

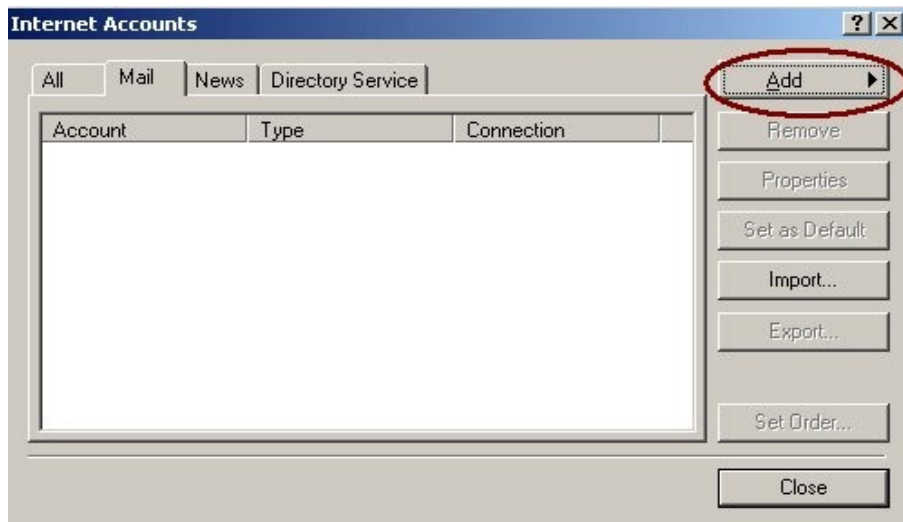
How to set up your emails

Here we use the popular Outlook Express email software supplied with windows as an example.

Step 1: Open Outlook Express and click on the top menu item called "Tools" and then click the "Accounts" option:



Step 2. You will now be shown the Accounts screen where you will need to click the 'Add' button:



You will now be given a series of simple questions to answer about your new email account.

Step 3. You will need to enter your name, the email address you are setting up, and the mailserver information found in your UnitedHosting welcome email. The mailserver is always 'mail.yourdomain.com' for both incoming and outgoing mailservers:

Display name:
For example: John Smith

E-mail address:
For example: someone@microsoft.com

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.
Outgoing mail (SMTP) server:

Step 4. Next it will ask you to enter your account name and password. This is again your email address you are setting up, and the password you chose in your control panel when adding this email address:

Type the account name and password your Internet service provider has given you.

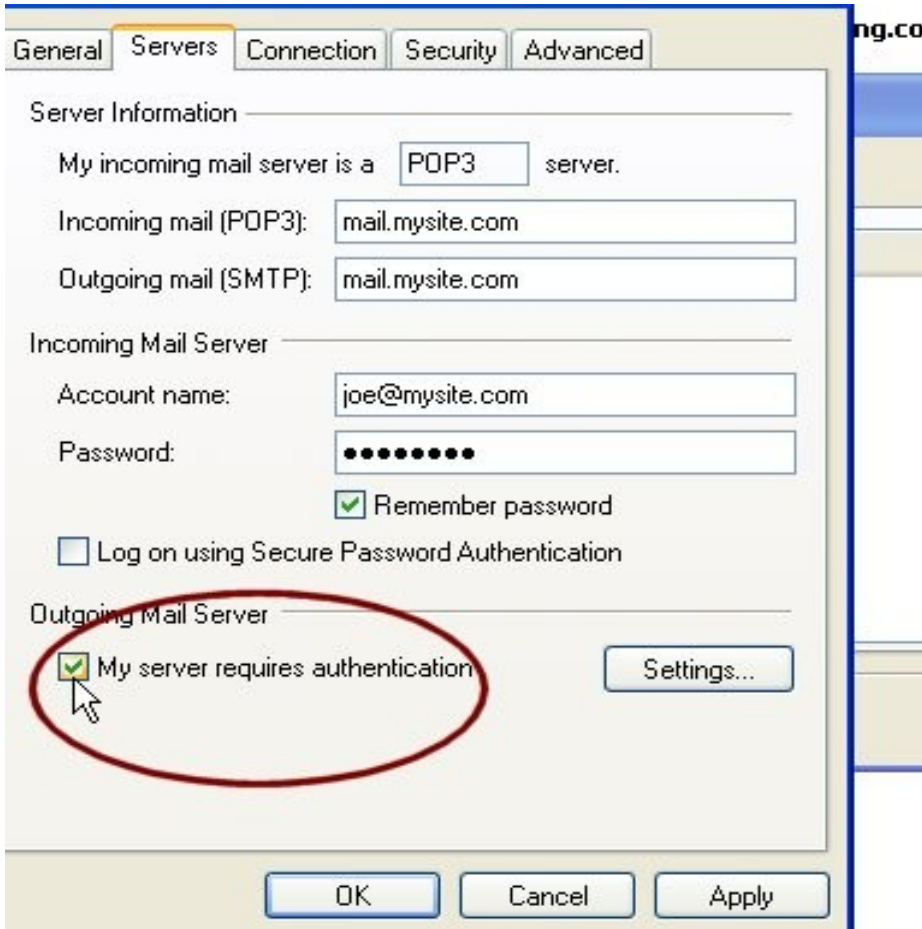
Account name:

Password:
 Remember password

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.
 Log on using Secure Password Authentication (SPA)

Once you have entered the above information you can click on 'Finish'.

Step 5. You will now see the account you just created inside the accounts list. Select the account and click on the 'Properties' button on the right hand side, and then in the new window that will pop up select the 'Servers' tab:



On the above servers window, make sure you tick the option for 'My server requires authentication'.

Then click 'OK' and that's it!

You can now send and receive email from your new email account in Outlook Express. If you can receive emails but can't send emails, then click the Advanced tab as shown above, change the port number from 25 to 26, as some ISPs may block port 25.