



MOOSE
COMMUNICATIONS

An Easy Guide to Setting up your Email...

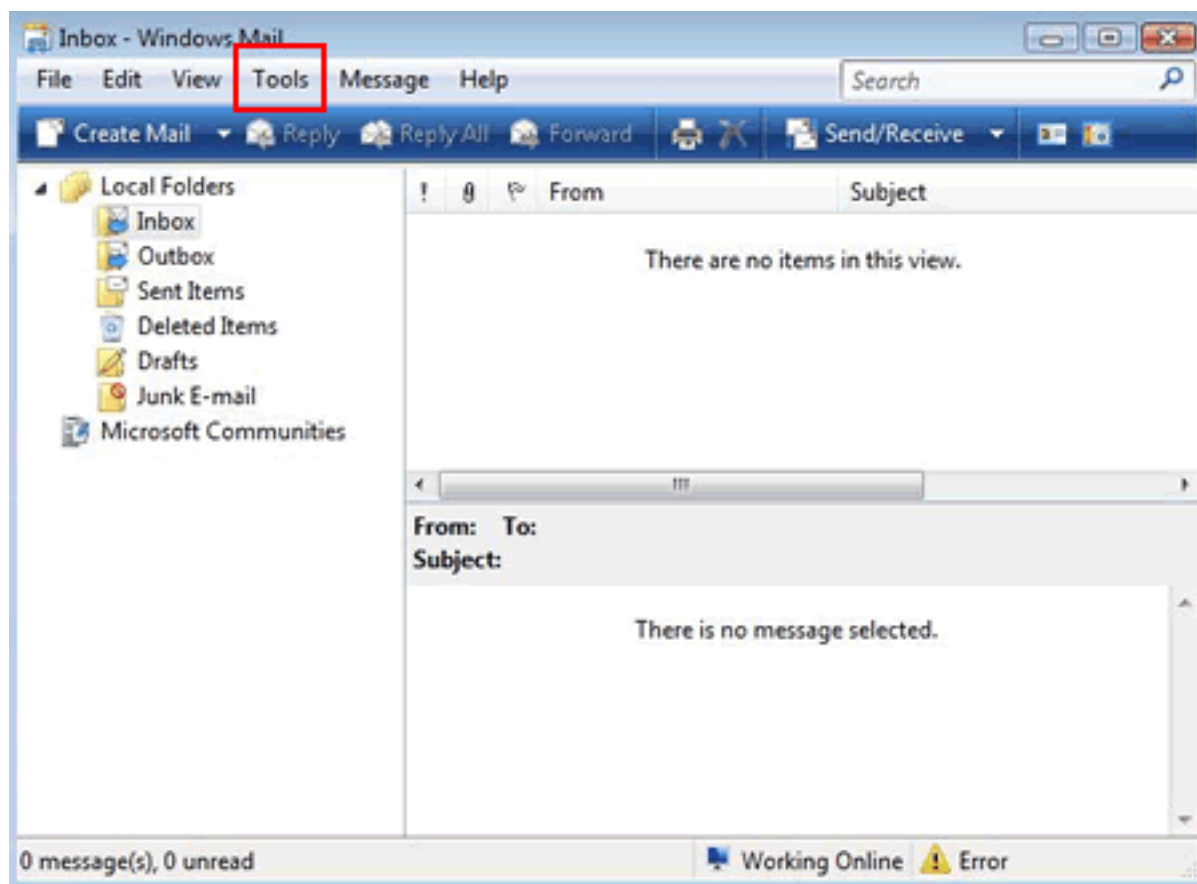


Windows Mail

