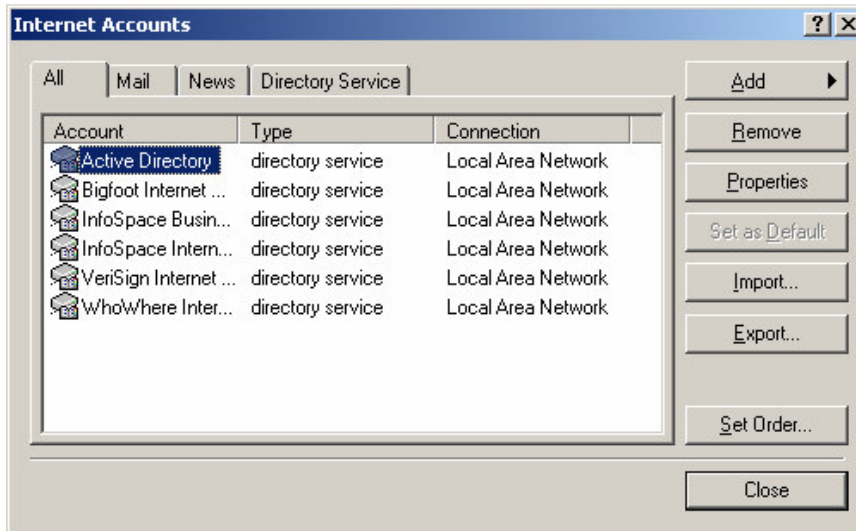


Configuring Outlook Express 6 to Receive Webmail

This guide is written specifically for configuring Outlook Express 6 to receive e-mails from the Webmail system. It does not cover importing any calendar information or address book details.

To configure other mail clients the information in this guide may be useful but it has only been tested with Outlook Express 6.

Start Outlook Express and select from the menu **Tools**, then **Accounts...**



Then click on **Add** and select **Mail...**, you will be asked to enter your name and then select next...



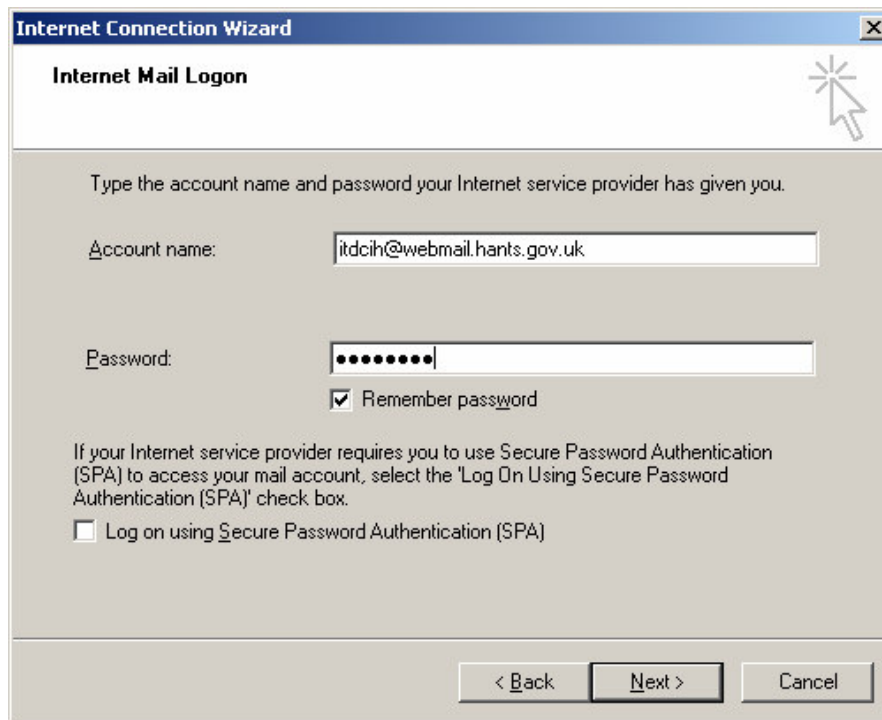
Now enter your e-mail address and click on **Next...**

The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field containing "itdcih@webmail.hants.gov.uk". Below the field is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

