Starter Mailbox Email Software Setup Guide















Setting up a Starter mailbox only takes a few minutes. You can set up any email software to receive email from your mailbox. This guide will show you step by step how to set up the most common mail software to work with your new mailbox.

You can connect to your mailbox using either the POP3 or IMAP protocols. As a rule of thumb it is better to use POP3 if only one computer accesses your mailbox, while it is better to use IMAP if you have a number of computers that will access your mailbox. This guide will show you step by step how to set up the most common mail clients to work with your new mailbox, using whichever protocol you prefer.

Before you Start

Before you set up your email software, there are certain things you will need. These are:

- Email software
- Internet connection
- Incoming Server address (shown in your control panel)
- SMTP address (as advised by your internet service provider)
- Username (This is the same as the email address for your new mailbox)
- Password (As specified when you created the mailbox)
- Note: Starter mailboxes do not have an associated SMTP service. You should contact your Internet Service provider who will be able to provide you with appropriate SMTP settings for use with your domain name. Without this information you will be able to receive messages from your mailbox, but will be unable to send emails.

Software Covered in this Guide

Windows Live Mail	Windows Live Mail
F	Windows Mail
5	Outlook Express
<u>e</u>	Outlook 2003
	Outlook 2007
09	Outlook 2010
٢	Thunderbird
	Mac Mail

Setting up Windows Live Mail

Step 1Open Windows Live Mail. Click Tools,
then Accounts in the drop down menu.

Тоо	s Actions Help	
	Send and receive	•
	Synchronize all	
	Message rules	•
	Contacts	Ctrl+Shift+C
	Newsgroups	Ctrl+W
	Manage feeds	
	Accounts	
	Safety options	
	Options	

Step 2	The Accounts window will	Accounts
	open. Click Add in the top	Set up new e-mail accounts or newsgroup subscriptions by clicking Add. To make changes, export, or remove an account or subscription, select it first.
	right corner.	News Add
		Account) Remove
		Contacts Directory Properties
		Set as Default
		Import
		Export
		Close
Step 3	Select E-mail account and	
	click Next .	Add an account
		Select Account Type
		What type of account would you like to add?
		E-mail Account
		Newsgroup Account
		Contacts Directory Account
		Get help finding the information to set up my account
		Next Cancel
Step 4	Enter your full email	
	address. This made 🛛 🚱 🗛	dd an E-mail Account
	up of the mailbox	
	name you chose, an	Please enter your e-mail account information below:
	@ symbol and your	E-mail address: ralph@ralphsdomainname.com -
	domain name. In	example555@hotmail.com Get a free e-mail account
	the next text box,	Password:
	enter your mailbox	Remember password
	password.	How should your name appear in e-mail sent from this account?
		Display Name: Ralph Smith
	Finally, enter a	For example: John Smith
	display name. This	Vanually configure server settings for a mail account
	is what most email	The start of the second of the second of the second s
	users will see in	Next Cancel
	their inboxes instead of your	email address.
	-	

Check the box marked *Manually configure server settings for e-mail account*. And click **Next**.

Step 5	Depending upon how you would like to connect, ensure that either POP3 or IMAP are
	selected from the drop down list and enter the following details.
	Incoming Server: Enter mail.yourdomain.com (replacing yourdomain.com
	with your domain name).
	• Incoming server port: Should be set at 110 if using POP3, and 143 if using
	IMAP.
	• This server required a secure connection: Leave unchecked.
	• Log on using: Select Clear text authentication from the drop down menu.
	Logon ID: Enter the email address of your mailbox.
Step 6	In the Outgoing server Information section you should enter the SMTP settings as
	advised by your Internet Service Provider. Then click Next .
	G Add an E-mail Account
	Where can I find my e-mail server information?
	Incoming Server Information
	My incoming mail server is a POP3
	Incoming server: mail.ralphsdomainname.com Port: 110
	This server requires a secure connection (SSL)
	Log on using: Clear text authentication 👻
	Login ID (if different from e-mail address):
	ralph@ralphsdomainname.com
	Outgoing Server Information
	Outgoing server: Your-ISP's-SMTP-Server Port: 25
	This server requires a secure connection (SSL)
	My outgoing server requires authentication
	(Next Cancel

Click **Finish** to set up your account, and close the new account wizard.

