eMail Setup Guides

Contents
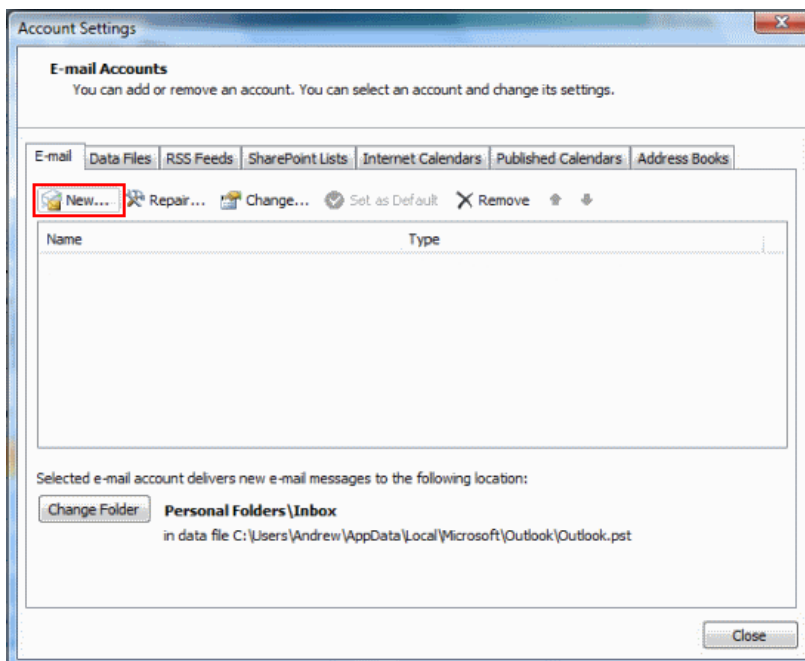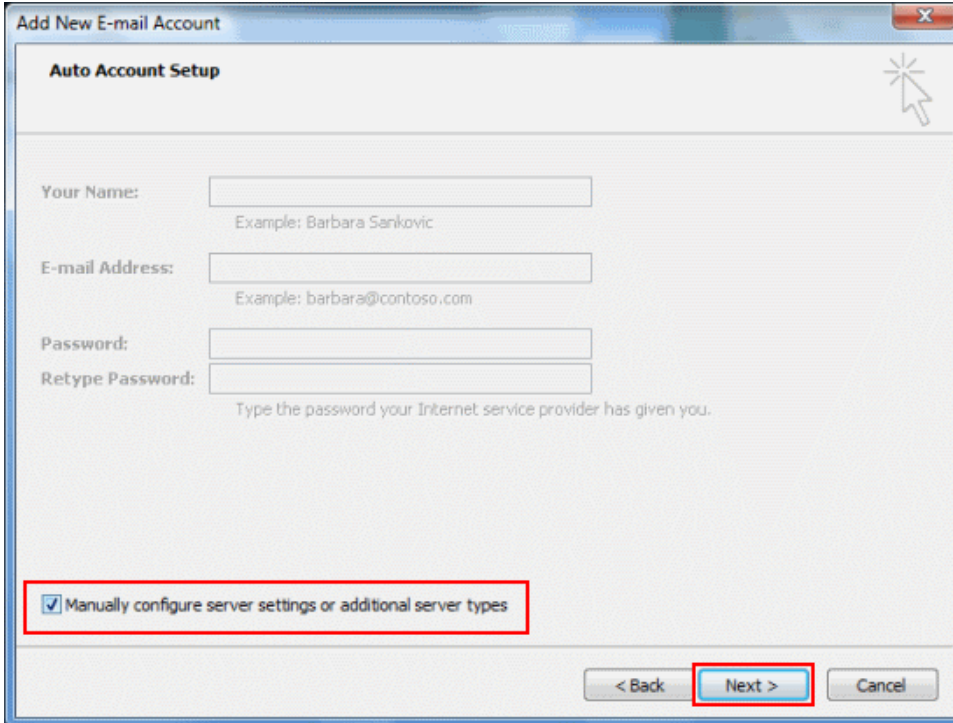
Outlook 2007 – Windows

1. If this is the first time you've opened Outlook 2007, the **Welcome to Outlook 2007 Startup** window will appear automatically. Click**Next** twice and continue to step 3.
2. Otherwise, go to **Tools** on the top bar and select **Email Accounts**.
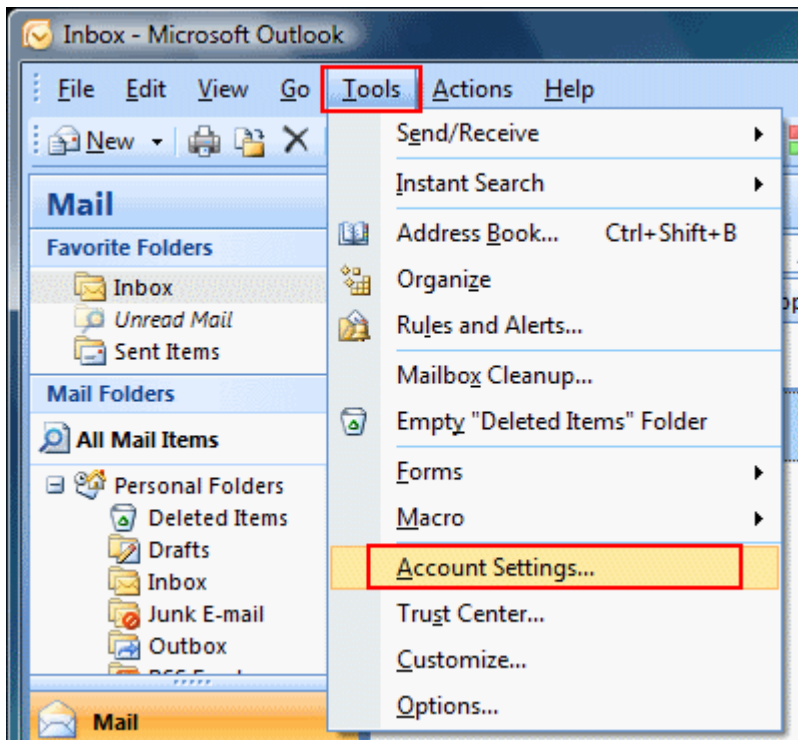
3. Make sure the **Email** tab is selected and click **New...**

