



SETTING UP YOUR EMAIL ACCOUNT

You can add an account to your email software with the following information:

- Incoming or POP server: **mail.yourdomainname**
- Outgoing or SMTP server: **whatever is provided by your ISP**
- Username: **YOUR EMAIL ADDRESS**
- Password: **your current password provided to you**
- Email address: **something@yourdomainname**

More detailed explanations follow below

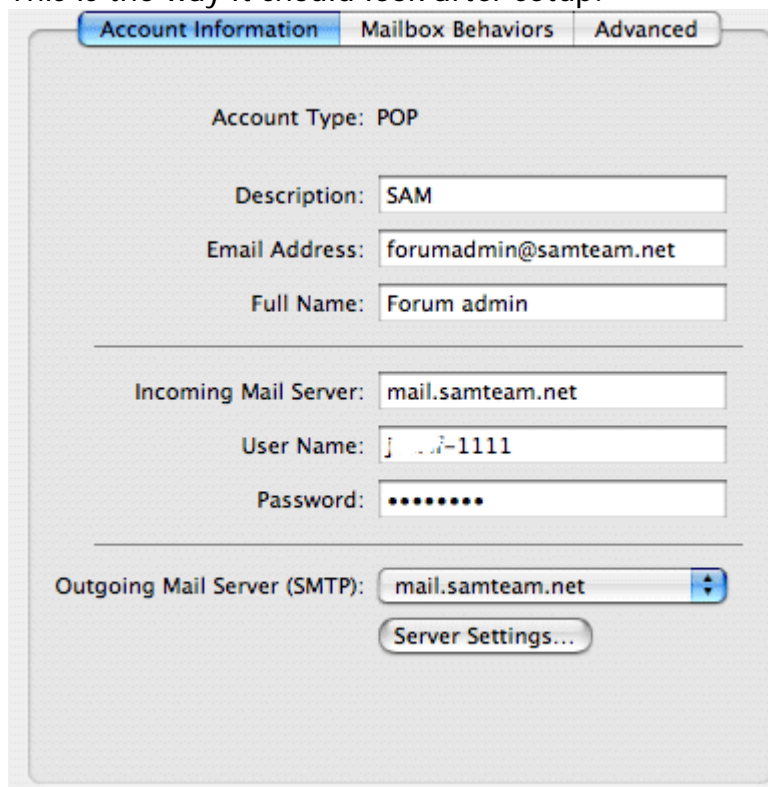
Adding your something@yourdomainname email account to Outlook & Outlook Express

- See the Tutorials at the end of this document

Adding your something@yourdomainname account to Mac OS X Mail

- Open the Mail program. If the Mail program isn't already running, open it now.
- Using the menu bar at the top of the screen, click Mail, then Preferences.
- Click the Add Account button to create a new account.
- The Account Details window opens. You'll be entering the following settings into the window:
 - **Account type:** POP,
 - **description:** Title that lets you identify the email address,
 - **Email address:** your email something@yourdomainname
 - **full name:** your full name (e.g. John Smith),
 - **user name:** this is your email address
 - **password:** your current password
- The mail server is mail.yourdomainname
- Click continue. Once the credentials are verified, a next screen will be displayed
- Choose "Add Server" from the "Outgoing Mail Server" list box.
- The SMTP Server Options window appears.
- Enter the String provided by your Internet Provider as the Outgoing Mail Server
- Leave all other options and boxes untouched
- Click OK

This is the way it should look after setup:



The screenshot shows the 'Account Information' tab of an email client setup window. The 'Account Type' is set to 'POP'. The 'Description' field contains 'SAM'. The 'Email Address' field contains 'forumadmin@samteam.net'. The 'Full Name' field contains 'Forum admin'. The 'Incoming Mail Server' field contains 'mail.samteam.net'. The 'User Name' field contains 'j...-1111'. The 'Password' field is masked with dots. The 'Outgoing Mail Server (SMTP)' dropdown menu is set to 'mail.samteam.net'. Below the dropdown is a 'Server Settings...' button.

Note the outgoing mail server. If that does not read "what you entered", click on Server Settings and enter the correct name. Authentication should be set to none, and the server port should be the default, port 25



The screenshot shows the 'Server Settings' dialog box for the outgoing mail server. The 'Outgoing Mail Server' field contains 'mail.samteam.net'. Below this is a warning message: 'Check with your system administrator before changing any of the advanced options below:'. The 'Server port' field contains '25'. There is an unchecked checkbox for 'Use Secure Sockets Layer (SSL)'. The 'Authentication' dropdown menu is set to 'None'. The 'User Name' field contains 'Example: steve'. The 'Password' field is empty. At the bottom are 'Cancel' and 'OK' buttons.

