

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.

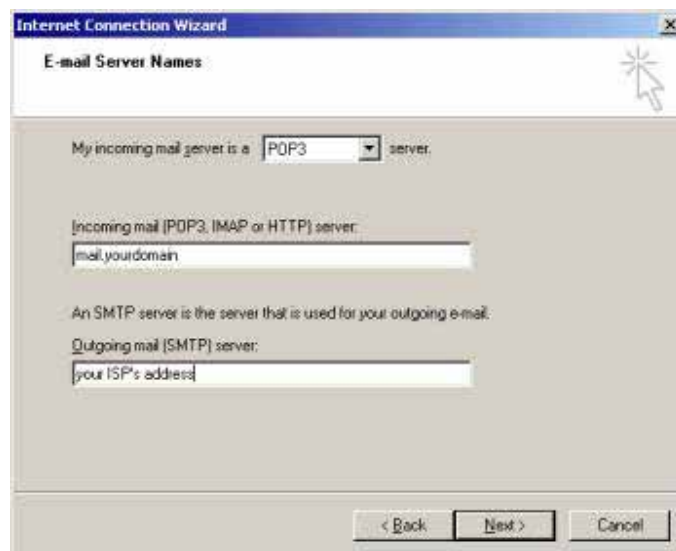


Enter the name you wish to appear when you reply to an email. Typically your name but if you don't want your name often the email address; [something@yourdomainname.](#)

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.

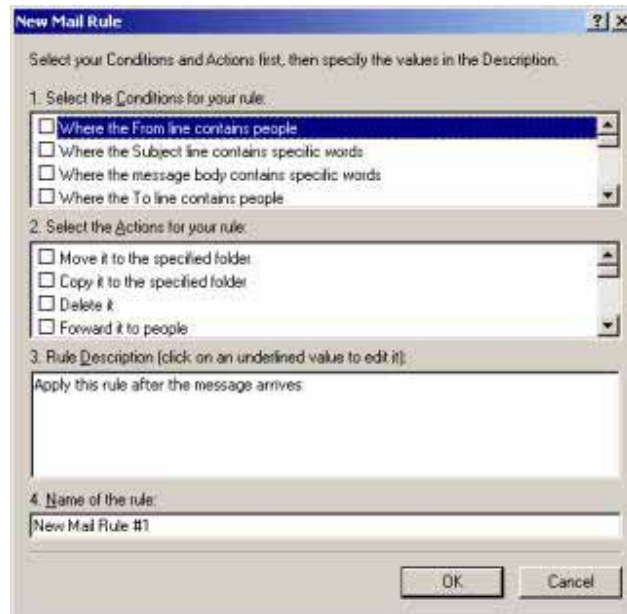
First you need to create a specific folder for your emails to go to.

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.

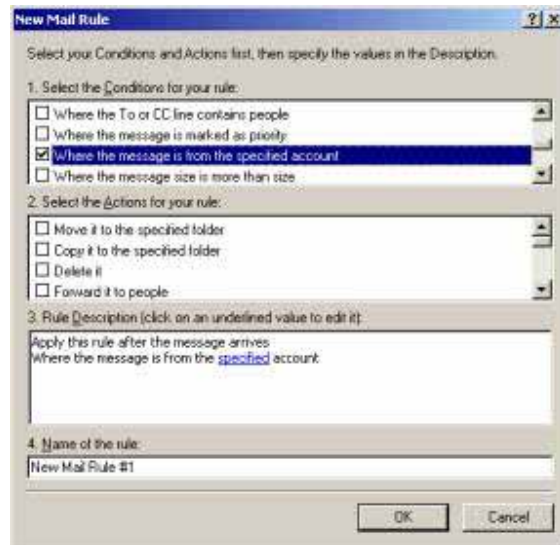
Go to 'tools' 'message rules' 'mail' if you haven't used this facility before then the dialogue box below will open up.



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.

