# Starter Mailbox Email Software Setup Guide













Setting up a Starter mailbox only takes a few minutes. You can set up any email software to receive email from your mailbox. This guide will show you step by step how to set up the most common mail software to work with your new mailbox.

You can connect to your mailbox using either the POP3 or IMAP protocols. As a rule of thumb it is better to use POP3 if only one computer accesses your mailbox, while it is better to use IMAP if you have a number of computers that will access your mailbox. This guide will show you step by step how to set up the most common mail clients to work with your new mailbox, using whichever protocol you prefer.

### Before you Start

Before you set up your email software, there are certain things you will need. These are:

- Email software
- Internet connection
- Incoming Server address (shown in your control panel)
- SMTP address (as advised by your internet service provider)
- Username (This is the same as the email address for your new mailbox)
- Password (As specified when you created the mailbox)
- Note: Starter mailboxes do not have an associated SMTP service. You should contact your Internet Service provider who will be able to provide you with appropriate SMTP settings for use with your domain name. Without this information you will be able to receive messages from your mailbox, but will be unable to send emails.

# Software Covered in this Guide

Windows Live Mail	Windows Live Mail
	Windows Mail
S	Outlook Express
<b>2</b>	Outlook 2003
	Outlook 2007
09	Outlook 2010
9	Thunderbird
	Mac Mail

# Setting up Windows Live Mail

Step 1Open Windows Live Mail. Click Tools,<br/>then Accounts in the drop down menu.

Тоо	s Actions Help	
	Send and receive	•
	Synchronize all	
	Message rules	۲.
	Contacts	Ctrl+Shift+C
	Newsgroups	Ctrl+W
	Manage feeds	
	Accounts	
	Safety options	
	Options	

Step 2	The Accounts window will	Accounts
	open. Click Add in the top	Set up new e-mail accounts or newsgroup subscriptions by clicking Add. To make changes, export, or remove an account or subscription, select it first.
	right corner.	News Add
		Add  Account)  Account
		Contacts Directory    Properties
		Set as Default
		Import
		Export
		Close
Step 3	Select E-mail account and	
	click <b>Next</b> .	Add an account
		Select Account Type
		What type of account would you like to add?
		Email Account
		Newsgroup Account
		Contacts Directory Account
		Get help finding the information to set up my account
		Next Cancel
Step 4	Enter your full email	
	address. This made	dd an E-mail Account
	up of the mailbox	
	name you chose, an	Please enter your e-mail account information below:
	@ symbol and your	E-mail address: ralph@ralphsdomainname.com
	domain name. In	example555@hotmail.com Get a free e-mail account
	the next text box,	Password:
	enter your mailbox	Remember password
	password.	How should your name appear in e-mail sent from this account?
		Display Name: Ralph Smith
	Finally, enter a	For example: John Smith
	display name. This	
	is what most email	Anually configure server settings for e-mail account.
	users will see in	Next Cancel
	their inboxes instead of your	EIIIAII AUUIESS.

Check the box marked *Manually configure server settings for e-mail account*. And click **Next**.

	<ul> <li>selected from the drop down list and enter the following details.</li> <li>Incoming Server: Enter <i>mail.yourdomain.com</i> (replacing yourdomain.com with your domain name).</li> <li>Incoming server port: Should be set at <i>110</i> if using POP3, and <i>143</i> if using IMAP.</li> <li>This server required a secure connection: Leave unchecked.</li> </ul>
	<ul> <li>with your domain name).</li> <li>Incoming server port: Should be set at <i>110</i> if using POP3, and <i>143</i> if using IMAP.</li> </ul>
	• Incoming server port: Should be set at <i>110</i> if using POP3, and <i>143</i> if using IMAP.
	IMAP.
	• This server required a secure connection: Leave unchecked.
	• Log on using: Select Clear text authentication from the drop down menu.
	Logon ID: Enter the email address of your mailbox.
Step 6	In the Outgoing server Information section you should enter the SMTP settings as
	advised by your Internet Service Provider. Then click Next.
	Add an E-mail Account
	Where can I find my e-mail server information?
	Incoming Server Information
	My incoming mail server is a POP3 server.
	Incoming server: mail.ralphsdomainname.com Port: 110
	This server requires a secure connection (SSL)
	Log on using: Clear text authentication
	Login ID (if different from e-mail address):
	ralph@ralphsdomainname.com
	Outgoing Server Information
	Outgoing server: Your-ISP's-SMTP-Server Port: 25
	This server requires a secure connection (SSL)
	My outgoing server requires authentication
	(Next) Cancel
	Cancer

Click **Finish** to set up your account, and close the new account wizard.

