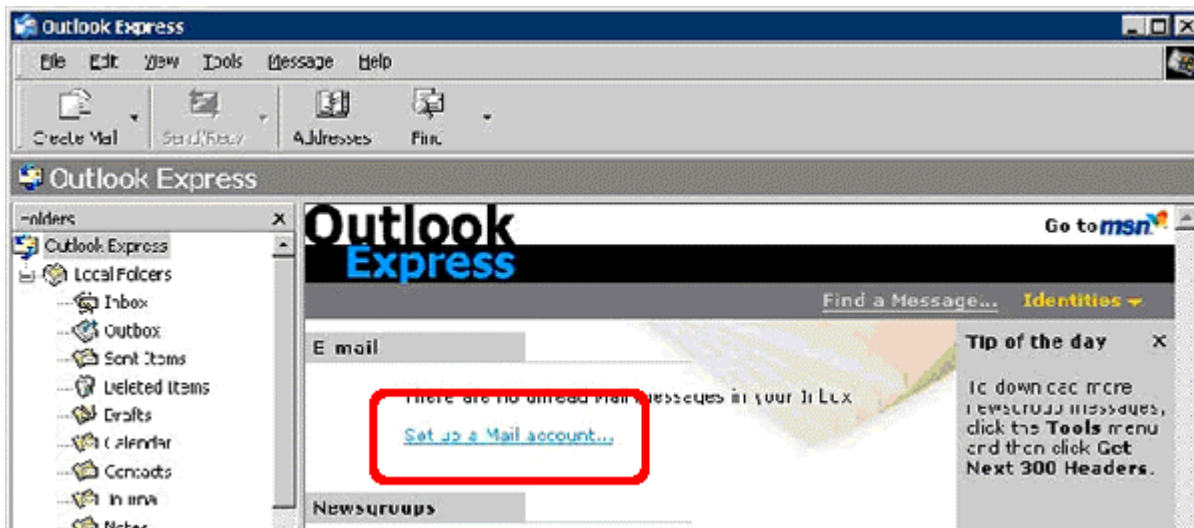


Setting up a POP eMail address using Outlook Express setup wizard

Step 1: Click on "Set up a Mail account..."

When you first run Outlook Express, you will be invited to use the Microsoft Wizard. Click on the link called "set up a Mail account....".