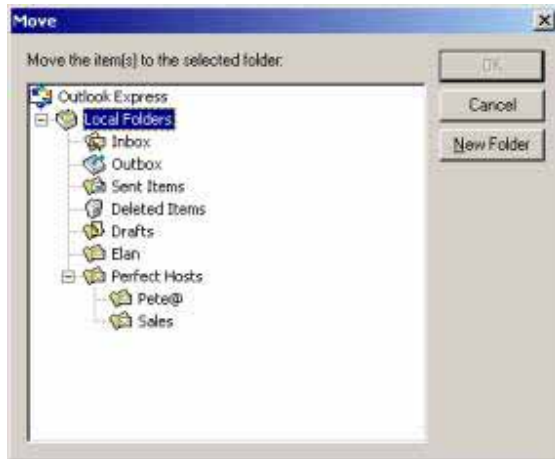


Click OK when you have selected the account.

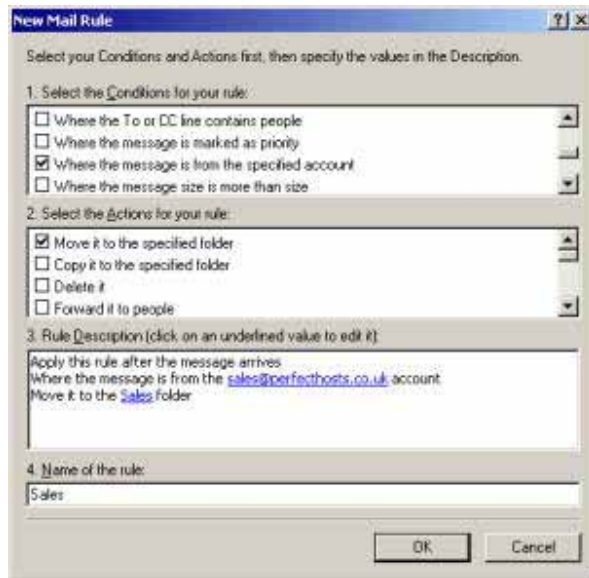
You return to the previous box only now [specified](#) has been replaced by the account name.

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.

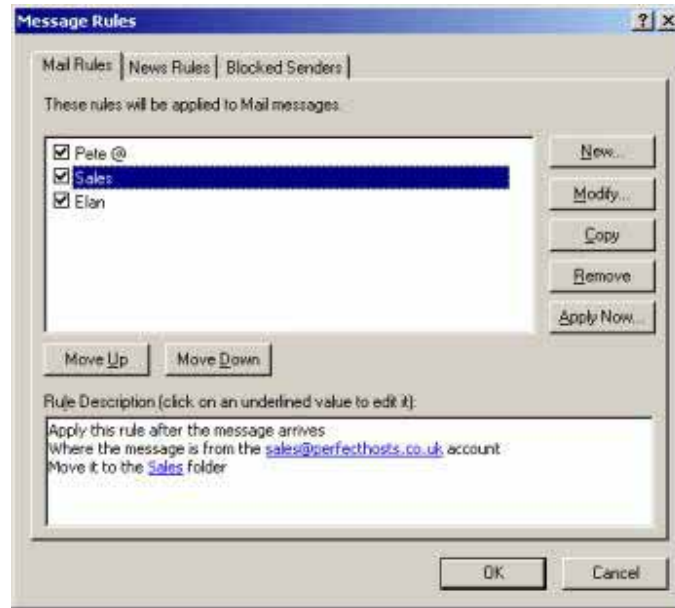


If you have not set up the folder beforehand you can click on new folder, select your folder and click OK.



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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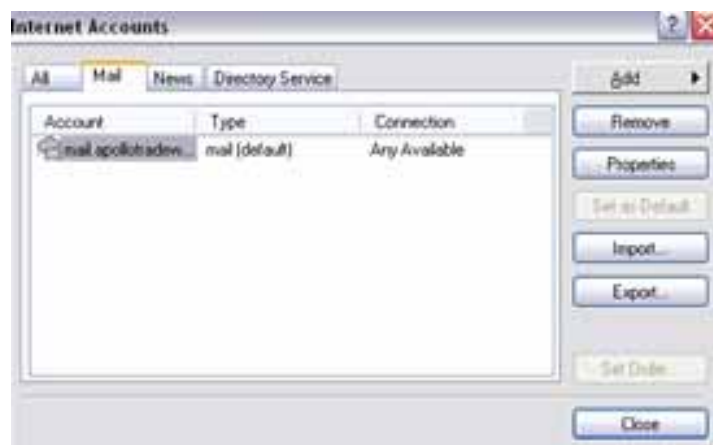
SMTP Authentication as required by BT Internet

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.