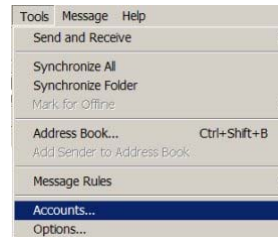


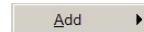
Setting up Outlook Express

Start up Outlook Express. This can be found in your computer's "Start" menu.

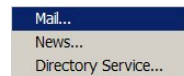
From the menu, click "**Tools**", then "**Accounts**"



A pop-up window will appear, with four tabs - "All", "Mail", "News" and "Directory Service". Click the "**Add**" button.



Click the "**Mail**" option



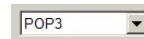
The display name is the name that will appear in the "**From**" field every time you send an email. Type in your name, then click the "**Next**" button



Type the email address you are configuring (e.g. me@mydomain.co.uk) then click the "**Next**" button



Your incoming mail server type is POP3



Your incoming mail server is:

pophost.123-reg.co.uk



Your outgoing mail server is your ISP, e.g. smtp.myisp.co.uk (contact your ISP for this server address)

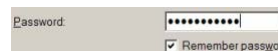


Click the "**Next**" button

Your "Account Name" is your mailbox username



Your "Password" is the mailbox password



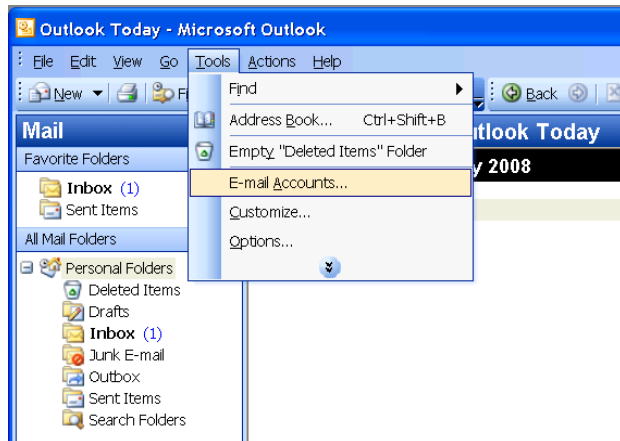
Click the "**Next**" button

Click "**Finish**".

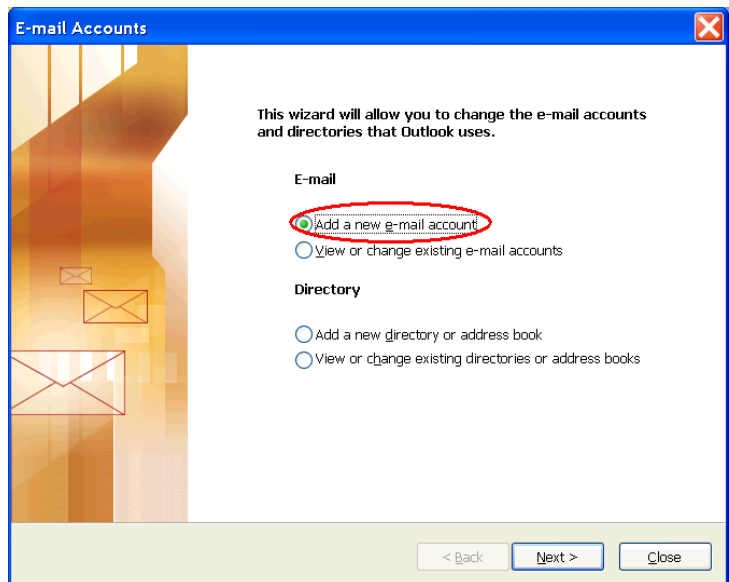
How do I setup MS Outlook 2002 to get my e-mails?

The following is a general guide to setting up Microsoft Outlook 2002 to enable you to send and receive emails.

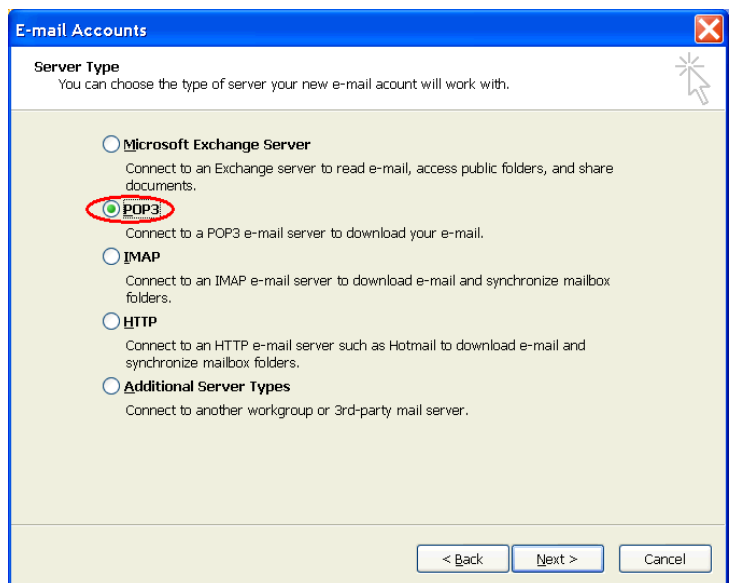
Start Outlook 2002 from the Start Menu, from the main window you will be able to set up Outlook 2002 to send and retrieve mail from the email account you have hosted with 123-reg.co.uk. Click on 'Tools' -> 'E-mail Accounts' to enter into this set-up process.



Select 'Add a new e-mail account' and then click the “Next” button.



Select “POP3” and then click the “Next” button



Enter your User Information

Your Name: This is the name that you want to appear on the e-mail

E-mail Address: e.g.
Yourname@yourdomain.co.uk

Server Information

Incoming mail server (POP3):

- pophost.123-reg.co.uk

Outgoing mail server (SMTP):

- This will be provided by your ISP
e.g. smtp.myisp.co.uk

Logon Information

User Name:

- this can be found in your 123-reg control panel.

Password

- Enter the password you chose when you created your e-mail account

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name: E-mail Address:

Server Information

Incoming mail server (POP3):
Outgoing mail server (SMTP):

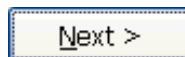
Logon Information

User Name:
Password:
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Click the “**Next**” button.



Click the “**Finish**” button.

E-mail Accounts

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

Close and re-start Outlook 2002