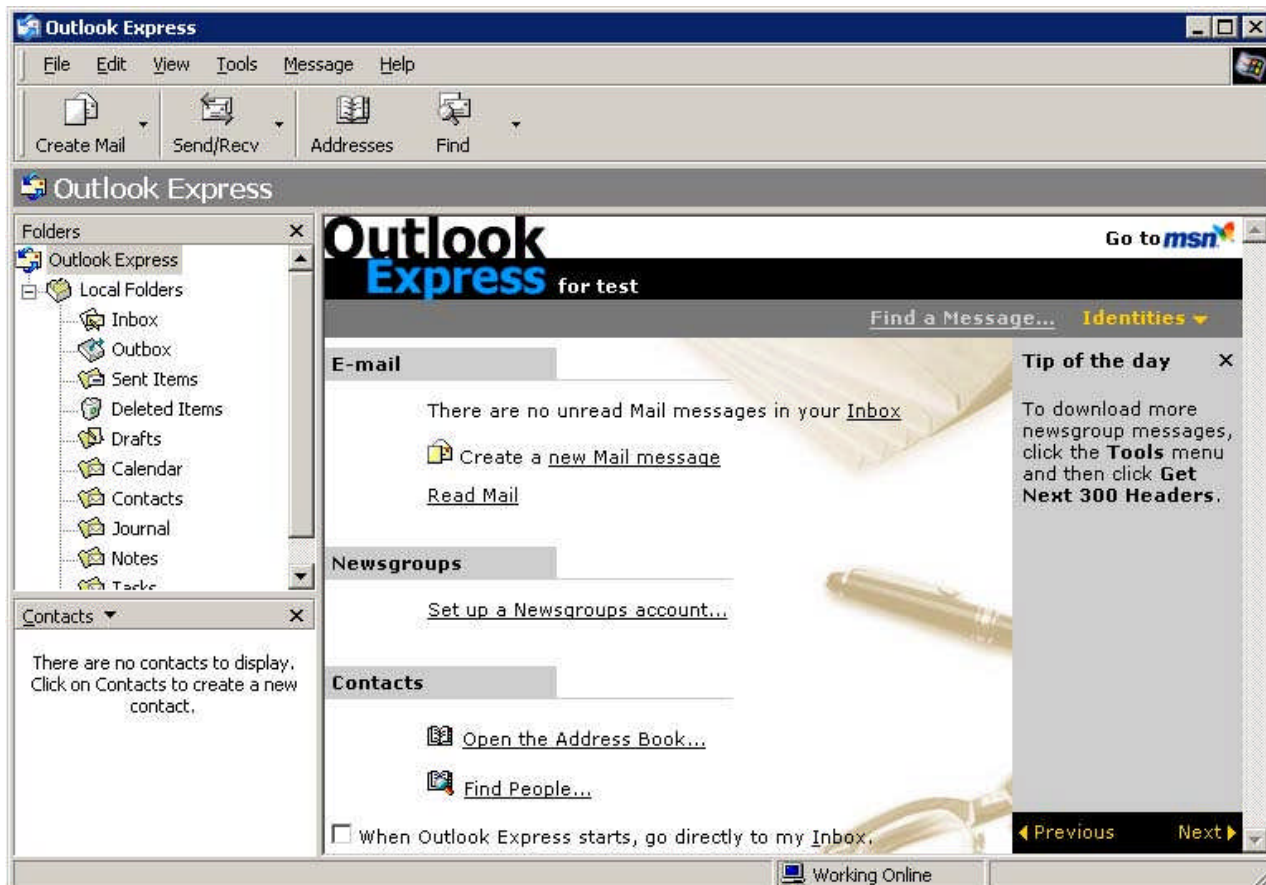
If the wizard is not available, go straight to Manual setup listed below.



Configure Outlook Express version 6 manually

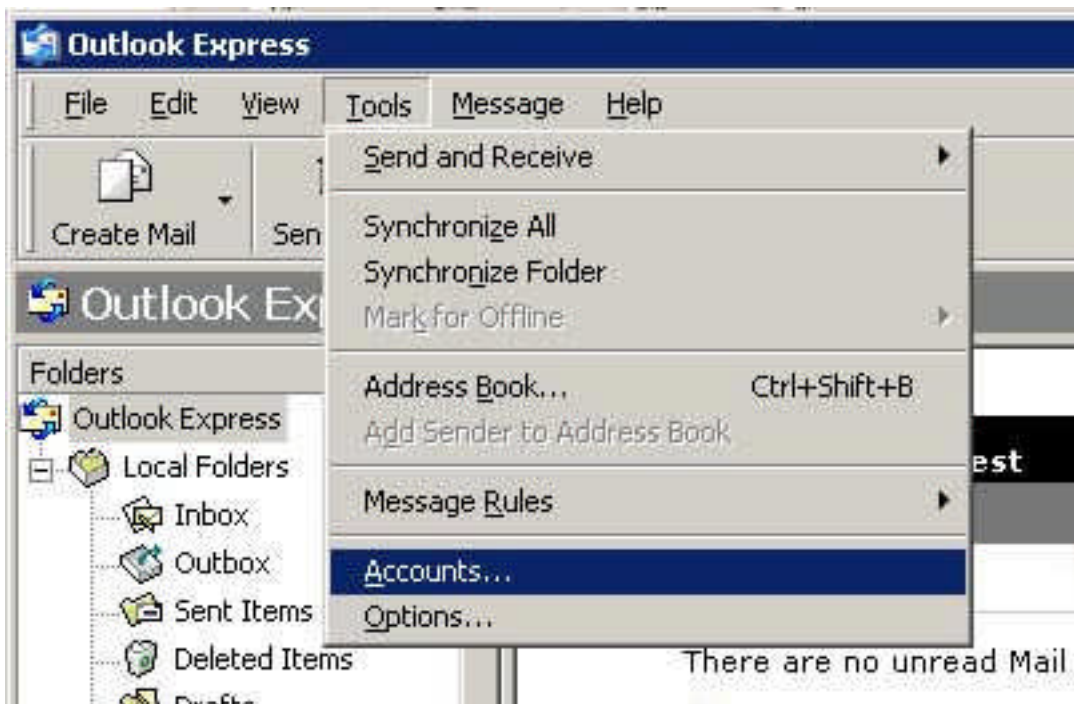
If you already have another e-mail address setup in Outlook Express, you can follow the instructions below to change your email address, or add another.

