Standard Mailbox

Email Software Setup Guide

Standard Mailbox Setup Guide

Setting up a Standard mailbox only takes a few minutes. You can set up any email software to receive email from your mailbox. This guide will show you step by step how to set up the most common mail software to work with your new mailbox.

You can connect to your mailbox using either the POP3 or IMAP protocols. As a rule of thumb it is better to use POP3 if only one computer accesses your mailbox, while it is better to use IMAP if you have a number of computers that will access your mailbox. This guide will show you step by step how to set up the most common mail clients to work with your new mailbox, using whichever protocol you prefer.

Before you Start

Before you set up your email software, there are certain things you will need. These are:

- Email software
- Internet connection
- Incoming Server address (shown in your control panel)
- SMTP address (as advised by your internet service provider)
- Username (This is the same as the email address for your new mailbox)
- Password (As specified when you created the mailbox)

Note: Standard mailboxes do not have an associated SMTP service. You should contact your Internet Service provider who will be able to provide you with appropriate SMTP settings for use with your domain name. Without this information you will be able to receive messages from your mailbox, but will be unable to send emails.

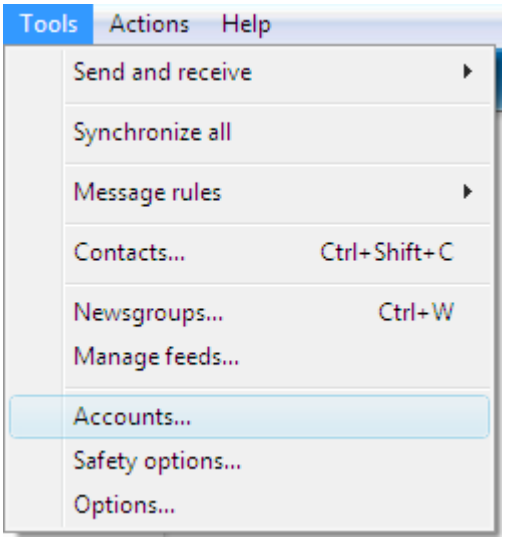
Software Covered in this Guide

- Windows Live Mail
- Windows Mail
- Outlook Express
- Outlook 2003
- Outlook 2007
- Outlook 2010
- Thunderbird
- Mac Mail

Setting up Windows Live Mail

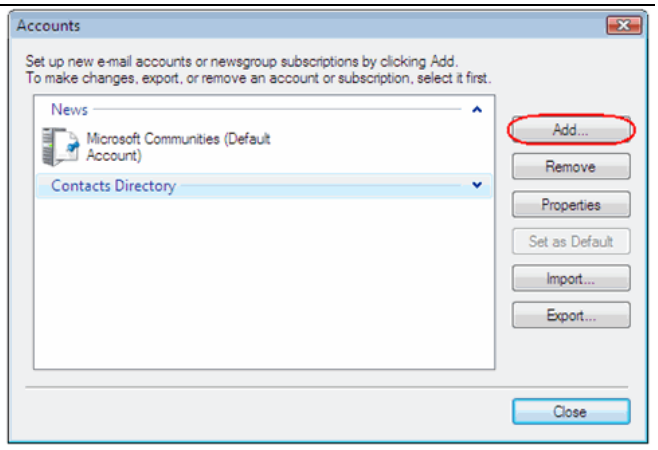
Step 1

Open Windows Live Mail. Click **Tools**, then **Accounts** in the drop down menu.



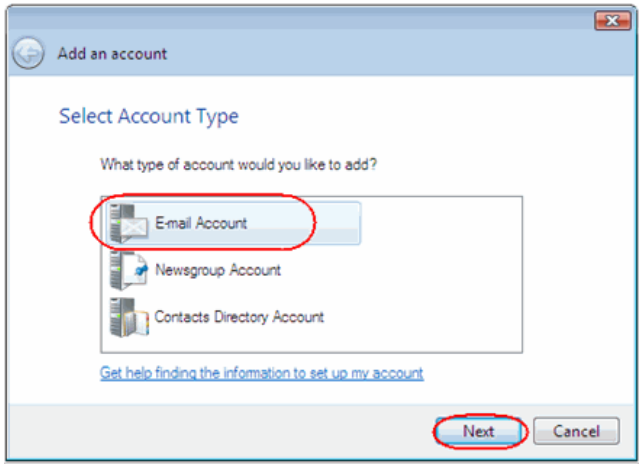
Step 2

The *Accounts* window will open. Click **Add** in the top right corner.



Step 3

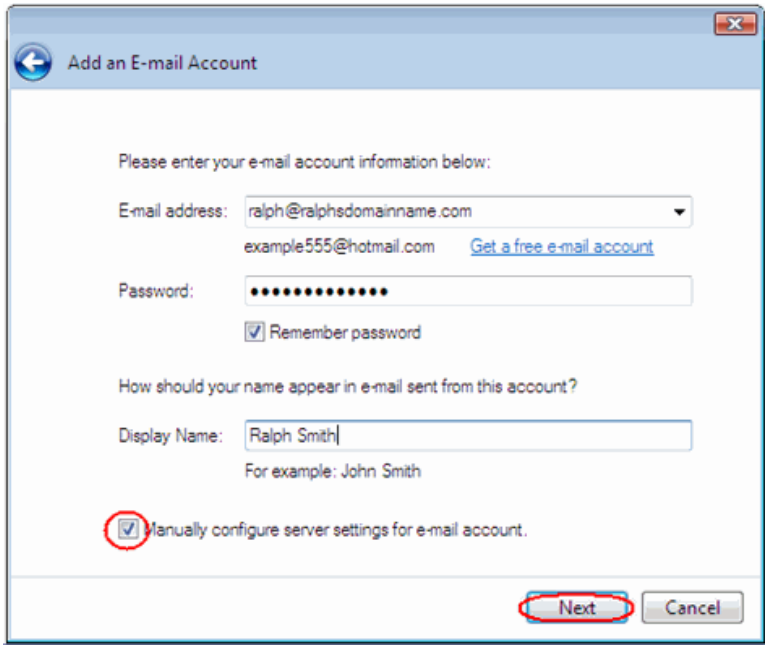
Select **E-mail account** and click **Next**.



Step 4

Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name. In the next text box, enter your mailbox password.

Finally, enter a display name. This is what most email users will see in their inboxes instead of your email address.



Check the box marked *Manually configure server settings for e-mail account*. And click **Next**.

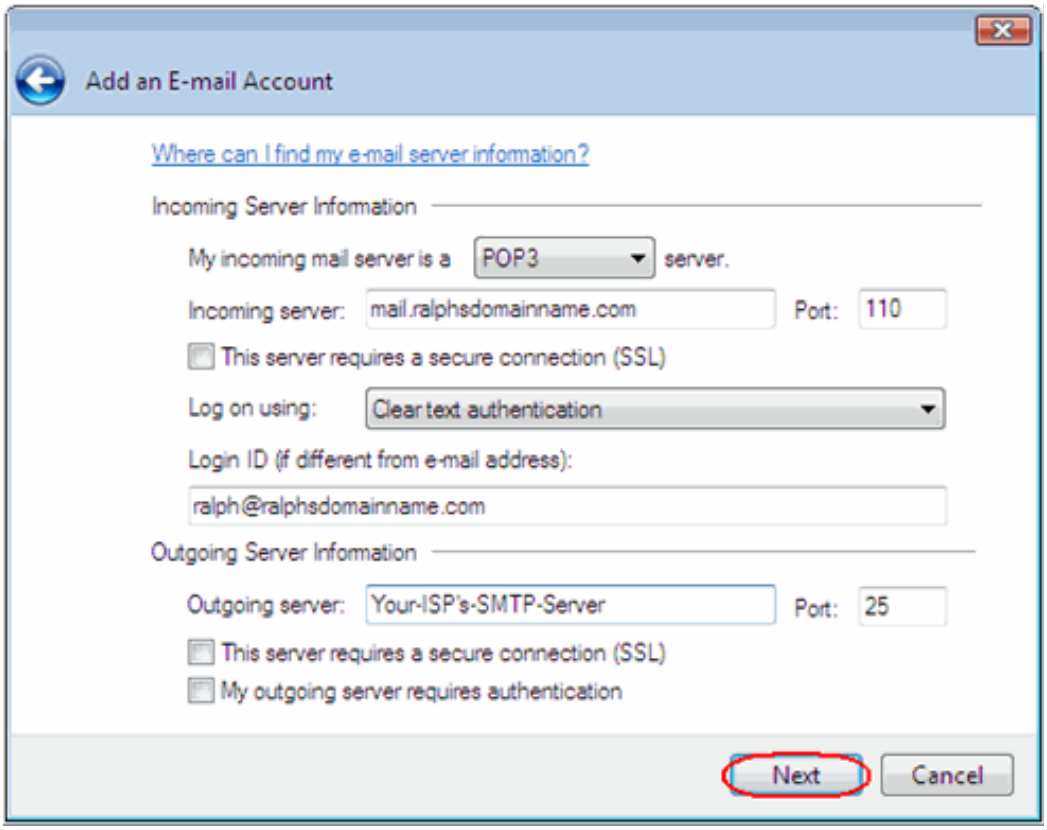
Step 5

Depending upon how you would like to connect, ensure that either **POP3** or **IMAP** are selected from the drop down list and enter the following details.

- **Incoming Server:** Enter *mail.yourdomain.com* (replacing yourdomain.com with your domain name).
- **Incoming server port:** Should be set at *110* if using POP3, and *143* if using IMAP.
- **This server required a secure connection:** Leave unchecked.
- **Log on using:** Select *Clear text authentication* from the drop down menu.
- **Logon ID:** Enter the email address of your mailbox.

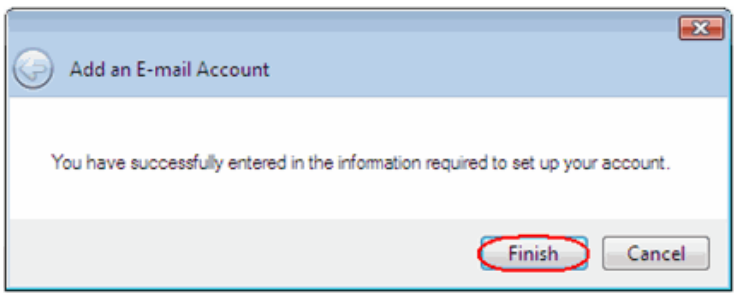
Step 6

In the Outgoing server Information section you should enter the SMTP settings as advised by your Internet Service Provider. Then click **Next**.



