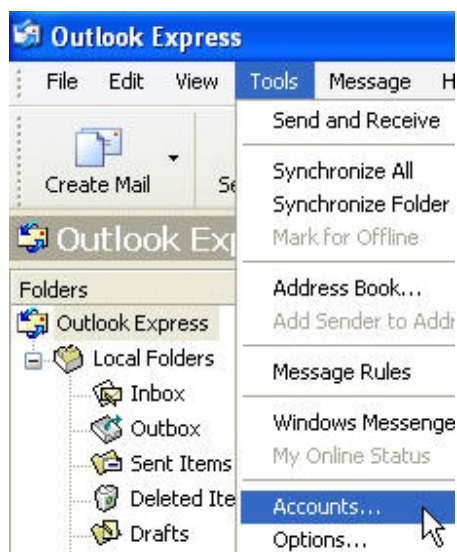


Setting up an email account in Outlook Express

Setting up an email account in Outlook Express.....	1
Step 1 – In Outlook Express select Tools → Accounts from menu	1
Step 2 – Select the Mail Tag	1
Step 3 – Complete the information requested by the wizard and click on the Next button to proceed.....	2
Step 4 – Complete your email address provided to you by WebSuburb and click on the Next button.....	3
Step 4 – Complete:	4

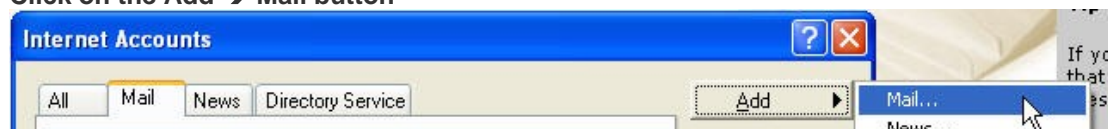
Step 1 – Tools → Accounts

Open Outlook Express and select Tools → Accounts from the menu



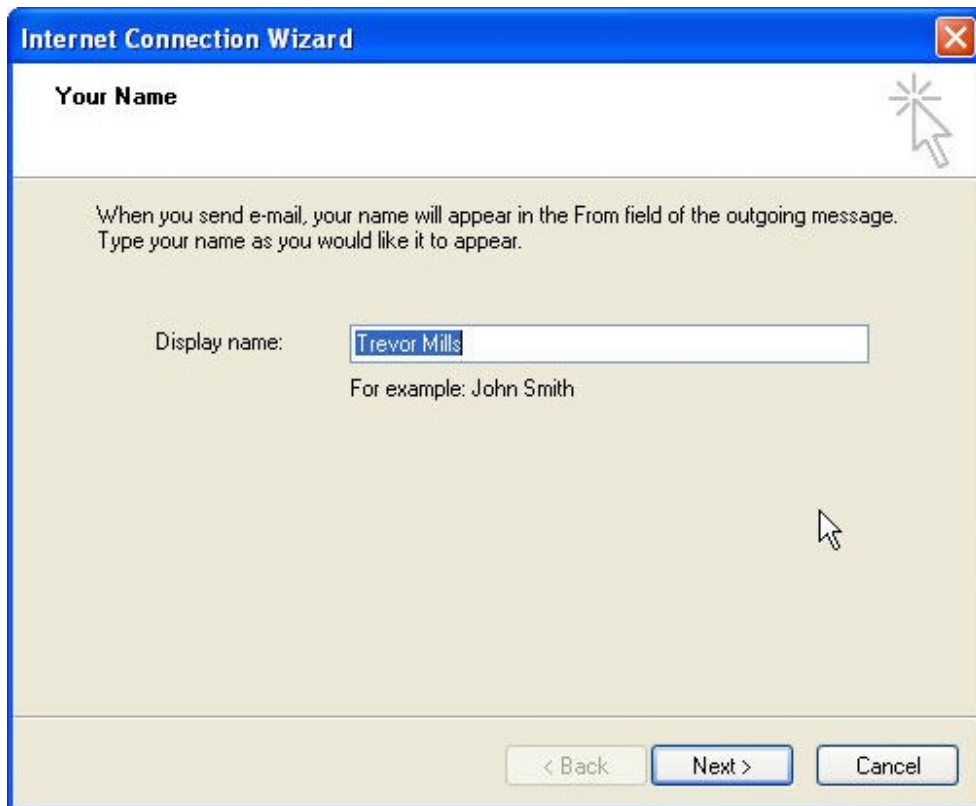
Step 2 – Select the Mail Tag → Add → Mail

Click on the Add → Mail button



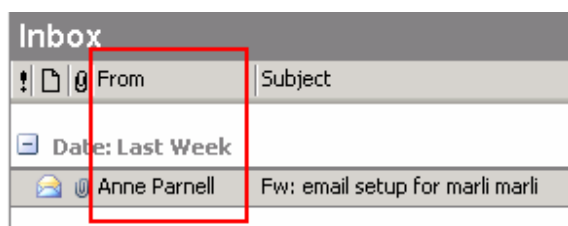
Step 3 – Your Name → Next

Complete the information requested by the wizard and click on the Next button to proceed.



