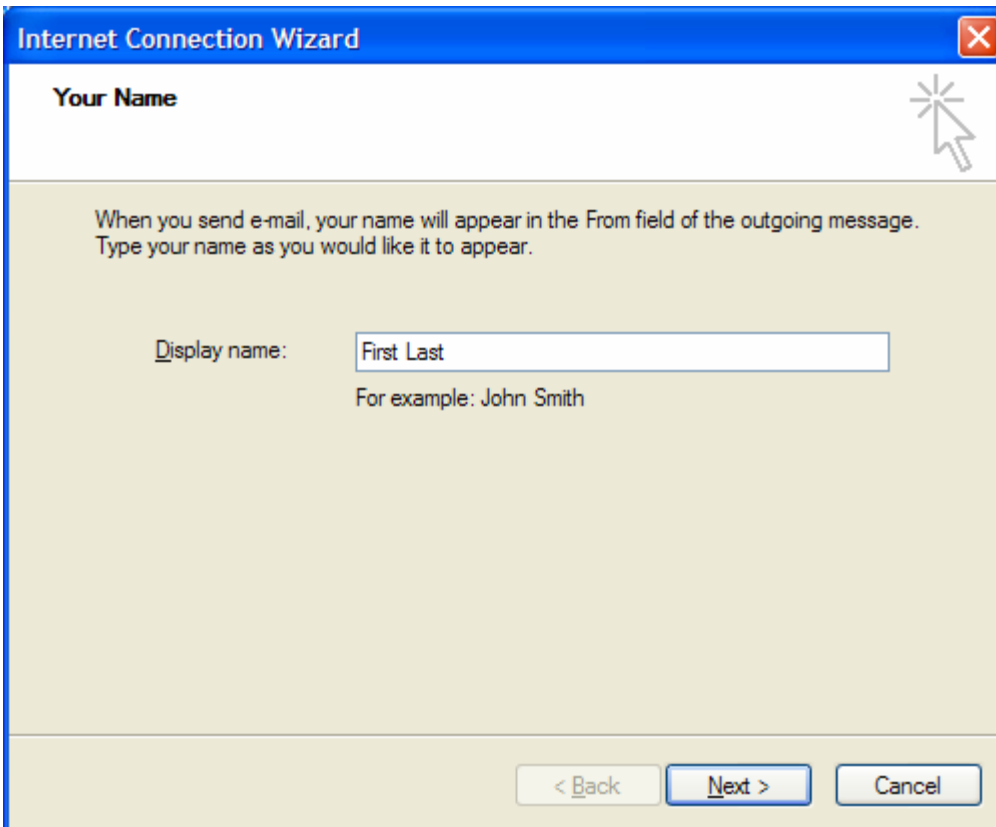
2. Go to the tools menu and choose Accounts. You should see the window on the next page.