When you load Outlook Express, click on the Outlook Express folder, and you will see the following:



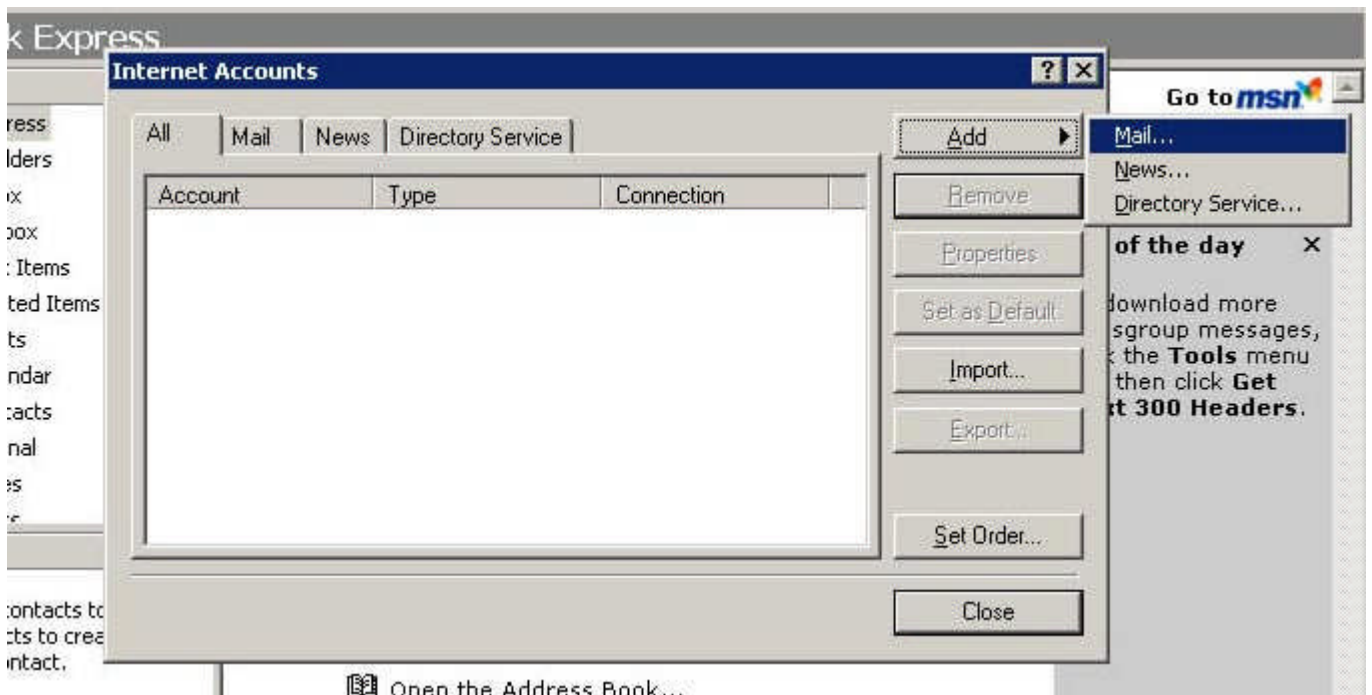
Step A : Open up the Accounts window

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



Step B: Choose to administer your Mail settings

Select "Add" and then click "Mail". You will be displayed with the Account Wizard as in figure 2 of the tutorial called Configure Outlook Express version 6 using Microsoft's setup wizard. Then follow the instructions from Step 2 to Step 6.



