

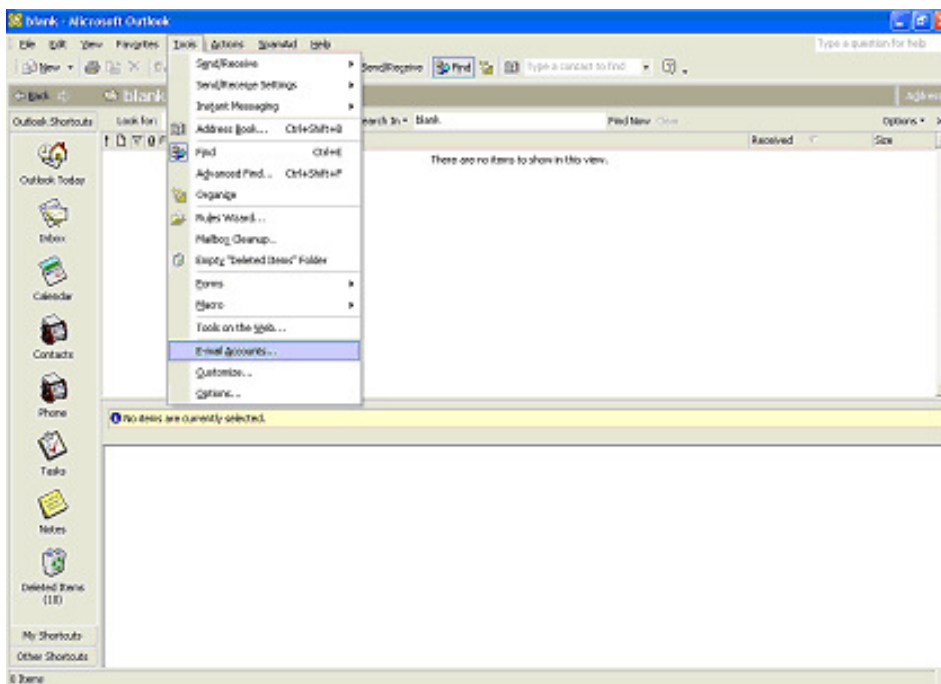
Introduction

All ProserveUK accounts have the facility to operate email accounts via pop3 clients such as Microsoft Outlook and other similar applications.

The following tutorial gives instructions on how to setup mail accounts in Outlook. The screen shots taken are from Windows XP but are applicable to most versions of Outlook. The steps will also be similar in most other email clients.

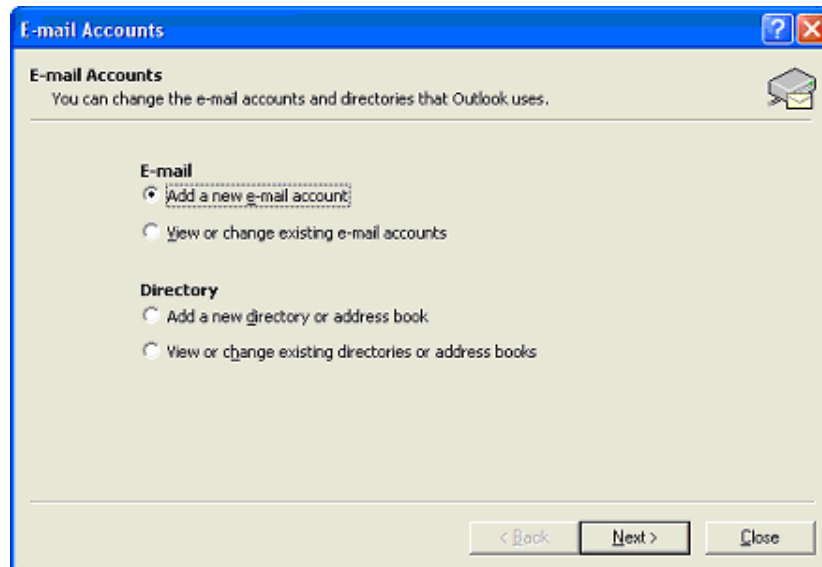
Setting up Pop3 clients

First of all you need to open the mail program and then select the 'Tools' option. From the drop down menu select the 'e-mail accounts' option. This will open the 'Email Accounts' dialog box that allows you to add and configure your mail accounts.



