

Step-by-Step Instructions

Created for you by

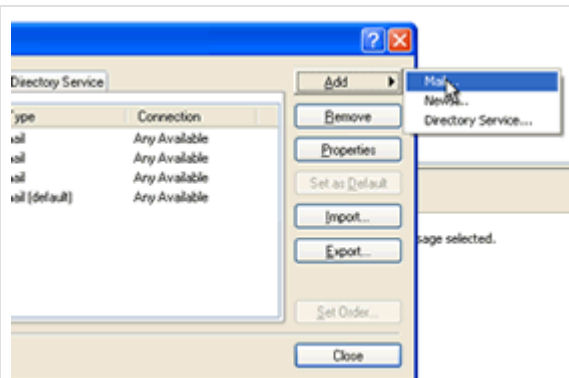


by



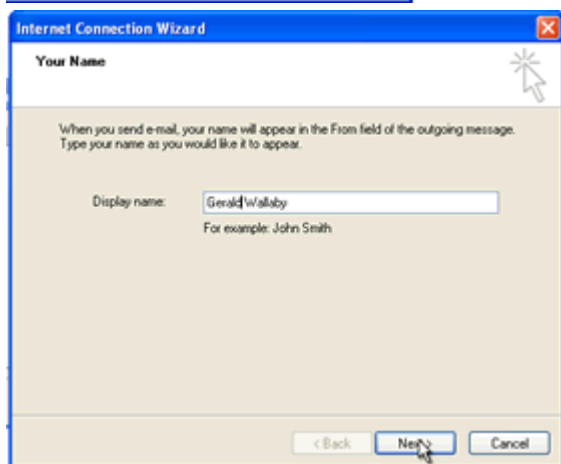
Creating email accounts in Outlook Express

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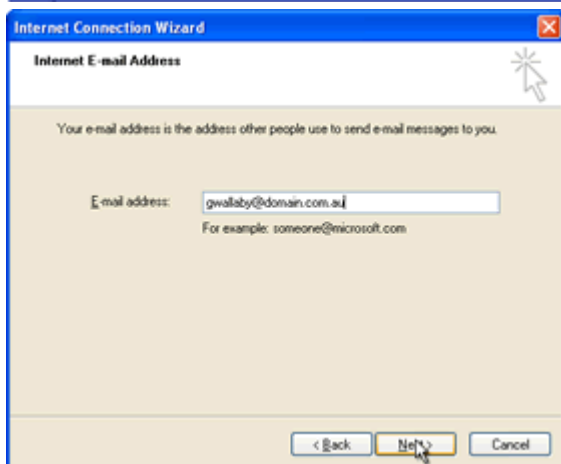
These instructions refer to Outlook Express v 6.0. Other versions might be slightly different in the detail of the screens, but all the fields required will be there somewhere. You will just have to look a little harder for them.

First of all, from the Tools menu, select "Accounts ..." then Add.
A submenu will pop out. Select "Mail"

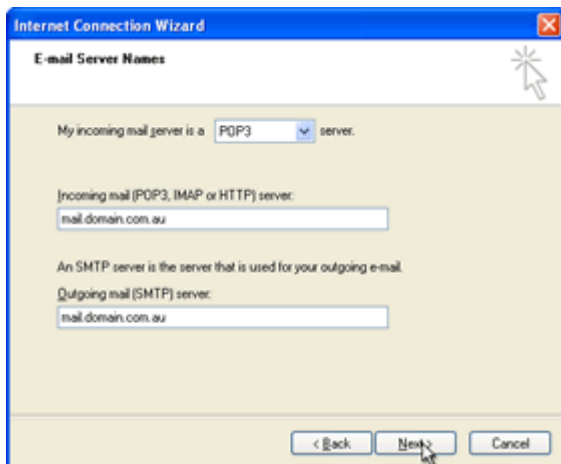


In the field "Display name" type the name that you want people to know you by. This will appear in your emails. (e.g. Gerald Wallaby.)

Click "Next".



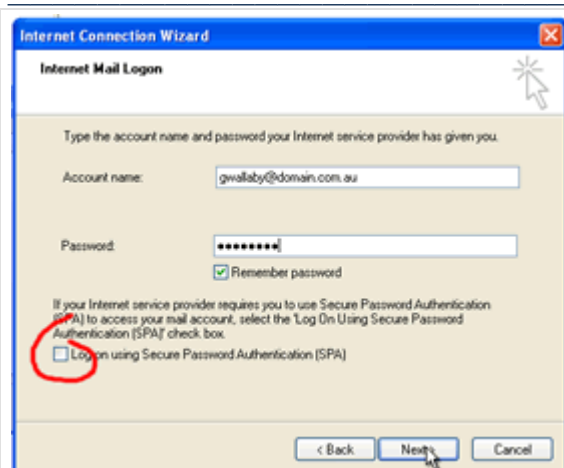
Type in your correct email address (provided by Guy Designs) Click "Next" to go on to the next screen.



Make sure you have selected POP3 mail server, (the default) and type the name of your mail server. On our system, the incoming (POP3) and outgoing (SMTP) server names are the same - mail.domain.com.au. (Substitute your own domain name for "domain.com.au" in this screen.)

Click "Next" to move on to the next screen

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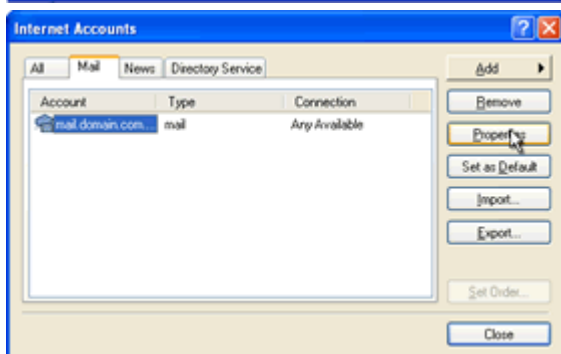


Type your login username to the mail server.

In our system, it's your full email address. If you don't share your computer with others, and don't want to put your password in every time you collect your mail, make sure "Remember password" is turned **ON**

Also, make sure that "Logon using secure password authentication" is turned **OFF** (the default)

Click "Next" to go on to the next screen.



You're almost Done. However just another few steps!

Make sure the email account you're setting up is selected (with Outlook Express you can manage any number of email accounts simultaneously) and click "Properties".

At the top, change the text that's in the box labelled "Type the name by which..." to something that makes sense to you, so you'll know which account you're collecting mail from.

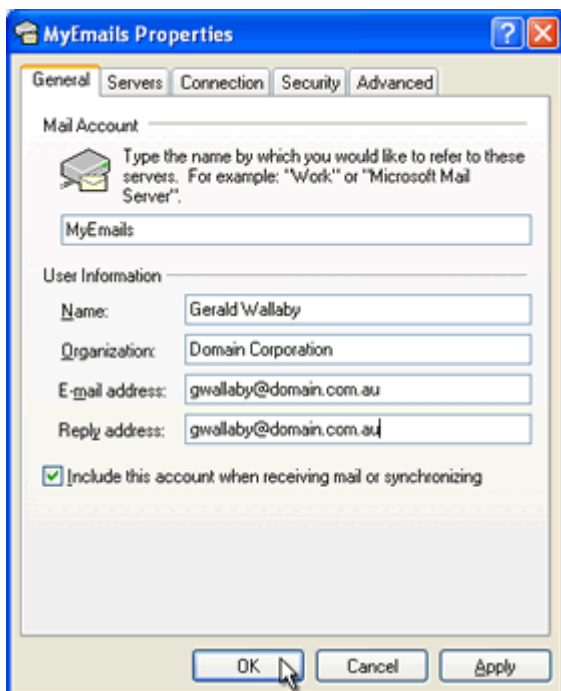
Enter your organisation name, if that's at all relevant to your emails. Your company name if it's a company email account or your club or leave it blank. Please yourself.

If you want people to send emails back to another address when they hit "Reply", then put another email into the "reply address" box, otherwise just put this email address into there.

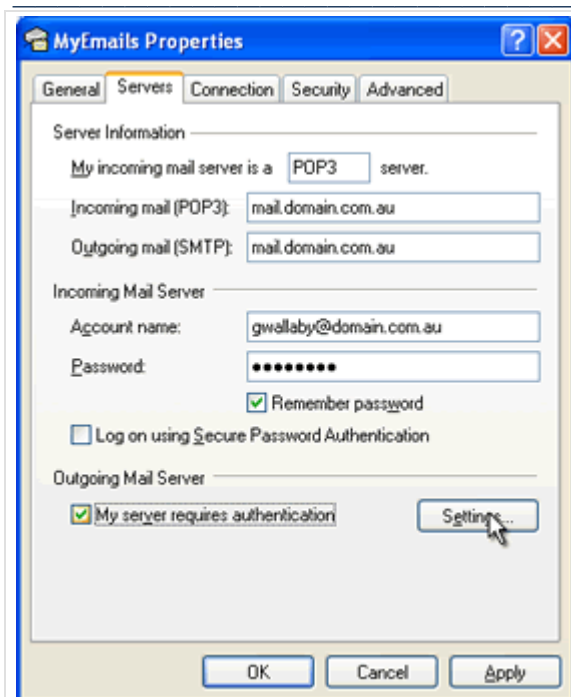
If you want Outlook Express to collect the emails from this account every time you click "Send/Recv", make sure the box "Include this account when receiving mail or synchronising" is checked. If you leave this Unchecked, you will have to select this account manually from the Send/Recv menu any time you want to collect the mail.

DO NOT click "OK". That comes in a minute or two. We have another job to do first

Click the "Servers" tab to complete the last job

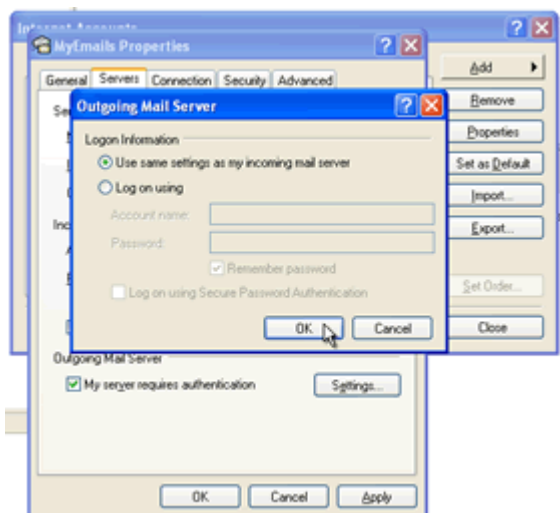


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On this screen, make sure you have checked "My Server Requires Authentication" Without it, Outlook Express won't log you into the server before it tries to send mail and our server will not accept your mail. This is one of our anti-spam measure to prevent spammers relaying large quantities of spam mail through your account.

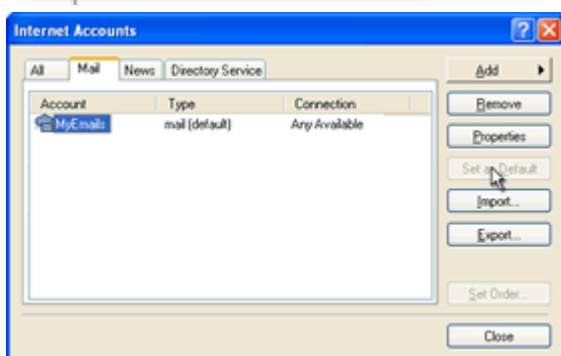
Click "Settings" to make sure Outlook Express has adopted the correct defaults.



This little popup appears. Make sure it has "Use the same settings as my incoming mail server" checked.

Click OK if it has.

Then click OK and Close until you are back at the email accounts screen.



Now your email account is set up. If you want this account to be the default account whenever you write an email, click "Set as Default"

NOW you're done!