

How-To Setup your email account in Microsoft Outlook Express

NOTE: Important sections for you to enter data, are outlined with a red box.

If you have a website with email hosted with us, the same instructions apply, but you can use yourname@yoursite.co.uk or whatever you set up your email account to be.

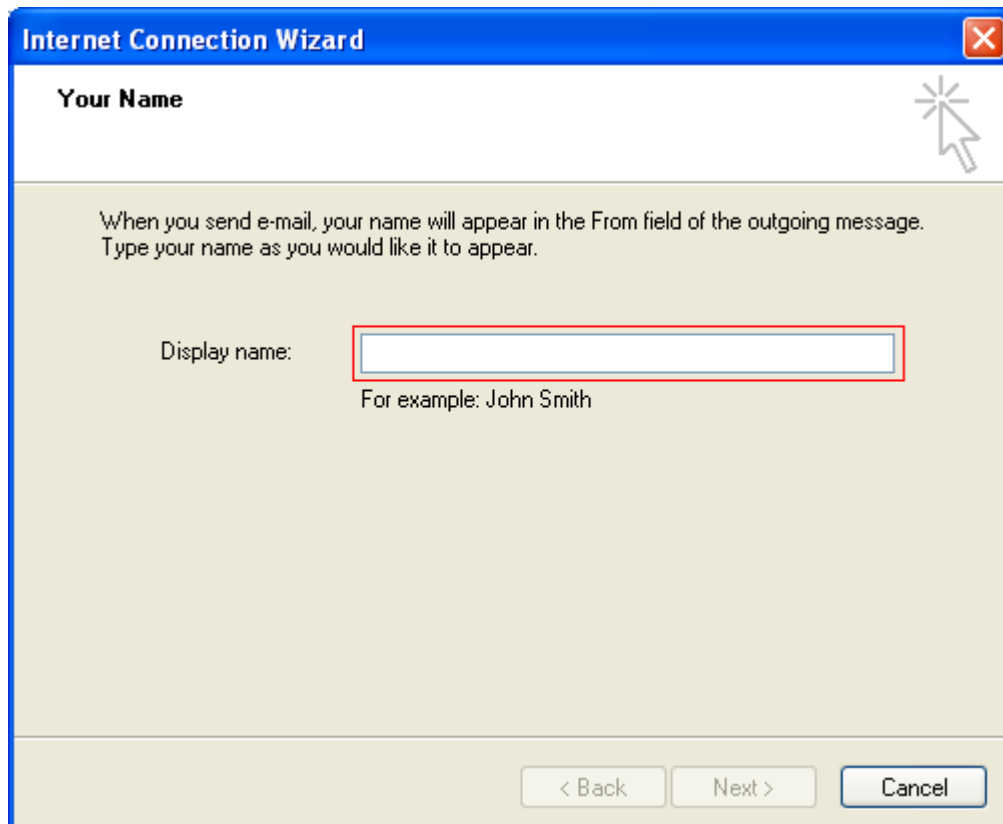
1. From your Outlook Express program page, select 'Tools', then select 'Accounts...' on the drop-down menu.

(A smaller box labelled 'INTERNET ACCOUNTS' will appear.)

2. Select the 'Add' button. (It'll have a small arrow head pointing right on it). Then click on the 'Mail...' option.

(The Internet Connection Wizard box will appear.)

3. Type your name into the 'Display Name' input box. (Outlined in red) Once you've entered your desired display name, click 'Next >' at the bottom of the box.



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

4. After clicking next, it will move to another similar page. In this you must enter your email address. For example, if you have an email with us, it'll be:

you@cbits.net

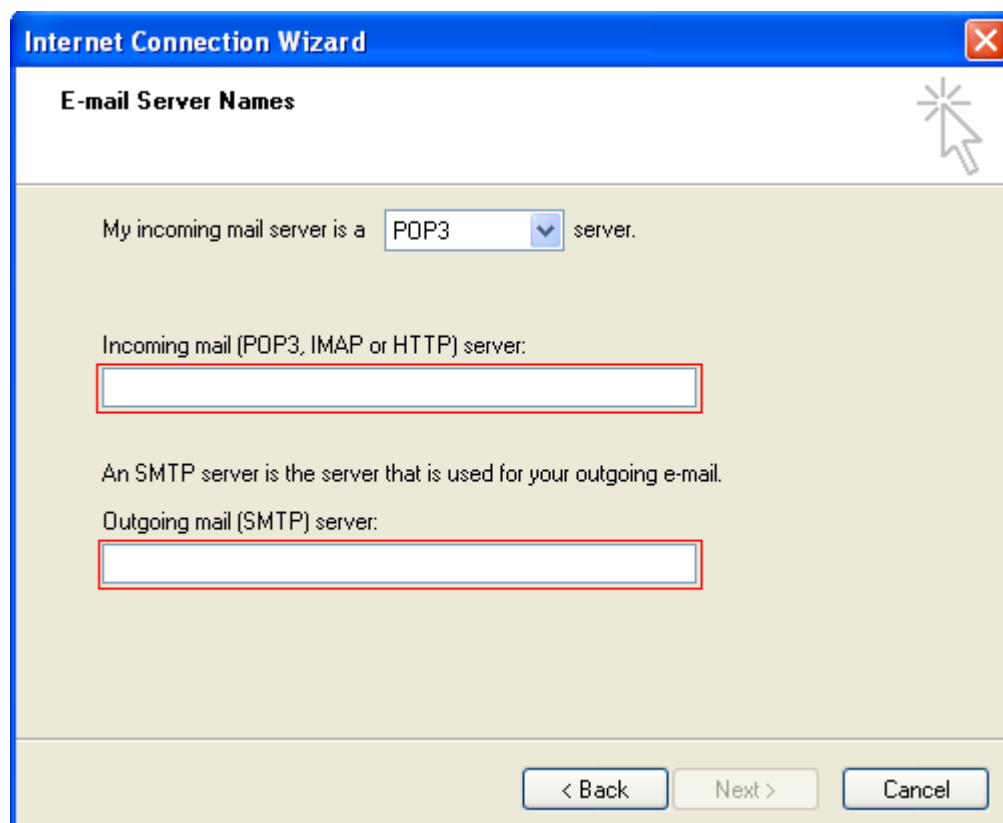
After entering your email address, click 'Next >'