Step 7

Click **Finish** to set up your account, and close the new account wizard.

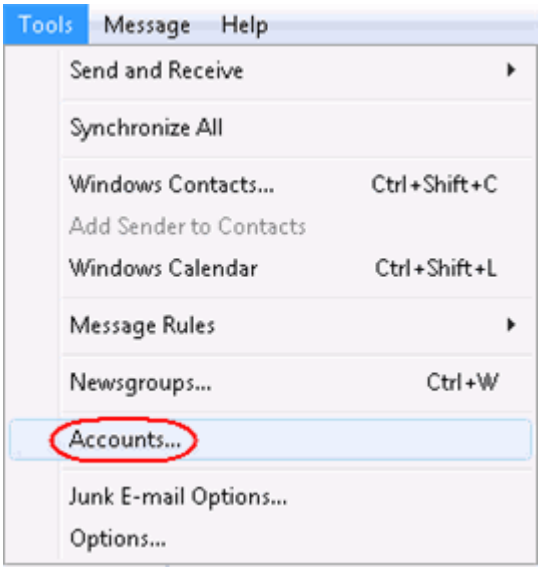


Windows Live Mail is now configured to receive email from your Standard mailbox and send email through your ISP's mail server.

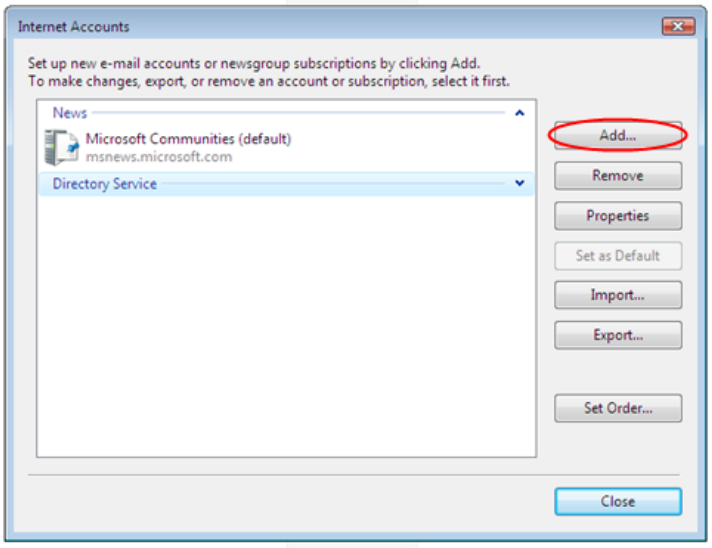
Setting up Windows Mail

Step 1 Click the Windows logo in the bottom left corner of your screen, then click **Windows Mail**.

Step 2 Windows Mail will open. Click the **Tools** menu, then click **Accounts**.



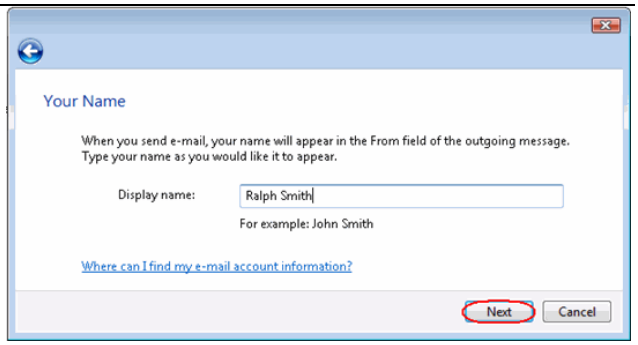
Step 3 The *Internet Accounts* window will open. Click **Add** in the top right corner. Click **Mail** in the menu that appears. This will open the *Internet Connection Wizard*.



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

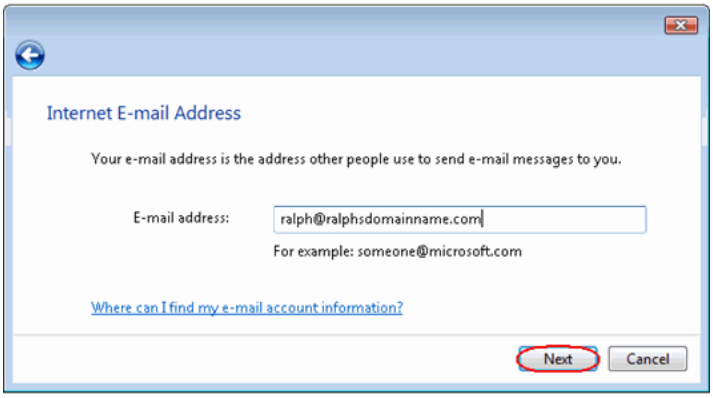
Step 4

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 their inboxes instead of your email address. Enter your name, then click **Next**.



Step 5

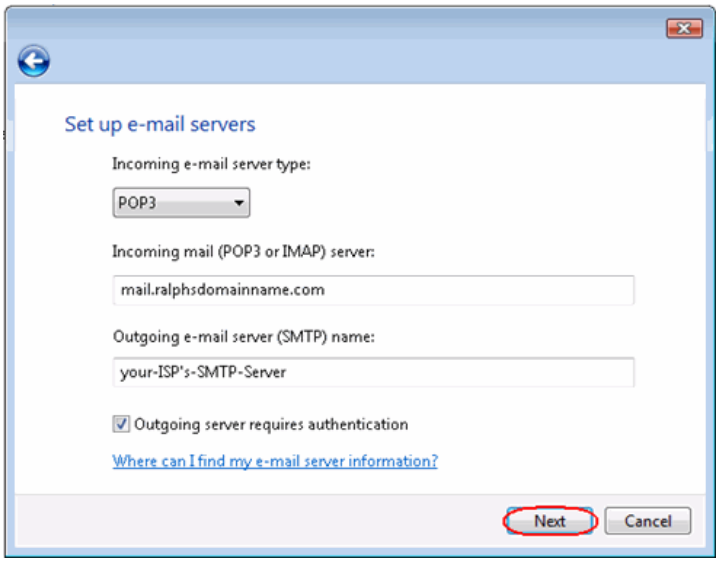
Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name. Then click **Next**.



Step 6

Depending upon how you would like to connect, ensure that either **POP3** or **IMAP** are selected from the drop down list, and enter the following details.

Enter **mail.yourdomain.co.uk** (replacing yourdomain.co.uk with your domain name) in the *Incoming mail (POP3, IMAP or HTTP) server* text box.



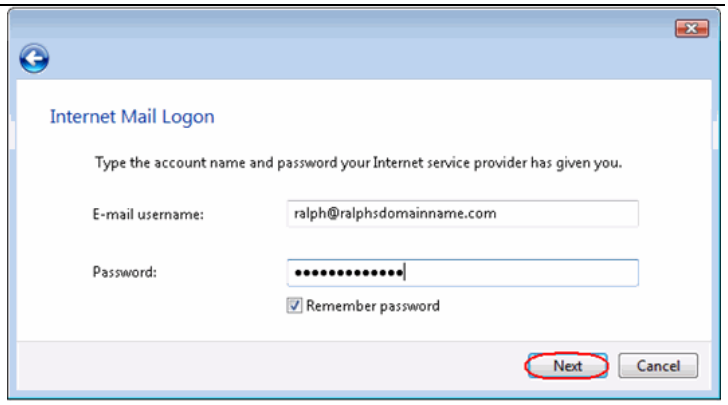
Contact your ISP for your SMTP details and enter them in the *Outgoing mail (SMTP) server* text box.

Your ISP should advice if you need any authentication settings for the outgoing server.

When you have entered your mail server names, click **Next**.

Step 7

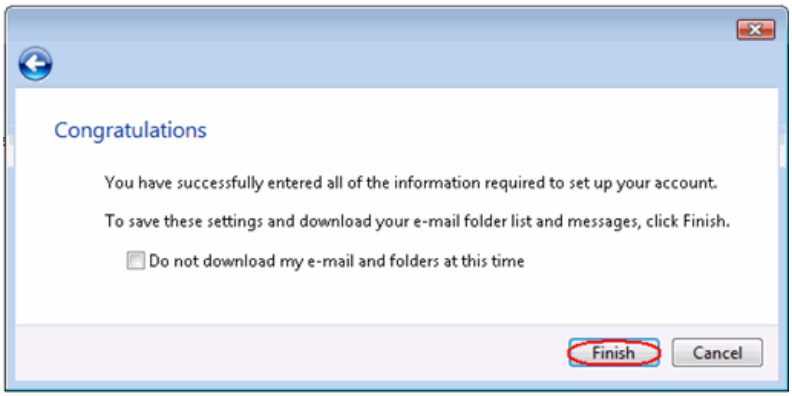
On the *Internet Mail Logon* screen, enter your full email address in the *E-mail username* text box, and your mailbox password in the *Password* text box.



When you have entered your mailbox name and password, click **Next**.

Step 8

Click **Finish** and the mailbox will be added to Windows Mail.



Step 9

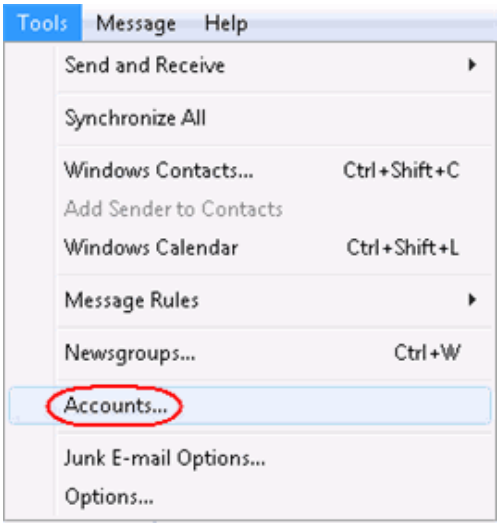
Click **Close** to close the wizard and start using your email account.

If your ISP's SMTP server requires a username and password

If the SMTP settings your ISP has provided you include a username and password, there are some additional steps you should take to allow you to connect to their server.