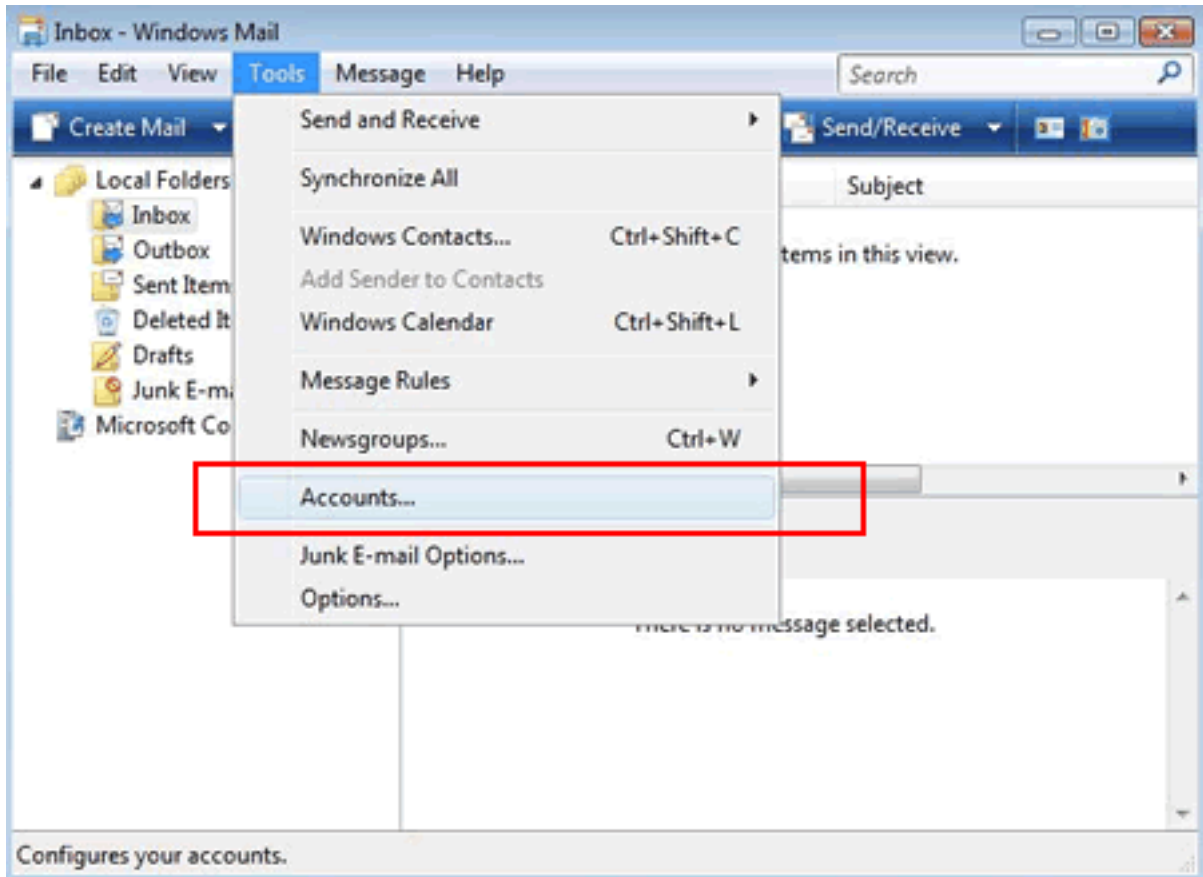
Windows Mail

Follow this guide to collect your email using the new default email application in Windows Vista

