StarterPlus Mailbox Email Software Setup Guide



Setting up an StarterPlus mailbox only takes a few minutes. You can set up any email software to send and receive email from your 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.

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.



Step 3

Click on the Email tab.



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

 button.
 button.

Add a Mailbox

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

ralphsdomainname.com Change Mailbox

Ne	w Microsoft Exchange 2010 Mailboxes	
0	5GB Professional Mailbox 🚱 12/12 quota used Cost to Add Mailbox: £6.59 pm	
۲	1GB StarterPlus Mailbox 😡 4/5 quota used	
0	100MB Starter Mailbox 😡 8/Unlimited quota used	
Car	ncel	Change Mailbox

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	Residential and a state of the second s	Password Strength:
Re-type Password		Medium Strength Required How to Create Stronger Passwords
	🗹 Acceptable Strength	now to create outliger 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.

Set up Windows Live Mail

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

Тоо	ls	Actions	Help	
	Send and receive		eive	•
	Synchronize all			
	Message rules		•	
	C	ontacts		Ctrl+Shift+C
	N	ewsgroups		Ctrl+W
	М	lanage feed	s	
	A	ccounts		
	Sa	afety option	is	
	0	ptions		

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

o make changes, export, or remove an account or subsc News	· · · · · · · · · · · · · · · · · · ·
Microsoft Communities (Default Account)	Add Remove
Contacts Directory	Properties Set as Default
	Import

Step 3 Select E-mail account and click Next.

Select Account Type	
What type of account would you like to add?	
E-mail Account Newsgroup Account Directory Service	
What information do I need to set up my account?	
Next Can	icel

0

Step 4	Enter your full email			×
	address and mailbox	Add an E-mail Accour	nt	
	password in the text boxes			
	provided.	Please enter your	e-mail account information below:	
		E-mail address:	ralph@ralphsdomainname.com 👻	
Step 5	In the next text box, enter a	Password:	example555@hotmail.com <u>Get a free e-mail account</u>	
	display name. This is what		Remember password	
	most email users will see in	How should your	name appear in e-mail sent from this account?	
	their inboxes instead of	Display Name:	Ralph Smith	
	your email address. Select		For example: John Smith	
	the box marked Manually	Ianually confi	igure server settings for e-mail account.	
	configure server settings			
	for e-mail account. And		Next Cance	el
	click Next .			

- 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.
 - **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.
 - **Outgoing server:** Enter *smtp.yourdomain.com* (replacing yourdomain.com with your domain name).

Note: If you are using an external DNS provider you should enter **smtp.livemail.co.uk** as your outgoing SMTP server address.

- **Outgoing server port:** While you can leave the outgoing server port set at 25, some ISP's (Comcast, AOL, Yahoo etc) may block this port. If you are unable to send email using port 25, you should change it to *587*.
- This server requires a secure connection: Leave unchecked.
- My outgoing server requires authentication: Should be selected.

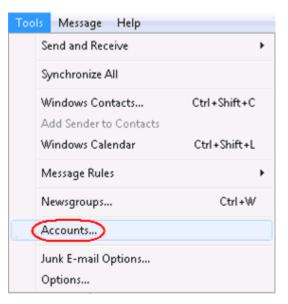
G Add an E-mail Account		
Where can I find my e-mail server information?		
Incoming Server Information		
My incoming mail server is a POP3 - server.		
Incoming server: mail.ralphsdomainname.com	Port: 110	
This server requires a secure connection (SSL)		
Log on using: Clear text authentication	•	
Login ID (f different from e-mail address):		
ralph@ralphsdomainname.com		
Outgoing Server Information		_
Outgoing server: smtp.ralphsdomainname.com	Port: 25	
This server requires a secure connection (SSL)		
Wy outgoing server requires authentication		
E	Next Can	cel

Step 7 Check the details again, then click **Next** and **Finish** to set up your account and close the new account wizard.

Windows Live Mail is now set up to send and receive emails from your StarterPlus mailbox.