Go now to set up account

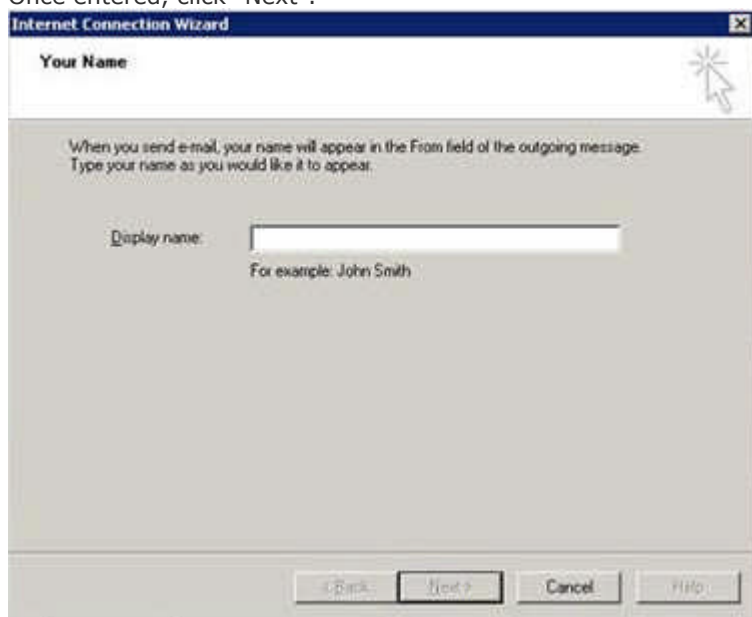
Go now and follow steps 2 to 6 in the tutorial

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".

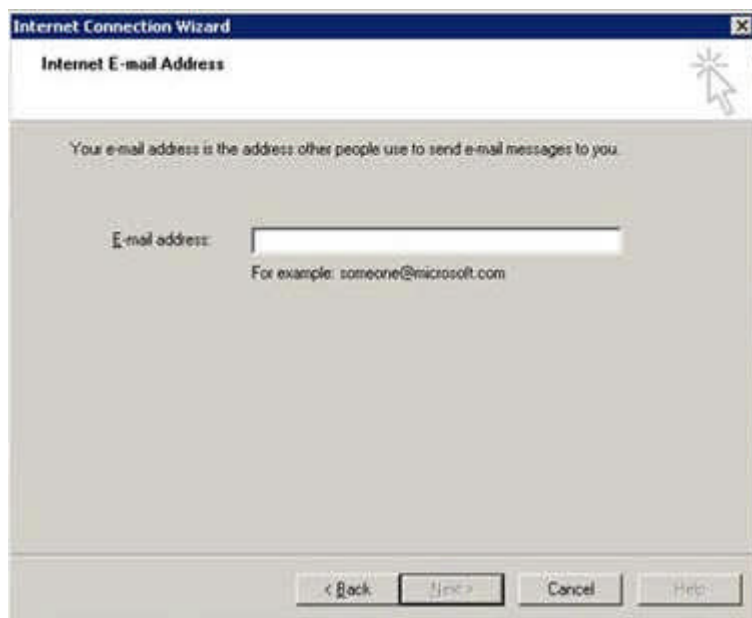


The screenshot shows the 'Your Name' dialog box in the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box for entering the name. A mouse cursor is pointing at the top right corner of the dialog box. Below the text box, there is a small icon of a hand pointing to the right. The text below the text box reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this text, there is a label 'Display name:' followed by a text box. Below the text box, there is a small example text: 'For example: John Smith'. At the bottom of the dialog box, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

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.



