

eMail Setup Guides

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Outlook 2007 - Windows

- If this is the first time you've opened Outlook 2007, the Welcome to Outlook 2007 Startup window will appear automatically. ClickNext twice and continue to step 3.
- 2. Otherwise, go to **Tools** on the top bar and select **Email Accounts**.



3. Make sure the Email tab is selected and click New...

You can add	or remove an account. You can select an account and change its settings.
nail Data Files	RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books
🖥 New 🎾 F	Repair 🎢 Change 🛞 Set as Default 🗙 Remove 🔹 🕸
lame	Туре
sected e-mail acc	count delivers new e-mail messages to the following location:
elected e-mail acc	Personal Folders\Inbox



4.	Select Manually configure server settings or additional server types and click
	Next.

Id New E-mail Account		
		B
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 s	erver settings or additional server types	
	< Back Next > Ca	ncel

5. Select Microsoft Exchange, POP3, IMAP or HTTP and click Next.

ld New	E-mail Account
Choos	se E-mail Service
	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)
	< Back Next > Cancel

6. Fill in your account details (see below the screenshot if you need help with this).



hange E-mail Account Internet E-mail Settings Each of these settings ar	e required to get your e-mail accoun	it working.
User Information		Test Account Settings
Your Name:	Your Name	After filling out the information on this screen, we
E-mail Address:	yourname@username	recommend you test your account by dicking the button below. (Requires network connection)
Server Information		
Account Type:	POP3 👻	Test Account Settings
Incoming mail server:		
Outgoing mail server (SMTP):		
Logon Information		
User Name:	yourname@username	
Password:	**********	
📝 R	emember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

- Your Name: Enter your name (or the name you'd like people to see when you send them email)
- E-mail Address: Enter the address you're setting up.yourname@yourdomain.co.uk
- Account Type: Select either POP3 or IMAP from the dropdown list.
- Incoming mail server: mail.webnetism.com
- Outgoing mail server (SMTP): mail.webnetism.com
- User name & Password: Use the email address and password
- 7. Click More Settings when you've finished entering these details.



8. Select the **Outgoing Server** tab and tick **My Outgoing server (SMTP) requires authentication**. This will allow you to select This will allow you to select **Use same settings as my incoming mail server**.

Internet E-mail Setting	J2
General Outgoing Se	erver Connection Advanced
My outgoing serve	er (SMTP) requires authentication
🔘 Use same sett	ings as my incoming mail server
Log on using	
User Name:	username
Password:	***********
	Remember password ecure Password Authentication (SPA) ming mail server before sending mail

9. Finally, click Next to finish.



Outlook 2010 - Windows

- 1. If this is the first time you've opened Outlook 2010, the **Welcome to Outlook 2010 Startup** window will appear automatically. Click**Next** twice and continue to step 2.
- 2. Otherwise click the **File** tab, make sure **Info** is selected from the left menu and click **Add Account**.



3. Select Manually configure server settings or additional server types and click Next.

	×.
Example: Ellen Adams	
Example: ellen@contoso.com	
Type the password your Internet service provider has given you.	
< Back	Next > Cancel
	Type the password your Internet service provider has given you. SMS) re server settings or additional server types



4. Select Internet E-mail and click Next.

Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages	
Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and	voice mail messages.
Text Messaging (SMS) Connect to a mobile messaging service.	
Other Connect to a server type shown below.	
Fax Mail Transport	

5. Fill in your account details (see below the screenshot if you need help with this).

		T-14
User Information		Test Account Settings
Your Name:	Your Name	After filing out the information on this screen, we recommend you test your account by dicking the
E-mail Address:	yourname@username	button below. (Requires network connection)
Server Information		Test Associate Cottingen
Account Type:	POP3 👻	Test Account Settings
Incoming mail server:		
Outgoing mail server (SMTP):		
Logon Information		
User Name:	yourname@username	
Password:	***********	
V	Remember password	
Require logon using Secur	re Password Authentication (SPA)	More Settings



- Your Name: Enter your name (or the name you'd like people to see when you send them email)
- E-mail Address: Enter the address you're setting up yourname@yourdomain.co.uk
- Account Type: Select either POP3 or IMAP from the dropdown list
- Incoming mail server: mail.webnetism.com
- Outgoing mail server (SMTP): mail.webnetism.com
- User name & Password: Use the email address and password
- 6. Click More Settings...