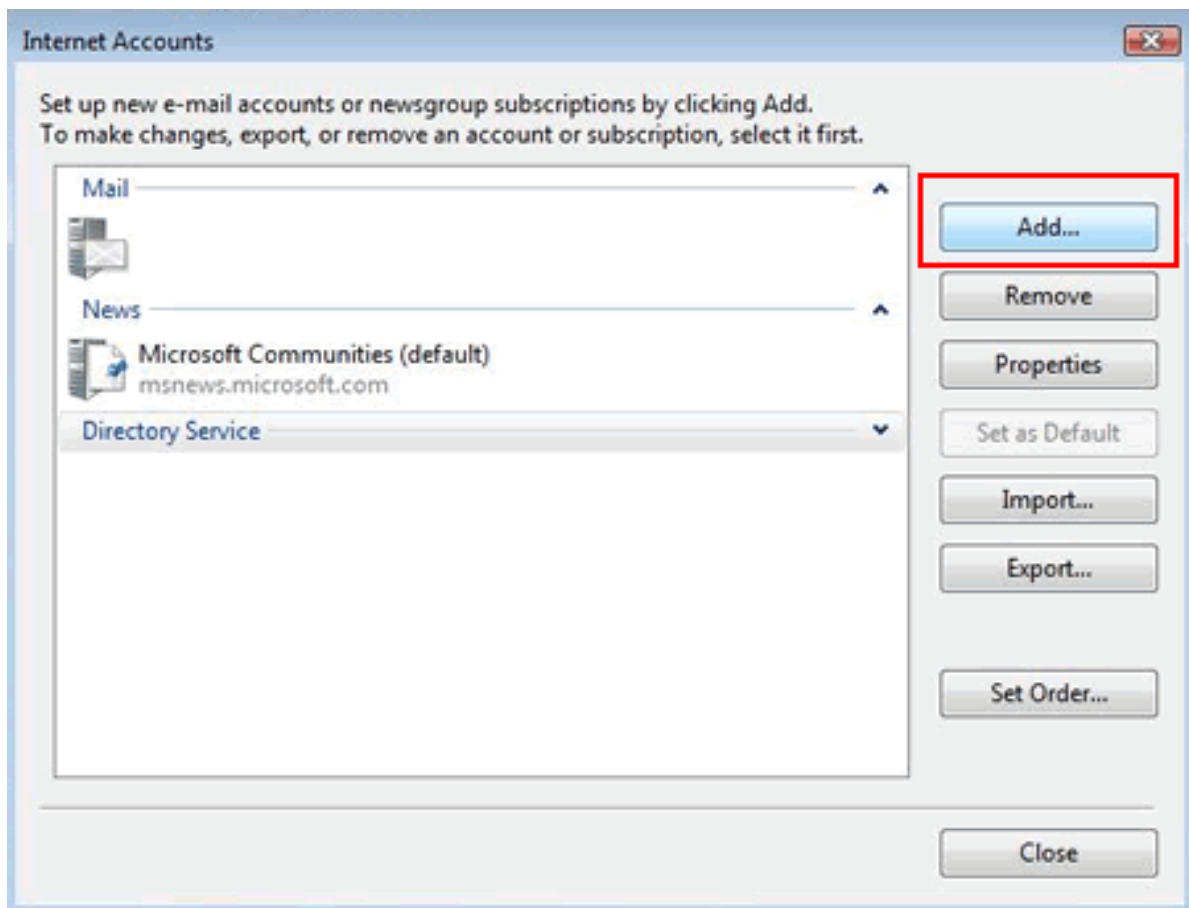
- 1) Click on **Start** and then **Windows Mail**.
- 2) When Windows Mail has opened, click on **Tools**.