Adding your something@yourdomainname account to Entourage

- Select Tools | Accounts.
- Click on the Mail tab and click on the New button.
- From the Account Setup Assistant dialog box:
- In the Your Name text box, enter your name (eg. John Smith).
- To continue, click the right arrow.
- In the E-mail address text box, enter your email address (e.g. something@yourdomainname). To continue, click the right arrow.
- In the Incoming mail server text box, enter mail.yourdomainname. In the Outgoing (SMTP) mail server text box, enter mail.domainname
- in the POP server enter mail.yourdomainname.
- To continue, click the right arrow.
- In the Account ID text box, enter your username, ie your password. In the Password text box, enter your current password.
- To continue, click the right arrow.
- In the Account name text box, enter suitable name that you will recognise. Click Finish.

Adding your something@yourdomainname account to Gmail

- Login to Gmail
- Click "Settings"
- Click "Add another mail account" in the "Get mail from other accounts" section
- Enter your email address (e.g. something@yourdomainname), and click "Next step"
- In username, enter your email address
- In password, enter your current password
- In POP server, enter mail.yourdomainname
- Set other options
- Click "Add account"
- Follow the directions on the screen
- Gmail will send a message to your email something@yourdomainname with a confirmation code, to access this you will need to forward your address to your GMail email account FIRST, via your mailbox control panel
- Check your Gmail inbox for that message, and click on the link included to complete the process

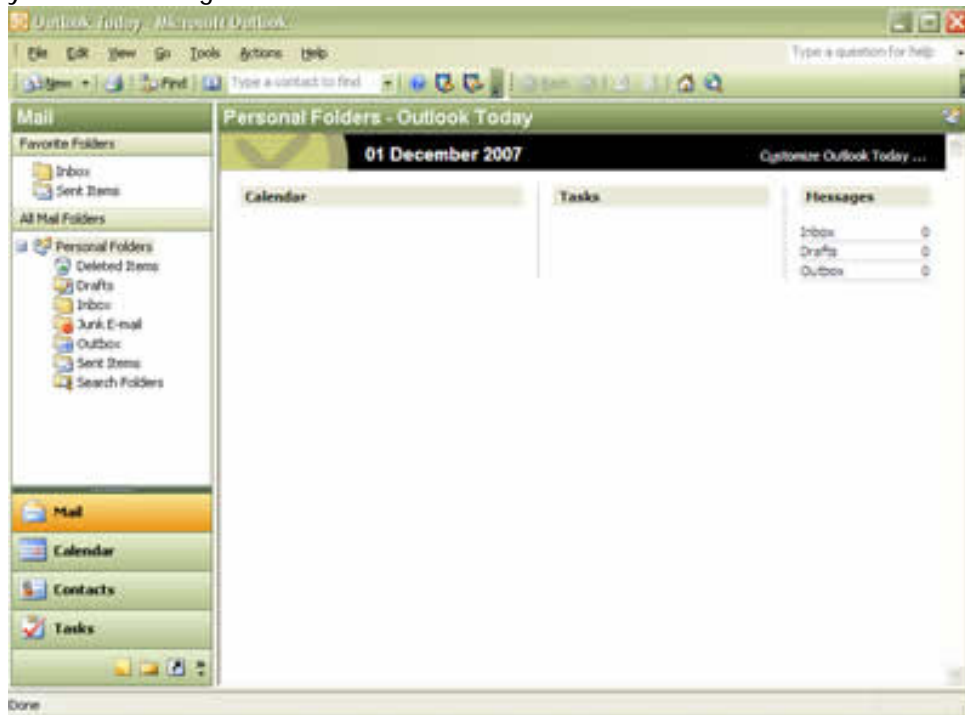
Adding your something@yourdomainname email account to Yahoo!

