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*WebExpressions Web Design*

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## Checklist

Ensure you have the following details with you that are required to complete the process:

- Your full email address (eg. yourname@yourdomain.com.au)
- Your email password
- Your domain name. This is used as both your incoming and outgoing mail server.  
If your website address was <http://www.spectrumwired.com> your incoming and outgoing mail servers would be “**spectrumwired.com**” (we ignore the ‘http://www.’)

## Overview

This document’s aim is to assist with email setup for the companies and businesses that have website hosting through Spectrum Wired.

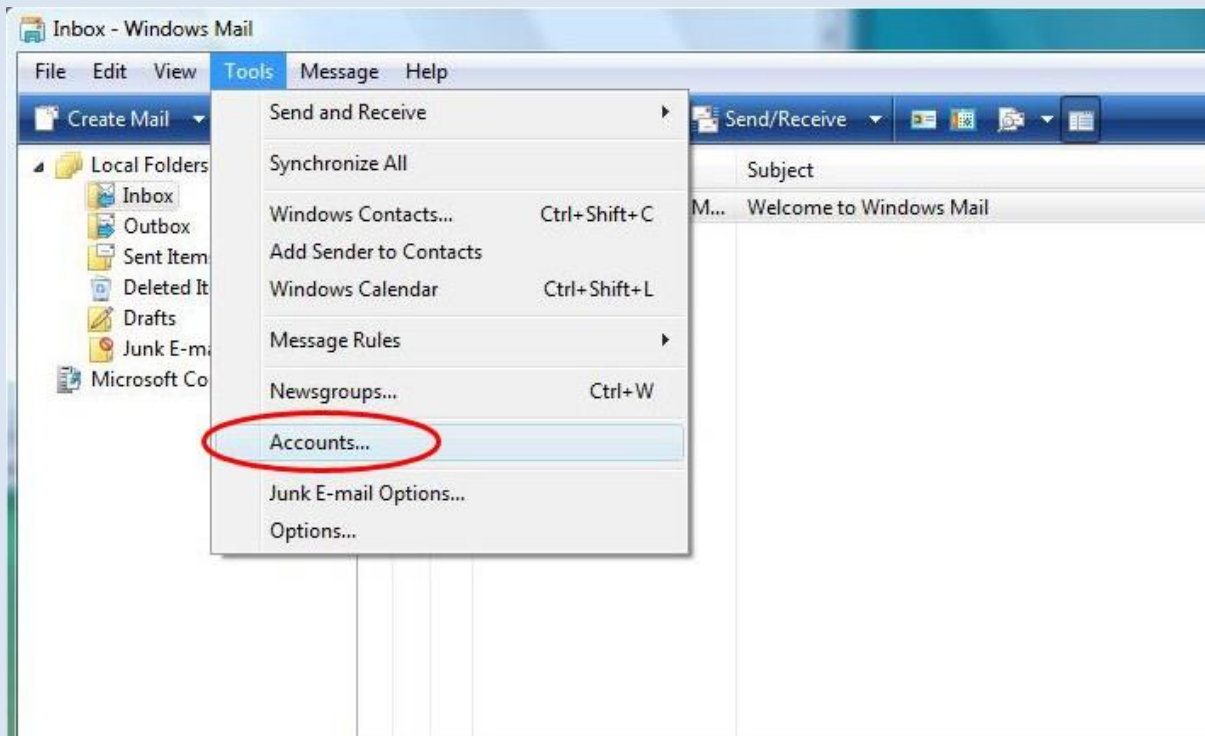
Instructions will be provided for email setup with Windows Vista Mail in step-by-step point form with accompanying screen-grabs.

