



MOOSE
COMMUNICATIONS

An Easy Guide to Setting up your Email...

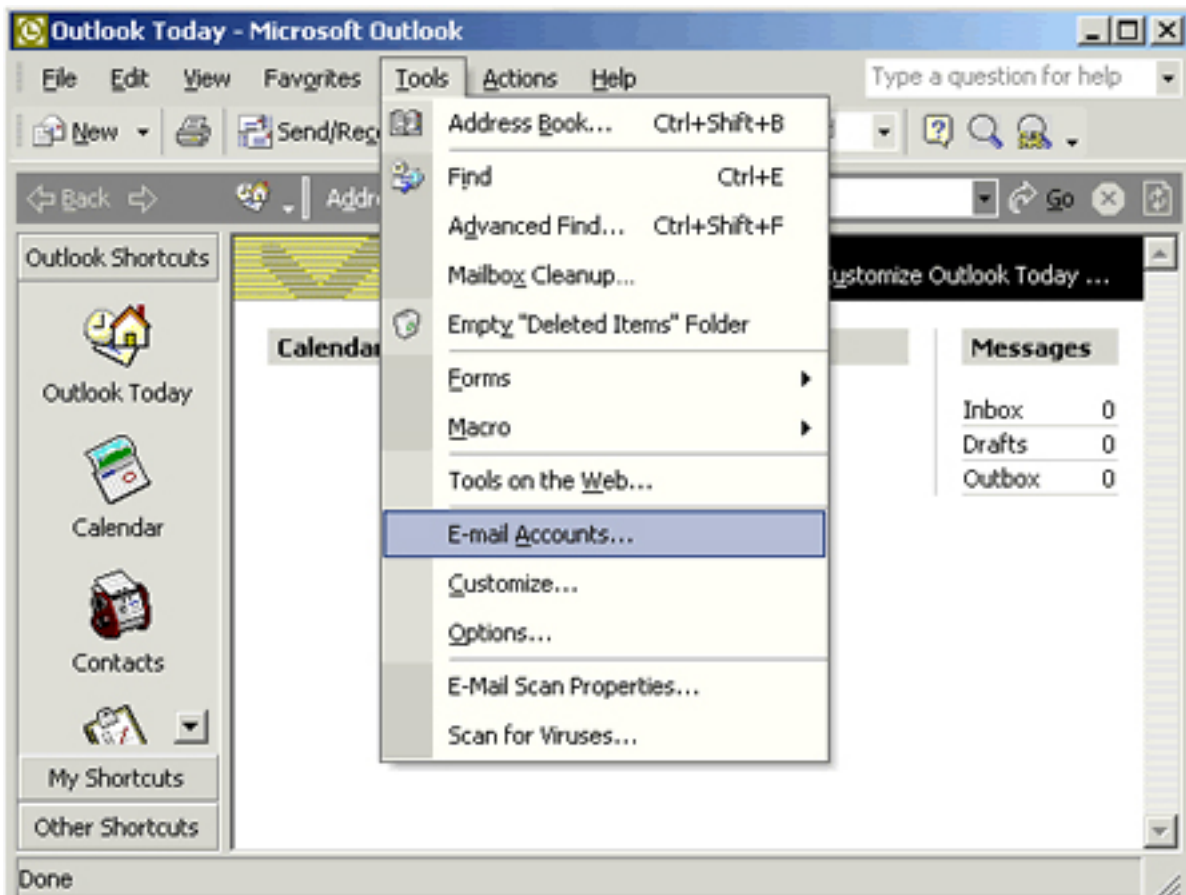


Outlook

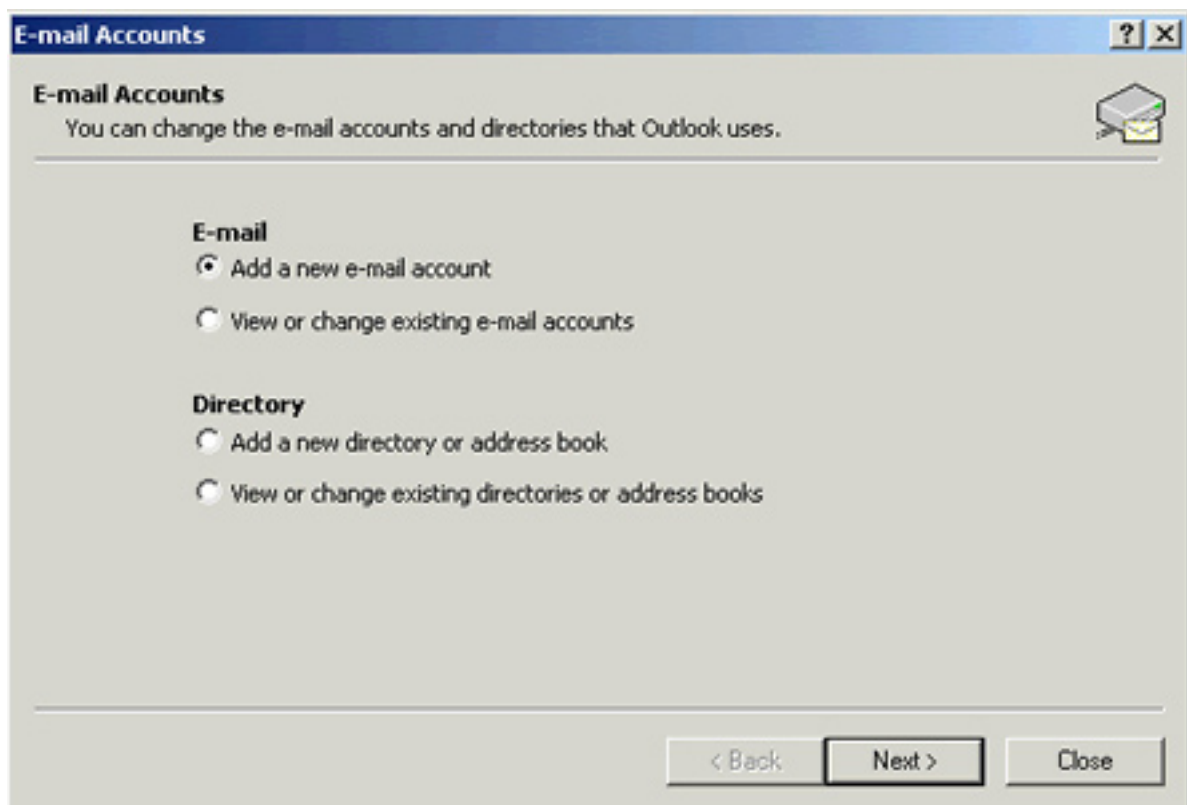
Outlook

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.