Step 7

Add an E-mail Account
You have successfully entered in the information required to set up your account.
Finish Cancel

Windows Live Mail is now configured to receive email from your Starter mailbox and send email through your ISP's mail server.

# Setting up Windows Mail

- Step 1
   Click the Windows logo in the bottom left corner of your screen, then click Windows

   Mail.
- Step 2Windows Mail will open. Click theTools menu, then click Accounts.

Тоо	ls Message Help	
	Send and Receive	•
	Synchronize All	
	Windows Contacts	Ctrl+Shift+C
	Add Sender to Contacts	
	Windows Calendar	Ctrl+Shift+L
	Message Rules	•
	Newsgroups	Ctrl+₩
(	Accounts	
	Junk E-mail Options	
	Options	

Step 3	The Internet Accounts	Internet Accounts	<b></b>
	window will open.	Set up new e-mail accounts or newsgroup subscriptions by clicking Add. To make changes, export, or remove an account or subscription, select it first.	
	Click Add in the top	News A	
	right corner. Click Mail	Microsoft Communities (default) msnews.microsoft.com	Add Remove
	in the menu that	Directory Service 🗸	Properties
	appears. This will		Set as Default
	open the Internet		Import
	Connection Wizard.		Export
			Set Order



**Note:** If it is the first time you have run Windows Mail on this computer, the Internet Connection Setup wizard may start automatically.

Close

#### Step 4

On the first screen of the Internet Connection Wizard, you'll be asked to enter a display name. This is what most email users will see in their inboxes instead of your email address. Enter your name, then click **Next**.

<b>9</b>	
Your Name	
When you send e-mail, y Type your name as you	your name will appear in the From field of the outgoing message. would like it to appear.
Display name:	Ralph Smith
	For example: John Smith
	nail account information?
Where can I find my e-m	
Where can I find my e-m	(Next) Ca

Step 5	Enter your full email
	address. This made up
	of the mailbox name you
	chose, an @ symbol and
	your domain name.
	Then click <b>Next</b> .

0	æ
Internet E-mail Address	
Your e-mail address is the	address other people use to send e-mail messages to you.
E-mail address:	ralph@ralphsdomainname.com
	For example: someone@microsoft.com
Where can I find my e-ma	il account information?
	Next Cancel
	Your e-mail address is the E-mail address:

Step 6

Depending upon how you would like to connect, ensure that either **POP3** or **IMAP** are selected from the drop down list, and enter the following details.

		×
Enter	0	
mail.yourdomain.co.uk	Set up e-mail servers	
(replacing	Incoming e-mail server type:	
yourdomain.co.uk with	POP3	
your domain name) in the	Incoming mail (POP3 or IMAP) server:	
Incoming mail (POP3,	mail.ralphsdomainname.com	
IMAP or HTTP) server	Outgoing e-mail server (SMTP) name:	
text box.	your-ISP's-SMTP-Server	
	Outgoing server requires authentication	
Contact your ISP for your	Where can I find my e-mail server information?	
SMTP details and enter	Next Cancel	
them in the Outgoing		

Your ISP should advice if you need any authentication settings for the outgoing server.

When you have entered your mail server names, click Next.

mail (SMTP) server text box.

Step 7	On the Internet Mail			
	Logon screen, enter	0		
	your full email address	Internet Mail Logon		
	in the <i>E-mail username</i>	Type the account name	e and password your Internet service provider has given you.	
	text box, and your	E-mail username:	ralph@ralphsdomainname.com	
	mailbox password in the	Password:	••••••	
	Password text box.		Remember password	
	When you have entered		Next	Cancel

your mailbox name and password, click Next.

Step 8	Click Finish and	
	the mailbox will	<b>(</b> )
	be added to	Congratulations
	Windows Mail.	You have successfully entered all of the information required to set up your account. To save these settings and download your e-mail folder list and messages, click Finish. Do not download my e-mail and folders at this time
		Cancel

Step 9 Click Close to close the wizard and start using your email account.

#### If your ISP's SMTP server requires a username and password

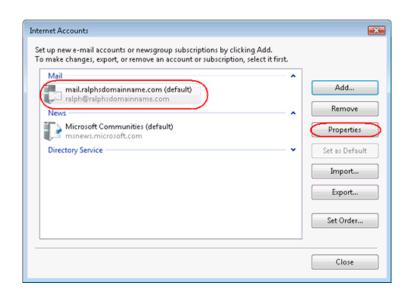
If the SMTP settings your ISP has provided you include a username and password, there are some additional steps you should take to allow you to connect to their server.

