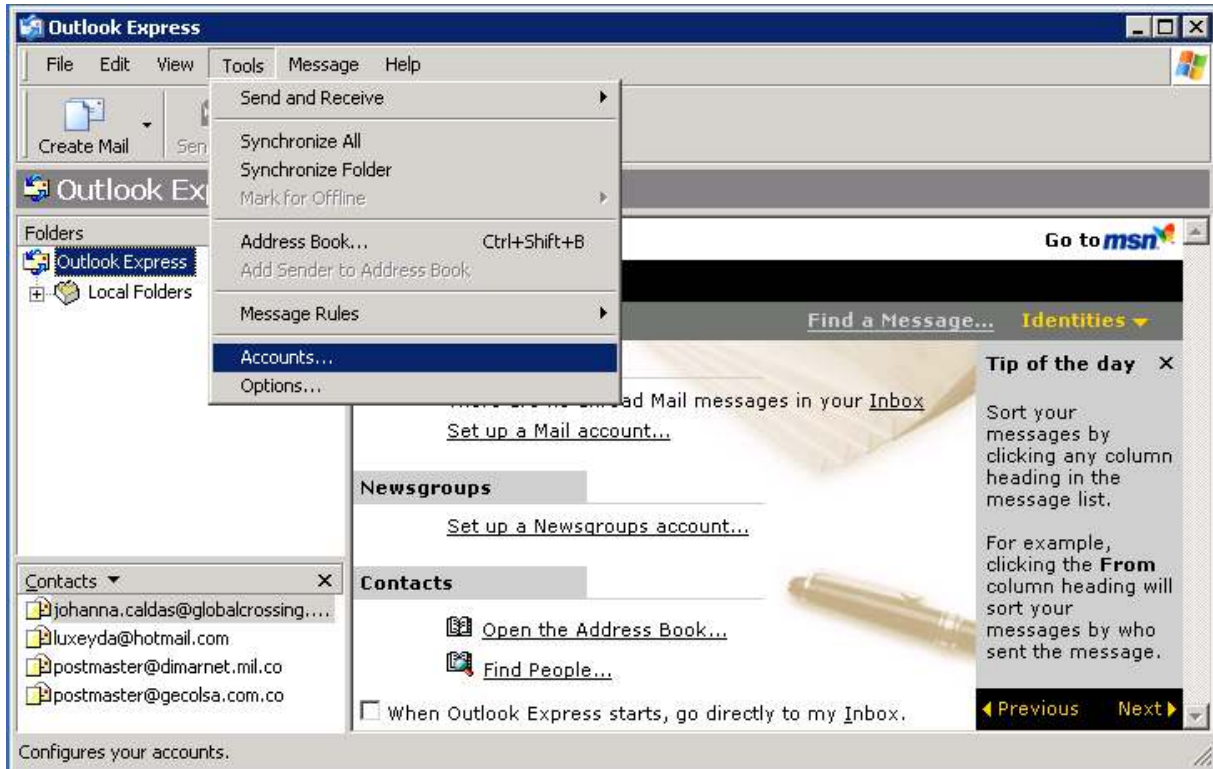
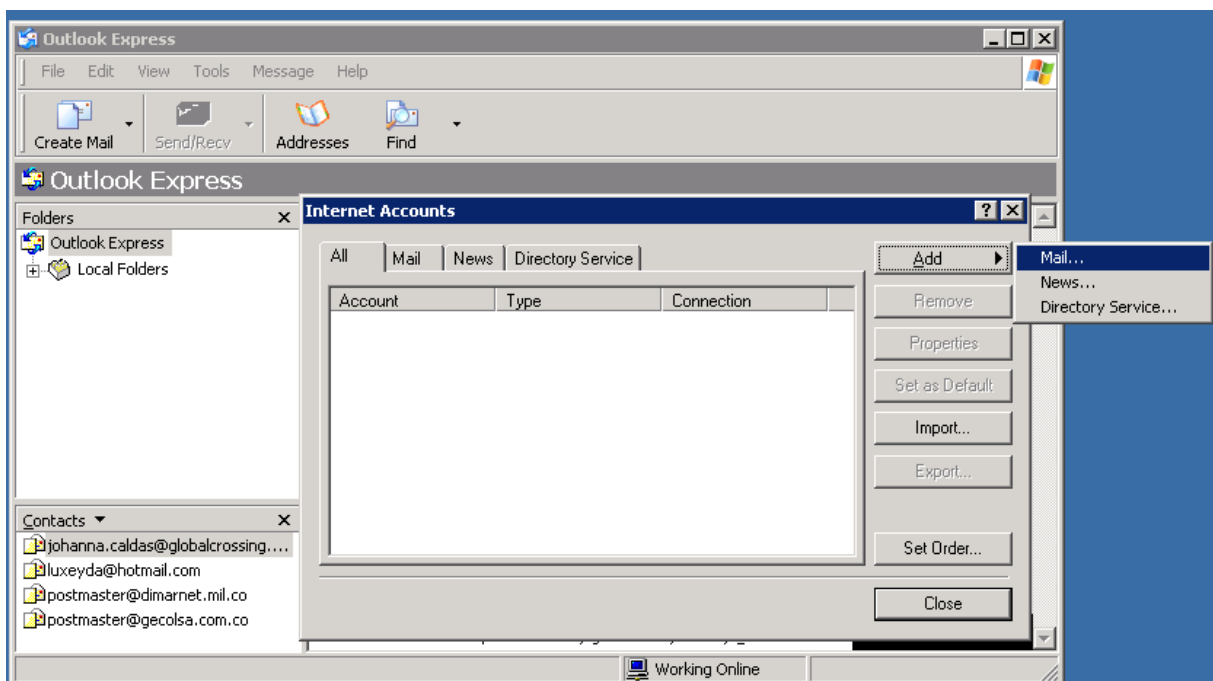


