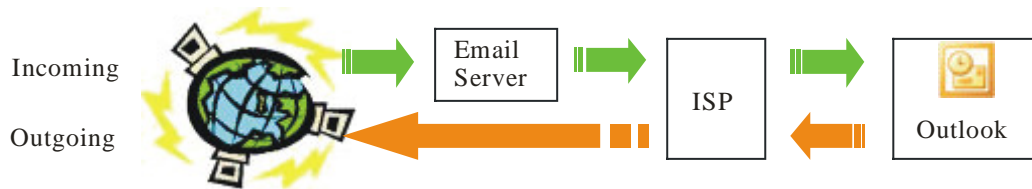


5. Mail

<http://www.websuburb.com.au/HelpDesk/Mail/Email/tabid/190/Default.aspx>

Email messages can be viewed or composed using an on-line service (WebMail) or a program that runs on the local computer i.e. Email

5.1 Email using Outlook



Email is handled by a number of parties before arriving in your inbox and before delivery to the inbox of your email correspondent. Most ISPs (e.g. BigPond, Optus, Ozemail) block outgoing email being relayed to the Email server because this technique is often employed by unscrupulous spammers. Therefore you will need to replicate your outgoing email settings from your normal email account.

These examples are from Outlook but the principles explained here apply to all email programs.

5.1.1 Step 1 In Outlook Select Tools → Email accounts from the menu

5.1.2 Step 2 Add a new account

Choose the ‘Add a new email account option’ and select the POP3 option from the menu. Click on the next button.

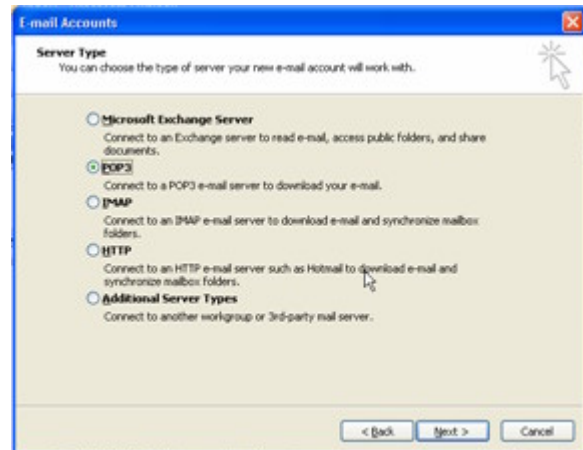


Figure: MS Outlook select POP3 server type

5.1.3 Step 3 Complete settings

Full email address as supplied by WebSuburb

Incoming mail server:
mail.websuburb.com.au

Outgoing mail server: NB! Copy the settings from your email account with your ISP.

Username: full email address

Password: Refer to WebMail to set password

5.1.4 Step 4 Outgoing mail settings

Click on the “More Settings ...” button. Enter you ISP outgoing mail server details and password on the Outgoing Server tab.

5.1.6 Step 5 Advanced Settings

Select the Advanced tab and make sure that the Delivery: Leave a copy of messages on the server is unchecked to ensure that web mail box does not overflow.

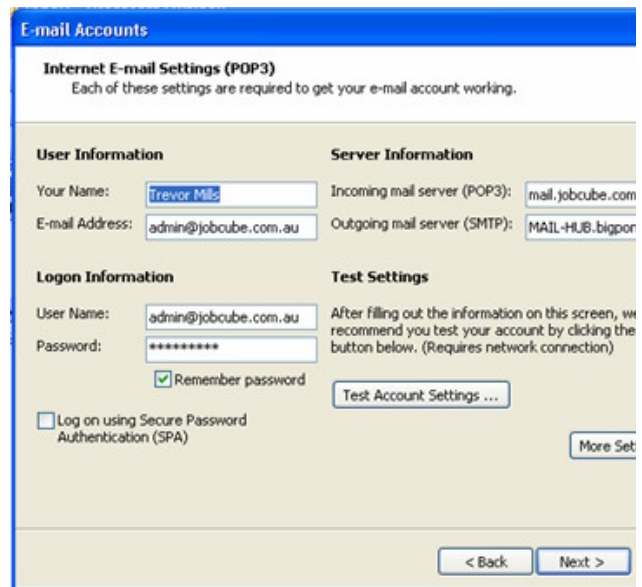
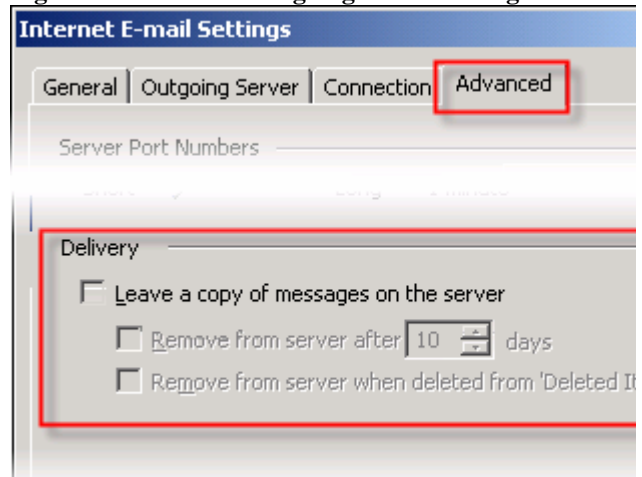


Figure: MS Outlook email account settings example



Figure: MS Outlook Outgoing Server settings



**Figure: MS Outlook Advanced E-mail Settings
Delivery: Don't leave a copies of mail on the server**

5.1.7 Step 6 Test

Click on the Test Account Settings button

This should return a dialog box similar to this if all tests have completed successfully.

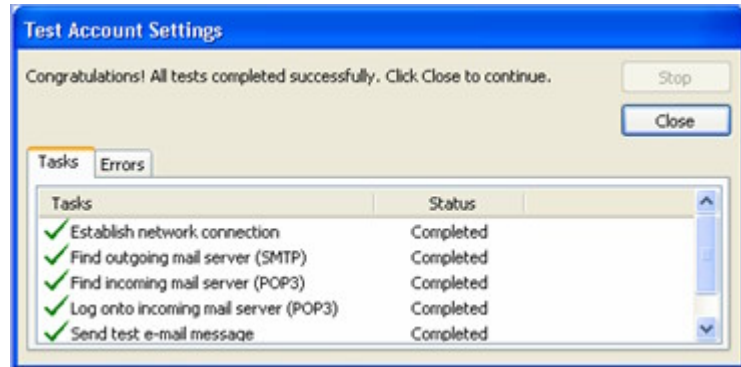


Figure: MS Outlook Test Account settings result

The next step in session 2 is using WebMail

<http://www.websuburb.com.au/HelpDesk/Mail/WebMail/tabid/191/Default.aspx>