
Outlook E-mail Setup

Step 1

Before you begin setting up your email please make sure you have the following information available:

Information about the e-mail servers

Incoming:

The type of e-mail server you use, in this case IMAP

The name of the incoming e-mail server which in your case is **mail.website.com.au**

*Note that these details will vary depending on your individual **website name** and **domain extension**.

Outgoing:

Much like the incoming mail server this will be dependent on your Internet Service Provider (ISP) The best thing to do is check with your ISP for the outgoing mail server, usually this will be included on their email set up guides on their web-page.

For example:

TPG: mail.tpg.com.au

Telstra: mail.bigpond.com

Optus: mail.optusnet.com.au

Login Details

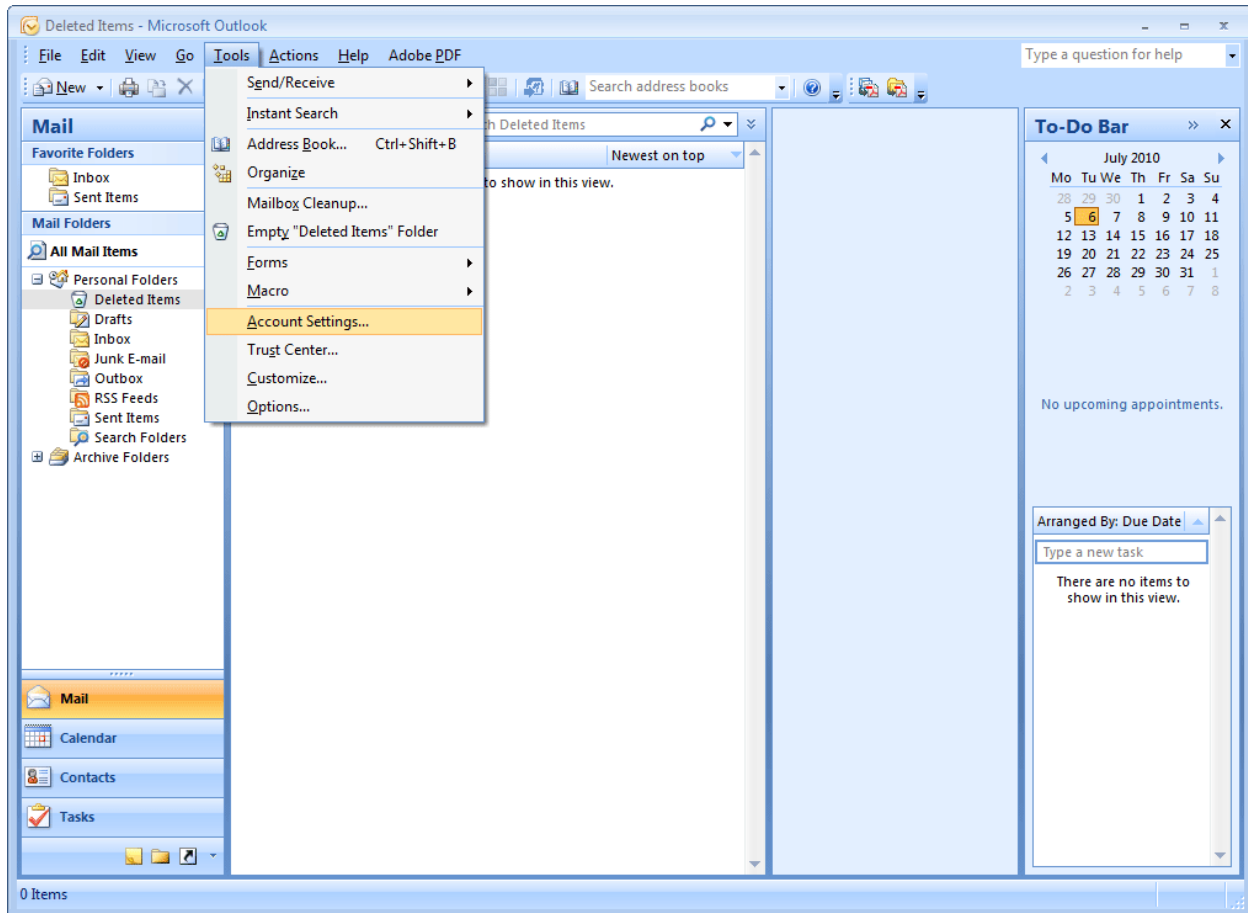
Username: example@**website.com.au**

Password: 123example

Step 2

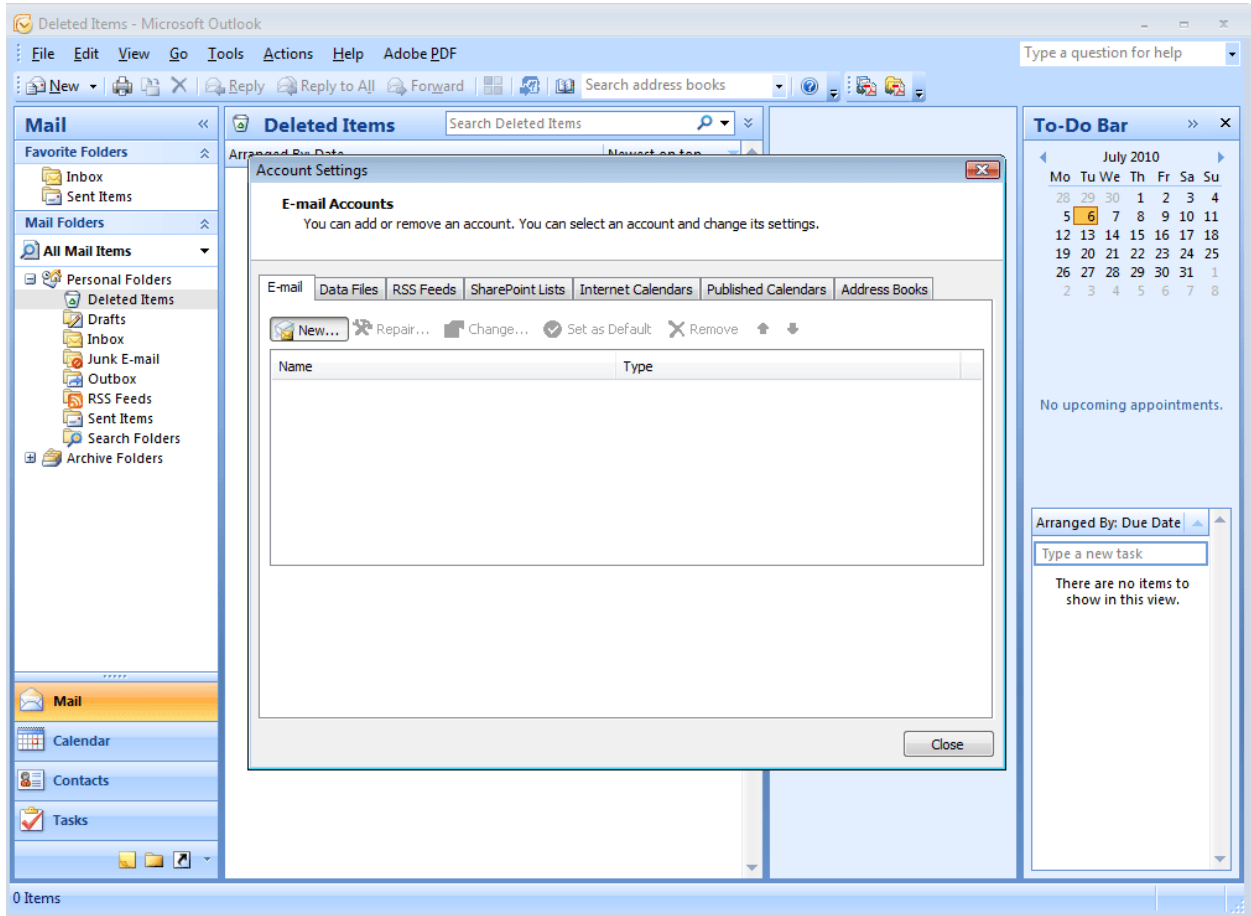
In Microsoft Outlook Express, select **Tools**, and then click **E-Mail Accounts**

*Note this may also be labelled **account settings** depending on if you have other email addresses set up in outlook.



