

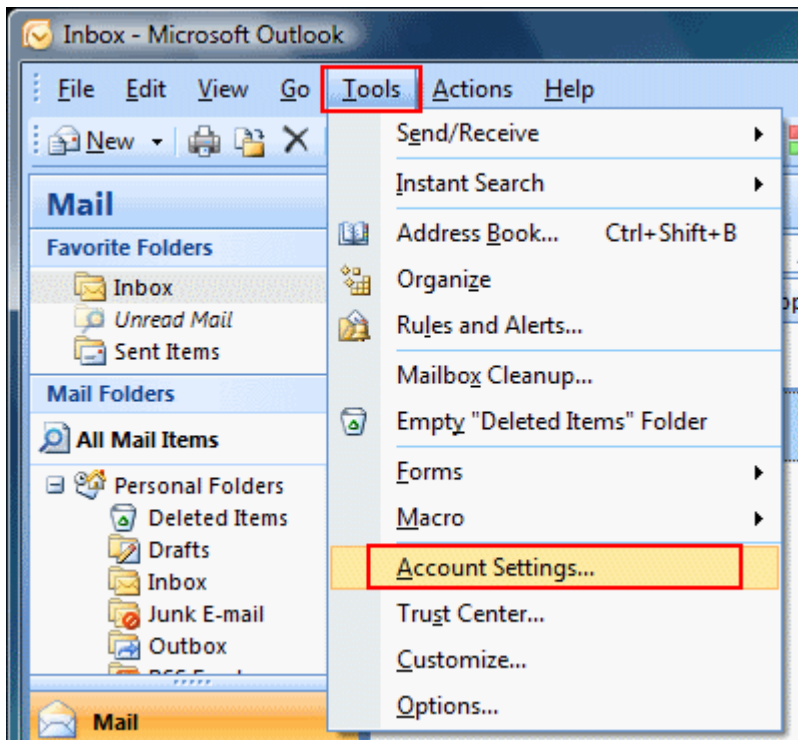
## eMail Setup Guides

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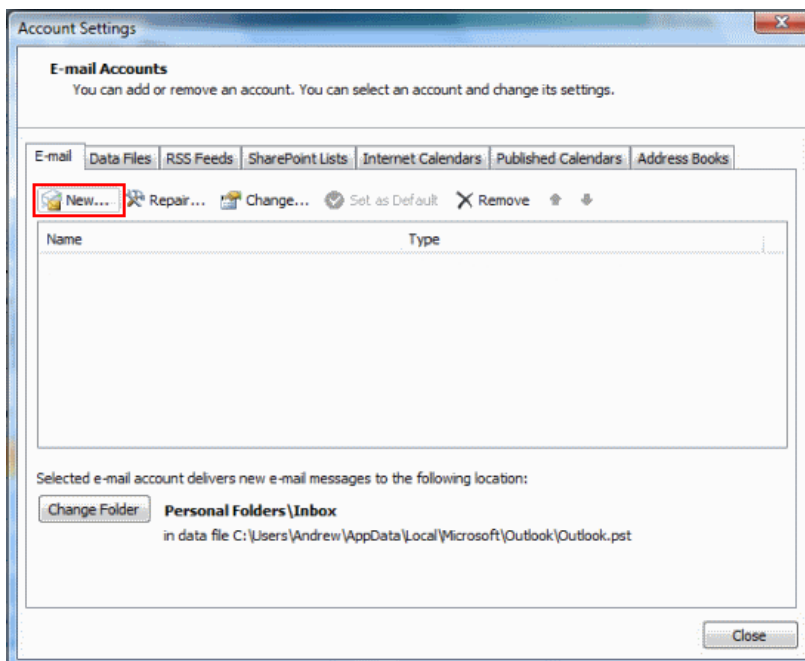
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## Outlook 2007 – Windows

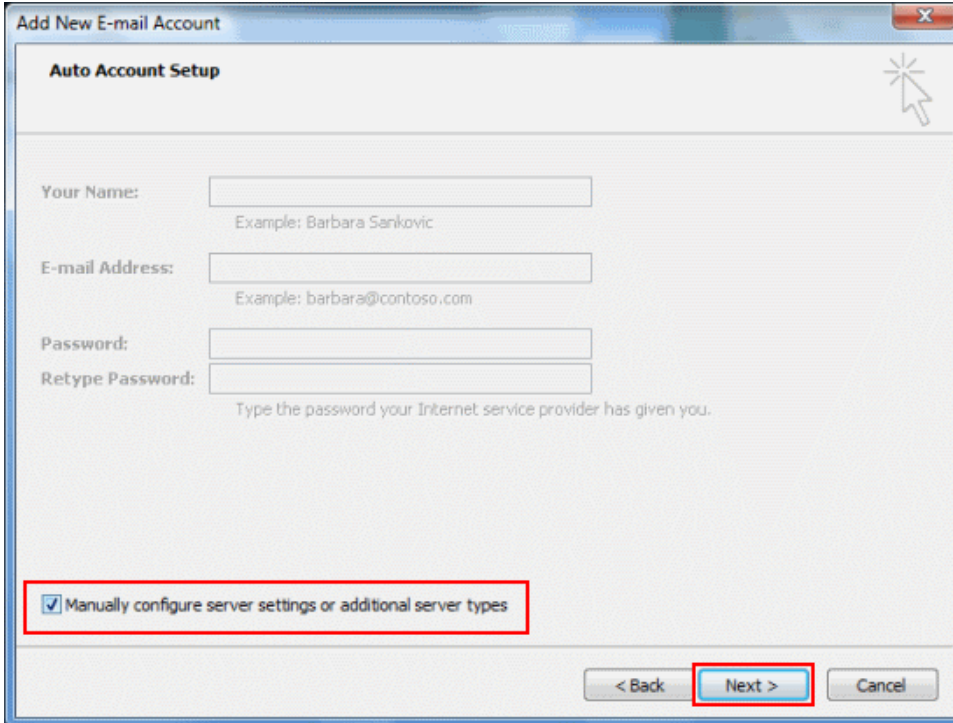
1. If this is the first time you've opened Outlook 2007, the **Welcome to Outlook 2007 Startup** window will appear automatically. Click **Next** twice and continue to step 3.
2. Otherwise, go to **Tools** on the top bar and select **Email Accounts**.



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



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



**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

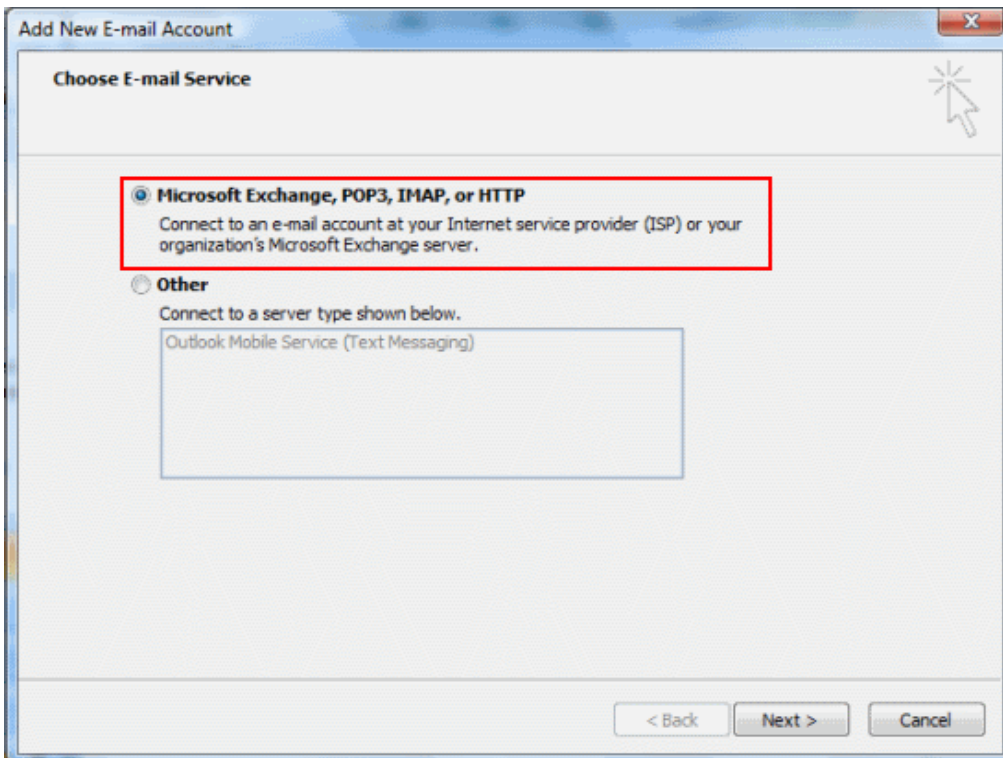
E-mail Address:   
Example: barbara@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back **Next >** Cancel

