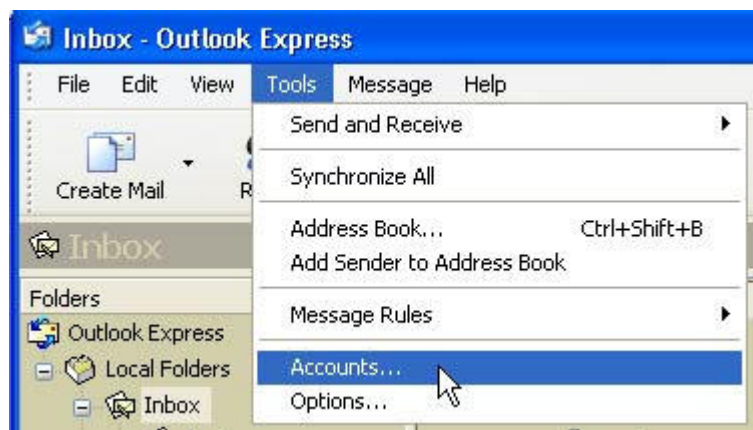




How to set up Outlook Express to access your email account

Please note, throughout this document we will be using the phrase 'budemail.co.uk', if you have an email address that is not a budemail account, whenever you read this phrase please replace 'budemail.co.uk' with the part of your email address after the @ symbol. E.g. if you signed up for an email address such as "john@marhamchurchmail.co.uk", you should replace 'budemail.co.uk' with 'marhamchurchmail.co.uk'.

Step 1. From the 'Tools' dropdown menu at the top of the window select 'Accounts'.



Step 2. In the accounts window select the 'Mail' tab



'Mail' option.

and then click the 'Add' button in the top right corner of the accounts window and select the



Step 3. Type the name you want to be displayed in the recipient's inbox

Display name:

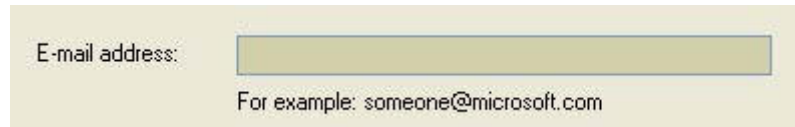
For example: John Smith

when they receive an email from you. It can be anything you like. It doesn't

matter if it is a common name, it doesn't have to be unique, different people can use the same name here. It doesn't have to be the same as the email address you chose, it can be completely different. However, it should be something that identifies you personally. Otherwise recipients of your email might think it is spam and delete it without reading it. Click the 'next' button at the bottom right when you have entered your display name.

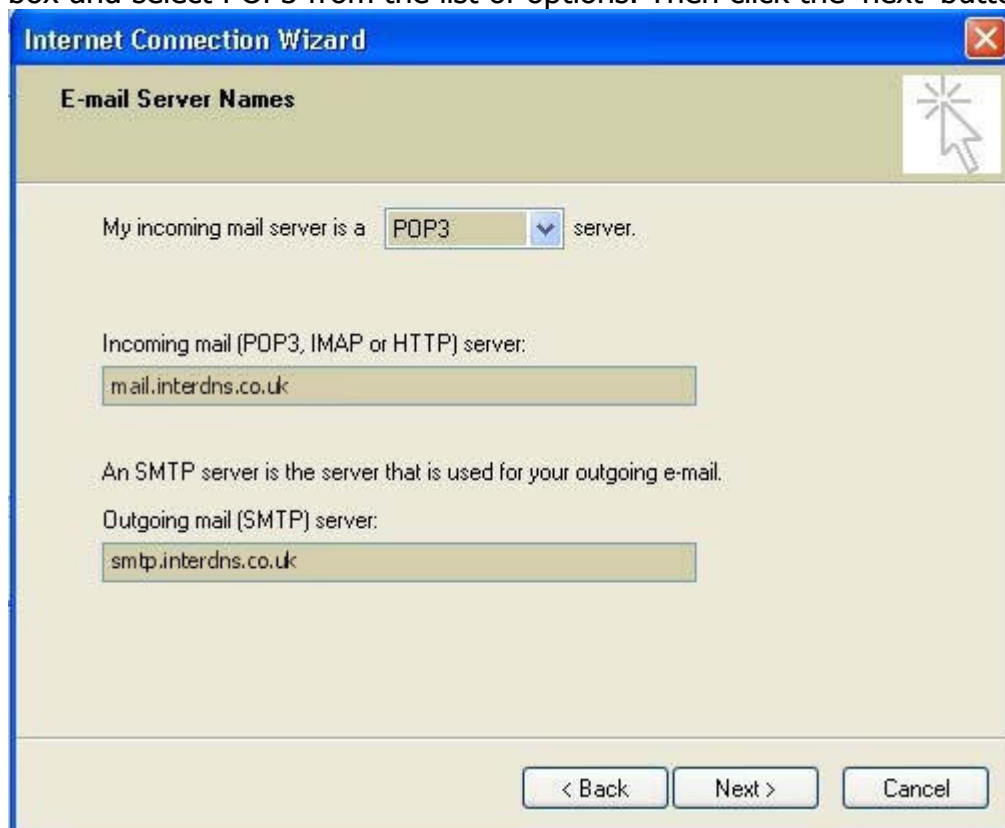
Step 4. Then enter the email address you have chosen and registered with