Step 3

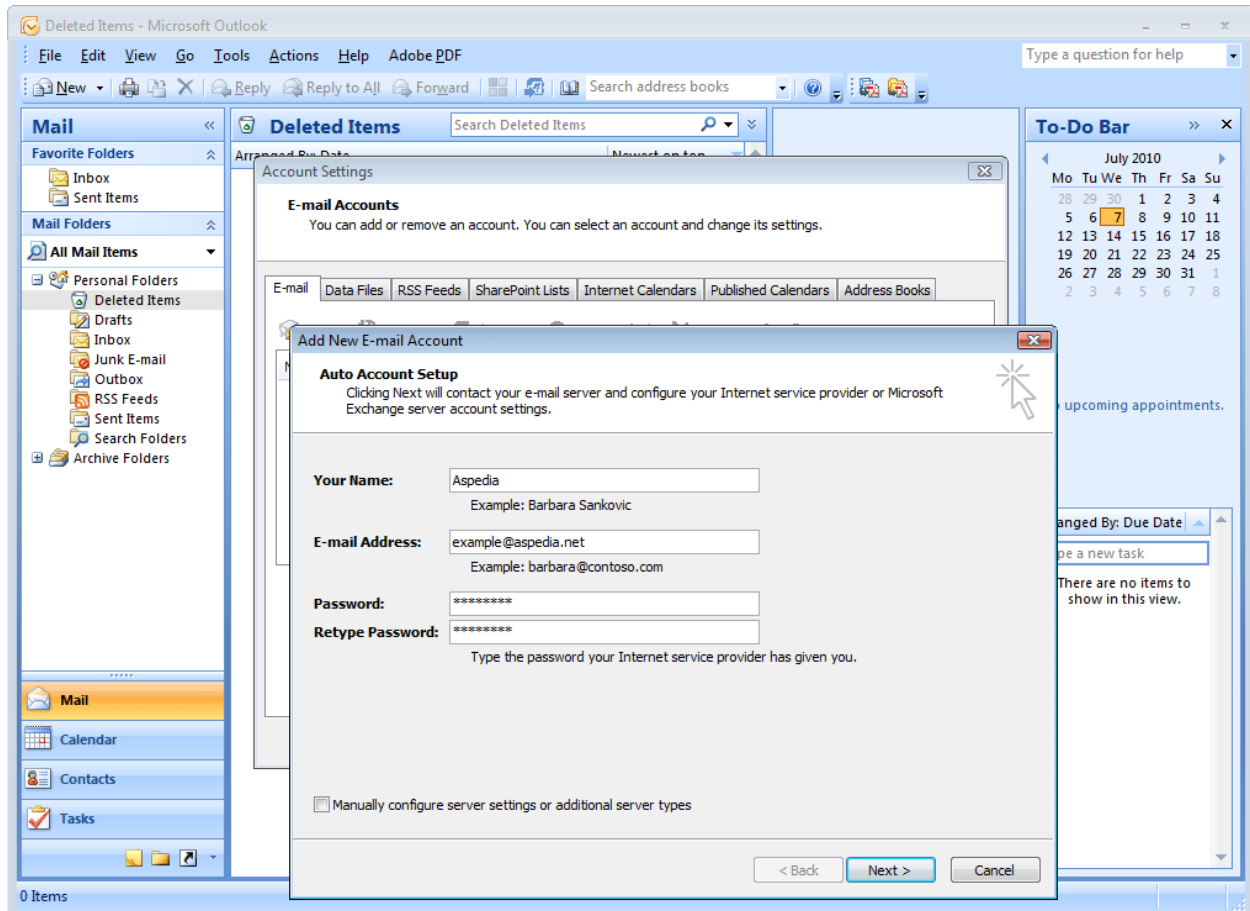
Click New



Step 4

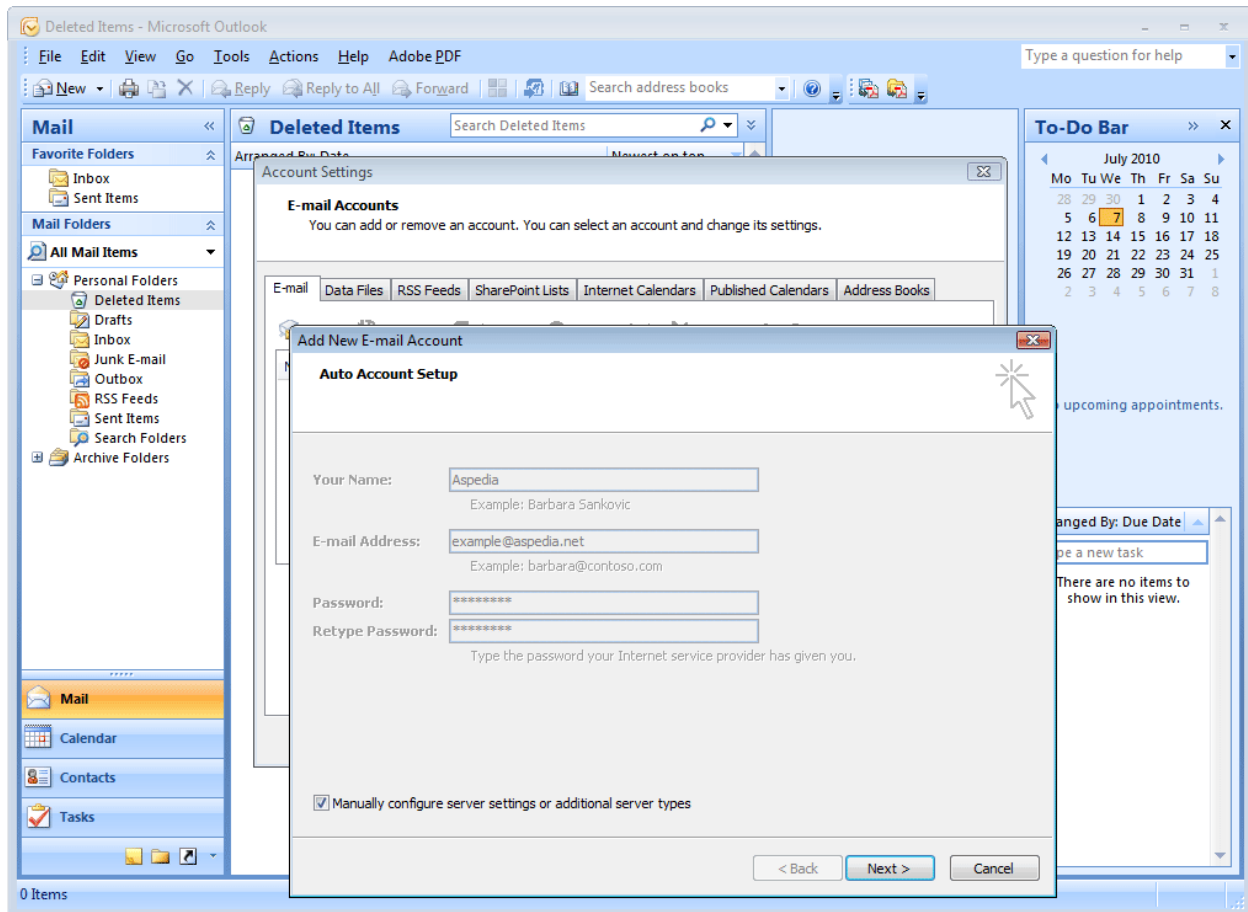
Enter the following details:

- Your name: The name as you'd like it to appear on any emails you send.
- Email address
- Password: Your email account password, as supplied by Aspedia.