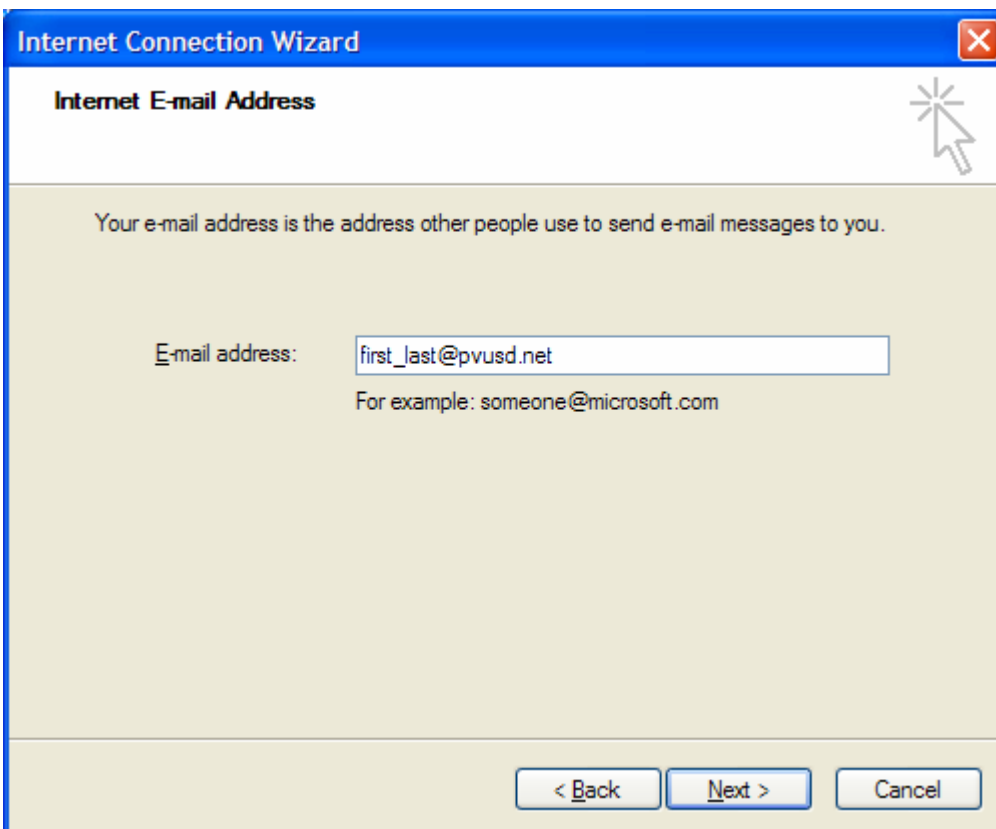
3. Click the mail tab. You should see the window below.



4. Click the Add button. Choose Mail. You should see the window on the next page.



5. Enter in your first and last name and click Next. You should see the window below.



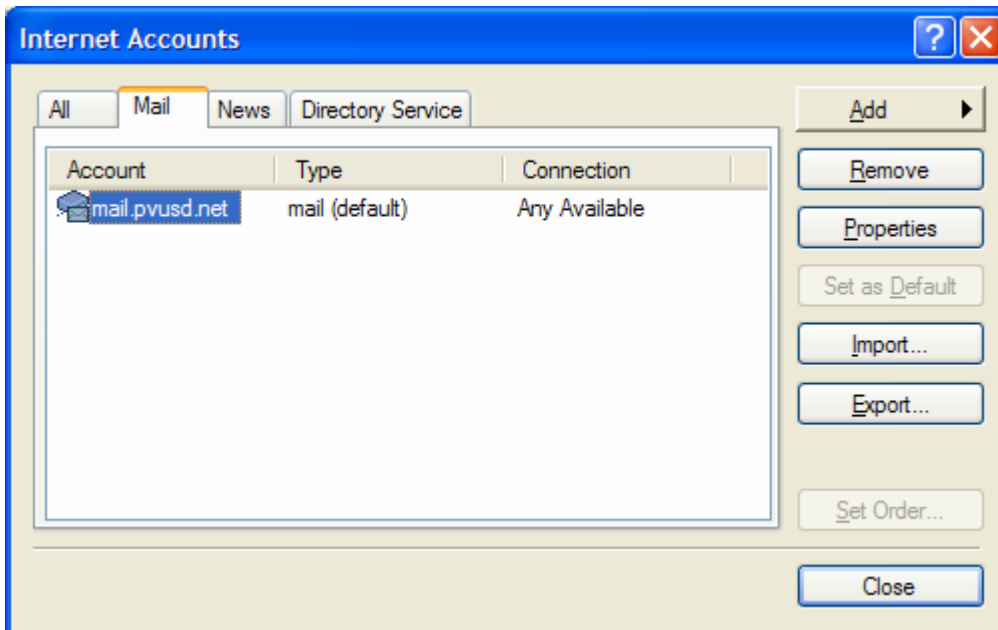
6. Enter in your email address. Click Next. You should see the window on the next page.

