

## Configuring Outlook Express/Windows Mail for Commander 360 email

1. Open Outlook Express/Windows Mail and select **Tools > Accounts**
2. Click on **Add > Mail** or **Email Account**
  - a. **Display name** - Your Display name e.g. John Smith > **Next**
  - b. **Email address** - Your Commander 360 email address > **Next**
  - c. Select My incoming mail server is a **POP3** server
    - Incoming mail - pops.onestream.com.au**
    - Outgoing mail - smtps.onestream.com.au > Next**
  - d. **Account name** - Your Commander 360 email address
  - e. **Password** - Your password for the Commander 360 email address
    - Remember Password** should be ticked > **Next**
  - f. Press **Finish**
3. Highlight the Email Account that now appears under the Mail Tab and click on **properties**
4. Select the **Servers** tab
  - a. Tick the box **Outgoing Mail server - My server requires authentication**
5. Select the **Advanced** tab and make changes to the Server Port numbers as per below
  - a. **Outgoing mail (SMTP)** - Tick the box - **This server requires a secure connection (SSL)** and change the port from **25** to **465**
  - b. **Incoming mail (POP3)** - Tick the box - **This server requires a secure connection (SSL)** and change the port from **110** to **995**
6. Press **OK**
7. Press **Close**