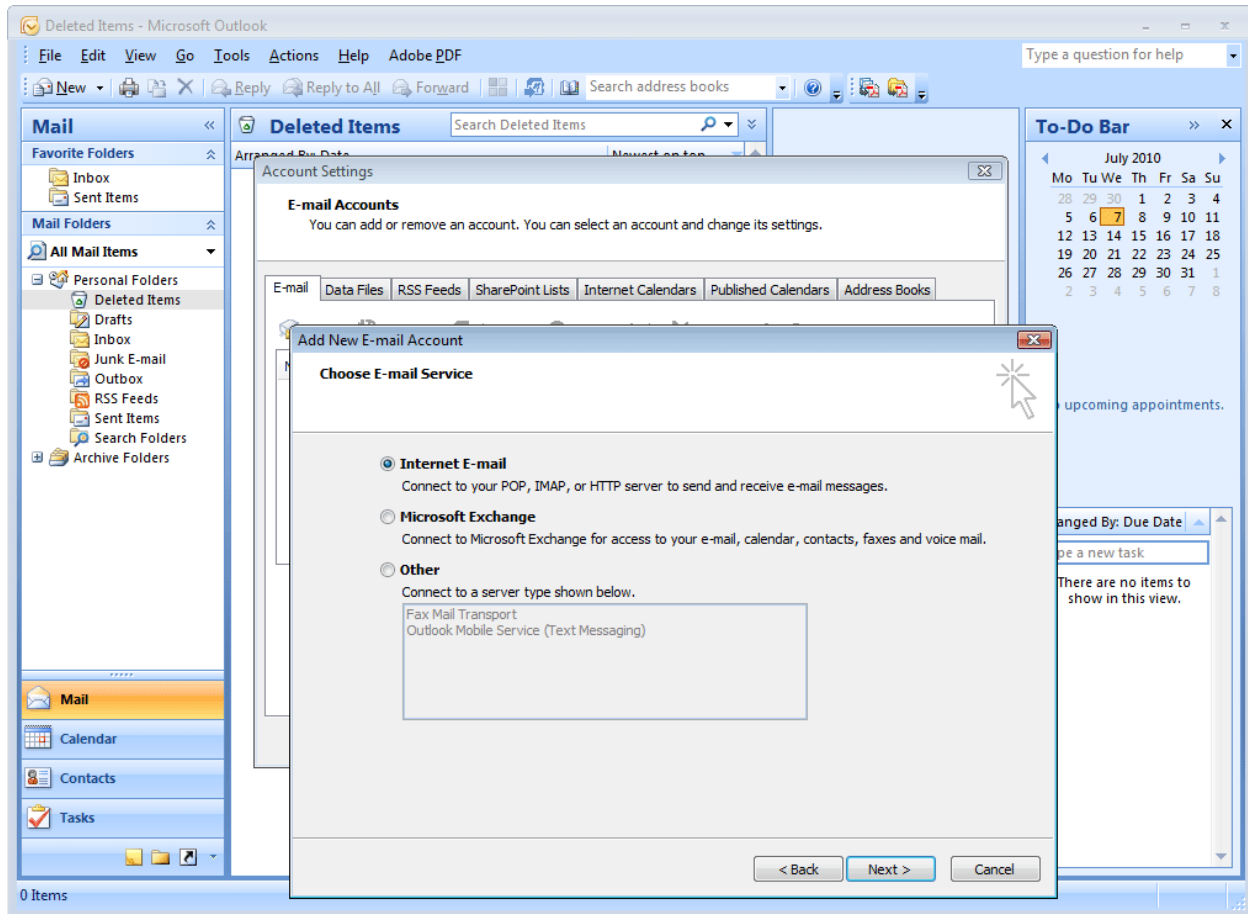
Step 5

Tick the box to manually configure your server settings and click "Next".



Step 6

Select "Internet E-mail" and click "Next".



