

information

E-mail setup Instructions
Microsoft Outlook

designcoulk

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Created By: DesignCoUK
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image is everything...
...let yours work for you

The exact method for configuring your email programme depends on which programme you are using. The following step by step walk-through instructions are for Microsoft Outlook. If you need more information than is here or if you are using a programme other than Outlook please refer to the programmes documentation for more detailed instructions on setting up a new email account.

settings

You should already have been given all the settings necessary to set up your new email account, (If you haven't had these or need a further copy please contact us and we will send out a copy.), If you would like to change any of your given passwords please go to the demo area and select the password request link. Simply fill-in your details and enter a new password. (Or [Click Here](#))

smtp

However, there is one vital setting which we can not supply which is your outgoing mail, or smtp setting. This setting depends on the company that supply your internet connection, (commonly known as an ISP). For example, if you use Freeserve, (either dial-up or Broadband), then the smtp setting is:

smtp.freeserve.net

Or, if you have a permanent Internet connection, you should use your office mail server, (contact your server administrator for this information.)

You can usually find this setting on your ISP's website either in a help section under email set up or in an FAQ section. Failing that they should have a helpline phone number for you to call and ask for this setting.

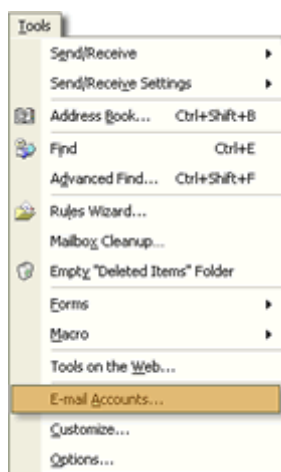
Note: Without this setting you will not be able to send emails but you will still be able to receive them.

outlook

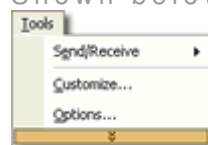
1. Launch Microsoft Outlook and from the top menu select "Tools"



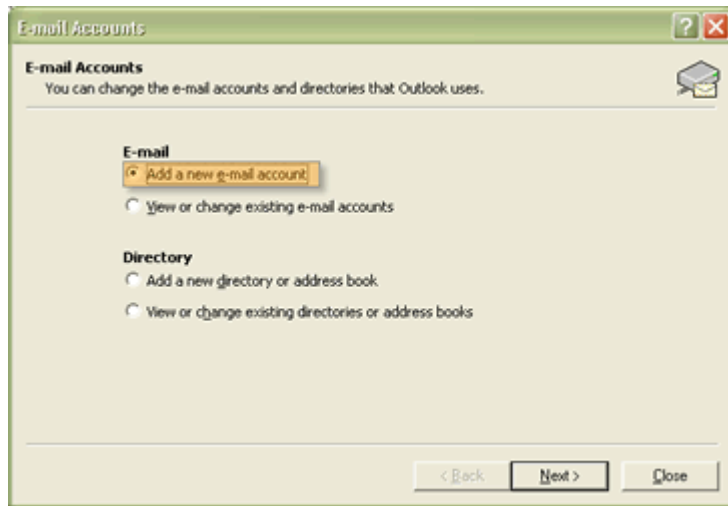
2. From the Tools menu, click "E-mail Accounts".



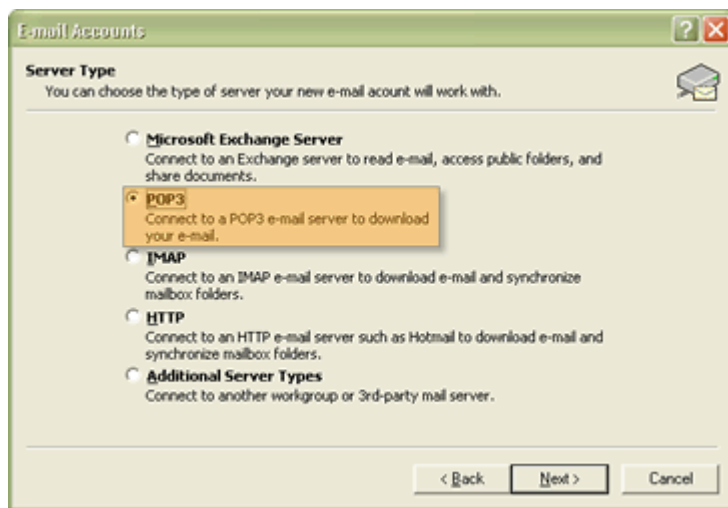
Note:
If the E-mail accounts link is not visible click on the down arrow at the bottom of the menu to expand it. Shown below.