- Go to your Yahoo! Mail page and click the Mail Options link in the upper-right corner of the page
- Under the Management section on the Mail Options page, click the Mail Options link.
- Click the Add button to launch the Add Account wizard.
- enter a name for the new account (for example, FORTON mail), then click the Continue button.
- In Step 2, enter the name and email address on your account. Enter the "From" name to use (e.g. John Smith) and the email address (e.g. something@yourdomainname), then click the Continue button.
 1. In Step 3, enter the following information about the external account:
 2. Mail server: mail.yourdomainname;
 3. your user name: your email address
 4. your password
- Click the Setup Mail Server button. Check your external mail account for the confirmation message from Yahoo! Mail. Follow the instructions in the message to complete the verification process.

SETTING UP AN EMAIL ACCOUNT WITH OUTLOOK 2003

Setting up a new Outlook email account is reasonably straight forward if you follow the following steps. Please note the extra step at the end of the tutorial if your internet service provider (ISP) is BT, otherwise you will have difficulty sending emails. In fact it is advisable to activate this step if you get difficulty sending emails with other ISP's.

When you open Outlook you will arrive at a screen similar to this depending on how you have configured Outlook.

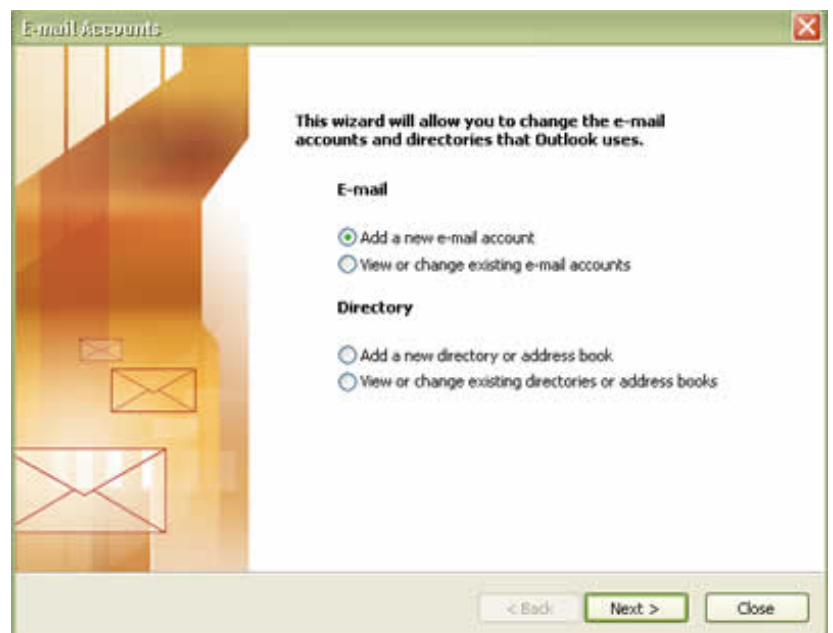


At the menu at the top click on **Tools --- Email Accounts**. If you have no email accounts you will be presented with the wizard page otherwise you will first need to select new from the first dialogue box.

Select new Add email account and Next.

You will then be presented with the **Server Type** dialogue box select **POP3** and Next

You will then come to the screen displayed below:



User Information

Enter your name, your Forton Email address in the section

Server information

Incoming:
mail.thefortongroup.com

Outgoing: this will be provided by your ISP. If you already have an account setup you can look at the details of it and get this setting from there.

Login Information

User Name: your Forton Email address

Password: you should have this already

You can then click the **Test Account** settings button to check all is working OK.

At this point if you have a BT as your ISP or you are getting an error when testing your account when trying to send your email when testing the settings - click the **More Settings** button.

Select the **Outgoing Server** tab the check **@My** outgoing server requires SMTP authentication.

Select 'Log on Using' radio button and fill in the User name and password provided by you ISP. Eg BT

Leave rest blank and click OK

When you get back to the Email settings Page click **Next** and then **Finish**
This should complete your setup!!!!

Setting up Outlook Express to access your email boxes

Basically there are 2 stages to this process – the third only necessary if you use BT Internet as your Internet Service Provider (ISP)

- 1) Setting up a new account
 - 2) Setting up a rule that allows you to send all the messages from this email box to a specific folder (*helps keep your emails organised!!*)
 - 3) What to do to solve the SMTP authentication required by BT Internet accounts
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Setting up a new Account

The easiest way to do this is use the built in wizard.

Go to 'tools' - 'accounts' - click ADD this starts the wizard.