Set up Windows Mail

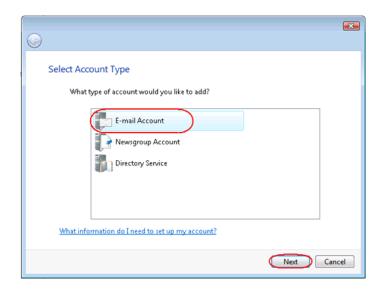
 Step 1
 Open Windows Live Mail. Click Tools, then Accounts in the drop down menu.



Step 2The Internet Accountswindow will open. ClickAdd in the top rightcorner.

News	*
Microsoft Communities (default) msnews.microsoft.com	Add
Directory Service	Remove
	Properties
	Set as Defau
	Import
	Export
	Set Order

Step 3 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 3

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

Your Name	
When you send e-mail, y Type your name as you w	rour name will appear in the From field of the outgoing message. would like it to appear.
Display name:	Ralph Smith
Display name:	Ralph Smith For example: John Smith
Display name: Where can I find my e-m	For example: John Smith
	For example: John Smith

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

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G	e e e e e e e e e e e e e e e e e e e	3
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	ail account information?	
	Next Cancel	

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.

- Enter **mail.yourdomain.com** (replacing yourdomain.com with your domain name) in the *Incoming mail (POP3, IMAP or HTTP) server* text box.
- Enter **smtp.yourdomain.com** (replacing yourdomain.com with your domain name) in the *Outgoing mail (SMTP) server* text box.
- Check the box marked Outgoing server requires authentication.

Note: If you are using an external DNS provider you should enter **smtp.livemail.co.uk** as your outgoing SMTP server address.

0		×
Set up e-mail s	servers	
Incoming e	-mail server type:	
	nail (POP3 or IMAP) server: sdomainname.com	
	-mail server (SMTP) name: Isdomainname.com	
	g server requires authentication (find my e-mail server information?	
		Next Cancel

Step 6 When you have entered your mail server names, click **Next**.

Step 7	On the Internet			
	Mail Logon	\bigcirc		
	screen, enter	Internet Mail Logon		
	your full email			
	address in the	Type the account name	and password your Internet service provider has given you.	
	Account name	E-mail username:	ralph@ralphsdomainname.com	
	text box. When	Password:	••••••	
	you created		Remember password	
	the mailbox,			
	you chose a		Next Cancel	

password. Enter this in the *Password* text box.

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

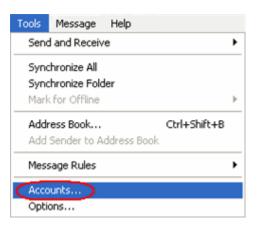
Step 8

Click Finish and			
the mailbox will	Θ		
be added to	Congratulations		
Windows Mail,			
then click Close	You have successfully entered all of the information required to set up your accou To save these settings and download your e-mail folder list and messages, click Fi Do not download my e-mail and folders at this time		
to end the			
wizard and start			
using your email	Finish Canc		
account.			

Windows Mail is now set up to send and receive emails from your StarterPlus mailbox.

Set up Outlook Express

Open Outlook Express. Click Tools, then Step 1 Accounts in the drop down menu.

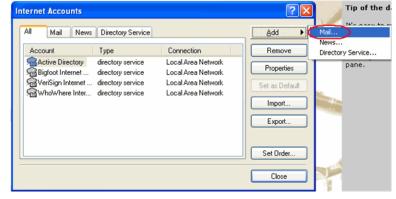


×

Cancel

Step 2	2
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The Internet Accounts window will open. Click Add in the top right corner. Then click Mail in the menu that appears. This 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 you'll be asked to enter a display name. This is what most email users will see in the inboxes instead of your email address. Enter your name, then click **Next**.