Step 7

Add an E-mail Account
You have successfully entered in the information required to set up your account.
Finish Cancel

Windows Live Mail is now configured to receive email from your Starter mailbox and send email through your ISP's mail server.

Setting up Windows Mail

- Step 1
 Click the Windows logo in the bottom left corner of your screen, then click Windows

 Mail.
- Step 2Windows Mail will open. Click theTools menu, then click Accounts.

Тоо	ls Message Help	
	Send and Receive	•
	Synchronize All	
	Windows Contacts	Ctrl+Shift+C
	Add Sender to Contacts	
	Windows Calendar	Ctrl+Shift+L
	Message Rules	•
	Newsgroups	Ctrl+₩
(Accounts	
	Junk E-mail Options	
	Options	

Step 3	The Internet Accounts	Internet Accounts	
	window will open.	Set up new e-mail accounts or newsgroup subscriptions by clicking Add.	
	Click Add in the top	News	
	right corner. Click Mail	Microsoft Communities (default) msnews.microsoft.com	Add
	in the menu that	Directory Service	Properties
	appears. This will		Set as Default
	open the Internet		Import
	Connection Wizard.		Export
			Set Order



Note: If it is the first time you have run Windows Mail on this computer, the Internet Connection Setup wizard may start automatically.

Close

Step 4

On the first screen of the Internet Connection Wizard, you'll be asked to enter a display name. This is what most email users will see in their inboxes instead of your email address. Enter your name, then click **Next**.

G	
Your Name	
When you send e-mail, y Type your name as you v	our name will appear in the From field of the outgoing message. would like it to appear.
Display name:	Ralph Smith
	For example: John Smith
Where can I find my e-m	ail account information?
	Next Cano

Step 5	Enter your full email
	address. This made up
	of the mailbox name you
	chose, an @ symbol and
	your domain name.
	Then click Next .

(G	
	Internet E-mail Address	
	Your e-mail address is the	address other people use to send e-mail messages to you.
	E-mail address:	ralph@ralphsdomainname.com
		For example: someone@microsoft.com
	Where can I find my e-ma	il account information?
-		

Step 6

Depending upon how you would like to connect, ensure that either **POP3** or **IMAP** are selected from the drop down list, and enter the following details.

		X.
Enter	0	
mail.yourdomain.co.uk	Set un e-mail senvers	
(replacing	Incoming e-mail server type:	
yourdomain.co.uk with	POP3 -	
your domain name) in the	Incoming mail (POP3 or IMAP) server:	
Incoming mail (POP3,	mail.ralphsdomainname.com	
IMAP or HTTP) server	Outgoing e-mail server (SMTP) name:	
text box.	your-ISP's-SMTP-Server	
	Outgoing server requires authentication	
Contact your ISP for your	Where can I find my e-mail server information?	
SMTP details and enter	Next Cancel	
them in the Outgoing		

Your ISP should advice if you need any authentication settings for the outgoing server.

When you have entered your mail server names, click Next.

mail (SMTP) server text box.

		r	
Step 7	On the Internet Mail		
	Logon screen, enter	G	
	your full email address	Internet Mail Logon	
	in the <i>E-mail username</i>	Type the account name an	d password your Internet service provider has given you.
	text box, and your	E-mail username:	ralph@ralphsdomainname.com
	mailbox password in the	Password:	••••••
	Password text box.		Remember password

When you have entered

your mailbox name and password, click Next.

Step 8	Click Finish and	
	the mailbox will	O
	be added to	Congratulations
	Windows Mail.	You have successfully entered all of the information required to set up your account. To save these settings and download your e-mail folder list and messages, click Finish. Do not download my e-mail and folders at this time
		Finish Cancel

Step 9 Click Close to close the wizard and start using your email account.

If your ISP's SMTP server requires a username and password

If the SMTP settings your ISP has provided you include a username and password, there are some additional steps you should take to allow you to connect to their server.

Step 10Click the Tools menu, then clickAccounts.

Тоо	ls Message Help	
	Send and Receive	•
	Synchronize All	
	Windows Contacts	Ctrl+Shift+C
	Add Sender to Contacts	
	Windows Calendar	Ctrl+Shift+L
	Message Rules	•
	Newsgroups	Ctrl+W
. (Accounts	
	Junk E-mail Options Options	

×

Next Cancel

Step 11

Select your email account and click **Properties.**



Step 12

Select the *Servers* tab, check the *My server requires authentication* box, and click **Settings**.