CONFIGURACION PARA OUTLOOK EXPRESS

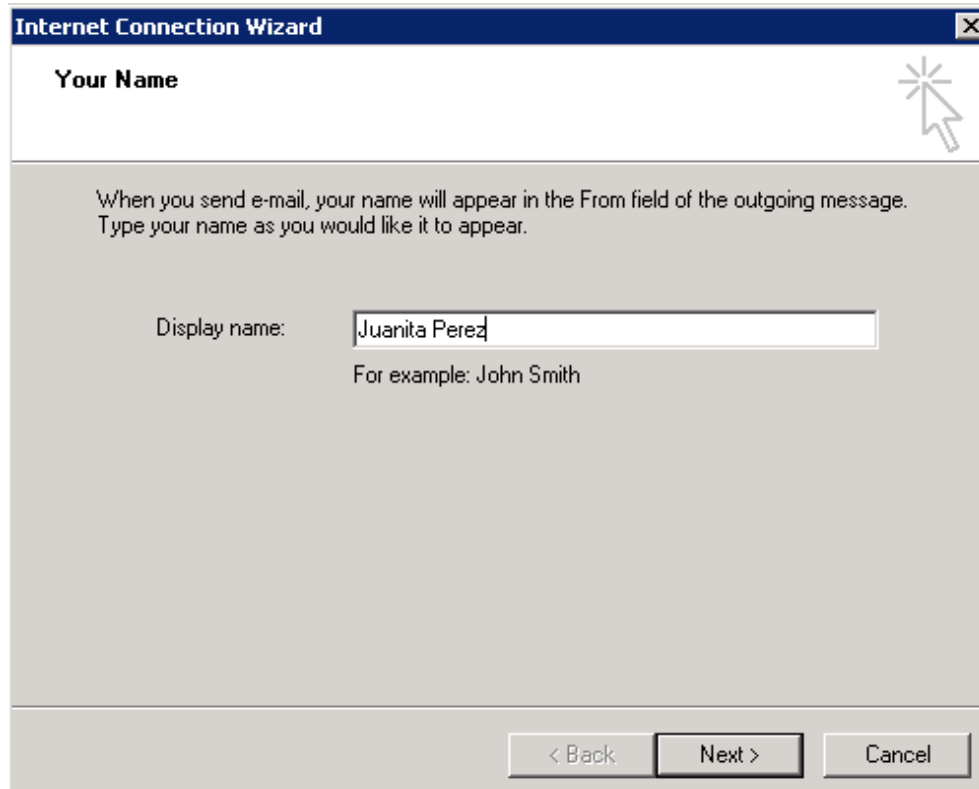
1. Abre el Outlook Express. En el Menú, selecciona la sección "**Herramientas**" y después la opción "**Cuentas**", como se muestra a continuación:



2. En la siguiente ventana selecciona "Adicionar...", luego "Cuenta" para comenzar la configuración de una nueva cuenta de correo:

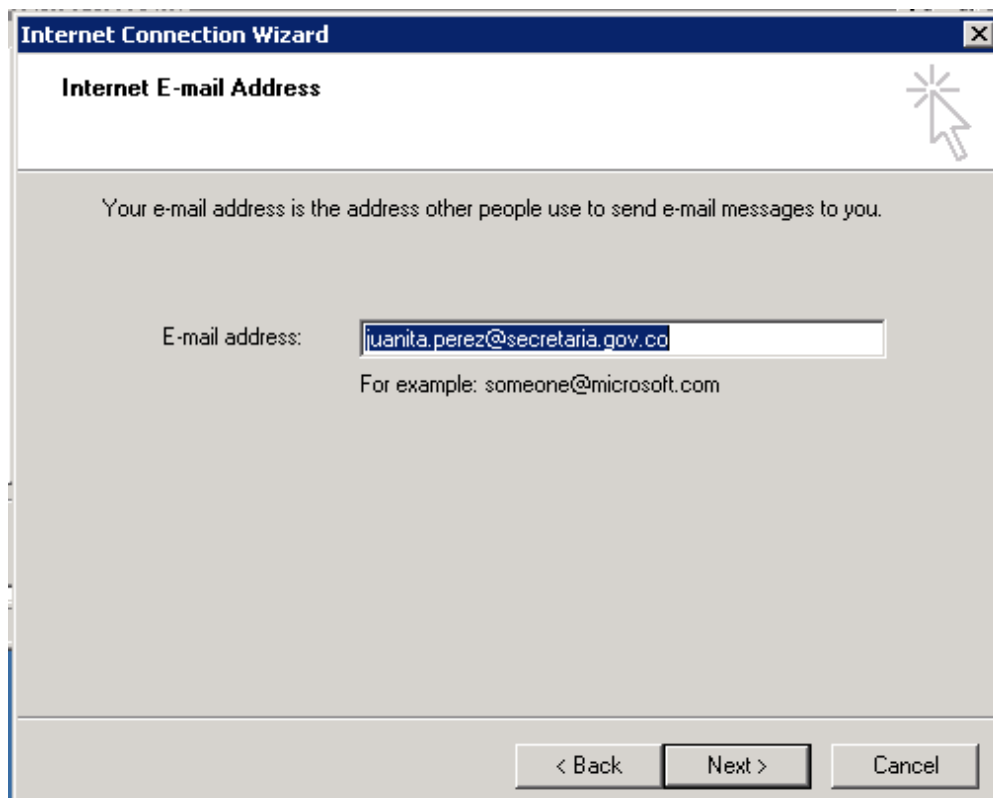


3. Escriba el nombre que mostrara cuando envié un correo. Oprima Siguiente



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading, there is a mouse cursor icon. The text reads: "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 text is a text input field labeled "Display name:" containing the text "Juanita Perez". Underneath the input field, it says "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

