



## User instructions



### Microsoft Outlook email setup – adding an email account

**Important note: for adding an email account to Outlook 2007 please read further on in this document for the appropriate steps.**

**Note: You will need to repeat this process for each separate email address that you have created, i.e. [info@bobswidgets.com](mailto:info@bobswidgets.com) and [bob@bobswidgets.com](mailto:bob@bobswidgets.com) will each need their own account.**

**You may find it useful to print this document so you can refer to it as you create your account.**

Open Outlook.

Choose Tools>Email Accounts

Ensure the radio button for Add a new email account is selected then click Next

On the next screen ensure the radio button POP3 is selected and then click Next

On this screen is where we enter all our details pertaining to the account. There are six boxes we need to fill with details and one tick box to ensure is selected.

Box 1: Your name – this will be the name that other email users will see as the sender in their email programs. You can either have your company name, i.e. “Bob’s Widgets” or your own name. Note with an ever increasing number of emails in your inbox being spam it is sometimes better to have a company name associated with the sender, as then when people scan their emails they will more likely recognise your company name more than say a personal name if they are a new customer.

Box 2: Email address – This is your new email addresses provided to you. Normally something like [info@bobswidgets.com](mailto:info@bobswidgets.com)

Box 3: Incoming mail server (POP3) – in this box enter mail.yourdomainname i.e. mail.bobswidgets.com

Box 4: Outgoing mail Server (SMTP) – in this box enter the same, mail.yourdomainname i.e. mail.bobswidgets.com

Box 5: Username – in this box ensure you put your full email address, i.e. [info@bobswidgets.com](mailto:info@bobswidgets.com)

Box 6: Password – enter your supplied password as given to you previously by Piccante Web Design

At the bottom left of the present screen ensure that the check box Log in using Secure Password Authentication (SPA) is **not** checked. Once all of this information is filled click on the More Settings... button

On the next dialog box there are several tabs at the top which you can use to customise or change the information entered thus far. On the General tab you can change the name of the account to better reflect

what it is, versus the default name that is placed here. The name you choose will not have any effect on the mail settings you have entered previously, so you won't break it! The name you choose will only be used as a reminder to what account it is referring to if you choose to edit the settings later on down track. A good name to use would be your company name, this will distinguish it from other email accounts you may have set up on your system.

On the Outgoing Server tab click the check box next to My outgoing server (SMTP) requires authentication. At the bottom ensure the radio button associated with Log onto incoming mail server before sending mail is checked.

You have now finished adding in your new email account. Click Finish to be taken back to the main email program screen.

You may be asked to accept a 'Chilli Web security certificate' when you check your mail for the first time. Click to accept the certificate permanently so you won't be asked again. You will also be asked to enter your password for the account the first time you check for email. You have the option when you put in the password to whether save it, so it doesn't ask you again, or enter it every time you check for email.

If you encounter problems please contact [support@chilliwebhosting.com](mailto:support@chilliwebhosting.com) or [info@piccantedesign.com](mailto:info@piccantedesign.com)



## **Adding an Email account - Outlook 2007**

Open Outlook 2007

Click Tools>Account Settings

You will be presented with a screen in which you will enter various details including your name, email address and password.

Once you have entered this information then click Next

On the next screen in the sign up process Outlook 2007 will attempt to connect to the mail server to ensure the details you have entered are correct.

If the connection to the server is successful then you will be presented with the screen below, click Finish.

On this screen you will be presented with the email account you have just entered, double click on the new account.

Ensure that the information entered under the following heading is correct. Edit or change these boxes as required.

Your Name - Your personal name or business as people will see when they receive email.

Email address - your new email address that has been assigned to you.

Incoming server – mail.yourdomainname.com i.e. mail.bobswidgets.com

Outgoing server - mail.yourdomainname.com i.e. mail.bobswidgets.com

Login - ensure this is your new email address in full, i.e. [info@bobswidgets.com](mailto:info@bobswidgets.com)

Password - the password that has been supplied to you separately by Piccante Web Design

Ensure that the Require log on using Secure Password Authentication is not ticked

Click on the More Settings button, and under the General tab you will be given the option to change the name for the account. This name only refers to how you wish to identify the account. It is not associated with any log in or password details to feel free to change it to something more user friendly like "Bob's Widgets" or similar.

Click on the Outgoing Server tab and ensure that My outgoing server (SMTP) requires authentication is ticked and also that the radio button below it, use the same settings as my incoming server, is selected.

Select the Advanced tab. Under the advanced tab ensure that the following information has been filled out correctly:

Incoming Server (POP3) is set to 110

This server requires an encrypted connection is **not** set

Outgoing server (SMTP) is set to 26

Use the following type of encrypted connection is set to none.

Once the above information has been correctly set as below then click OK.

Click Next, then Finish.

The next screen shown on your screen will be the Account settings screen, click close and you have finished adding your new email account.

You may be asked to accept a 'Chilli Web security certificate' when you check your mail for the first time. Click to accept the certificate permanently so you wont be asked again. You will also be asked to enter your password for the account the first time you check for email. You have the option when you put in the password to whether save it, so it doesn't ask you again, or enter it every time you check for email.

If you encounter problems please contact [support@chilliwebhosting.com](mailto:support@chilliwebhosting.com) or [info@piccantewebdesign.com](mailto:info@piccantewebdesign.com)