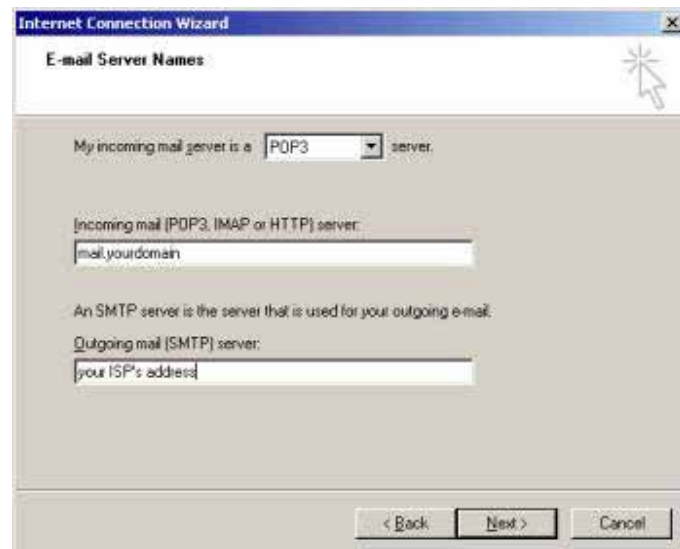


Enter the name you wish to appear when you reply to an email. Typically your name but if you don't want your name often the email address; [something@yourdomainname.](#)

Click next.



Here check the first radio button, and enter your email address. Click Next



Make sure the first box has POP3 showing in the first box.

Incoming mail enter **mail.yourdomainname** (ie. the domain name of the email box)

Outgoing mail - this depends on your ISP (which company you use to access the internet). If you already have an account set up using Outlook Express you can find this out from there.

Go back to the Internet Accounts dialogue box and, highlight an existing account and click properties - then click the server tab, this will open the box giving the setting for incoming and outgoing mail. Make a note of the outgoing mail setting and copy it into the relevant box



Click next

In the account name enter the email address.

The password will be provided by the person who set up the email box.

If you have access to a personal control panel for this domain you can set this yourself.

If you don't want to enter the password every time you go to pick up your mail, tick the check box. The other box should be left blank. Click next.

This will take you to box congratulating you on a fine job, well done!!

Click finish and your account will be set up.

You can change the name of the account, to something easier for yourself to identify, by right clicking (PC's only) on the default name and selecting rename.

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Sending your Emails to a specific folder.

This part is not necessary to actually receive the emails, but allows you to decide where they are sent to as you receive them. It's a useful tool when you receive emails from more than one account.

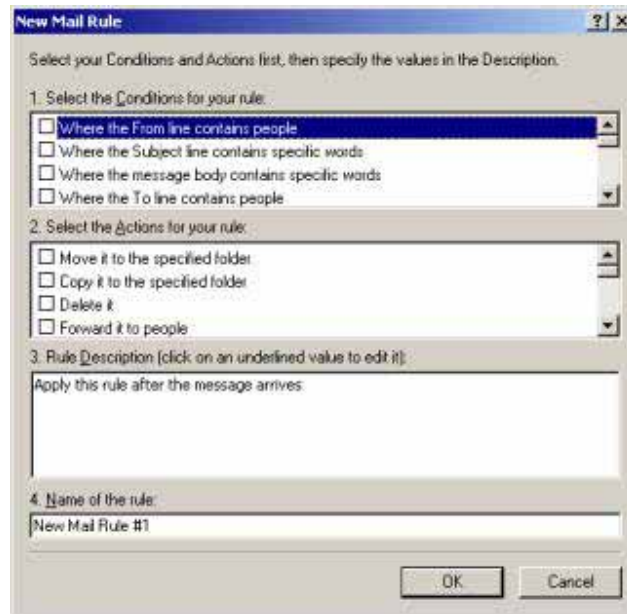
First you need to create a specific folder for your emails to go to.

Make sure, that in the folders column the 'local folders' is highlighted.

Then in the menu bar click 'file' 'new' 'folder' - give it a name relevant to the account.

Now you can create the message rule.

Go to 'tools' 'message rules' 'mail' if you haven't used this facility before then the dialogue box below will open up.



As you can see there are basically 3 boxes.

You select the rules that best serves your need and proceed, for this example we are sending an email from a specific account to a specific folder.

In the top box scroll down and look for the rule that says "where the message is from a specified account". Tick the box, and as you do the 3rd box shows the rule you have selected;



You can click on [specified](#) and it opens up the following box to select the account you have just set up.

