

# Setting up Outlook Express for mooseunits.org email

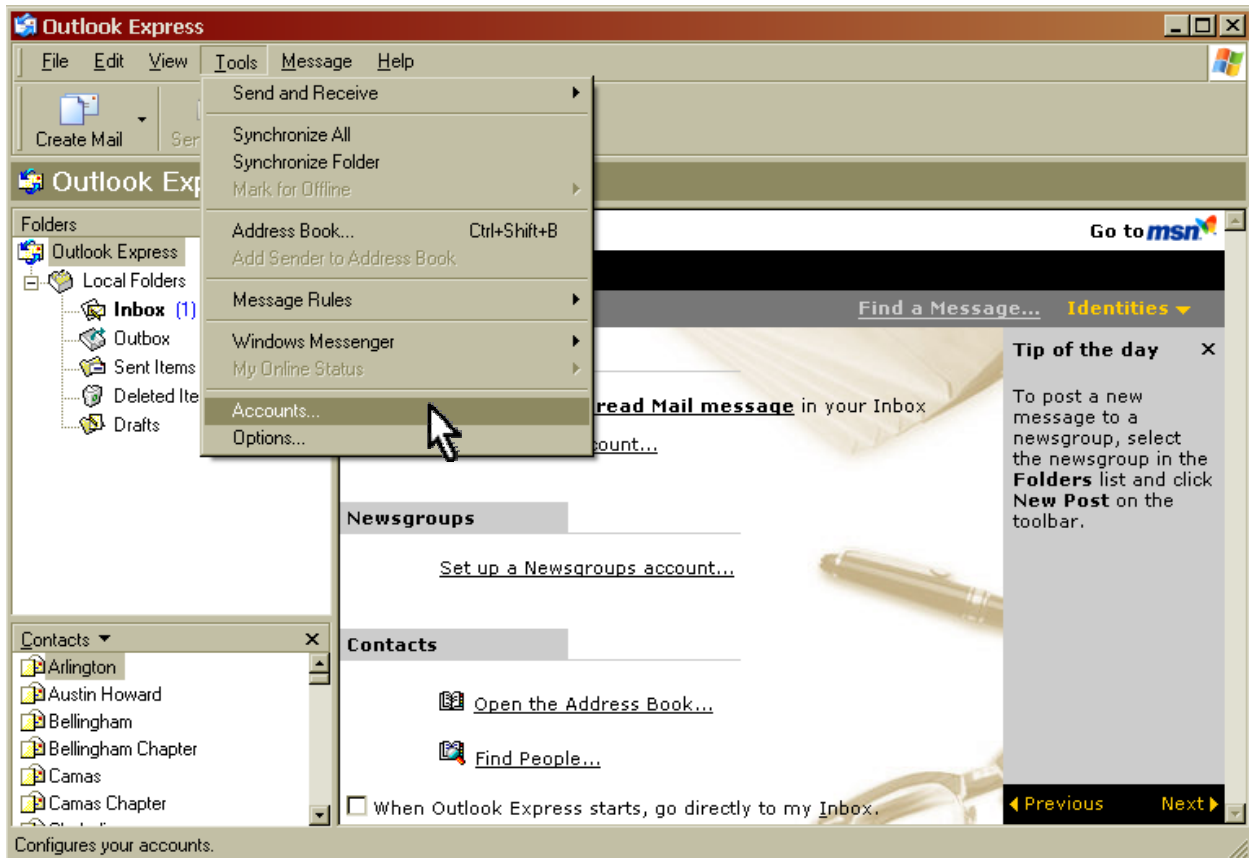
By using Outlook Express for your mooseunits.org email you will gain in several ways:

- Your Mailbox will not get full, so you will not miss messages
- Attachments (such as the Membership Reports from the Regional Manager) will be easier to manage
- Managing your messages will be easier

All Fraternal Units in the Washington State Northern Idaho Moose Association are strongly encouraged to use this method for accessing their mooseunits.org email.