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



**Add New E-mail Account**

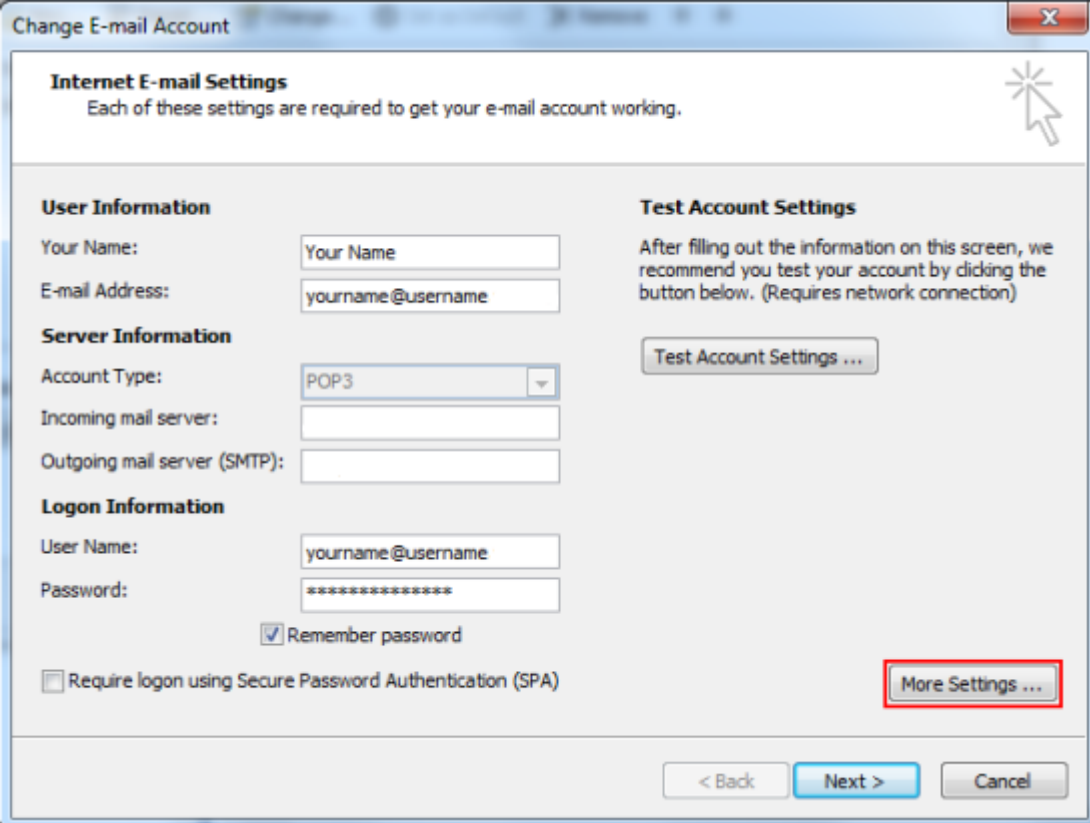
**Choose E-mail Service**

**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).



**Change E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name:   
E-mail Address:

**Server Information**  
Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

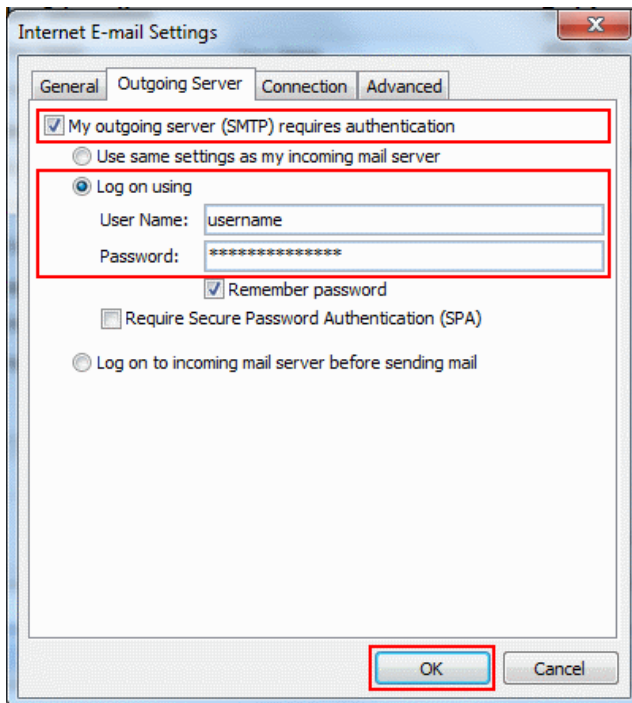
**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

- **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.

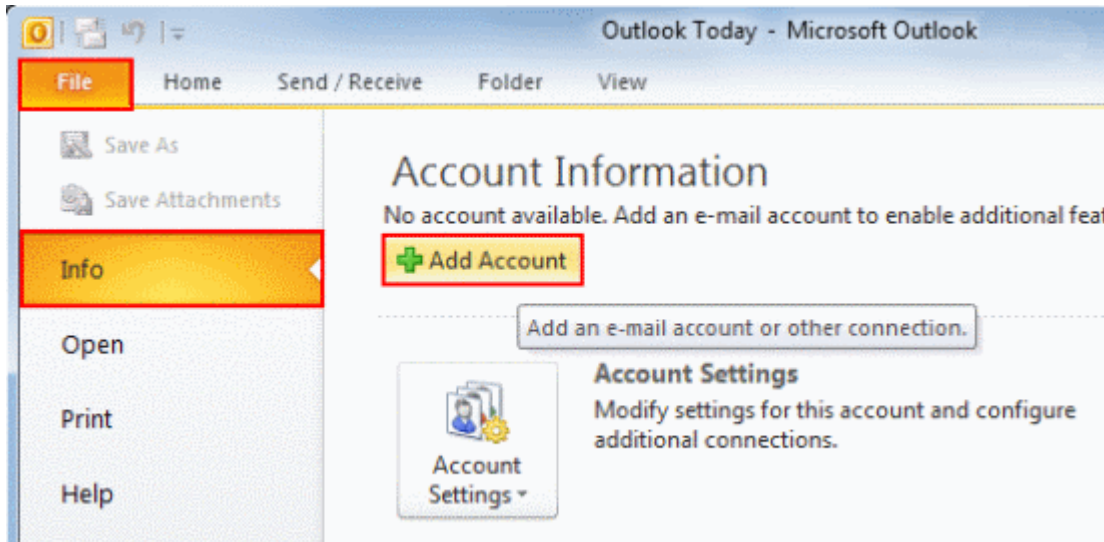
8. Select the **Outgoing Server** tab and tick **My Outgoing server (SMTP) requires authentication**. This will allow you to select This will allow you to select **Use same settings as my incoming mail server**.



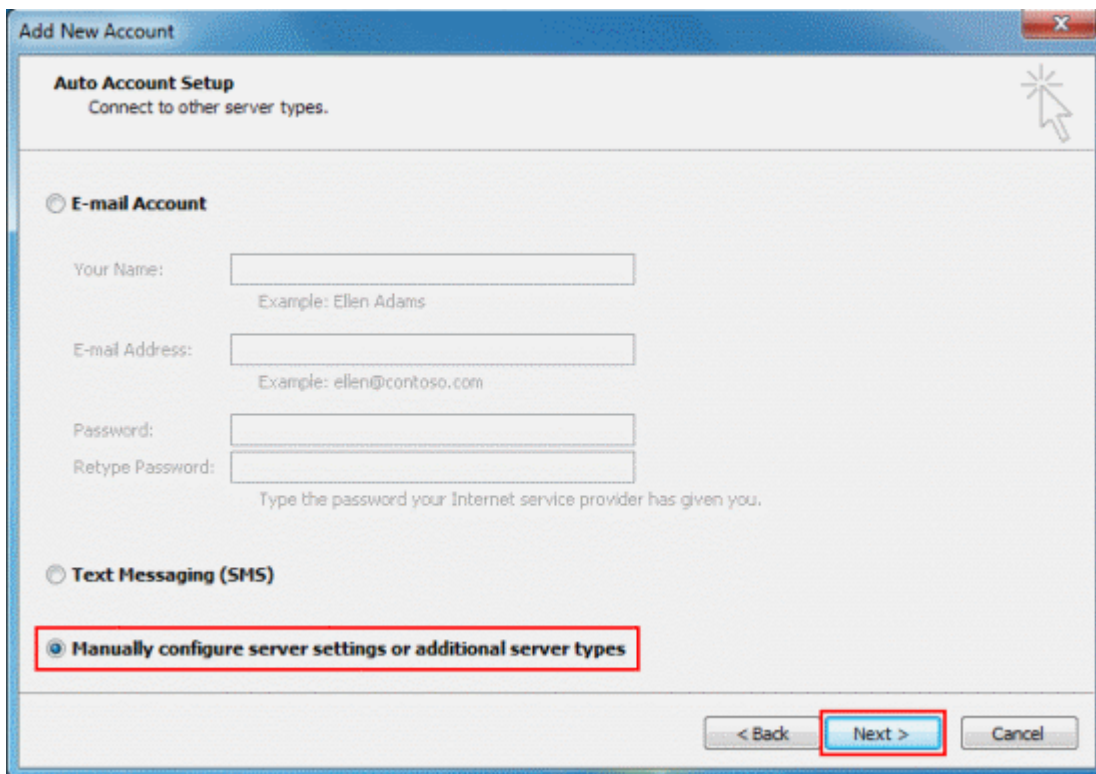
9. Finally, click **Next** to finish.

