Email Account Set Up

To set up your email account set up will require the following information;

Incoming Mail Server: mail.yourdomain.co.uk
Outgoing Mail Server: mail.yourdomain.co.uk
Username: joe.bloggs@yourdomain.co.uk
Password : <as supplied>

The preferred way of setting up your email account is to authenticate yourself on the outgoing mail server before sending mail. Not doing this may well cause problems when sending email.

The instructions below are for Microsoft Outlook Express; however the same actions must be taken in Microsoft Outlook although there may be fewer screens.

1. To do this open the properties sheet for the account you wish to change and check the 'My server requires authentication' box then click the Settings button.

2. In the popup form select 'Log on using' then enter your full username (including domain) and your password and check the 'Remember password' box.

Outgoing Mail Server ? X

Logon Information
- ○ Use same settings as my incoming mail server
- ● Log on using

Account name: blahblah@sjs.com
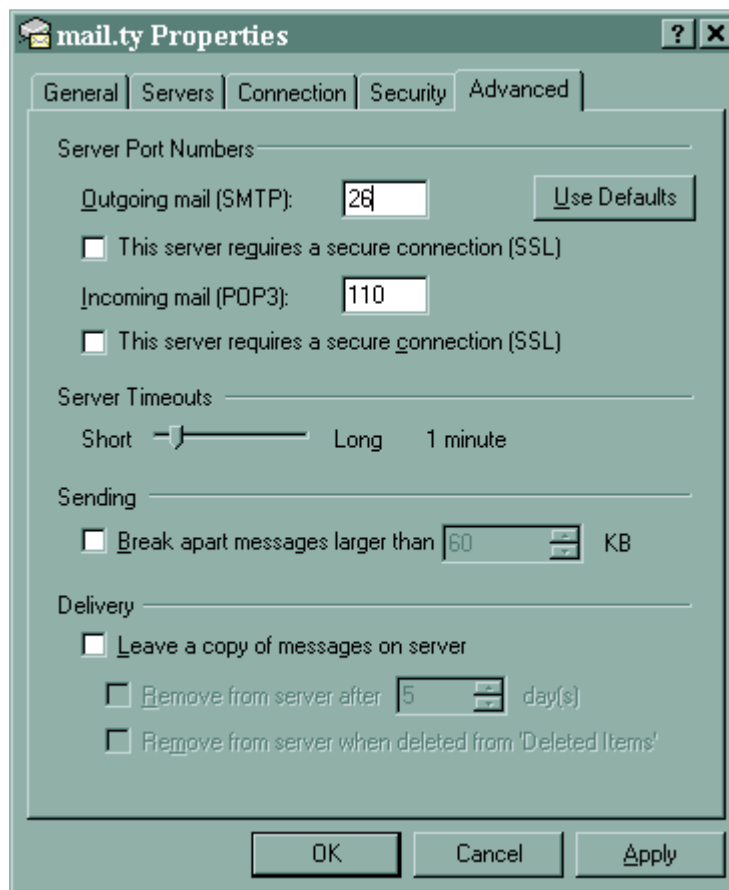
Password: ********

☑ Remember password

☐ Log on using Secure Password Authentication

[OK] [Cancel]

3. Some ISPs have been blocking Port 25 for outgoing email; we have therefore enabled port 26. It may be beneficial to make this change from the outset.

mail.ty Properties ? X

General | Servers | Connection | Security | Advanced

Server Port Numbers
Outgoing mail (SMTP): 26   [Use Defaults]
☐ This server requires a secure connection (SSL)
Incoming mail (POP3): 110
☐ This server requires a secure connection (SSL)

Server Timeouts
Short ─┤──────── Long   1 minute

Sending
☐ Break apart messages larger than 60 ⇕ KB

Delivery
☐ Leave a copy of messages on server
☐ Remove from server after 5 ⇕ day(s)
☐ Remove from server when deleted from 'Deleted Items'

[OK] [Cancel] [Apply]