4. Select **Manually configure server settings or additional server types** and click **Next**.
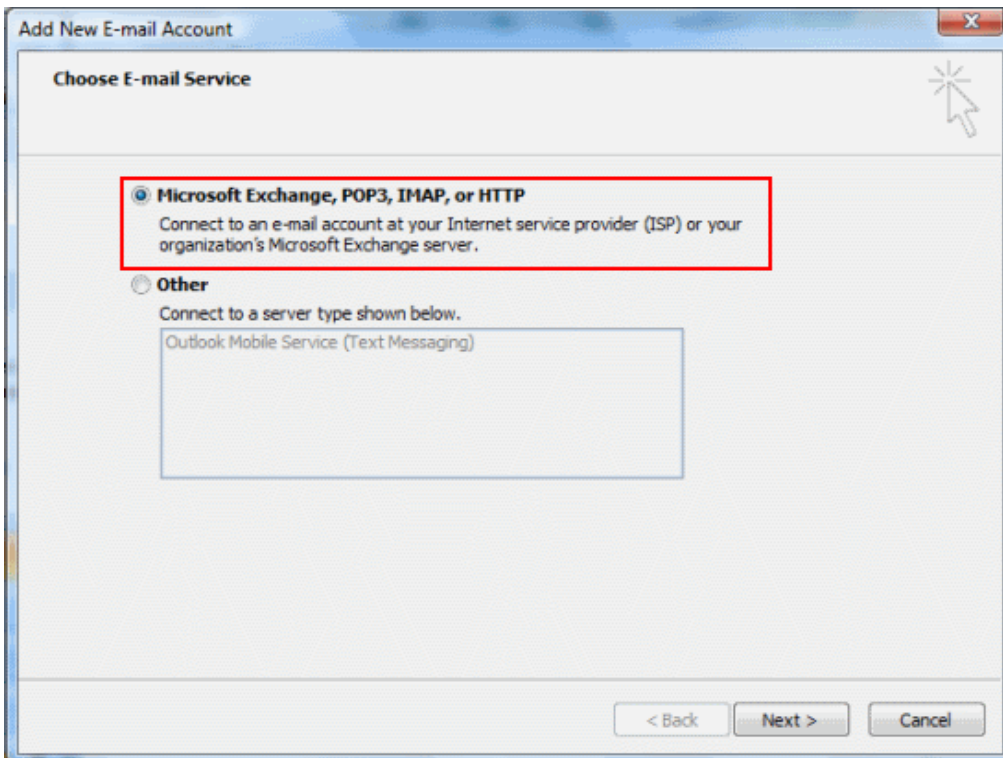
5. Select **Microsoft Exchange, POP3, IMAP or HTTP** and click **Next**.

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

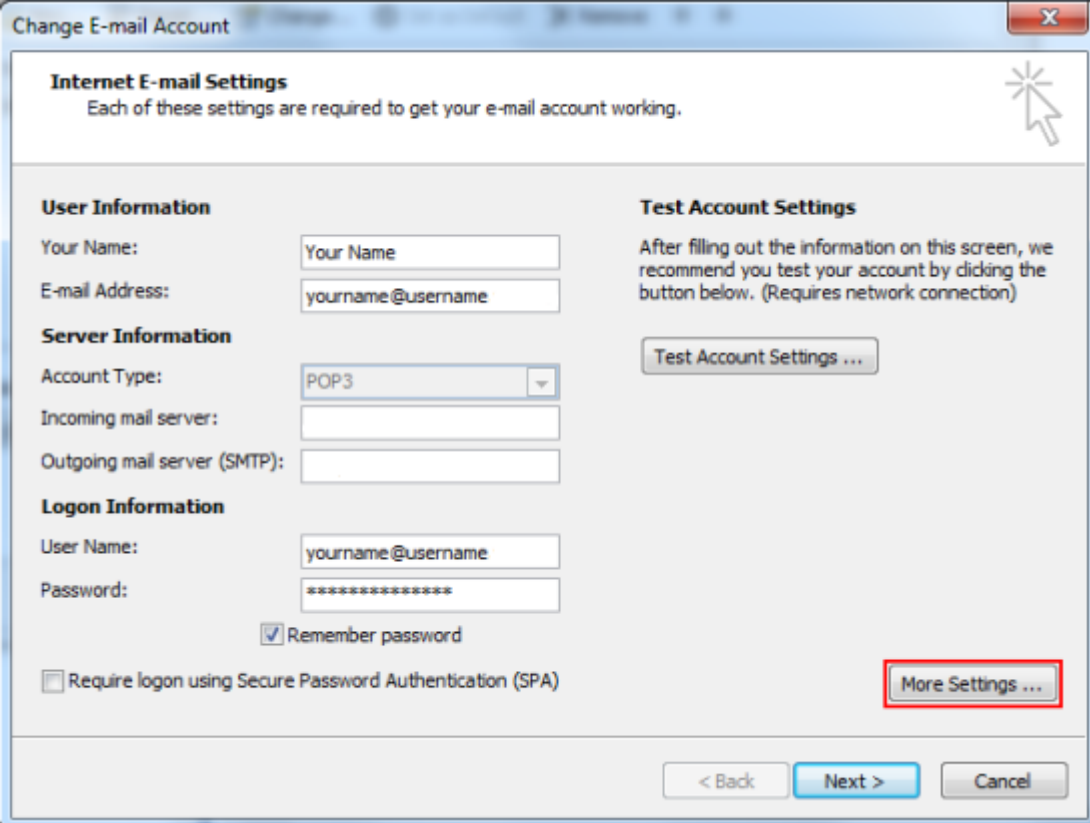- **Your Name:** Enter your name (or the name you'd like people to see when you send them email)
- **E-mail Address:** Enter the address you're setting up.**yourname@yourdomain.co.uk**
- **Account Type:** Select either **POP3** or **IMAP** from the dropdown list.
- **Incoming mail server**: mail.webnetism.com
- **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.

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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**.
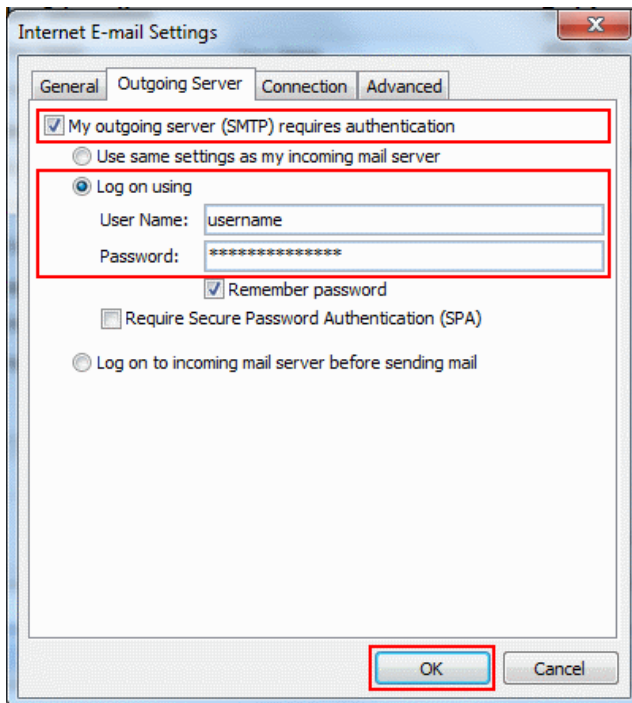
9. Finally, click **Next** to finish.

Outlook 2010 - Windows
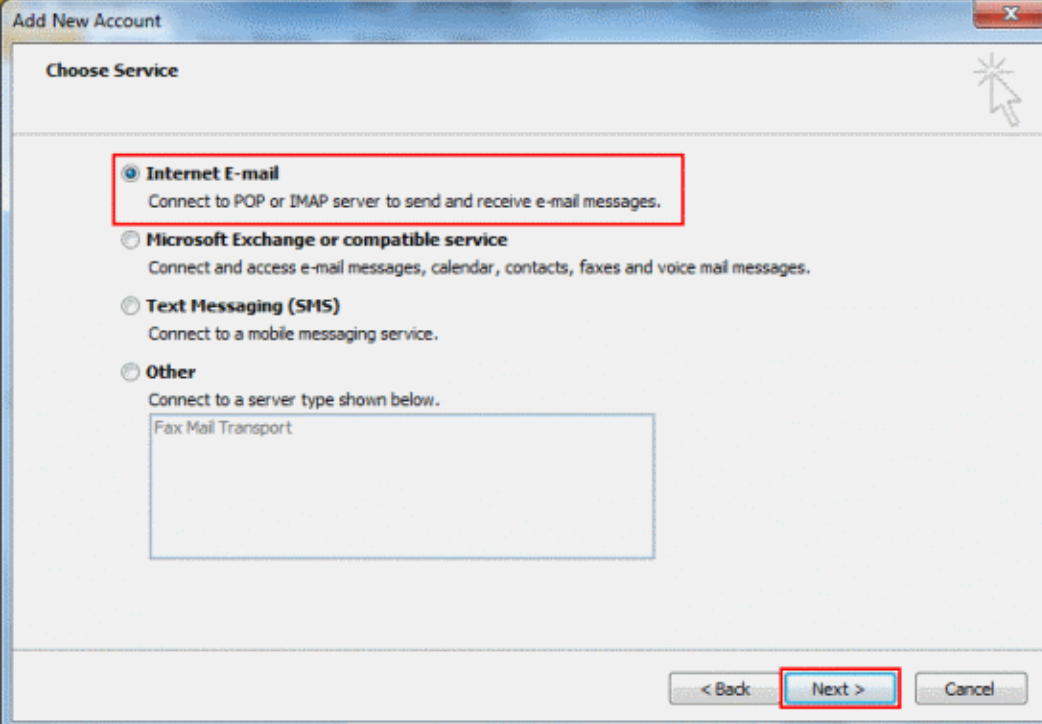
1. If this is the first time you've opened Outlook 2010, the **Welcome to Outlook 2010 Startup** window will appear automatically. Click**Next** twice and continue to step 2.