## Outlook 2010 - Windows

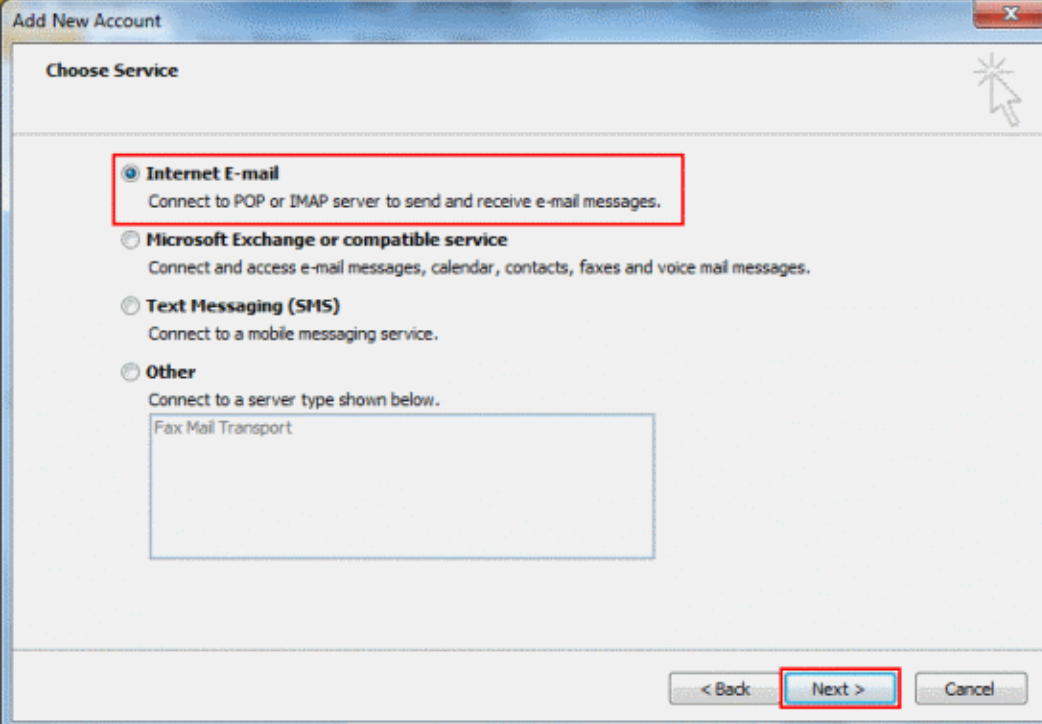
1. If this is the first time you've opened Outlook 2010, the **Welcome to Outlook 2010 Startup** window will appear automatically. Click **Next** twice and continue to step 2.
2. Otherwise click the **File** tab, make sure **Info** is selected from the left menu and click **Add Account**.



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



4. Select **Internet E-mail** and click **Next**.



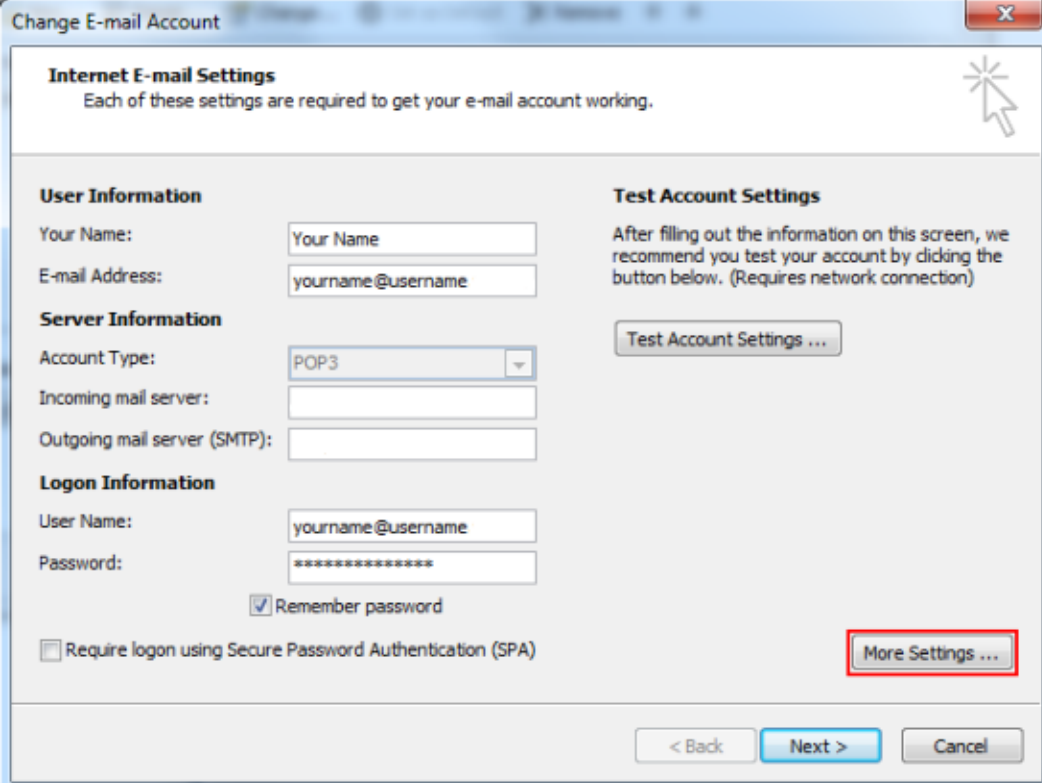
**Add New Account**

**Choose Service**

- 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

< Back   **Next >**   Cancel

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



**Change E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

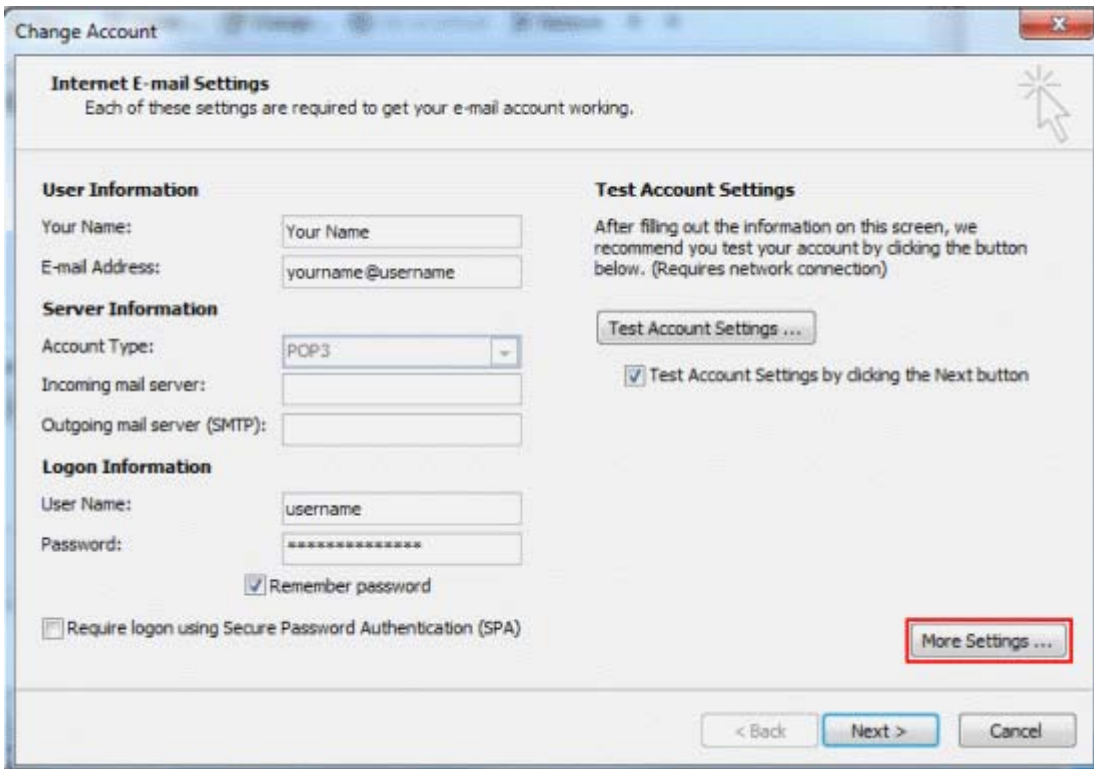
Test Account Settings ...