This document is for clients of Spectrum Wired hosting services only

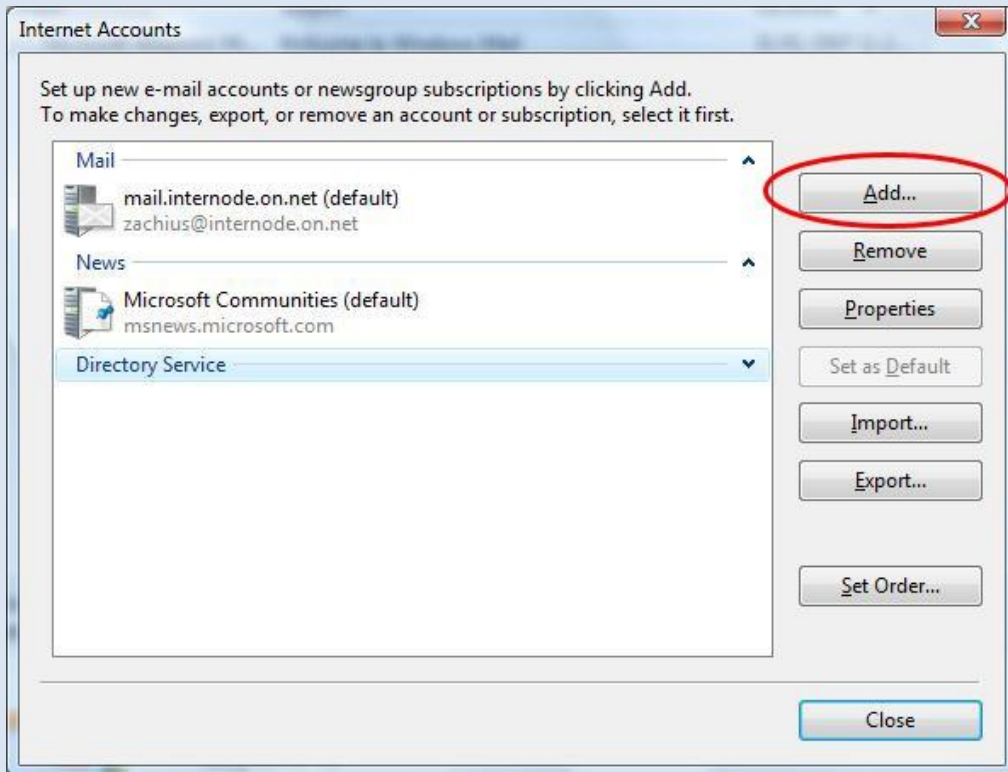
***Please Note: If after following these instructions you find that you can receive but not send emails; you must contact your ISP’s technical support and use their outgoing mail (SMTP) server.***

## Windows Vista Mail: Setting up Email for the First Time

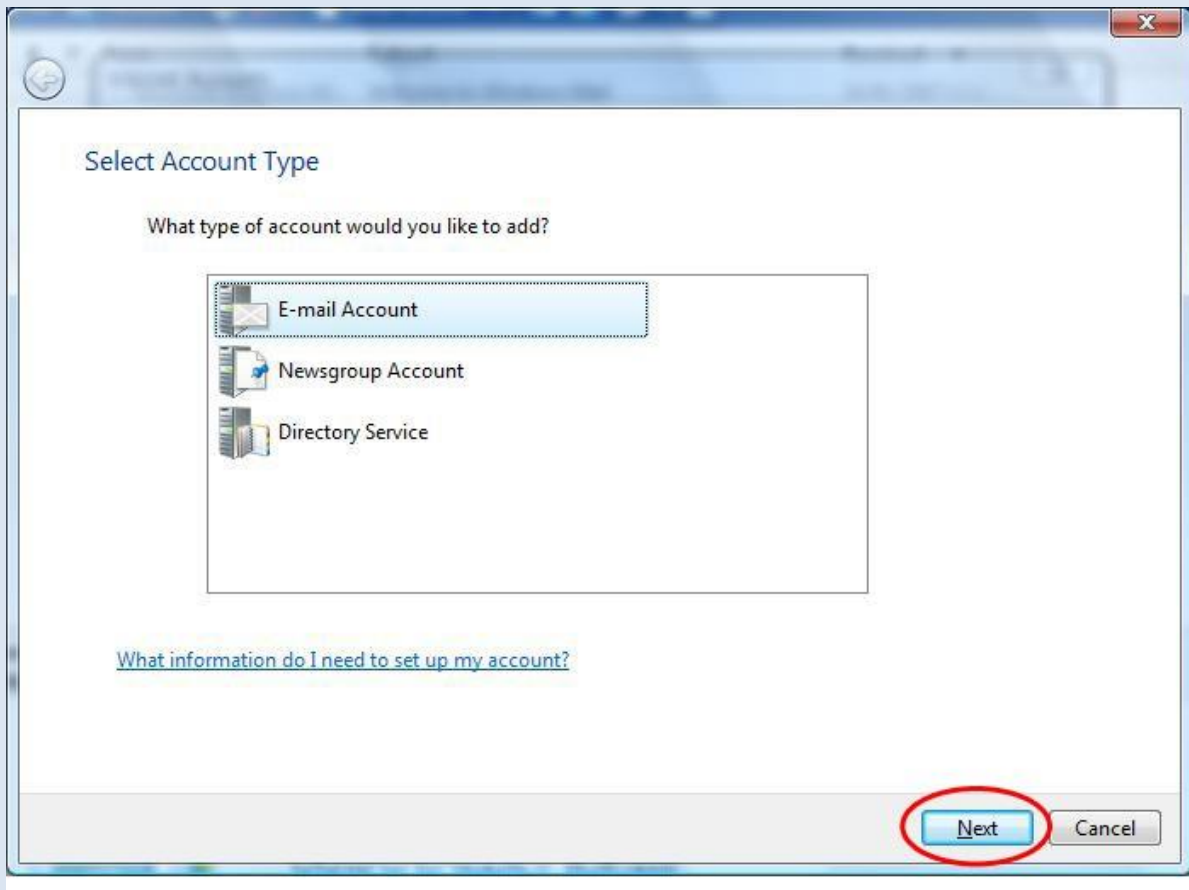
- 1) Open Windows Vista Mail
- 2) In the **'Tools'** menu select **'Accounts...'**