Your Name	
When you send e-mail, Type your name as you	your name will appear in the From field of the outgoing message. would like it to appear.
	Balph
Display name:	napri
Display name:	For example: John Smith
Display name:	

Step 4	Enter your full	Internet Connection Wizard	
	email address.	Internet E-mail Address	*
	This made up of		5
	the mailbox name	Your e-mail address is the address other people use to send e-mail messages to you.	
	you chose, an @		
	symbol and your	E-mail address: ralph@ralphsdomainname.com	
	domain name.	For example: someone@microsoft.com	
		< Back Next> Car	ncel

- For Example: ralph@ralphsdomainname.com
- Step 5 When you have entered your email address, click Next.
- Step 6 Depending upon your favored connection, select either **POP3** or **IMAP** from the drop down menu.

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

Enter **smtp.yourdomain.com** (replacing yourdomain.com with your domain name) in the *Outgoing mail* (*SMTP*) server text box.



Note: If you are using an external DNS provider you should enter **smtp.livemail.co.uk** as your outgoing SMTP server address.

Internet Connection Wizard	
E-mail Server Names	N/2
My incoming mail server is a POP3 verver.	
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 > C	Cancel

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

Step 7 Click Finish and the mailbox will be added to Outlook Express.

iternet Connection Wizard	
Congratulations	×~
You have successfully entered all of the information required to set up your according to save these settings, click Finish.	ount.
< Back Finish	Cancel

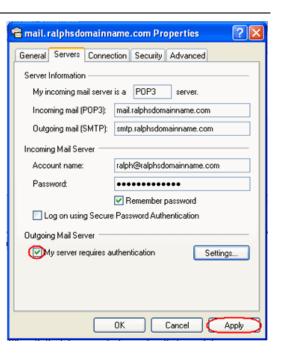
You will be taken to the Internet Accounts window.

Step 8 Select the account you have just created and click Properties.

All Mail News	Directory Service		<u>Add</u>
Account Calculate Active Directory Calculate Bigfoot Internet Calculate Active Active Active Calculate Active Active Active Directory Calculate Active Active Active Directory Calculate Active Active Calculate Active Active Calculate Active Active Calculate Active Active Calculate Active Calculate Active		Connection Local Area Network Local Area Network Any Available Local Area Network Local Area Network	Remove Properties Set as Default Import Export
			Set Order Close

Step 9

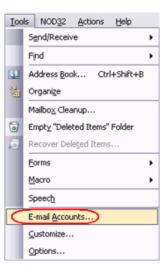
Click the **Servers** tab and ensure the *My server requires authentication* check box is selected, then click **Apply** and **OK**.



Step 10Finally, click the Tools menu, then click Options. Set how often you want OutlookExpress to check your mailbox for new mail in the Check for new messages text box.Click OK and your new email account is now ready to use.

Set up Outlook 2003

Step 1Open Outlook 2003, click Tools in the top menu, then
click E-mail Accounts.



Step 2	Select Add a new e-mail	E-mail Accounts
	account , then click the Next button.	This wizard will allow you to change the e-mail accounts and directories that Outlook uses. E-mail @Add a new e-mail account @Wew or change existing e-mail accounts Directory @ Add a new directory or address book @ Wew or change existing directories or address books
Step 3	Depending upon your favoured type of connection, select either POP3 or IMAP from the list of available server types, and then click Next .	E-mail Accounts Server Type You can choose the type of server your new e-mail account will work with. 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. MAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. HITP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize nalibox folders. Additional Server Types Connect to another workgroup or 3rd-party nail server. Cancel Cancel

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 the 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.
 <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 *smtp.yourdomain.com* (replacing yourdomain.com with your domain name)

Note: If you are using an external DNS provider you should enter **smtp.livemail.co.uk** as your outgoing SMTP server address.

Login Information

a

- 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.
- Log on using secure password authentication (SPA): Leave unchecked.

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

E-mail Accounts 🛛 🔀			
	ail Settings (POP3) ese settings are required to g	et your e-mail account working.	×.
User Informat	ion	Server Information	
Your Name:	Ralph	Incoming mail server (POP3):	ail.ralphsdomainname.com
E-mail Address:	r@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 accord button below. (Requires network	ount by clicking the
	Remember password	Test Account Settings	
Log on using Secure Password Authentication (SPA)			More Settings
		< Back	Next > Cancel

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

Step 5 Click the Outgoing Server tab.