2. Otherwise click the **File** tab, make sure **Info** is selected from the left menu and click **Add Account**.
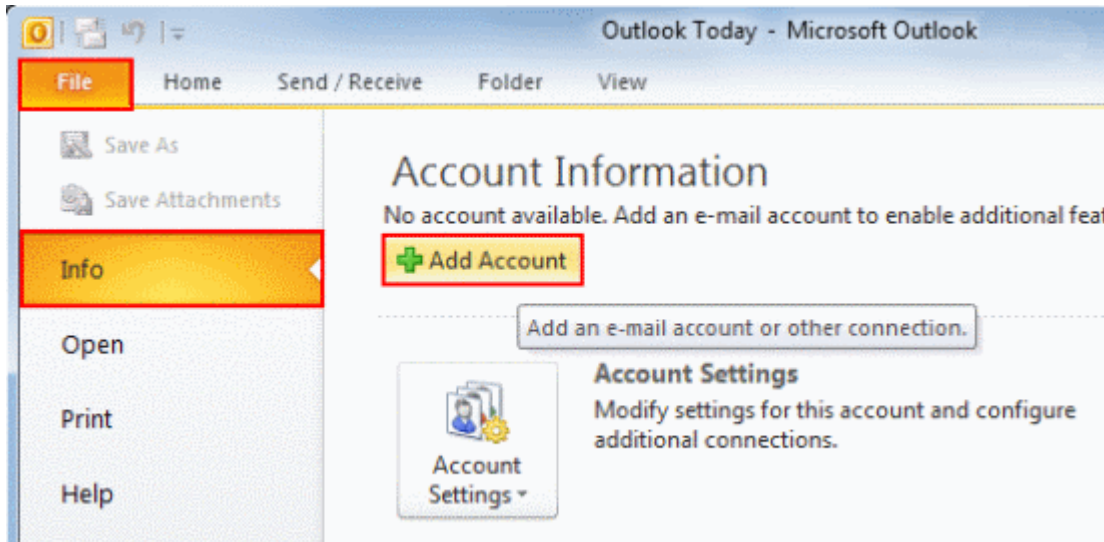
3. Select **Manually configure server settings or additional server types** and click **Next**.
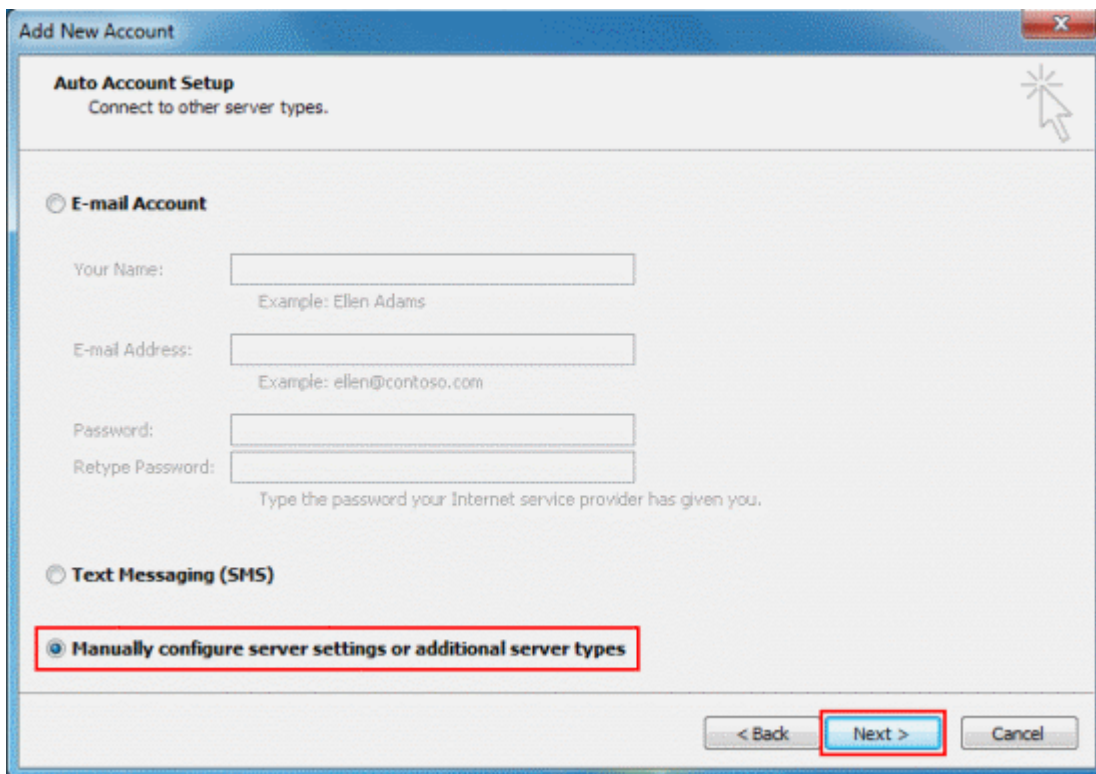
4. Select **Internet E-mail** and click **Next**.

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

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- **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...**

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**.