**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

6. Click **More Settings...**



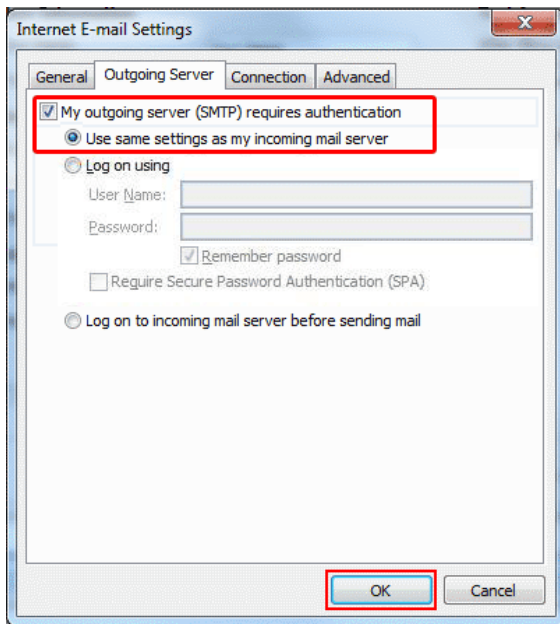
The screenshot shows a 'Change Account' dialog box with the following sections:

- Internet E-mail Settings**: Each of these settings are required to get your e-mail account working.
- User Information**:
  - Your Name: Your Name
  - E-mail Address: yourname@username
- Server Information**:
  - Account Type: POP3
  - Incoming mail server: [empty]
  - Outgoing mail server (SMTP): [empty]
- Logon Information**:
  - User Name: username
  - Password: [masked]
  - Remember password
  - Require logon using Secure Password Authentication (SPA)
- Test Account Settings**:
  - After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
  - Test Account Settings ...
  - Test Account Settings by clicking the Next button
- More Settings ...**: A button highlighted with a red box.

Navigation buttons at the bottom: < 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**.

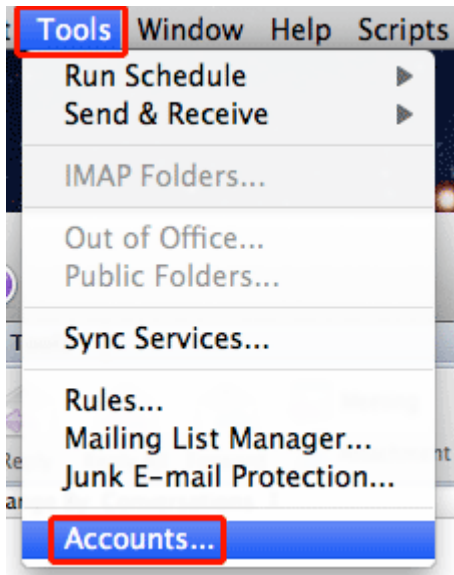




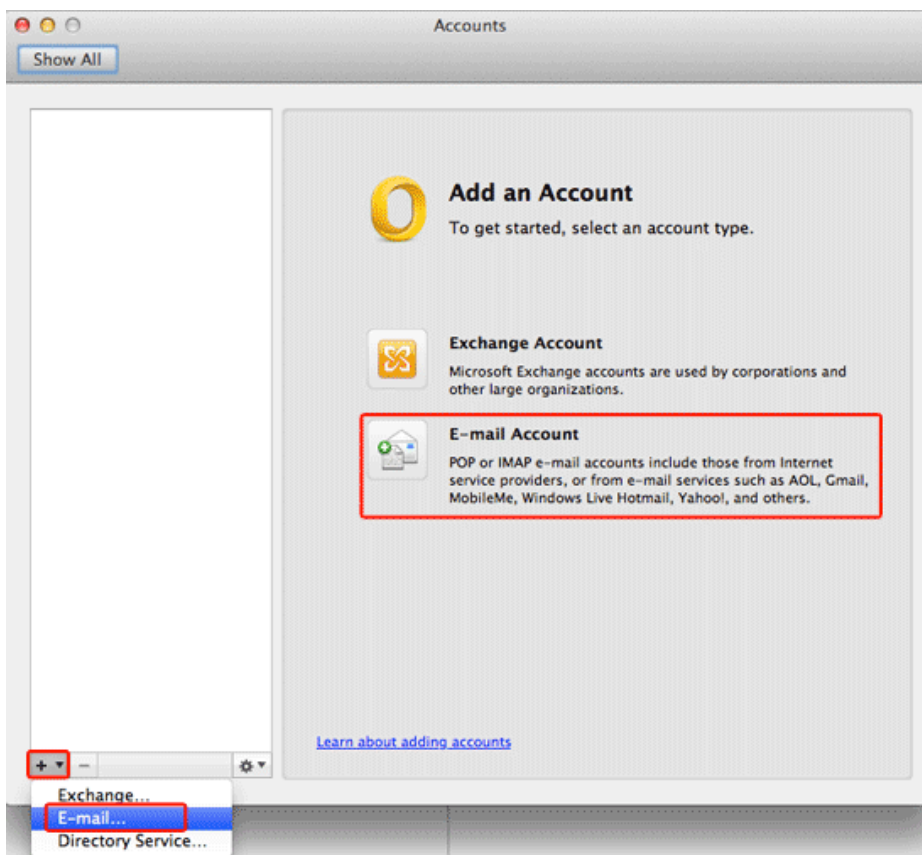
8. Finally, click **OK then next** to finish

## Outlook 2011 - Apple OS X

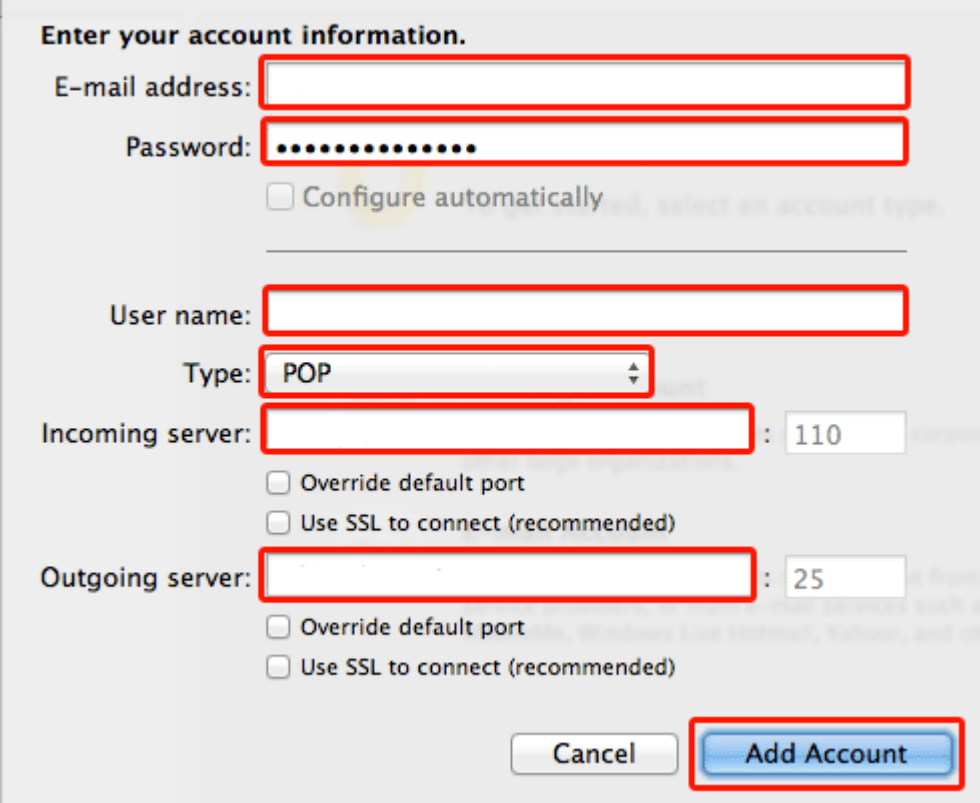
1. On the Outlook menu bar, go to the **Tools** menu and select **Accounts...**



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 account information.**

E-mail address:

Password:

Configure automatically

---

User name:

Type:

Incoming server:  :

