

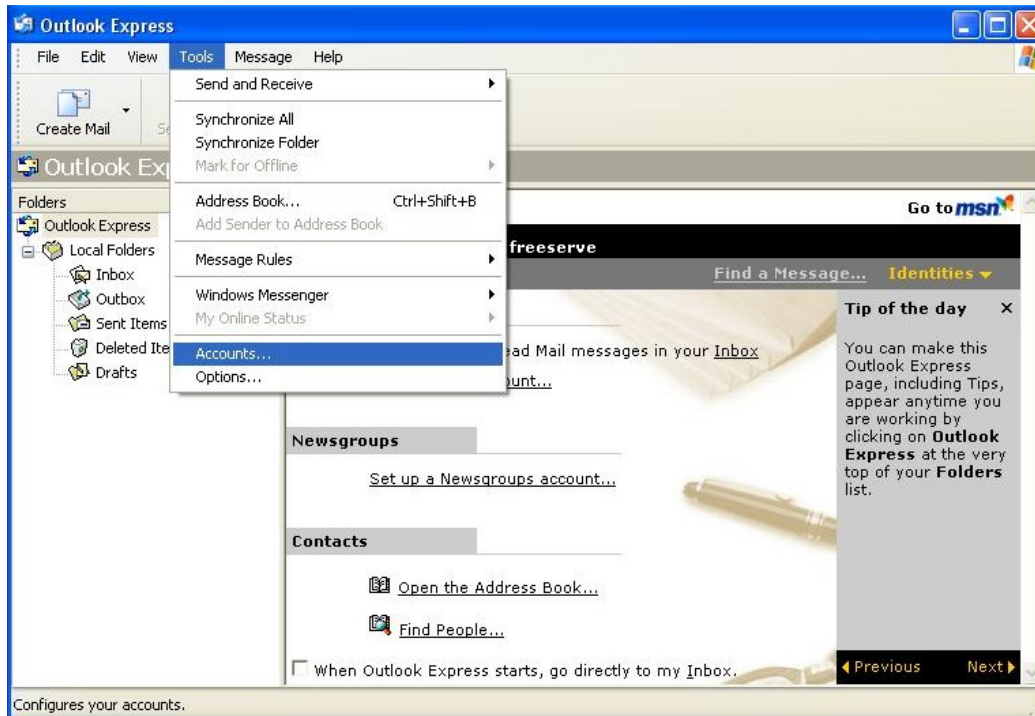


## **Setting up your Datanet email on Outlook Express 6**

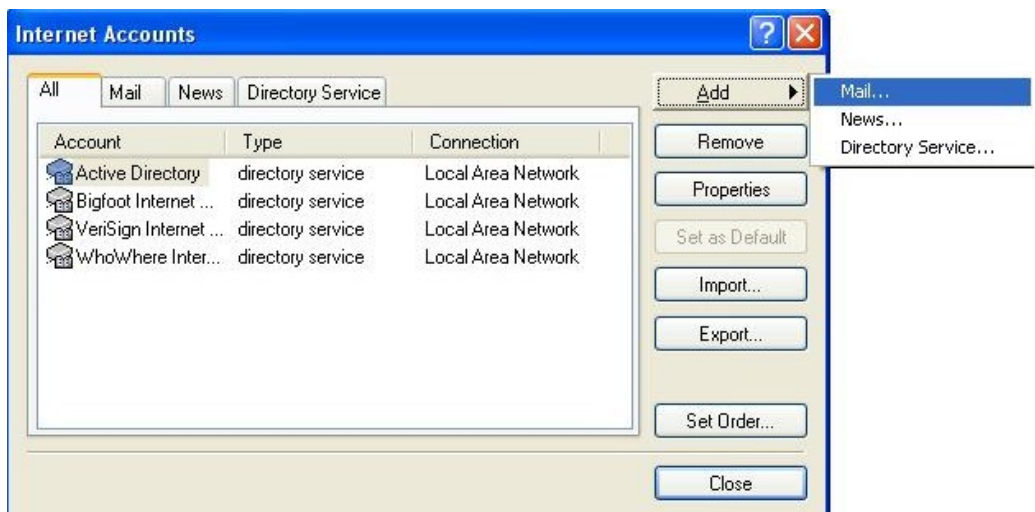
(V 1.1)

This document will tell you how you send and receive your email via Outlook Express (OE) although other mail clients will have a similar set up and settings such as pop3.datanet.co.uk will stay the same whatever version you are using.