🧊 mail.ralphsdomainname.com Properties 🛛 😨 📧				
General Servers Connection Security Advanced				
Server Information				
My incoming mail server is a POP3 server.				
Incoming mail (POP3): mail.ralphsdomainname.com				
Outgoing mail (SMTP): smtp.ralphsdomainname.com				
Incoming Mail Server				
E-mail username: ralph@ralphsdomainname.com				
Password:				
Remember password				
Log on using Secure Password Authentication				
Outgoing Mail Server				
My server requires authentication				
OK Cancel Apply				

Step 13

Select *log on using*, enter the username and password provided by your ISP, then click **OK**, **Apply,** then **OK** again.

sing,	Outgoing Mail Server	E
ame	Logon Information	
Jr	Use same settings a	s my incoming mail server
OK.	Log on using	
(E-mail username:	My-ISP's-Username
	Password:	•••••
		Remember password
	📃 Log on using Sec	ure Password Authentication
		OK Cancel

Step 14 Click Close to close the wizard and start using your email account.

Windows Live is now configured to receive email from your Starter mailbox and send email through your ISP's mail server.

Setting up Outlook Express

Step 1Open Outlook Express. Click the Toolsmenu, then click Accounts.

Tools	ools Message Help		
Send	d and Receiv	e	۲
Sync	hronize All		
Sync	hronize Fold	ler	
Mark	for Offline		F.
Add	Address Book Ctrl+Shift+B		
Add	Sender to A	ddress Book	
Mes	Message Rules		
Acco	Accounts		
Opti	Options		

Step 2

Accounts window will open. Click Add in the top right corner. Click Mail in the menu that appears. This

The Internet

ternet Accounts			? 🛛	Tip of the d
All Mail Nev	Is Directory Service		<u>A</u> dd ►	Mail
Account	Туре	Connection	Remove	News Directory Service
Active Directory	directory service	Local Area Network	Properties	pane.
VeriSign Internet	directory service	Local Area Network	Set as Default	
WhoWhere Inter	directory service	Local Area Network	Import	the second s
			Export	
			Set Order	
			Close	

will open the Internet Connection Wizard.

Note: If it is the first time you have run Outlook Express on this computer, the Internet Connection Setup wizard may start automatically.

Step 3

On the first screen of the *Internet Connection Wizard*, you'll be asked to enter a display name. This is what most email users will see in their

Your Name	×
	4
When you send e-mail, j Type your name as you	your name will appear in the From field of the outgoing message. would like it to appear.
Display name:	Ralph
Display name:	Ralph For example: John Smith
Display name:	Ralph For example: John Smith
Display name:	Ralph For example: John Smith

inboxes instead of your email address. Enter your name, then click Next.

Step 4

email address. This made up of the mailbox name you chose, an @ symbol and your domain name.

Enter your full

When you have entered your

email address, click Next.

	Internet Connection Wizard
	Internet E-mail Address
e	Your e-mail address is the address other people use to send e-mail messages to you.
	E-mail address: ralph@ralphsdomainname.com For example: someone@microsoft.com
	< Back Next > Cancel

Step 5

Depending upon
your favored
connection. Select
POP3 or IMAP from
the drop down
the drop down menu.

Internet Connection Wizard
E-mail Server Names
1
My incoming mail server is a POP3 💉 server.
Incoming mail (POP3, IMAP or HTTP) server:
mail.ralphsdomainname.com
An SMTP server is the server that is used for your outgoing e-mail.
Outgoing mail (SMTP) server:
smtp.ralphsdomainname.com
< Back Next > Cancel

Enter **mail.yourdomain.co.uk** (replacing yourdomain.co.uk with your domain name) in the *Incoming mail (POP3, IMAP or HTTP) server* text box.

Contact your ISP for your SMTP details and enter them in the *Outgoing mail (SMTP)* server text box.

When you have entered your mail server names, click Next.