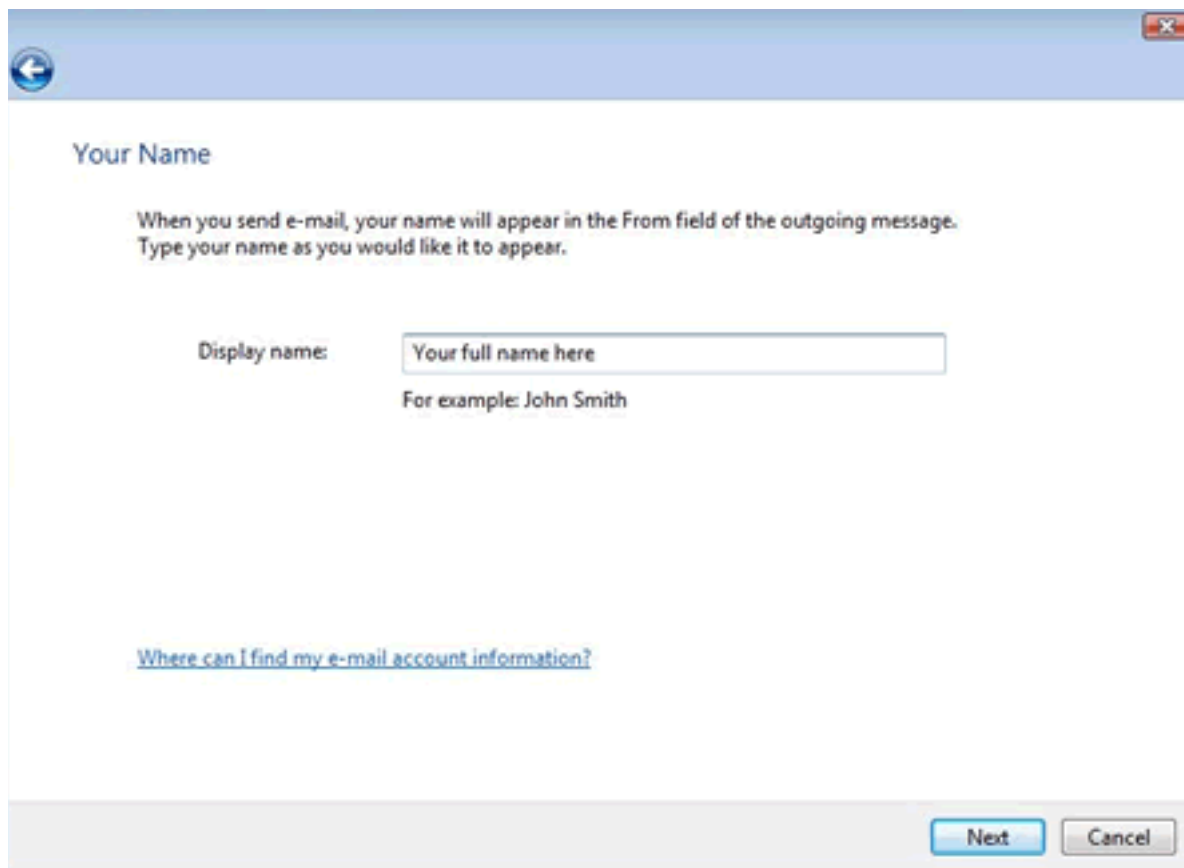
3) Then click on **Accounts**.



4) Next click on **Add...** and select **Email Accounts**.