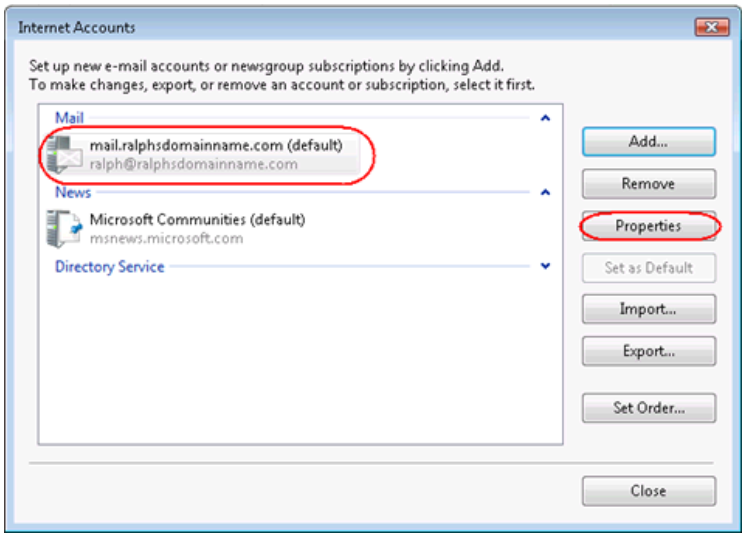
Step 10

Click the **Tools** menu, then click **Accounts**.



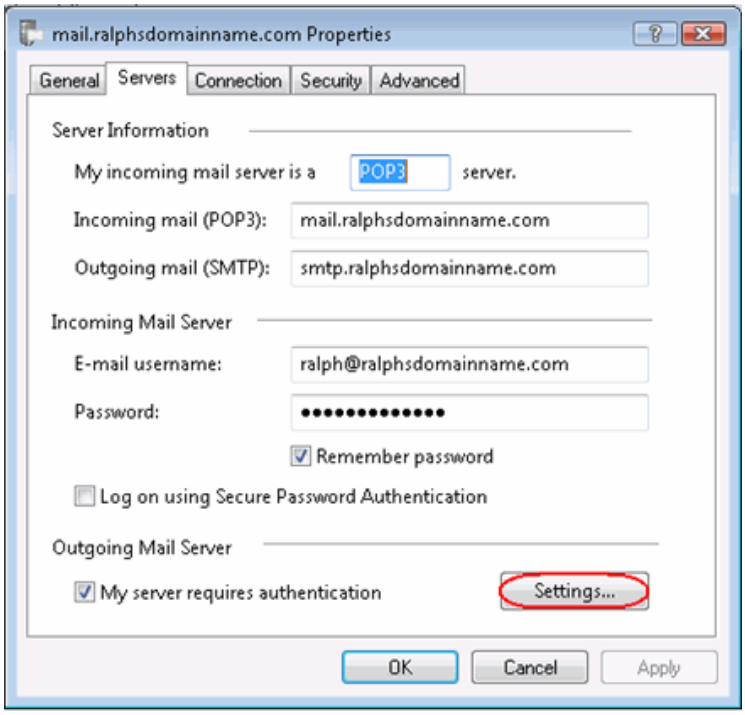
Step 11

Select your email account and click **Properties.**



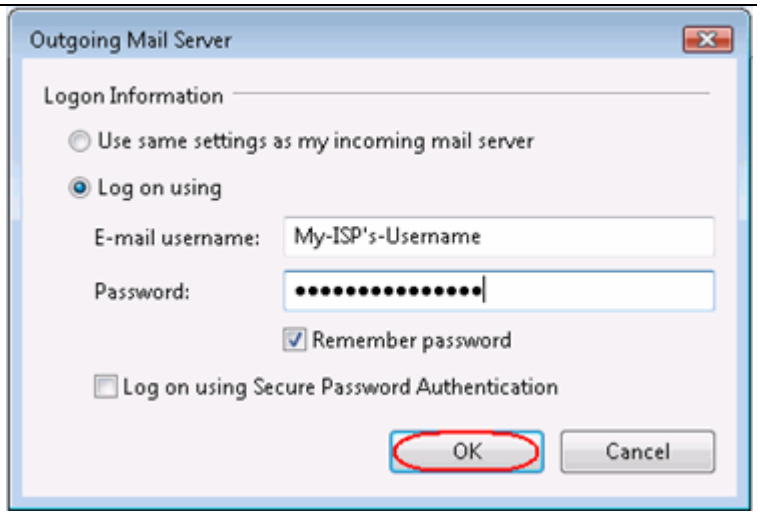
Step 12

Select the *Servers* tab, check the *My server requires authentication* box, and click **Settings**.



Step 13

Select *log on using*, enter the username and password provided by your ISP, then click **OK**, **Apply,** then **OK** again.



Step 14

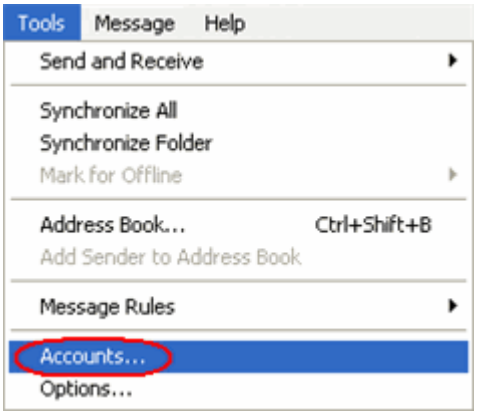
Click **Close** to close the wizard and start using your email account.

Windows Live is now configured to receive email from your Standard mailbox and send email through your ISP's mail server.

Setting up Outlook Express

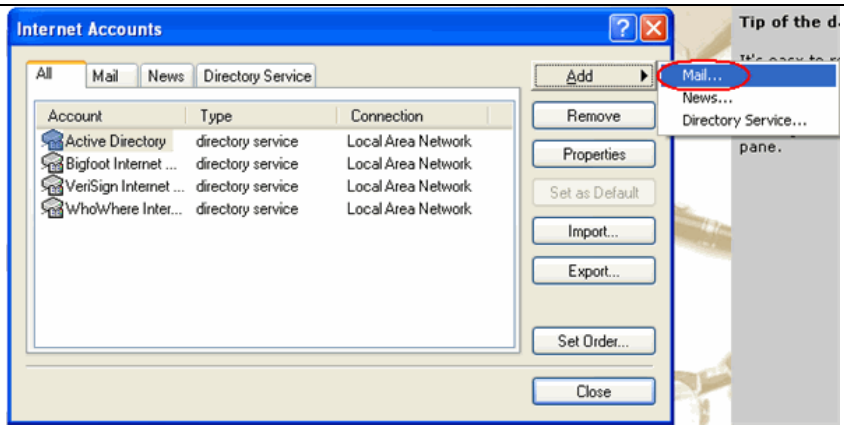
Step 1

Open Outlook Express. Click the **Tools** menu, then click **Accounts**.



Step 2

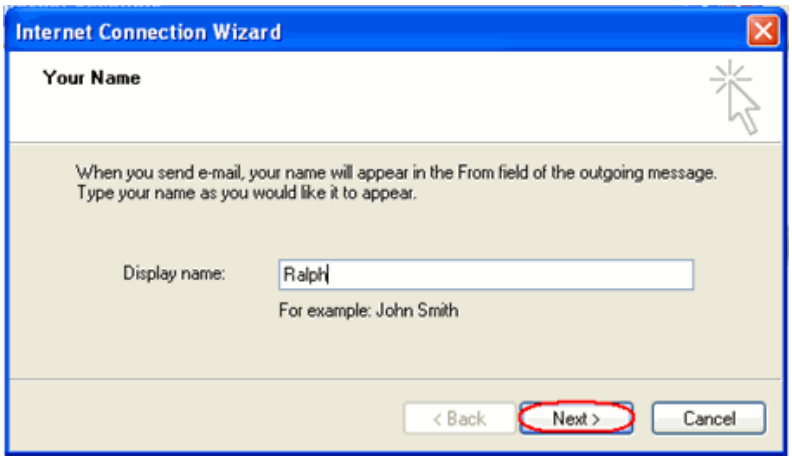
The *Internet Accounts* window will open. Click **Add** in the top right corner. Click **Mail** in the menu that appears. This will open the *Internet Connection Wizard*.



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

Step 3

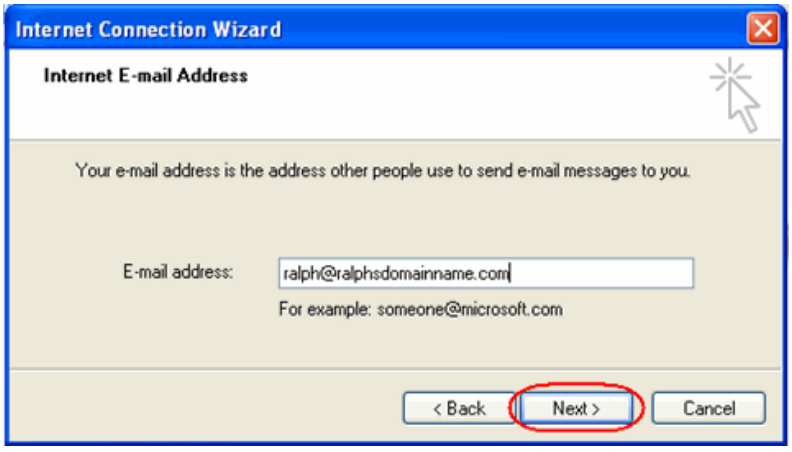
On the first screen of the *Internet Connection Wizard*, you'll be asked to enter a display name. This is what most email users will see in their inboxes instead of your email address. Enter your name, then click **Next**.



Step 4

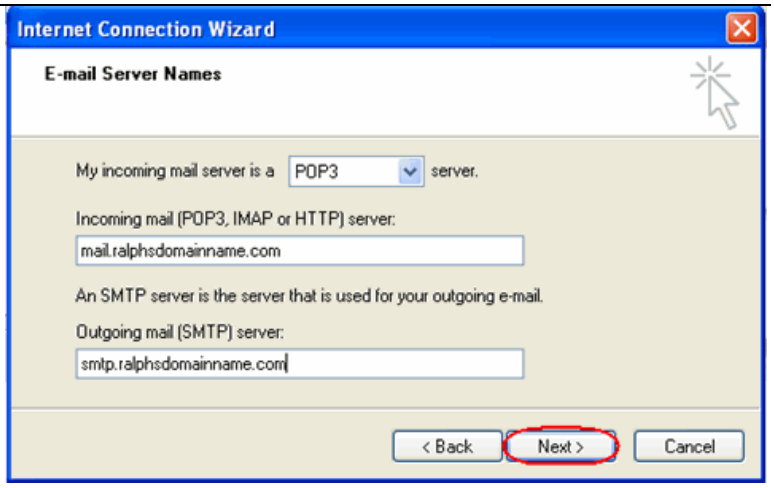
Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.

