

Email Settings

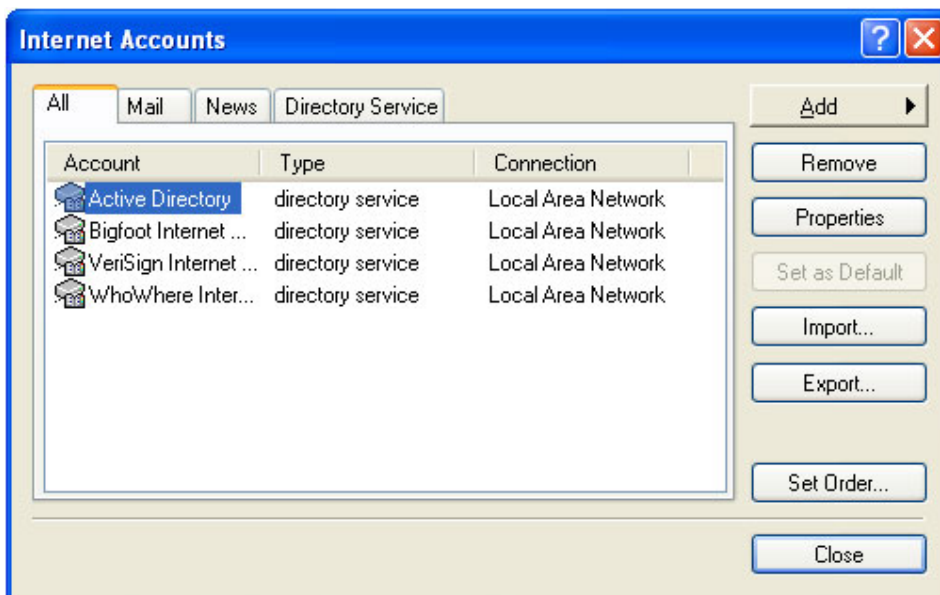
POP3 (Incomming): Check your host for more information
SMTP (Outgoing): **ISP** (e.g. mail.bigpond.com)

Username: Your Email Address (e.g. sales@saucesdesign.com.au)

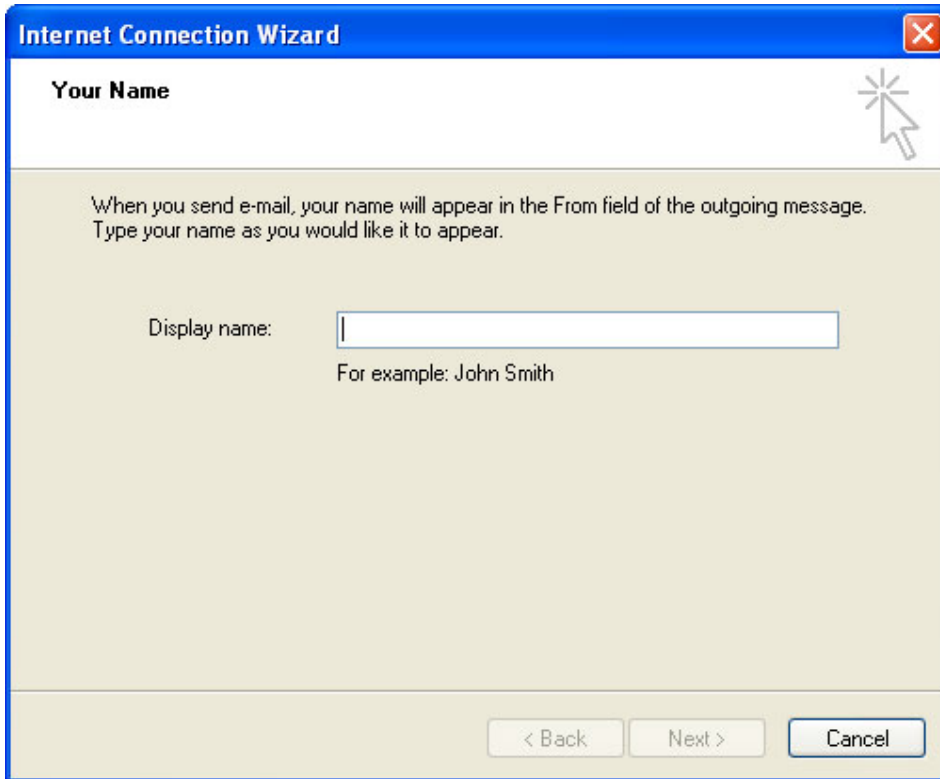
Note: It is important that your username and email address are the same – your username is not just simply ‘sales, its ‘sales@saucesdesign.com.au’ (for example) Entering only ‘sales will cause the validation process to error.

Tutorial

- 1) Open Outlook Express
- 2) Click Tools > Accounts
- 3) A prompt will appear, which will be similar to the image below;



4) Click 'Add' and then select 'Mail'. The following will appear;



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "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." There is a text input field labeled "Display name:" with the example "For example: John Smith" below it. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

This will be the display name that users will see when you send outgoing mail.