Step 10Click the Tools menu, then clickAccounts.

Тоо	ls Message Help				
	Send and Receive				
	Synchronize All				
	Windows Contacts	Ctrl+Shift+C			
	Add Sender to Contacts				
	Windows Calendar	Ctrl+Shift+L			
	Message Rules	•			
	Newsgroups	Ctrl+W			
. (	Accounts				
	Junk E-mail Options Options				

### Step 11

Select your email account and click **Properties.** 



#### Step 12

Select the *Servers* tab, check the *My server requires authentication* box, and click **Settings**.

🗊 mail.ralphsdomainname.com Properties 🛛 😨 💌				
General Servers Connection Security Advanced				
Server Information				
My incoming mail server is a POP3 server.				
Incoming mail (POP3): mail.ralphsdomainname.com				
Outgoing mail (SMTP): smtp.ralphsdomainname.com				
Incoming Mail Server				
E-mail username: ralph@ralphsdomainname.com				
Password:				
Remember password				
Log on using Secure Password Authentication				
Outgoing Mail Server				
My server requires authentication  Settings				
OK Cancel Apply				

#### Step 13

Select *log on using*, enter the username and password provided by your ISP, then click **OK**, **Apply,** then **OK** again.

ising,	Outgoing Mail Server	
ame	Logon Information	
ur	Use same settings a	s my incoming mail server
OK,	Log on using	
κ	E-mail username:	My-ISP's-Username
	Password:	••••••
		🖉 Remember password
	🕅 Log on using Sec	ure Password Authentication
		OK Cancel

Step 14 Click Close to close the wizard and start using your email account.

Windows Live is now configured to receive email from your Starter mailbox and send email through your ISP's mail server.

# Setting up Outlook Express

Step 1Open Outlook Express. Click the Toolsmenu, then click Accounts.

Tools	Message	Help	
Send	d and Receive	3	۲
Sync	hronize All		
Sync	hronize Folde	er	
Mark	for Offline		⊦
Add	ress Book	Ctrl+Shift+B	
Add	Sender to Ad	ldress Book	
Mes:	sage Rules		۲
Acco	unts		
Opti	ons		

#### Step 2

Accounts window will open. Click Add in the top right corner. Click Mail in the menu that appears. This

The Internet

ternet Accounts			?	3	Tip of the d
All Mail News	Directory Service		Add 🕨	Mail	The anew to y
Account	Туре	Connection	Remove	Director	ry Service
Active Directory Bigfoot Internet WenSign Internet WhoWhere Inter	directory service	Local Area Network Local Area Network Local Area Network Local Area Network	Properties Set as Default Import Export		pane.
			Set Order		

will open the Internet Connection Wizard.

**Note:** If it is the first time you have run Outlook Express on this computer, the Internet Connection Setup wizard may start automatically.

#### Step 3

On the first screen of the *Internet Connection Wizard*, you'll be asked to enter a display name. This is what most email users will see in their

Your Name		Ť.
	-mail, your name will appear in the From field of the outgoing m s you would like it to appear.	nessage.
Display nam	e: Ralph	
	For example: John Smith	
	For example: John Smith	

inboxes instead of your email address. Enter your name, then click Next.

Internet Connection Wizard

#### Step 4

email address. This made up of the mailbox name you chose, an @ symbol and your domain name.

Enter your full

When you have entered your 

 Internet E-mail Address

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

 E-mail address:
 ralph@ralphsdomainname.com

 For example:
 someone@microsoft.com

 < Back</td>
 Next >

 Cancel

email address, click Next.

#### Step 5

Depending upon
your favored
connection. Select
POP3 or IMAP from
the drop down
the drop down menu.

	Internet Connection Wizard
	E-mail Server Names
t	1
om	My incoming mail server is a POP3 v server.
	mail.ralphsdomainname.com
	An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:
	smtp.ralphsdomainname.com
	< Back Next > Cancel

Enter **mail.yourdomain.co.uk** (replacing yourdomain.co.uk with your domain name) in the *Incoming mail (POP3, IMAP or HTTP) server* text box.

Contact your ISP for your SMTP details and enter them in the *Outgoing mail (SMTP) server* text box.

When you have entered your mail server names, click Next.

Step 6	On the Internet Mail	Internet Connection Wizard		
	Logon screen, enter	Internet Mail Logon		米
	your full email			5
	address in the	Type the account name and	d password your Internet service provider has given you.	
	<i>Account name</i> text box.	Account name:	ralph@ralphsdomainname.com	
	<b>DOX</b> .	Password:	•••••	
	Enter the password for the mailbox in the <i>Password</i> text			
	box.		< Back Next>	ancel

When you have entered your mailbox name and password, click Next.