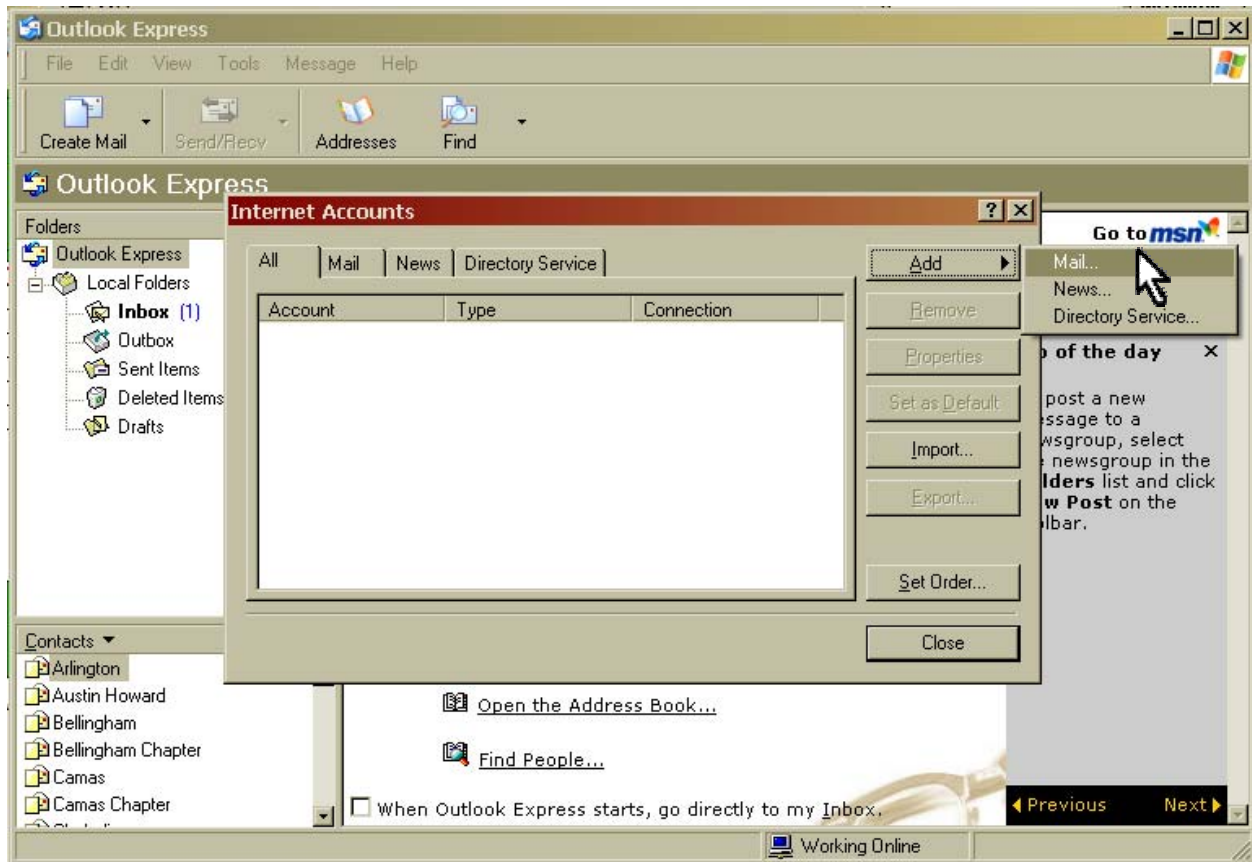
## Step 1

Launch Outlook Express and select Accounts from the Tools menu.