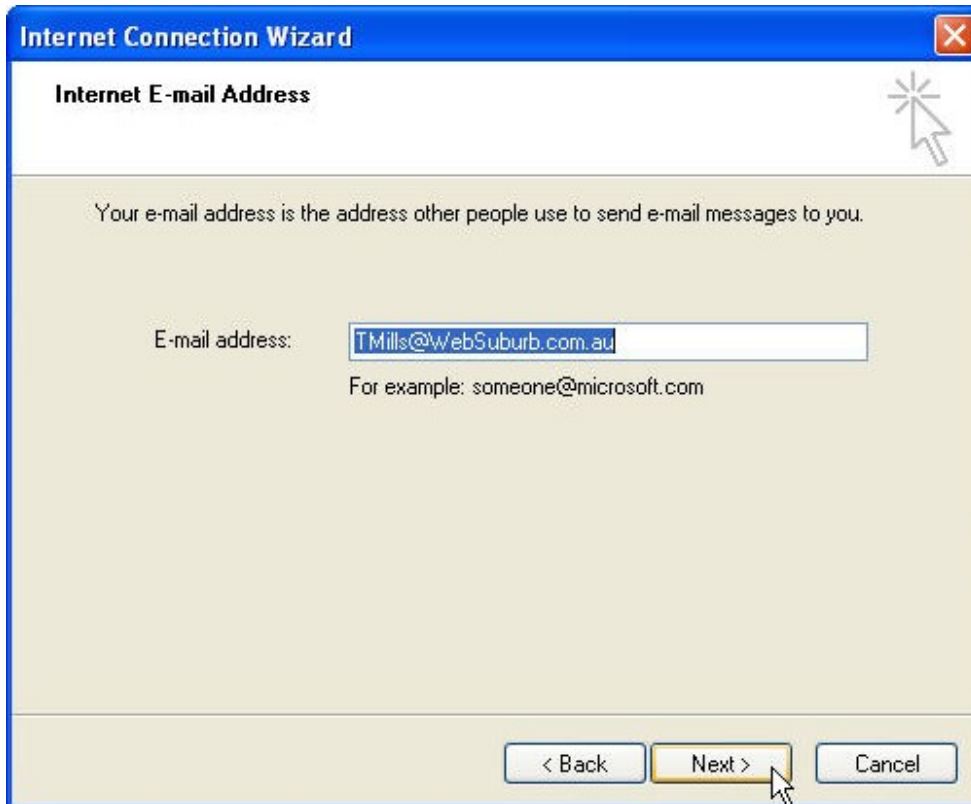
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading, there is a text box with a mouse cursor pointing at it. The text inside the box reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this text, there is a label "Display name:" followed by a text input field containing "Trevor Mills". Underneath the input field, it says "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

This is the name that will display to the user receiving the email e.g.



