

Email Setup Guide for Outlook 2007 and 2003 (and Express).

Please note that this guide is based around Outlook 2007. Outlook 2003 is very similar but some screen shots may look slightly different.

First ensure you have the following details from your WebForces:

- Email Address
- Mail Box Name
- Password
- POP3 Server
- SMTP Server

If you are setting up Outlook express instead, please skip down to the Outlook Express instructions.

If you have started Outlook for the first time, then click the options to create an account now, until you see the window below. If you already use Outlook, then simply click on the top Menu Bar -> Tools -> Email Accounts (Or Settings). Then click "Add a new email account ...".

E-mail Accounts ✕

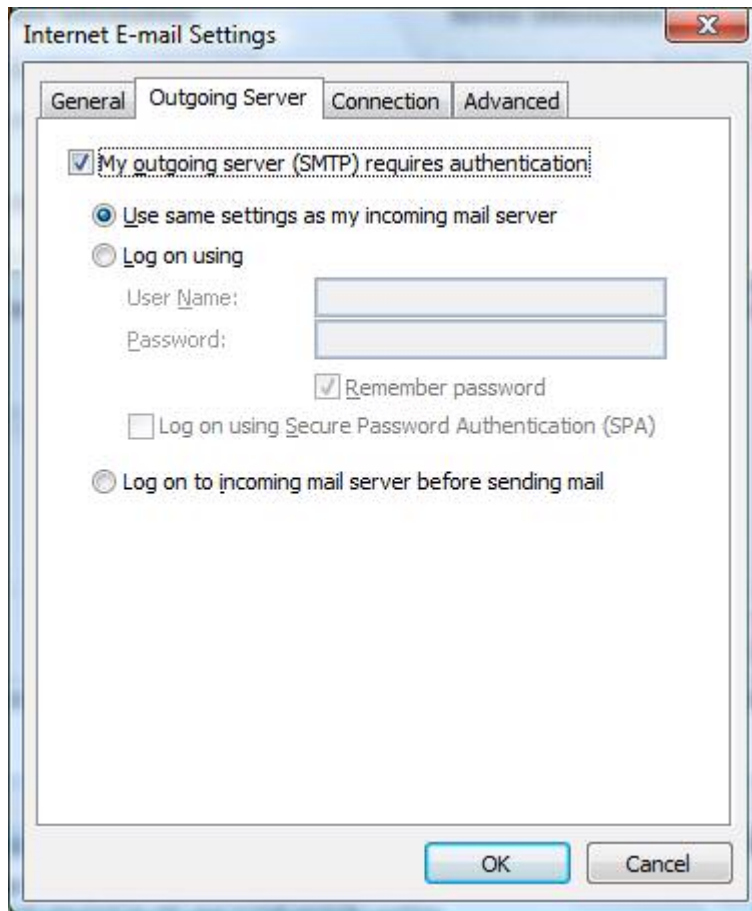
Server Type
You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

