

# How to Set-up Multiple Identities in Outlook Express

Overview: Identities is a feature that Outlook Express uses to create custom profiles of each individual using MS-Outlook Express. With the shared resources features of Outlook Express 5.0, you can now comfortably let other people use your computer. Each user can set up a separate address book, inbox, and folders -- just as if he was using a separate computer. You can even password protect your Identity.

1. From Outlook Express, click the **File** menu.
2. Click **Identities**, and then select **Add New Identity**.
3. Enter the name of the additional user (e.g. John Doe).

**Optional:** If you want to password protect this additional name, check the box labeled "Ask me for a password when I start" and enter the password and click **OK**

**Note:** Enter a password that you can remember, otherwise you will not be able to use that Identity or even delete it.

4. When you click on **OK**, it will ask you **Do you want to switch to <identity> now?** where <identity> is the name you chose for additional user (e.g. John Doe).
5. Click **No** and choose from the list of **Identity names** that has priority and click on **Make Default**. This will be the default Identity Outlook Express will use.
6. Choose a name for the **Start Up Using** feature. This will be the Identity Outlook Express will launch with (preferably the one set to default).

## Switching Between Identities for the First Time

After launching Outlook Express, you can switch between the identities. To do that:

7. Click on **File** menu and click on **Switch Identities**.
8. Select from the list and click on **OK**.

**Note:** If you set a password for this Identity, enter that password in **Password** field and then click on **OK**.

9. Choose the option **Create a new Internet mail account** and click **Next**.
10. In the **Display name**, enter the name that you will use for your additional e-mail address and click **Next**.
11. If not selected, select **I already have an e-mail address that I'd like to use**, type in the new/additional e-mail address and click **Next**.
12. In the **Incoming mail (POP3, IMAP or HTTP) server**, type in **access.k12.wv.us**
13. In the **Outgoing mail (SMTP) server**, type in **SMTP.VONL.COM** and click **Next**.
14. In the **Account name**, type in <pop account>.

**Note:** <pop account> is the first part of the e-mail address (e.g. for jdoe@access.k12.wv.us the <pop account> is going to be jdoe---all in lower case).

15. Enter the password for this pop account that was assigned to your e-mail address, which may not be the same as your Identity password.
16. Click on **Finish**.
17. Select **Do not import at this time** and click **Next**.
18. Click on **Finish**.

**Repeat steps 7 - 18 for all the additional Identities.**

You are now ready to use Identity.