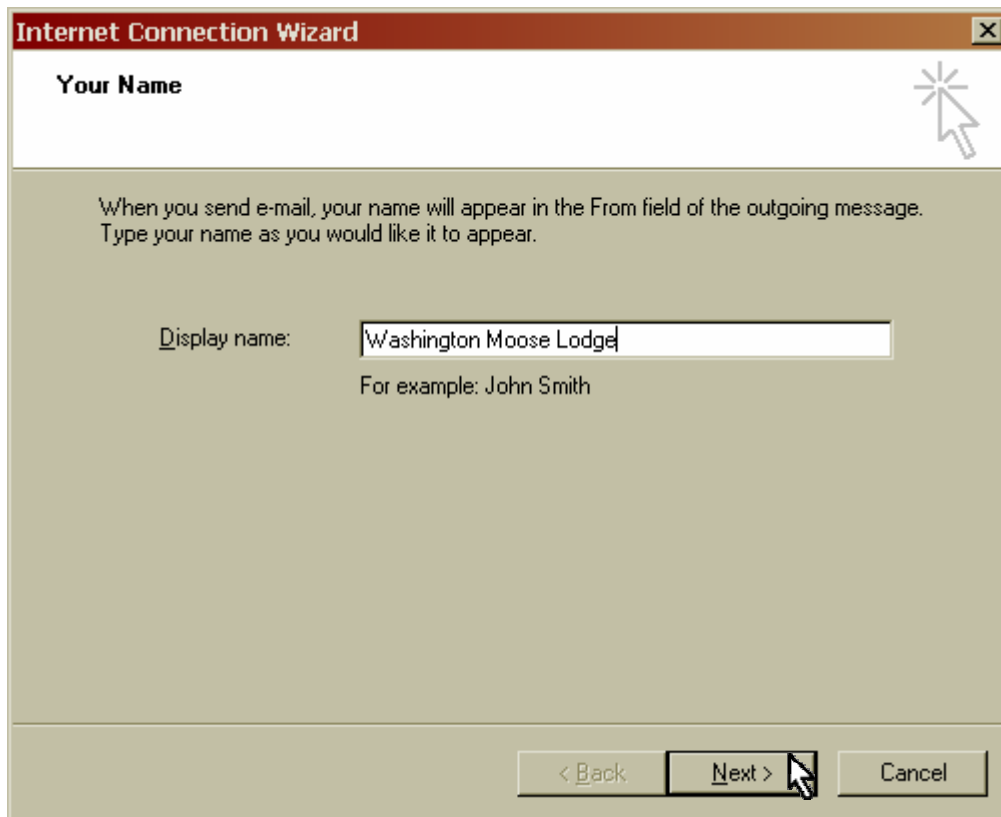
## Step 2

Click on the Add button and select Mail



### Step 3

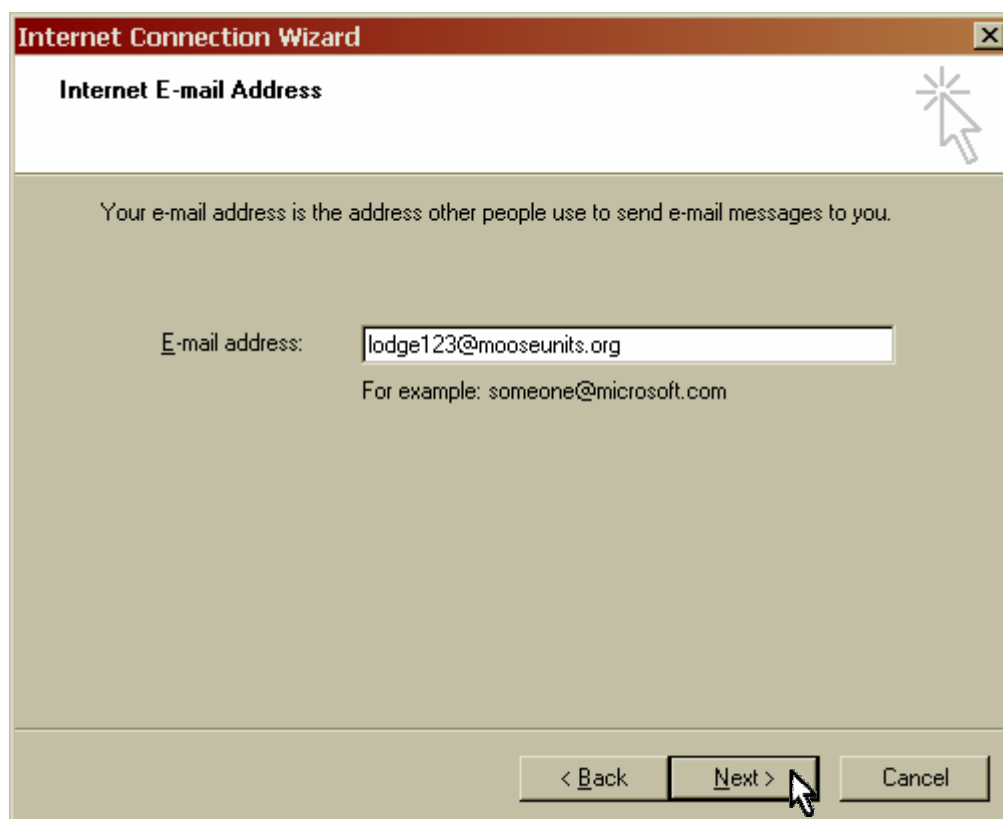
Enter your Fraternal Unit Name in the Display name box, click Next



The screenshot shows the 'Internet Connection Wizard' window at the 'Your Name' step. The title bar reads 'Internet Connection Wizard'. Below the title bar, the text 'Your Name' is displayed. A mouse cursor is pointing at a star icon in the top right corner. The main area contains the instruction: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this, the label 'Display name:' is followed by a text box containing 'Washington Moose Lodge'. Underneath the text box, it says 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