You will now be asked to provide your type of mail server (pop3), the name of **Incoming mail server** (mail.hants.gov.uk) and **Outgoing mail server** (relay.hants.gov.uk). Then click on **Next...**

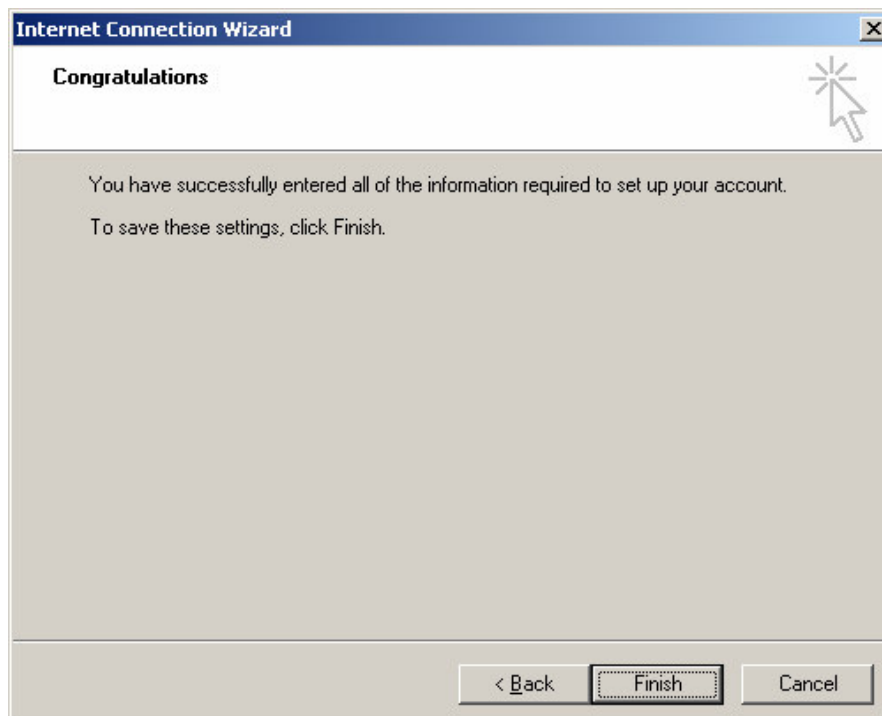
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below the heading is a mouse cursor icon. The text reads: "My incoming mail server is a POP3 server." There is a dropdown menu showing "POP3". Below this is the text "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.hants.gov.uk". Below that is the text "An SMTP server is the server that is used for your outgoing e-mail." followed by "Outgoing mail (SMTP) server:" and a text input field containing "relay.hants.gov.uk". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

You will then be taken to the 'Internet Mail Logon' screen. Enter your e-mail address and the password that you have been supplied with and click on **Next...**



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" with the value "itdcih@webmail.hants.gov.uk" and "Password:" with a masked password of ten dots. A checked checkbox labeled "Remember password" is located below the password field. Further down, there is a paragraph of text: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." Below this text is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

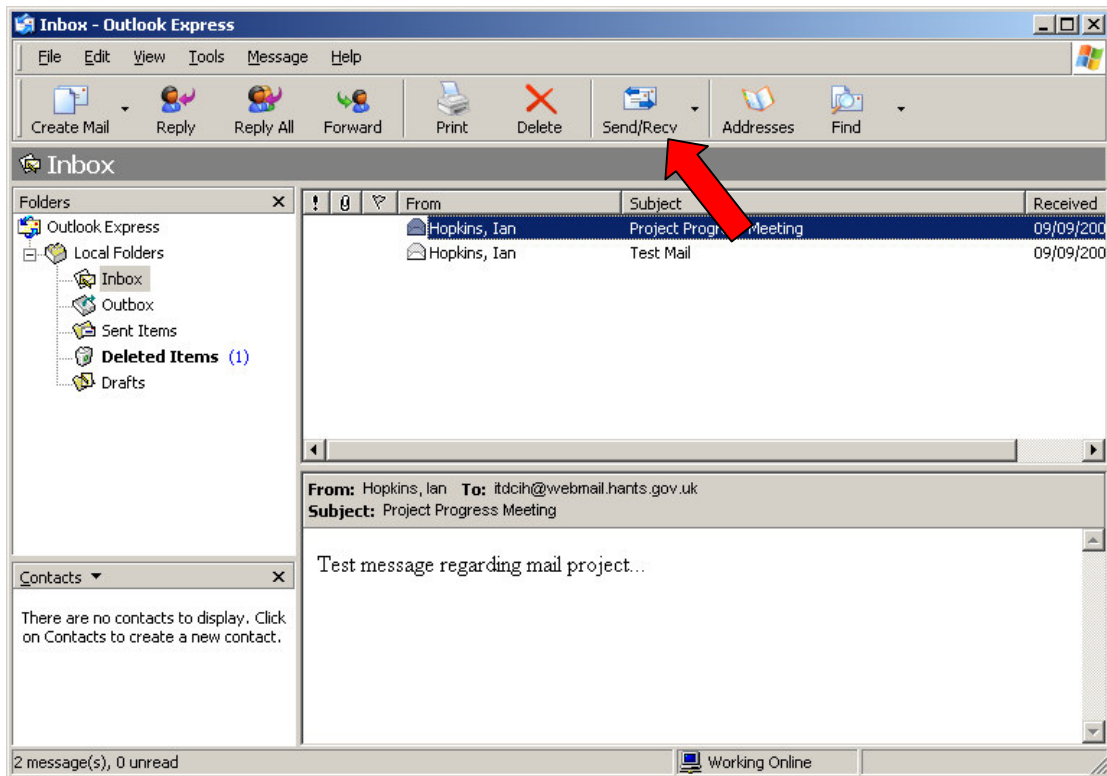
You will now be informed you have finished, click on **Finish**.



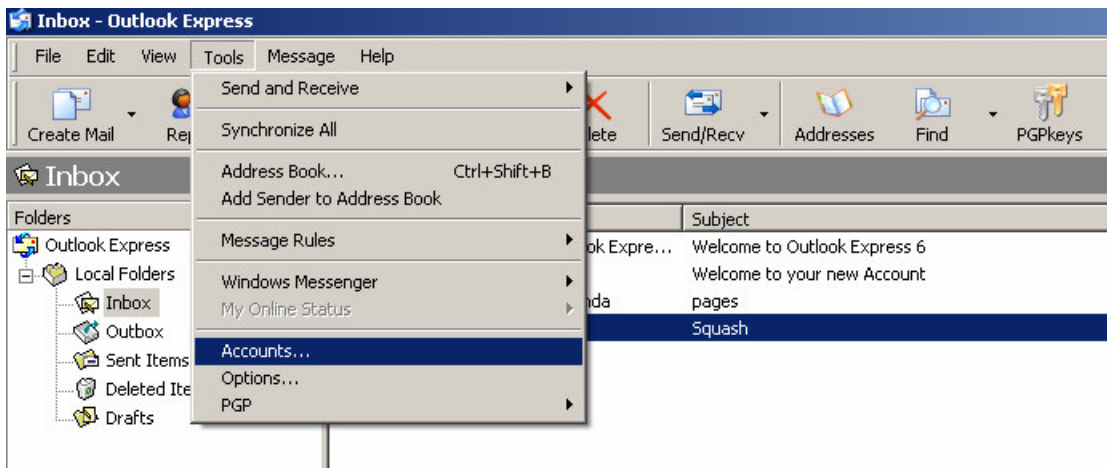
The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Congratulations". The main text reads: "You have successfully entered all of the information required to set up your account. To save these settings, click Finish." At the bottom of the window, there are three buttons: "< Back", "Finish", and "Cancel".

Now close the 'Internet Accounts' box.