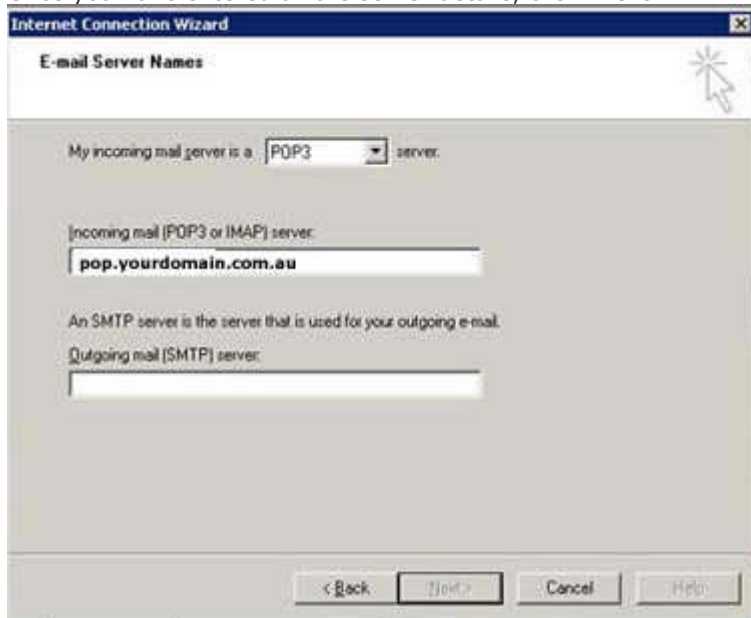
The screenshot shows the 'Internet E-mail Address' dialog box in the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box for entering the email address. A mouse cursor is pointing at the top right corner of the dialog box. Below the text box, there is a small icon of a hand pointing to the right. The text below the text box reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this text, there is a label 'E-mail address:' followed by a text box. Below the text box, there is a small example text: 'For example: someone@microsoft.com'. At the bottom of the dialog box, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

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".



The screenshot shows the 'E-mail Server Names' dialog box in the Internet Connection Wizard. It has a title bar with 'Internet Connection Wizard' and a close button. The main area contains the following text and fields:

- 'My incoming mail server is a **POP3** server.' (The 'POP3' is in a dropdown menu).
- 'Incoming mail (POP3 or IMAP) server:' followed by a text box containing 'pop.yourdomain.com.au'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by an empty text box.

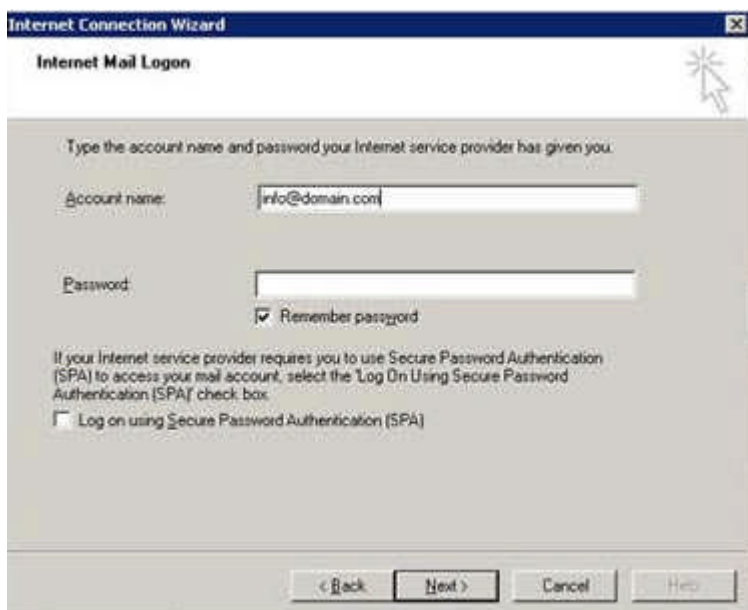
At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

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 to 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".



The screenshot shows the 'Internet Mail Logon' dialog box in the Internet Connection Wizard. It has a title bar with 'Internet Connection Wizard' and a close button. The main area contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'info@domain.com'.
- 'Password:' followed by a text box.
- A checked checkbox labeled 'Remember password'.
- Text: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the Log On Using Secure Password Authentication (SPA) check box.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.

At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Step 6: Setup completion. 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.