The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a text field for the incoming mail server type, which is set to 'POP3'. The text reads: 'My incoming mail server is a POP3 server.' Below this, there is a text field for the incoming mail server name, which contains 'mail.pvusd.net'. The text above this field reads: 'Incoming mail (POP3, IMAP or HTTP) server:'. Below that, there is a text field for the outgoing mail server name, which contains 'your ISP's SMTP server goes here'. The text above this field reads: 'An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

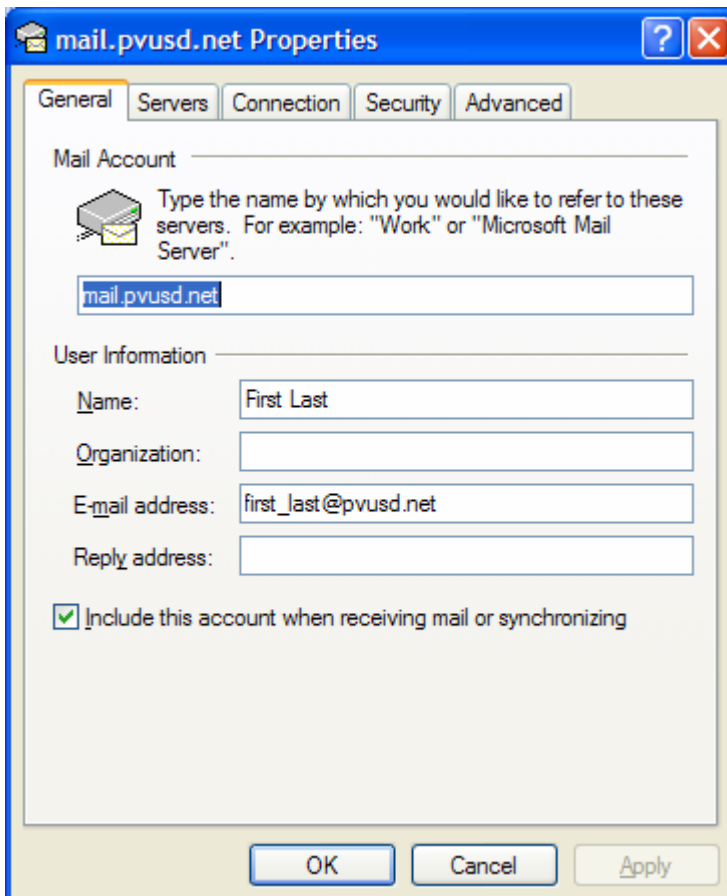
6. Enter in the POP server as shown. Enter in your ISP's SMTP server. Click Next. You should see the window below.

The screenshot shows the 'Internet Mail Logon' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text field for the account name, which contains 'first\_last'. The text above this field reads: 'Type the account name and password your Internet service provider has given you. Account name:'. Below that, there is a text field for the password, which contains a series of dots. The text above this field reads: 'Password:'. Below the password field, there is a checked checkbox labeled 'Remember password'. Below that, there is a text field for the SPA checkbox, which is unchecked. The text above this field reads: '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)'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