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

Outlook 2011 - Apple OS X
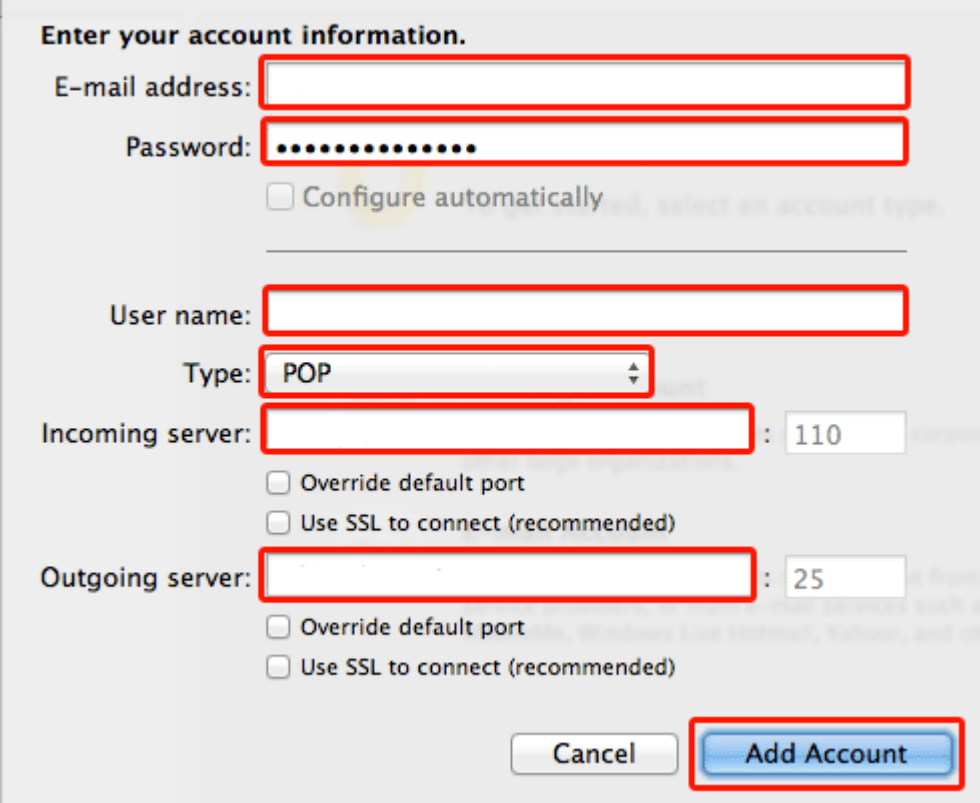
1. On the Outlook menu bar, go to the **Tools** menu and select **Accounts...**

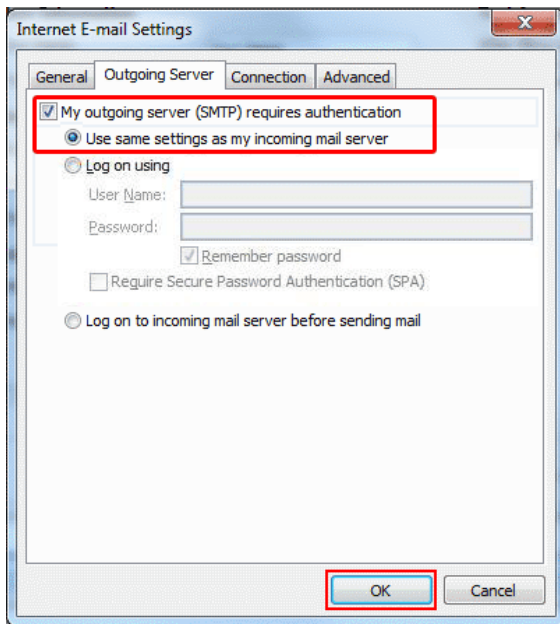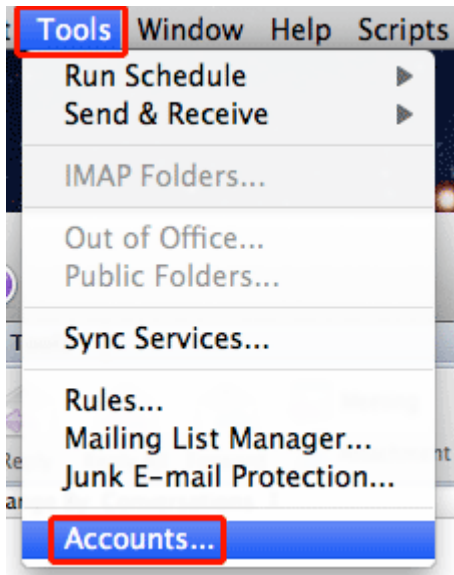2. If this is the first time you've run Outlook, you'll be able to choose **E-mail Account** from the right side of the window. Otherwise click the arrow next to the + symbol and choose **E-mail...**

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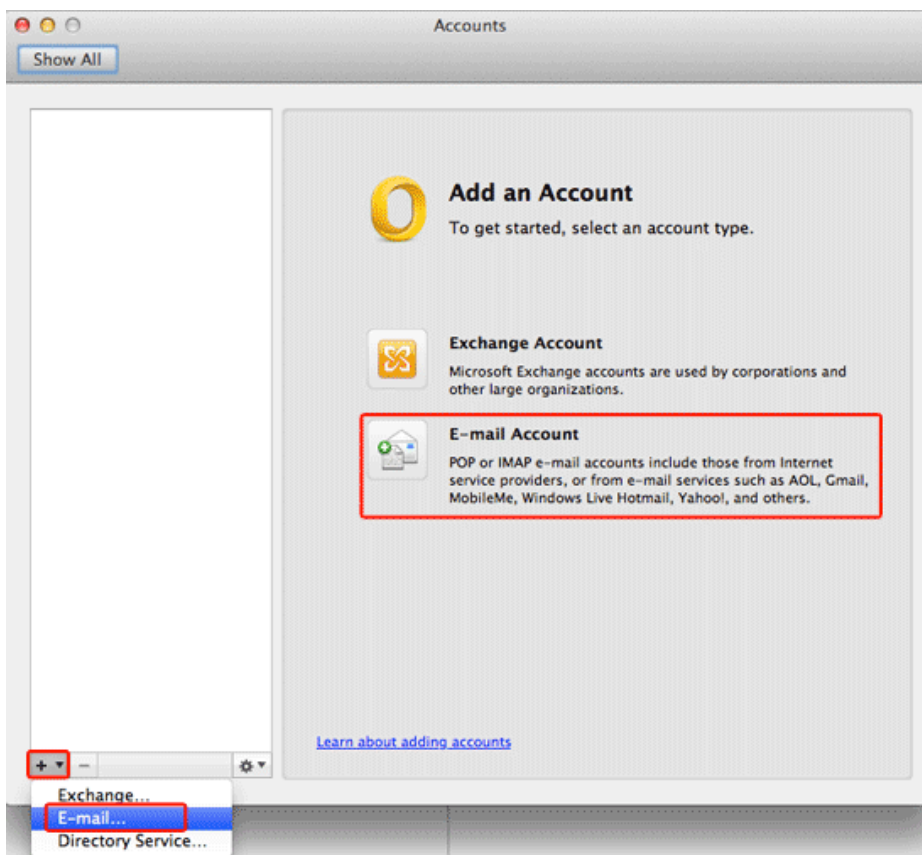
3. Fill in your account details (see below the screenshot if you need help with this). Once you've entered the **Password** the window will expand to allow you to enter the other settings.

- **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**.
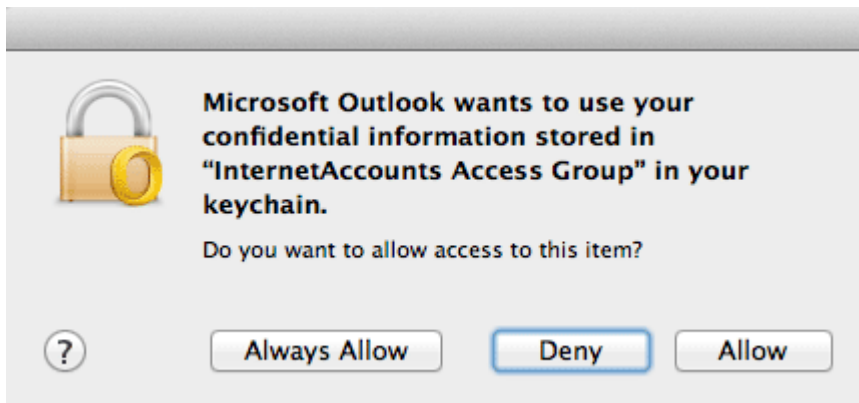
6. You'll now see your email address listed in the **Accounts** window.

