

# HOW TO SET UP OUTLOOK EXPRESS FOR BDCHS.ORG EMAIL

The following are the SMTP and POP3 servers for the domain bdchs.org.

SMTP Server: mail.bdchs.org

POP3 Server: mail.bdchs.org

Please do the following for configuring the **Outlook Express**.

- =====
1. Start **Outlook Express**
  2. Select mail tab
  3. If there are any account set up please remove them if you don't need.Or try keeping these accounts.
  4. There is an option Add, click it. and select Mail.
  5. Give any name as Display Name.Click next
  6. Email address is your complete email address of the form (e.g. *username@bdchs.org*). Click next
  7. Under E-mail Server Names, click the appropriate incoming & Outgoing e-mail server type (Post Office Protocol version 3 [POP3] & SMTP are the default types ), and then type the names of your incoming and outgoing e-mail servers. Click Next.
  8. Incoming and outgoing mail servers are: mail.domain.com
  9. Username is your complete email address.
  10. Password is your password for the corresponding email account.
  11. Click Finish.
- =====

You can configure more than one account with out look express. Press send/receive button to down load all mails from your accounts to your local machine.

Important thing is that make sure do not tick the option "keep a copy of message on the server"  
Path to that option is :Tools->Accounts->Properties->Advanced->Leave a copy of message on the server.