Important: Log on using Secure Password Authentication (SPA) should not be checked.

Step 7

Click **Finish** and the mailbox will be added to Outlook Express.

nternet Connection Wizard	
Congratulations	×.
You have successfully entered all of the i To save these settings, click Finish.	nformation required to set up your account.
	< Back Finish Cancel

You will be left at the Internet Accounts window.

 Step 8
 Select the account you

 have just created and
 click Properties.

Internet Accounts	? 🛛
All         Mail         News         Directory Service           Account         Type         Connection           Active Directory         directory service         Local Area Network           Bigfoot Internet         directory service         Local Area Network           mail relphsdomai.         mail (default)         Any Available           VeriSign Internet         directory service         Local Area Network           WhoWhere Inter         directory service         Local Area Network	Add Remove Properties Set as Default Import Export Set Order
	Close

Step 9

If your ISP's SMTP server requires username and password authentication, click the *Servers* tab and ensure the **My server requires authentication** check box is selected, then click **Settings**.

🕆 mail.ralphsdomainname.com Properties 🛛 🔹 🔀						
General Servers Connection Security Advanced						
Server Information						
My incoming mail server is a POP3 server.						
Incoming mail (POP3): mail.ralphsdomainname.com						
Outgoing mail (SMTP): smtp.ralphsdomainname.com						
Incoming Mail Server						
Account name: ralph@ralphsdomainname.com						
Password:						
Remember password						
Log on using Secure Password Authentication						
Outgoing Mail Server						
Vy server requires authentication						
-						
OK Cancel Apply						

#### Step 10

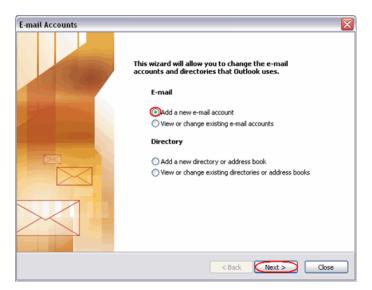
Enter the username and password provided by your ISP in the text boxes provided and click **OK**.

Outgoing Mail Serve	<sup>د</sup> ا کا کا			
Logon Information Output Server				
<ul> <li>Log on using</li> </ul>				
Account name:	My-ISP's-username			
Password:	•••••			
	Remember password			
Log on using Secure Password Authentication				
	OK Cancel			

Step 11Finally, click OK, then Close to close the wizard. Outlook Express is now configured to<br/>receive email from your Starter mailbox and send email through your ISP's mail server.

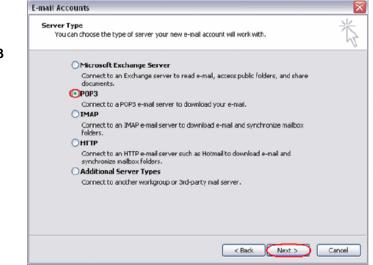
# Setting up Outlook 2003

- Step 1 Open Outlook 2003, click **Tools** in the top menu, then click **E-mail Accounts**.
- Step 2 Select Add a new e-mail account, then click the Next button.



#### Step 3

Depending upon your favoured type of connection. Select **POP3** or **IMAP** from the list of available server types, then click **Next**.



**Step 4** There is a lot of information to fill in on this next screen, let's look at each section bit by bit.

#### **User Information**

- Your name: This is what most email users will see in their inboxes instead of your email address. Enter your name.
- E-mail Address: Enter your full email address. This is made up of the mailbox name you chose, an @ symbol and your domain name. <u>ralph@ralphsdomainname.com</u> for example.

#### **Server Information**

- Incoming mail server: Enter *mail.yourdomain.com* (replacing yourdomain.com with your domain name)
- Outgoing mail server (SMTP): Enter the SMTP server provided to you by your ISP.

#### Login Information

- User Name: Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.
- **Password:** Enter the password you chose for the mailbox.
- **Remember password:** Check this box.
- Log on using secure password authentication (SPA): Leave unchecked.

Once complete, the screen should look similar to the following:

E-mail Accounts				
Internet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.				
User Informati	ion	Server Information		
Your Name:	Ralph	Incoming mail server (POP3):	ail.ralphsdomainname.com	
E-mail Address:	1@ralphsdomainname.com	Outgoing mail server (SMTP):	Your-ISP's-SMTP-Server	
Logon Information		Test Settings		
User Name: Password:	1@ralphsdomainname.com	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)		
	Remember password	Test Account Settings		
Log on using Secure Password Authentication (SPA) More Settings				
<pre>&lt; Back Next &gt; Cancel</pre>				

If your ISP's SMTP server does not require a username and password, click **Next**, then the **Finish** button to complete the wizard.