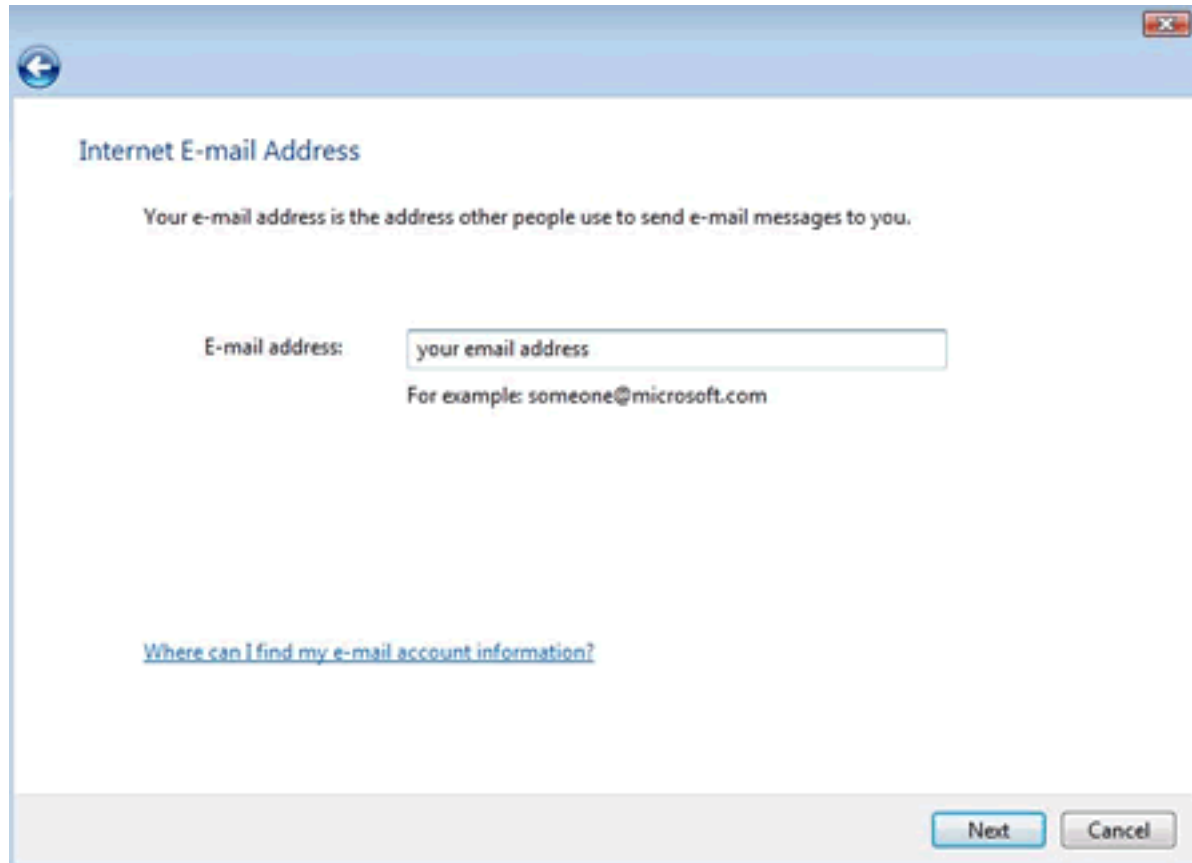


- 5) You'll then be asked to enter a name (e.g. Your full name. Emails that you send to people will use what you write here in the "from" field). Click **Next**.



The screenshot shows a dialog box titled "Your Name" with a blue header bar containing a back arrow icon on the left and a close button on the right. The main content area has the following text: "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:" followed by a text input field containing "Your full name here", and "For example: John Smith". At the bottom left of the main area is a blue hyperlink: "[Where can I find my e-mail account information?](#)". At the bottom right of the dialog box are two buttons: "Next" (highlighted in blue) and "Cancel".

- 6) Now add your email address and click **Next**. This address will be stored in the emails you send. If someone clicks on the reply button, this is the email address that will be used for that reply. If you make an error many of the emails that are sent to you may not reach you.