Override default port

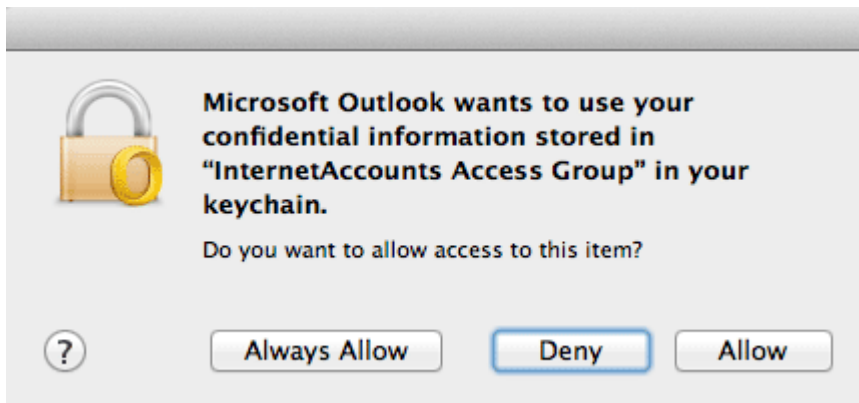
Use SSL to connect (recommended)

Outgoing server:  :

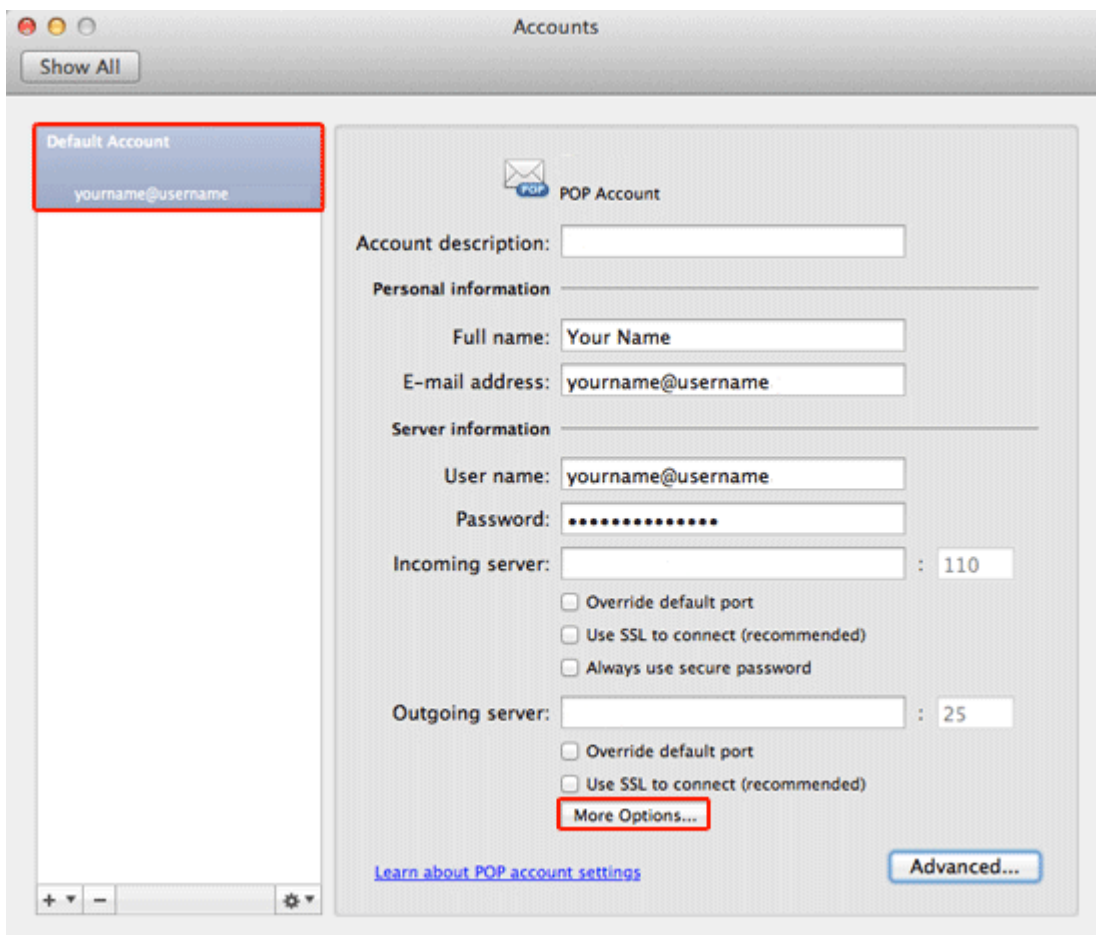
Override default port

Use SSL to connect (recommended)

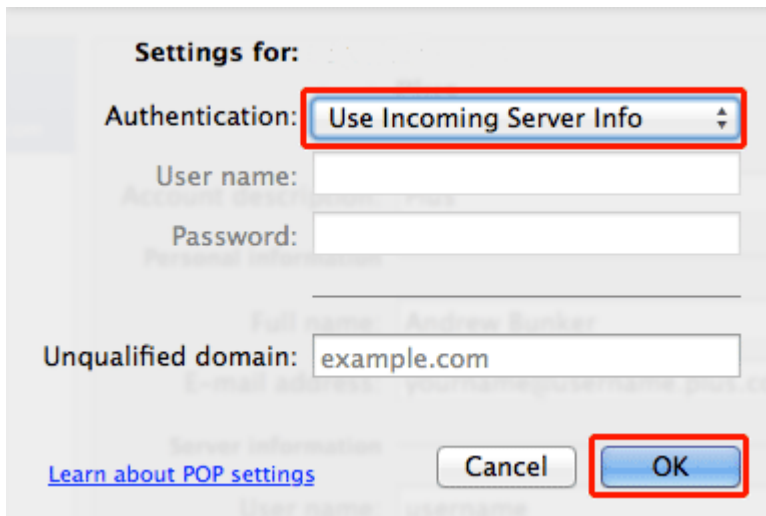
- **E-mail Address:** Enter the address you're setting up **yourname@yourdomain.co.uk**
  - **User name & Password:** Enter the email address and password
  - **Type:** Select either **POP** or **IMAP** from the dropdown list
  - **Incoming server:** mail.webnetism.com
  - **Outgoing server:** mail.webnetism.com
  - 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 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**.



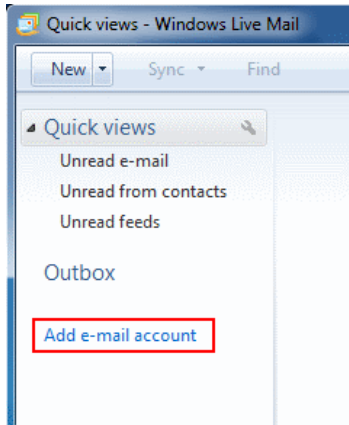
10. Close the Accounts window when you've finished.

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.

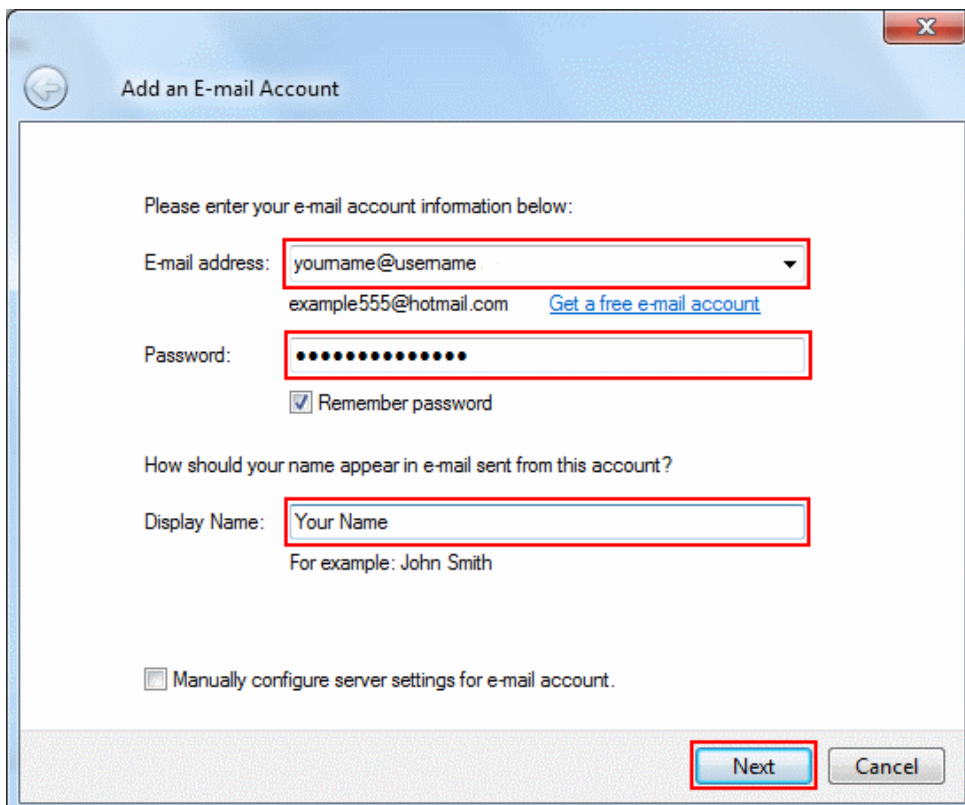


## Windows Live Mail

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.