Step 4 – Enter email address → Next

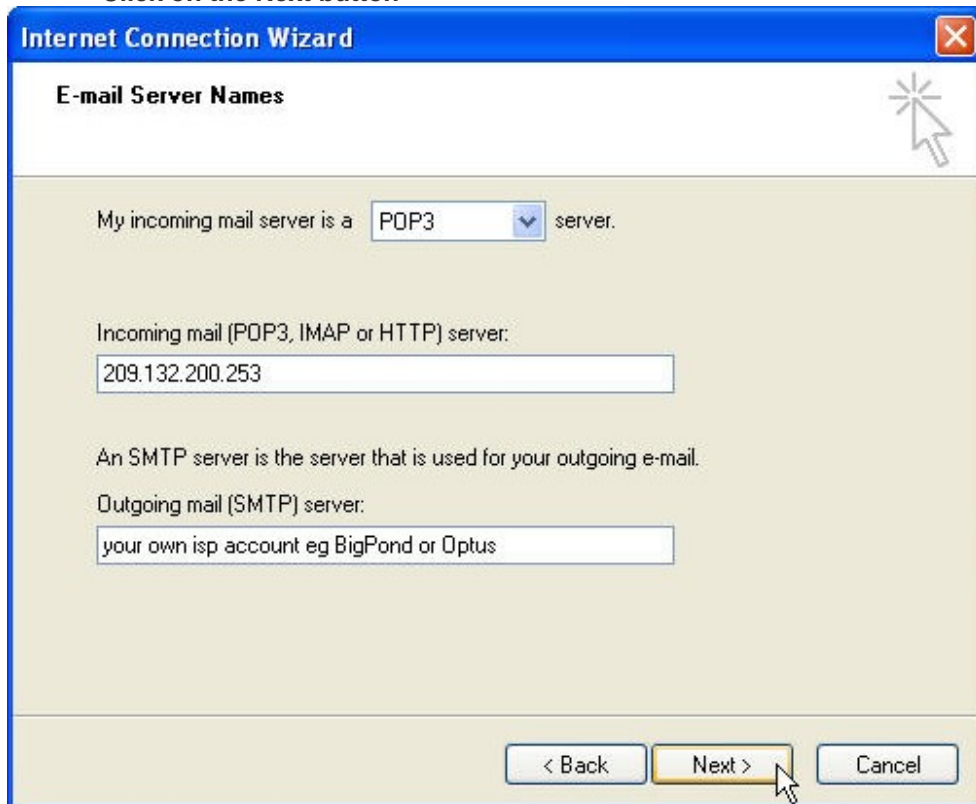
Complete your email address provided to you by WebSuburb and click on the Next button



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "TMills@WebSuburb.com.au". Below the input field is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

Step 5 – Complete Email Server Names → Next

- Incoming mail: Use the server address that WebSuburb provides
- Outgoing mail: Your ISP will block you from using the outgoing mail server on the website therefore you will need to use your ISP (or 'normal' email account connection) for outgoing mail.
- Click on the Next button



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main title of the dialog is "E-mail Server Names".

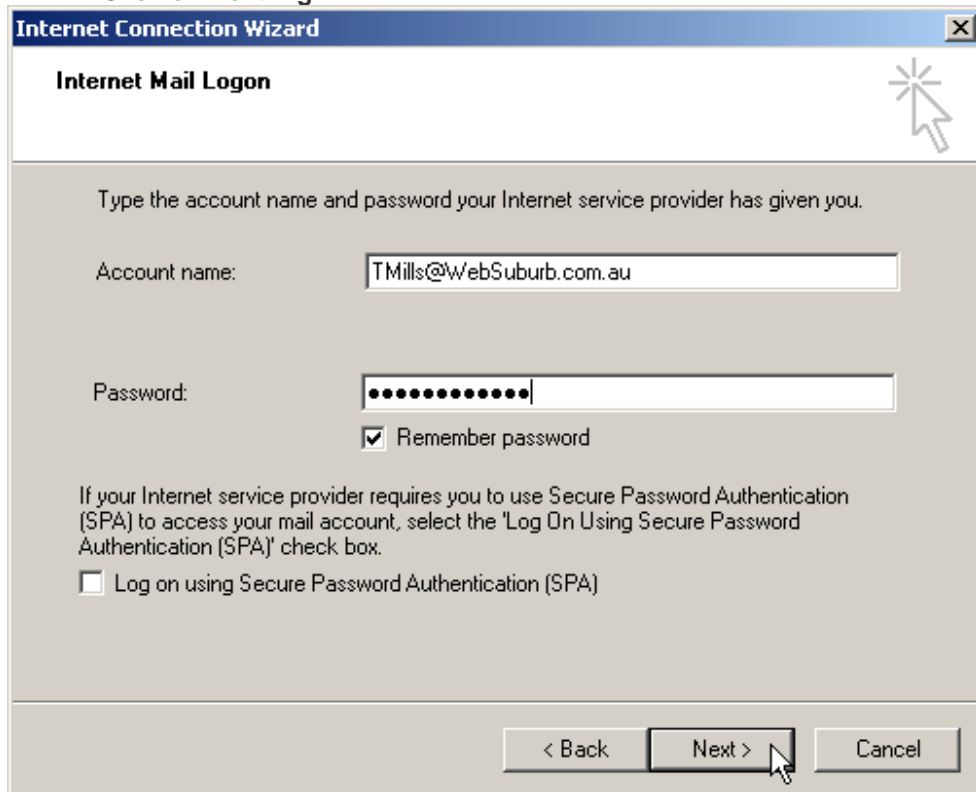
The dialog contains the following text and input fields:

- "My incoming mail server is a server." (The dropdown menu is currently set to "POP3")
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "209.132.200.253".
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by a text input field containing "your own isp account eg BigPond or Optus".