Internet E-mail Settings Each of these settings ar	e required to get your e-mail acc	ount working.
User Information		Test Account Settings
Your Name:	Your Name	After filing out the information on this screen, we recommend you test your account by dicking the button
E-mail Address:	yourname@username	below. (Requires network connection)
Server Information Account Type:	POP3	Test Account Settings
Incoming mail server:		V Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):		
Logon Information		
Jser Name:	username	
Password:	*******	
V F	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

7. Select the **Outgoing Server** tab and tick **My Outgoing server (SMTP) requires authentication**. This will allow you to select **Use same settings as my incoming mail server**.



ieneral	Outgoing Serv	er Connection	Advanced	
		(SMTP) requires a		
		is as my incoming	mail server	
0.000	og on using			
1	Jser <u>N</u> ame:			
E	assword:			
	1	Remember passv	word	
	Reguire Secu	re Password Aut	hentication (SPA)	

8. Finally, click **OK then next** to finish



Outlook 2011 - Apple OS X

1. On the Outlook menu bar, go to the Tools menu and select Accounts...



2. If this is the first time you've run Outlook, you'll be able to choose **E-mail Account** from the right side of the window. Otherwise click the arrow next to the + symbol and choose **E-mail...**





3. Fill in your account details (see below the screenshot if you need help with this). Once you've entered the **Password** the window will expand to allow you to enter the other settings.

Enter your accou	nt information.
E-mail address:	
Password:	•••••
	Configure automatically
User name:	
Type:	POP ‡
Incoming server:	: 110
	Override default port
	Use SSL to connect (recommended)
Outgoing server:	: 25
	Override default port
	Use SSL to connect (recommended)
	Cancel Add Account

- E-mail Address: Enter the address you're setting up yourname@yourdomain.co.uk
- User name & Password: Enter the email address and password
- Type: Select either POP or IMAP from the dropdown list
- Incoming server: mail.webnetism.com
- Outgoing server: mail.webnetism.com
- Please don't tick any of the boxes underneath the Incoming and Outgoing server settings.
- 4. Once you've finished entering these settings, click **Add Account**.
- 5. You may see the text below. This is Outlook is asking if it can store your mail passwords in your keychain. This decision is up to you but for ease of use we recommend choosing **Always Allow**.





- 6. You'll now see your email address listed in the Accounts window.
- 7. Outlook takes the **Full Name** from the user account you're logged in with. If you need to change it, please do so now.
- 8. Click More Options...

Default Account			
	Account description:	POP Account	
	Personal information		
		Your Name	
	E-mail address:	yourname@username	_
	User name:	yourname@username]
	Password:	•••••	
	Incoming server:		: 110
		Override default port Use SSL to connect (recommended) Always use secure password	
	Outgoing server:	Override default port	: 25
		Use SSL to connect (recommended)	
	Learn about POP accou	nt settings	Advanced

9. Set Authentication to Use Incoming Server Info.



Settings for:	
Authentication:	Use Incoming Server Info 🛛 🗧
User name:	
Password:	
Unqualified domain: e	example.com
<u>Learn about POP settings</u>	Cancel OK

- 10. Close the Accounts window when you've finished.
- 11. Click the **Send/Receive** button (it's at the top left side of the Outlook 2011 window as shown in the image below) and your email will be downloaded to your Inbox.





Windows Live Mail

- 1. If this is the first time you've opened Windows Live Mail, the **Add an Email Account** window will appear automatically (continue to step 2).
- 2. Otherwise, click Add email account at the bottom left side of the screen.