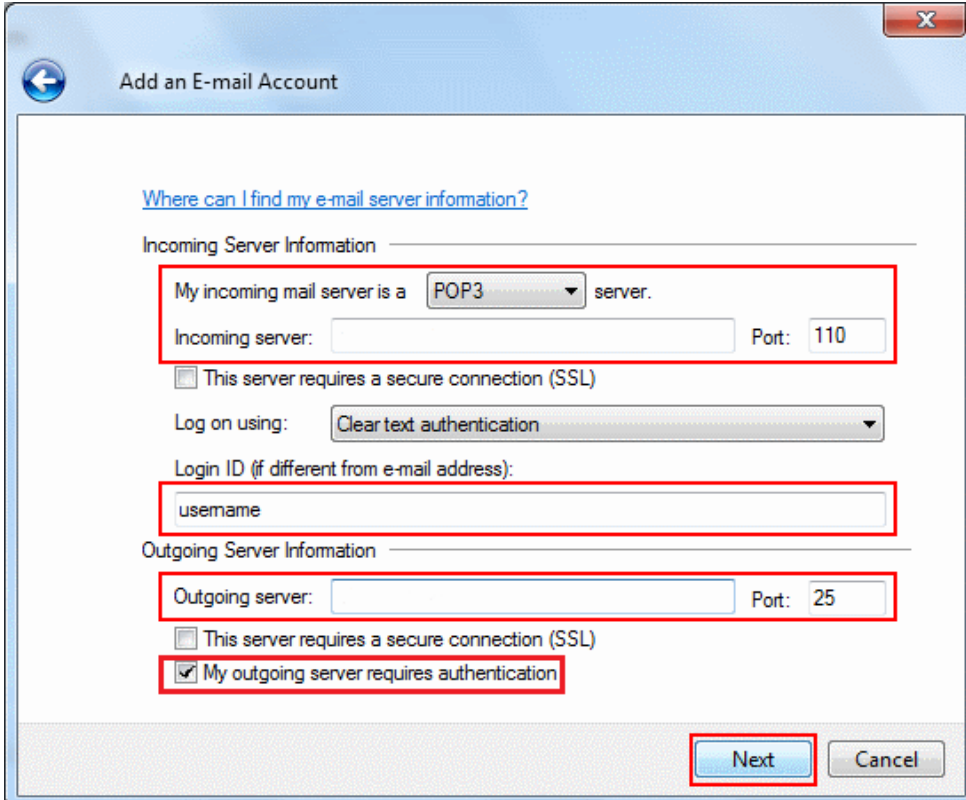


3. Fill in your account details (see below the screenshot if you need help with this).

A screenshot of the 'Add an E-mail Account' dialog box. The title bar says 'Add an E-mail Account'. The main text says 'Please enter your e-mail account information below:'. There are three input fields: 'E-mail address:' with a dropdown menu showing 'yourname@usemail.com' and 'example555@hotmail.com' with a link 'Get a free e-mail account'; 'Password:' with a masked field of dots and a checked 'Remember password' checkbox; and 'Display Name:' with a text box containing 'Your Name' and the example 'For example: John Smith'. At the bottom, there is a checkbox 'Manually configure server settings for e-mail account.' and two buttons: 'Next' (highlighted with a red box) and 'Cancel'.

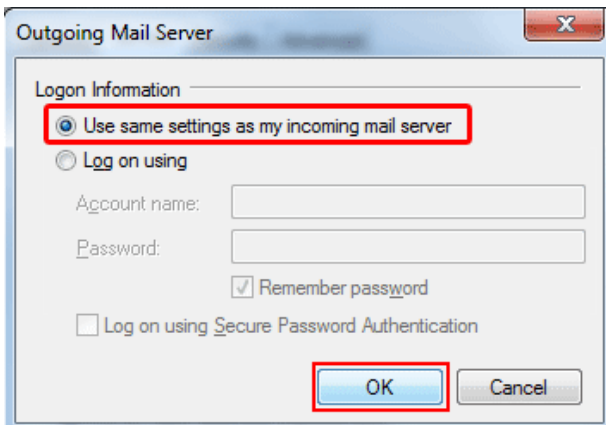
- **E-mail Address:** Enter the address you're setting up **yourname@yourdomain.co.uk**
- **Password:** Enter the password for the email address you're setting up
- **Display Name:** Enter your full name (or the name you'd like people to see when you send them email from this account)

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).



- 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"

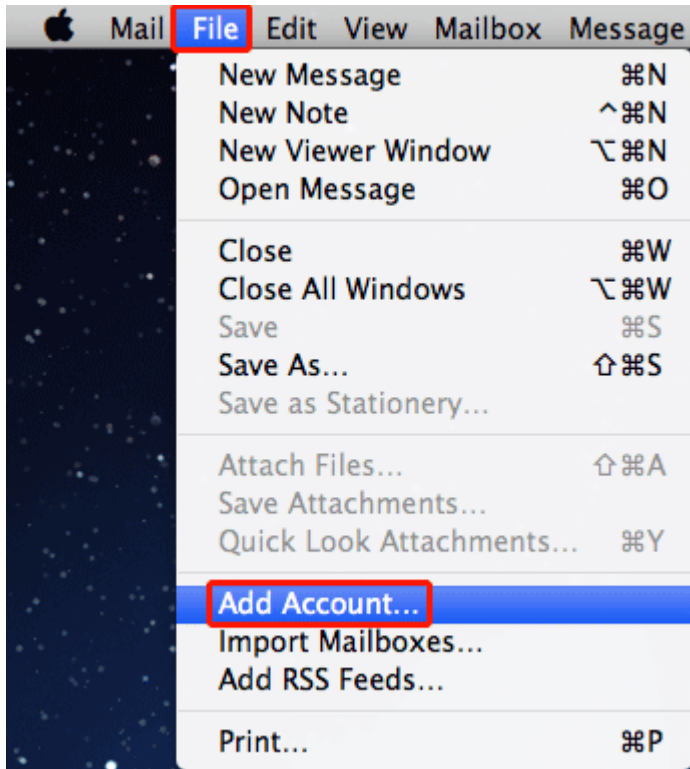
6. Select **Use same settings as my incoming mail server** and click **OK**.



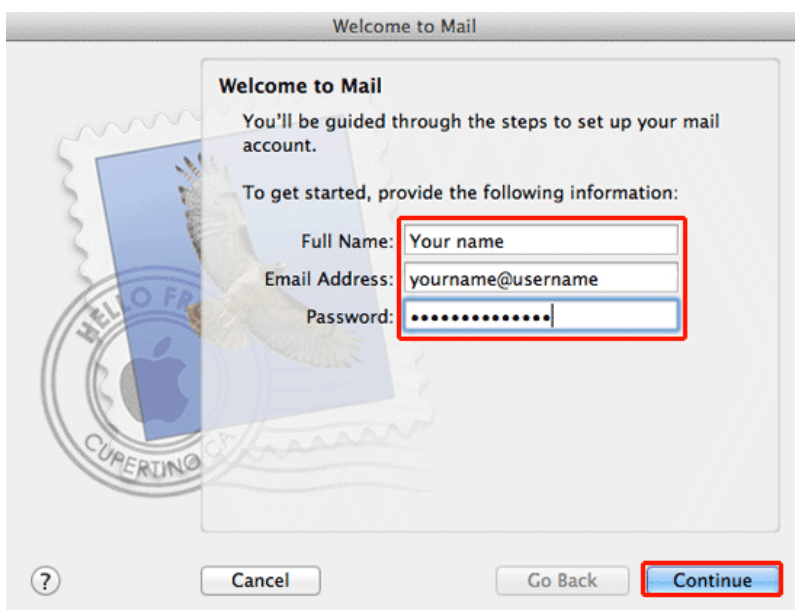
7. Click **Next** to continue.
8. That's all you need to do, click **Finish**.