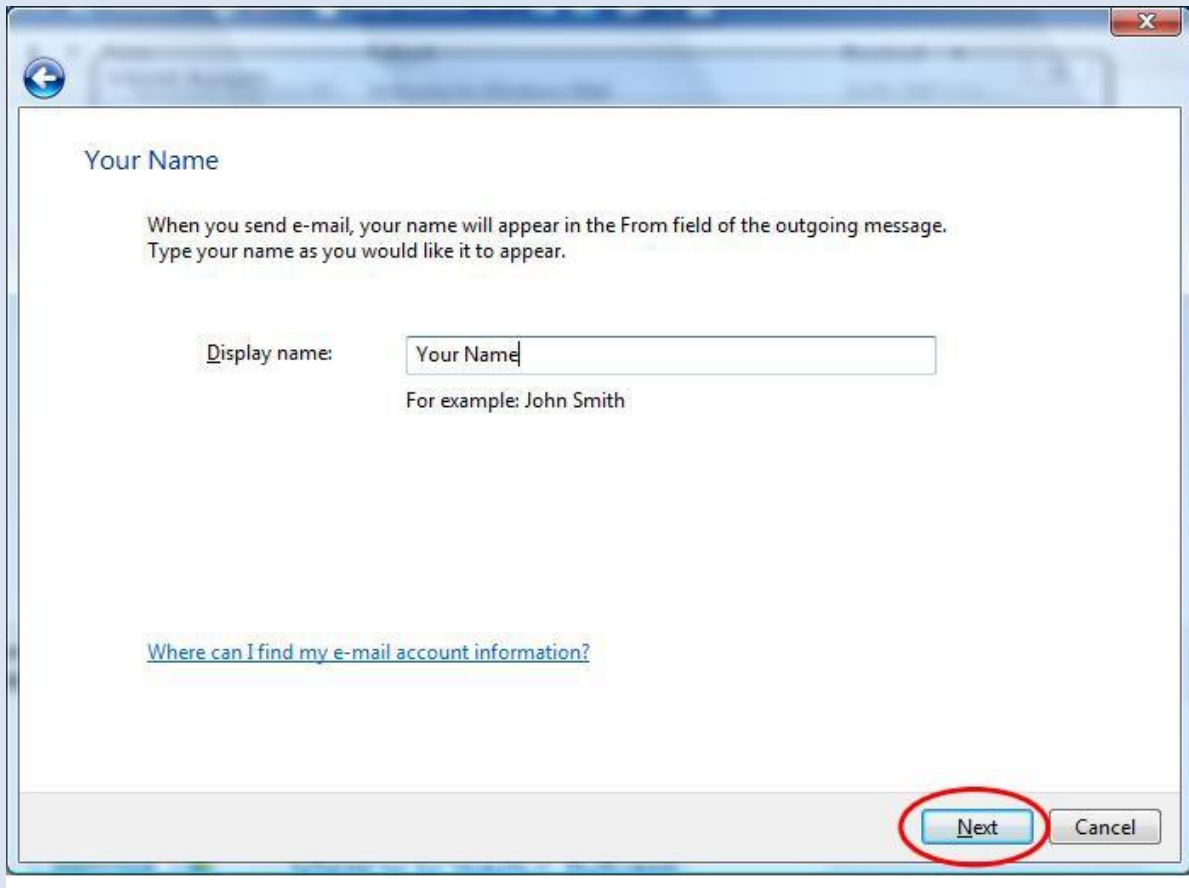
3) Click on the 'Add...' button.