4. Escriba la cuenta de correo, ejemplo juanita.perez@secretaria.gov.co. Oprima Siguiente

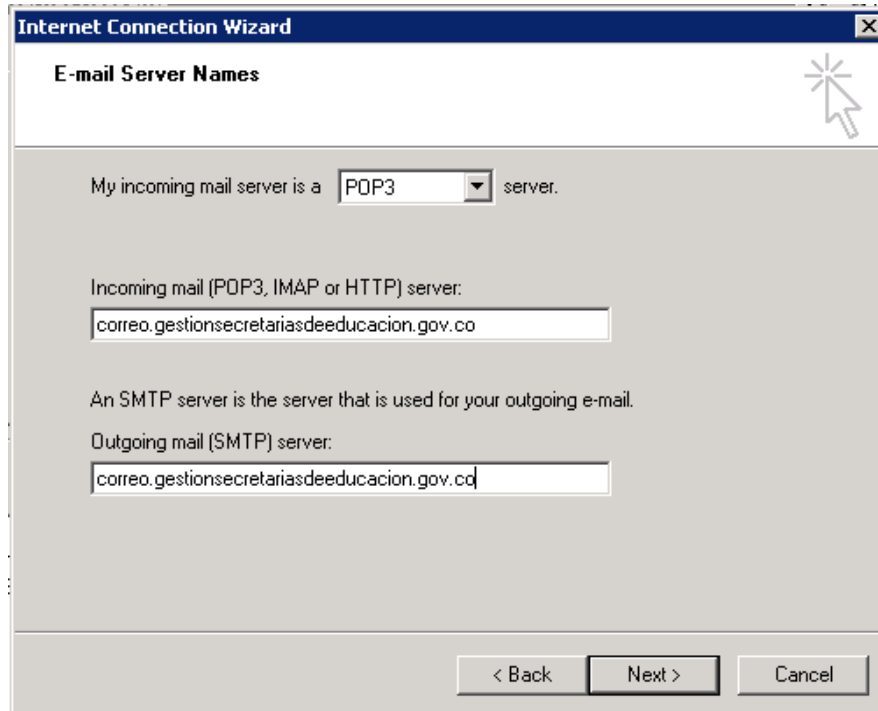


The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading, there is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text is a text input field labeled "E-mail address:" containing the text "juanita.perez@secretaria.gov.co". Underneath the input field, it says "For example: someone@microsoft.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

5. En Nombres de los servidores de correo debe digitar.

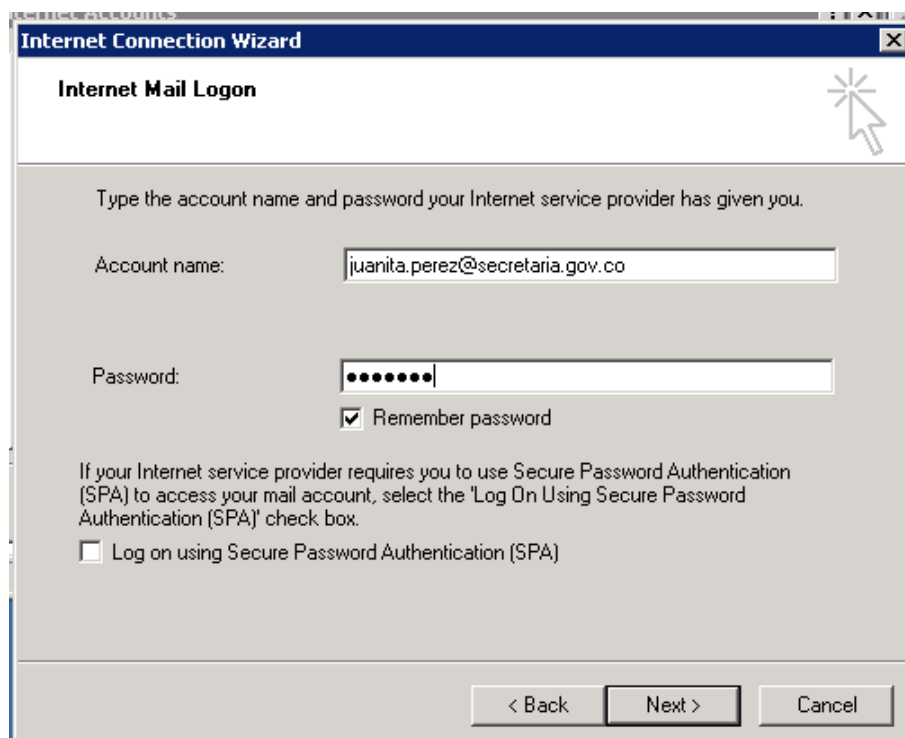
- Mi servidor de correo entrante es: **POP3**
- Servidor correo entrante: **correo.gestionsecretariasdeeducacion.gov.co**
- Servidor correo saliente: **correo.gestionsecretariasdeeducacion.gov.co**