Step 6	On the Internet Mail	Internet Connection Wizard		X
	Logon screen, enter	Internet Mail Logon		*
	your full email			2
	address in the	Type the account name and	d password your Internet service provider has given you.	
	Account name text	Account name:	ralph@ralphsdomainname.com	
		Password:	•••••	
	Enter the password for the mailbox in the <i>Password</i> text	If your Internet service provide (SPA) to access your mail acc Authentication (SPA)' check b Log on using Secure Pass	Remember password er requires you to use Secure Password Authentication yount, select the "Log On Using Secure Password yox. word Authentication (SPA)	
	DOX.		< Back Next>	ancel

When you have entered your mailbox name and password, click Next.

Important: Log on using Secure Password Authentication (SPA) should not be checked.

Step 7

Click **Finish** and the mailbox will be added to Outlook Express.

nternet Connection Wizard	
Congratulations	×.
You have successfully entered all of the i To save these settings, click Finish.	nformation required to set up your account.
	< Back Finish Cancel

You will be left at the Internet Accounts window.

Step 8 Select the account you have just created and click Properties.

Internet Accounts	2 🛛
All Mail News Directory Service Account Type Connection Active Directory directory service Local Area Network Bigfoot Internet directory service Local Area Network Tmail ralphsdomai. mail (default) Any Available VeriSign Internet directory service Local Area Network WhoWhere Inter directory service Local Area Network	Add Remove Properties Set as Default Import Export
	Close

Step 9

If your ISP's SMTP server requires username and password authentication, click the *Servers* tab and ensure the **My server requires authentication** check box is selected, then click **Settings**.

🖀 mail.ralphsdomainname.com Properties 👘 👔 🚺
General Servers Connection Security Advanced
Server Information
My incoming mail server is a POP3 server.
Incoming mail (POP3): mail.ralphsdomainname.com
Outgoing mail (SMTP): smtp.ralphsdomainname.com
Incoming Mail Server
Account name: ralph@ralphsdomainname.com
Password:
Remember password
Log on using Secure Password Authentication
Outgoing Mail Server
Vy server requires authentication
OK Cancel Apply

Step 10

Enter the username and password provided by your ISP in the text boxes provided and click **OK**.

Outgoing Mail Server	
Logon Information	server
 Log on using 	
Account name: My-ISP's-username	
Password:	•••••
Remember pass	word
Log on using Secure Password Aut	nentication
Сок	Cancel
	Logon Information Use same settings as my incoming mail Log on using Account name: My-ISP's-username Password: Remember passe Log on using Secure Password Auth DK

Step 11Finally, click OK, then Close to close the wizard. Outlook Express is now configured to
receive email from your Starter mailbox and send email through your ISP's mail server.

Setting up Outlook 2003

- Step 1 Open Outlook 2003, click **Tools** in the top menu, then click **E-mail Accounts**.
- Step 2 Select Add a new e-mail account, then click the Next button.



Step 3

Depending upon your favoured type of connection. Select **POP3** or **IMAP** from the list of available server types, then click **Next**.



Step 4 There is a lot of information to fill in on this next screen, let's look at each section bit by bit.

User Information

- Your name: This is what most email users will see in their inboxes instead of your email address. Enter your name.
- E-mail Address: Enter your full email address. This is made up of the mailbox name you chose, an @ symbol and your domain name. <u>ralph@ralphsdomainname.com</u> for example.

Server Information

- **Incoming mail server:** Enter *mail.yourdomain.com* (replacing yourdomain.com with your domain name)
- Outgoing mail server (SMTP): Enter the SMTP server provided to you by your ISP.

Login Information

- User Name: Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.
- **Password:** Enter the password you chose for the mailbox.
- Remember password: Check this box.
- Log on using secure password authentication (SPA): Leave unchecked.

Once complete, the screen should look similar to the following:

E-mail Accounts	5			
Internet E-ma Each of the	iil Settings (POP3) se settings are required to g	et your e-mail account working.	7	Ķ
User Informati	ion	Server Information		
Your Name:	Ralph	Incoming mail server (POP3):	ail.ralphsdomainname.com	
E-mail Address:	า@ralphsdomainname.com	Outgoing mail server (SMTP):	Your-ISP's-SMTP-Server	
Logon Informa	tion	Test Settings		
User Name: Password:	1@ralphsdomainname.com	After filling out the information recommend you test your accor button below. (Requires netwo	on this screen, we punt by clicking the ork connection)	
Log on using 3 Authentication	Secure Password n (SPA)	Test Account Settings	More Settings	
		< Back	Next > Cance	el

If your ISP's SMTP server does not require a username and password, click **Next**, then the **Finish** button to complete the wizard.