Step 7

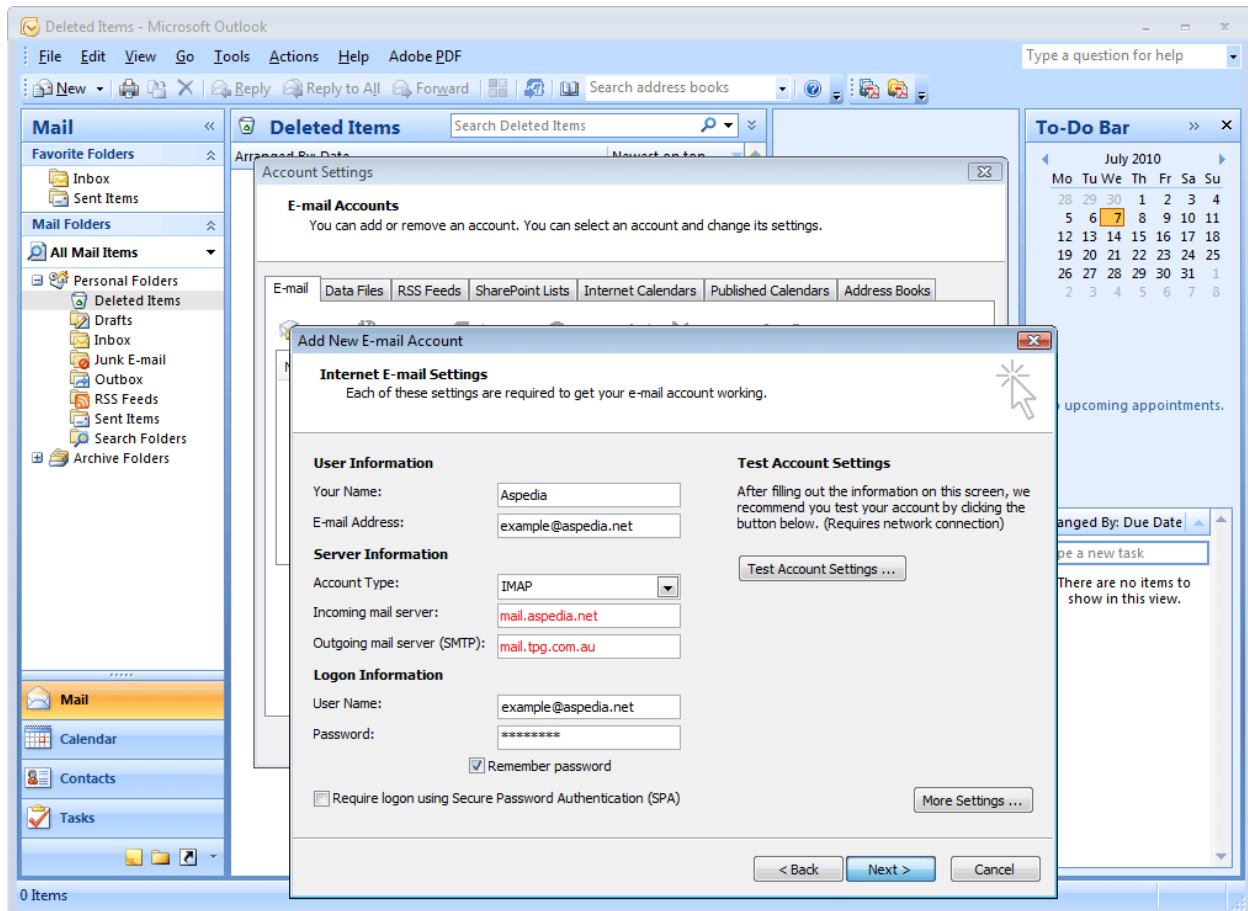
Referring to step 1, enter your user information.

Including your name, email address.

Incoming mail server.

Outgoing mail server

Ensure that Account Type is set to IMAP.