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



Step 5

Depending upon your favored connection. Select **POP3** or **IMAP** from the drop down menu.



Enter **mail.yourdomain.co.uk** (replacing yourdomain.co.uk with your domain name) in the *Incoming mail (POP3, IMAP or HTTP) server* text box.

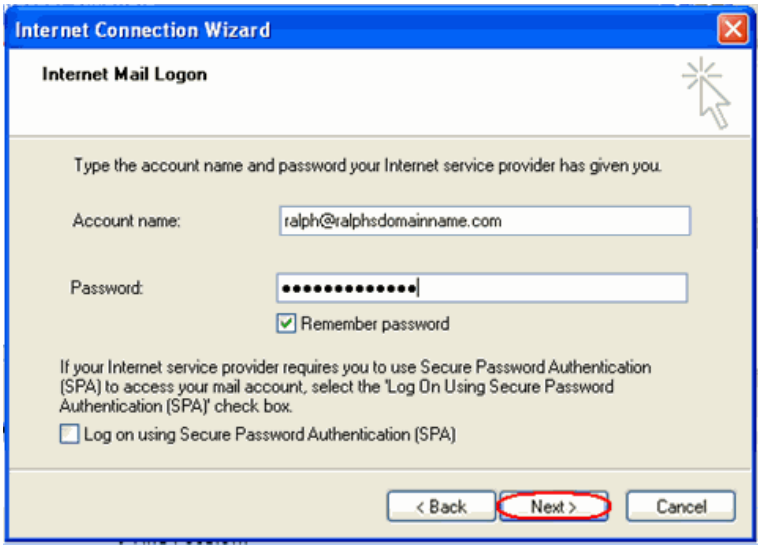
Contact your ISP for your SMTP details and enter them in the *Outgoing mail (SMTP) server* text box.

When you have entered your mail server names, click **Next**.

Step 6

On the *Internet Mail Logon* screen, enter your full email address in the *Account name* text box.

Enter the password for the mailbox in the *Password* text box.

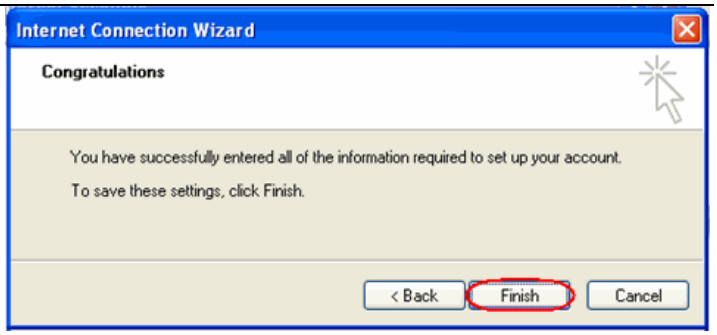


When you have entered your mailbox name and password, click **Next.**

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

Step 7

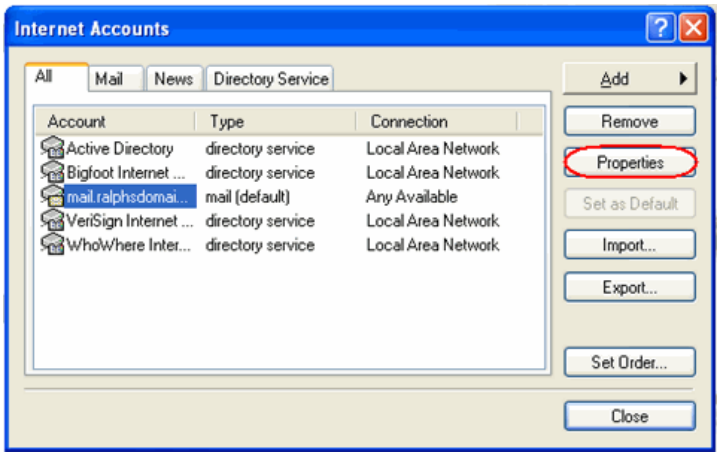
Click **Finish** and the mailbox will be added to Outlook Express.



You will be left at the *Internet Accounts* window.

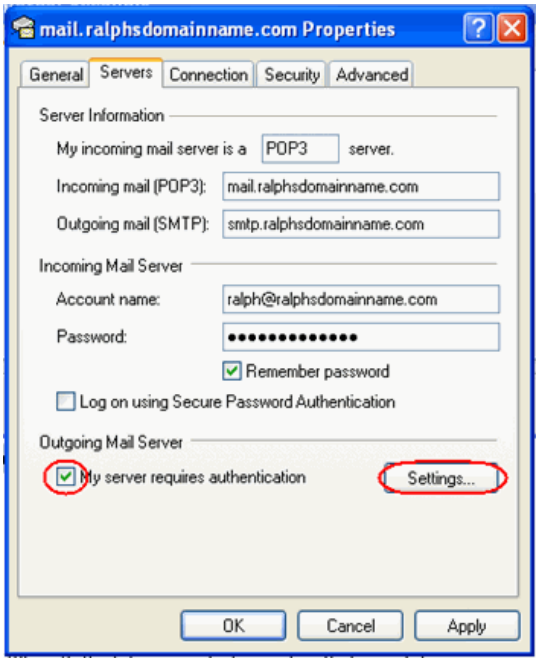
Step 8

Select the account you have just created and click **Properties**.



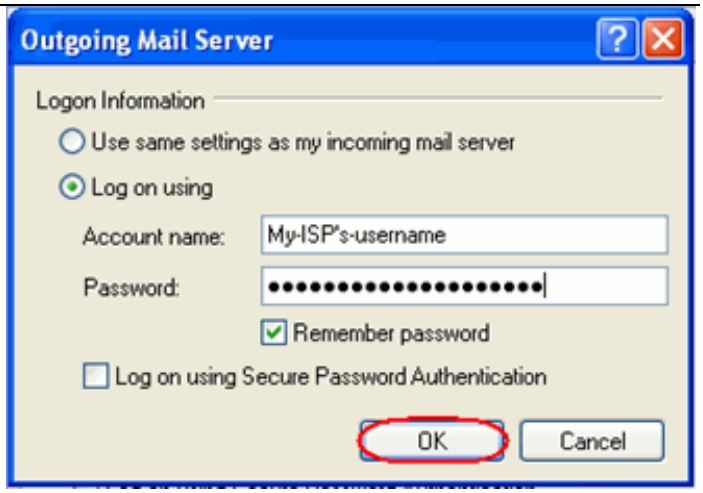
Step 9

If your ISP's SMTP server requires username and password authentication, click the *Servers* tab and ensure the **My server requires authentication** check box is selected, then click **Settings**.



Step 10

Enter the username and password provided by your ISP in the text boxes provided and click **OK**.



Step 11

Finally, click **OK**, then **Close** to close the wizard. Outlook Express is now configured to receive email from your Standard mailbox and send email through your ISP's mail server.

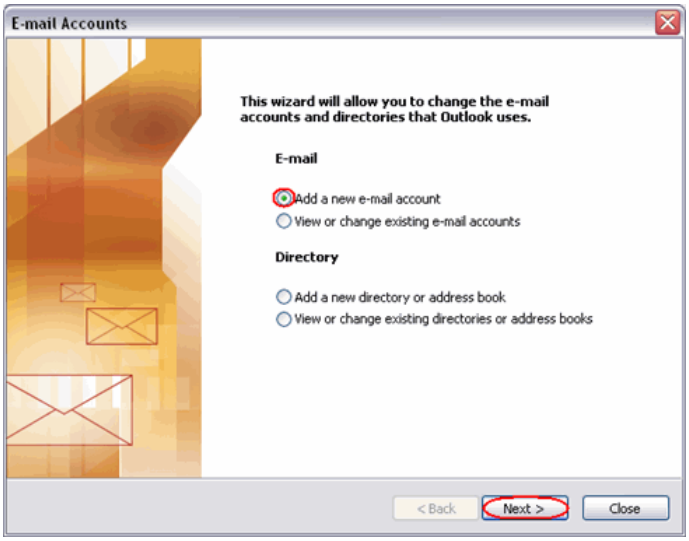
Setting up Outlook 2003

Step 1

Open Outlook 2003, click **Tools** in the top menu, then click **E-mail Accounts**.

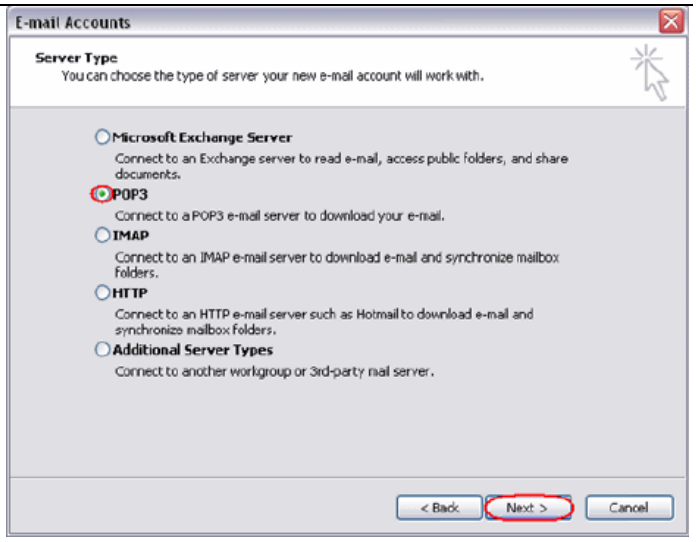
Step 2

Select **Add a new e-mail account**, then click the **Next** button.



Step 3

Depending upon your favoured type of connection. Select **POP3** or **IMAP** from the list of available server types, then click **Next**.



Step 4

There is a lot of information to fill in on this next screen, let's look at each section bit by bit.

User Information

- **Your name:** This is what most email users will see in their inboxes instead of your email address. Enter your name.
- **E-mail Address:** Enter your full email address. This is made up of the mailbox name you chose, an @ symbol and your domain name. ralph@ralphsdomainname.com for example.