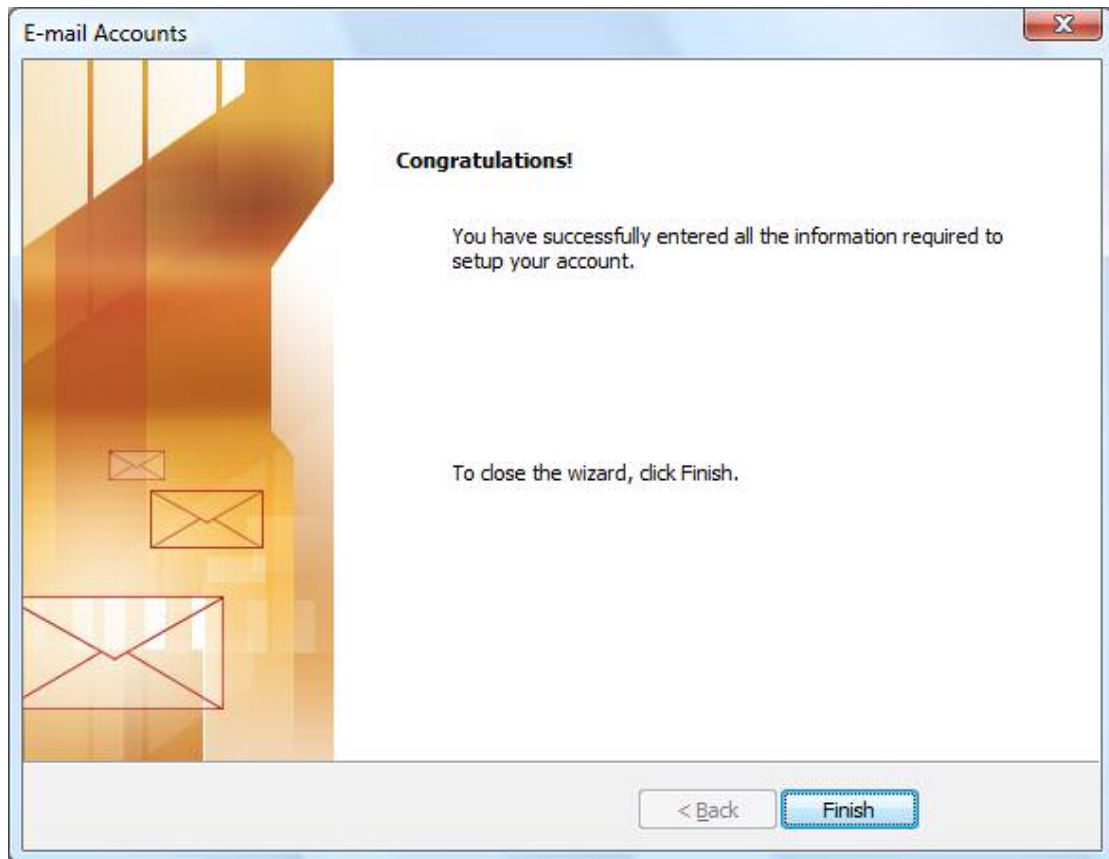
E-mail Accounts ✕

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

<p>User Information</p> <p>Your Name: <input type="text" value="Your Name Here"/></p> <p>E-mail Address: <input type="text" value="Your Email Address Here"/></p> <p>Logon Information</p> <p>User Name: <input type="text" value="Your Mail Box Name Here"/></p> <p>Password: <input type="password"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Log on using Secure Password Authentication (SPA)</p>	<p>Server Information</p> <p>Incoming mail server (POP3): <input type="text" value="pop3.yourdomain.com"/></p> <p>Outgoing mail server (SMTP): <input type="text" value="smtp.yourdomain.com"/></p> <p>Test Settings</p> <p>After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)</p> <p style="text-align: center;"><input style="border: 1px solid #ccc;" type="button" value=" Test Account Settings ... "/></p> <p style="text-align: right;"><input style="border: 1px solid #ccc;" type="button" value=" More Settings ... "/></p>
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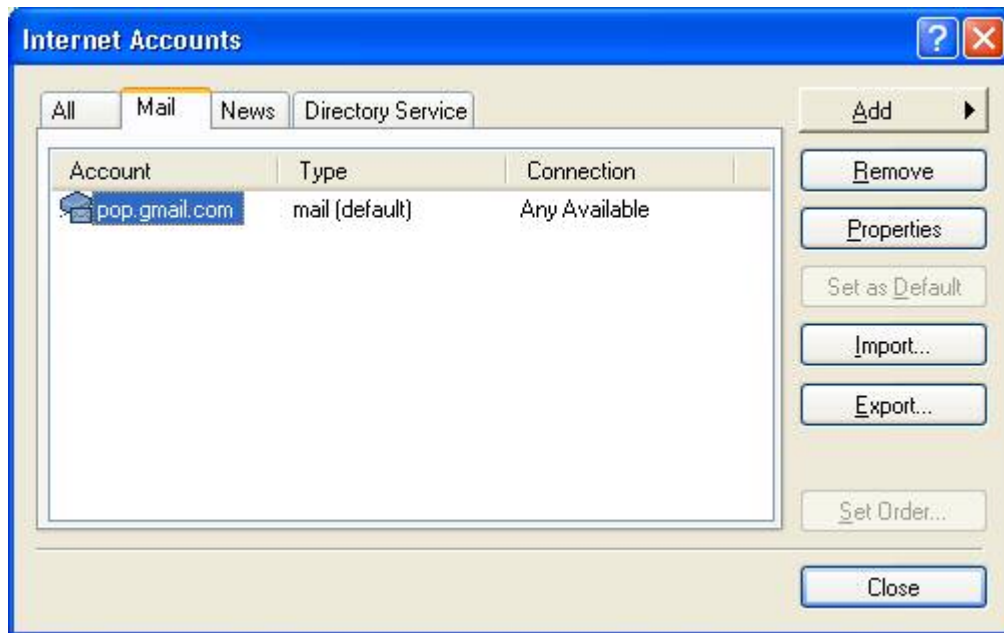
Please note that some broadband providers do not allow you to send out through other Internet Providers, so you may need to change the smtp.yourdomain.com to the broadband provider's, and then set "their" username and password above (after clicking "Log on Using" (please ask your broadband provider to help here)



Now send an email to yourself and test the setup works. You may need to press the "Send and Receive" button at the top a couple of times to push this email through.