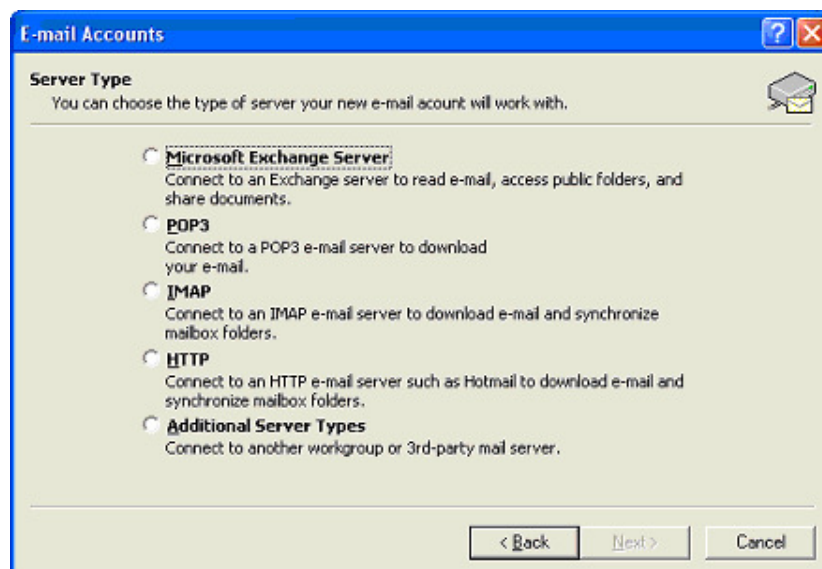
Accessing email account setup

The 'Email Accounts' dialogue box gives you the option of adding a new email account or viewing/changing an existing account.



Email account options

To add a new account you need to select the 'Add a new e-mail account' option, then click 'Next'.

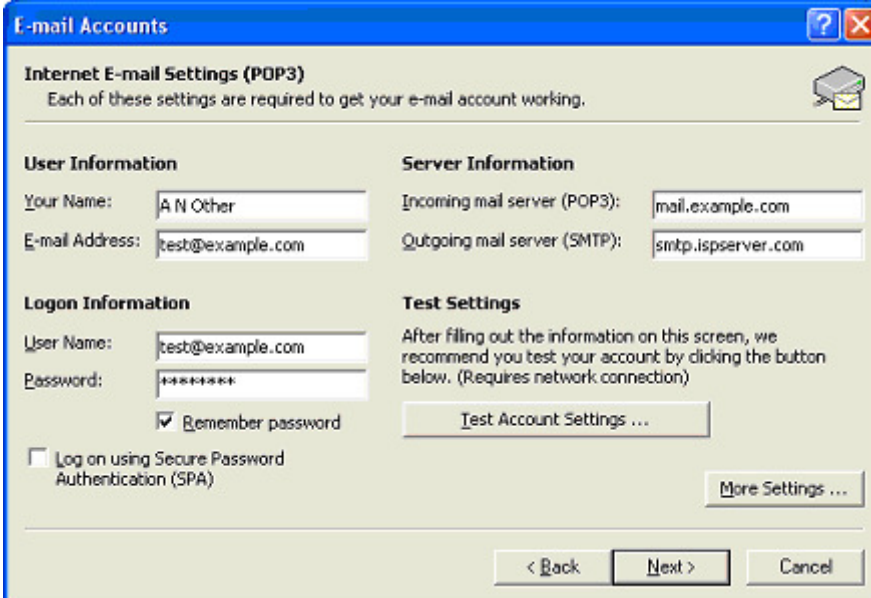


Server options

You are now given the option to select the type of account you wish to create. You should select either POP3 or IMAP. POP3 accounts download all of the mail to your computer. The IMAP account will leave the mail on the server allowing you to access it from several computers.

We recommend using POP3, as this will clear mail from your server saving space and reducing your bandwidth - using IMAP may cause you to exceed your account limits.

Once you have selected your server type, click 'Next' to proceed to the next screen.



Account settings

Now you must enter your email settings. The fields on the settings screen should be completed as follows:

Your name: This will be the name that is displayed as the sender of emails from this account.

E-mail address: This will be the email address that the mail is being sent from. It is also the address that will receive any replies to emails sent from this account.

Most people choose the email address they are sending from. For example: if your email address is 'test@example.com', you will most likely want the reply address to be 'test@example.com'.

POP3 server: The incoming mail server specifies the server that the client should check for incoming email. You need to enter 'mail.yoursitename', so if your domain is example.com you want to use mail.example.com.

SMTP server: The outgoing mail server specifies the server that the client will send outgoing emails, this server will then forward them to the recipients. You have two options for the outgoing mail server. You can either use our SMTP server, in which case you would make the outgoing server the same as the incoming one.