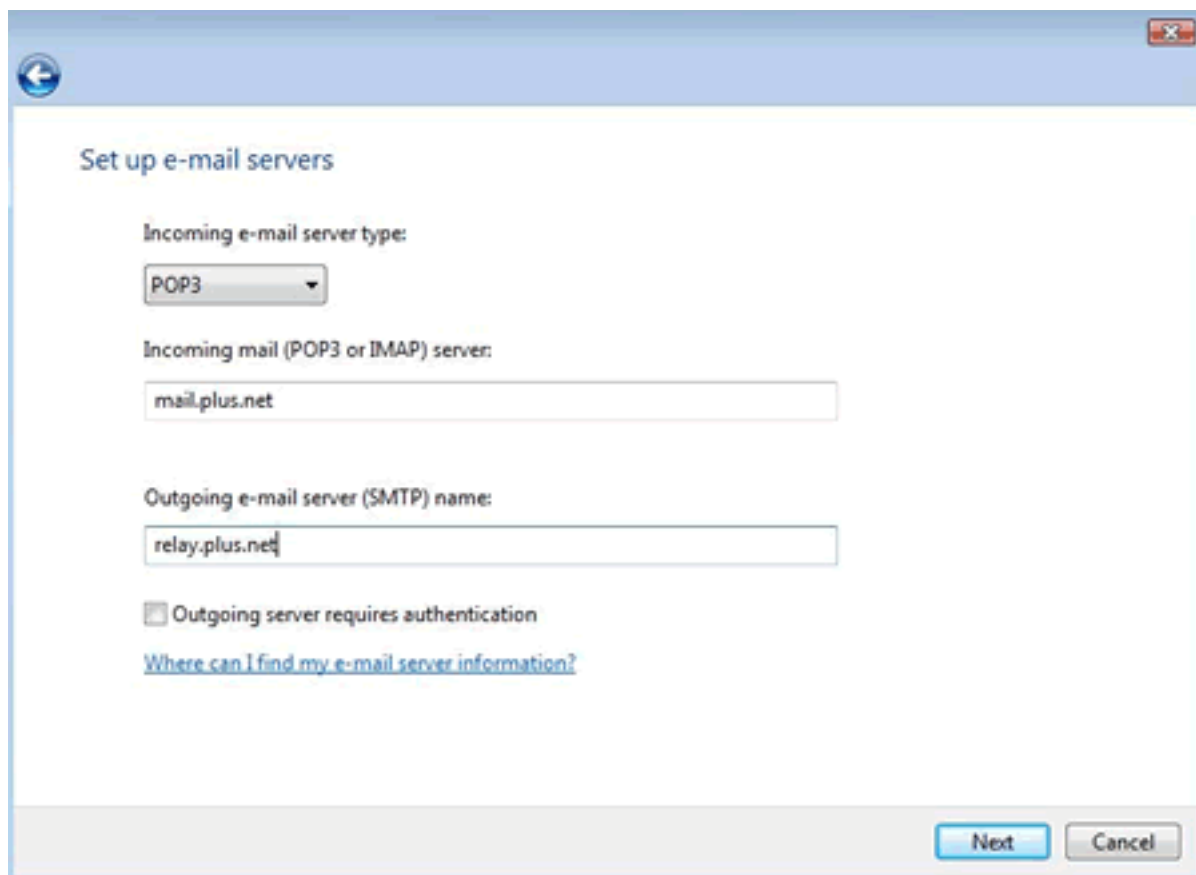


The screenshot shows a dialog box titled "Internet E-mail Address". The window has a blue header bar with a back arrow icon on the left and a close button on the right. Below the title bar, the text "Internet E-mail Address" is displayed. Underneath, a descriptive sentence reads: "Your e-mail address is the address other people use to send e-mail messages to you." The main area contains the label "E-mail address:" followed by a text input field containing the placeholder text "your email address". Below the input field, an example is provided: "For example: someone@microsoft.com". At the bottom of the dialog, there is a blue hyperlink that says "Where can I find my e-mail account information?". In the bottom right corner, there are two buttons: "Next" and "Cancel".

- 7) Next you will see a screen asking you to confirm your incoming and outgoing email servers. Make sure that you select your incoming email server as POP3.