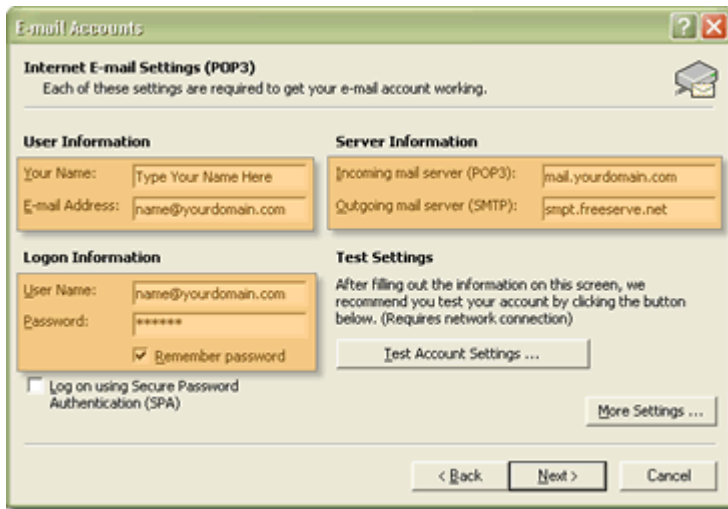
3. Select "Add a new e-mail account", and then click Next.



4. Select the "POP3" e-mail server and then click Next.



5. In the appropriate boxes, type the information asked for. More details on each of these sections can be found below or skip to section 6.



5a. Enter your name, (this will be displayed on outgoing emails).

Then enter your email address supplied by DesignCoUK.

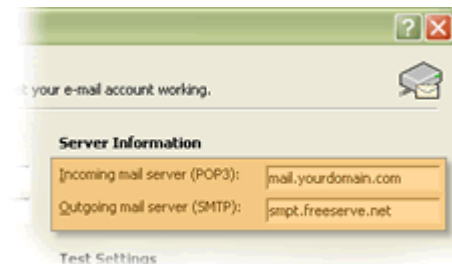
More info

5b. Enter the POP3 server name supplied by DesignCoUK.

More info

Then enter your SMTP setting.

More info



5c. Enter your user name. This is your email address supplied by DesignCoUK.

More info

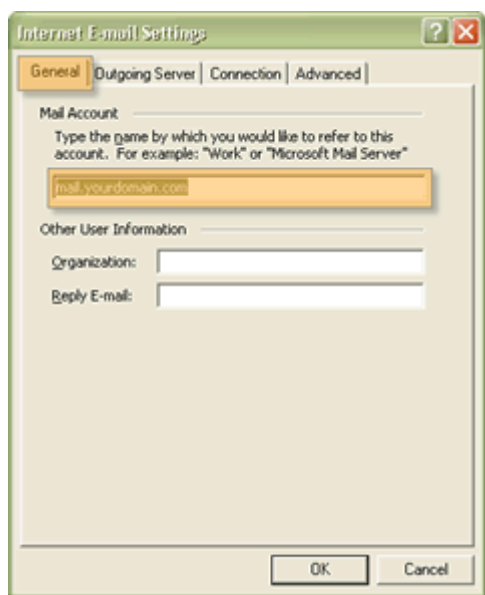
Enter your password supplied by DesignCoUK.

Note: To change this password at any time Click Here

6. Once all the details have been entered as described above click "**More Settings**"

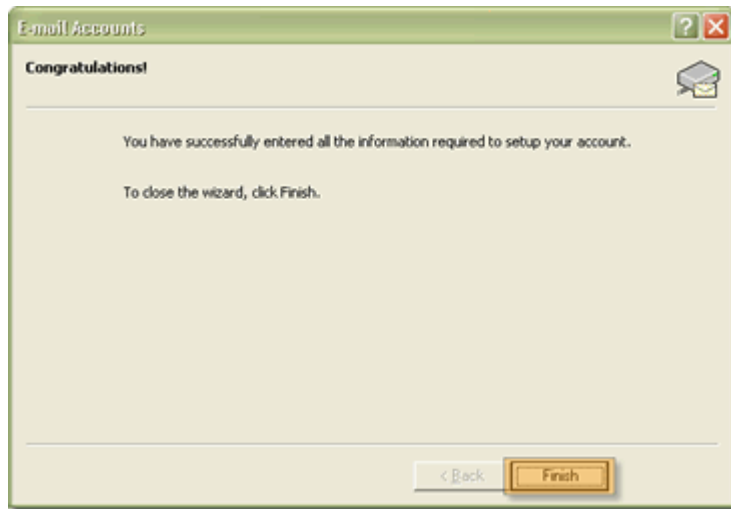


7. Select the "**General**" tab and into the "**Mail Account**" field type a name by which this account will be know. If you have more than one email account setup in Outlook this will help you tell them apart.



8. Click **OK** which will close the Internet E-mail Setting window and take you back to the E-mail Account window. Then click **Next**.

You will then be greeted with the screen shown below. Click **Finish** to complete the setup.



notes

- a. Unless specified all server and address entries are typed in lowercase letters. Some ISPs require a combination of lowercase and uppercase letters for passwords to add further security. For example, passWord.
- b. You have the option of having Outlook remember your password by typing it in the Password box and selecting the Remember password check box. While this means that you won't have to type in your password each time you access the account, it also means that the account is vulnerable to anyone who has access to your computer.