3. Fill in your account details (see below the screenshot if you need help with this).

Add an E-mail Ad	count
Please enter you	r e-mail account information below:
E-mail address:	youmame@usemame 🗸
	example555@hotmail.com <u>Get a free e-mail account</u>
Password:	•••••
	Remember password
How should you	r name appear in e-mail sent from this account?
Display Name:	Your Name
	For example: John Smith
Manually cor	figure server settings for e-mail account.
	Next Cancel

- E-mail Address: Enter the address you're setting up yourname@yourdomain.co.uk
- Password: Enter the password for the email address you're setting up
- **Display Name:** Enter your full name (or the name you'd like people to see when you send them email from this account)



- 4. When you've done this, click Next.
- 5. Fill in your mail server addresses and email username (see below the screenshot if you need help with this).

		X
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:	Port:	110
This server requires a secure connection (SSL)		
Log on using: Clear text authentication		•
Login ID (if different from e-mail address):		
usemame		
Outgoing Server Information		
Outgoing server:	Port:	25
This server requires a secure connection (SSL)		
My outgoing server requires authentication		
	Next	Cancel

- Choose POP3 or IMAP for the Incoming e-mail server type
- Incoming mail server: mail.webnetism.com
- Login ID: Enter the email address
- Outgoing Server: mail.webnetism.com
- Tick "My outgoing server requires authentication
- 6. Select Use same settings as my incoming mail server and click OK.

Outgoing Mail Server	
Logon Information	
Ose same settings	as my incoming mail server
Log on using	
A <u>c</u> count name:	
Password:	
	✓ Remember pass <u>w</u> ord
Log on using Se	ecure Password Authentication
	OK Cancel

- 7. Click **Next** to continue.
- 8. That's all you need to do, click Finish.



Mac Mail (OS X Lion 10.7)

- 1. If this is the first time you've opened Mail, the **Welcome to Mail** window will appear automatically (continue to step 2).
- 2. Otherwise, go to File on the Mac Mail menu bar and select Add Account...

🔹 🔹 🛋	File Edit View Mailbox	Message
	New Message New Note New Viewer Window Open Message	8N ∧≋N √≋N ℃≋O
	Close Close All Windows Save Save As Save as Stationery	₩₩ ℃₩₩ ₩S ৫₩S
	Attach Files Save Attachments Quick Look Attachments	☆業A 業Y
	Add Account Import Mailboxes Add RSS Feeds	
	Print	ЖP

3. Fill in your **Full Name**, **Email Address** and **Password**. If you need help with these, there's more detail underneath the screenshot.

	Welcom	e to Mail
2 in	account.	nrough the steps to set up your mail ovide the following information:
3	Full Name:	
O FR	Email Address: Password:	yourname@username
COMERTING	- Ant	
(\mathbf{r})	Cancel	Go Back Continue



- **Full name:** Enter your name (or the name you'd like people to see when you send them email)
- Email Address: Enter the address you're setting up yourname@yourdomain.co.uk
- Password: Enter the password for your email address
- 4. Press **Continue** to go to the next step.
- 5. Now fill in the **Incoming Mail Server** details. If you need help with these, there's more detail underneath the screenshot.

	Welcome to Ma	il
	Incoming Mail Server	
m	Account Type:	POP \$
3 3	Description:	My Email Account
211	Incoming Mail Server:	
3	User Name:	
ALL OF	Password:	•••••
162	S Inch	
	Stanner	
CURERING		
?	Cancel	Go Back Continue

- Account Type: Select either POP or IMAP from the dropdown list
- **Description:** Enter a useful description of the email address you're setting up
- Incoming mail server: mail.webnetism.com
- User Name & Password: Enter the email address and password
- 6. When you've finished entering these details, click **Continue**.
- 7. Make sure Use Secure Sockets Layer (SSL) is unticked, Authentication is set to Password and click Continue.