Incoming mail server (POP3) is **your domain name**

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



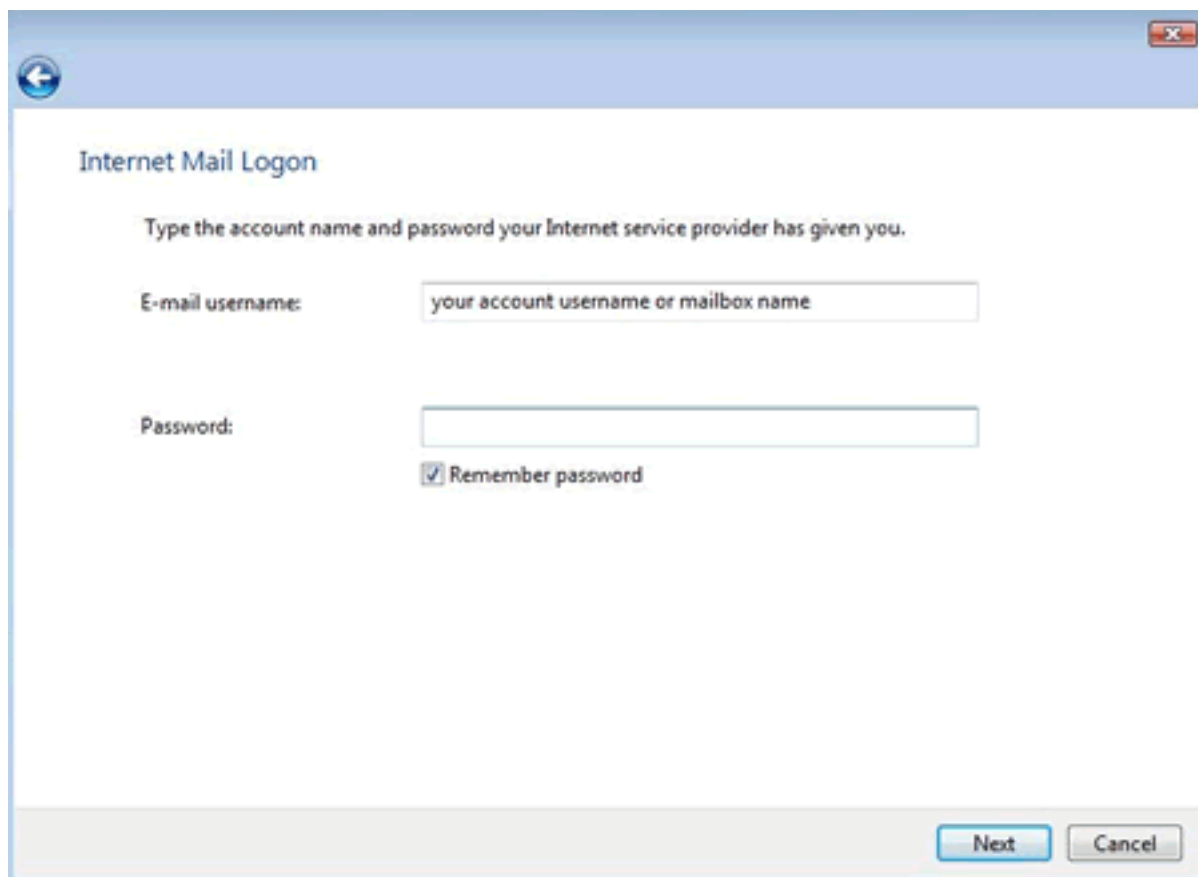
The screenshot shows a window titled "Set up e-mail servers". It contains the following fields and options:

- Incoming e-mail server type:** A dropdown menu with "POP3" selected.
- Incoming mail (POP3 or IMAP) server:** A text box containing "mail.plus.net".
- Outgoing e-mail server (SMTP) name:** A text box containing "relay.plus.net".
- Outgoing server requires authentication**
- [Where can I find my e-mail server information?](#)

At the bottom right, there are "Next" and "Cancel" buttons.

8) Next you will need to add your account username or mailbox name, then the password.