Oprima Siguiente



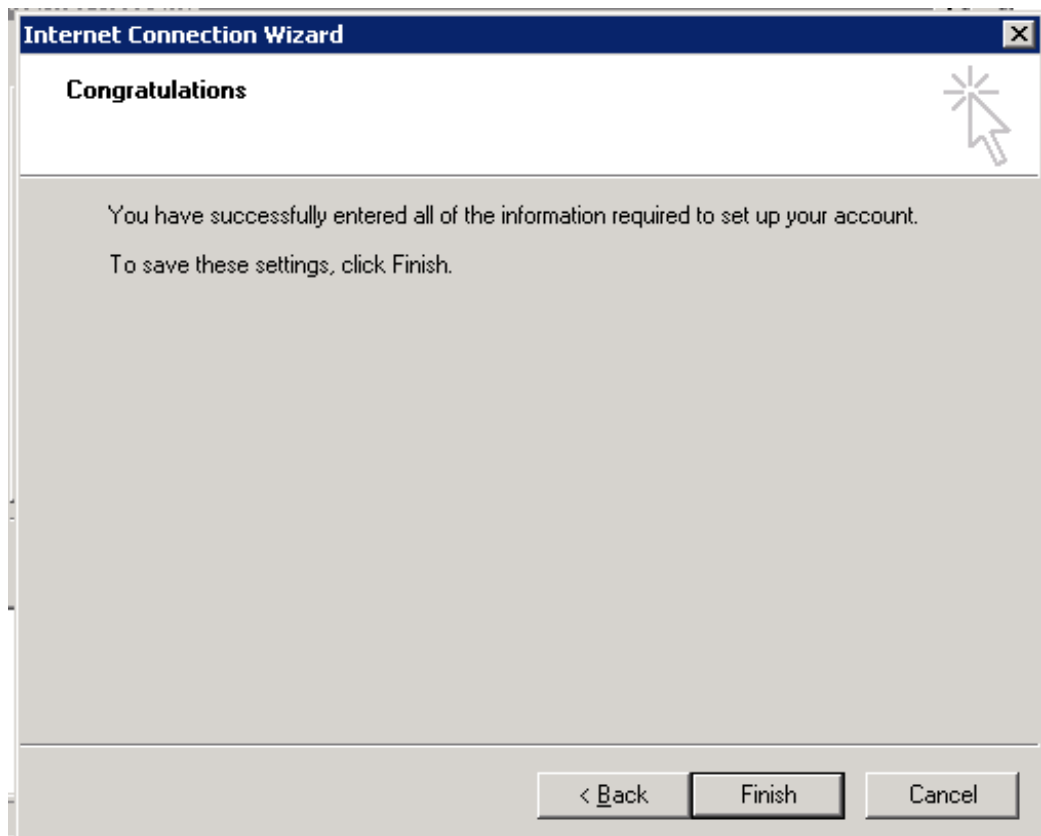
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a text field that says 'My incoming mail server is a' followed by a dropdown menu set to 'POP3' and the word 'server.'. Below this, there is a text box for the 'Incoming mail (POP3, IMAP or HTTP) server:' containing the text 'correo.gestionsecretariasdeeducacion.gov.co'. Further down, there is a text box for the 'Outgoing mail (SMTP) server:' containing the text 'correo.gestionsecretariasdeeducacion.gov.co'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. En la siguiente ventana digite el **Nombre de la Cuenta** y el **Password**.
Oprima Siguiente