 Step 8 (optional)
 If your ISP's SMTP server requires a username and password click More Settings.

Internet E-mail Se	ttings 🛛 🔀
General Outgoing S	erver Connection Advanced
My outgoing ser	ver (SMTP) requires authentication
OUse same set	tings as my incoming mail server
ing on using	
User Name:	Your-ISP's-Username
Password:	*****
	Remember password
Log on us	ing Secure Password Authentication (SPA)
O Log on to inco	oming mail server before sending mail
Tenenenenenenenenen	
	OK Cancel

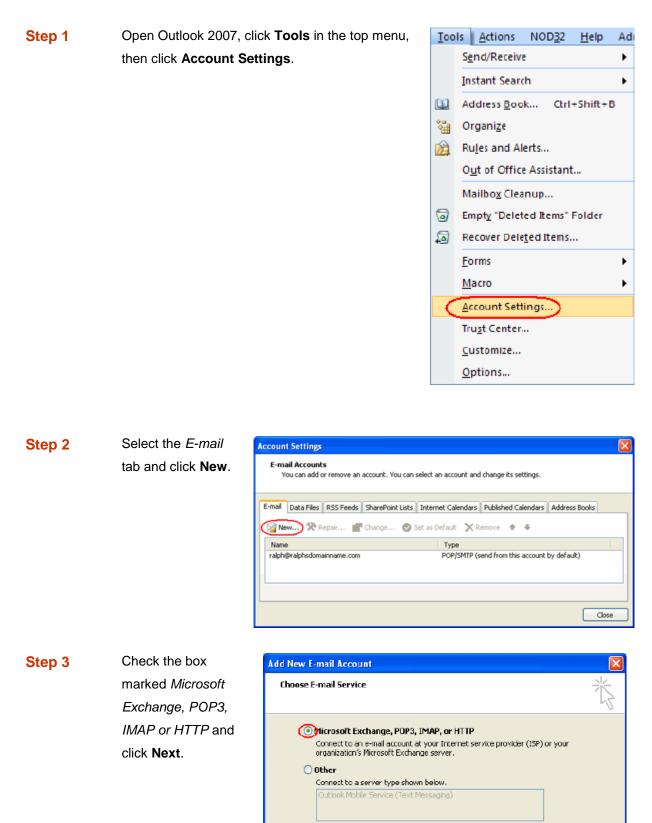
Step 9 (optional)Check the boxes marked My outgoing server (SMTP) requires authentication and Log<br/>on using, enter your ISP's username and password in the text boxes provided, then<br/>click OK.

Step 10 Click the Next button, then the Finish button.

(optional)

Outlook 2003 is now configured to receive email from your Starter mailbox and send email through your ISP's mail server.

# Setting up Outlook 2007



Cancel

< Back

Next >

Step 4	Select Manually	Add New E-mail Account
	configure server	Auto Account Setup
	settings of	4
	additional server	
	types and click	Your Name: Example: Barbara Sankovic
	Next	E-mail Address;
		Example: barbara@contoso.com
		Password:
		Retype Password: Type the password your Internet service provider has given you
Step 5	Select <b>Internet E-</b> <b>mail</b> and click next.	Add New E-mail Account     X       Choose E-mail Service     X
		Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.     Microsoft Exchange     Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.     Other     Connect to a server type shown below.     Outlook Mobile Service (Text Messaging)        Outlook Mobile Service (Text Messaging)

Step 6 There is a lot of information to fill in on this next screen, let's look at each section bit by bit.

#### **User Information**

- Your name: This is what most email users will see in their inboxes instead of your email address. Enter your name.
- E-mail Address: Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name, ralph@ralphsdomainname.com for example.

#### **Server Information**

• Account type: Depending upon your favoured type of connection. Select **POP** or **IMAP** from the drop down menu.

- **Incoming mail server:** Enter *mail.yourdomain.com* (replacing yourdomain.com with your domain name)
- **Outgoing mail server (SMTP):** Enter the SMTP server name provided by your Internet service provider.

#### **Login Information**

- User Name: Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.
- **Password:** Enter the password you chose for the mailbox.
- **Remember password:** Check this box.
- Require logon using Secure Password Authentication (SPA): Leave unchecked.

Once complete, the screen should look similar to the following.

