

Setting up your email account with Outlook Express





This short manual explains how to set up your email account and is in two parts

Part one

explains how to set up Outlook Express to send and receive your mail

Part two

covers mail retrieval using your browser

Account names and password

You will have received an email with your **account name(s)** and **password(s)**.

Account names usually take the following form, myname@mydomainname.co.uk, my.name@mydomainname.com



Setting up for Outlook Express

Start **Outlook Express**
go to **Tools**
then **Accounts**
click **Add**
then click **Mail**
this will start the Internet Connection Wizard

The example is for Jack Daniels at jack@yourdomainname.co.uk

A screenshot of the "Internet Connection Wizard" dialog box. The title bar is blue with the text "Internet Connection Wizard" and a close button (X) in the top right corner. The main area has a light beige background. At the top left, it says "Your Name" in bold. Below this, there is a text box containing "Jack Daniels". To the left of the text box is the label "Display name:". Below the text box is the text "For example: John Smith". A yellow callout bubble with a pointer to the text box contains the text "ENTER YOUR NAME HERE". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

Your Name

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.

Display name:

For example: John Smith

ENTER YOUR NAME HERE

< Back Next > Cancel

next>

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

ENTER THE EMAIL ADDRESS YOU HAVE BEEN SUPPLIED

< Back Next > Cancel

next>



Internet Connection Wizard [Close]

E-mail Server Names [Help]

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

ENTER THE DETAILS AS SHOWN HERE.
THIS WILL BE mail.(then your domain without the www.)

< Back Next > Cancel

next>



Internet Connection Wizard [X]

Internet Mail Logon [Help Icon]

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

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.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

ENTER YOUR ACCOUNT NAME AND PASSWORD SUPPLIED

next>

Internet Connection Wizard [X]

Congratulations [Help Icon]

You have successfully entered all of the information required to set up your account.

To save these settings, click Finish.

Finish>

Lastly go to

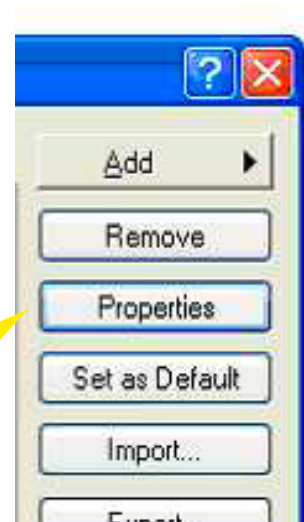
Tools > Accounts > Properties

then

Servers tab and ensure that – My server requires authentication – is ticked

CLICK ON PROPERTIES

THEN SERVERS



ENSURE 'My server requires authentication' IS TICKED



You also have a WebMail box to administer your email. Use this method if you wish to change your password or other settings. You can also reach your mail from any computer browser via the mailbox as long as you know your email address and password. To reach the mailbox login panel you can use the following address, <http://webmail.webmagic.uk.net>

Or via the WebMagic website
www.webmagic.uk.net

Then

Your account > Webmail panel



This will take you to your mailbox login panel, enter your email address and password to access your mail.

Welcome to WebMail

To log-in to WebMail please enter your email address and password below.

Email Address:

Password: