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 create your new mailbox and set up the most common mail clients, using whichever protocol you prefer.

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



Add your new mailbox

Before you can set up your email software, you need to create your mailbox through your Fasthosts control panel.

Step 1 Log in to your Fasthosts control panel and click on Email & Web Hosting.



Step 2 Click on the domain name you would like to add the new email address to.

Search Packages	Go	Download 🖳 CSV
Primary Domain 🔻	Package	
ralphsdomainname.com	Windows Developer	WEB EMAIL
(())) ()		10 💌 per page

Step 3 Click on the Email tab.

Webs	ite Email	$\mathbf{)}$	
R	SiteBuilder Create and publish a website with our easy online SiteBuilder tool. No technical skills needed. Configure	R	File Manager Drag and drop files to upload to your web space. Plus download your website files in a Zip archive. Open File Manager

Step 4A list of any mailboxes created on your domain will be displayed. Click the Add Mailboxbutton.



Step 5 Select the *Starter POP3/IMAP Mailbox* option.

Choose a Mailbox	
🔿 2GB Microsoft Exchange Mailbox	
1GB Advanced POP3/IMAP Mailbox	
Standard POP3/IMAP Mailbox Standard Mailbox Quota: 500 (0 used) Cost to Add Mailbox: No additional charge	

Step 6Enter the email address you wish to create, and choose a display name for the mailbox.This can be your name or your company name.

Enter Mailbox Details		
Email Address	ralph	@ ralphsdomainname.com
Display Name	Ralph Smith	

Step 7 Choose a password for your mailbox, and retype it to confirm there are no mistakes. Make a note of this password; you'll need it when setting up your email software. When you are done, click **Create Mailbox**.

Choose a Password to access this Mailbox			
Choose Password		Password Strength:	
Re-type Password	Acceptable Strength	Medium Strength Required How to Create Stronger Passwords	
Cancel		Create Mailbox	

Your new mailbox will be created and you will receive an on-screen confirmation message.

You are now ready to set up your email software to connect to this new mailbox to send and receive your email.

Setting up Windows Live Mail

Step 1Open Windows Live Mail. Click Tools, thenAccounts in the drop down menu.

Тоо	ls	Actions	Help	
	Se	end and rec	eive	•
	Sy	nchronize	all	
	М	lessage rule	:5	+
	C	ontacts		Ctrl+Shift+C
	Newsgroups		Ctrl+W	
	М	lanage feed	s	
	A	ccounts		
	Sa	fety option	is	
	0	ptions		

Step 2The Accounts window will open.Click Add in the top right corner.

Accounts	X
Set up new e-mail accounts or newsgroup subscriptions by clicking Add. To make changes, export, or remove an account or subscription, select it firs News Microsoft Communities (Default Account) Contacts Directory	Add Remove Properties Set as Default Import Export
	Close

Step 3 Select E-mail account and click Next.

Add an account	
Select Account Type	
What type of account would you like to add?	
Email Account	
Contacts Directory Account	
Get help finding the information to set up my account	
Next Cance	el

Step 4	Enter your full email		×
	address. This made up	G Add an E-mail Account	
	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 the	example555@hotmail.com Get a free e-mail account	
	next text box, enter your	Password:]
	mailbox password.	Remember password	
		How should your name appear in e-mail sent from this account?	
	Finally, enter a display	Display Name: Ralph Smith]
	name. This is what	For example : John Smith	
	most email users will	Ranually configure server settings for e-mail account.	
	see in their inboxes		
	instead of your email	Next Ca	incel
	address.		

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

- Step 5Depending 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.
 - **Incoming Server:** Enter *mail.yourdomain.com* (replacing yourdomain.com with your domain name).
 - Incoming server port: Should be set at *110* if using POP3, and *143* if using 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 6In the Outgoing server Information section you should enter the SMTP settings as advised
by your Internet Service Provider. Then click Next.

G Add an E-mail Account		
Where can I find my e-mail server information? Incoming Server Information My incoming mail server is a POP3 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 Can	cel	

Step 7 Click Finish to set up your account, and close the new account wizard.

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 2

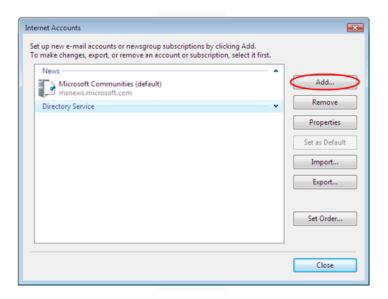
Windows Mail will open. Click the **Tools**

menu, then click Accounts.

Tools	Message Help	
S	end and Receive	•
S	ynchronize All	
	Vindows Contacts add Sender to Contacts	Ctrl+Shift+C
V	√indows Calendar	Ctrl+Shift+L
N	1essage Rules	•
N	lewsgroups	Ctrl+W
A	ccounts	
	unk E-mail Options Ptions	

Step 3

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



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

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**.

your name will appear in the From field of the outgoing message. would like it to appear.
Ralph Smith
For example: John Smith
mail account information?
Next Cance

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

õ		
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	all account information?	
	Next Can	cel

Step 6Depending 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	Θ
mail.yourdomain.co.uk	Set up e-mail servers
(replacing	Incoming e-mail server type:
yourdomain.co.uk with your	POP3 -
domain name) in the	Incoming mail (POP3 or IMAP) server:
Incoming mail (POP3, IMAP	mail.ralphsdomainname.com
or HTTP) server text box.	Outgoing e-mail server (SMTP) name:
	your-ISP's-SMTP-Server
Contact your ISP for your	Outgoing server requires authentication
SMTP details and enter	Where can I find my e-mail server information?
them in the Outgoing mail	Next Cancel
(SMTP) server text box.	

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

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

Step 7On the Internet Mail Logon screen, enter your full email address in the E-mail username
text box, and your mailbox password in the Password text box.

When you have entered			
your mailbox name and		0	
password, click Next .		Internet Mail Logon	
		Type the account name	and password your Internet service provider has given you.
		E-mail username:	ralph@ralphsdomainname.com
		Password:	••••••
			Remember password
			Next Cancel
Step 8 Click Finish and the			
mailbox will be added	\bigcirc		
to Windows Mail.	C	ongratulations	
		Vou haus sussessfully entered	d all of the information required to set up your account.
			who and the information required to set up your account.
		-	-mail and folders at this time
		E of not download my e	
			Finish Cancel

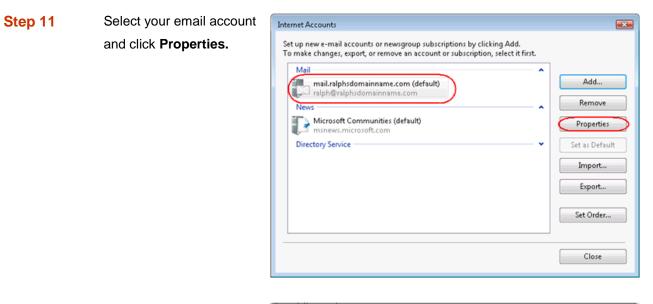
Step 9 Click Close to close the wizard and start using your email account.

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 10 Click the Tools menu, then click Accounts.

Too	ls	Message Help	
	Se	end and Receive	•
	Sy	mchronize All	
	W	indows Contacts	Ctrl+Shift+C
	A	dd Sender to Contacts	
	W	indows Calendar	Ctrl+Shift+L
	М	lessage Rules	•
	N	ewsgroups	Ctrl+₩
. (A	ccounts	
		nk E-mail Options ptions	



Step 12Select the Servers tab,
check the My server
requires authentication
box, and click Settings.

🐌 mail.ralphsdomainname.com Properties 🔤 👘	X
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	
OK Cancel App	dy 🗌

Step 13	Select <i>log on using</i> , enter the username and password provided by your ISP, then click OK , Apply, then OK again.	Outgoing Mail Server Logon Information O Use same settings a O Log on using	as my incoming mail server
		E-mail username:	My-ISP's-Username
		Password:	••••••
			Remember password
		📃 Log on using See	cure 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 1 Open Outlook Express. Click the Tools menu, then click Accounts.

Tools	Message	Help	
Send	d and Receiv	e	ŀ
Sync	thronize All thronize Fold for Offline	ler	Þ
	r ess Book Sender to A	Ctrl+Shift+B ddress Book	
Mess	sage Rules	I	Þ
	ounts		
opo	0110111		

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

All Mail News	Directory Service			Mail
Account 1	Туре	Connection	Remove	News Directory Service
		Local Área Network Local Área Network Local Área Network Local Área Network	Properties Set as Default Import Export	pane.
			Set Order Close	-

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

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**.

On the first screen

of	Internet Connection Wiza	rd 🔀
,	Your Name	× × ×
ie.	When you send e-mail, yo Type your name as you w	our name will appear in the From field of the outgoing message. Jouid like it to appear.
	Display name:	Ralph
in		For example: John Smith
d		
SS.		< Back Next > Cancel

Step 4 Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.

	When you have	Internet Connection Wizard
	entered your email	Internet E-mail Address
	address, click Next.	2
		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 Next > Cancel
Step 5	Depending upon your	Internet Connection Wizard
Step 5	Depending upon your favored connection.	Internet Connection Wizard
Step 5		
Step 5	favored connection.	E-mail Server Names My incoming mail server is a POP3 v server. Incoming mail (POP3, IMAP or HTTP) server: mail.ralphsdomainname.com An SMTP server is the server that is used for your outgoing e-mail.
Step 5	favored connection. Select POP3 or IMAP from the drop down	E-mail Server Names My incoming mail server is a POP3 v server. Incoming mail (POP3, IMAP or HTTP) server: mail.ralphsdomainname.com

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.

0

Step 6	On the Internet Mail	Internet Connection Wizard		
	Logon screen, enter	Internet Mail Logon		*
	your full email address			3
	in the Account name	Type the account name and	d password your Internet service provider has given you.	
	text box.	Account name:	ralph@ralphsdomainname.com	
	Enter the password for the mailbox in the <i>Password</i> text box.			
	When you have entered your mailbox name and password, click Next.		< Back Next> Ca	ancel

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

Step 7	Click Finish and the mailbox	Internet Connection Wizard	
	will be added to Outlook	Congratulations	
	Express.	4	
		You have successfully entered all of the information required to set up your account.	
		To save these settings, click Finish.	
		< 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 Imail ralphsdomai mail (default) Any Available Imail verifign Internet directory service Local Area Network Imail verifign Internet directory service Local Area Network Imail verifield directory service Local Area Network	Add Remove Properties Set as Default Import Export
	Close

Step 9If 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 10Enter the username and
password provided by yourISP in the text boxes provided
and click OK.

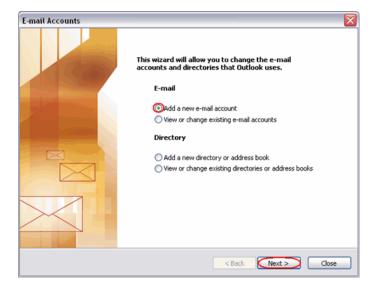
Outgoing Mail Server 🛛 🕐 🔀			
Logon Information Output Server			
O Log on using			
Account name:	My-ISP's-username		
Password:	•••••		
Remember password			
Log on using Secure Password Authentication			
OK Cancel			

Step 11 Finally, click **OK**, then **Close** to close the wizard. Outlook Express is now configured to

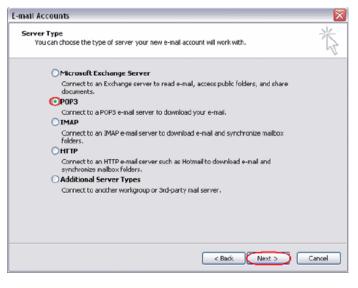
receive email from your Starter mailbox and send email through your ISP's mail server.

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 3Depending 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. ralph@ralphsdomainname.com 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:

-mail Accounts 🛛 🛛 🔀			
Internet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.			
User Informat	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 Informa	ation	Test Settings	
User Name: Password:	1@ralphsdomainname.com	After filling out the information recommend you test your acco button below. (Requires netw.	ount by clicking the
	Remember password	Test Account Settings	or connectiony
Log on using Secure Password Authentication (SPA)			More Settings
		< Back	Next > Cancel

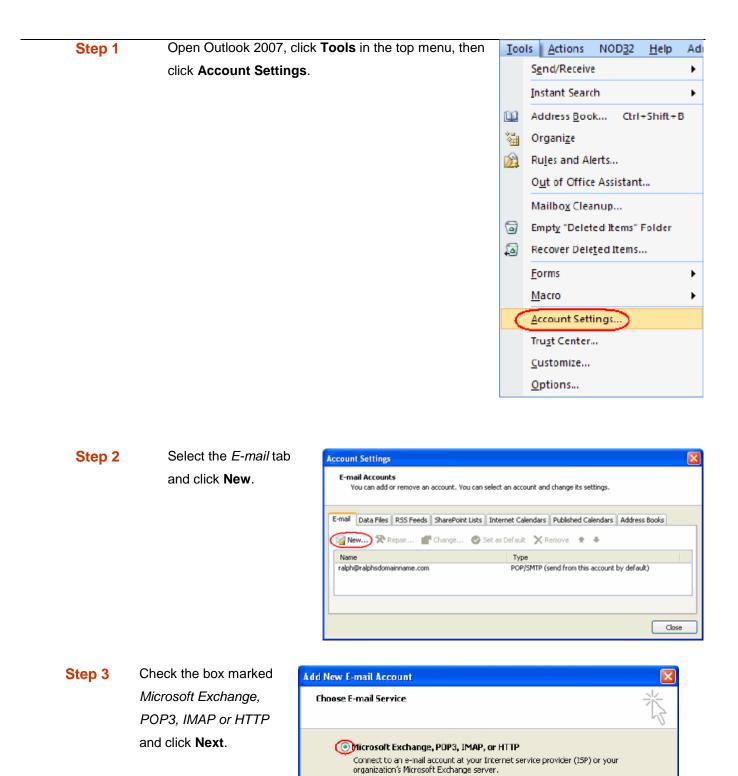
If your ISP's SMTP server does not require a username and password, click **Next**, then the **Finish** button to complete the wizard.

Step 8	If your ISP's SMTP server requires a	Internet E-mail Settings
(optional)	username and password click More	General Outgoing Server Connection Advanced
	Settings.	My outgoing server (SMTP) requires authentication Use same settings as my incoming mail server Gool og on using
		User Name: Your-ISP's-Username Password: ************************************
		Remember password Log on using Secure Password Authentication (SPA)
		ок са

Step 9 (optional)	Check the boxes marked <i>My outgoing server (SMTP) requires authentication</i> and <i>Log on using</i> , enter your ISP's username and password in the text boxes provided, then click OK .
Step 10 (optional)	Click the Next button, then the Finish button.
	Outlook 2002 is now configured to receive amail from your Starter mailbox and cond amail

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



Other

Connect to a server type shown below. Outbook Mobile Service (Text Messaging)

<Back

Next >

Page 20 of 34

Cancel

Step 4	Select Manually	Add New E-mail Account	
	configure server settings	Auto Account Setup	
	of additional server types	43	
	and click Next		
		Your Name: Example: Barbara Sankovic	
		E-mail Address:	
		Example: barbara@contoso.com	
		Password:	
		Retype Password: Type the password your Internet service provider has given you	
		Manually configure server settings or additional server types	
		< Back (Next >) Cancel	
Step 5	Select Internet E-mail	Add New E-mail Account	
	and click next.	Choose E-mail Service	
		Onternet E-mail	
		Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages. O Microsoft Exchange	
		Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.	
		Connect to a server type shown below. Outlook Mobile Service (Text Messaging)	
		< Back Next > Cancel	

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		<u> </u>		
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 recommend you test your account by clicking the		
E-mail Address:	alph@ralphsdomainname.com	button below. (Requires network connection)		
Server Information		Test Assess Colline		
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:	******			
√ 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	If you have been provided a	Internet E-mail Settings
Step 11	username and password with your ISP's SMTP server, Click the <i>Outgoing Server</i> tab and check My outgoing server (SMTP) requires authentication . Select <i>Log</i> <i>on using</i> and enter your ISP's username and password in the text boxes provided.	Internet E-mail Settings General Outgoing Server Connection Advanced My outgoing server (SMTP) requires authentication Outgoing server (SMTP) requires authentication Use same settings as my incoming mail server Otog on using User Name: My-ISP's-SMTP-Username Password: ************************************
		OK Cancel

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

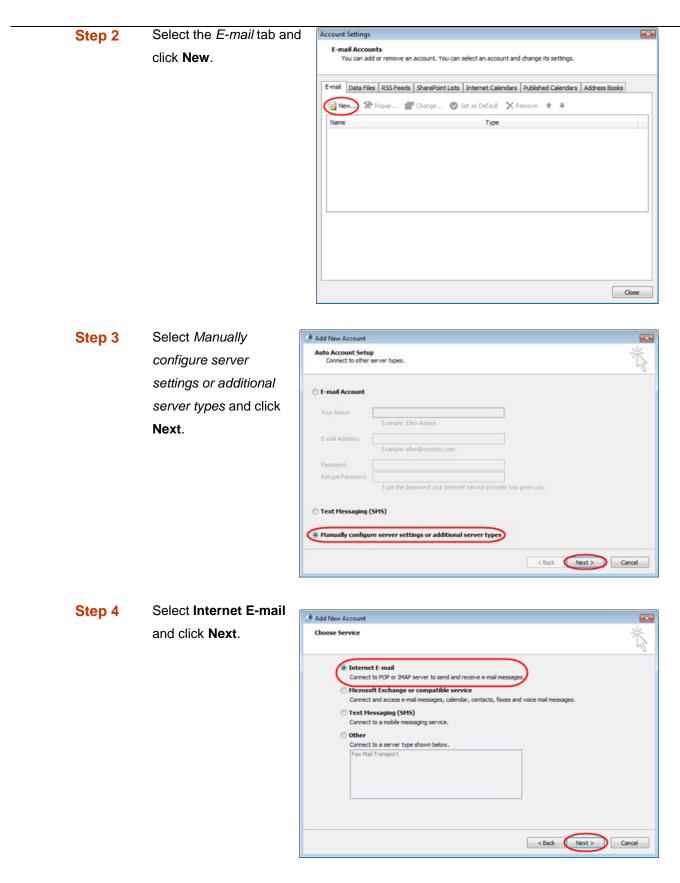
Outlook 2007 is now configured to receive email from your Starter mailbox and send email through your ISP's mail server.

Set up Outlook 2010



Step 1

Open Outlook 2010, click File and then click Account Settings.



Step 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 an	e required to get your e-mail accou	unt working.
	Ralph Smith alph@ralphsdomainname.com POP3 v mail.ralphsdomainname.com Your-ISP's-Server-Settings alph@ralphsdomainname.com e====================================	Test Account Settings After filing out the information on this screen, we rememd you test your account by clicking the button below. (Requires network connection) Test Account Settings Test Account Settings by clicking the Next button Deliver new messages to: New Outlook Data File Existing Outlook Data File Browse
		< Back Next > Cancel

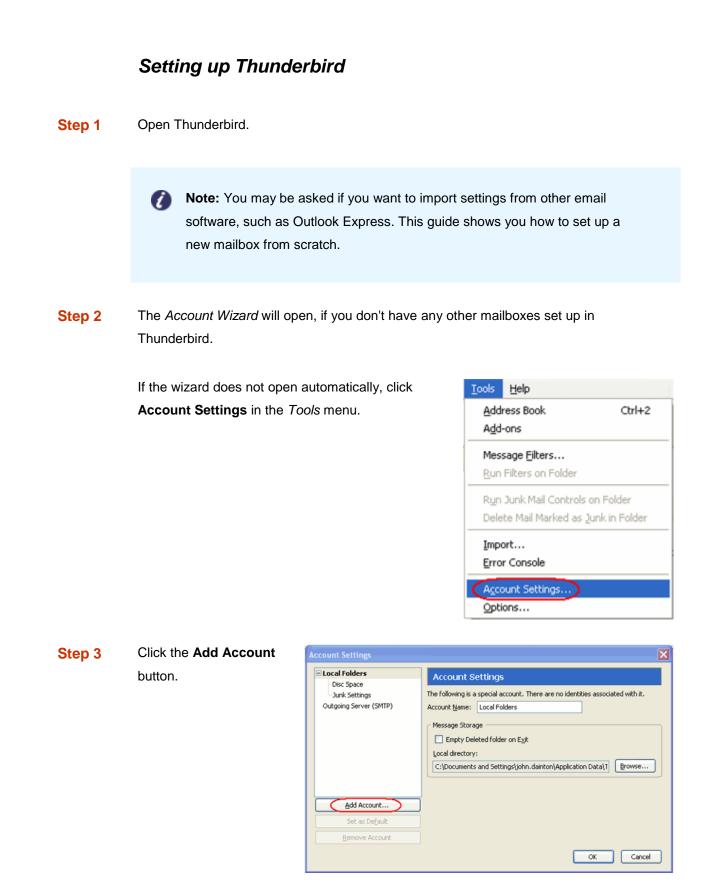
Once you have entered all the information required, click More Settings.

Step 6 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				
General Outgoing Server Connection Advanced				
My outgoing server (SMTP) requires authentication				
Use same settings as my incoming mail server				
OLog on using				
User Name: My-ISP's-SMTP-Username				
Password:				
Remember password				
Require Secure Password Authentication (SPA)				
Log on to incoming mail server before sending mail				
OK Cancel				

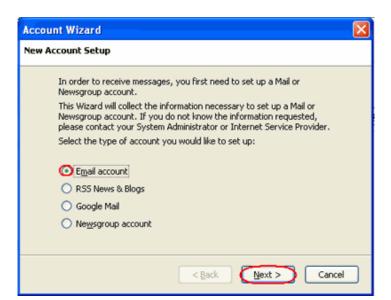
Step 7 Click OK, and then Next and Outlook will test the connection.

Step 8	When the test is complete click	Test Account Settings		
	Close, and then click Finish to	Congratulations! All tests completed successfully. C	lick Close to continue.	Stop
	close the wizard.	Tasks Errors		Close
		Tasks	Status	
		✓ Log onto incoming mail server (POP3) ✓ Send test e-mail message	Completed Completed	



Step 4

Select the **Email account** radio button, then click **Next**.



Step 5Enter your name in the Your
Name text-box. This is what
most people will see when
you send them an email.
Then enter your email
address in the Email
Address text-box, and click
the Next button.

Account Wizard		X		
Identity				
	identity, which is the information that identifies they receive your messages.			
Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").				
Your Name:	Ralph Smith			
	iress. This is the address others will use to send mple, "user@example.net").			
Email Address:	ralph@ralphsdomainname.com			
	< Back Next > Cance			

Step 6	Depending upon your	Account Wizard
	favoured connection type,	Server Information
	check POP or IMAP as the	Select the type of incoming server you are using.
	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	Enter the name of your incoming server (for example, "mail.example.net"). Incoming ≦erver: 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.
	Then click Next .	< <u>Back</u> Cancel

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

Enter the incoming user name given to you by your email pro	
example, "jsmith").	vider (for
Incoming User Name: ralph@ralphsdomainname.com	
Enter the outgoing user name given to you by your email pro is typically the same as your incoming user name).	vider (this
Outgoing User Name: my-ISP's-username	

Step 11	Use the Account Name	Account Wizard
	text-box to enter the	Account Name
	name you want to use	
	to identify this account,	Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").
	then click Next . This	
	name will only be	Account Name: My mailbox
	visible to you.	
		< Back Next > Cancel

Ste	p	1	2

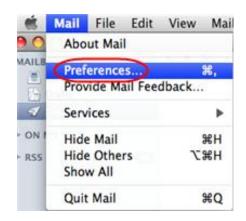
Confirm the details you have entered, click **Finish**, then click **OK** to close the Account Settings window.

Account Wizard	
Congratulations!	
Please verify that the information	n below is correct.
Account Name:	My Fasthosts Mailbox
Email Address:	ralph@ralphsdomainname.com
Incoming User Name:	ralph@ralphsdomainname.com
Incoming Server Name:	mail.ralphsdomainname.com
Incoming Server Type:	POP3
Outgoing User Name:	ralph@ralphsdomainname.com
Outgoing Server Name (SMTP):	smtp.ralphsdomainname.com
Click Finish to save these setting	s and exit the Account Wizard.
(< Back Finish Cancel

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 3 Click 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 the			
-	Full Name text-box. This		Add Account You'll be guided t	hrough the necessary steps to set up
	is what most people will	SEN	an additional mail	account.
	see when you send them	2 1	To get started, fill	out the following information:
	an email. Type your email	2	Full Name:	Bob
	address in the Email	AL OF	Email Address:	bob@bobsdomain.co.uk
	Address text-box.		Password:	
	Enter the password for	CORERUNO		
	the mailbox in the			
	Password text box.	0	Cancel	Go Back Continue

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 Account Type	: 🚱 POP
25	NU	Bobs Email
2	Incoming Mail Server	mail.bobsdomain.co.uk
5	User Name	bob@bobsdomain.co.uk
	Password	I: [
		Go Back Continue

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

Step 6 On this screen you should enter the SMTP settings as advised by your Internet Service Provider.

Click **Continue** when you have filled out this information.

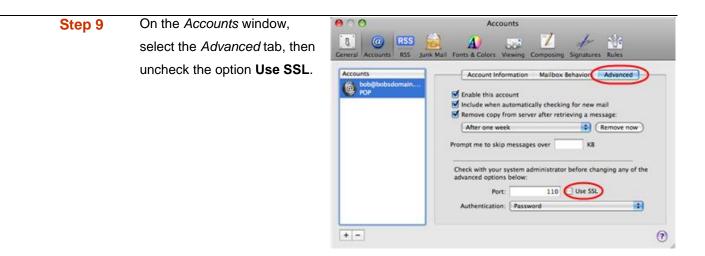


Step 7 If your ISP's outgoing server requires an SSL connection, select this option here and click Continue



Step 8 Confirm the details you have filled out, and click the Create button.





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