Firstly open OE and at the top go to 'Tools' and then 'Accounts'.



In the new window that press 'new' then 'mail'.



Now you need to enter the name that you wish your emails to come from in the box 'Display name'

This will normally be your actual name or the company you will be sending the emails from (e.g. Joe Bloggs as a name or Datanet as the company)



**Internet Connection Wizard**

**Your Name**

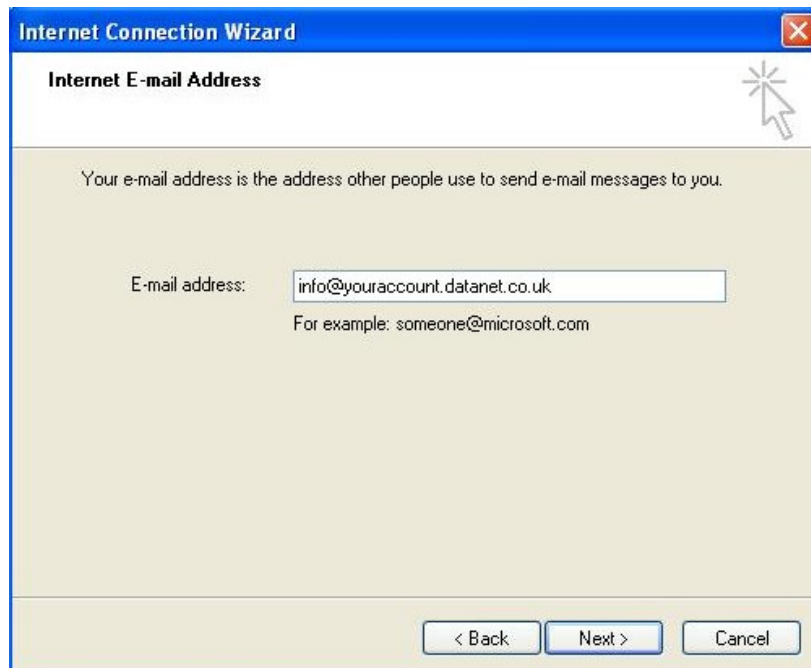
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back   Next >   Cancel

Now enter the email address you want to set up OE for. (E.g. info@youraccount.datanet.co.uk)



**Internet Connection Wizard**

**Internet E-mail Address**

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back   Next >   Cancel

Datanet's email is collected and received via pop3 and SMTP. In the drop down menu for mail server select POP3. In the box 'Incoming mail' enter pop.datanet.co.uk and in the box 'Outgoing mail' enter smtp.datanet.co.uk

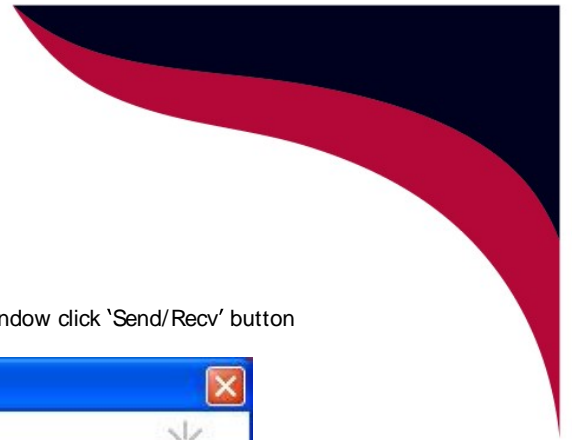


The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a text label 'My incoming mail server is a' followed by a dropdown menu set to 'POP3' and the word 'server.'. Below this, there is a text label 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text input field containing 'pop.datanet.co.uk'. Below that, there is a text label 'An SMTP server is the server that is used for your outgoing e-mail.' followed by a text label 'Outgoing mail (SMTP) server:' and a text input field containing 'smtp.datanet.co.uk'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

In the 'Account name' box enter the account name that Datanet have sent you. (E.g. yourcompany.datanet.co.uk) Now enter the password Datanet sent in the 'Password' box.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text label 'Type the account name and password your Internet service provider has given you.'. Below this, there is a text label 'Account name:' followed by a text input field containing 'youraccount.datanet.co.uk'. Below that, there is a text label 'Password:' followed by a text input field containing a series of dots. Below the password field, there is a checked checkbox labeled 'Remember password'. Below that, there is a text label '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.' followed by 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'.



Now click finish to end the completed set up. Now in the main OE window click 'Send/Recv' button