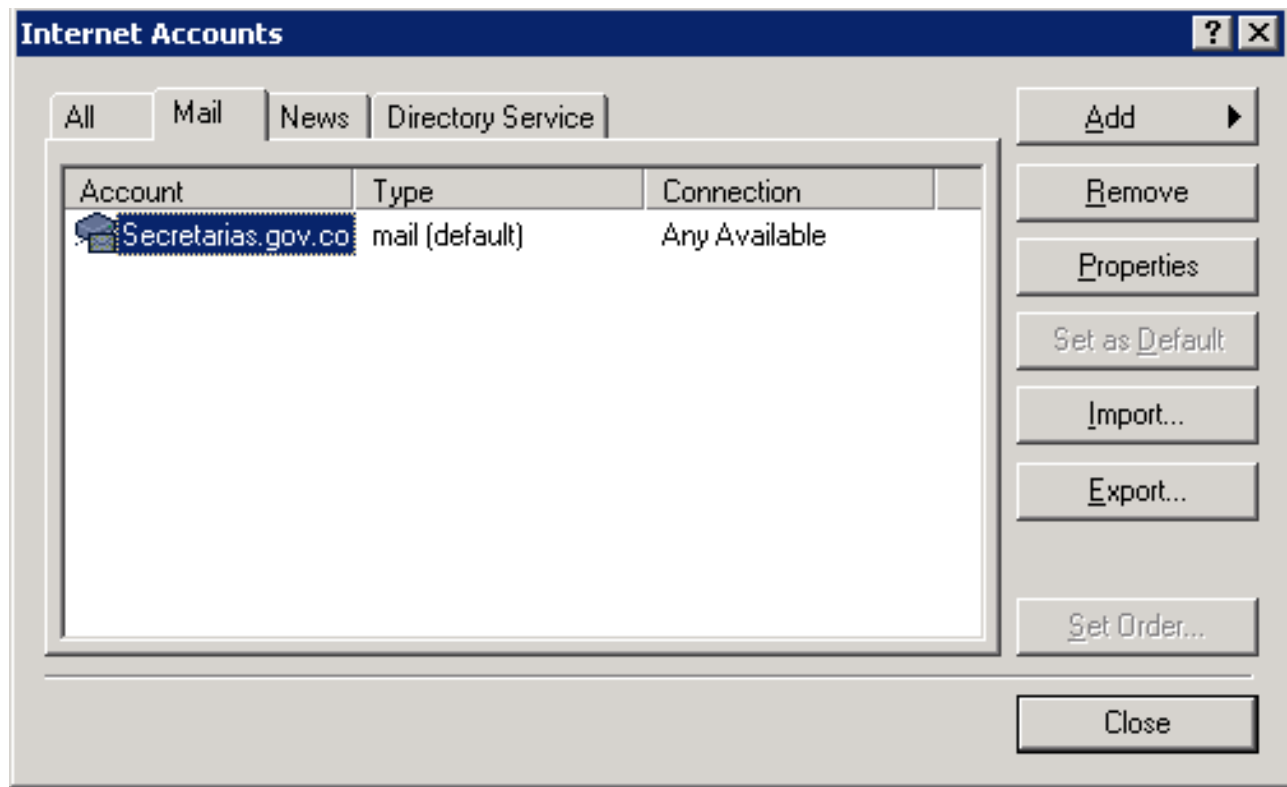


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text field that says 'Type the account name and password your Internet service provider has given you.'. Below this, there is a text box for 'Account name:' containing the text 'juanita.perez@secretaria.gov.co'. Below that, there is a text box for 'Password:' containing several dots. Below the password field, there is a checked checkbox labeled 'Remember password'. At the bottom of the dialog, 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 this text, there is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

