

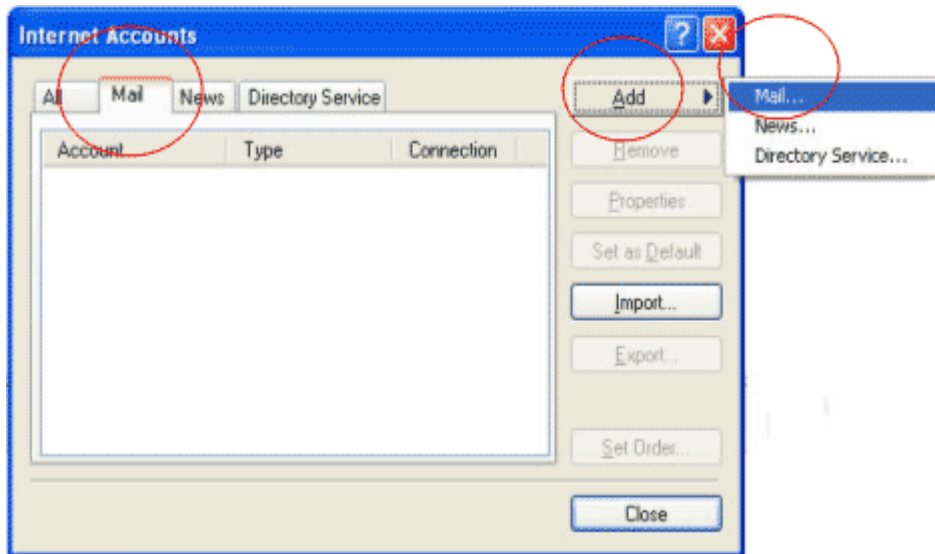
Setting up Outlook Express 6™

To Download Email from Your POP3 Account

Your email client is the program you use on your computer to send and receive emails. Examples are Microsoft's Outlook™ and Outlook Express™, Netscape Messenger™ and Mozilla Thunderbird™. There are plenty of others available; the principal is the same with each.

This document offers assistance in configuring your email to download email from our mail servers using **Microsoft's Outlook Express v.6**.

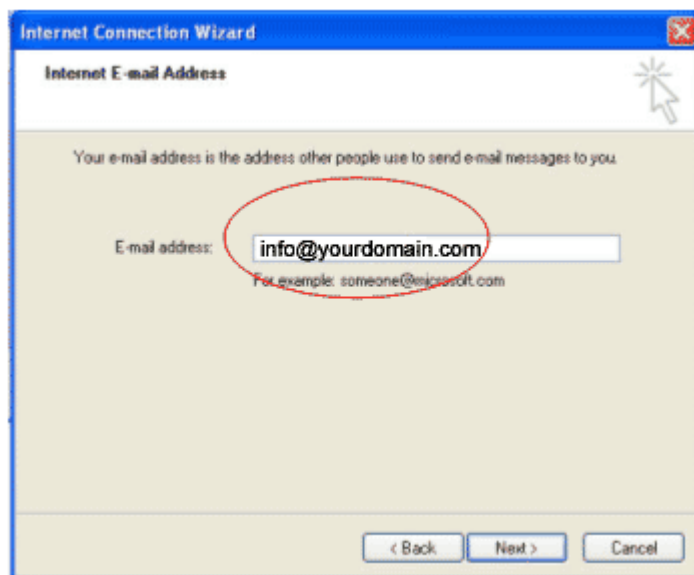
1. Open Outlook Express and go to TOOLS>>ACCOUNTS
2. Click on the 'Mail' tab
3. Click on the 'Add' button and choose 'Mail'.



