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Set-up to receive Fasthosts email

This article is designed to help you receive your Fasthosts email. There are two ways to this:

1. Via web mail from any computer (no software required) or
2. By adding an account to your own software (such as Outlook)

Web Mail

This is the simplest method of checking your email.

1. Simply type <http://webmail.imagekings.co.uk> (change the last part to your own domain name – this is what I would use to check email for our web site)
2. Enter your email name in the username box (i.e. “webwizard” to check the email for webwizard@imagekings.co.uk)
3. Enter your email password.
4. Don't forget to log-off when you have finished!

Adding a new Account to your software

The key to this procedure is to appreciate that you will be using your existing ISP (such as BT, tiscalli etc) to send email and Fasthosts to receive it.

1. The outgoing email settings will be exactly the same as your existing account.
2. Except you must make sure that (typically under outgoing mail settings) the box “Use the same settings as incoming mail” is NOT ticked.
3. Thus for outgoing mail settings you will use the username & password that you were originally sent by your ISP. (copy from your existing email account)
4. The incoming (often called log on) username & password will be the one you would have used under Web Mail 2 & 3 above. If in doubt please try your web mail to make sure you have the right one.