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...**
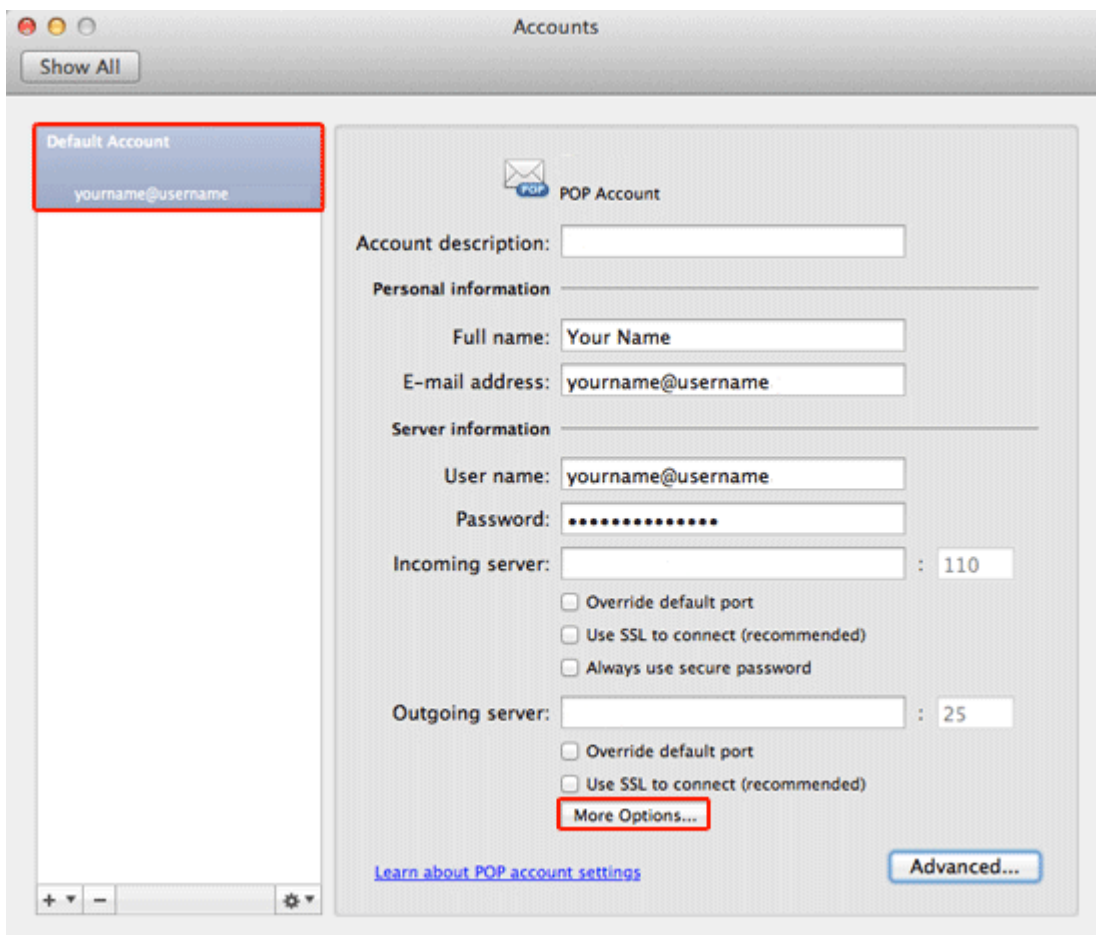
9. Set Authentication to **Use Incoming Server Info**.
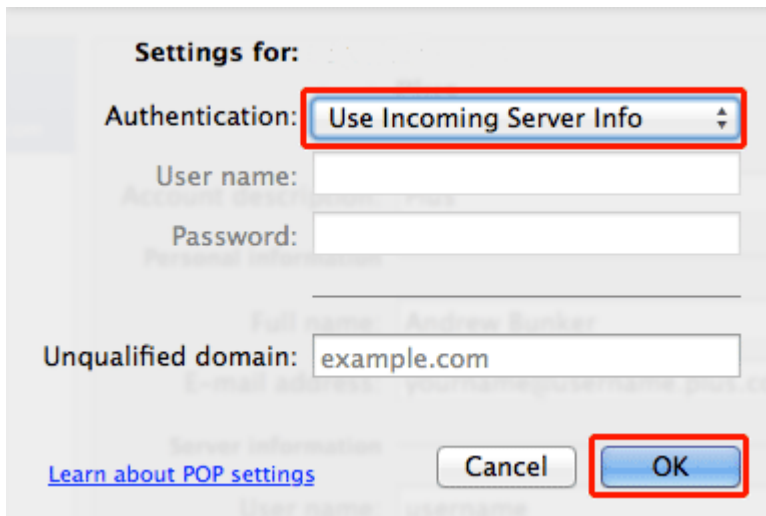
10. Close the Accounts window when you've finished.

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.

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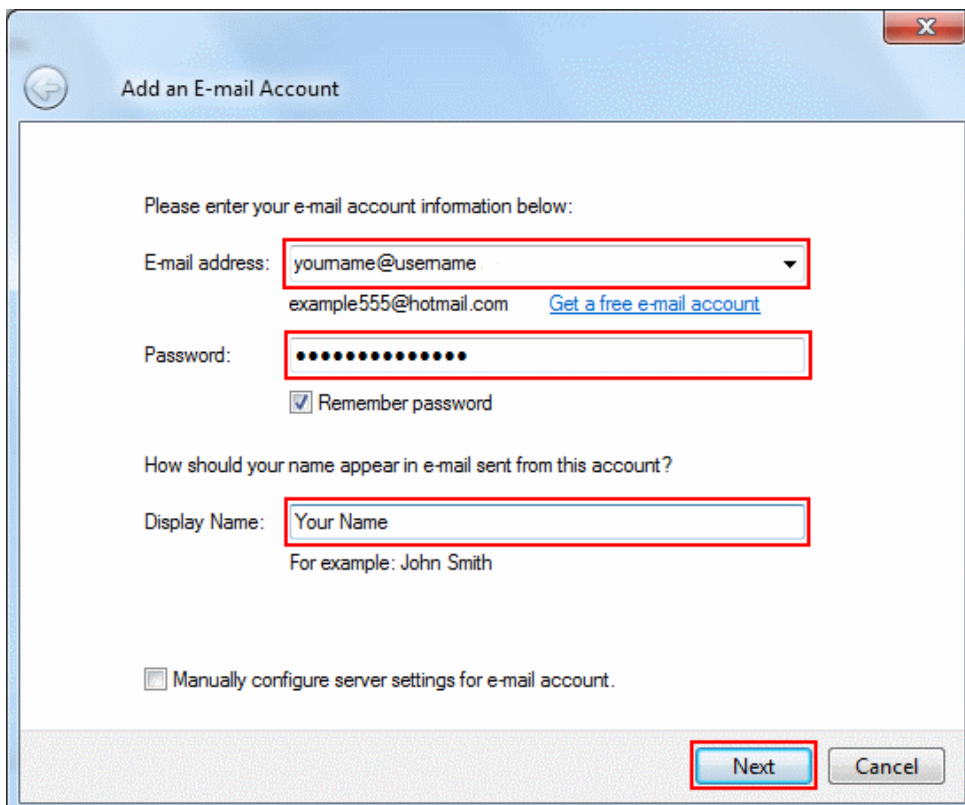
Windows Live Mail

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.