us. Remember to include the @budemail.co.uk suffix at the end off the address. When you have entered your email address, click the 'next' button.



E-mail address:
For example: someone@microsoft.com

Step 5. Now enter the server details. An email server is very much like a Post Office sorting office. You emails are sent to and from it, distributed to their destination, and stored there until you are ready to receive them. Entering the email server details here tells Outlook which server to send and receive from. In the box marked "Incoming Mail" type "mail.interdns.co.uk" and in the box marked "Outgoing Mail" type "smtp.interdns.co.uk". Also make sure the 'My incoming mail server is a' box is set to POP3. This is Outlook Express' default setting and it should be selected automatically. If it isn't, click on the box and select POP3 from the list of options. Then click the 'next' button.



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

Then click the 'next' button.

Step 6. Next you must enter your unique account name and password which you have received from us. If you want Outlook to remember your password for you then click on the 'Remember Password' checkbox. This means you won't have to enter your password every time you send and receive an email, but anyone who uses your computer will be able to use your email account. If your computer is in an office or other place of work then it is advisable to leave the box unchecked, but make sure you can remember your password.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' Below this, there are two input fields: 'Account name:' and 'Password:'. A checkbox labeled 'Remember password' is checked. Below the input fields, there is a section of text: '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 text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Our servers do not require Secure Password Authentication so leave the 'Log on using Secure Password Authentication' box unchecked.

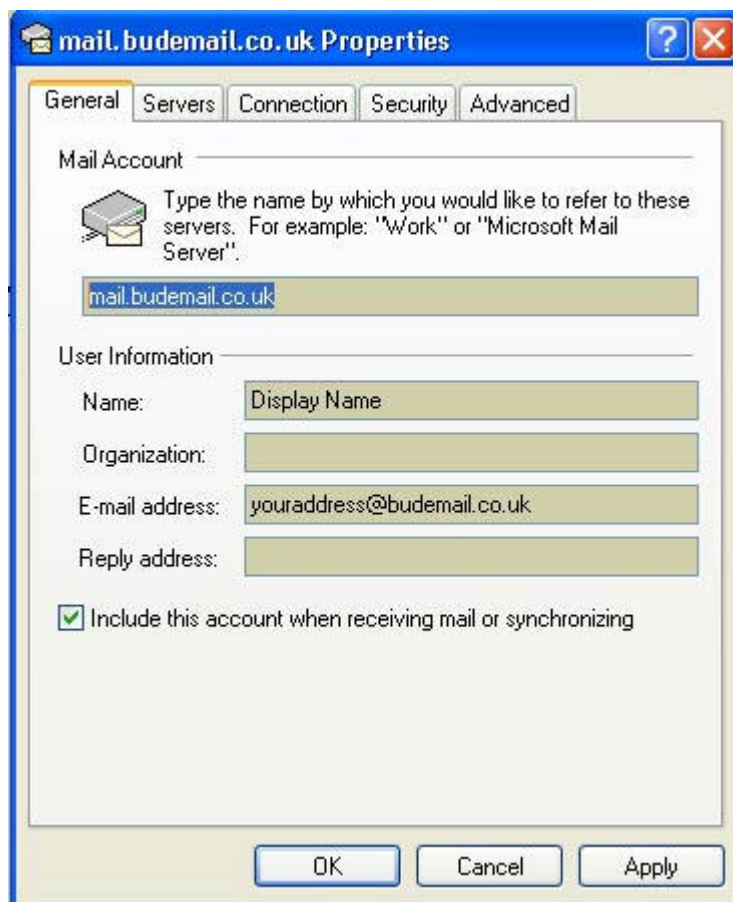
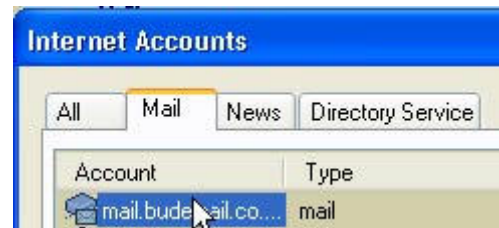
When you have entered all your details click 'next' which will take you to a 'Congratulations' Window. Click the 'Finish' button in the bottom right corner.