4) Make sure “**E-mail Account**” is selected, and then click on ‘**Next...**’



5) Enter your Name, and then click on 'Next...'



The screenshot shows a window titled "Your Name" with a back arrow in the top-left corner and a close button in the top-right. The main content area contains the following text:

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message.  
Type your name as you would like it to appear.

Display name:

For example: John Smith

[Where can I find my e-mail account information?](#)

At the bottom right, there are two buttons: "Next" and "Cancel". The "Next" button is circled in red.

6) Enter your full email address, then click 'Next ...'

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

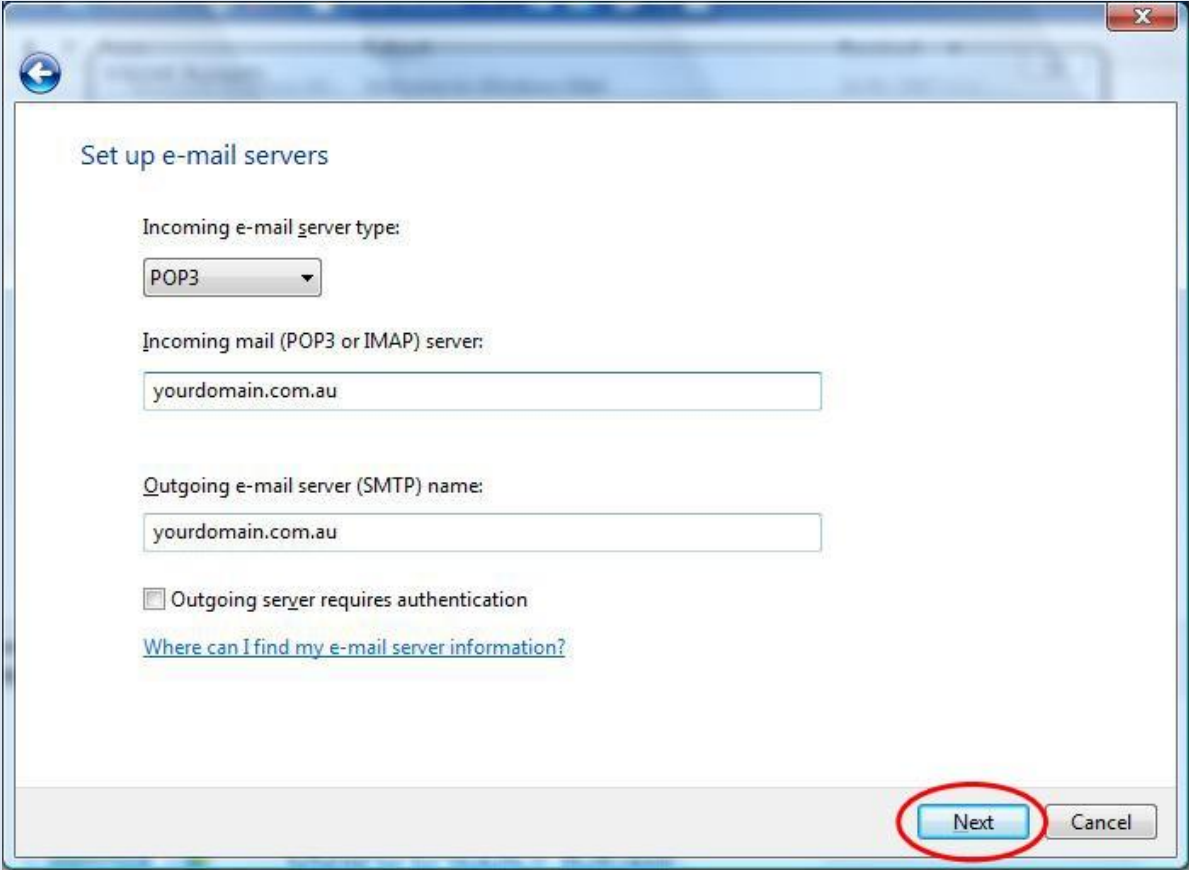
E-mail address:

For example: someone@microsoft.com

[Where can I find my e-mail account information?](#)

Next Cancel

- 7) Make sure the 'Incoming e-mail server type' should be "POP3".
- 8) Enter your "Incoming mail server" and "Outgoing e-mail server" addresses. If your website address was <http://www.spectrumwired.com> your incoming and outgoing servers would be "spectrumwired.com" (we ignore the <http://www.>
- 9) If you are using your domain (yourdomain.com.au) to send emails (as opposed to your ISP's outgoing mail server) you should click on the check box "Outgoing server requires authentication".
- 10) Click on the "Next..." button.