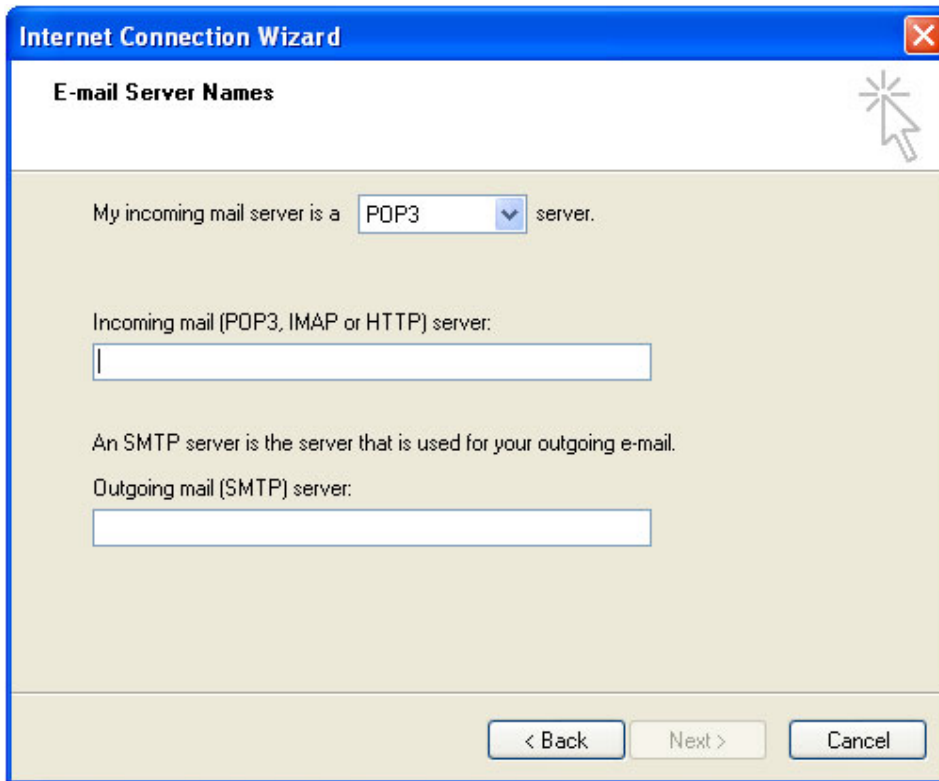
5) After pressing 'Next', a prompt will appear asking for your email address. It is very important that this email address is written **exactly** with no capital letters or spaces.



The screenshot shows a text input field labeled "E-mail address:" with the example "For example: someone@microsoft.com" below it. The text "sales@saucedesign.com.au" is entered in the input field.

Press 'Next'.

6) Make sure you select 'POP3' from the incoming mail server drop-down box.

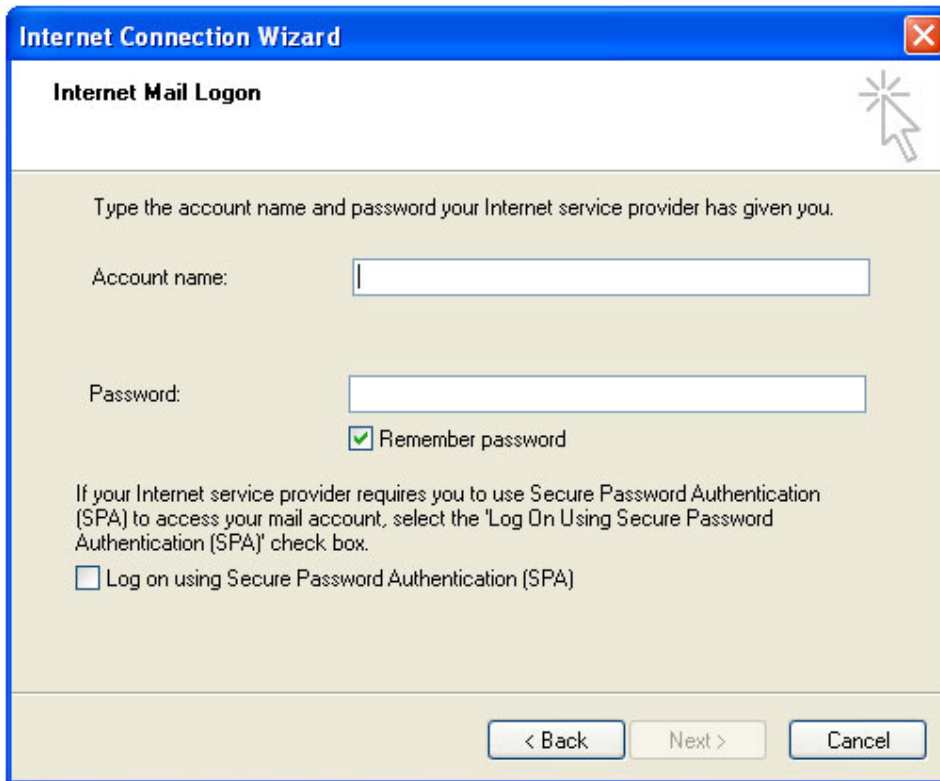


Incoming mail server (POP3):
Outgoing mail server (SMTP):

This field should always be set to your hosts details
This field should be set to your ISP (e.g. mail.bigpond.com)

Press 'Next'.

7) The following will appear;



The 'Account name' needs to be your Email address (for example, sales@saucesdesign.com.au).

The 'Password' needs to be exactly the same as the one supplied to you by Sauce Design.

Make sure the 'Remember Password' checkbox is selected, and the 'Log on using Secure Password Authentication (SPA)' checkbox is NOT selected.

Press 'Next'.

8) Press 'Finish'.