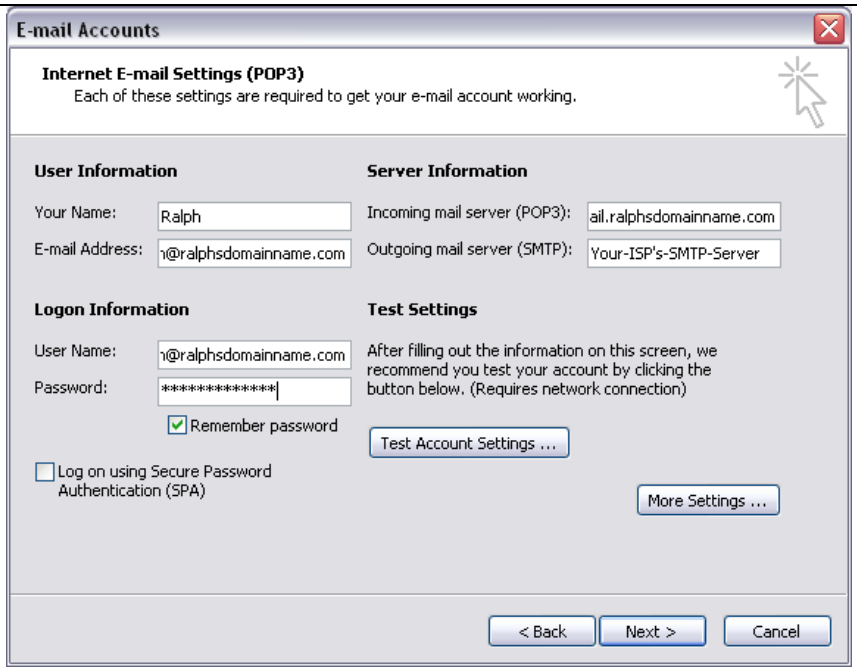
Server Information

- **Incoming mail server:** Enter *mail.yourdomain.com* (replacing yourdomain.com with your domain name)
- **Outgoing mail server (SMTP):** Enter the SMTP server provided to you by your ISP.

Login Information

- **User Name:** Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.
- **Password:** Enter the password you chose for the mailbox.
- **Remember password:** Check this box.
- **Log on using secure password authentication (SPA):** Leave unchecked.

Once complete, the screen should look similar to the following:



If your ISP's SMTP server does not require a username and password, click **Next**, then the **Finish** button to complete the wizard.

Step 8 (optional)

If your ISP's SMTP server requires a username and password click **More Settings**.

Step 9 (optional)

Check the boxes marked *My outgoing server (SMTP) requires authentication* and *Log on using*, enter your ISP's username and password in the text boxes provided, then click **OK**.

Step 10 (optional)

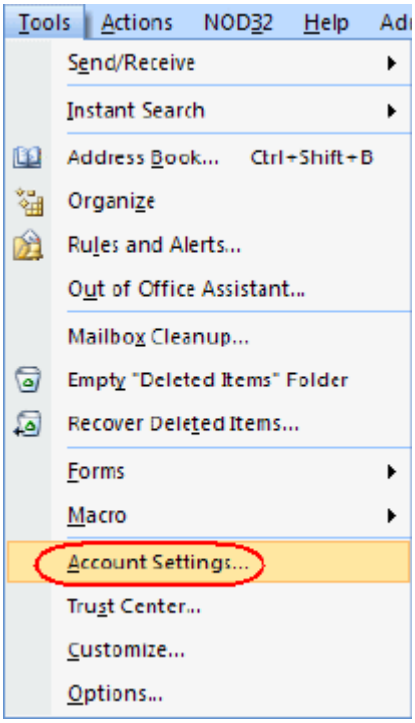
Click the **Next** button, then the **Finish** button.

Outlook 2003 is now configured to receive email from your Standard mailbox and send email through your ISP's mail server.

Setting up Outlook 2007

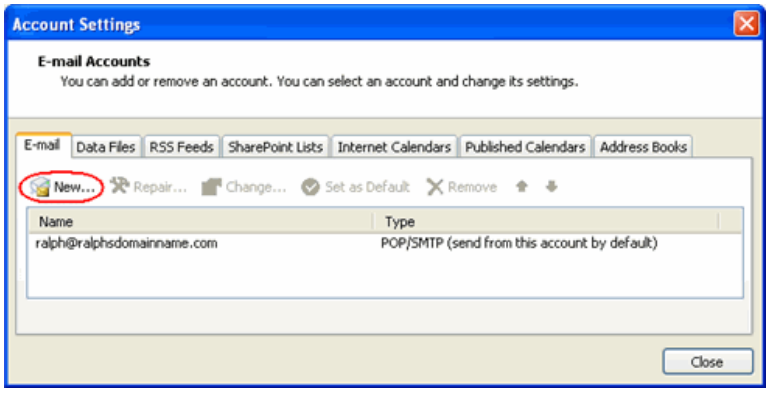
Step 1

Open Outlook 2007, click **Tools** in the top menu, then click **Account Settings**.



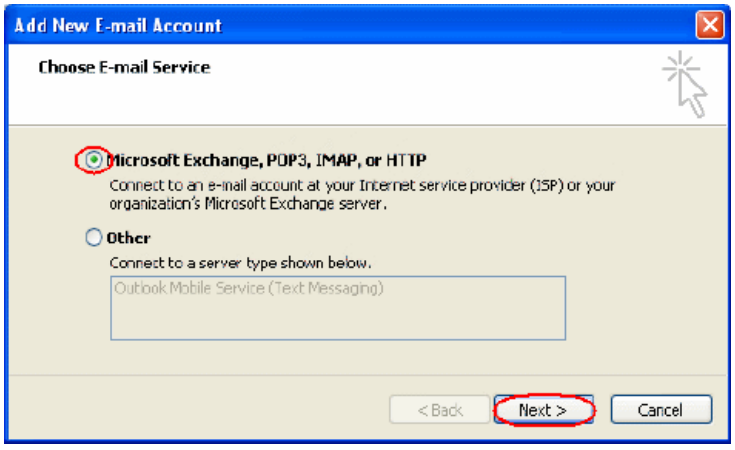
Step 2

Select the *E-mail* tab and click **New**.



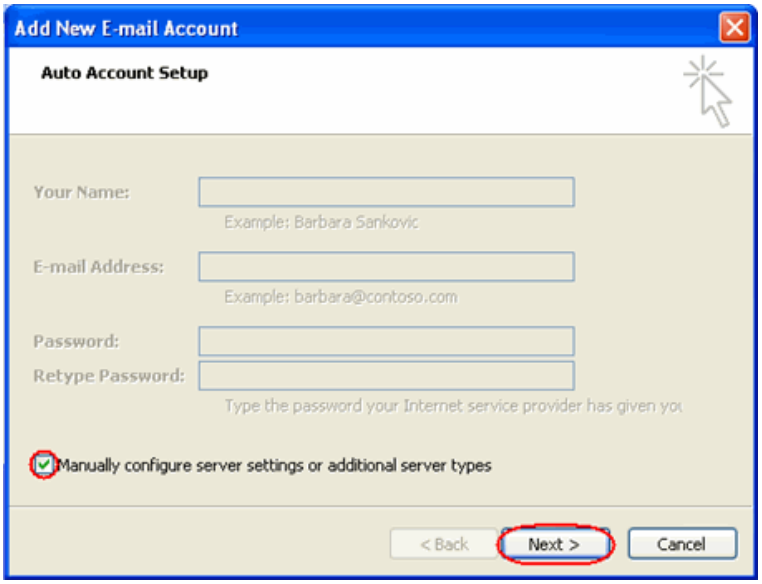
Step 3

Check the box marked *Microsoft Exchange, POP3, IMAP or HTTP* and click **Next**.



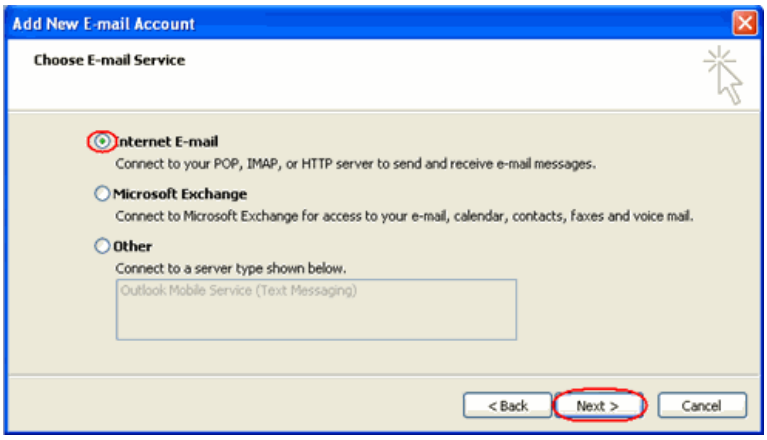
Step 4

Select *Manually configure server settings of additional server types* and click **Next**



Step 5

Select **Internet E-mail** and click next.



Step 6

There is a lot of information to fill in on this next screen, let's look at each section bit by bit.

User Information

- **Your name:** This is what most email users will see in their inboxes instead of your email address. Enter your name.
- **E-mail Address:** Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name, ralph@ralphsdomainname.com for example.