 Step 8 (optional)
 If your ISP's SMTP server requires a username and password click More Settings.

Internet E-mail Set	tings 🛛 🔀
General Outgoing Se	erver Connection Advanced
My outgoing serv	ver (SMTP) requires authentication
OUse same sett	ings as my incoming mail server
💿 og on using	
User Name:	Your-ISP's-Username
Password:	**********
	Remember password
Log on usir	ng Secure Password Authentication (SPA)
O Log on to inco	ming mail server before sending mail
	OK Cancel

Step 9 (optional)Check the boxes marked My outgoing server (SMTP) requires authentication and Log
on using, enter your ISP's username and password in the text boxes provided, then
click OK.

Step 10 Click the Next button, then the Finish button.

(optional)

Outlook 2003 is now configured to receive email from your Starter mailbox and send email through your ISP's mail server.

Setting up Outlook 2007



Page 17 of 30

Cancel

< Back

Next >

Step 4	Select Manually	Add New E-mail Account	
	configure server	Auto Account Setup	×
	settings of		4
	additional server		
	types and click	Your Name: Example: Barbara Sankovic	
	Next	E-mail Address:	
		Example: barbara@contoso.com	
		Password:	
		Retype Password:	
Step 5	Select Internet E-	Add New E-mail Account	Cancel
	mail and click next.	Choose E-mail Service	Ŕ
		Onnect E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages. Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes Other Connect to a server type shown below. Outlook Mobile Service (Text Messaging)	and voice mail.

Step 6 There is a lot of information to fill in on this next screen, let's look at each section bit by bit.

User Information

- Your name: This is what most email users will see in their inboxes instead of your email address. Enter your name.
- E-mail Address: Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name, ralph@ralphsdomainname.com for example.

Server Information

• Account type: Depending upon your favoured type of connection. Select **POP** or **IMAP** from the drop down menu.

- **Incoming mail server:** Enter *mail.yourdomain.com* (replacing yourdomain.com with your domain name)
- **Outgoing mail server (SMTP):** Enter the SMTP server name provided by your Internet service provider.

Login Information

- User Name: Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.
- **Password:** Enter the password you chose for the mailbox.
- Remember password: Check this box.
- Require logon using Secure Password Authentication (SPA): Leave unchecked.

Once complete, the screen should look similar to the following.

Add New E-mail Account		
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:	Ralph Smith	After filing out the information on this screen, we
E-mail Address:	alph@ralphsdomainname.com	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.ralphsdomainname.com	
Outgoing mail server (SMTP):	Your-ISP's-Server-Settings	
Logon Information		
User Name:	alph@ralphsdomainname.com	
Password:	******	
√ F	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

Once you have entered the required information, click More Settings.

Step 11

11 If you have been provided a username and password with your ISP's SMTP server, Click the *Outgoing Server* tab and check **My outgoing server** (SMTP) requires authentication. Select *Log on using* and enter your ISP's username and password in the text boxes provided.

	Internet E-mail Settings
	General Outgoing Server Connection Advanced
ι	My outgoing server (SMTP) requires authentication Use same settings as my incoming mail server
	User Name: My-ISP's-SMTP-Username
	Password: *****************
t r	Remember password Require Secure Password Authentication (SPA) C Log on to incoming mail server before sending mail
	OK Cancel

Step 12 Click OK, click the Next button, then click the Finish button.

Outlook 2007 is now configured to receive email from your Starter mailbox and send email through your ISP's mail server.

Set up Outlook 2010

Step 1 Open Outlook 2010, click File and then click Account Settings.



