

Set up your new mailbox in Outlook Express

Outlook Express is pre-installed with all recent versions of Windows and is ideal for use with Standard and Advanced mailboxes.

Setting up your new mailbox should take just a few minutes.

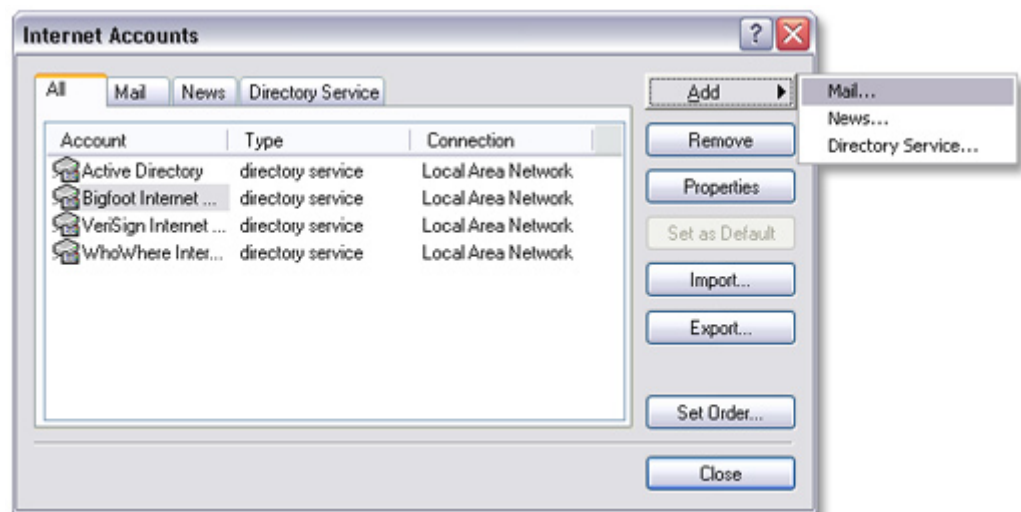
- Step 1** Click the Windows **Start** button in the bottom left-hand corner of your screen, then click **All Programs**. Find **Outlook Express** in the list of software and click it.



Quick tip: Look out for the Outlook Express logo.

- Step 2** Outlook Express will open. Click the **Tools** menu, then click **Accounts**.

- Step 3** The *Internet Accounts* window will open. Click **Add** in the top right corner. Click **Mail** in the menu that appears. This will open the *Internet Connection Wizard*.



Note: If it is the first time you have run Outlook Express on this computer, the *Internet Connection Setup wizard* may start automatically.

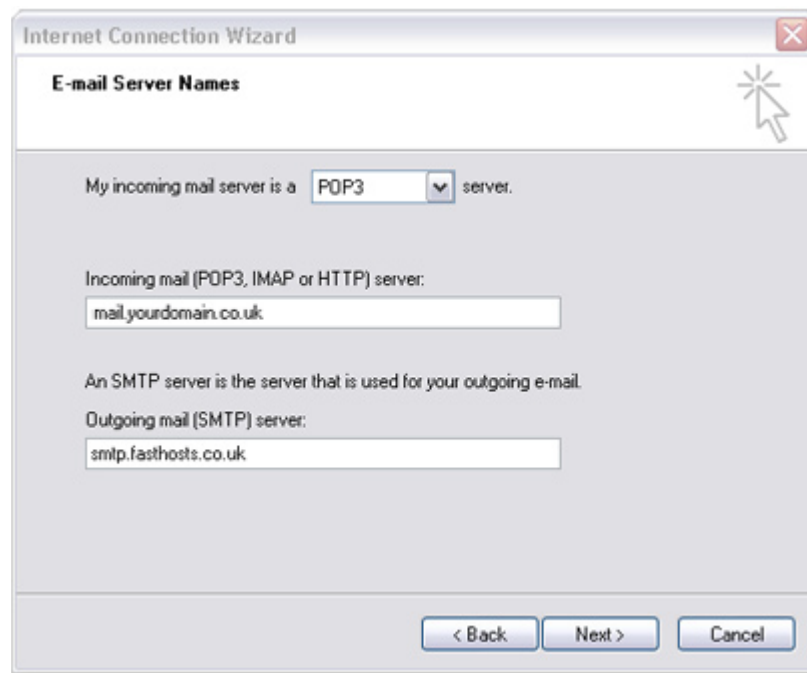
- Step 4** On the first screen of the *Internet Connection Wizard*, you'll be asked to enter a display name. This is what most email users will see in the inboxes instead of your email address. Enter your name, then click **Next**.