## 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...**

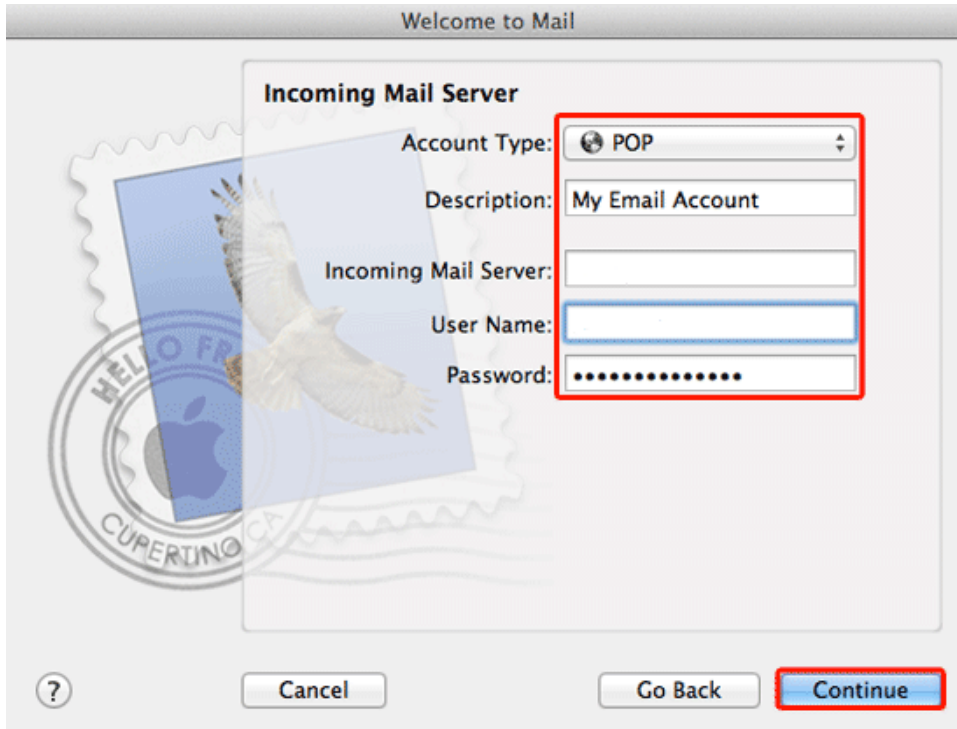


3. Fill in your **Full Name**, **Email Address** and **Password**. If you need help with these, there's more detail underneath the screenshot.

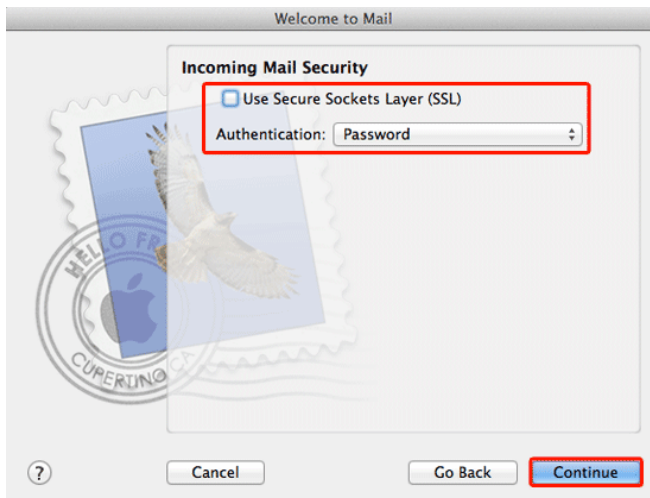




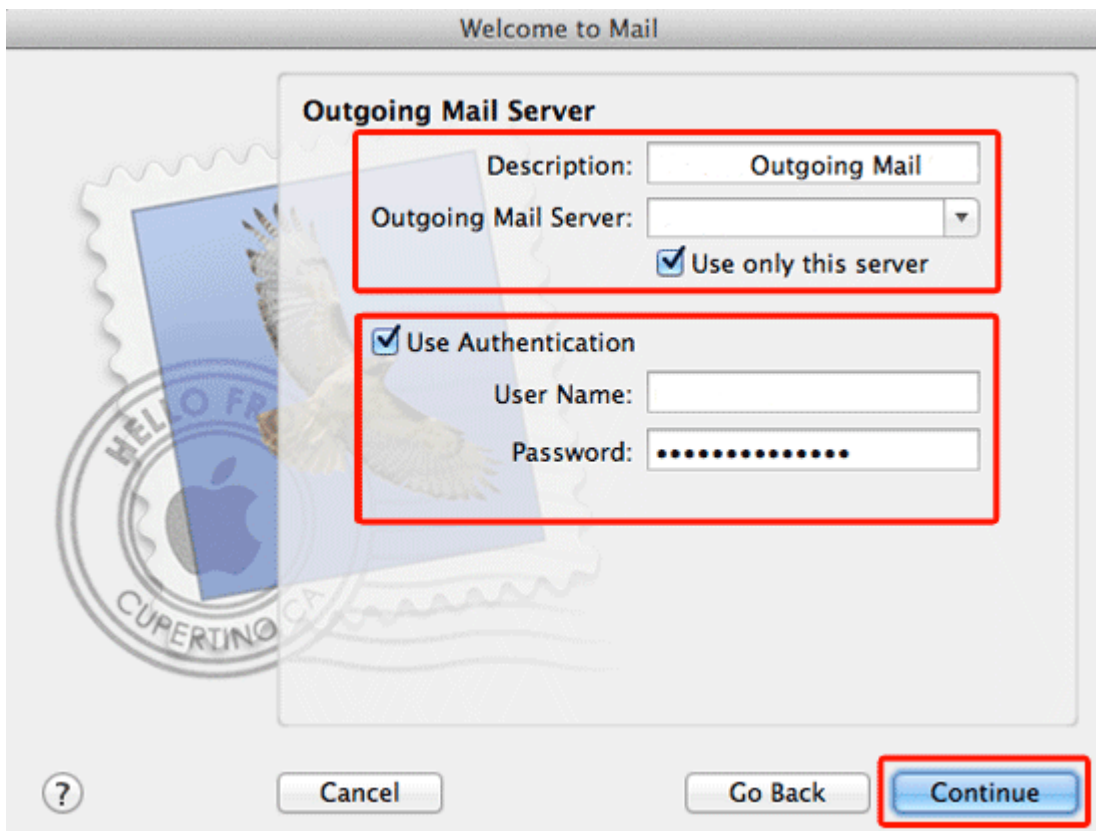
- **Full name:** Enter your name (or the name you'd like people to see when you send them email)
  - **Email Address:** Enter the address you're setting up  
**yourname@yourdomain.co.uk**
  - **Password:** Enter the password for your email address
4. Press **Continue** to go to the next step.
  5. Now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

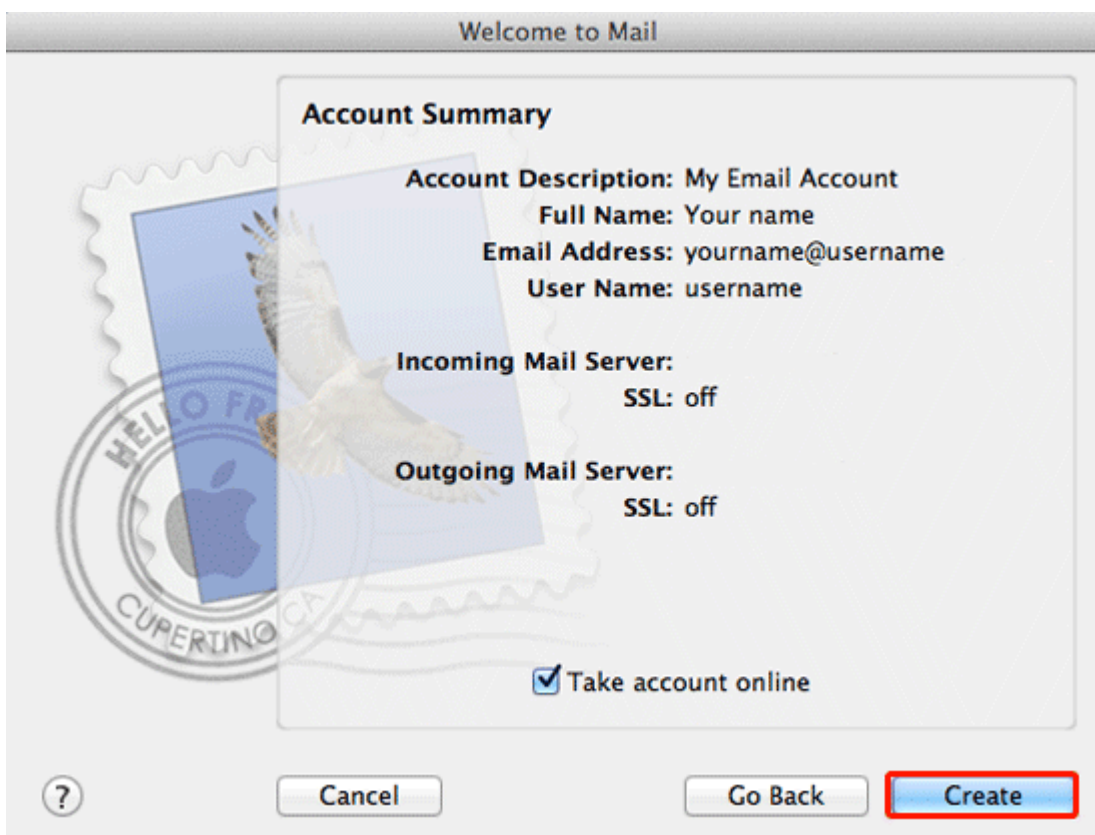


- **Description:** Enter a useful description for the server. You can put whatever you like here
  - **Outgoing Mail Server:** mail.webnetism.com
9. Tick **Use Authentication** and enter your **email address and password**.
10. When you've done this click **Continue**.
11. You may see a warning screen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