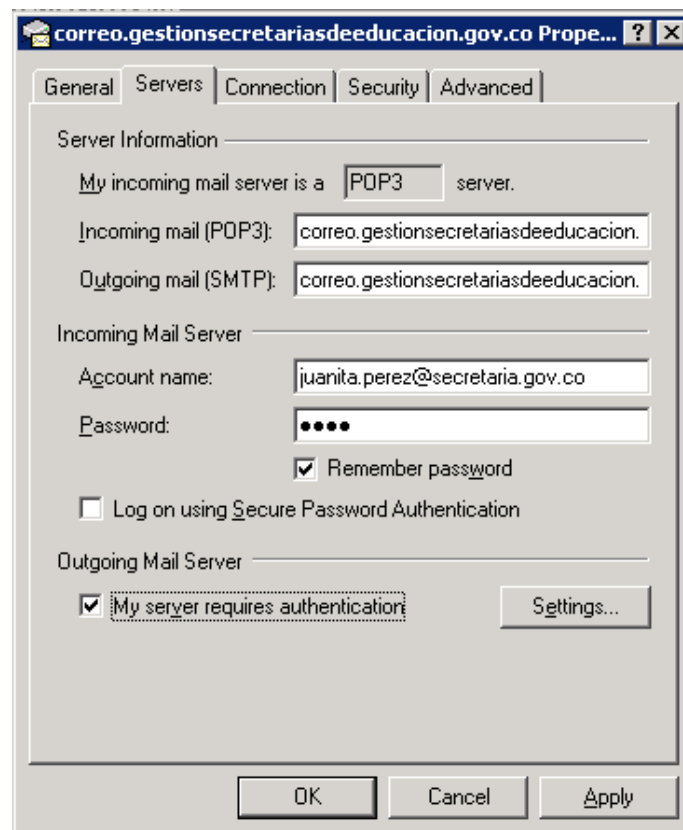
7. Ya se finalizo la creación de la cuenta. Oprima Siguiente



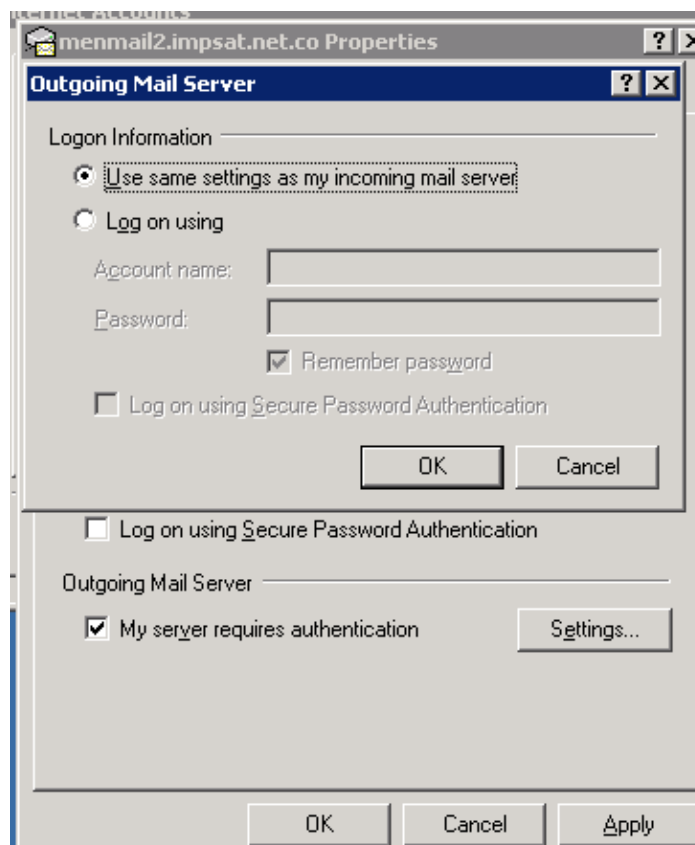
8. Ahora iniciaremos con la configuración de la cuenta de correo. Escoja la **cuenta** que creamos y oprima la opción de "**Propiedades**"