Server Information

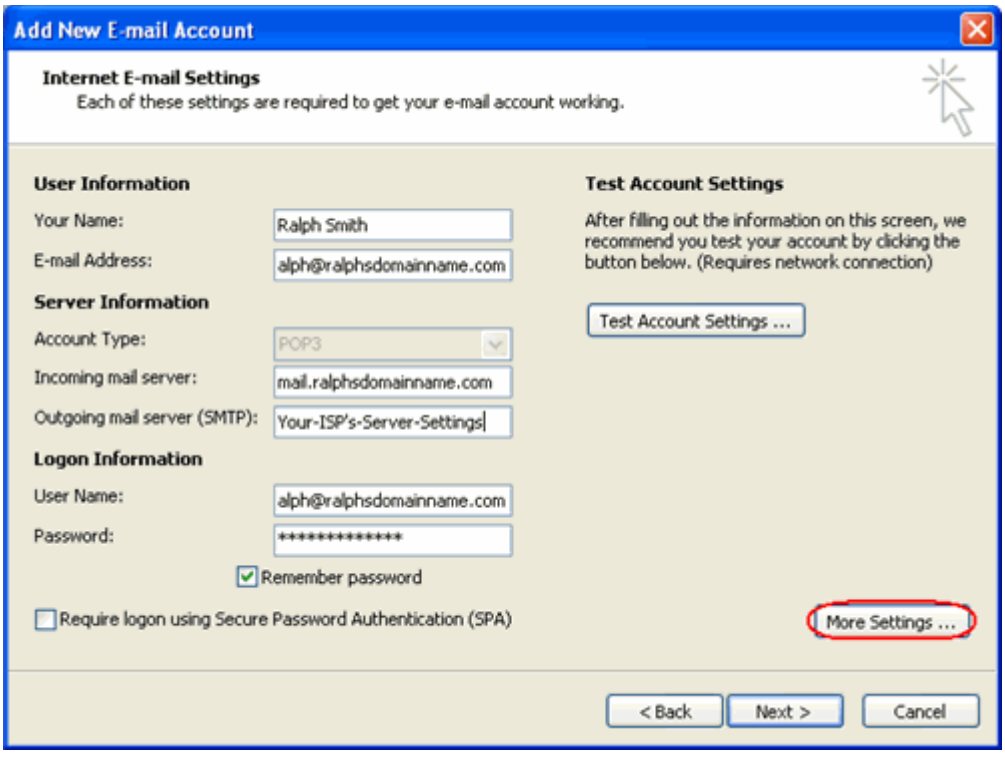
- **Account type:** Depending upon your favoured type of connection. Select **POP** or **IMAP** from the drop down menu.

- **Incoming mail server:** Enter *mail.yourdomain.com* (replacing yourdomain.com with your domain name)
- **Outgoing mail server (SMTP):** Enter the SMTP server name provided by your Internet service provider.

Login Information

- **User Name:** Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.
- **Password:** Enter the password you chose for the mailbox.
- **Remember password:** Check this box.
- **Require logon using Secure Password Authentication (SPA):** Leave unchecked.

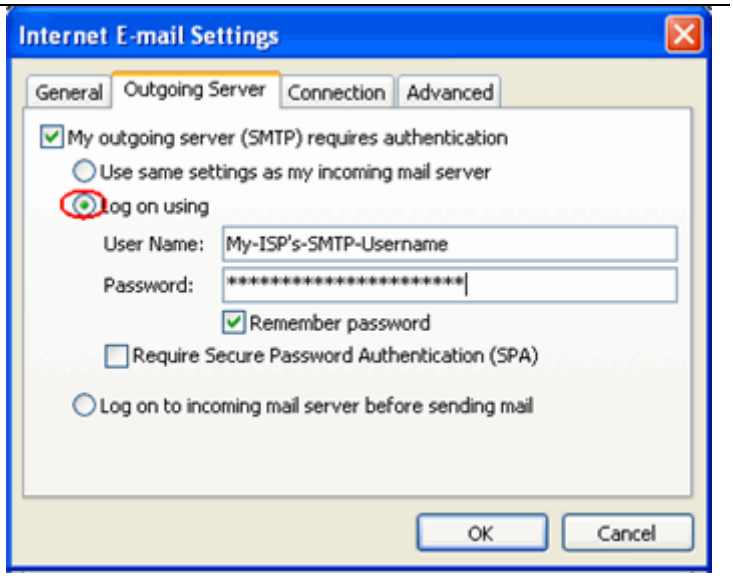
Once complete, the screen should look similar to the following.



Once you have entered the required information, click **More Settings**.

Step 11

If you have been provided a username and password with your ISP's SMTP server, Click the *Outgoing Server* tab and check **My outgoing server (SMTP) requires authentication**. Select *Log on using* and enter your ISP's username and password in the text boxes provided.



Step 12

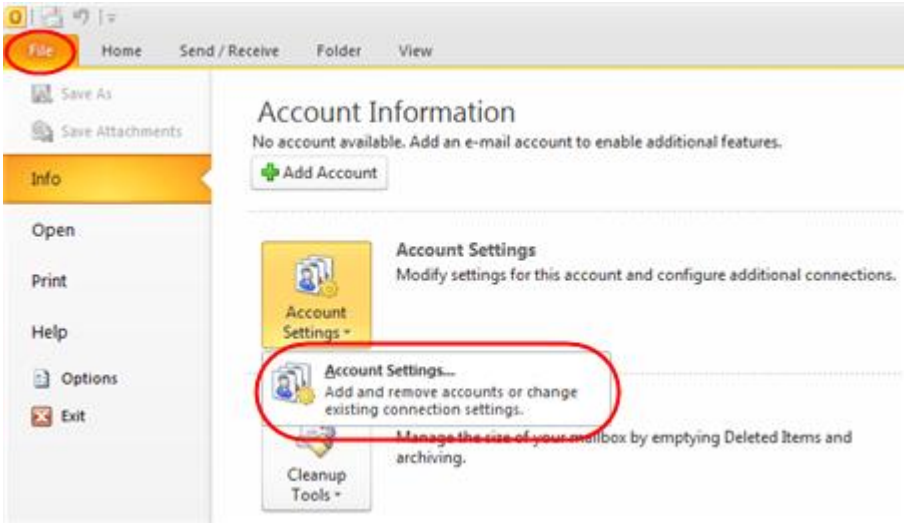
Click **OK**, click the **Next** button, then click the **Finish** button.

Outlook 2007 is now configured to receive email from your Standard mailbox and send email through your ISP's mail server.

Set up Outlook 2010

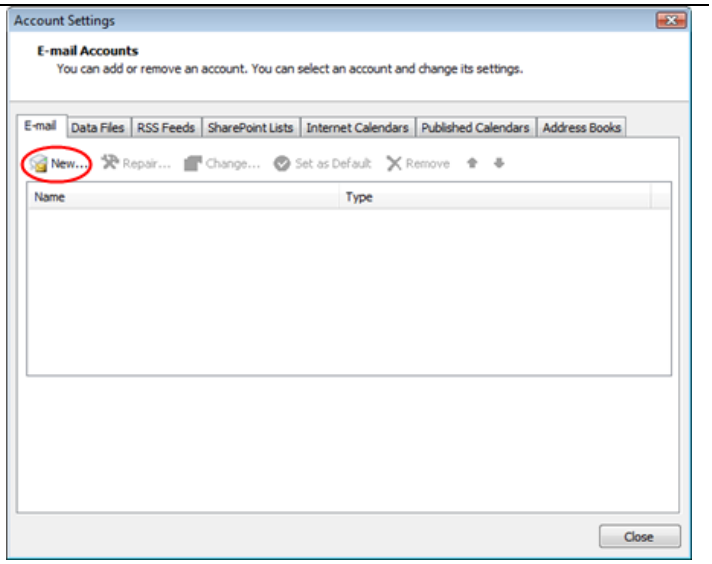
Step 1

Open Outlook 2010, click **File** and then click **Account Settings**.



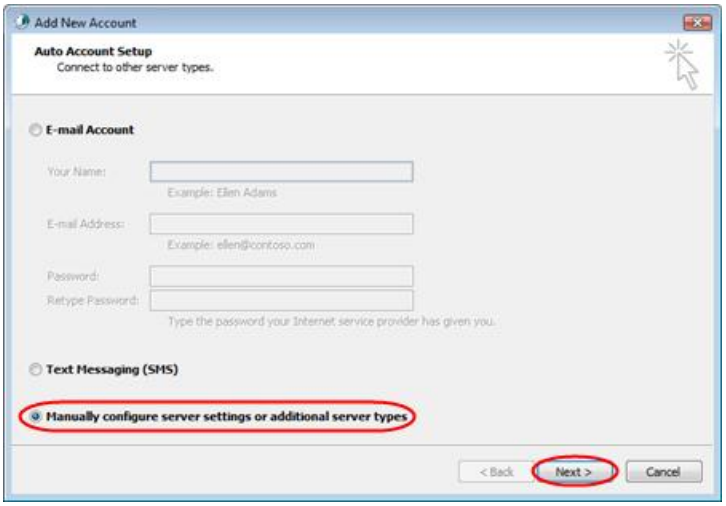
Step 2

Select the *E-mail* tab and click **New**.



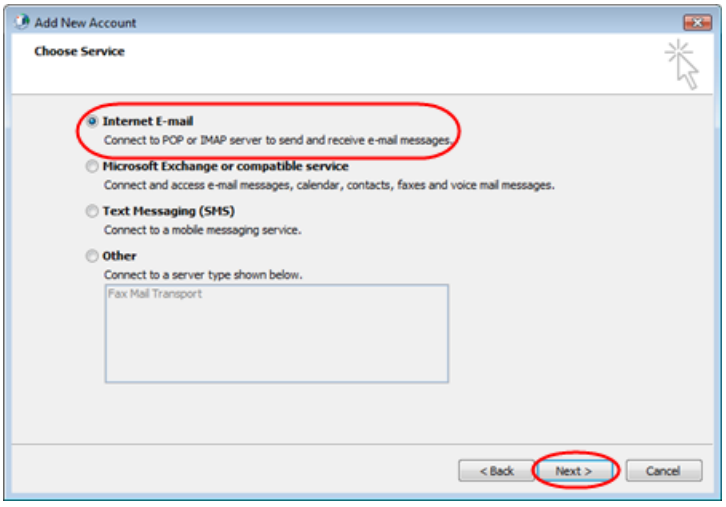
Step 3

Select *Manually configure server settings or additional server types* and click **Next**.



Step 4

Select **Internet E-mail** and click **Next**.



Step 5

There is a lot of information to fill in next, so let's look at each section bit by bit.

User Information

- **Your name:** This is what most email users will see in their inboxes instead of your email address. Enter your name
- **E-mail Address:** Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name, ralph@ralphsdomainname.com for example.