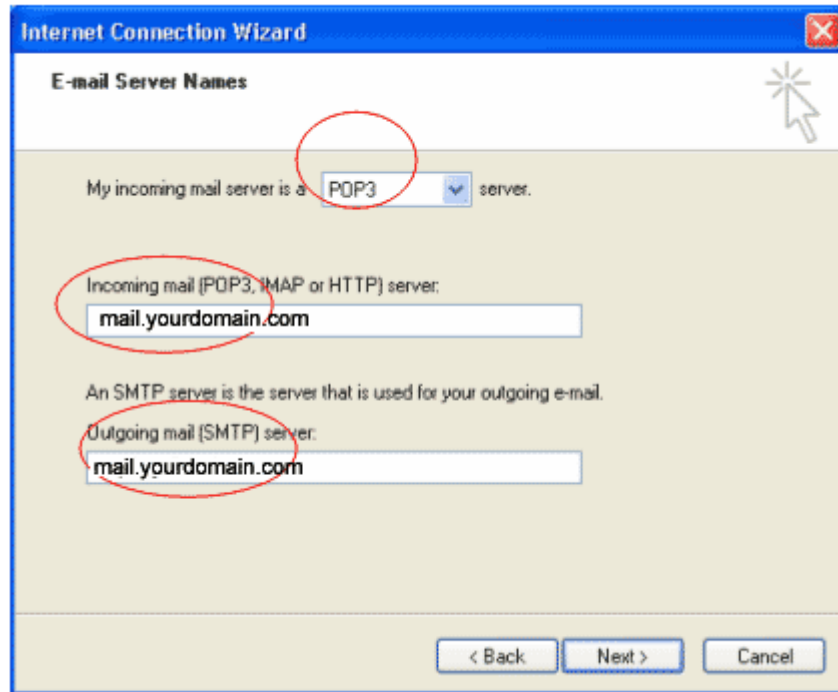
4. In the email configuration wizard 'Your Name' dialog box type in the name of the email account as you want it to appear to those receiving your e-mail. Click next.



5. On the 'Internet E-mail Address' dialog box type in the full email address. Click next.

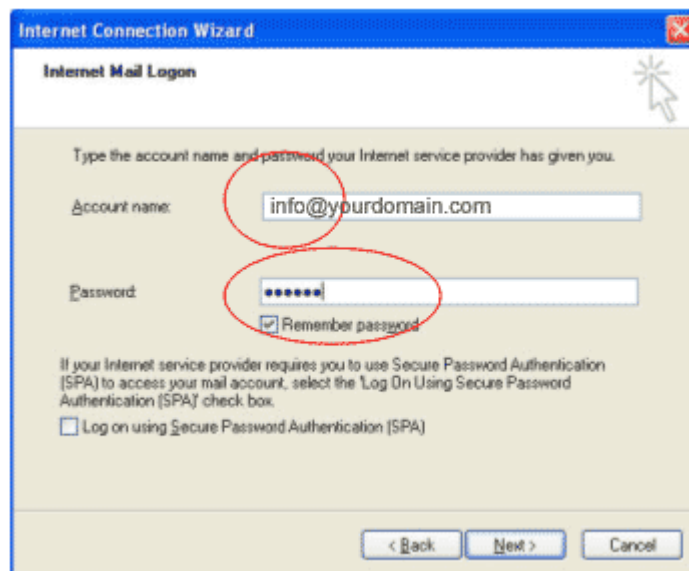


6. On the 'E-mail Server Names' dialog box:
 - o Ensure the incoming mail server is selected as 'POP3'
 - o In the 'Incoming mail' text field type in **mail.yourdomain.com** (*substitute "yourdomain.com" with your actual domain*)
 - o In the 'Outgoing mail (SMTP) server' text field type **mail.yourdomain.com** (*substitute "yourdomain.com" with your actual domain*)