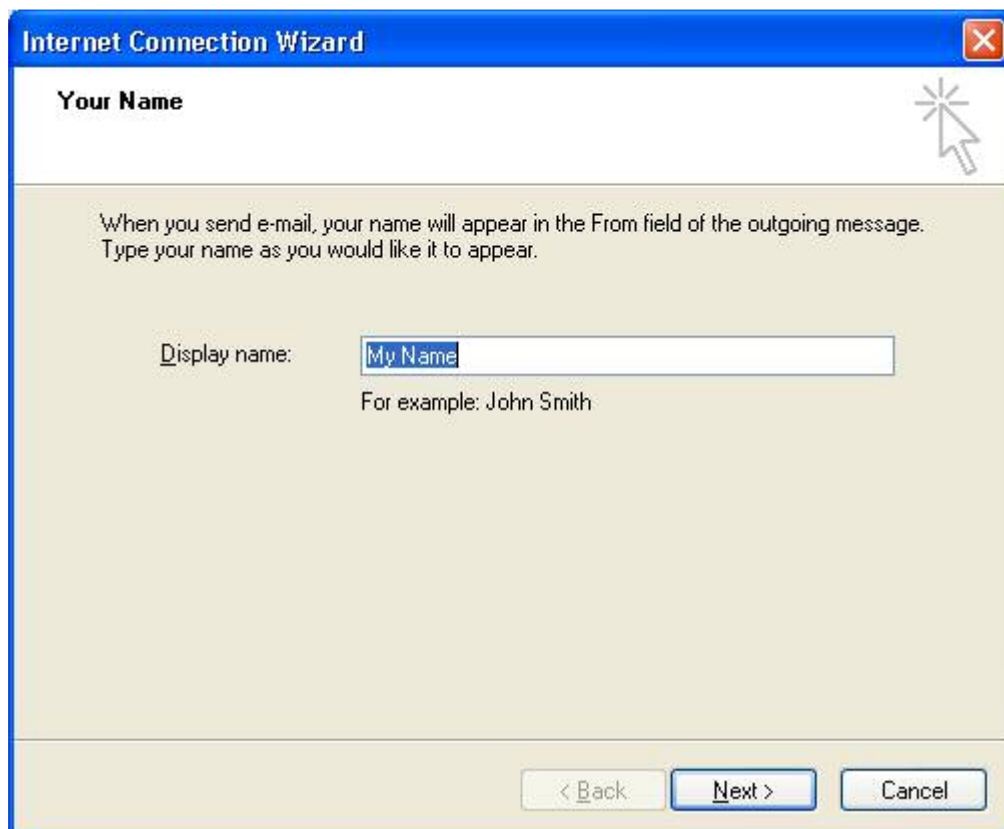
Outlook Express Setup

Go to Tools and Accounts from the top menu bar.