### Step 4

Enter your Fraternal Unit's email address in the E-mail address box, click Next

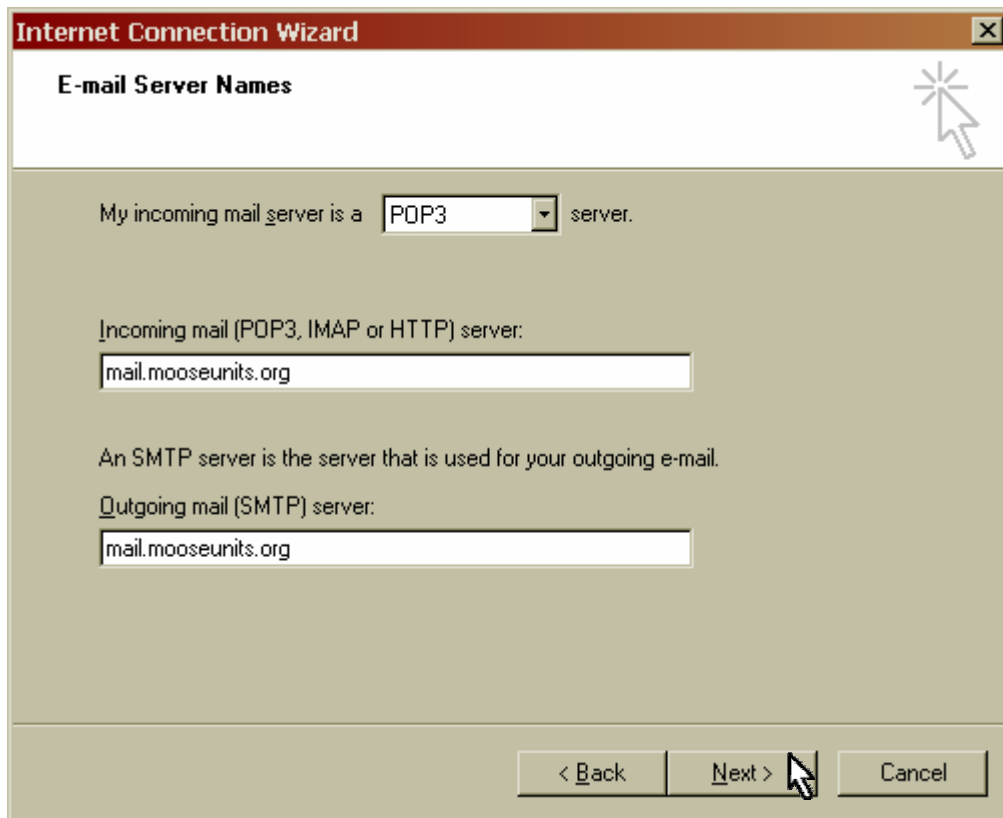


The screenshot shows the 'Internet Connection Wizard' window at the 'Internet E-mail Address' step. The title bar reads 'Internet Connection Wizard'. Below the title bar, the text 'Internet E-mail Address' is displayed. A mouse cursor is pointing at a star icon in the top right corner. The main area contains the instruction: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, the label 'E-mail address:' is followed by a text box containing 'lodge123@mooseunits.org'. Underneath the text box, it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