Set up e-mail servers

Incoming e-mail server type:  
POP3

Incoming mail (POP3 or IMAP) server:  
yourdomain.com.au

Outgoing e-mail server (SMTP) name:  
yourdomain.com.au

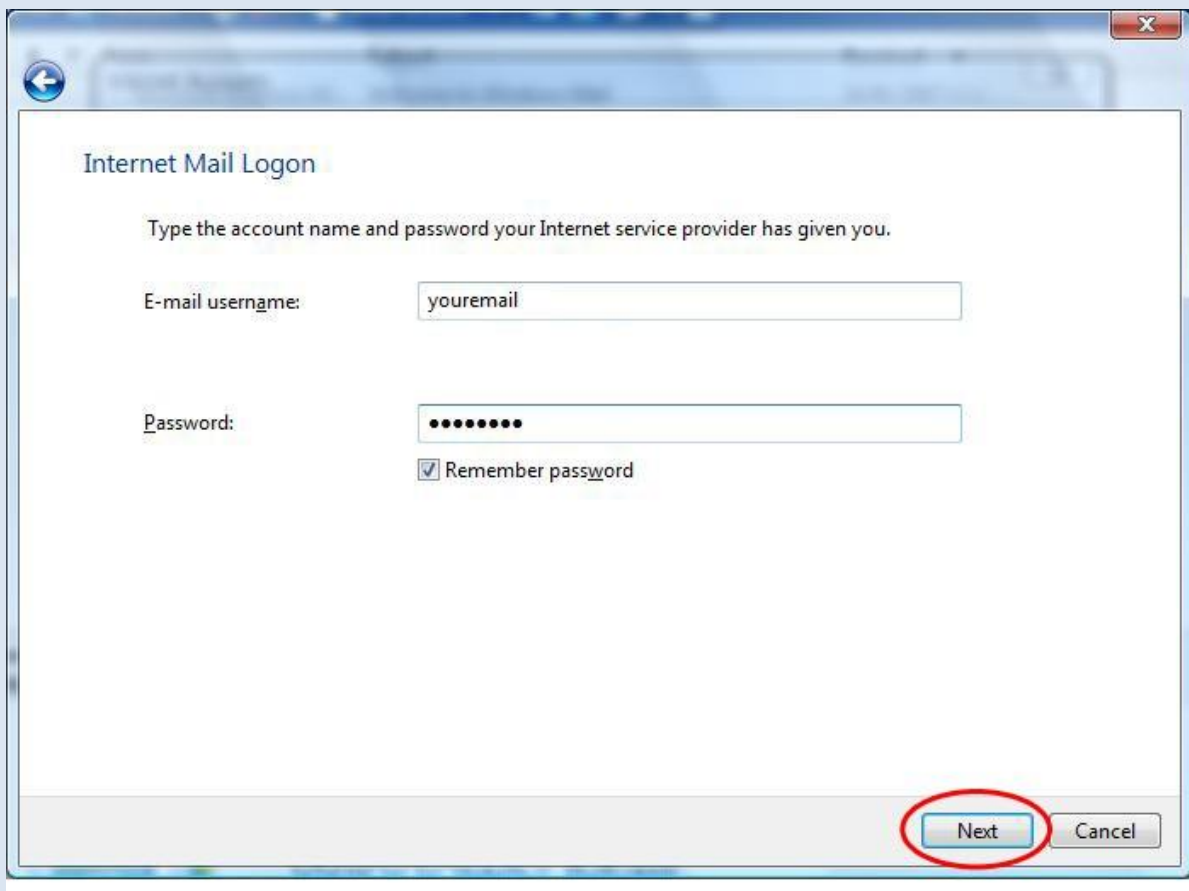
Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