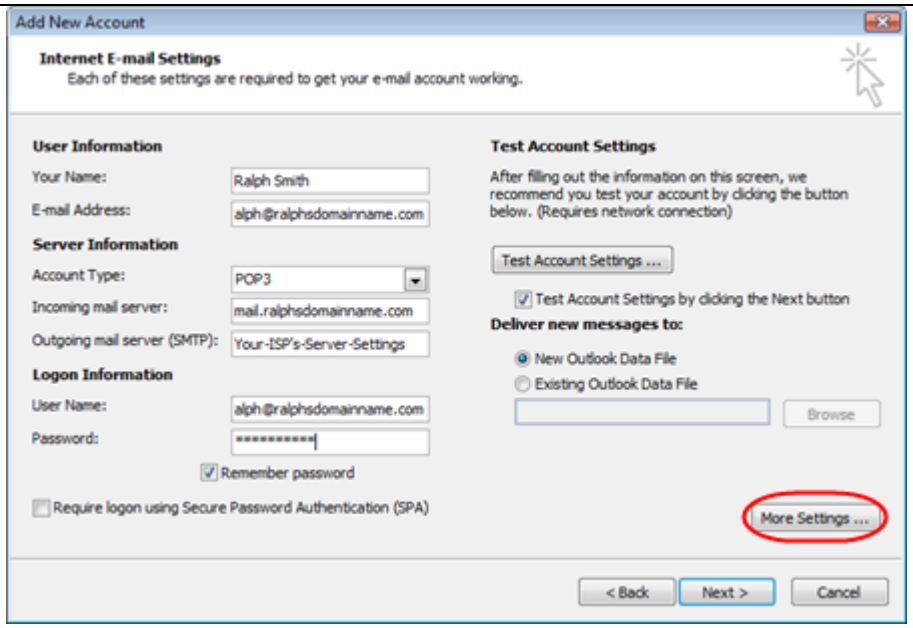
Server Information

- **Account type:** Depending upon your favoured type of connection, select either **POP** or **IMAP** from the drop down menu.
- **Incoming mail server:** Enter *mail.yourdomain.com* (replacing yourdomain.com with your domain name)
- **Outgoing mail server (SMTP):** Enter the SMTP server provided to you by your ISP.

Login Information

- **User Name:** Enter your full email address. This made up of the mailbox name you chose, an @ symbol and your domain name.
- **Password:** Enter the password you set up when you created the mailbox within your control panel.
- **Remember password:** Check this box.
- **Require logon using Secure Password Authentication (SPA):** Leave unchecked.

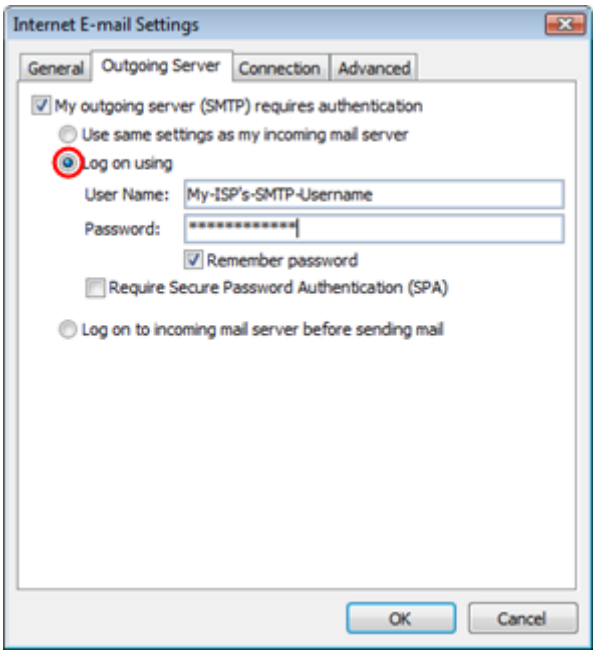
Once complete, the screen should look similar to the following:



Once you have entered all the information required, click **More Settings**.

Step 6

If you have been provided a username and password with your ISP's SMTP server, Click the *Outgoing Server* tab and check **My outgoing server (SMTP) requires authentication**. Select *Log on using* and enter your ISP's username and password in the text boxes provided.

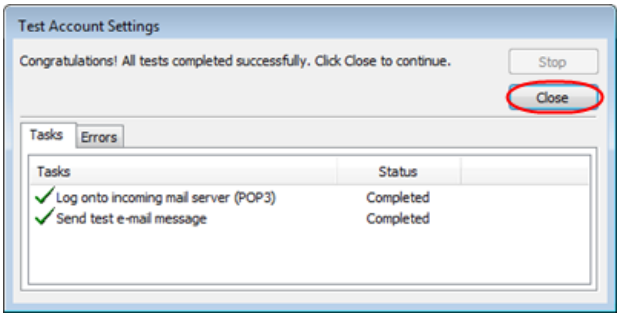


Step 7

Click **OK**, and then **Next** and Outlook will test the connection.

Step 8

When the test is complete click **Close**, and then click Finish to close the wizard.



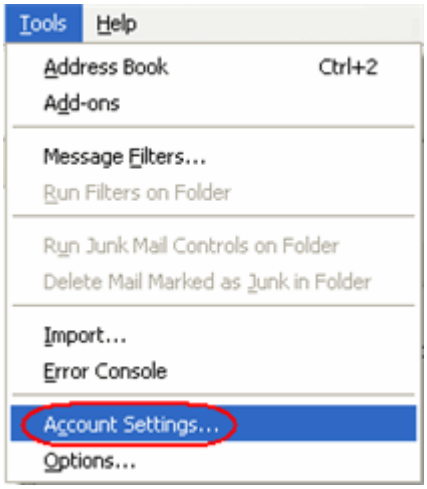
Setting up Thunderbird

Step 1 Open Thunderbird.

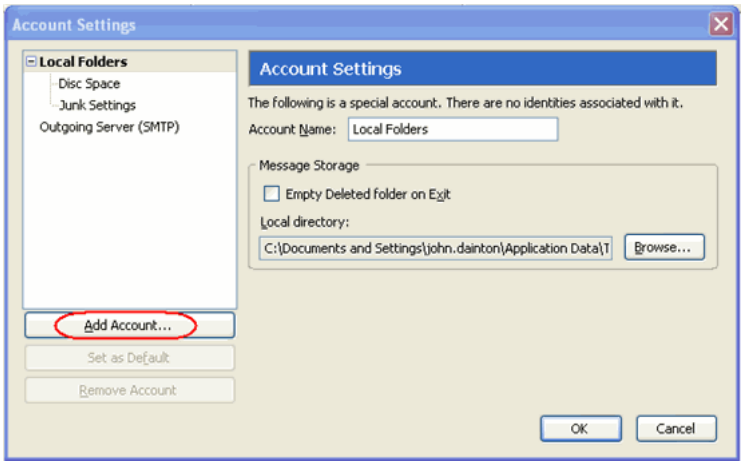
> **Note:** You may be asked if you want to import settings from other email software, such as Outlook Express. This guide shows you how to set up a new mailbox from scratch.

Step 2 The *Account Wizard* will open, if you don't have any other mailboxes set up in Thunderbird.

If the wizard does not open automatically, click **Account Settings** in the *Tools* menu.

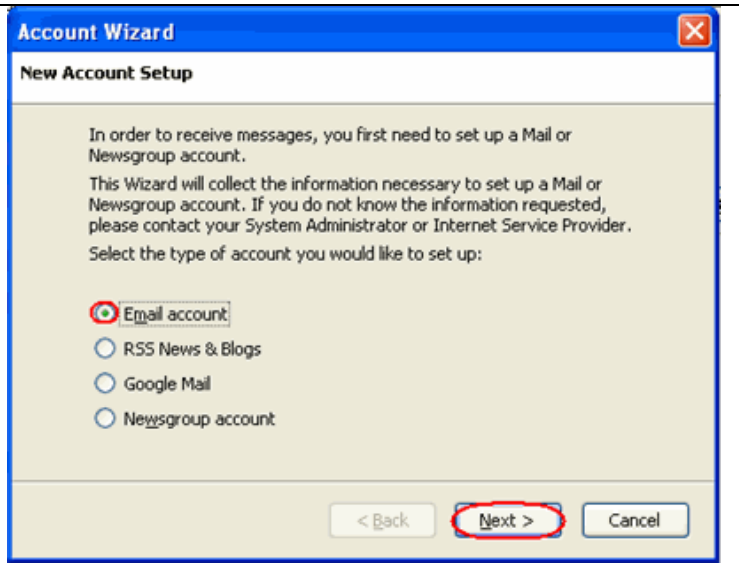


Step 3 Click the **Add Account** button.



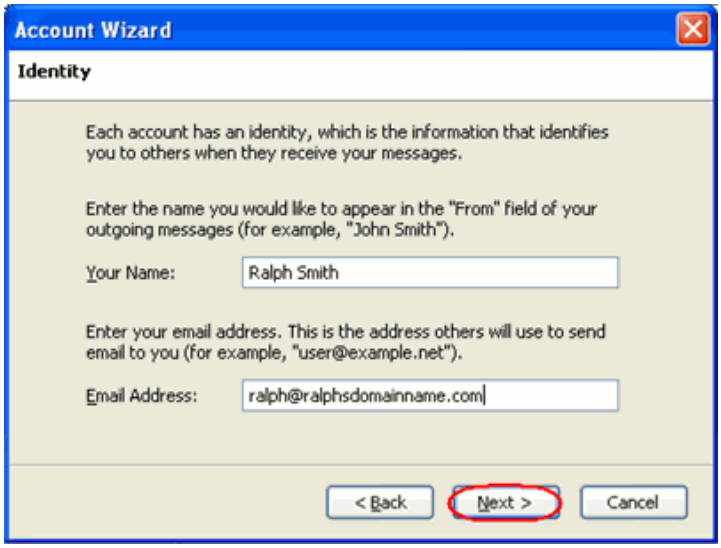
Step 4

Select the **Email account** radio button, then click **Next**.



Step 5

Enter your name in the *Your Name* text-box. This is what most people will see when you send them an email. Then enter your email address in the *Email Address* text-box, and click the **Next** button.

