

An Easy Guide to Setting up your Email...



Outlook

If you have Microsoft Office installed, you may prefer to use Microsoft Outlook for sending and receiving email. Use the following guide to help you setup most versions of this popular email client.

1) From the main menu, choose **Tools** and then **E-mail** Accounts.

(* If your version of Outlook has simply 'Accounts' listed (Office 2000), please follow the in structions about how to set up Outlook Express).



2) Select Add a new e-mail account and click Next.

E-mail Accounts	<u>? ×</u>
E-mail Accounts You can change the e-mail accounts and directories that Outlook uses.	
E-mail	
 Add a new e-mail account View or change existing e-mail accounts 	
Directory	
C Add a new directory or address book	
View or change existing directories or address books	
< Back Ne	ext > Close

3) Select **POP3** as your server type and click **Next**.

-mail Accounts	<u>?</u> ×
Server Type You can choose the type of server your new e-mail acount will work with.	
C Microsoft Exchange Server Connect to an Exchange server to read e-mail, access public folders, and share documents.	
 POP3 Connect to a POP3 e-mail server to download your e-mail. 	
 IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. 	
C HTTP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
C Additional Server Types Connect to another workgroup or 3rd-party mail server.	
< Back Next>	Cancel

4) Enter these settings into the appropriate fields in the screen shown below.

(1) Enter your name as you wish it to be viewed by the people to whom you send your email.

(2) The "E-mail Address" is in the format username@'your domain' - where 'your domain' is the user name that you siged up with (for example your moose.co.uk), and username is the username that you chose when you signed up.

Server Information:

(3) Incoming mail server (POP3) is you domain name (last part of your email)

(4) Outgoing mail server (SMTP) is smtp.moose.co.uk

(5) The "User Name" field should be filled with your **username** - the username that you chose when you subscribed.

(6) The password field should be filled with the password that you selected on signup but note that you will not be able to see it as you type (it will appear asterisked).

When you have finished entering these email settings, click on the **More Settings** button.

User Informal	ion	Server Information	
Your Name:	Your Name	Incoming mail server (POP3):	
E-mail Address:		Outgoing mail server (SMTP):	
Logon Information		Test Settings	
User Name:	username	After filling out the information on t	this screen, we
Password:	*****	below. (Requires network connection	on)
	Remember password	Test Account Settings	
Log on using	Secure Password		
Authenticati	on (SPA)		More Settings

5) In the 'More Settings' menu, go to the Outgoing Server tab and ensure that My outgoing server (SMTP) requires authentication is NOT selected. Then click OK and you will be returned to the previous menu. Click Next to continue.

Internet E-mail Settings	? ×
General Outgoing Server Connection Advanced	
My outgoing server (SMTP) requires authentication	
Ouse same settings as my incoming mail server	
C Log on using	
User Name:	
Password:	
Remember password	
Log on using Secure Password Authentication	
C Log on to incoming mail server before sending mail	
OK Car	ncel

6) Click **Finish** to complete setting up your mail settings.