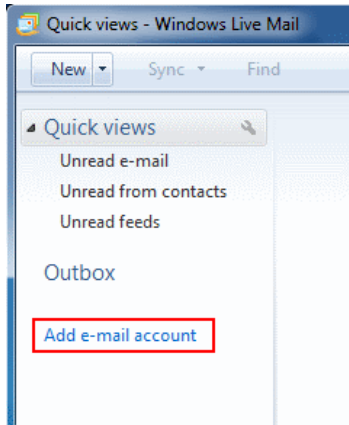3. Fill in your account details (see below the screenshot if you need help with this).

- **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).

- 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**.

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

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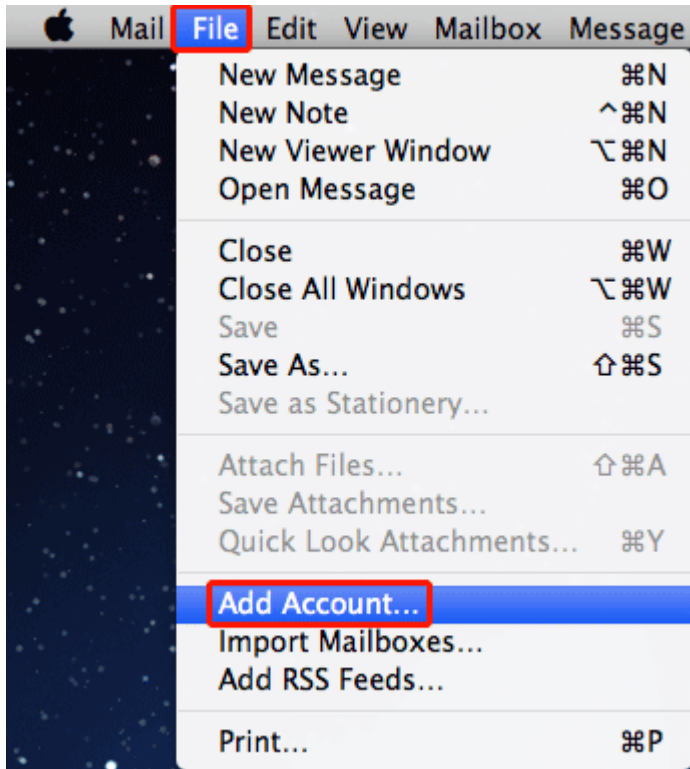
3. Fill in your **Full Name**, **Email Address** and **Password**. If you need help with these, there's more detail underneath the screenshot.

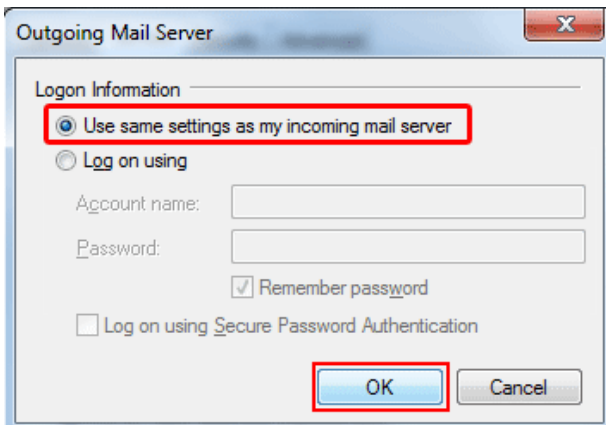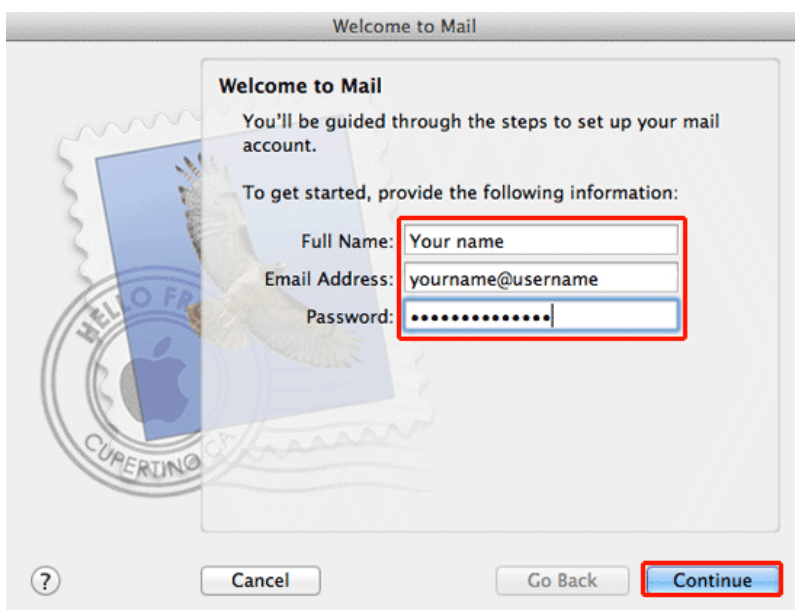- **Full name:** Enter your name (or the name you'd like people to see when you send them email)
- **Email Address:** Enter the address you're setting up
  yourname@yourdomain.co.uk
- **Password:** Enter the password for your email address

4. Press **Continue** to go to the next step.
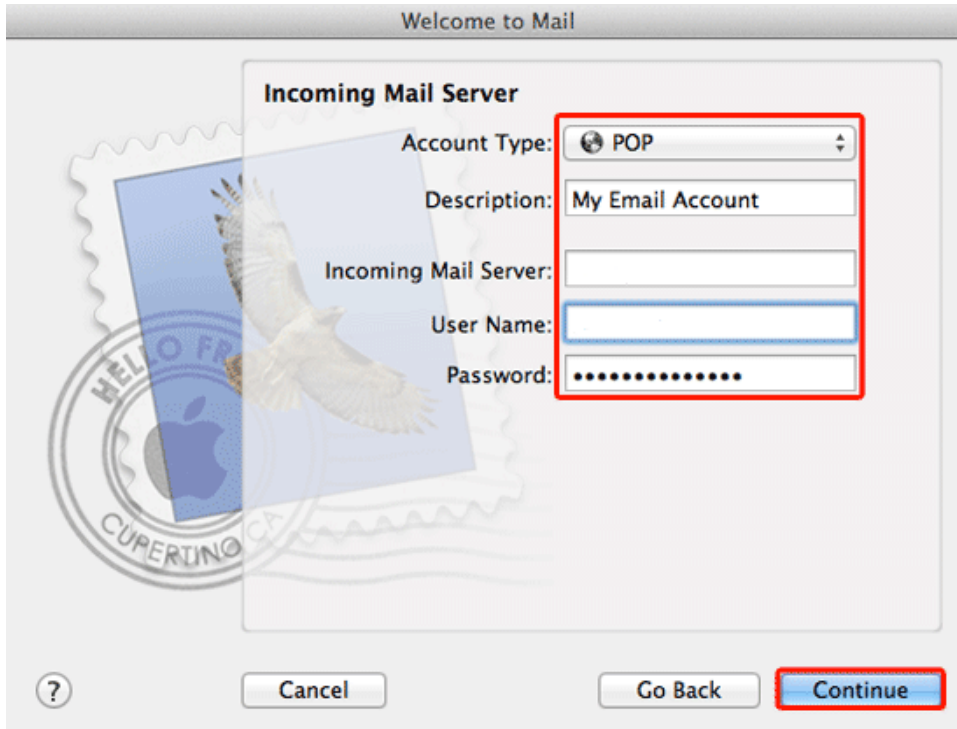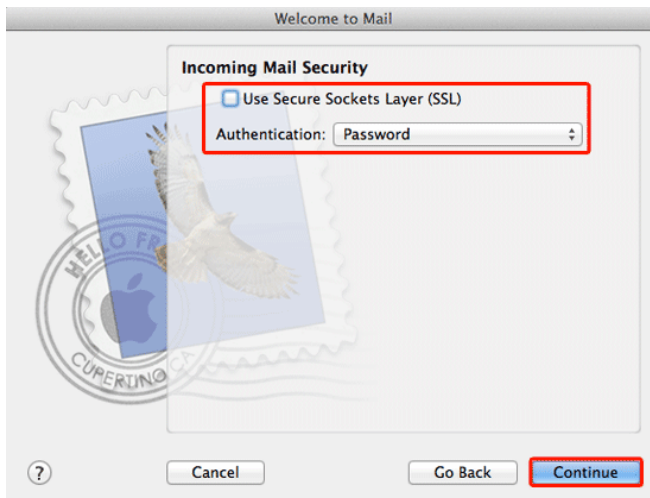5. Now fill in the **Incoming Mail Server** details. If you need help with these, there's more detail underneath the screenshot.