Step 2	Select the <i>E-mail</i> tab and	Account Settings
	click New.	E-mail Accounts You can add or remove an account. You can select an account and change its settings.
		E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books
		🔞 New 🔅 Repair 💣 Change 🕲 Set as Default 🗙 Remove 🔹 🗸
		Name Туре
		Close
Stop 2	Salaat Manuallu	
Step 5	Select Manually	Add New Account
	configure server	Connect to other server types.
	settings or additional	C E-mail Account
	server types and click	Your Name:
	Next.	Example: Ellen Adams
		E-mail Address: Example: ellen@contoso.com
		Password
		Retype Password: Type the password your Internet service provider has given you.
		Text Hessaging (SHS)
		Manually configure server settings or additional server types
		< Back Next> Cance
Step 4	Select Internet E-mail	Add New Account
	and click Next .	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 Hessaging (SHS)
		Connect to a mobile messaging service.
		Other Connect to a server type shown below.
		Fax Mail Transport
		< Back Next > Cancel

Step 5 There is a lot of information to fill in next, so let's look at each section bit by bit.

User Information

- Your name: This is what most email users will see in their inboxes instead of your email address. Enter your name
- E-mail Address: Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name, ralph@ralphsdomainname.com for example.

Server Information

- Account type: Depending upon your favoured type of connection, select either **POP** or **IMAP** from the drop down menu.
- **Incoming mail server:** Enter *mail.yourdomain.com* (replacing yourdomain.com with your domain name)
- **Outgoing mail server (SMTP):** Enter the SMTP server provided to you by your ISP.

Login Information

- User Name: Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.
- **Password:** Enter the password you set up when you created the mailbox within your control panel.
- Remember password: Check this box.
- Require logon using Secure Password Authentication (SPA): Leave unchecked.

Once complete, the screen should look similar to the following:

Add New Account		
Internet E-mail Settings Each of these settings ar	e required to get your e-mail accour	1t working.
User Information	Palah Smith	Test Account Settings After filing out the information on this screen, we
E-mail Address:	alph@ralphsdomainname.com	recommend you test your account by clicking the button below. (Requires network connection)
Server Information		Test Account Settings
Account Type: Incoming mail server:	POP3	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	Your-ISP's-Server-Settings	Deliver new messages to: One New Outlook Data File
Logon Information		Existing Outlook Data File
User Name:	alph@ralphsdomainname.com	Browse
Password:	*******	
V 5	temember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

Once you have entered all the information required, click **More Settings**.

Step 6If you have been provided a
username and password with
your ISP's SMTP server, Click
the Outgoing Server tab and
check My outgoing server
(SMTP) requires
authentication. Select Log on
using and enter your ISP's
username and password in the
text boxes provided.

Internet E-mail Settings	x
General Outgoing Server Connection Advanced	
W ny outgoing server (SMTP) requires authentication	
Use same settings as my incoming mail server	
Optimized and the second	
User Name: My-ISP's-SMTP-Username	
Password:	
Remember password	
Require Secure Password Authentication (SPA)	
Cog on to incoming mail server before sending mail	
OK Carcel	5
United Contest	

Step 7 Click OK, and then Next and Outlook will test the connection.

Step 8

When the test is complete click **Close**, and then click Finish to close the wizard.

ngratulations! All tests completed successfully.	Click Close to continue.	Stop
		Close
Tasks Errors		
Tasks	Status	
Tasks ✓Log onto incoming mail server (POP3)	Status Completed	

	Setting up Thu	nderbird			
Step 1	Open Thunderbird.				
	Note: You may be asked if you want to import settings from other email software, such as Outlook Express. This guide shows you how to set up a new mailbox from scratch.				
Step 2	The <i>Account Wizard</i> will open, if you don't have any other mailboxes set up in Thunderbird.				
	If the wizard does not c	pen automatically,	click <u>to</u>	ols <u>H</u> elp	
	Account Settings in the <i>Tools</i> menu.		e ,	<u>A</u> ddress Book A <u>d</u> d-ons	Ctrl+2
	Message Eilters Bun Filters on Folder Run Junk Mail Controls on Folder Delete Mail Marked as Junk in Folder Import Error Console			Message Eilters Run Filters on Folder	
				Account Settings Options	
0/					
Step 3	Click the Add	Account Settings			×
	Account button.	Local Folders Disc Space Junk Settings Outgoing Server (SMTP)	Account Sett The following is a spe Account Name: Lo Message Storage Empty Deleted Local directory: C:\Documents and	Account Settings The following is a special account. There are no identities associated with it. Account Name: Local Folders Message Storage Empty Deleted folder on Exit Local directory: C:\Documents and Settings\john.dainton\Application Data\T Browse	
		Add Account Set as Default Remove Account]		
					OK Cancel

