



MOOSE
COMMUNICATIONS

An Easy Guide to Setting up your Email...

This guide is for the applications listed below...

PC applications

 Outlook Express

 Outlook

 Microsoft Mail

 Thunderbird

Mac Applications

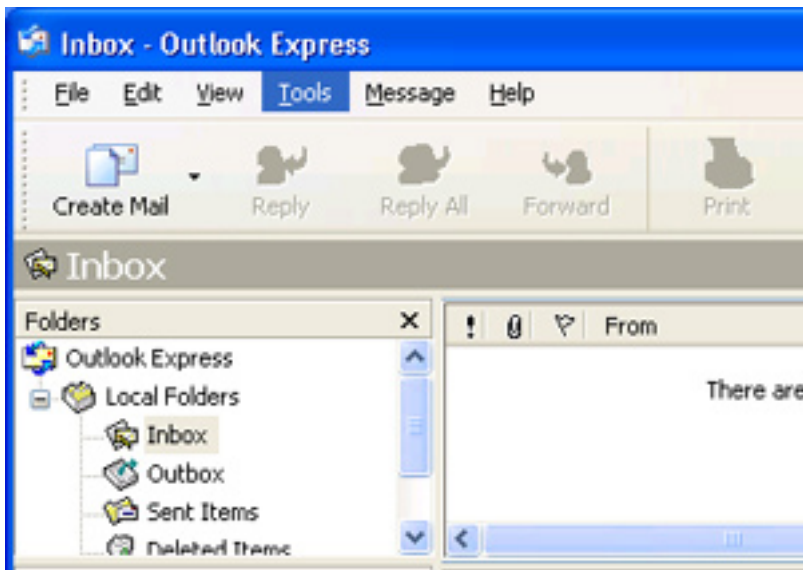
 Entourage

 MacMail

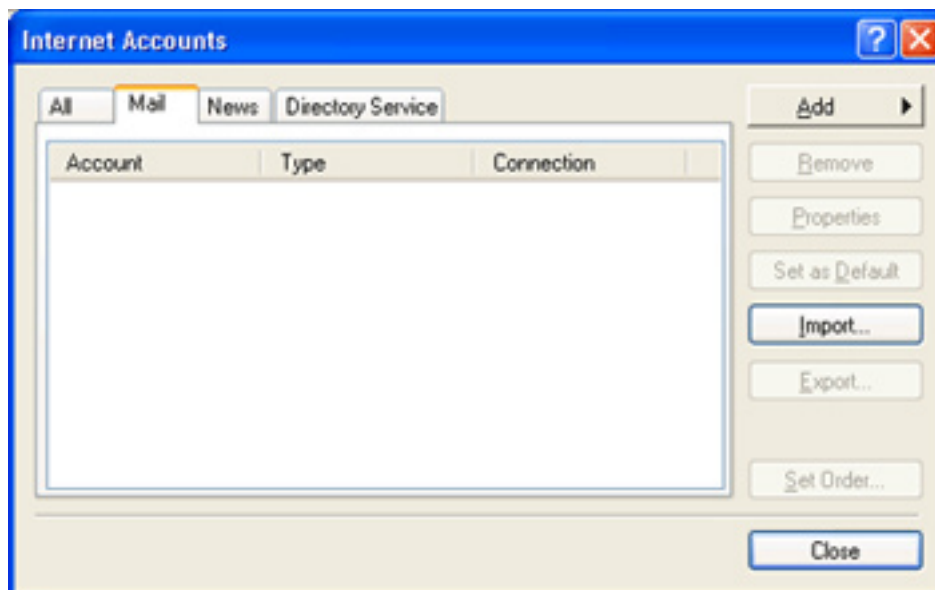
Outlook Express

Follow this guide to collect your email using this popular email client.