## Step 5

Leave the incoming mail server as a POP3 server

Enter mail.mooseunits.org into both of the server name boxes. Click Next

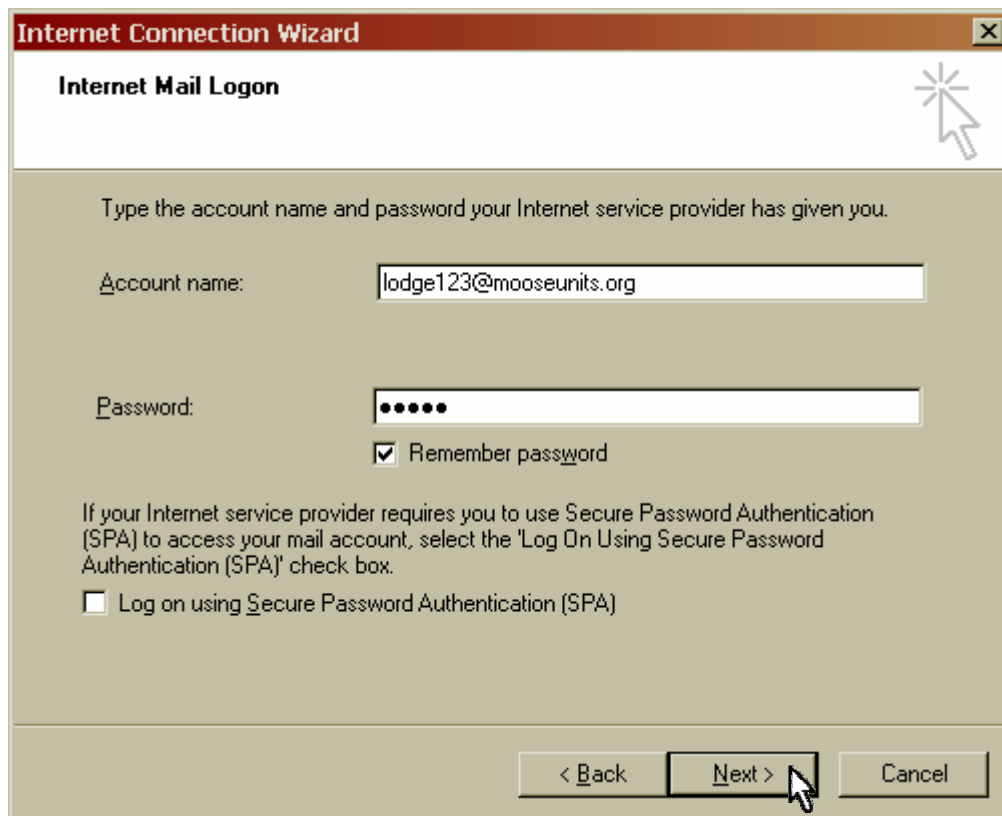


The screenshot shows the 'Internet Connection Wizard' window, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu set to 'POP3' with the text 'My incoming mail server is a POP3 server.' Below this, there are two text input fields. The first is labeled 'Incoming mail (POP3, IMAP or HTTP) server:' and contains the text 'mail.mooseunits.org'. The second is labeled 'Outgoing mail (SMTP) server:' and also contains 'mail.mooseunits.org'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

## Step 6

Enter your Fraternal Unit's email address in the Account name box

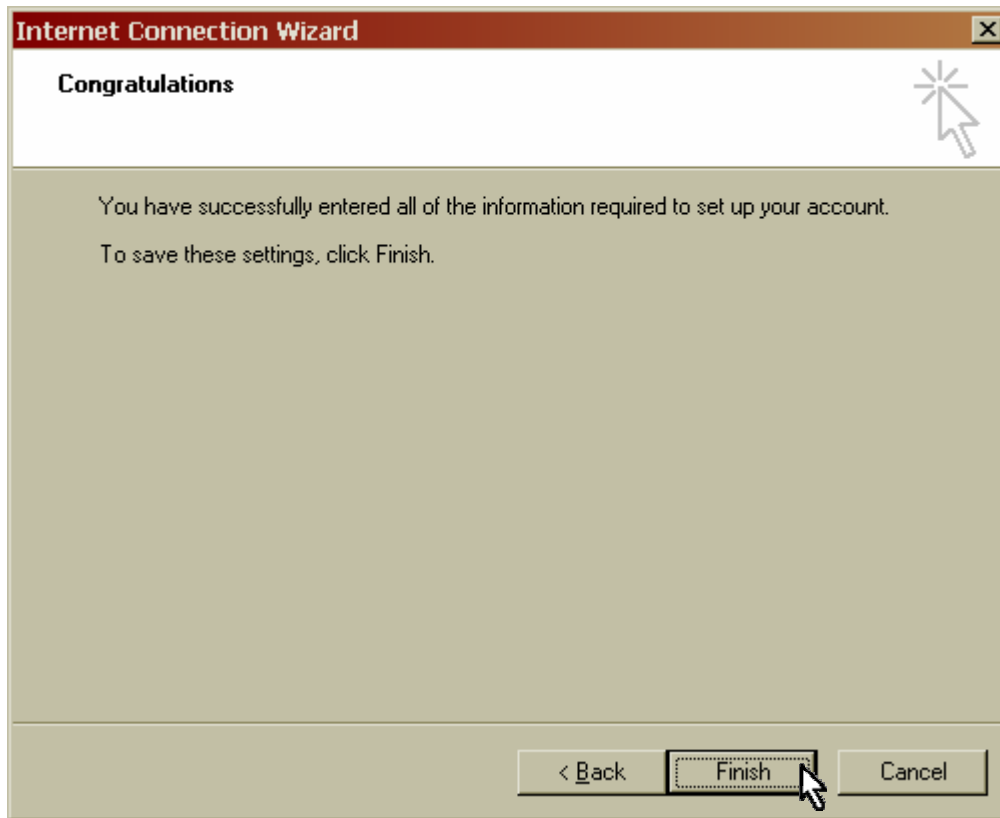
Enter the email password that came in your LCL.net package in the Password box, click Next