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

Step 6 – Incoming Mail Logon → Next

- Account Name: Advised by WebSuburb
- Password: Initially advised by WebSuburb. You can log in to the mail server and change this one of your own choosing.
- Click on Next E.g.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "Internet Mail Logon". Below the title bar, there is a mouse cursor icon. The main content area contains the following text and controls:

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

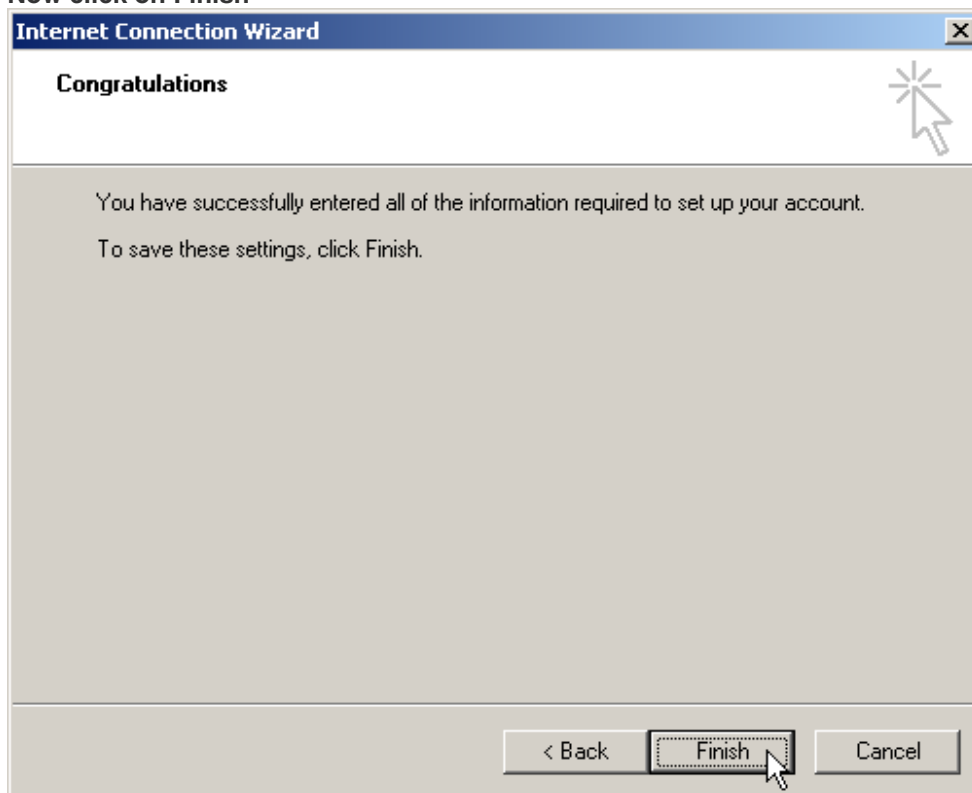
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

