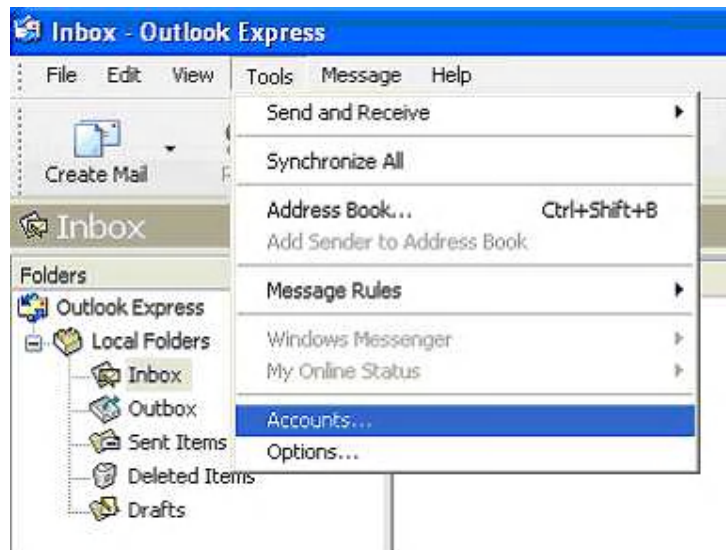


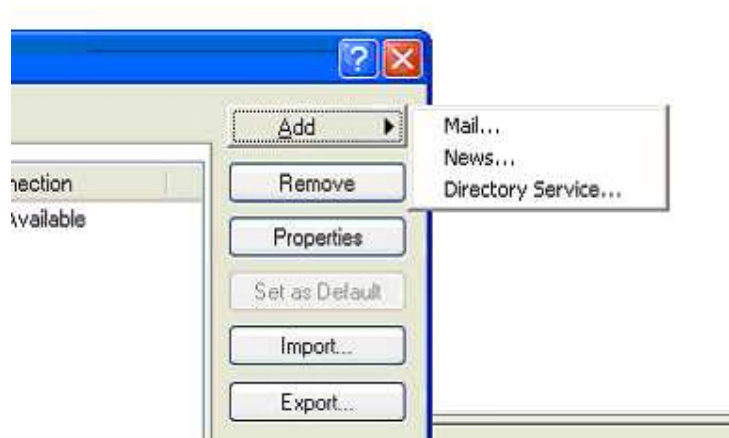
# How do I configure email using Outlook Express?

To setup Outlook Express to work with your Internet mail account please follow these instructions.

1. Start Outlook Express and select the Tools menu. From here select 'Accounts'



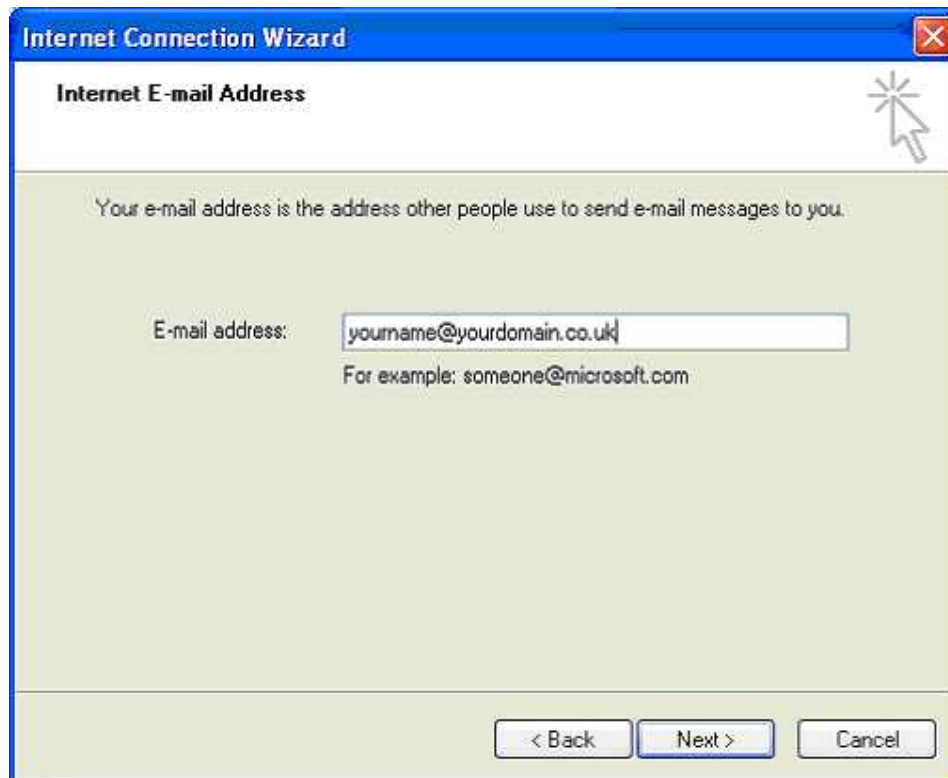
2. In the window that appears press the 'Add' button and then select 'Mail...'