The screenshot shows the 'Internet Connection Wizard' window, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text input field labeled 'Account name:' containing 'lodge123@mooseunits.org'. Below that is a password input field labeled 'Password:' with five dots. A checkbox labeled 'Remember password' is checked. Below this, there is 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.' Below the paragraph is a checkbox labeled 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

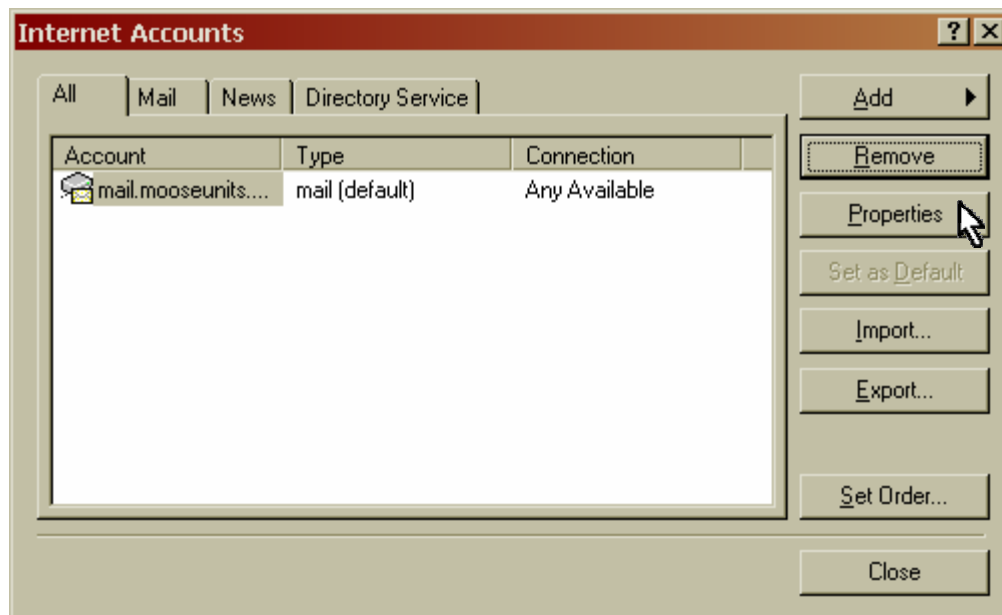
## Step 7

Click Finish



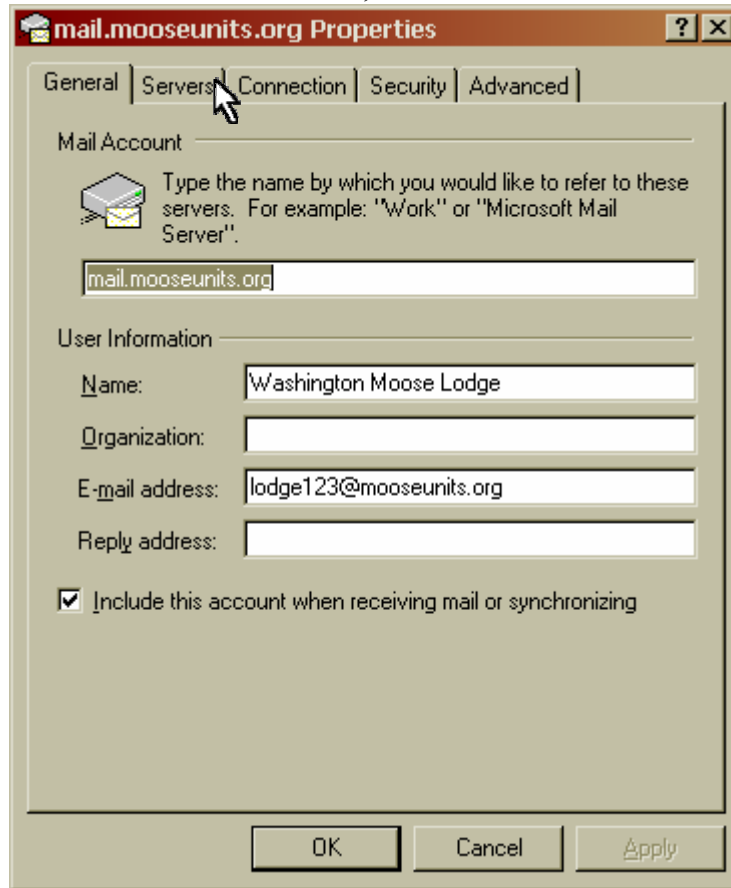
## Step 8

You should see a window that looks like this. Make sure that your new account is highlighted and click on the Properties button