9. En la pestaña de **servidores**, marcar la casilla "**Mi servidor requiere autenticación**". Oprimir el botón "**configuración**"



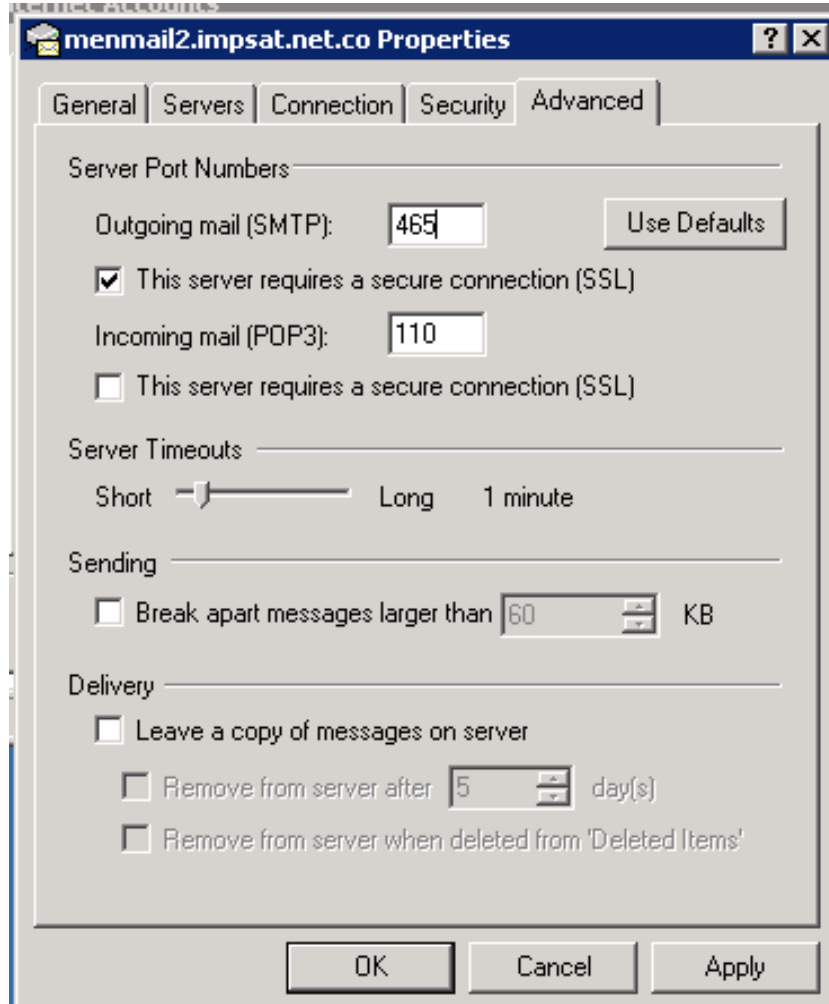
10. Seleccionar la opción "**Usar la misma configuración de mi servidor de correo entrante**". Oprimir OK.



11. Luego ir a la pestaña de **avanzadas**, para configurar los puertos

- En Correo Saliente colocar puerto "465" y marcar la casilla "Este servidor requiere una conexión segura SSL"

Oprimir APLICAR y OK



12. Así finalizamos la creación y configuración de nuestra cuenta de correo. Cuando haga uso de la misma le solicitara confirmar el uso de un certificado, como se ve en la siguiente imagen. Debe elegir que "SI".

