

How to: Set up email

Right then; you'll need this:

Your email account: talktous@spaceid.co.uk

Your account name: talktous@spaceid.co.uk

Your password: green222

This 'how to' document will help you with:

1. Setting up your lovely new email in Outlook
 2. Setting up your lovely new email in Outlook Express
 3. Setting up your lovely new email in Microsoft Mail
 4. Setting up your lovely new email in Mac OS X
 5. Troubleshooting your lovely new email if you are a Freeserve, Wanadoo, Orange, AOL or BT Broadband customer
 6. Using your webmail (send and receive email from anywhere, anytime)
 7. Accessing your lovely new email from a mobile device
-

1. Setting up your lovely new email in Outlook

If an automatic email wizard box pops up, please cancel it.

- o Click Tools > Email Accounts
- o Select Add New Email Account
- o Click Next
- o Select Pop3 from the list
- o Click Next
- o Enter Your Name (please enter the name you wish people to see when receiving emails from you, for example, Lisa at angelfysh)
- o Enter your New Email Address
- o Enter your Account Name
- o Enter your Password
- o Your Incoming Mail Server is: mail.angelfyshhosting.com
- o Your Outgoing Mail Server is: mail.angelfyshhosting.com
- o Click the More Settings button
- o Click the Outgoing Server tab
- o Click My outgoing server (SMTP) requires authentication
- o Select Use same settings as my incoming mail server
- o Click Ok
- o Click Next
- o Click Finish
- o You may now use any internet connection to send email from this account
- o If you wish to download your emails to several machines it is important to leave a copy of your message on the server so you can download it on each machine. In order to do this click Tools
- o Click on account settings
- o Double click on the email you wish to save messages for.
- o On the popup screen click More Settings
- o Click the Advanced tab
- o Check the box that reads 'leave a copy of the message on the server'
- o Click OK

2. Setting up your lovely new email in Outlook Express

If an automatic email wizard box pops up, please cancel it.

- o Click Tools > Accounts
- o Click the Mail tab in the box that has appeared
- o Click Add > Mail

angelfysh search engine marketing and angelfysh hosting

www.angelfysh.com | www.angelfyshhosting.com | lisa@angelfyshhosting.com

angelfysh is the WINNER of the Best Website Optimisation Award at the North East Digital Awards 2008.

angelfysh hosting is the WINNER of the FRESH Digital Award 2007/8 for the UK's Best Website Hosting.

- The wizard box appears. Please enter the name you wish people to see when receiving emails from you (for example, Lisa at angelfysh)
- Click Next
- Enter your new email address (detailed above)
- Click Next
- Select POP3 from the drop down box at the top
- For your Incoming Mail Server enter: mail.angelfyshhosting.com
- For your Outgoing Mail Server enter: mail.angelfyshhosting.com
- Click Next
- Enter your Account Name (detailed above)
- Enter your Password (detailed above)
- Please tick the Remember Password box
- Please do not tick the Log on using Secure Password Authentication (SPA) box
- Click Next
- Click Finish
- Do not click close
- Highlight your email account (it will be displayed as mail.angelfyshhosting.com in the Mail window)
- Click the Set as Default button (if available)
- Click the Properties button
- In the windows that appears, click the Servers tab
- At the base of this window, look for the Outgoing Mail Server section and tick My server requires authentication
- Click the Settings button on the right of this
- In the window that appears, select the Use same settings as my incoming mail server option.
- Click Ok
- Click Apply
- Click the General tab
- Under Mail account, give the account any name you want (for example, work email account)
- Click Ok
- Click Close
- You may now use any internet connection to send email from this account
- If you wish to download your emails to several machines it is important to leave a copy of your message on the server so you can download it to each machine. In order to do this click Tools
- Click on account settings
- Click on the email you wish to save messages for
- Click on properties
- Click the Advanced tab
- Check the box that reads 'leave a copy of the message on the server'
- Click OK

3. Setting up your lovely new email in Microsoft Mail

- Open Windows Mail by clicking the Start button , clicking All Programs, and then clicking Windows Mail
- Click the Tools menu, and then click Accounts
- Click Add
- Click E mail Account, click Next
- Enter Your Name (please enter the name you wish people to see when receiving emails from you, for example, Lisa at angelfysh)
- Click Next
- Enter your New Email Address
- Next you will see a screen asking you to confirm your incoming and outgoing email servers. Make sure that you select your incoming email server as POP3
- Your Incoming Mail Server is: mail.angelfyshhosting.com
- Your Outgoing Mail Server is: mail.angelfyshhosting.com
- Click Next
- Enter your Account Name

- Enter your Password
- Click Finish
- You will now need to do one more little thing to complete setup
- Click on Tools > then click on your mail account > click Properties
- Click on the Servers tab
- Under Outgoing Mail Server check that 'My server requires authentication' is ticked
- Select the Settings button and check that 'Use same settings as my incoming mail server' is ticked
- Select OK
- If you wish to download your emails to several machines it is important to leave a copy of your message on the server so you can download it to each machine. In order to do this click Tools
- Click on account settings
- Click on the email you wish to save messages for
- Click on properties
- Click the Advanced tab
- Check the box that reads 'leave a copy of the message on the server'
- Click OK

4. Setting up your lovely new email in Mac OS X Mail

- Open Mail
- Select 'Preferences' from the mail menu
- Click on the 'Accounts Icon'
- Choose the account type you would like from the pop-up menu
- Add a description of your choosing in the field provided
- Next you need to add your account username and password.
- Your Incoming Mail Server is: mail.angelfyshhosting.com
- Your Outgoing Mail Server is: mail.angelfyshhosting.com
- Click ok
- If you wish to download your emails to several machines it is important to leave a copy of your message on the server so you can download it to each machine. In order to do this click Preferences
- Click on Accounts
- Click the Advanced tab
- Check the box that reads 'leave a copy of the message on the server'
- Click OK

5. Troubleshooting your lovely new email if you are a Freeserve, Wanadoo, Orange, AOL or BT Broadband customer.

From time to time, clients using Freeserve/Wanadoo/orange/AOL/BT to connect to the internet may not be able to send emails out. This is a direct result of a spam prevention measure enforced by the ISP's and they may switch the restriction on/off at any time.

Not to worry, follow these easy steps to work around the problem:

When you set-up your email address earlier by following the instruction above for either MS Outlook or Outlook Express or Windows Mail, you had to enter the following information:

Your Incoming Mail Server is: mail.angelfyshhosting.com
Your Outgoing Mail Server is: mail.angelfyshhosting.com

You will need to change both the incoming and outgoing mail server details to those that are used by your broadband provider.
Freeserve/Wanadoo/Orange

Leave your Incoming Mail Server as: mail.angelfyshhosting.com
Change your Outgoing Mail Server to: smtp.orangehome.co.uk

AOL

Leave your Incoming Mail Server as: mail.angelfyshhosting.com
Change your Outgoing Mail Server to: smtp.aol.com

BT Broadband

Leave your Incoming Mail Server as: mail.angelfyshhosting.com
Change your Outgoing Mail Server to: mail.btinternet.com

Easy!

6. Using your webmail (send and receive email from anywhere, anytime)

Please visit <http://mail.angelfyshhosting.com> in your browser.

You'll see two fields for you to put info into:

Username: your email address
Password: your password

7. Accessing your lovely new email from a mobile device

You also have access to our mobile webmail interface using your pda, blackberry or other mobile.

Please visit <http://mail.angelfyshhosting.com/mobile/> in your browser.

You'll get a popup with two fields for you to put info into:

Username: your email address
Password: your password

If you have any problems or would simply like to talk through this with someone please contact Lisa on 0191 276 4777 or you can email lisa@angelfyshhosting.com

Thank you.