Next Cancel



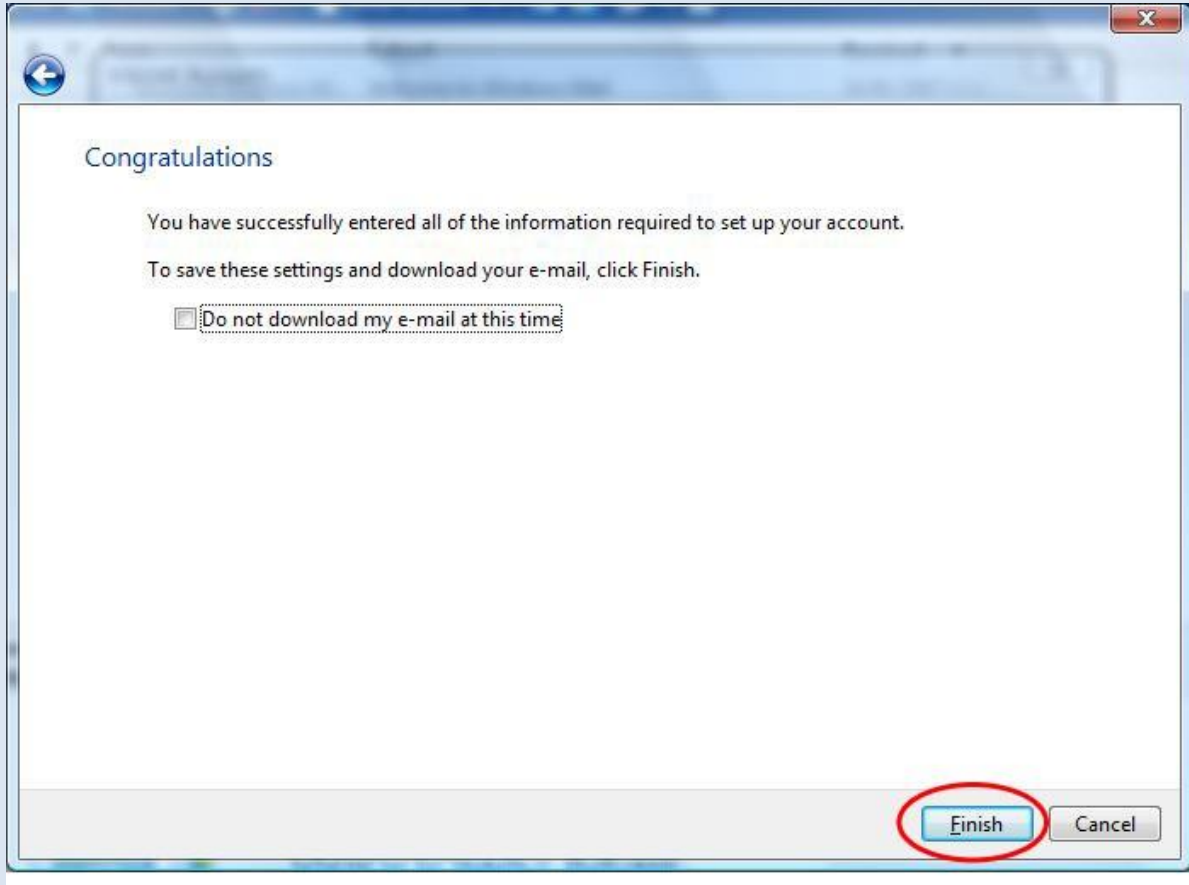
- 11) Enter your email settings. The important points to remember are:
- E-mail username: If your email address was [youremail@yourdomain.com.au](mailto:youremail@yourdomain.com.au) your username would be “**youremail**” (we ignore the ‘@yourdomain.com.au’)
  - Password: Make sure this has your password entered.
- 12) Click on the “**Next...**” button.



The image shows a screenshot of a Windows-style dialog box titled "Internet Mail Logon". The dialog box has a standard Windows window border with a close button (X) in the top right corner and a back button (left arrow) in the top left corner. The main content area contains the following elements:

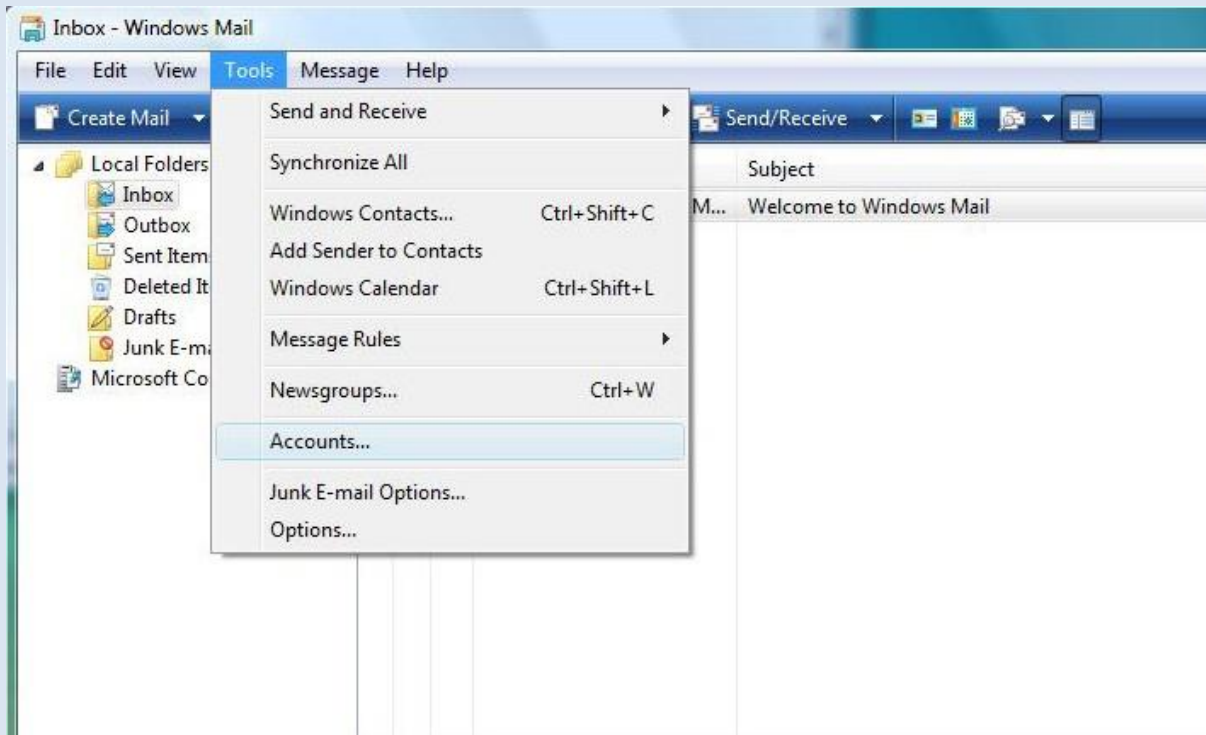
- A title bar: "Internet Mail Logon"
- A subtitle: "Type the account name and password your Internet service provider has given you."
- An "E-mail username:" label followed by a text input field containing the text "youremail".
- A "Password:" label followed by a password input field containing ten black dots.
- A checked checkbox labeled "Remember password".
- At the bottom right, there are two buttons: "Next" and "Cancel". The "Next" button is circled in red.

13) Congratulations: simply click on the “**Finish**” button.