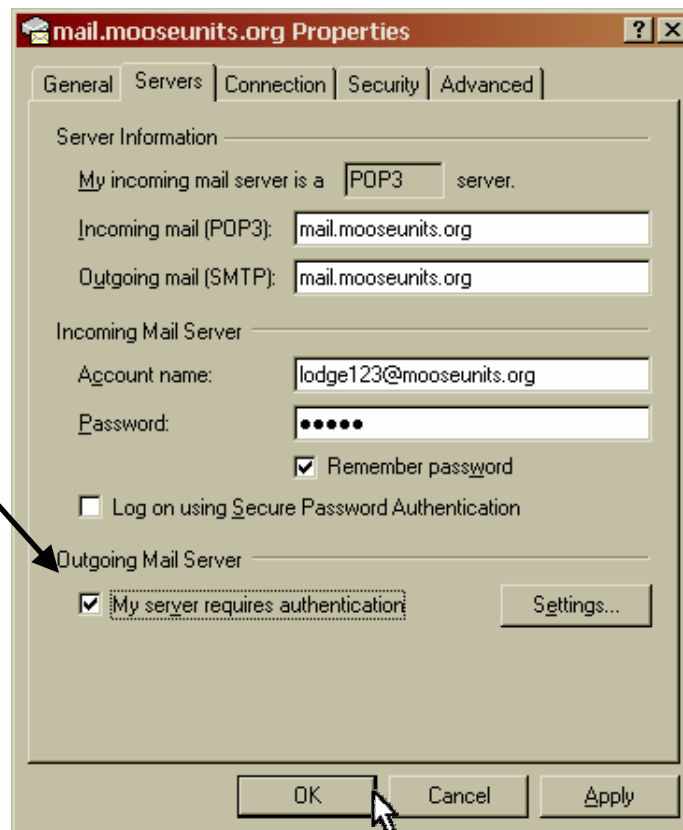
## Step 9

You should see a window that looks like this, click on the Servers tab.



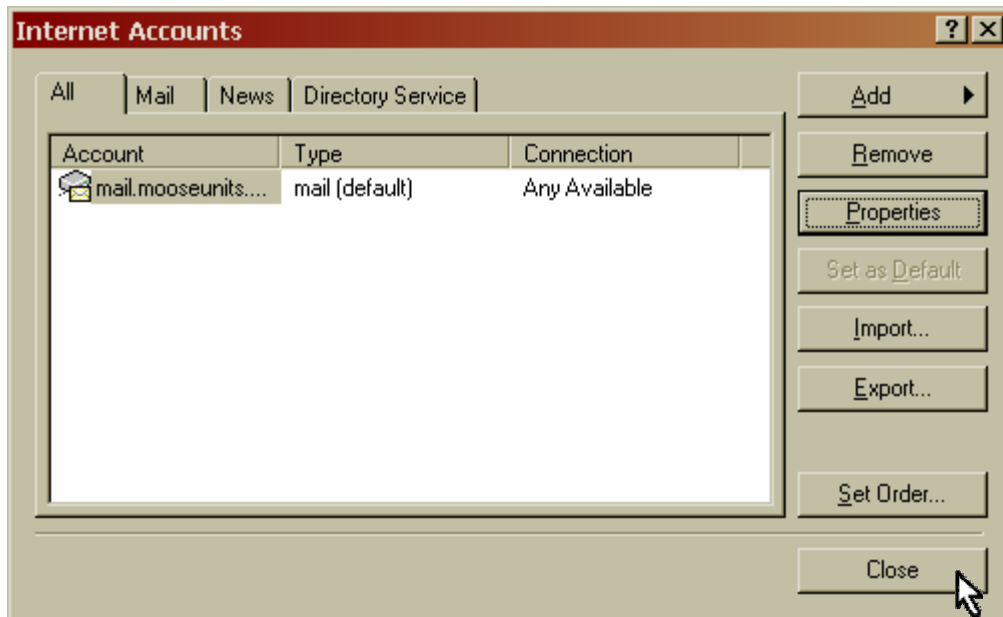
## Step 10

Make sure that there is a check mark in the My server requires authentication box and then click OK