7. On the 'Internet Mail Logon' dialog box:

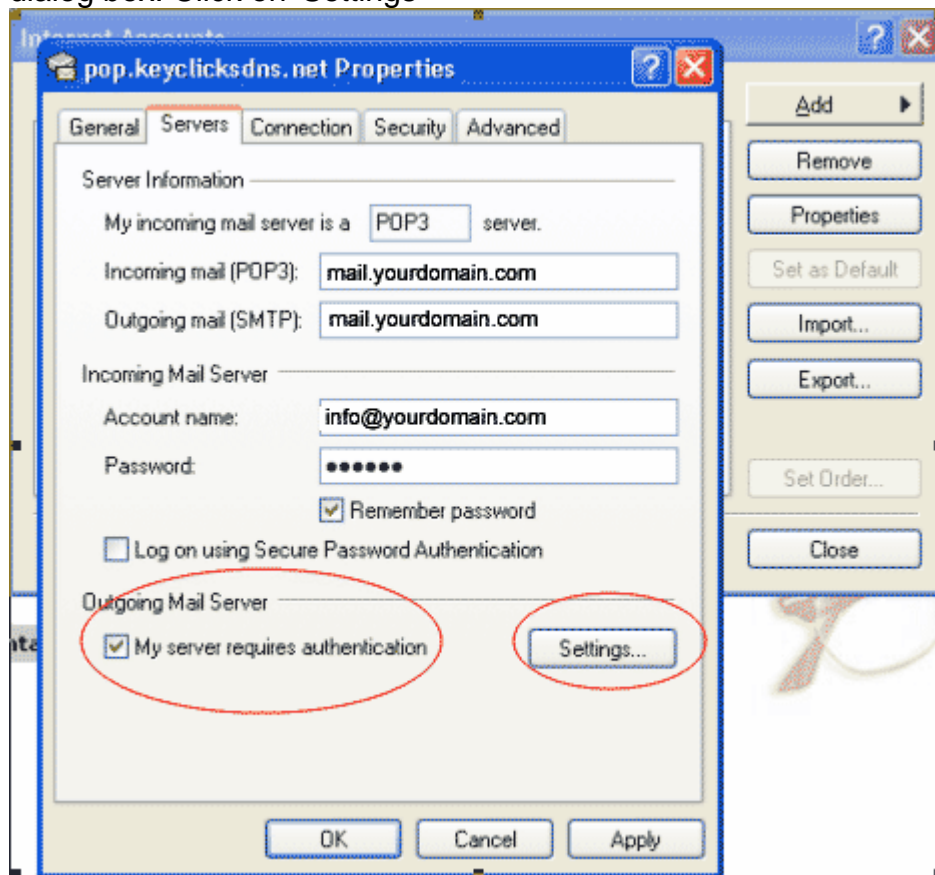
- In the 'Account name' text field type in the username which you gave to this e-mail account when you set it up on your control panel.
- In the 'Password' text field type in the password which you gave to this e-mail account when you set it up on your control panel.
- Ensure the 'remember password' box is ticked. Click next.



- Click Finish.

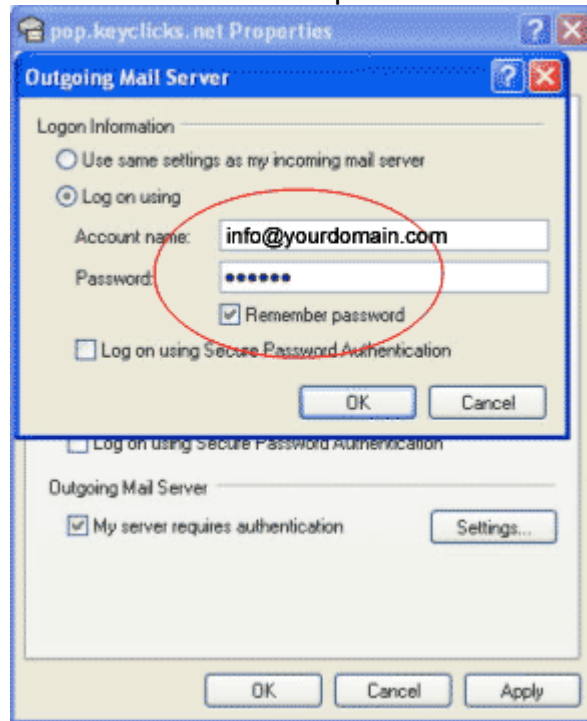
The e-mail account has been created and you now need to set the properties for this. Click once on the e-mail address you have just created.

8. Click on 'Properties'
9. Click on the 'Servers' tab
10. Tick the 'My server requires authentication' box at the bottom of this dialog box. Click on 'Settings'



11. Click on 'Log on Using'
 - In the 'Account name' text field type in the username which you gave to this e-mail account when you set it up on your control panel.
 - In the 'Password' text field type in the password which you gave to this e-mail account when you set it up on your control panel.

- Ensure the 'remember password' box is ticked. Click OK.



- Click Apply.
- Click OK

The creation of your e-mail account is now complete. If you wish to add further e-mail accounts repeat from point 2 above. Set the account your wish to use as your default account if you wish.

When you have finished creating e-mail accounts click Close.