Step 6

Check *My* outgoing server (SMTP) requires authentication, ensure Use same settings as my incoming mail server is selected, then click the **OK** button.

Internet E-mail Settings 🛛 🛛 🔀				
General Outgoing Server Connection Advanced				
My outgoing server (SMTP) requires authentication				
OJse same settings as my incoming mail server				
O Log on using				
User Name:				
Password:				
Remember password				
Log on using Secure Password Authentication (SPA)				
O Log on to incoming mail server before sending mail				
OK Cancel				

Step 7 Click the Next button, then click the Finish button.

Set up Outlook 2007

Step 1	Open Outlook 2007,	click Tools in the top menu, and then click Account Settings .
Step 2	Select the <i>E-mail</i> tab and click New .	Account Settings Image: Counts 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 Image: New Image: Change Set as Default Remove Name Type ralph@ralphsdomainname.com POP/SMTP (send from this account by default) Close
Step 3	Check the box marked <i>Microsoft</i> <i>Exchange, POP3,</i> <i>IMAP or HTTP</i> and click Next .	Add New E-mail Account X Choose E-mail Service X • Microsoft Exchange, POP3, IMAP, or HTTP Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server. • Other Connect to a server type shown below. Outlook Mobile Service (Text Messaging)
Step 4	Select Manually configure server settings of additional server types and click Next .	Add New E-mail Account Image: Content of the second of

Select Internet E-	Add New E-mail Account
mail and click	Choose E-mail Service
Next.	Onnect E-mail 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) < < < <

Step 6 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.
 <u>ralph@ralphsdomainname.com</u> 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 *smtp.yourdomain.com* (replacing yourdomain.com with your domain name)

Note: If you are using an external DNS provider you should enter **smtp.livemail.co.uk** as your outgoing SMTP server address.

Login Information

(ż)

• 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

Change E-mail Account		
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acco	unt working.
User Information		Test Account Settings
Your Name:	Ralph Smith	After filling out the information on this screen, we
E-mail Address:	ralph@ralphsdomainname.com	recommend you test your account by clicking the button below. (Requires network connection)
Server Information		Test Assume Collines
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.ralphsdomainname.com	
Outgoing mail server (SMTP):	smtp.ralphsdomainname.com	
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 all the information required, click **More Settings**.

Ste		7
Ole	Μ.	

Click the *Outgoing* Server tab then check My outgoing server (SMTP) requires authentication and Use same settings as my incoming mail server.

My outgoing :	server (SMTP) requires authentication
🔘 lse same	settings as my incoming mail server
🔘 Log on us	ing
User Nam	ne:
Password	d:
	Remember password
Requi	re Secure Password Authentication (SPA)
O Log on to	incoming mail server before sending mail

Quick tip: While you can leave the outgoing server port set at 25, some ISP's (Comcast, AOL, Yahoo etc) may block this port. To change your outgoing port, click the **Advanced** tab and change your outgoing SMTP port from 25 to 587.

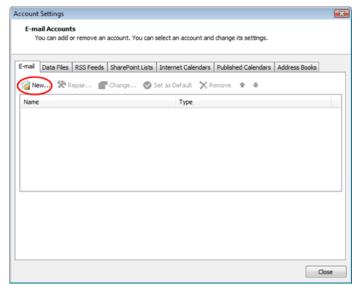
Step 8 Click OK, then Next and Finish to close the wizard.

Set up Outlook 2010

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



Step 2 Select the *E-mail* tab and click New.



Step 3	Select Manually	I 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:
	Next.	Esample: Elen Adams
		E-mail Address: Example: ellen@contoso.com
		Password:
		Retype Password: Type the bassword your Internet service provider has given you.
		The substance for manufacture to be a set
		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 Next.	Choose Service
		Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages Plicrosoft Exchange or compatible service Context ad access e-mail messages, calendar, contacts, faxes and voice mail messages. Orext Messaging (SMS) Connect to a mobile messaging service. Other Connect to a server type shown below. Fax Mail Transport
		< Back Next > 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 *smtp.yourdomain.com* (replacing yourdomain.com with your domain name)

Note: If you are using an external DNS provider you should enter smtp.livemail.co.uk as your outgoing SMTP server address.