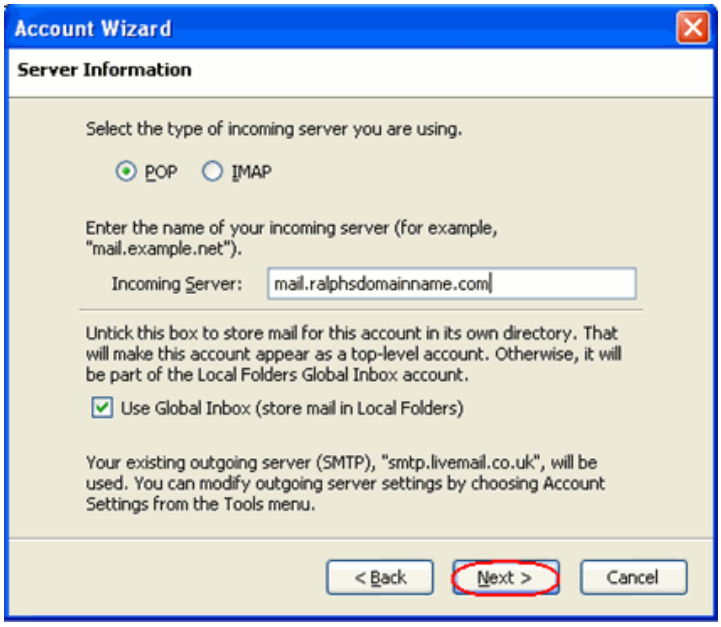


Step 6

Depending upon your favoured connection type, check **POP** or **IMAP** as the incoming server type.

Enter your mail server in *Incoming Server* text-box. This is your domain name with "mail." added to the front. For example mail.yourdomain.com

Then click **Next**.

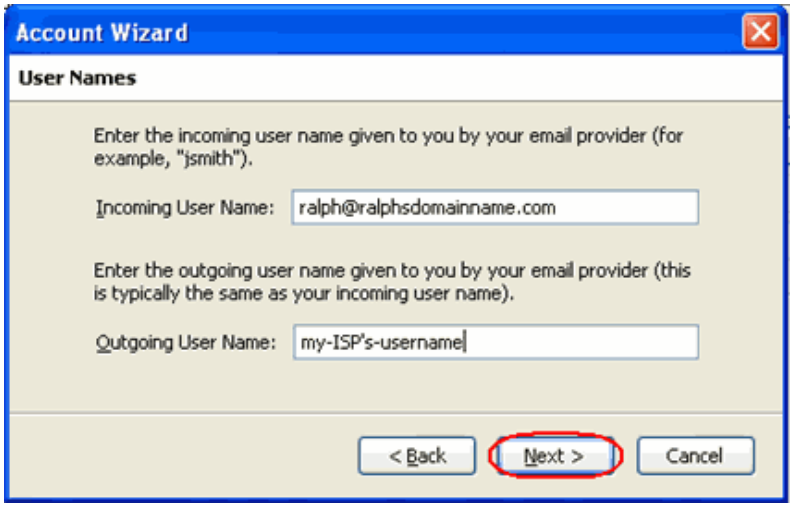


Step 8

Enter your ISP's outgoing SMTP server address in the *Outgoing Server* text-box, then click **Next**.

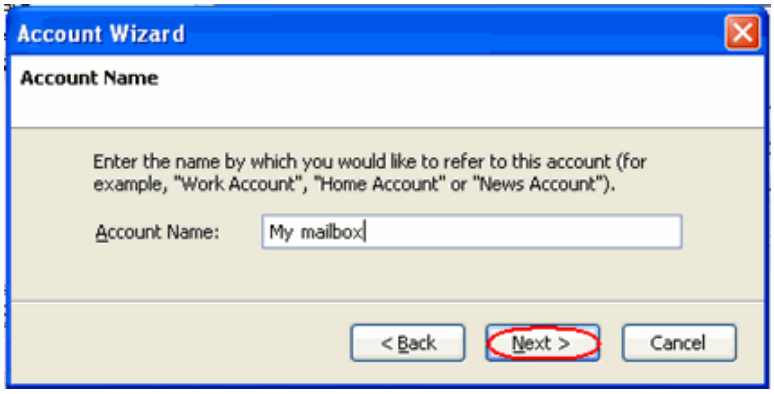
Step 9

Enter your full email address in the *Incoming User Name* and the username supplied by your ISP in the *Outgoing User name* text-boxes. Then click **Next**.



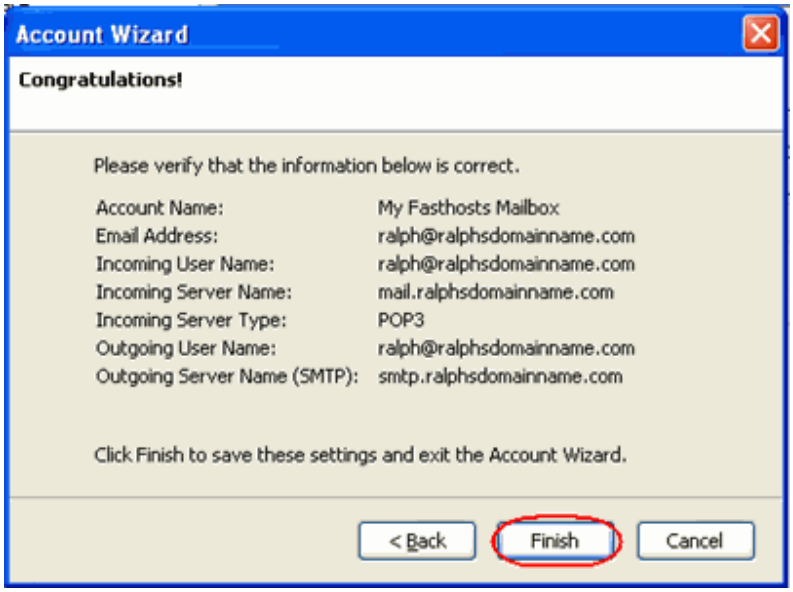
Step 11

Use the *Account Name* text-box to enter the name you want to use to identify this account, then click **Next**. This name will only be visible to you.



Step 12

Confirm the details you have entered, click **Finish**, then click **OK** to close the *Account Settings* window.

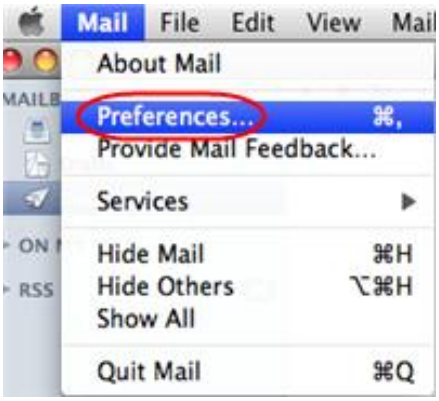


Thunderbird is now configured to receive email from your Standard mailbox and send email through your ISP's mail server.

Setting up Mac Mail

Step 1 Open Mac Mail.

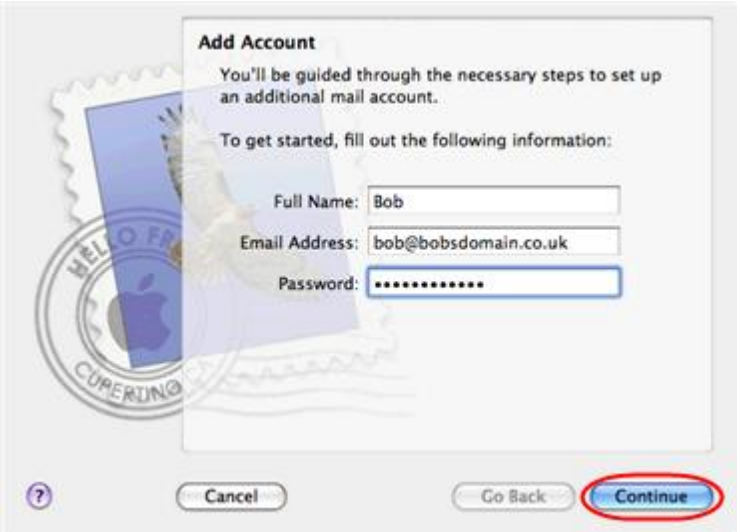
Step 2 Click **Preferences** from the **Mail** menu.



Step 3 Click the **Create an account** button to open the *Add Account* wizard. This is located under the Accounts list, on the bottom-left of the window.

Step 4 Enter your name in the *Full Name* text-box. This is what most people will see when you send them an email. Type your email address in the *Email Address* text-box.

Enter the password for the mailbox in the *Password* text box.



Click the **Continue** button.

Step 5 On the *Incoming Mail Server* page, enter the following information:

- **Account Type**: Depending upon your favoured type of connection. Select **POP** or **IMAP** from the drop down menu.

- **Description**: Enter a name for this account so you can identify it. This is only visible to you.
- **Incoming Mail Server**: Enter *mail.yourdomain.com* (replacing yourdomain.com with your own domain name).
- **User Name**: Enter your full email address.
- **Password**: Enter the password for the mailbox.

Click the **Continue** button when you are done.

Step 6

On this screen you should enter the SMTP settings as advised by your Internet Service Provider.

Click **Continue** when you have filled out this information.

Step 7

If your ISP's outgoing server requires an SSL connection, select

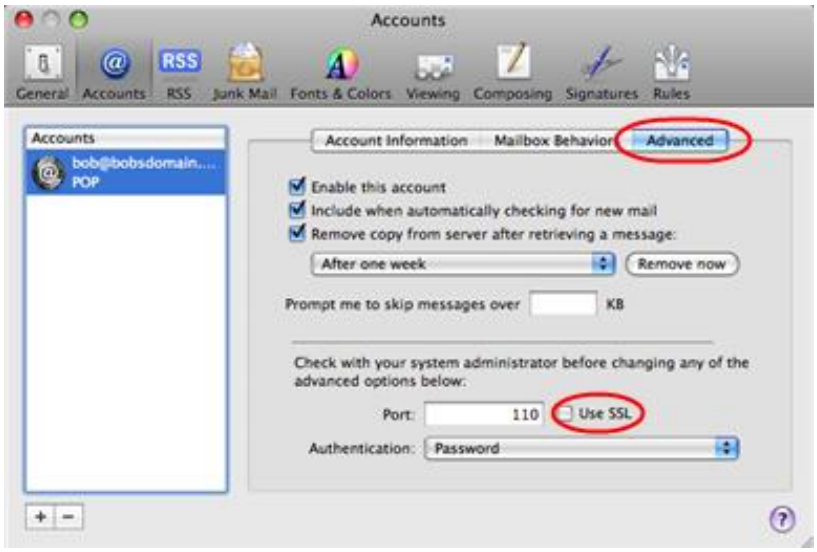
this option here and click **Continue**

Step 8

Confirm the details you have filled out, and click the **Create** button.

Step 9

On the *Accounts* window, select the *Advanced* tab, then uncheck the option **Use SSL**.



Mac Mail is now configured to receive email from your Standard mailbox and send email through your ISP's mail server.