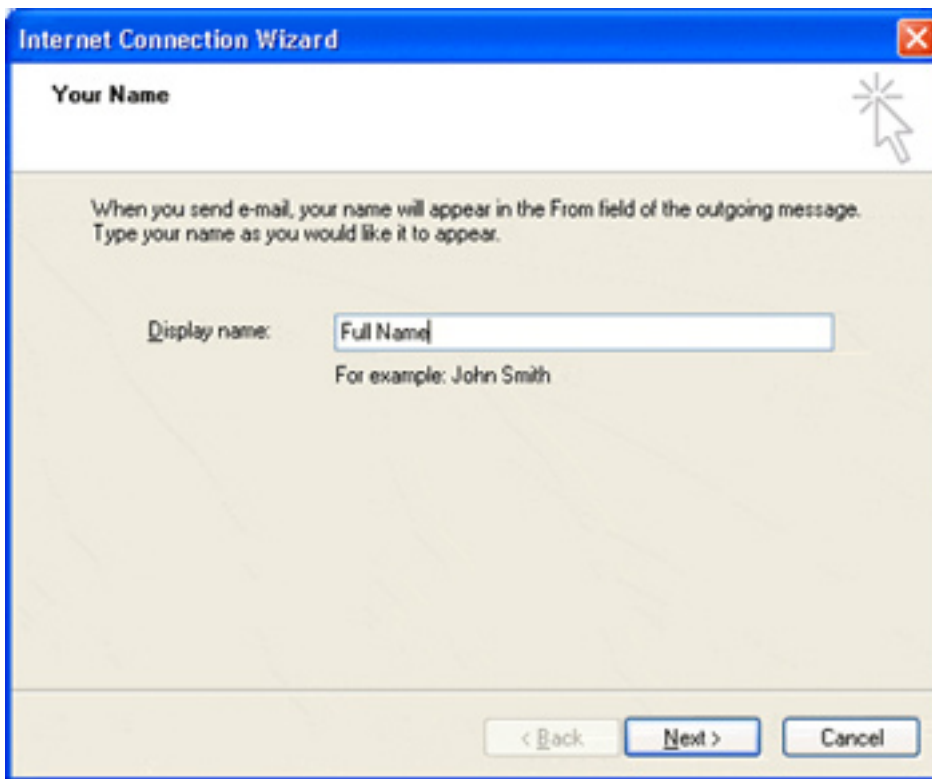
- 1) Click on **Start** and then **Outlook Express**. On the toolbar click on **Tools** and then **Accounts** from the pull-down menu.



- 2) Select **Add** and then **Mail**.

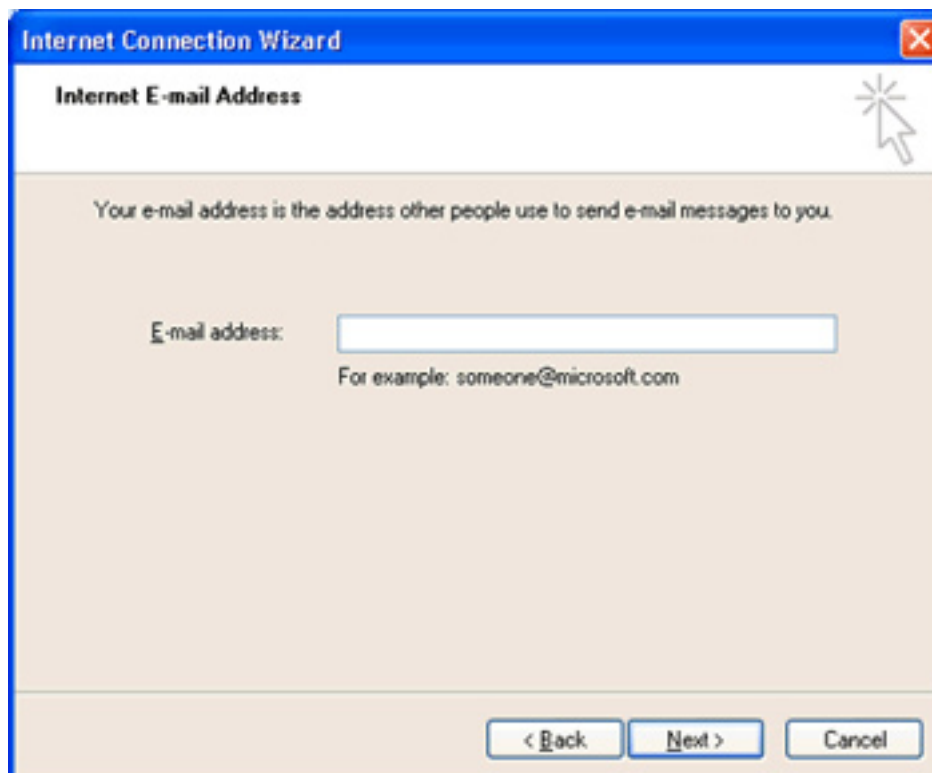


- 3) You'll then be asked to enter a name (e.g. your own name or a company name). Click **Next**.