However, most UK ISP's (the company who provides your Internet connection) block the use of a remote SMTP server to prevent spam. If this is the case, you will need to implement the second option and use the SMTP server provided by your ISP. This can either be of the form: smtp.ispname or mail.ispname. Your ISP will be able to provide you with the correct server name if you are unsure.

User Name: The full email address is used as the user name for email accounts.

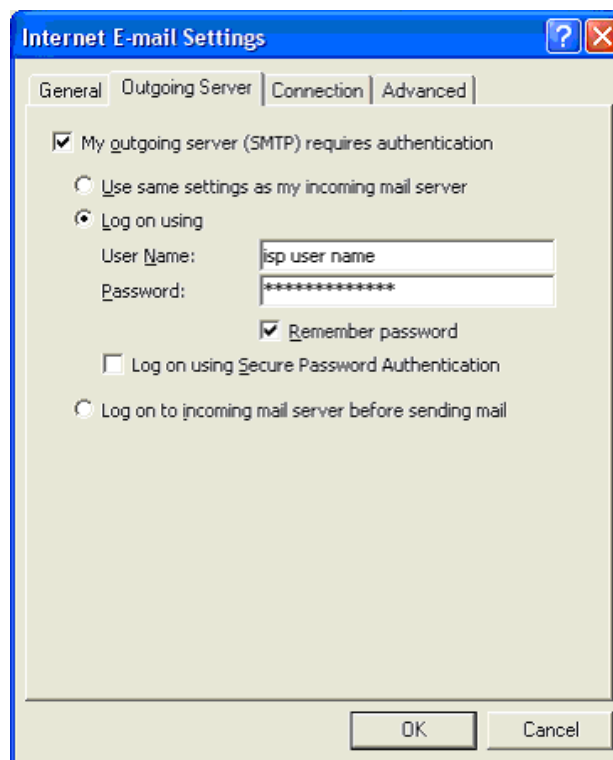
Password: This will be the password entered in Plesk for this email account.

If you have forgotten the passwords for any of your email accounts, they can be changed by logging into your Plesk control panel. Navigate to the appropriate email account and enter a new password then save the changes.

If you are using your ISP SMTP server, you will need to carry out one further task. In the previous screen you entered the username and password for connection to the ProserveUK mail server. Now you must enter the authentication details for your ISP mail server.

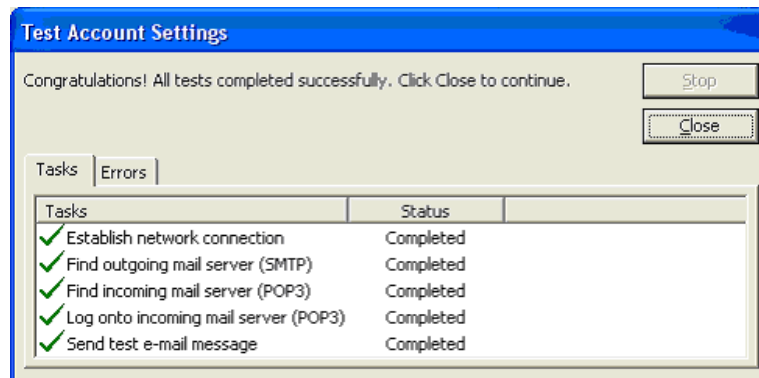
Click on the 'more settings' button and select the 'Outgoing server' tab. Then make sure that the 'My outgoing server (SMTP) requires authentication' check box is ticked.

Select the 'log on using' option and enter the username and password for your ISP - this will usually be the account details that you use for collecting your email from the ISP at present. If you are unsure, you should contact your ISP to verify your account details.



Outgoing server setup

Your outgoing server is now setup, click OK to return to the previous screen. At this stage you can click the 'Test account settings' to verify that the account is correctly set up. If all is well you should receive the following message:



Account test

Click 'Close' to exit this window and then 'Next' on the setup screen and finally 'Finish' to save all the settings.

You can now collect your email via your chosen email client. We recommend that you send a few test emails to and from the account to verify it has been setup correctly.

Emails can take from a few seconds to several hours to be delivered, so allow plenty of time before you start to check your setup.

About us

This tutorial has been produced by ProserveUK. A professional hosting company that provides affordable web hosting solutions. Large selection of plans available, one-month free trial offered on all plans.

For more information, please visit www.proserveuk.com
Or contact us as sales@proserveuk.com.