Add New E-mail Account				
Internet E-mail Settings Each of these settings are required to get your e-mail account working.				
User Information		Test Account Settings		
Your Name:	Ralph Smith	After filling out the information on this screen, we		
E-mail Address:	alph@ralphsdomainname.com	recommend you test your account by clicking the button below. (Requires network connection)		
Server Information				
Account Type:	POP3	Test Account Settings		
Incoming mail server:	mail.ralphsdomainname.com			
Outgoing mail server (SMTP):	Your-ISP's-Server-Settings			
Logon Information				
User Name:	alph@ralphsdomainname.com			
Password:	******			
<b>√</b> F	Remember password			
Require logon using Secure Password Authentication (SPA)		More Settings		
		< Back Next > Cancel		

Once you have entered the required information, click More Settings.

#### Step 11

11 If you have been provided a username and password with your ISP's SMTP server, Click the *Outgoing Server* tab and check **My outgoing server** (SMTP) requires authentication. Select *Log on using* and enter your ISP's username and password in the text boxes provided.

	Internet E-mail Settings
ır	General Outgoing Server Connection Advanced
41	My outgoing server (SMTP) requires authentication Use same settings as my incoming mail server
	Old same seconds of my meaning man sector
	User Name: My-ISP's-SMTP-Username
	Password: ****************
	Remember password
	Require Secure Password Authentication (SPA)
t	Log on to incoming mail server before sending mail
r	
	OK Cancel

Step 12 Click OK, click the Next button, then click the Finish button.

Outlook 2007 is now configured to receive email from your Starter mailbox and send email through your ISP's mail server.

# Set up Outlook 2010

#### Step 1 Open Outlook 2010, click File and then click Account Settings.



Step 2	Select the <i>E-mail</i> tab and	Account Settings
	click <b>New</b> .	E-mail Accounts You can add or remove an account. You can select an account and change its settings.
		E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books
		New 🖗 Repair 📲 Change 🕲 Set as Default 🗙 Remove 🔹 🛎
		Name Type
		Close
Step 3	Select Manually	Add New Account
	configure server	Auto Account Setup Connect to other server types.
	settings or additional	· · · · · · · · · · · · · · · · · · ·
		C E-mail Account
	server types and click	Vour Name: Example: Elem Adams
	Next.	E-mail Address:
		Example: elen@contose.com
		Password: Retype Password:
		Type the password your Internet service provider has given you.
		Text Messaging (SMS)
		Manually configure server settings or additional server types
		<back next=""> Cancel</back>
Step 4	Select Internet E-mail	🕖 Add New Account
	and click <b>Next</b> .	Choose Service
		Internet E-mail     Connect to POP or IMAP server to send and receive e-mail messages
		Microsoft Exchange or compatible service Cornect and access e-mail messages, calendar, contacts, faxes and voice mail messages.
		Text Messaging (SMS)
		Connect to a mobile messaging service. O Other
		Connect to a server type shown below. Fax Mall Transport
		rax mai iransport
		< Back Next > Cancel
		Cancel

Step 5 There is a lot of information to fill in next, so let's look at each section bit by bit.

#### **User Information**

- Your name: This is what most email users will see in their inboxes instead of your email address. Enter your name
- E-mail Address: Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name, ralph@ralphsdomainname.com for example.

#### **Server Information**

- Account type: Depending upon your favoured type of connection, select either **POP** or **IMAP** from the drop down menu.
- **Incoming mail server:** Enter *mail.yourdomain.com* (replacing yourdomain.com with your domain name)
- Outgoing mail server (SMTP): Enter the SMTP server provided to you by your ISP.

#### **Login Information**

- User Name: Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.
- **Password:** Enter the password you set up when you created the mailbox within your control panel.
- Remember password: Check this box.
- Require logon using Secure Password Authentication (SPA): Leave unchecked.

Once complete, the screen should look similar to the following:

Add New Account		
Internet E-mail Settings Each of these settings ar	e required to get your e-mail accour	nt working.
User Information	Ralph Smith	Test Account Settings After filing out the information on this screen, we
E-mail Address:	alph@ralphsdomainname.com	recommend you test your account by clicking the button below. (Requires network connection)
Server Information Account Type:	POP3	Test Account Settings
Incoming mail server: Outgoing mail server (SMTP):	mail.ralphsdomainname.com	Test Account Settings by clicking the Next button Deliver new messages to:
Logon Information	Your-ISP's-Server-Settings	New Outlook Data File Existing Outlook Data File
User Name: Password:	alph@ralphsdomainname.com	Browse
<b>V</b> R	temember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

Once you have entered all the information required, click **More Settings**.

