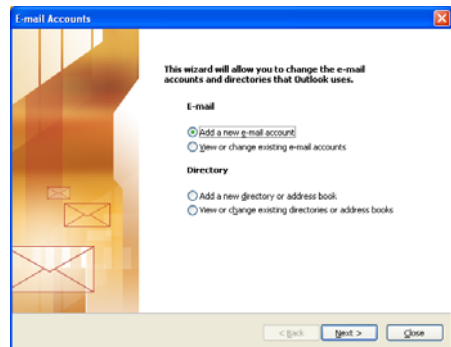


## Accessing your Email using Outlook

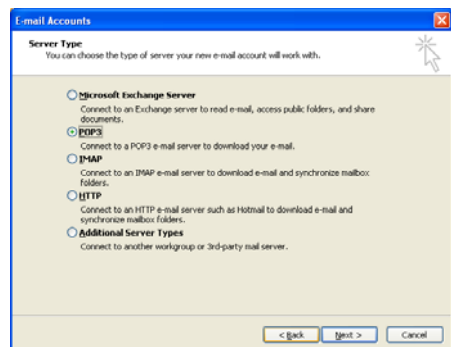
All our email accounts can be accessed using most of the standard email software such as Microsoft Outlook.

To configure Microsoft Outlook you will need to create an account by selecting 'Email Accounts' from the 'Tools' menu.

1. Select 'Add a new e-mail account' and click on 'Next'.

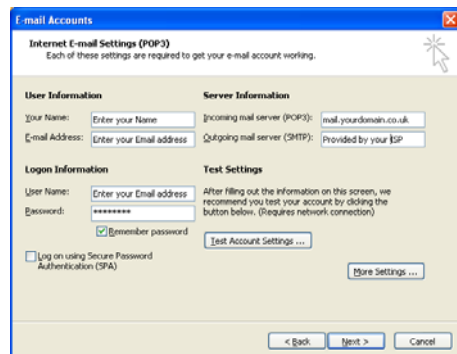


2. Select 'POP3' and click 'Next'.

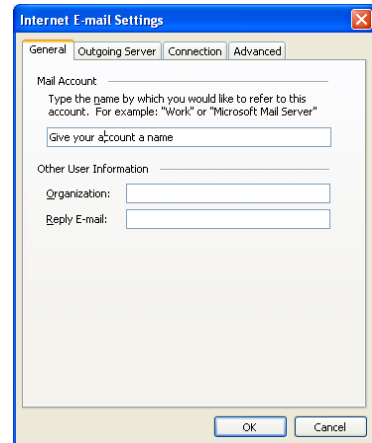


3. Enter your Name and Email address in the User Information section. Enter your Email address again and your Password in the Logon Information section and tick 'Remember Password'.

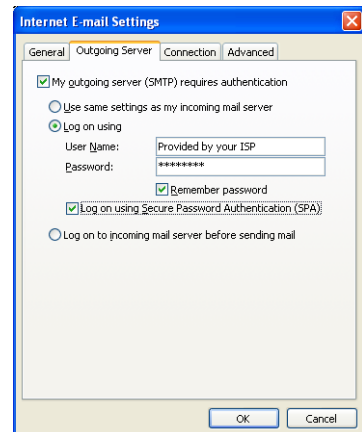
In the Server Information section enter the incoming mail server which is 'mail.yourdomainname.co.uk'. Your ISP or Broadband provider will provide you with an Outgoing mail server.



4. Click on 'More Settings'
5. On the 'General' tab give your email account a name.



6. Finally click on the 'Outgoing Server' tab and complete per information provided by your ISP.



as

Your email account should now be configured and ready to use.

Please contact Emerald Web Design if you are encountering any problems receiving your email. If you are having problems sending emails please first contact your Internet Service Provider (ISP), this is the person who provides your broadband/ADSL connection.