

Setting up Outlook, Windows Mail, etc. to receive and send e-mail

*Please note that this HelpSheet is designed to guide you through the general steps that you will need to take. There are many different e-mail applications available on PCs, and many editions / versions of these. This guide should help you, but it is **not guaranteed** to give you all the information that you might need for any specific case.*

- *Firstly - change your **Password** by logging on using WebMail*
 - *Access WebMail from John Adams's Homepage at www.marketingnorthants.co.uk*
 - *Log out of your e-mail*
- *Open your e-mail application (**Outlook**, etc.) on your PC*
- *Select the **Tools** menu*
- *Select **Accounts***
- *Select **Add** and follow any direct instructions*
 - *Insert a **Name** for the sender*
 - *Insert the e-mail **Address***
- *Set up the e-mail server information*
 - *Incoming*
 - *Select **POP3***
 - *The server name is **mail.yourbizname.co.uk** (or whatever the extension after 'yourbizname' is)*
 - *Outgoing*
 - *Select **SMTP***
 - *The server name is **mail.yourbizname.co.uk** (or whatever the extension after 'yourbizname' is)*
- *Set up other information as instructed to - applications vary*
 - *Put in your (new) **Password** when prompted and set it to be **remembered***
 - *If prompted you don't need to select 'Secure password authentication'*
 - *If prompted select **Outgoing server requires authentication***
 - *You will probably be prompted to name the account - using your business name is best - you can always easily amend this later anyway*
 - *If you have other accounts set up then you will need to consider which one will be the default account (You can switch to send by any account you have set up on individual e-mails anyway)*
- *Test outgoing and incoming mail by either*
 - *Sending to and receiving from a friend, family-member, etc.*
 - *Or - using other accounts you have set up - for example: hotmail*
- *You may need to access **Tools - Accounts - Properties** after the main set up*