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.

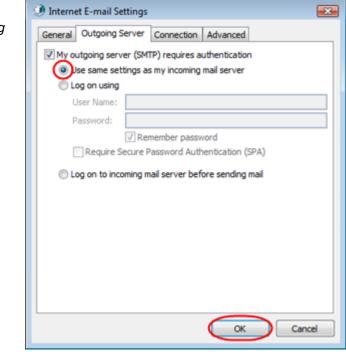
Once complete, the screen should look similar to the following

User Information		Test Account Settings
Your Name:	Ralph Smith	After filing out the information on this screen, we recommend you test your account by clicking the button
E-mail Address:	ralph@ralphsdomainname.com	below. (Requires network connection)
Server Information		Test Account Settings
Account Type:	POP3	
Incoming mail server:	mail.ralphsdomainname.com	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	smtp.ralphsdomainname.com	Deliver new messages to:
Logon Information		New Outlook Data File Existing Outlook Data File
User Name:	alph@ralphsdomainname.com	Browse
Password:	•••••	
Remember password		
Require logon using Secure Password Authentication (SPA)		\frown

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

Step 6

Click the Outgoing Server tab then check My outgoing server (SMTP) requires authentication and Use same settings as my incoming mail server.



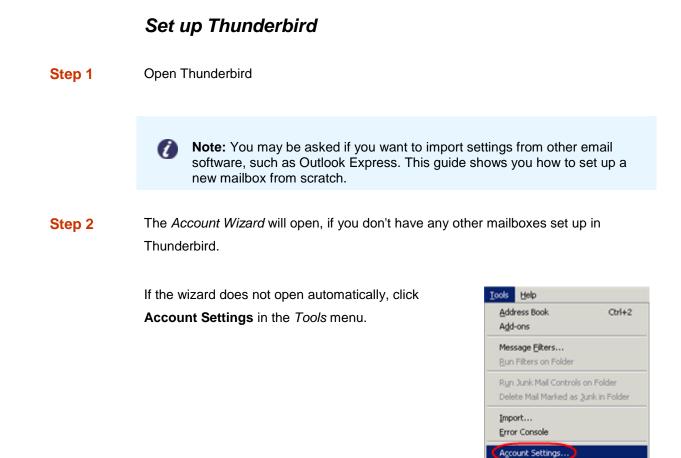
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Quick tip: While you can leave the outgoing server port set at 25, some ISP's (Comcast, AOL, Yahoo etc) may block this port. To change your outgoing port, click the **Advanced** tab and change your outgoing SMTP port from 25 to 587.

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

Step 8When the test is complete clickClose, and then click Finish to
close the wizard.

ongratulations! All tests completed successfully. C	lick Close to continue.	Stop
		Close
rasks Errors		
Tasks	Status	
✓ Log onto incoming mail server (POP3)	Completed	
✓ Send test e-mail message	Completed	



Step 3

Click the Add Account button.

Account Settings		×
Local Folders Disc Space Junk Settings Outgoing Server (SMTP)	Account Settings The following is a special account. There are no identities associated with it. Account Name: Local Folders Message Storage	
Add Account		
Set as De <u>f</u> ault		
Remove Account		
	OK Cancel	

Options...

Step 4	Select the Email account	Account Wizard
	radio button, then click	New Account Setup
	Next.	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: C Engal account C RSS News & Blogs C Google Mail Newsgroup account ktildes C Solde Mail C Newsgroup account ktildes C Solde Mail C Newsgroup account
Step 5	Enter your name in the <i>Your Name</i> text-box. This	Account Wizard X Identity
	is what most people will see when you send them an email. Then enter your email address in the <i>Email</i> <i>Address</i> text-box, then click the Next button.	Each account has an identity, which is the information that identifies you to others when 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 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
		< Back Next > Cancel

- Step 6 Depending upon your favoured connection type, check either **POP** or **IMAP** as the incoming server type.
- Step 7
 Incoming server: Enter *mail.yourdomain.com* (replacing yourdomain.com with your domain name)
 - Outgoing Server: Enter *smtp.yourdomain.com* (replacing yourdomain.com with your domain name). You will only see this option if this is the first mailbox you've setup in Thunderbird.

