

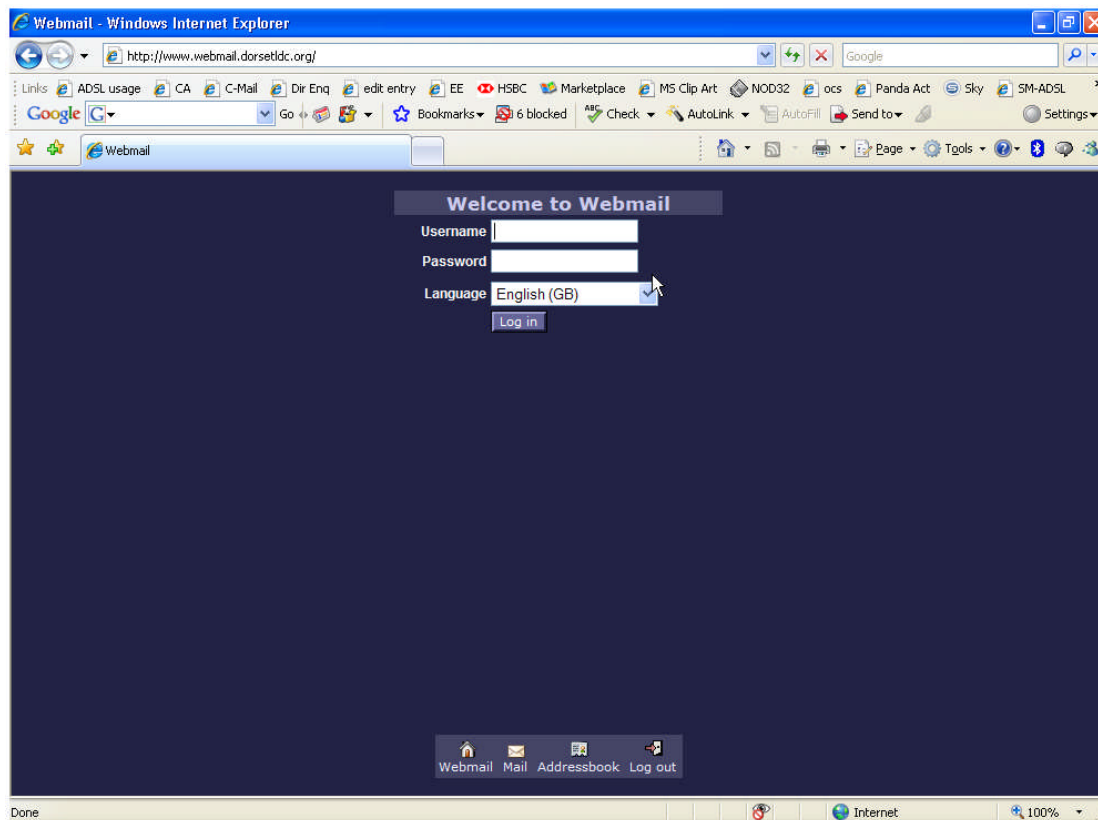


Help Sheet on how to add an e-mail account

This helpsheet assumes that you already have an existing email account via a programme such as *Outlook Express* and therefore an existing Internet account (BT/TalkTalk/Oakleigh or AN Other).

An advantage of using the Dorset LDA email address is that you can access your e-mail via the Internet. This is called Webmail and to use it follow these steps:-

Load your Internet browser (typically Microsoft Internet Explorer or Firefox)
Type this in the address box (not the search box) <http://www.webmail.dorsetldc.org/>
You'll be offered a blue and white login screen so type your username and password



Once logged in you'll be able to perform maintenance operations (if this is the first visit), you can upload your address book so that you can use the service anywhere in the world and you can read and reply to mail just as though you were at your computer. You can also create folders to store read mail.

Outgoing Mail Server Address.

In order to cut down on "Spam", suppliers will only allow you to send mail through their authenticated *Servers* and you will need to find out this "*address*" before you start.

To find out your “*Outgoing mail (SMTP) Server address*” do this :-

Load *Outlook Express*

Click *Tools, Accounts* from the main menu

Click the second tab (*Mail*) then highlight the existing account name that you use.

Click *Properties* and then *Servers*. Make a note of the “*Outgoing Mail (SMTP)*” entry below.

To *Add* and new account:-

Load *Outlook Express*

Click *Tools, Accounts* from the main menu

Click the second tab (*Mail*) then click *Add*, and click *Mail*

Follow the “*Wizard*” using the new information supplied.

Display Name= your e-Mail address (you’ll change this later) _____

e-Mail address= your e-Mail address _____

Incoming mail server (POP 3 address) = *pop.dnsmaster.net*

Outgoing mail server (SMTP) = your existing supplier (as you noted above)

Account Name= as advised to you by Dorset LDC _____

Password = as advised to you by Dorset LDC _____

Now click *Finish*

There are one or two issues to note.

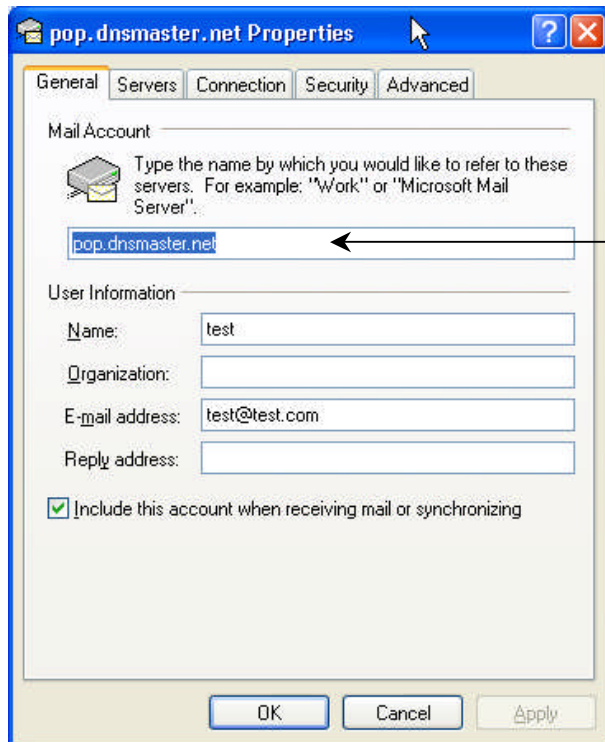
If you have more than one account you will need to assign one of them as the “*Default*” account. To change this click *Tools, Accounts, Mail* from the main Outlook Express window and highlight the account you wish to be nominated as the *Default* account.

Now click *Set As Default*. This will mean that all mail will automatically have the address embedded in the message so when the recipient clicks *Reply* it will go to the “*Default*” Account. You can always change this before sending the e-Mail by changing the account in the “*From*” box when creating the new message.

A quirk in Outlook means that when you typed the “*Display Name*” it never shows what you typed but the incoming server address!

To change this, Click **Tools, Accounts** from the main menu, click the second tab (**Mail**) then highlight the existing account name that you have created.

Click **Properties** and click the **General Tab**. Here you can change the entry.



Enter the name you would like to appear when the recipient sees your mail i.e John Slatem's office

Please note that the usernames and passwords are usually case sensitive.

Make sure the “remember password box” is ticked and then click **Apply** and **OK**.

If you have any questions please call Oakleigh Computers