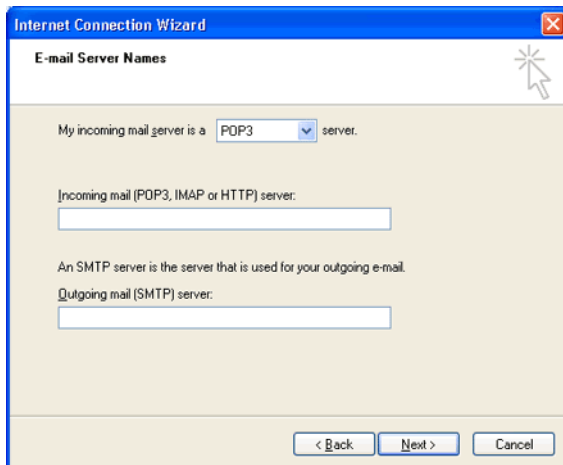
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box with the instruction: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this, there is a label 'Display name:' followed by a text input field containing 'Full Name'. Underneath the input field, it says 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 4) Now add your email address and click **Next**.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box with the instruction: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a label 'E-mail address:' followed by a text input field. Underneath the input field, it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 5) You'll now be presented with a screen asking you to confirm your incoming and outgoing email servers. Make sure that you select your incoming email server as **POP3**.



- 6) You'll then need to state your incoming and outgoing email servers. Complete these email settings as follows:

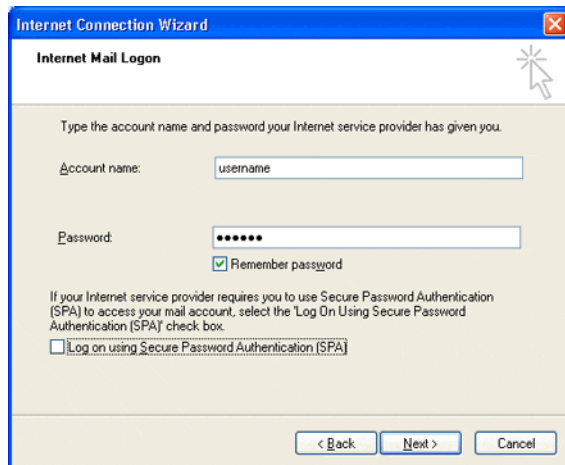
Server Information:

Incoming mail server (POP3) is **moose.co.uk**

Outgoing mail server (SMTP) is **smtp.moose.co.uk**

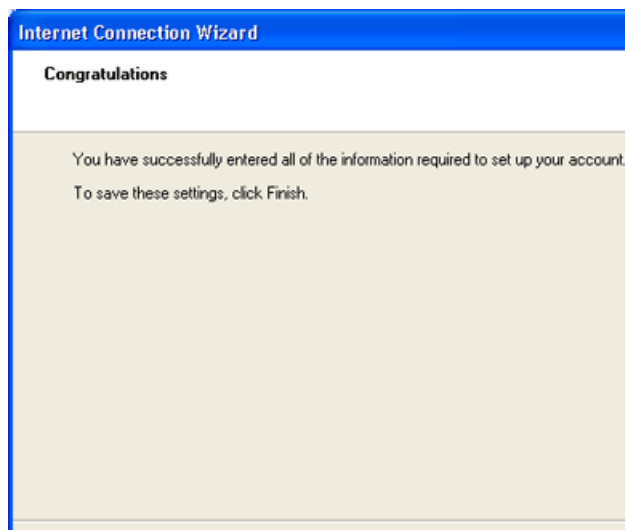
Fill the Account name field with your account username. Fill the Password field with the password that you selected during signup. (You will not be able to see it as you type, it will appear asterisked).

- 7) Click on **Next** and you will be taken to the Mail Logon Screen. Enter your username and password.
Important: Your username will be all lowercase letters, your password is case sensitive. Make sure these are correct, if they are wrong you won't be able to get your email. Note that Secure Password Authentication should not be ticked. Click **Next**.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard' and the tab title is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' Below this, there are two input fields: 'Account name:' with the text 'username' and 'Password:' with a masked password '*****'. A checkbox labeled 'Remember password' is checked. Below the password field, there is a note: '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.' Below this note, there is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 8) The congratulations screen will now appear. Click on **Finish** to complete setup.



The screenshot shows the 'Internet Connection Wizard' window with the 'Congratulations' tab selected. The window title is 'Internet Connection Wizard' and the tab title is 'Congratulations'. The main text reads: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.'

- 9) You're now ready to send and collect your email.