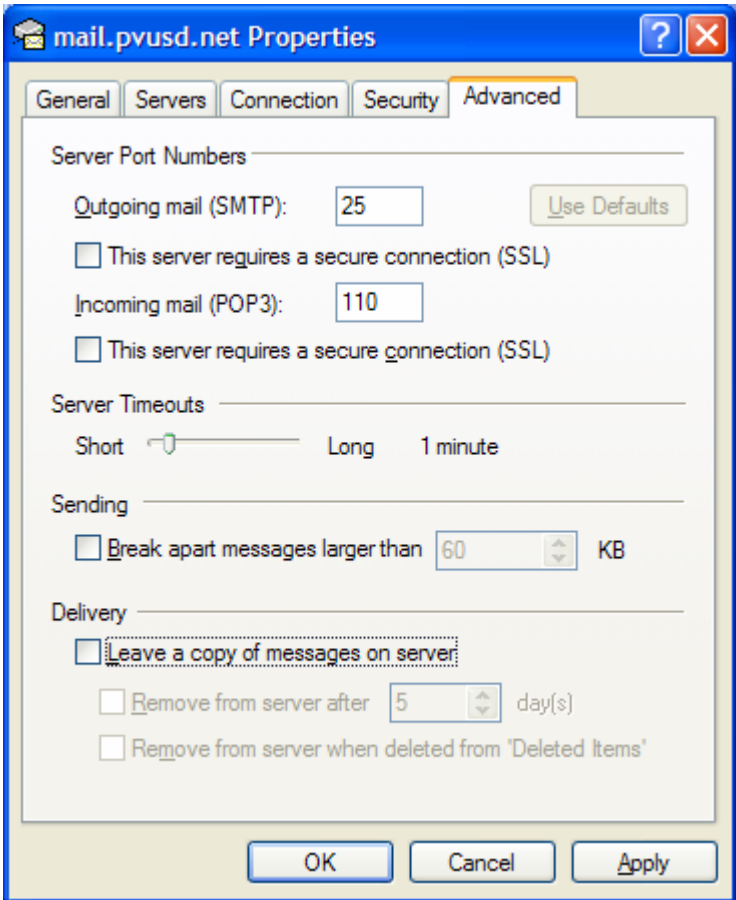
7. Enter in your account name and password. Click Next. You should see the window on the next page.



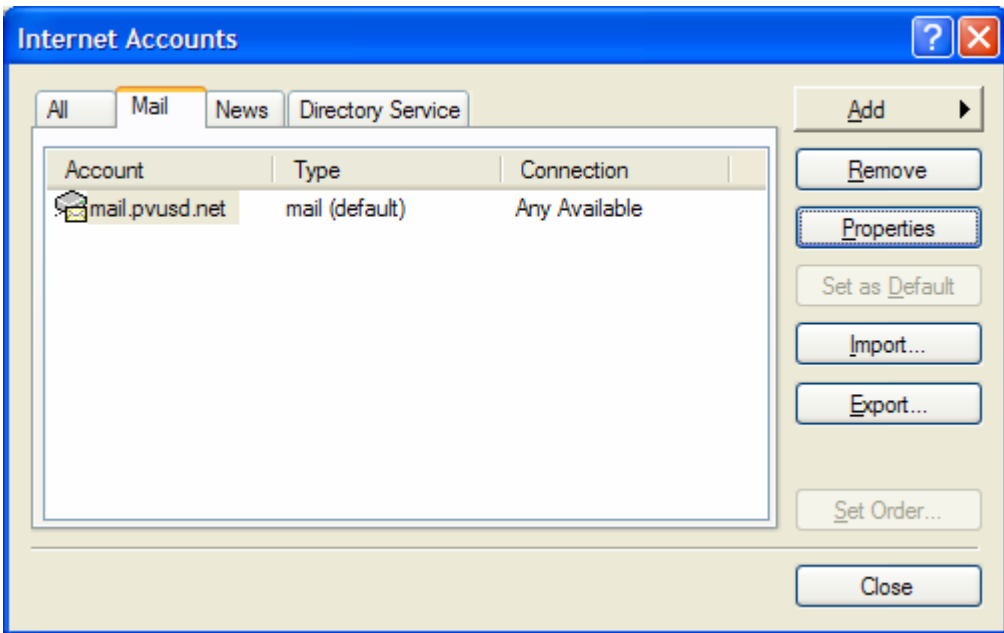
8. Now click the properties button. You should see the window below.



9. Click the Advanced tab. You should see the window on the next page.



10. Click “Leave a copy of messages on server” and click OK. You should see the window below.



11. Click the Close button. That's it!