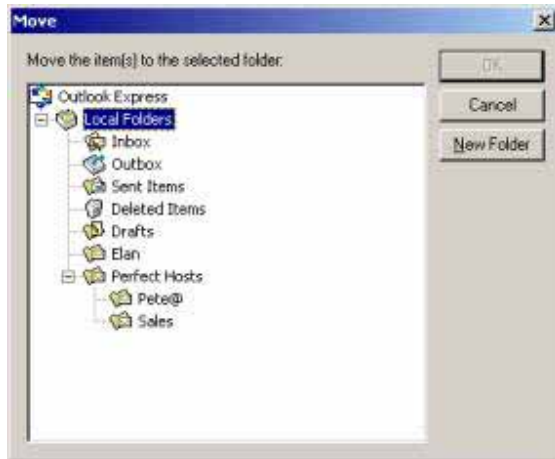


Click OK when you have selected the account.

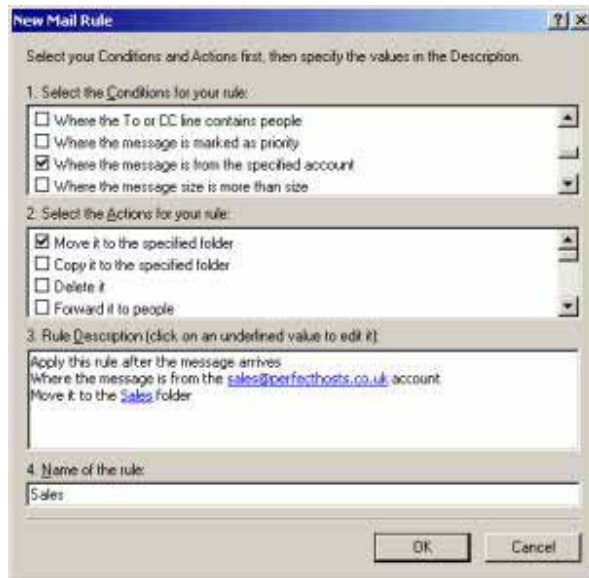
You return to the previous box only now [specified](#) has been replaced by the account name.

Next look in the 2nd box and look for the next rule “**move it to the specified folder**”. Tick the box and again the rule will appear in the 3rd box.

Repeat the above step, click on [specified](#) and it opens up the following box to select the folder you have just set up.



If you have not set up the folder beforehand you can click on new folder, select your folder and click OK.



The dialogue box should appear like above, give your rule a relevant name in the bottom box and click OK.

This takes you back to the following dialogue box,



Showing all your rules and summarising your rule in the bottom box, click OK to complete this process.

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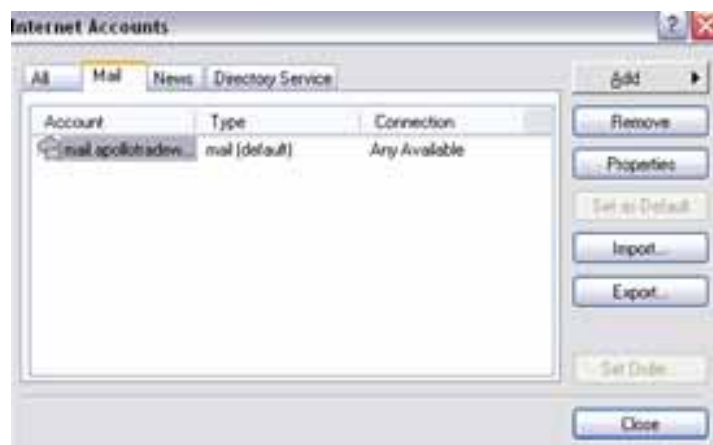
SMTP Authentication as required by BT Internet

This final step is only required if you use BT Internet as your Internet Service Provider (ISP).

For none BT Internet POP3 addresses you set your new account as normal and this should allow you to receive your emails OK but when you try and send an email you will get an error message.

The way to solve this is to perform this final step – called SMPT authentication.

Click on Tools - Accounts – this dialogue box will pop up



Select the email account you need to configure – then click on Properties and click on the Servers tab at the top of the dialogue box



At the bottom of the window click on "My server requires authentication" check box and click on Settings -



Check the 'Log on using' radio button and fill in your BT Internet Account name and Password – make sure Remember Password is checked – click OK and your done.

You should be able receive AND send your emails OK with your new email account.