This is a close-up view of the bottom right corner of the dialog box, showing three buttons: '< Back', 'Finish', and 'Cancel'. A mouse cursor is pointing at the 'Finish' button.

Step 7. We can now give your account a name that you will be able to easily recognise it by. By default it will be called 'mail.budemail.co.uk'. This is not too bad but if you have more than one email account then each one will be named 'mail.budemail.co.uk(1)', 'mail.budemail.co.uk(2)' and so on, which makes it tricky to remember who's account is who's if you want to change anything about the account, like the display name for example.

To change the name of an account go to the 'tools' dropdown menu, select 'accounts' and click on the 'Mail' tab as we did in step one. You will see the mail.budemail.co.uk account listed in the window. Double-click on the name of the account to bring up its properties window, shown below.



In the box that says 'mail.budemail.co.uk' you can type a name for the account. For example, if you have a email account for each member of your family then you could type in 'Sally's email Account', if your wife is called Sally. Or if your husband is called George and you are setting up his account then call it 'George's email Account'. The choice is yours.

While you have the account properties window open you can, if you wish, enter the name of your

Organisation in the 'Organization' box. You can also enter a reply address if you want people to send replies to a different address. If you want people to reply to the same address the email was sent from, leave the box blank.

The account properties window is used to change any details of the account. If you have made a mistake during the pervious steps then come here to make the changes. Clicking on the tabs at the top of the window will show different settings that can be changed.

Step 8. Once the email account has been set up you should test it to make sure it is working correctly. The quickest way to do this is to send an email to yourself using your new email account.



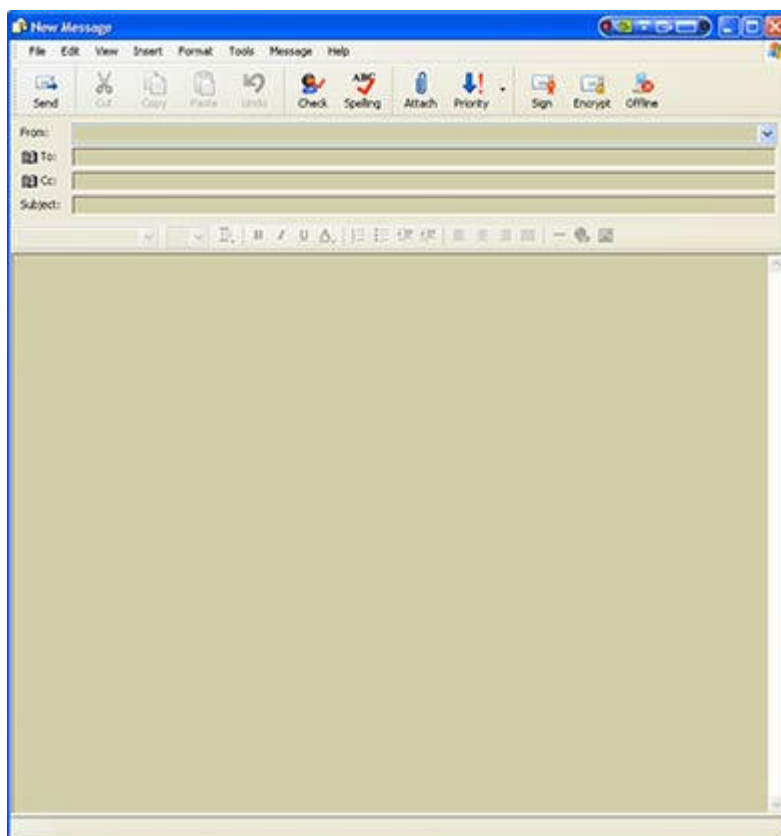
Click the 'Create Mail' button at the top left of the main Outlook Express window. This will bring up a 'New Message' window. Select your email address by clicking on the 'From:' box below the icons at the top of the window and selecting the address from the list provided. If your email address is the only account set up in Outlook Express then it will be the default account and will be automatically selected when you open the 'New Message' window.