Step 4

Select the Email	Account Wizard
account radio button,	New Account Setup
then click Next .	In order to receive messages, you first need to set up a Mail or Newsgroup account. This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider. Select the type of account you would like to set up: Email account RSS News & Blogs Google Mail Newsgroup account
	< Back Next > Cancel

Step 5	Enter your name in the	Account Wizard			
	Your Name text-box.	Identity			
	This is what most people will see when	Each account has an identity, which is the information that identifies you to others when they receive your messages.			
	you send them an email. Then enter your email address in the <i>Email Address</i> text- box, and click the Next button.	Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith"). Your Name: Ralph Smith Enter your email address. This is the address others will use to send email to you (for example, "user@example.net"). Email Address: ralph@ralphsdomainname.com			
		< Back Next > Cancel			

Step 6

Depending upon your favoured connection type, check **POP** or **IMAP** as the incoming server type.

Enter your mail server in *Incoming Server* text-box. This is your domain name with "mail." added to the front. For example mail.yourdomain.com



Then click Next.

- Step 8Enter your ISP's outgoing SMTP server address in the Outgoing Server text-box,
then click Next.
- Step 9 Enter your full email address in the *Incoming User Name* and the username supplied by your ISP in the *Outgoing User name* textboxes. Then click **Next**.

Account Wizard		×	
User Names			
Enter the incoming user example, "jsmith").	name given to you by your email provider (for		
Incoming User Name:	ralph@ralphsdomainname.com		
Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).			
Outgoing User Name:	my-ISP's-username		
	< Back Next > Cancel		

Step 11Use the Account
Name text-box to
enter the name
you want to use to
identify this
account, then click
Next. This name
will only be visible
to you.

Account Wizard	
Account Name	
Enter the name by example, "Work Ac <u>A</u> ccount Name:	which you would like to refer to this account (for :count", "Home Account" or "News Account"). My mailbox
	< <u>B</u> ack Cancel

Step 12

Confirm the details you have entered, click **Finish**, then click **OK** to close the Account Settings window.



Thunderbird is now configured to receive email from your Starter mailbox and send email through your ISP's mail server.

Setting up Mac Mail

Step 1 Open Mac Mail.

Step 2 Click Preferences from the Mail menu.



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Step 3 Click the Create an account button to open the Add Account wizard. This is located under the Accounts list, on the bottom-left of the window.

Step 4	Enter your name in	
	the Full Name text-	Add Account You'll be guided through the necessary steps to set up
	box. This is what	an additional mail account.
	most people will see	To get started, fill out the following information:
	when you send them	Full Name: Bob
	an email. Type your	Email Address: bob@bobsdomain.co.uk
	email address in the	Password:
	Email Address text-	
	box.	CORERUNO
	Enter the password	Cancel Go Back Continue

for the mailbox in the Password text box.

Step 5

Click the Continue button.

On the Incoming Mail Server page, enter the following information:

Account Type: Depending upon your favoured type of connection. Select ٠ POP or IMAP from the drop down menu.

- **Description**: Enter a name for this account so you can identify it. This is only visible to you.
- **Incoming Mail Server**: Enter *mail.yourdomain.com* (replacing yourdomain.com with your own domain name).
- User Name: Enter your full email address.
- **Password**: Enter the password for the mailbox.

	Incoming Mail Server	
- mar	Account Type:	Ø POP
3	Description:	Bobs Email
2	Incoming Mail Server:	mail.bobsdomain.co.uk
200	User Name:	bob@bobsdomain.co.uk
CORERU	Password:	
0	Cancel	Go Back Continue

Click the **Continue** button when you are done.

Step 6	On this screen you	1		7
	should enter the		Outgoing Mail Server	
		and a second	Description:	(optional)
	SMTP settings as	ST W	Outgoing Mail Server:	Your-ISP's-SMTP-Server
	advised by your	2 1		Use only this server
	Internet Service	2	Use Authentication	
	Provider.	O FR	User Name:	
			Password:	
	Click Continue when			
	vou have filled out	Carriela		
	,	CRUNOS		
	this information.			

Cancel

?

Step 7 If your ISP's outgoing server requires an SSL connection, select Continue

Go Back



Mac Mail is now configured to receive email from your Starter mailbox and send email through your ISP's mail server.

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