- Step 5** On the internet email address screen enter your full email address. This is made up of the mailbox name you chose, an @ symbol and your domain name.

Example: *jeff@yourdomain.co.uk*

When you have entered your email address, click **Next**.

- Step 6** On the *E-mail Server Names* screen, select **POP3** from the drop-down list.
Enter **mail.livemail.co.uk** in the *Incoming mail (POP3, IMAP or HTTP) server* text box.
Enter **smtp.fasthosts.co.uk** in the *Outgoing mail (SMTP) server* text box.



- Step 7** On the *Internet Mail Logon* screen, enter your **full email address** in the *Account name* text box. If you enter just the mailbox name or your control panel username, this will not work.
When you created the mailbox, you chose a password. Enter this in the *Password* text box.
When you have entered your mailbox name and password, click **Next**.



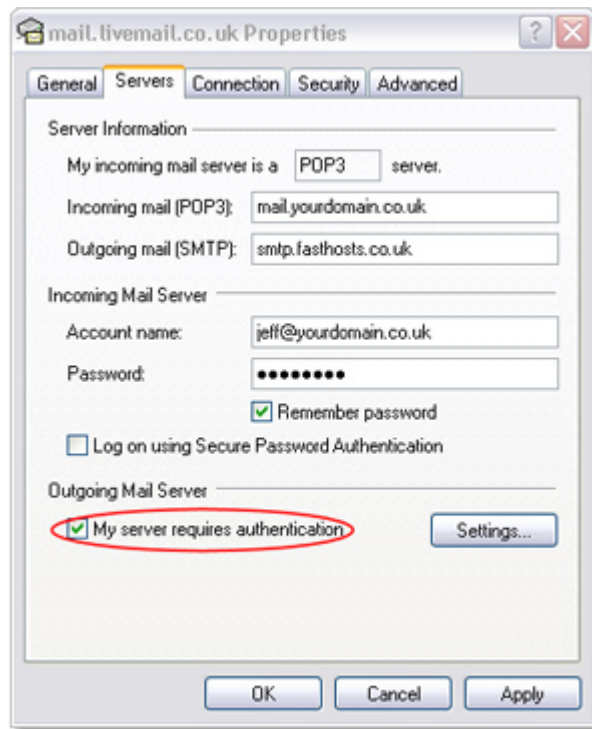
Important: The *Log on using Secure Password Authentication (SPA)* should **not** be selected..

- Step 8** Click **Finish** and the mailbox will be added to Outlook Express.
Step 9 You will be left at the *Internet Accounts* window.
Step 10 Click the **Mail** tab, then double click the email account you have just set up.

Continued overleaf

Email

- Step 11** If you have set up an Advanced mailbox, click the **Servers** tab and ensure the *My server requires authentication* check box is selected, then click **OK**. For a Standard mailbox, this should not be selected.



- Step 12** Finally, click the **Tools** menu, then click **Options**. Set how often you want Outlook Express to check your mailbox for new mail in the *Check for new messages* text box. Click **OK** and your new email account is now ready to use.

See next page for **Send and read your email from any web browser**

Send and read your email from any web browser

If you're away from the computer you usually use, you can still send and receive email using web mail.

Step 1 Visit <http://webmail.livemail.co.uk>.

Step 2 Enter your full email address in the *Mailbox* text box and use the *Password* text box to enter the password you chose when you created the mailbox, then click **Login**.

Once logged in, click **Compose** to write a new email. If you have email in your inbox, it will be listed in the main section of the screen. Click any email to read it.

For full instructions on using Fasthosts web mail, click **Help** in the top menu.
