

# Computer Solutions

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## Configuring MS Outlook Express

### Internet Service Provider (ISP)

To add, amend or delete email addresses and email forwarding you will need to access the relevant web site of the ISP. The instructions should be easy to follow.

### **Email addresses**

ISPs will, typically, allow several email boxes for each account. Email addresses may, therefore, take the form “[email box name]@[ISP domain name]”. The principal email address (i.e. the one used to sign up to the service may not be changeable). Instructions to set up email addresses should be easy to follow. The advantage of having several email addresses is that they may each be assigned a specific use. These may be for individuals or specific departments or projects. This may be used, for example, to give the appearance of outgoing emails originating from an individual or specific department.

### **Email forwarding**

The purpose of email forwarding is to allow emails arriving at an email address to be automatically forwarded to another email address. This should include forwarding to an email address of another ISP. The main advantage of this is that emails from all email boxes may be downloaded at the same time.

### MS Outlook Express

*MS Outlook Express is (partly) configured by going to <Tools><Accounts><Mail>.*

You will now need to add email addresses to and configure MS Outlook Express to be able to send and receive email. For each email address for which you need to send and receive email (i.e. not email addresses for which email forwarding has been set up).

- Click on <Add><Mail>
- Enter the ‘Display name’ (i.e. the name you wish to appear at the top of printed emails). Click on <Next>.
- Enter the email address you are adding. Click on <Next>.
- Highlight the appropriate incoming server Mail server type (POP3 etc)
- Enter the Incoming mail (POP3 etc) server information. This should be obtained from your ISP and may be in the form “mail.[ISPname.co.uk]”.
- Enter the Outgoing mail (SMTP etc) server information. This should be obtained from your ISP and may be in the form “mail.[ISPname.co.uk]”. Click on <Next>.
- Enter your Account name. This should be obtained from your ISP and may be in the form “[Account name]-[email box name]”.
- Enter your Password
- Click on <Remember password> (if required)
- Click on <Finish>

For each email address for which you need to send and receive email (i.e. not email addresses for which email forwarding has been set up).

- Highlight the Email address and click on <Properties><General>
- Enter the name of your organisation (not mandatory)
- Enter the return email address. (Replies to your emails will go to your nominated email address) (not mandatory).
- Click on <Apply>

Set the default email address.

- Highlight the Email address to be made the default email address
- Click on <Set as default>

**If you have any further queries on this subject please contact me.**