Next, type your email address into the 'To:' box, which is immediately below the 'From:' box. The address should be the same in both the 'From:' and 'To:' boxes.

Then type a subject in the 'Subject:' box. This can be anything at all, but for the purposes of this test the word *test* will be sufficient.

Type a test message into the message box. Again this

message can be anything you like. The message box is the large empty space taking up the bottom two thirds of the 'New Message' window. Then click the 'Send' button at the top left of the window.



Once the 'Send' button has been clicked you should be taken back to the main Outlook Express window. Now click on the 'Send/Recv' button at the top of the main Outlook Express window, this checks for new messages on the server. While Outlook is checking the server an 'Outlook Express' send and receive dialogue box should appear. If all is well then a green tick should appear next to the name of your email account, the dialogue box will disappear and you should see the test message in your Inbox. If this happens then your email account is working correctly and we hope you enjoy using it. If not, proceed to Step 9.

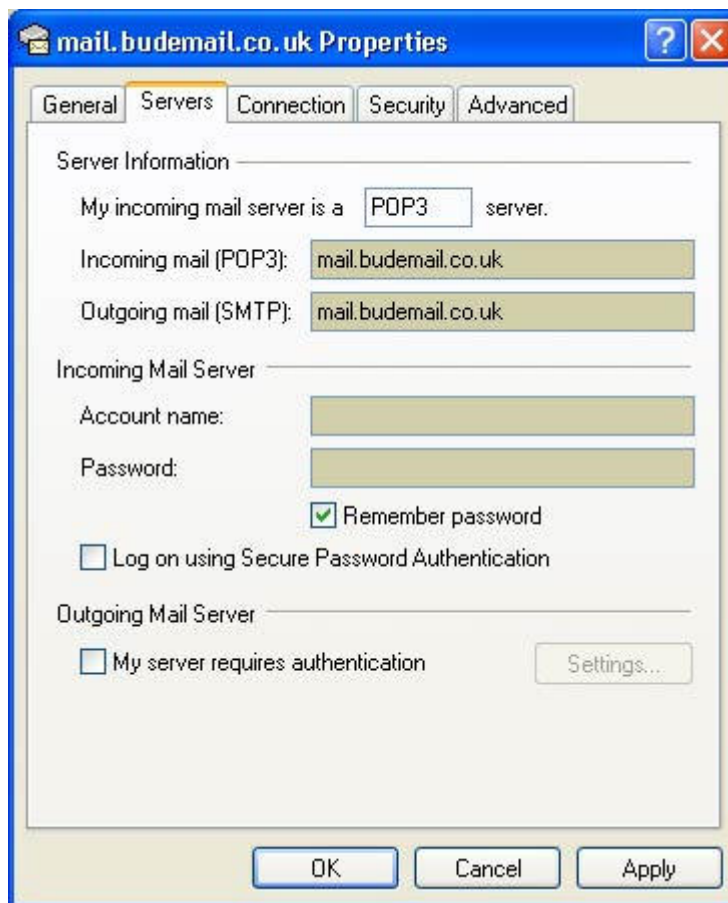


Step 9. If something is not working correctly then a red cross will appear next to the account name and you will see an error message.

First make sure your computer is connected to the internet and is online. If it is online you will see a 'Working Online' notification at the bottom of the main Outlook Express window.

Then open the account properties window for your email account as shown in Step 7. Make sure the email address in the 'E-mail address:' box is the same as the email address you received from us.

E-mail address:



Click the 'Servers' tab at the top of the window and check that the information has been entered correctly. The 'Incoming mail (POP3):' box should read 'mail.interdns.co.uk' and the 'Outgoing mail (SMTP):' box should both read 'smtp.interdns.co.uk'. If they do not then click in the boxes and retype them. Next check that your unique account name and password have been entered correctly. The information should look the same as it does in the picture to the left. Once the information has been correctly

entered click the OK button to go back to the main Outlook Express window. Then test the email account again using the procedure described in Step 8.

If the test fails then call us on **08707 659 750** for help.