Step 6If you have been provided a<br/>username and password with<br/>your ISP's SMTP server, Click<br/>the Outgoing Server tab and<br/>check My outgoing server<br/>(SMTP) requires<br/>authentication. Select Log on<br/>using and enter your ISP's<br/>username and password in the<br/>text boxes provided.

Internet E-mail Settings	x					
General Outgoing Server Connection Advanced						
My outgoing server (SMTP) requires authentication						
Use same settings as my incoming mail server						
Og on using						
User Name: My-ISP's-SMTP-Username						
Password:						
Remember password						
Require Secure Password Authentication (SPA)						
Cog on to incoming mail server before sending mail						
OK Cancel						
United Contest						

Step 7 Click OK, and then Next and Outlook will test the connection.

Step 8

When the test is complete click **Close**, and then click Finish to close the wizard.

ngratulations! All tests completed successfully.	Click Close to continue.	Stop
		Close
Tasks Errors		
Tasks	Status	
Tasks Log onto incoming mail server (POP3) Send test e-mail message	Status Completed	

	Setting up Thu	nderbird			
Step 1	Open Thunderbird.				
	Note: You may be asked if you want to import settings from other email software, such as Outlook Express. This guide shows you how to set up a new mailbox from scratch.				
Step 2	The <i>Account Wizard</i> will open, if you don't have any other mailboxes set up in Thunderbird.				
	If the wizard does not o	pen automatically,	click <u>I</u> oo	ls <u>H</u> elp	
	Account Settings in the <i>Tools</i> menu.		A	ddress Book	Ctrl+2
				Message <u>Filters</u> <u>R</u> un Filters on Folder	
				Ryn Junk Mail Controls on Folder Delete Mail Marked as Junk in Folder	
				Import Error Console	
				Account Settings Options	
Step 3	Click the Add	Account Settings			×
	Account button.	Local Folders     Disc Space     Junk Settings     Outgoing Server (SMTP)	Account Name: Loc Message Storage - Empty Deleted Local directory:	cial account. There are no ident	
		Add Account Set as Default Remove Account	]		
				C	OK Cancel

#### Step 4

Select the Email	Account Wizard		
account radio button,	New Account Setup		
then click <b>Next</b> .	In order to receive messages, you first need to set up a Mail or Newsgroup account. This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider. Select the type of account you would like to set up: Email account RSS News & Blogs Google Mail Newsgroup account		
	< Back Next > Cancel		

Step 5	Enter your name in the	Account Wizard			
	Your Name text-box.	Identity			
	This is what most people will see when	Each account has an identity, which is the information that identifies you to others when they receive your messages.			
	you send them an email. Then enter your email address in the <i>Email Address</i> text- box, and click the <b>Next</b> button.	Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith"). Your Name: Ralph Smith Enter your email address. This is the address others will use to send email to you (for example, "user@example.net"). Email Address: ralph@ralphsdomainname.com			
	button.	< Back Next > Cancel			

#### Step 6

Depending upon your favoured connection type, check  $\ensuremath{\text{POP}}$  or **IMAP** as the incoming server type.

Enter your mail server in Incoming Server text-box. This is your domain name with "mail." added to the front. For example mail.yourdomain.com

Account Wizard		
Server Information		
Select the type of incoming server you are using.		
Enter the name of your incoming server (for example, "mail.example.net").		
Incoming Server: mail.ralphsdomainname.com		
Untick this box to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.		
Use Global Inbox (store mail in Local Folders)		
Your existing outgoing server (SMTP), "smtp.livemail.co.uk", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.		
< <u>B</u> ack (Next >) Cancel		

Then click Next.

- Step 8Enter your ISP's outgoing SMTP server address in the Outgoing Server text-box,<br/>then click Next.
- Step 9 Enter your full email address in the *Incoming User Name* and the username supplied by your ISP in the *Outgoing User name* textboxes. Then click **Next**.

Account Wizard	X
User Names	
Enter the incoming user na example, "jsmith").	ame given to you by your email provider (for
Incoming User Name: ra	alph@ralphsdomainname.com
Enter the outgoing user noise typically the same as yo	ame given to you by your email provider (this ur incoming user name).
Qutgoing User Name: m	iy-ISP's-username
	< Back Next > Cancel

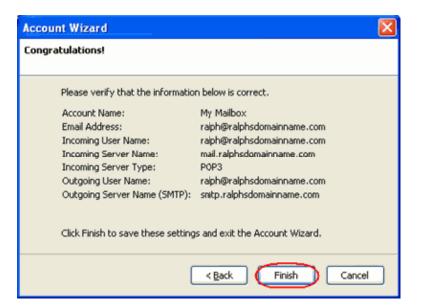
Step 11Use the Account<br/>Name text-box to<br/>enter the name<br/>you want to use to<br/>identify this<br/>account, then click<br/>Next. This name<br/>will only be visible<br/>to you.