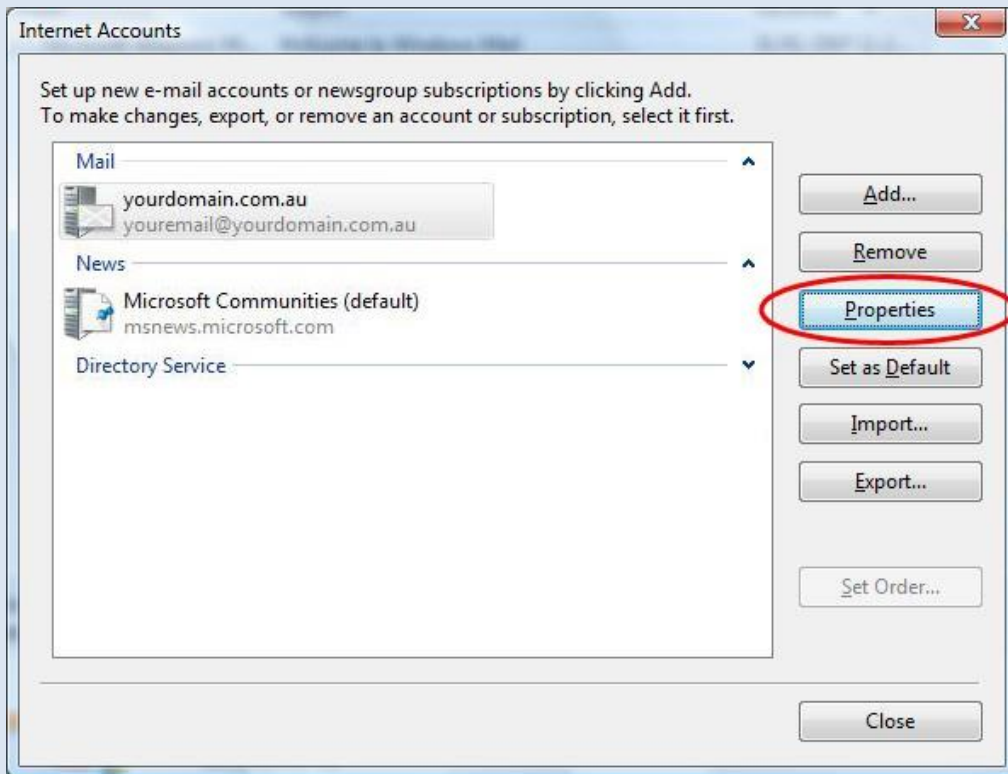


## Windows Vista Mail: Checking Existing Email Settings

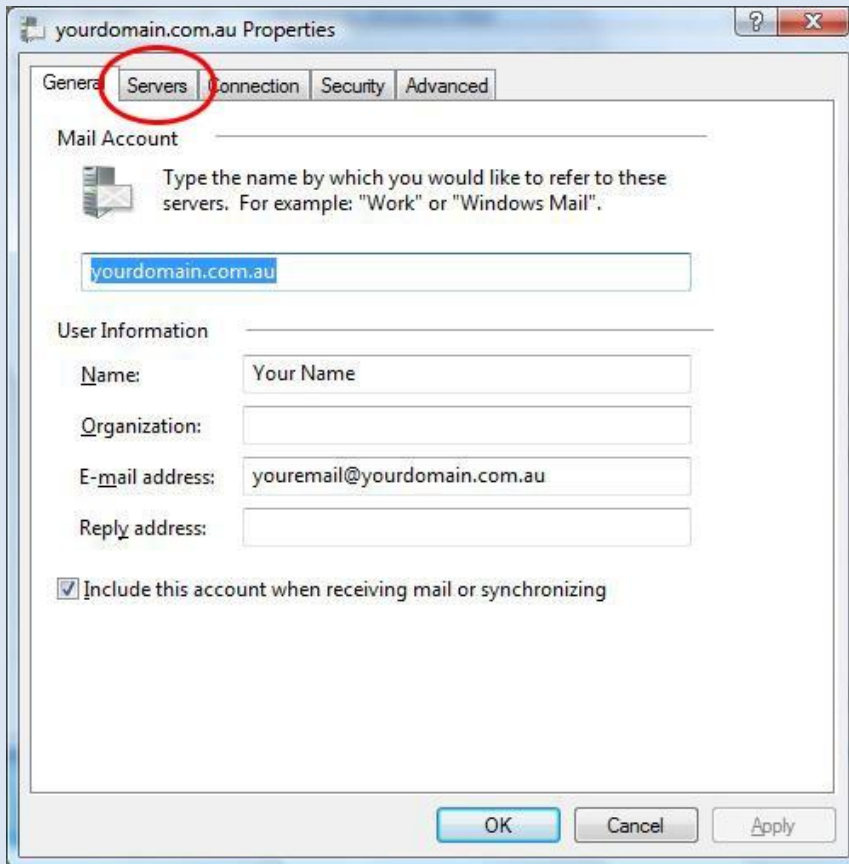
- 1) Open Windows Vista Mail
- 2) In the **'Tools'** menu select **'Accounts...'**



- 3) Make sure “[youremail@yourdomain.com.au](mailto:youremail@yourdomain.com.au)” is selected, then click the ‘**Properties...**’ button.



4) Click on the “Servers” tab.



- 5) Make sure your email settings are correct. The important points to remember are:
- E-mail username: If your email address was [youremail@yourdomain.com.au](mailto:youremail@yourdomain.com.au) your User name would be “**youremail**” (we ignore the ‘@yourdomain.com.au’)
  - Password: Make sure this has your password entered correctly.
  - Incoming mail server (POP3): Make sure this has your correct server settings. Eg: yourdomain.com.au
  - Outgoing mail server (SMTP): This should have the same settings as your incoming mail server (unless you are using your ISP’s outgoing mail server).
- 6) If you are using your domain (yourdomain.com.au) to send emails (as opposed to your ISP’s outgoing mail server) you should click the ‘**My server requires authentication**’ checkbox.