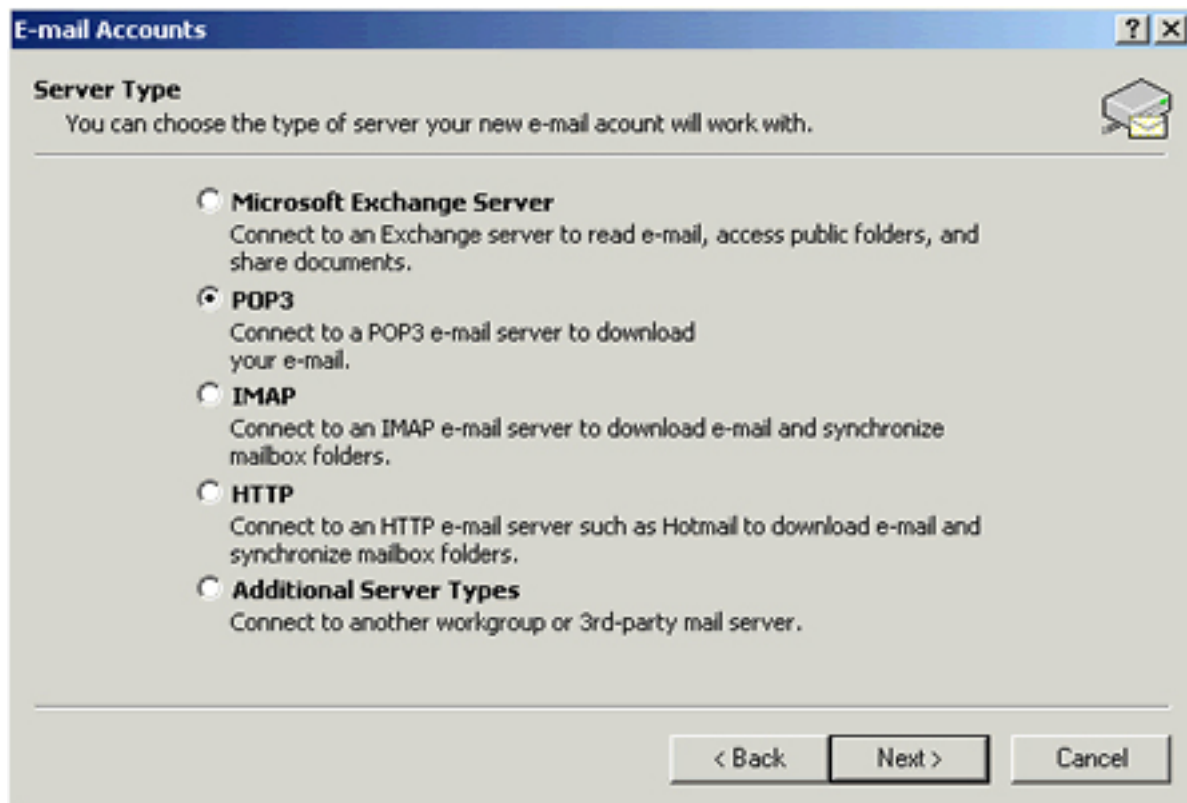
- 1) From the main menu, choose **Tools** and then **E-mail Accounts**.
(* If your version of Outlook has simply 'Accounts' listed (Office 2000), please follow the instructions about how to set up Outlook Express).