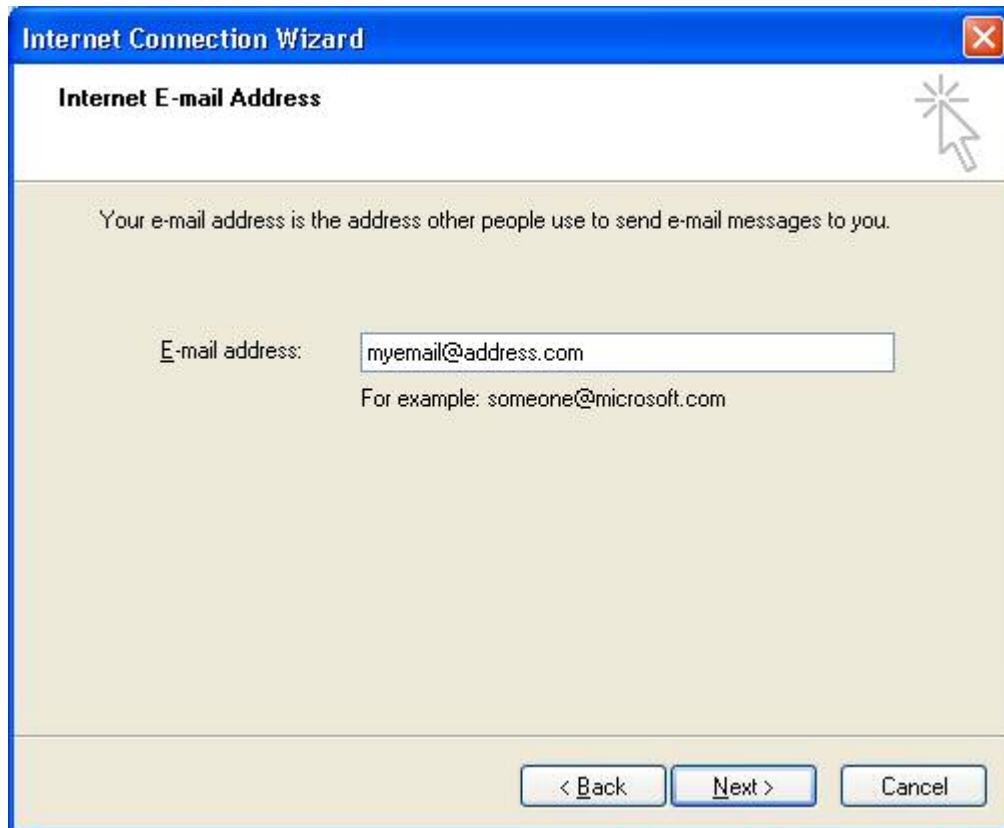


Choose "Add" -> Mail

Add your name to the screen below:



Now enter the email address confirmed by WebForces and click next:



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field labeled "E-mail address:" containing the text "myemail@address.com". A small example text below the field says "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at a starburst icon in the top right corner of the window.

Now enter the server details that WebForces has provided you and click next.

The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following text and input fields:

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Please note that some broadband providers do not allow you to **send out** through other Internet Providers, so you may need to change the smtp.yourdomain.com to the broadband provider's, and then set "their" **outgoing** username and password shown later (please ask your broadband provider to help here)

Now enter the mail box name and password provided.

The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main instruction reads: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing the text "mymailboxname" and "Password:" which is currently empty. Below the password field is a checked checkbox labeled "Remember password". A paragraph of text explains: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." Below this is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible over the "Next >" button.

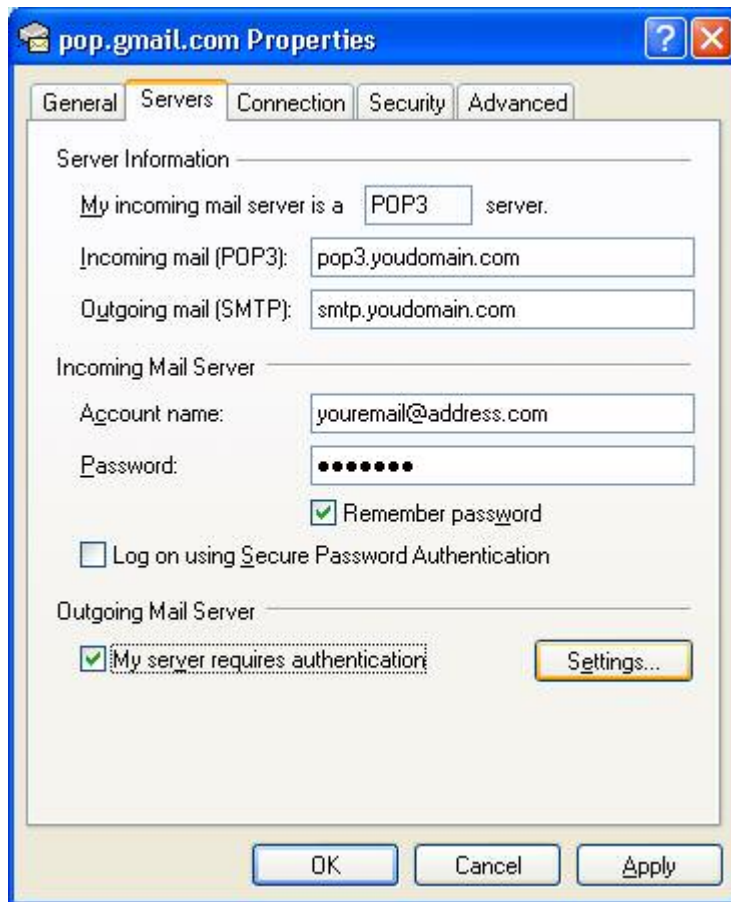
Now click finish (you still need to do one more step...)

Once back on the Outlook express page, click Tools -> Accounts again.

Now click on the account you have just created in the list, and then click properties.

Click on the "servers" tab and click on the tick box called "My server requires authentication".

Then click "settings"



Ensure the settings look like this:



Unless you have needed to use your broadband provider as the outbound email method. In that case, select "Log on using" and enter their username and password. (Ask them directly for this help)