Account Wizard	×
Server Information	
	_
Select the type of incoming server you are using.	
@ BOD C IMAP	
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)	
Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").	
Outgoing Server: smtp.ralphsdomainname.com	
< Back Next > Cancel	

Step 9 Enter your full email address in the *Incoming User Name* and *Outgoing User Name* text-boxes.

> You will only see the *Outgoing User Name* text box if this is the first account you've set up in Thunderbird.

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

Account Wizard
User Names
Enter the incoming user name given to you by your email provider (for example, "jsmith").
Incoming User Name: ralph@ralphsdomainname.com
Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).
Qutgoing User Name: ralph@ralphsdomainname.com
< Back Next > Cancel

ccount Wizard	2
Account Name	
	y which you would like to refer to this account (for ccount", "Home Account" or "News Account").
Account Name:	ralph@ralphsdomainname.com
	< Back Next > Cancel

Step 12Confirm the details you have entered, click Finish, then click OK to close the Account
Settings window.

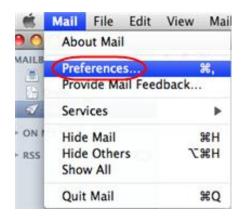
Note: The first time you access your mailbox, Thunderbird will ask for the password you chose when the mailbox was created.

Set up Mac Mail

Step 1 Open Mac Mail.

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Step 2 Click Preferences from the Mail menu.



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

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 either 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	
- MANNAN	Account Type:	Ø POP
3	Description:	Bobs Email
2 1	Incoming Mail Server:	mail.bobsdomain.co.uk
O FO	User Name:	bob@bobsdomain.co.uk
COMERUNI	1 - S	
0	Cancel	Go Back Continue

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

Step 6 Enter the following information on the *Outgoing Mail Server* screen:

- **Outgoing Mail Server**: Enter smtp.yourdomain.com (replacing yourdomain.com with your domain name.
- Use only this server: Check this box.
- **Use Authentication**: Check this box.
- User Name: Enter your full email address.
- **Password**: Enter the password for this mailbox (the same password that you entered on the previous screen).

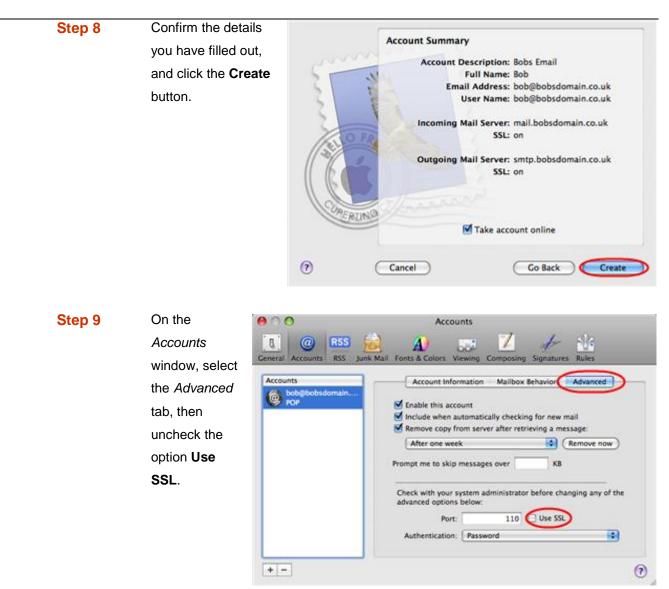


Note: If you are using an external DNS provider you should enter **smtp.livemail.co.uk** as your outgoing SMTP server address.



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





Mac Mail is now configured to send and receive email from your StarterPlus mailbox.