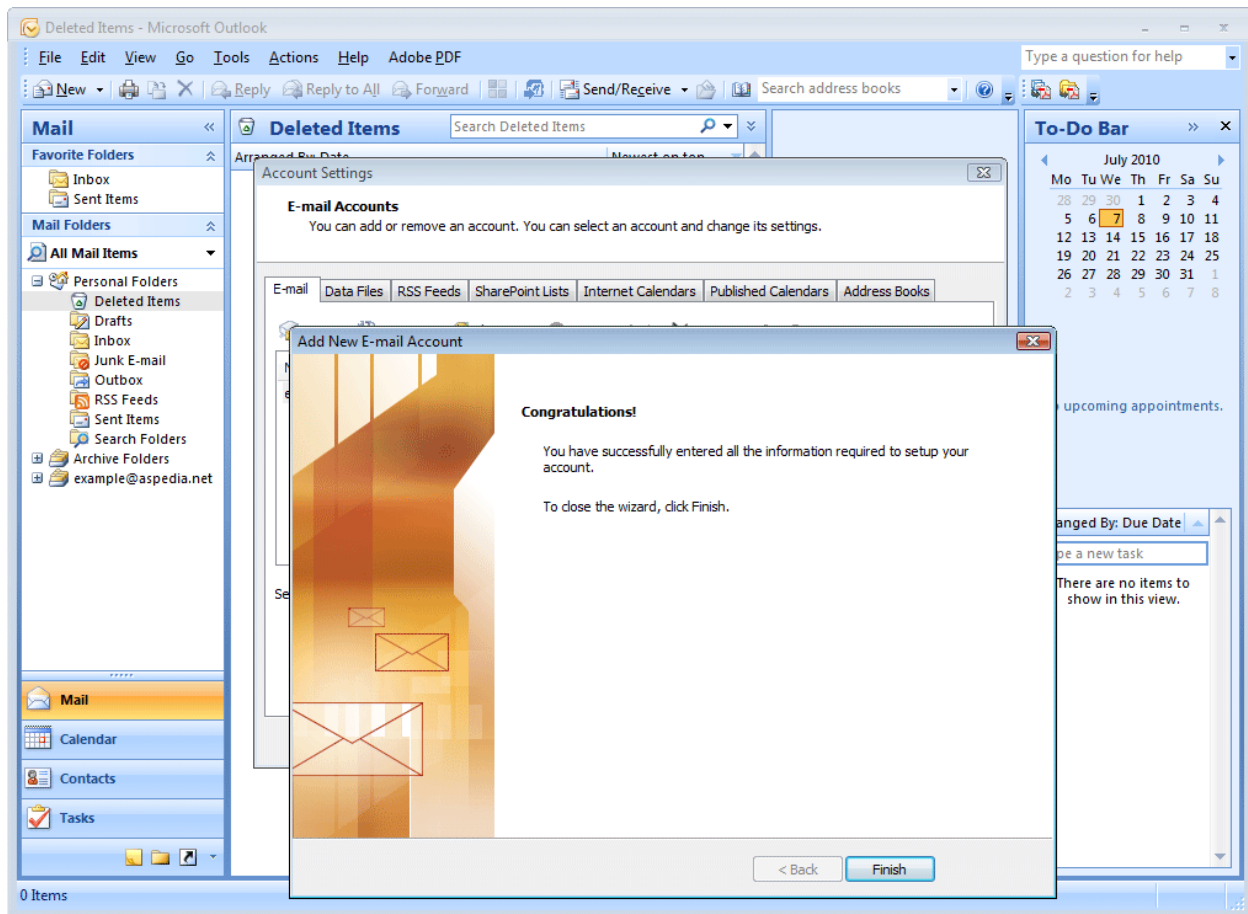
IMAP vs. POP3 E-mail Accounts

IMAP: Once you receive the email to your mail client (outlook, thunderbird, mac mail etc) , the message will be stored on the server as until you choose to erase them. IMAP is commonly used for business e-mail accounts.

POP: Once you receive the email to your mail client (outlook, thunderbird, mac mail etc), the message is no longer stored on the server.

Post Office Protocol 3 (POP3) servers. Most e-mail services and ISPs use this type of server, especially for personal e-mail accounts. They hold incoming e-mail messages until you check your e-mail, at which point they're transferred (or “popped”) from the server onto your computer.

Step 8



Alternatively you can access your mail by entering: <http://mail.aspedia.net/> in your browser of choice and entering you email address and password where prompted.