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Setting up your email

If your Outlook Express is already set-up with at least one account and you wish to add a new email account then please click on: -

Tools > Accounts > Add > select mail

Then follow steps 3 - 6 of the section entitled 'Configuring Outlook Express using the set-up wizard'

Configuring Outlook Express Mail for the First Time

Before continuing you will need to know your user Login Name* and your Password.

You are advised to read these instructions carefully before actually undertaking the following procedures. When you first double click the Outlook Express icon a window will appear named "Browse for folder," please select the folder that you wish your mail to be stored in. We recommend that you select the default and click OK. If you have registered using your sign-up server all the rest of your mail and news settings will be automatically configured for you thus allowing you to send/receive mail and news immediately.

Alternatively, if you have re-installed our software or manually registered an account then please follow the instructions below for configuring Outlook Express.

In order for the wizard to run correctly you must have configured your Internet connection beforehand. To do this, double click on the Internet Explorer icon from your desktop. When Internet Explorer launches, select Configure Existing Account and your connection will be configured automatically. You may be prompted for your Windows 95/98/ME or 2000 CD-ROM during this process so make sure you have it available.

Configuring Outlook Express using the set-up wizard

Stage 1: Configuring Outlook Express Mail

- 1) Double click on the Outlook Express icon on the Desktop.
- 2) A window will appear named "Browse for folder". Please select the folder in which you wish to have your mail stored, We recommend that you select the default and just click on OK.
- 3) A window will then appear named "Your Name". Please enter your real name in the "Display Name" box. Then click Next.
- 4) A window will appear named "Internet e-mail Address" Please enter your e-mail address in the box provided. Then click Next.

N.B. Customers should note that the e-mail address should take the following form: username@your domain name (eg. fred@net-factory.biz)

5) A window will then appear named "e-mail Server Names". If you do not have entries for the server names they are as follows:

"My incoming mail server is a" select POP3 server from the drop down menu

In the "Incoming mail (POP3 or IMAP) server" box, type in the following numbers: 217.151.107.24

In the "Outgoing mail (SMTP) server" box, type in the following numbers: 217.151.107.24

After the details are entered click on Next.

6) A window will then appear named "Internet Mail Logon". Make sure "Log on using" is enabled. Within the box named "Account Name" please enter your account name. You will then need to enter your password in the box named "Password" (be sure to enter the password in the correct case). After this has been completed click Next.

7) A window will appear called "Friendly Name". The name of our incoming mail server should already be entered into the box headed "Internet mail account name" so just click Next.

8) A window will then appear named "Choose Connection Type". Make sure that the box headed Connect using My Phone Line is checked and then click Next.

9) The next screen will appear named "Choose Modem" If you haven't selected what modem is being used to dial, Ensure that the correct modem has been selected in the box and click Next. If this screen is not displayed then please proceed to Step 10 below.

10) A window will appear named "Dial-Up Connection". Make sure that Use an existing Dial-Up Connection is enabled. Then highlight the name of Your Connection in the box beneath and click Next.

11) Congratulations, you have now set up the e-mail facility within Outlook Express. Click on Finish.