5. The next page will ask you for Incoming mail and Outgoing mail. If you have an email address with us, you will have to type, in the 'Incoming mail' box AND the 'Outgoing mail' box:

mail.cbits.net
(if you have '@cbits.net' in your email address)

OR

mail.cbitsnet.com
(if you have '@cbitsnet.com' in your email address)

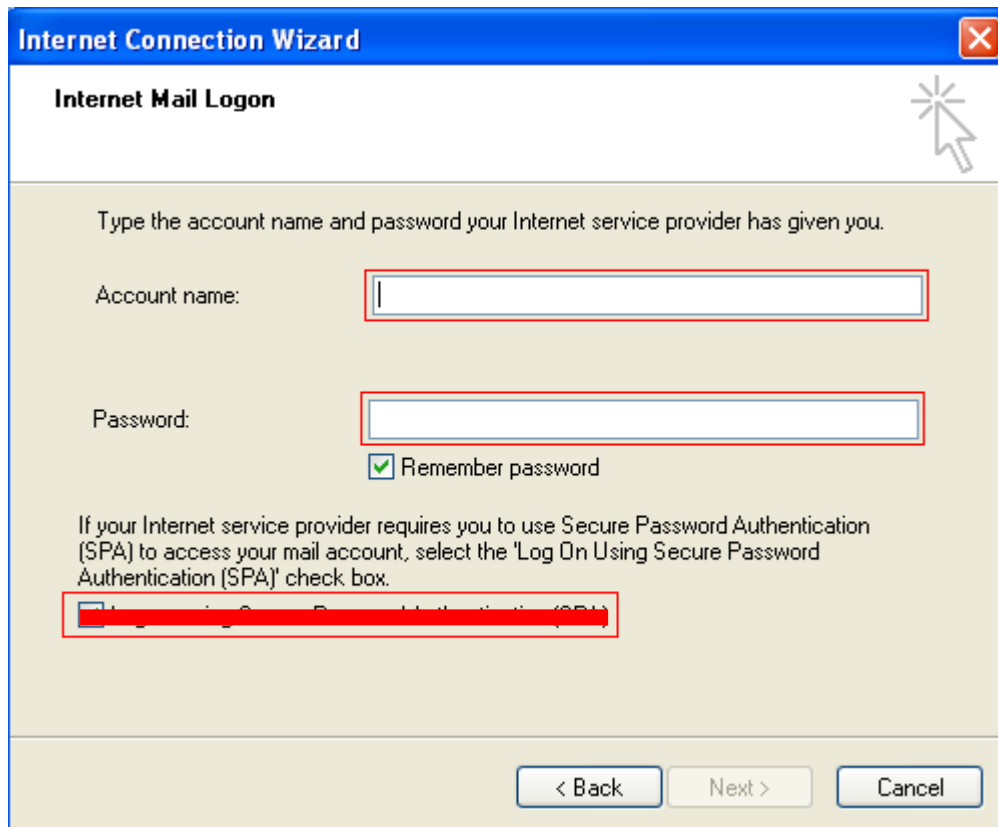


The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "E-mail Server Names". The content area is light beige and contains the following text and controls:

- "My incoming mail server is a server." (The dropdown menu is currently set to "POP3")
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by an empty text input field with a red border.
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by an empty text input field with a red border.

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

6. After clicking 'Next >', a new box will appear asking for you to enter your 'Account Name:' and 'Password:'.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-title "Internet Mail Logon". The dialog contains the following elements:

- A close button (X) in the top right corner.
- A help icon (a star with a mouse cursor) in the top right corner.
- Instructional text: "Type the account name and password your Internet service provider has given you."
- An "Account name:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A checked checkbox labeled "Remember password".
- Instructional 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."
- A checkbox labeled "Log on using Secure Password Authentication (SPA)" which is currently unchecked.
- Navigation buttons at the bottom: "< Back", "Next >", and "Cancel".

Enter your email address into the 'Account Name' input box.

You will have to type in the password that you agreed with your email provider, into the 'Password' input box.

Last off, the 'Log on using Secure Password Authentication (SPA)' box needs to be left blank.

Well done! You're now ready to send and receive email!