3. Enter your name as you would like it to appear to people who receive emails from you. Then click 'Next'.



4. Enter the email address that you want to use and that you have setup with Adelbry Computer Services. Then click 'Next'.



5. Now you need to enter your incoming and outgoing servers. For the incoming server you should enter **mail.(put your domain name here) eg mail.adelbry.co.uk**. For the outgoing mail server you should enter **mail.(you domain name here)** as before. Then click Next. ( Depending on your internet supplier you may have to use their outgoing mail server. They do not all allow you to use your own mail server. In this case you would need to put in whatever outgoing e-mail server address they provide such as smtp.ntlworld.com)



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The dialog is set to "POP3" as the incoming mail server type. The "Incoming mail (POP3, IMAP or HTTP) server:" field contains "mail.yourdomain.co.uk". The "Outgoing mail (SMTP) server:" field contains "smtp.outitgoes.com". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a  server.

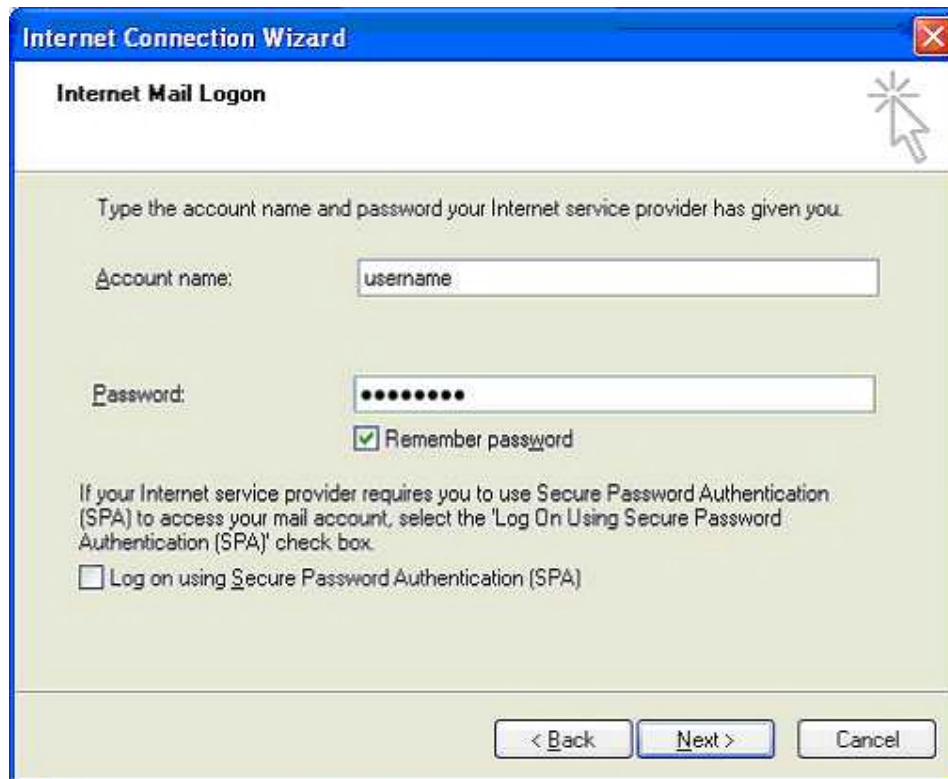
Incoming mail (POP3, IMAP or HTTP) server:

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

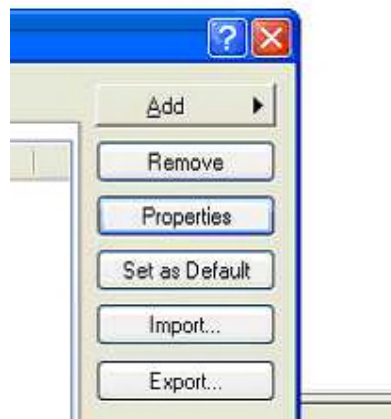
Outgoing mail (SMTP) server:

< Back    Next >    Cancel

6. To finish you need to enter your username (which is your full email address) and password for your mail account. You can view your username and password in your control panel. Once entered please click Next and then Finish.



7. To allow you to send mail through our mail server you now need to make a small change to the properties of the account. Select 'properties' from the Accounts' window:



8. You need to click the tick-box that says 'My server requires authentication' and then click the 'OK' and 'Close'.



9. You can now send and receive emails!

You can also use web mail to view e-mail accounts from any pc connected to the internet.

Open Internet Explorer and type into the Address Bar at the top:-

**http://webmail.(your domain name goes here)**

user name is the e-mail address of the account you want to check eg

info@adelbry.com

the password is the one associated with that e-mail account

When you log in you will see the INBOX on the left hand side. Click on this to open it and view your e-mails.

All the best Alan