Account Wizard	
Account Name	
	which you would like to refer to this account (for count", "Home Account" or "News Account"). My mailbox
	< Back Next > Cancel

Step 12

details you have entered, click **Finish**, then click **OK** to close the Account Settings window.

Confirm the



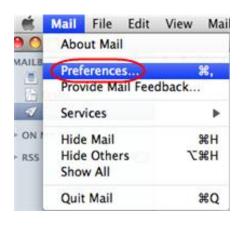
Thunderbird is now configured to receive email from your Starter mailbox and send

email through your ISP's mail server.

### Setting up Mac Mail

Step 1 Open Mac Mail.

Step 2 Click Preferences from the Mail menu.



Step 3Click the Create an account button to open the Add Account wizard.This is located under the Accounts list, on the bottom-left of the window.

Step 4 Enter your name in Add Account the Full Name text-You'll be guided through the necessary steps to set up an additional mail account. box. This is what To get started, fill out the following information: most people will see when you send them Full Name: Bob an email. Type your Email Address: bob@bobsdomain.co.uk Password: ..... email address in the Email Address textbox. Enter the password ? Cancel Go Back Continu for the mailbox in the

Password text box.

Click the **Continue** button.

#### Step 5

On the Incoming Mail Server page, enter the following information:

- Account Type: Depending upon your favoured type of connection. Select **POP** or **IMAP** from the drop down menu.
- Description: Enter a name for this account so you can identify it. This is only

visible to you.

- **Incoming Mail Server**: Enter *mail.yourdomain.com* (replacing yourdomain.com with your own domain name).
- User Name: Enter your full email address.
- **Password**: Enter the password for the mailbox.

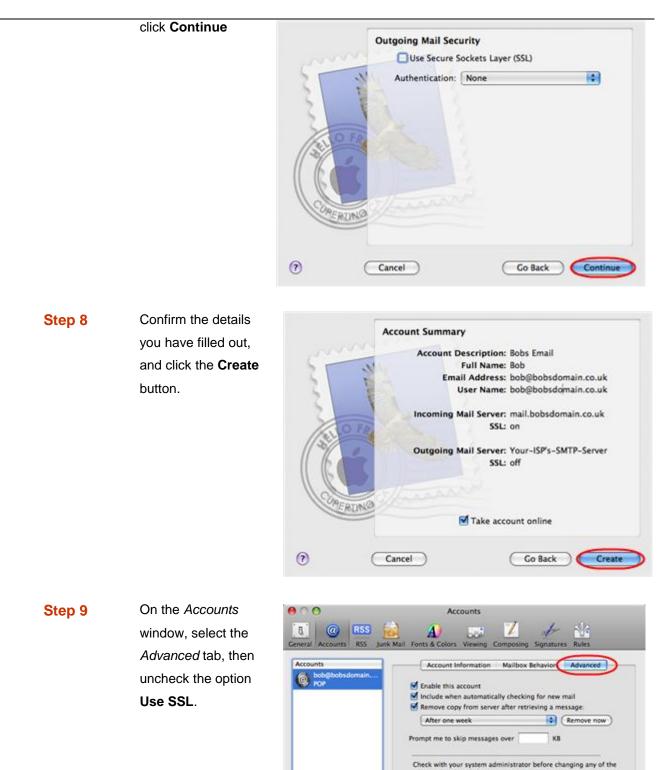
	Incoming Mail Server	
mon	Account Type:	@ POP
3	Description:	Bobs Email
2	Incoming Mail Server:	mail.bobsdomain.co.uk
200	User Name:	bob@bobsdomain.co.uk
CORERS		
0	Cancel	Go Back Continue

Click the **Continue** button when you are done.

Step 6	On this screen you		Outgoing Mail Server	
	should enter the		Description:	(optional)
	SMTP settings as	STW	Outgoing Mail Server:	Your-ISP's-SMTP-Server
	advised by your	2 1		Use only this server
	Internet Service	2	Use Authentication	
	Provider.		User Name: Password:	
	Click Continue when			
	you have filled out	CORERINO		
	this information.			
		•	Cancel	Go Back Continue

Step 7 If your ISP's outgoing server requires an SSL connection, select

this option here and



Mac Mail is now configured to receive email from your Starter mailbox and send email through your ISP's mail server.

+ -

tced

Port

Authentication: Password

•

0

110 Use SSL