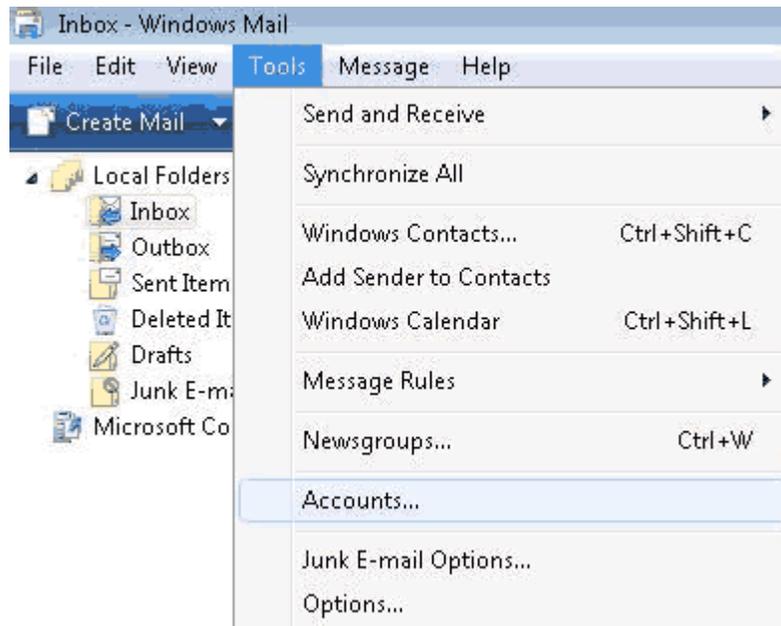
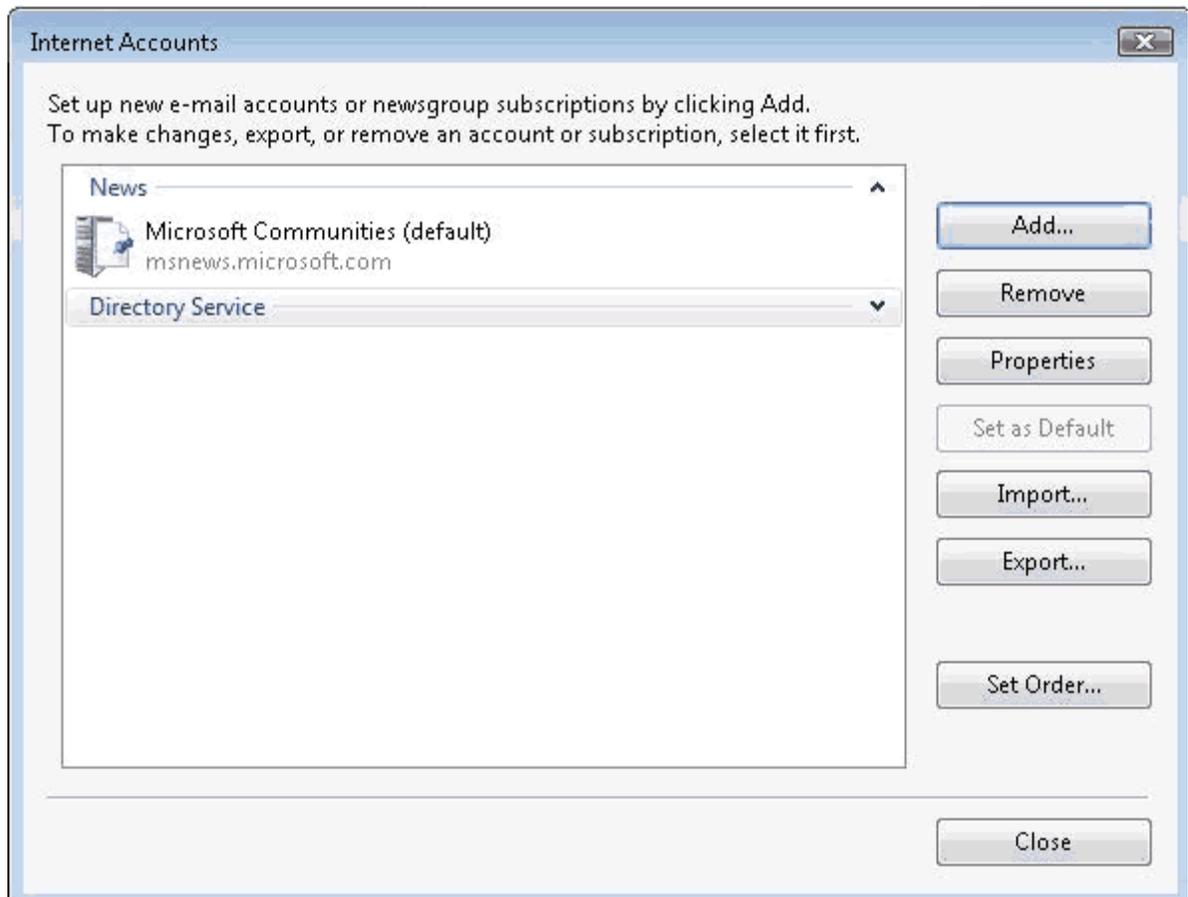


Configuring a new Email Account using Windows Mail client (Vista)

1. Open Windows Mail, and from the **Tools** menu select **Accounts**.



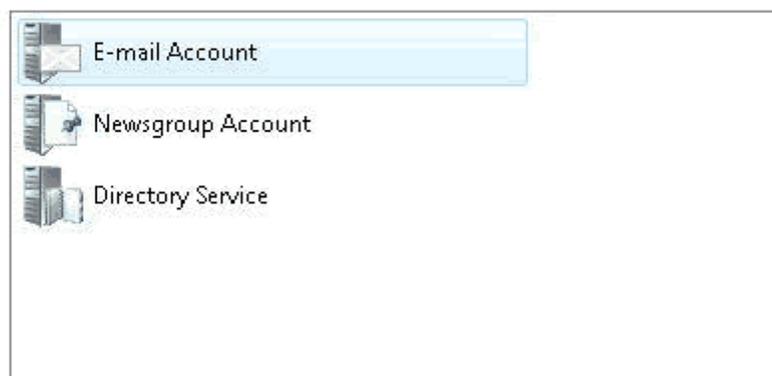
2. Click the **Add** button.



3. Now, select **Email Account** and click **Next**.

Select Account Type

What type of account would you like to add?



4. Type in your **Display Name**: this is the name that your recipients will see in the "From" field of e-mails that you send. Click **Next**.

Your Name

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.

Display name:

For example: John Smith

5. Enter your **complete email address** and click **Next**. Please make sure to replace "yourdomain.com" with your actual domain name in all examples below.

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

6. Select **POP3** as Incoming e-mail server type.
 - Incoming mail server: **mail.yourdomain.com**.
 - Outgoing mail server: **(Your service provider - ISP) e.g. mail.optusnet.com**

Set up e-mail servers

Incoming e-mail server type:

POP3

Incoming mail (POP3 or IMAP) server:

mail.yourdomain.com

Outgoing e-mail server (SMTP) name:

mail.yourserviceprovider.com

Outgoing server requires authentication

Note:

POP3 is for **receiving** email through your domain hosted area.

SMTP is for **sending** mail out through your Internet Service Provider - Your ISP is the people you pay money to connect to the internet.

7. Enter your complete email address in the **E-mail username** text field and your email account password in the **Password** text field.
The email account password is the password you entered when you set up your mailbox in your Control Panel.

Internet Mail Logon

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

E-mail username:

name@yourdomain.com

Password:

••••••

Remember password

8. Click **Next** and then - **Finish**.