- **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**.

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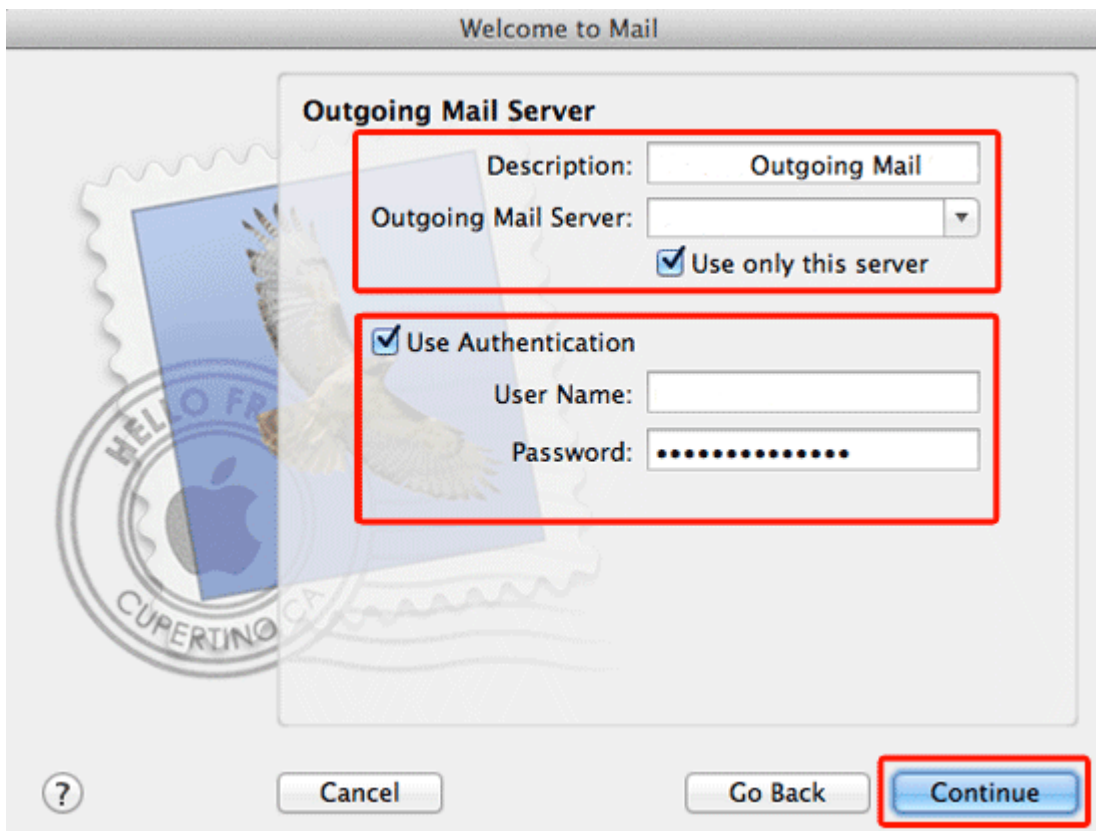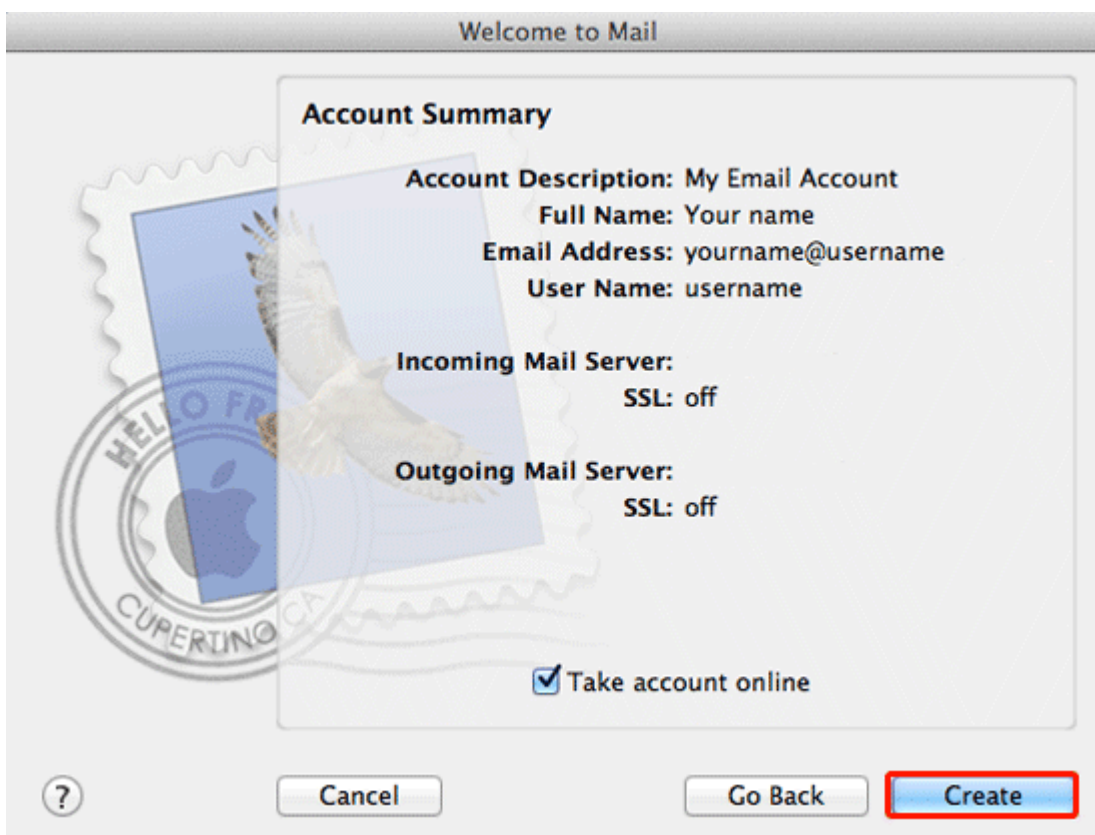

- **Description:** Enter a useful description for the server. You can put whatever you like here
- **Outgoing Mail Server:** mail.webnetism.com

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**.

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**.


