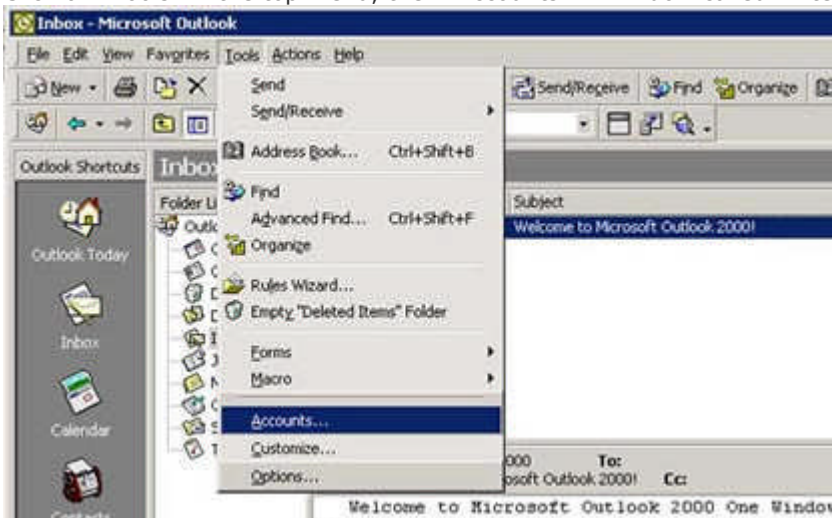## Setting up a POP eMail address using Outlook 2000

Follow our step by step tutorial to configure your copy of Outlook 2000. Instructions are virtually identical for subsequent releases of Outlook.
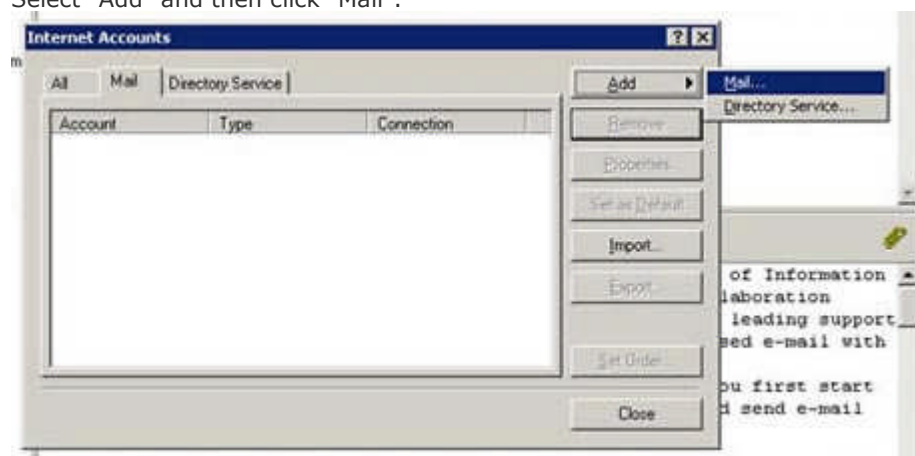
Step 1: Open up the Accounts window

Click on "Tools" in the top menu, then "Accounts". A window called "Internet Accounts" will appear.

Step 2: Choose to administer your Mail settings
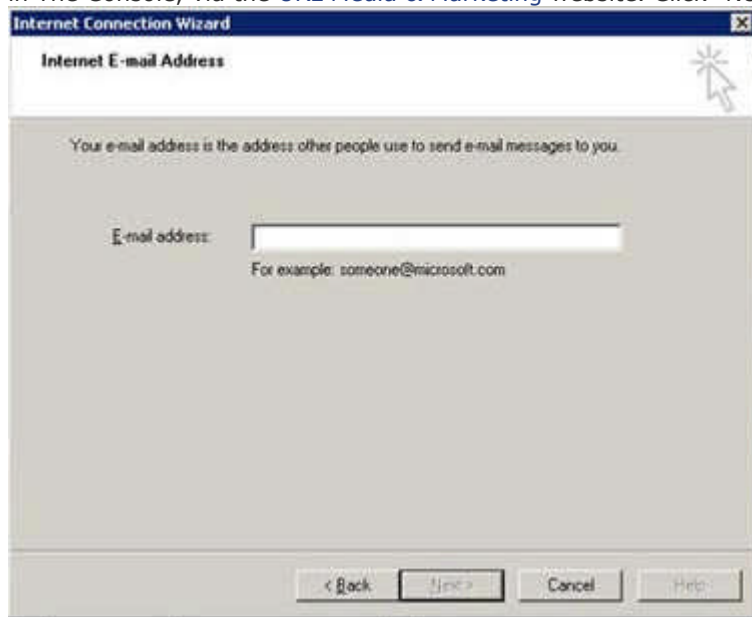
Select "Add" and then click "Mail".

Step 2: Set up your name

Insert your name, or your business name, depending on the purpose of this e-mail account.
e.g. 'John Smith', or 'Your Business Pty Ltd'. Once entered, click "Next".

Step 3: Define your Reply Email Address

Enter your e-mail address in this field eg. info@yourdomain.com.au. You must have created this address in The Console, via the URL Media & Marketing website. Click "Next", when done.

Step 4: Define your mail servers

Enter the following information:

1. Your incoming mail server is a **POP3 server**
2. The incoming mail server is: **pop.yourdomain.com.au**
3. The Outgoing mail (SMTP) server is defined by your ISP (Internet Service Provider).
   e.g. if you are connected to the Internet with Telstra Bigpond on dial-up, the server will be: **mail.bigpond.com**. Your ISP will be able to give you details of the outgoing mail server. This information was already provided in your notification of sign up.

Once you have entered all the server details, click "Next".

Step 5: Define your email address

In the field called "Account Name" replace 'info@domain.com' with the full e-mail address you wish to use.

IMPORTANT - You must have created this address in The Console, via the URL Media & Marketing website.

The "Password" field should contain the password that you chose you set up your email account in TheConsole, via the URL Media & Marketing website.

Tick the "Remember password" box, if you do not wish to re-enter the password each time you check your mail.

Make sure that "Log on using Secure Password Authentication (SPA)" box is **NOT ticked**.
Once this is completed, click "Next".

Step 6: Setup complete. Run a test.

That is it. Simply click "Finish" on the next page.
Create an email and send yourself a test message.

You can try sending a message to check that the Outgoing mail server provided by your ISP is working correctly. If it does not, an error message will pop up, where you will be asked to check the account settings. Follow the instructions and make sure that you have not mistyped anything during the setup. Another common problem is if you mistype the password during setup. In this case, a box will pop up with the account name and password, asking you to re-enter them. Simply re-type the password as you remember it and try again.

When all else fails, call our web-hosting supplier on **1800.788082** and quote your domain name, they will be happy to go through the settings with you.