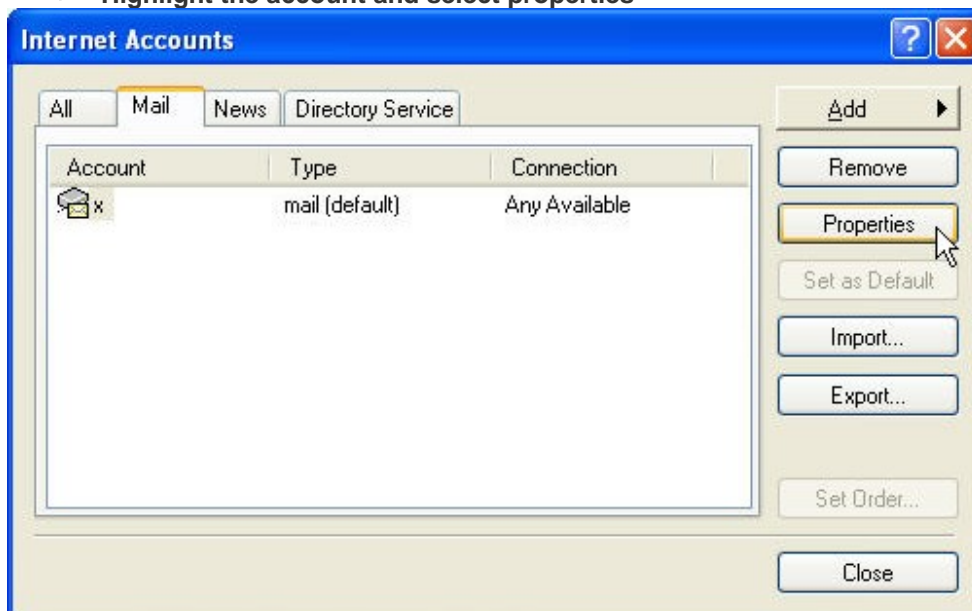
Step 7 – Finish

Now click on Finish



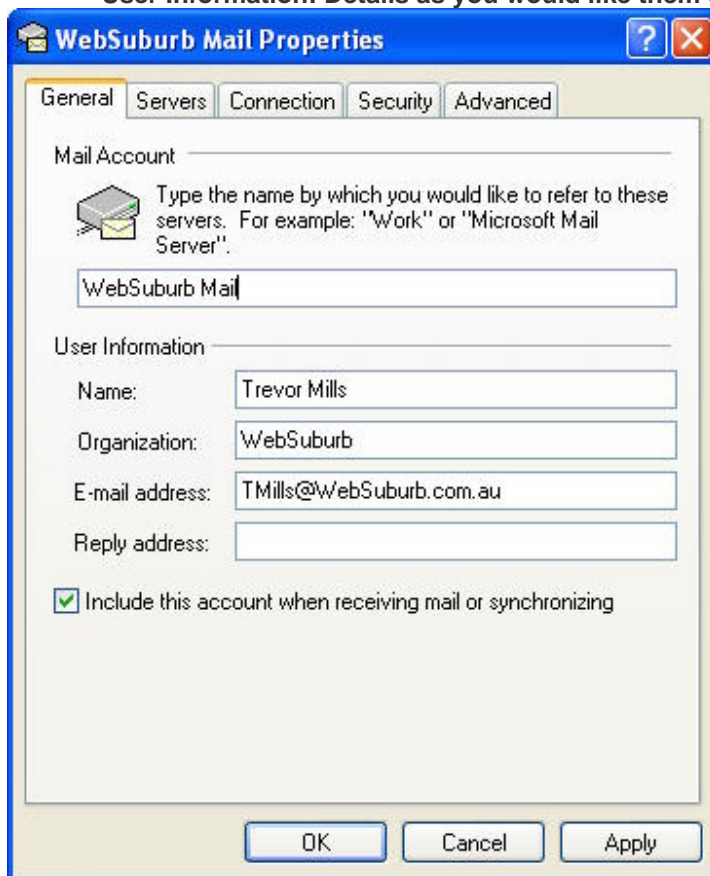
Step 8 – Modify Outgoing Email Server

- You will now need to set up the outgoing mail details by modifying the email account that you have just set up.
- Highlight the account and select properties



Step 9 – General

- Select the General tab
- Mail Account: this is the name will display in your list of email account. See Step 8 – Modify Outgoing Email Server
- User Information: Details as you would like them displayed to your email recipient



The screenshot shows a Windows-style dialog box titled "WebSuburb Mail Properties". It has a blue title bar with a question mark icon and a close button. Below the title bar are five tabs: "General", "Servers", "Connection", "Security", and "Advanced". The "General" tab is selected and highlighted. The dialog is divided into two main sections: "Mail Account" and "User Information".

Mail Account: A text box contains "WebSuburb Mail". Above it is a small icon of a server rack and a text instruction: "Type the name by which you would like to refer to these servers. For example: 'Work' or 'Microsoft Mail Server'".