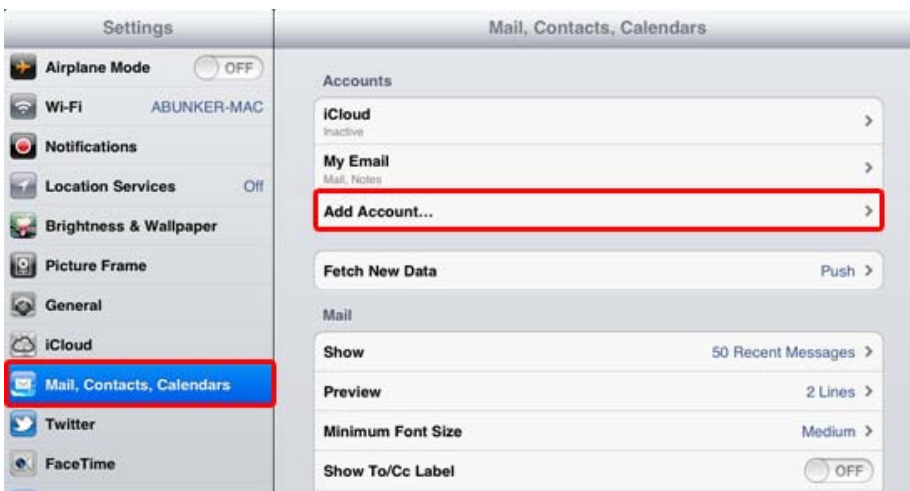
14. That's all you need to do. Click **Get Mail** and your email will be downloaded to your Inbox.

## iPhone, iPod Touch and iPad

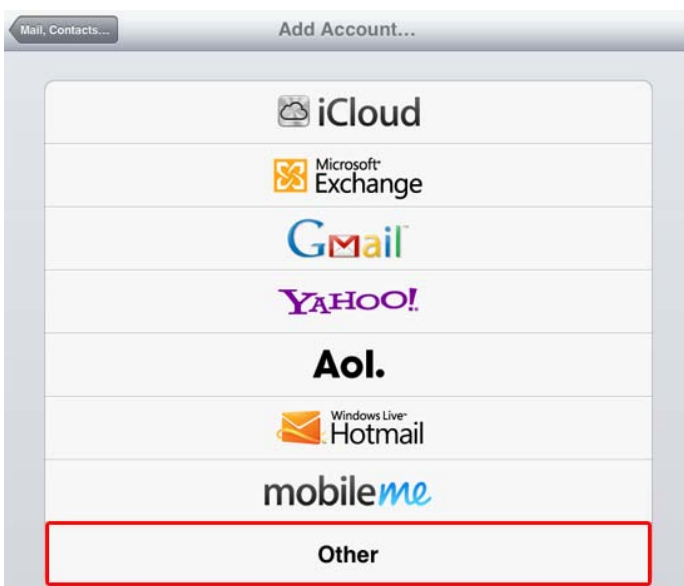
1. From your home screen press **Settings**.



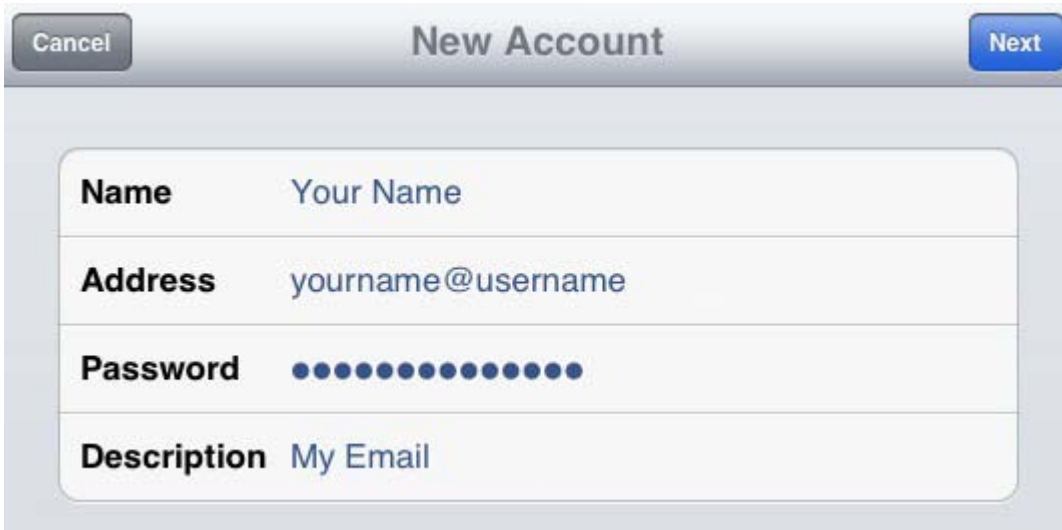
2. From the setting menu, choose **Mail, Contacts, Calendars** followed by **Add Account...**



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



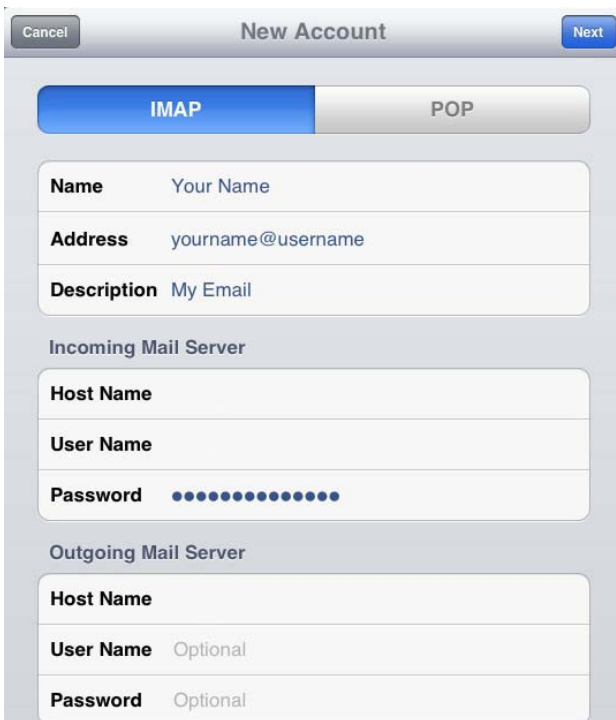
4. Fill in your **Full Name**, **Email Address**, **Password** and **Description** and press **Next**.
5. If you need help with these, there's more detail underneath the screenshot.



The screenshot shows a 'New Account' window with a 'Cancel' button on the left and a 'Next' button on the right. The form contains the following fields:

- Name:** Your Name
- Address:** yourname@username
- Password:** A series of 12 dots representing a masked 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.



The screenshot shows the 'New Account' window with 'IMAP' selected over 'POP'. The form contains the following sections:

- Account Type:** IMAP (selected) and POP.
- Name:** Your Name
- Address:** yourname@username
- Description:** My Email
- Incoming Mail Server:**
  - Host Name:** (empty field)
  - User Name:** (empty field)
  - Password:** A series of 12 dots representing a masked password.
- Outgoing Mail Server:**
  - Host Name:** (empty field)
  - 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

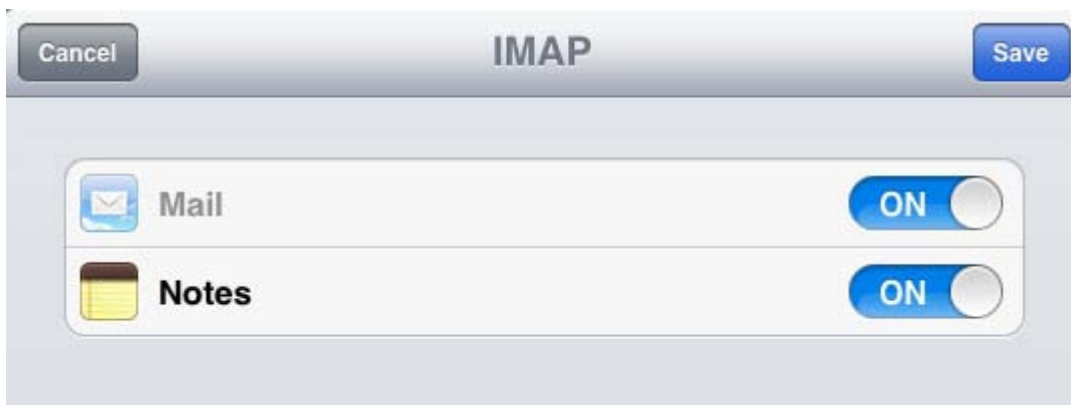
11. When you're finished, press **Next**.

12. If the box shown below appears, press **Yes** (you may need to do this twice).



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.