Welcome to Mail

Account Summary

Account Description: My Email Account
Full Name: Your name
Email Address: yourname@username
User Name: username

Incoming Mail Server:
SSL: off

Outgoing Mail Server:
SSL: off

☑ Take account online

Cancel   Go Back   Create

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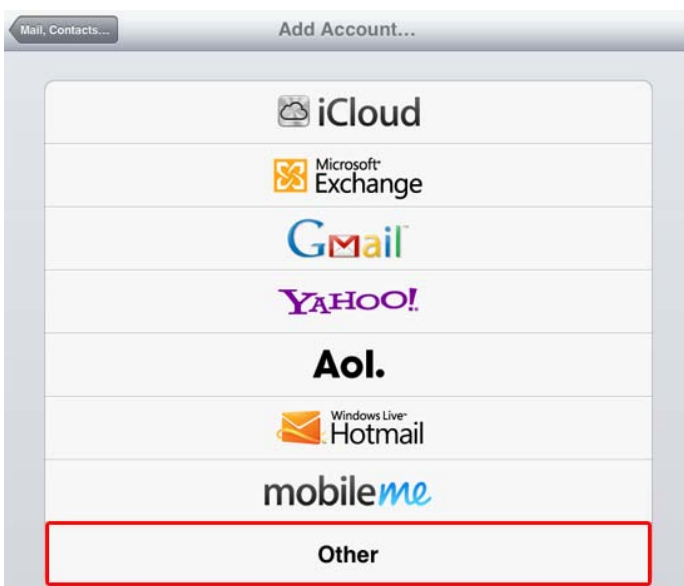
iPhone, iPod Touch and iPad

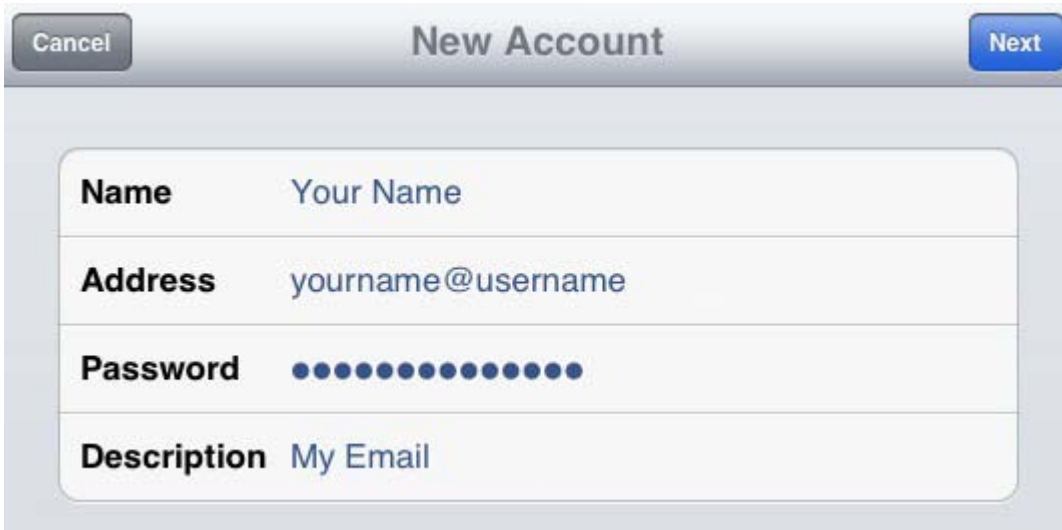1. From your home screen press **Settings**.

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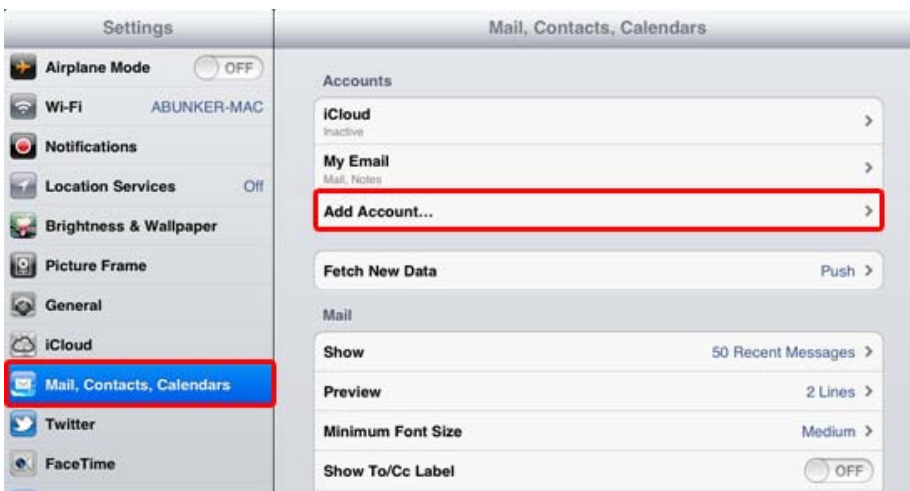
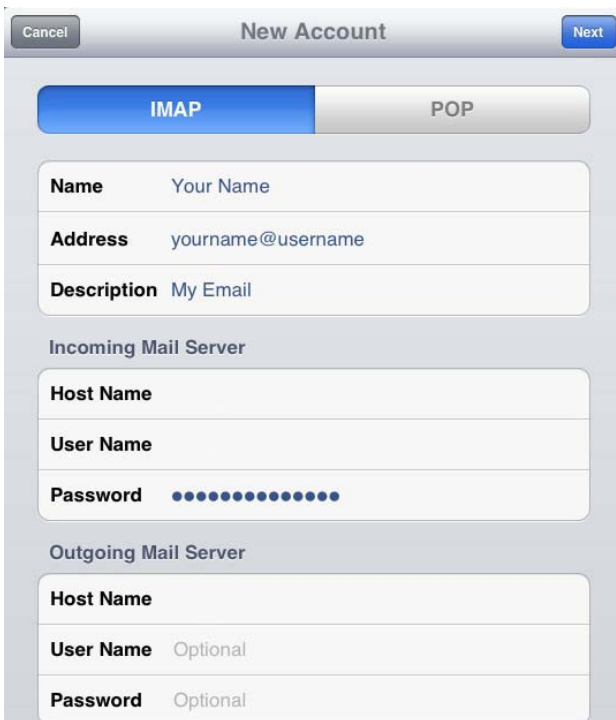3. From the **Add Account…** menu choose **Other**.

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.

- **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.

- **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
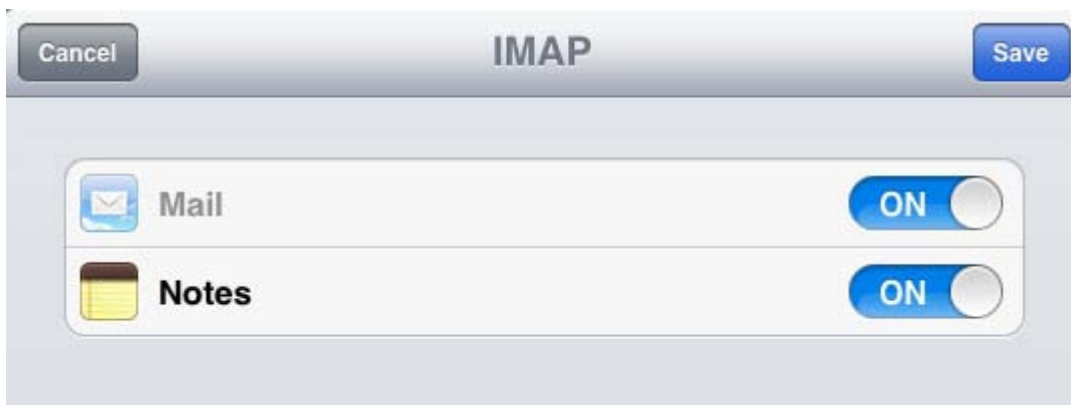11. When you're finished, press **Next**.
12. If the box shown below appears, press **Yes** (you may need to do this twice).

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.

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