	Welcome to M	ail	
	coming Mail Security		
mon	Use Secure Sockets	i Layer (SSL)	
25 34	Authentication: Pass	word	\$
3			
2			
ALL OFR			
CORERINO			
?	Cancel	Go Back	Continue

8. Now fill in the **Outgoing Mail Server** details. If you need help with these, there's more detail underneath the screenshot.

	Outgoing Mail Server		
ST ?	Description: Outgoing Mail Server:	Outgoing Mail	
CORERING	Use Authentication User Name: Password:		
?	Cancel	Go Back	Continue

- **Description:** Enter a useful description for the server. You can put whatever you like here
- Outgoing Mail Server: mail.webnetism.com
- 9. Tick Use Authentication and enter your email address and password.
- 10. When you've done this click **Continue**.
- 11. You may see a warning screen like the one below, click **Continue**.



	Mail cannot send your password securely to the server.
	You can continue without a secured password, which could put your password at risk. Alternatively, you can manually set up your account.
	Do you want to continue without a secured password?
	Setup Manually Cancel Continue

- 12. You'll see a summary of the details you've just entered.
- 13. To finish, make sure that Take account online is ticked and click Create.



14. That's all you need to do. Click **Get Mail** and your email will be downloaded to your Inbox.



iPhone, iPod Touch and iPad

1. From your home screen press Settings.



2. From the setting menu, choose **Mail, Contacts, Calendars** followed by **Add Account...**

Settings	Mail, Contacts, Calenda	If S
Airplane Mode	Accounts	
WI-FI ABUNKER-MAC	ICloud Inactive	>
Notifications	My Email	,
Location Services Off	Mail, Notes	
Brightness & Wallpaper	Add Account	>
Picture Frame	Fetch New Data	Push >
😡 General	Mail	
🖄 iCloud	Show	50 Recent Messages >
🔄 Mail, Contacts, Calendars	Preview	2 Lines >
Twitter	Minimum Font Size	Medium >
FaceTime	Show To/Cc Label	OFF

3. From the Add Account... menu choose Other.





- 4. Fill in your Full Name, Email Address, Password and Description and press Next.
- 5. If you need help with these, there's more detail underneath the screenshot.

cel	New Account	Ne
Name	Your Name	
Address	yourname@username	
Password	•••••	
Description	My Email	

- **Full name:** Enter your name (or the name you'd like people to see when you send them email)
- Email Address: Enter the address you're setting up yourname@yourdomain.co.uk
- Password: Enter the password for your email address
- Description: Enter a useful description of the email address you're setting up
- 6. Press Next to continue.
- 7. More settings will appear. Some will already be filled in.
- 8. Enter the **Incoming** and **Outgoing Mail Server** details and press **Next**. If you need help with these, there's more detail underneath the screenshot.

cel	New Accou	Int	N
II	ЛАР	POP	
Name	Your Name		
Address	yourname@username	9	
Description	My Email		
Incoming Ma	il Server		
Host Name			
User Name			
Password	•••••		
Outgoing Ma	il Server		
Host Name			
User Name	Optional		
Password	Optional		



- IMAP/POP This will default to IMAP it's up to you which one you want to use
- 9. Incoming Mail Server settings
 - Host Name: mail.webnetism.com
 - User Name & Password: Enter the email address and password
- 10. Outgoing Mail Server settings
 - Host Name: mail.webnetism.com
 - User Name & Password: Enter the email address and password
- 11. When you're finished, press Next.
- 12. If the box shown below appears, press Yes (you may need to do this twice).

M	Cannot Conne	ct Using SSL
e	Do you want to t account wit	
е	username	
	Yes	No
	00000000000	0

- 13. After a minute or two, your email address will be set up and ready to use.
- 14. If you chose IMAP when setting up you'll be able to choose whether you want to use Notes (if you chose POP you'll be taken back to the settings screen from step 2). Press Save when you're done.

Mail	
Motes	

15. That's all you need to do. To start checking your email, go back to your home screen and press Mail.