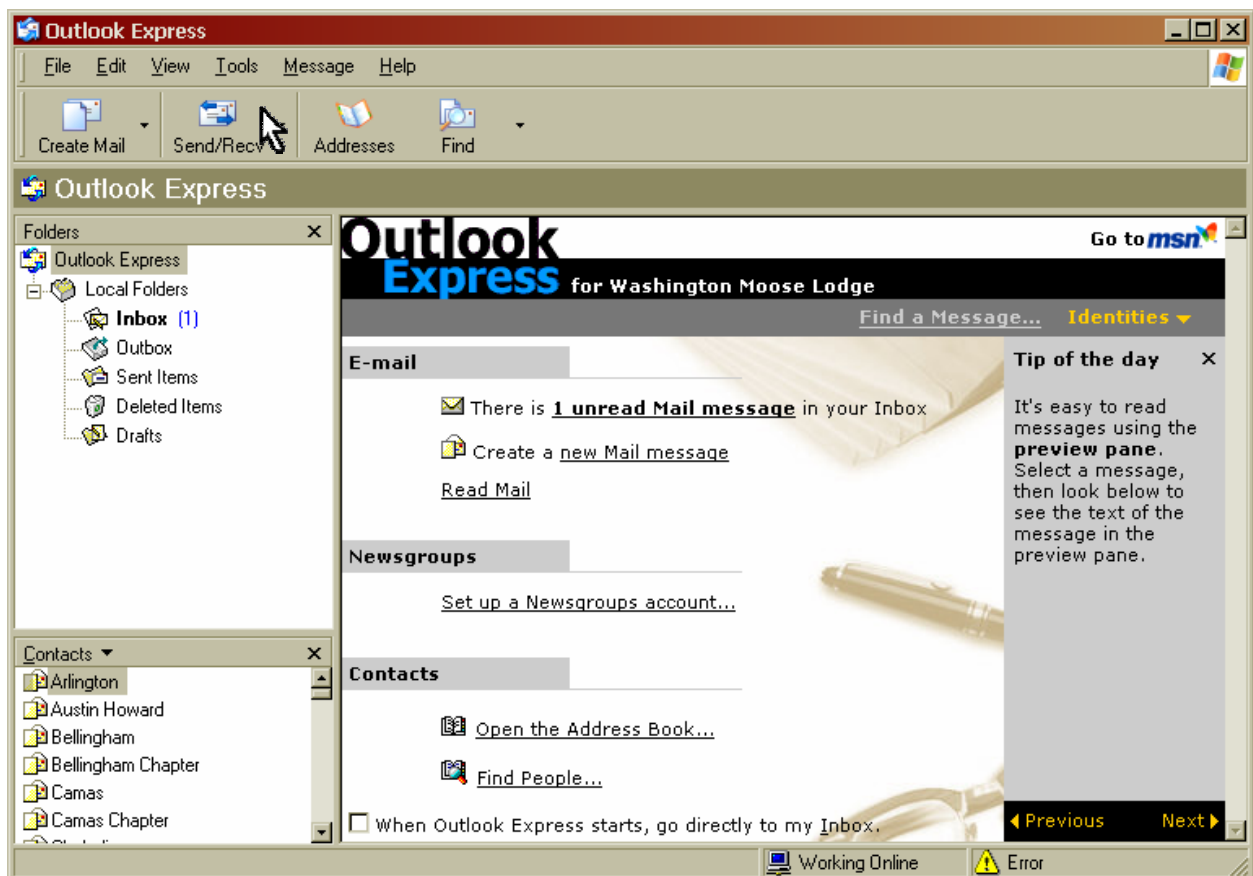
## Step 11

Click Close in the next window and you have successfully completed the setup.



## Step 12

Click Send/Recv and the program will download all of your messages from the Moose Mail Server. Once they are downloaded to your computer they will no longer be on the server and will exist only on your fraternal unit's computer.



If you have any questions or difficulties please contact the closest Technical Trainers or your District President

Here is the list of Technical Trainers:

### **LCL Coordinator**

**Betty May**  
Portland/Vancouver  
[bmay@moosetrainers.org](mailto:bmay@moosetrainers.org)

### **Technical Trainers**

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