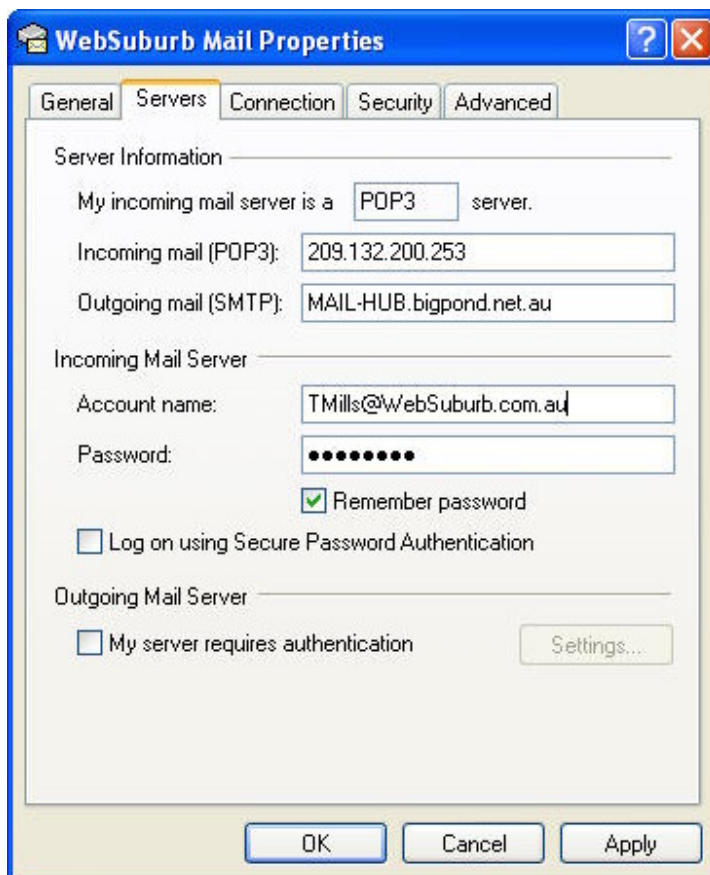
User Information: This section contains four text boxes:

- Name: Trevor Mills
- Organization: WebSuburb
- E-mail address: TMills@WebSuburb.com.au
- Reply address: (empty)

At the bottom of the dialog, there is a checked checkbox labeled "Include this account when receiving mail or synchronizing". Below the checkbox are three buttons: "OK", "Cancel", and "Apply".

Step 10 – NB! Servers

- Incoming Mail (POP 3): Advised by WebSuburb [this was set up in Step 5 – Complete Email Server Names → Next
- Incoming Mail Server:
 - Account Name: Advised by WebSuburb
 - Password: Initially advised by WebSuburb. You can log in to the mail server and change this one of your own choosing.
- **Outgoing mail (SMTP): You will need to insert the mail server details provided by your ISP. You should be able to copy these from your 'normal' email account.**
- **Outgoing Mail Server: Your ISP will advise whether this is required or not. If you need to complete this then check the box and click on Settings button.**



The screenshot shows the 'WebSuburb Mail Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section shows 'My incoming mail server is a POP3 server.' The 'Incoming mail (POP3):' field contains '209.132.200.253' and the 'Outgoing mail (SMTP):' field contains 'MAIL-HUB.bigpond.net.au'. The 'Incoming Mail Server' section has 'Account name:' set to 'TMills@WebSuburb.com.au' and 'Password:' masked with dots. There is a checked 'Remember password' checkbox and an unchecked 'Log on using Secure Password Authentication' checkbox. The 'Outgoing Mail Server' section has an unchecked 'My server requires authentication' checkbox and a 'Settings...' button. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

WebSuburb Mail Properties

General Servers Connection Security Advanced

Server Information

My incoming mail server is a POP3 server.

Incoming mail (POP3): 209.132.200.253

Outgoing mail (SMTP): MAIL-HUB.bigpond.net.au

Incoming Mail Server

Account name: TMills@WebSuburb.com.au

Password: ●●●●●●●●

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

Settings...

OK Cancel Apply

Step 11 – Settings

- Select the Log on using radio button
- Enter the account name that you use for your 'normal' email account. You will get this from your ISP.
- Your ISP will also advise whether you need to use Secure Password Authentication



Outgoing Mail Server [?] [X]

Logon Information

Use same settings as my incoming mail server

Log on using

Account name:

Password:

Remember password

Log on using Secure Password Authentication

OK Cancel

Step 12 – Advanced

- Select the Advanced tab
- Delivery: Click the three boxes indicated in the example. I.e.
- Leave a copy on the server [‘insurance policy’ in case something happens to the email on your computer. You will be able to retrieve the most recent emails from the server. NB! If you receive a lot of email, especially with large attachments, then this strategy will not work effectively. You will then need to un-check this option and devise an alternative strategy to back-up your computer. Please discuss with WebSuburb if you need help with this.]
- Remove after 10 days [to prevent the on-line mail box overflowing],
- Remove when deleted [to prevent the on-line mail box overflowing]
- Click on Apply
- Click on OK