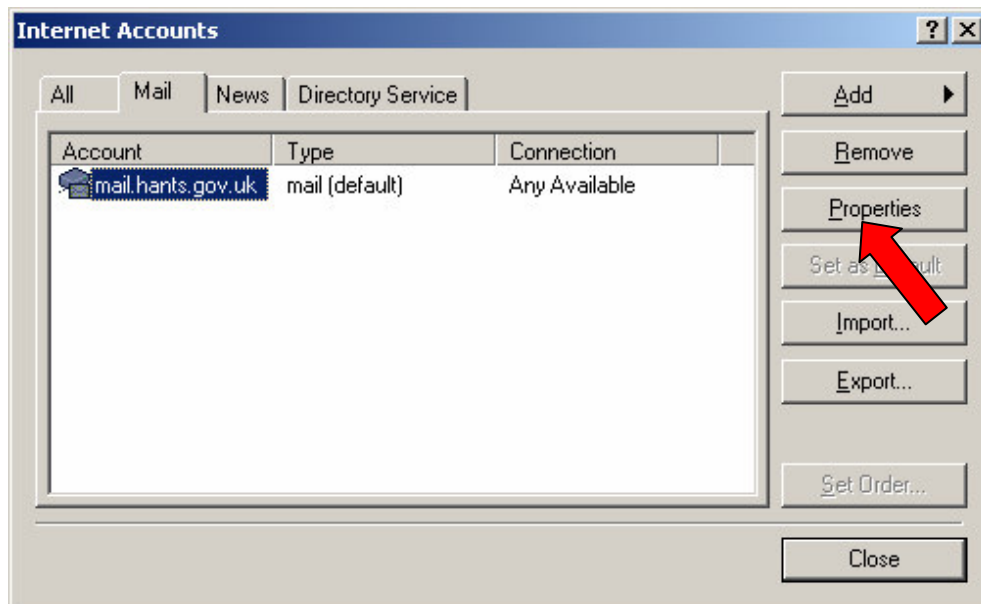
If you now click on **Send/Recv** (on the toolbar) you should receive all the items of mail that were in your Webmail inbox. Note it does not import any folders, only mail stored in the Webmail Inbox.



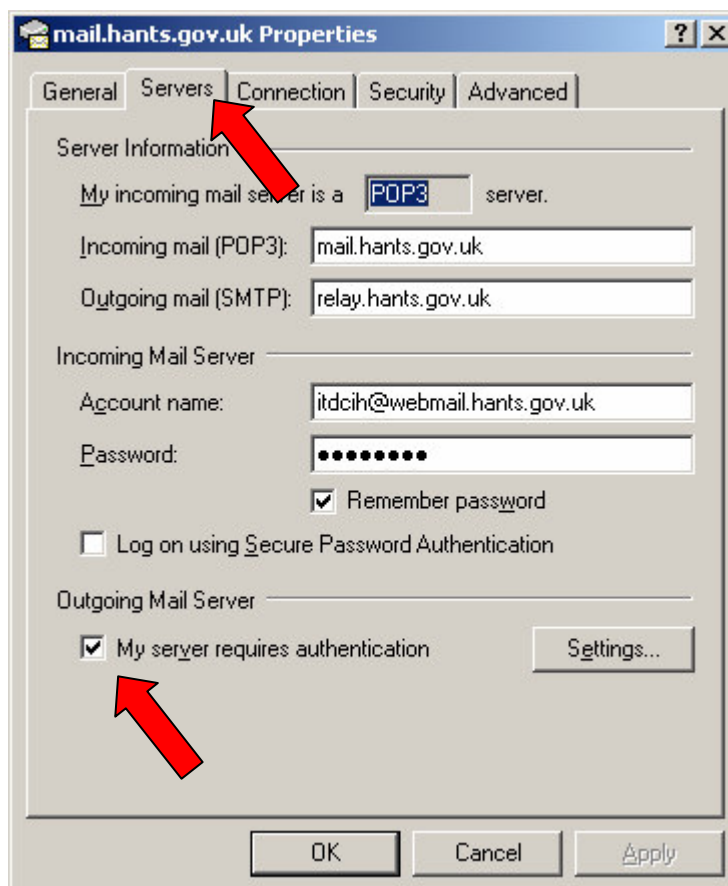
If you use an Internet Service Provider other than Hampshire County Council you will need to make a further change in order to send mail. Go to **Tools, Accounts...**



In the pop up box, highlight the mail account you have just set up and click on the **Properties** tab on the right-hand side.



Now select the **Servers** tab at the top and ensure that under **Outgoing Mail Server** the 'My server requires authentication' tick box is selected.



Under the **Settings...** tab ensure that 'Use same settings as my incoming mail server' is selected.