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



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



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 sixed 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).

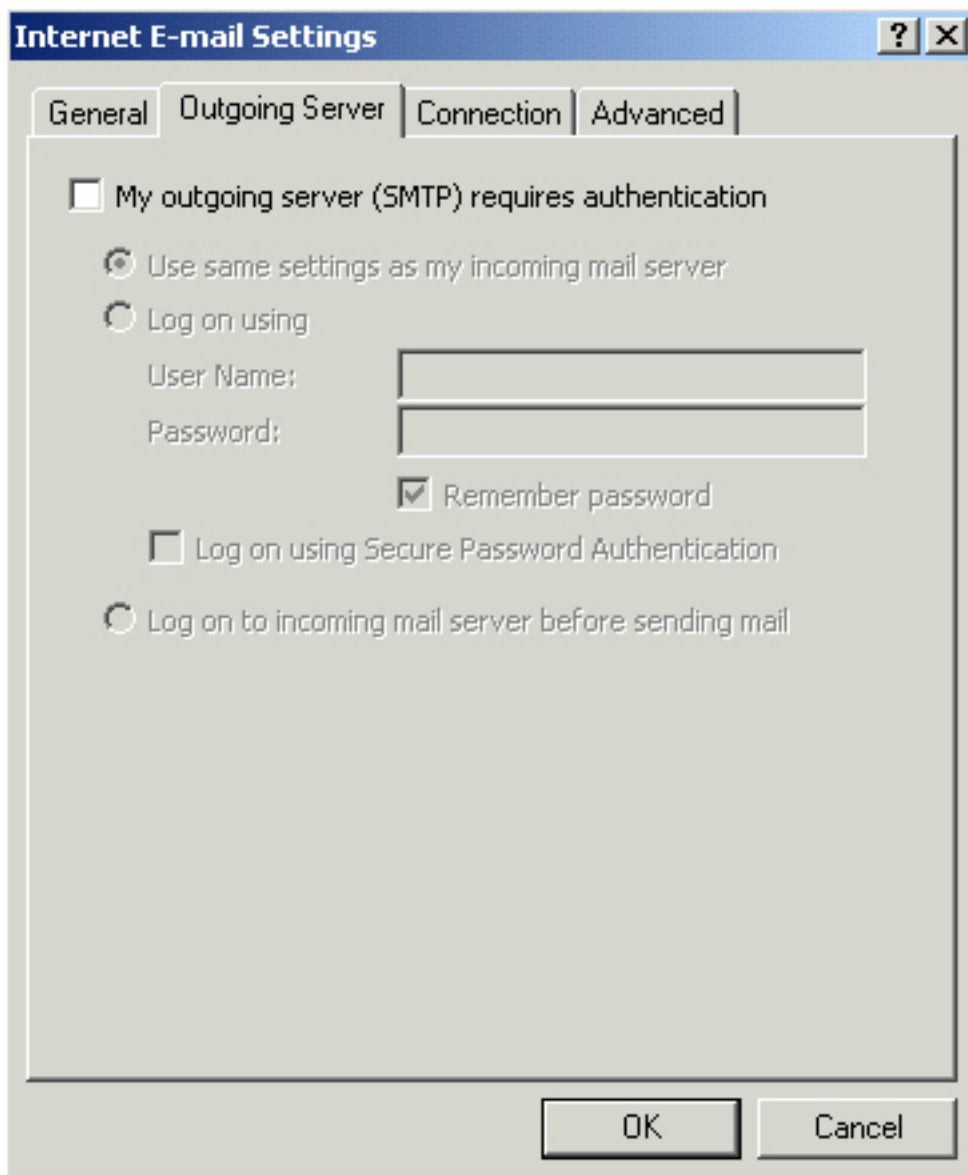
When you have finished entering these email settings, click on the **More Settings** button.

E-mail Accounts [?] [X]

Internet E-mail Settings (POP3) 
 Each of these settings are required to get your e-mail account working.

<p>User Information</p> <p>Your Name: <input type="text" value="Your Name"/></p> <p>E-mail Address: <input type="text"/></p>	<p>Server Information</p> <p>Incoming mail server (POP3): <input type="text"/></p> <p>Outgoing mail server (SMTP): <input type="text"/></p>
<p>Logon Information</p> <p>User Name: <input type="text" value="username"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Log on using Secure Password Authentication (SPA)</p>	<p>Test Settings</p> <p>After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input type="button" value="More Settings ..."/></p>

- 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.



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