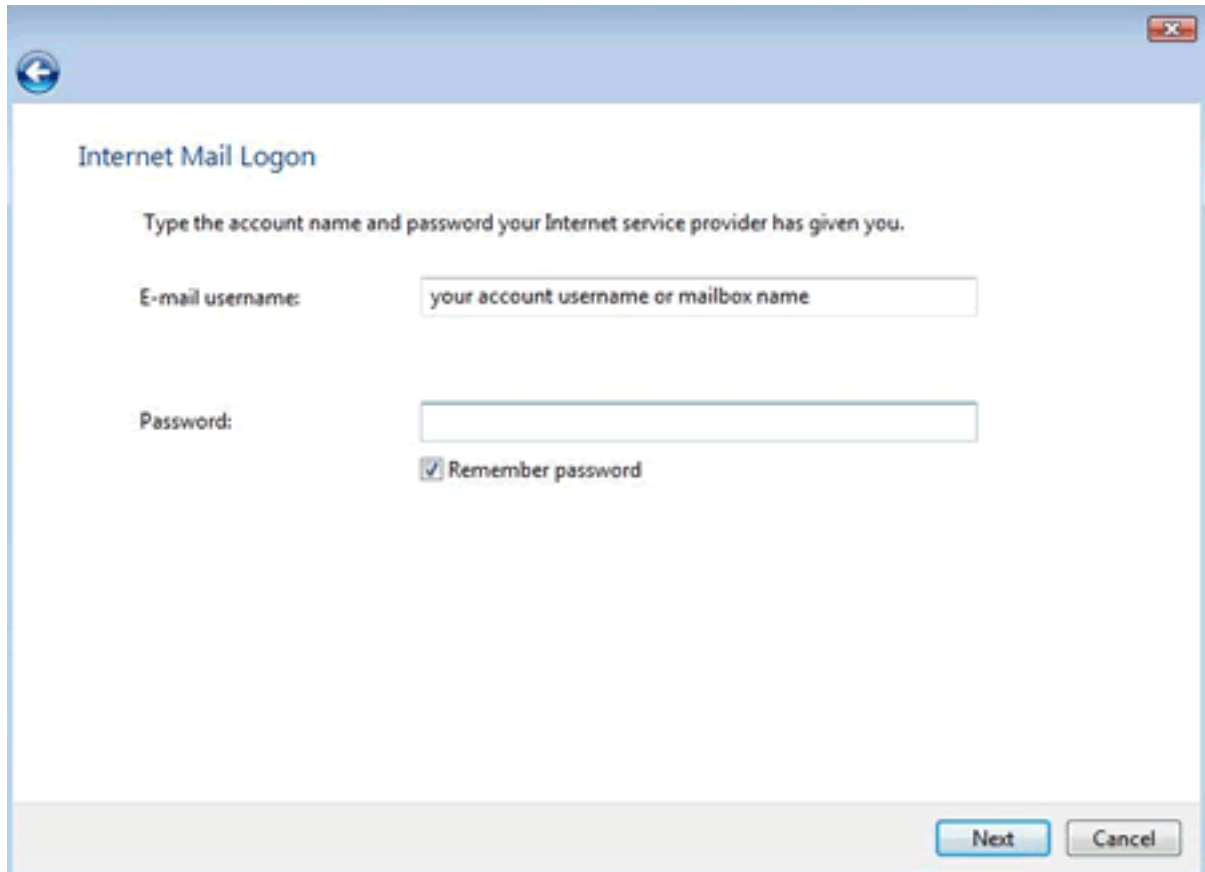
Your username will be all lowercase letters, your password is case sensitive. Make sure these are correct, if they are wrong you won't be able to get your email. Once added click **Next**.



The screenshot shows a dialog box titled "Internet Mail Logon" with a back arrow icon in the top-left corner and a close button in the top-right corner. Below the title, there is a prompt: "Type the account name and password your Internet service provider has given you." The form contains two input fields: "E-mail username:" with a text box containing the placeholder "your account username or mailbox name", and "Password:" with an empty text box. Below the password field is a checked checkbox labeled "Remember password". At the bottom right of the dialog, there are two buttons: "Next" and "Cancel".

9) The congratulations screen will now appear. Click on Finish to complete setup.

You can choose to not check for email when you first start Windows Mail by ticking the option box.



The screenshot shows a dialog box titled "Internet Mail Logon". At the top left is a back arrow icon, and at the top right is a close button (X). Below the title bar, the text "Internet Mail Logon" is displayed. Underneath, there is a prompt: "Type the account name and password your Internet service provider has given you." There are two input fields: "E-mail username:" with a text box containing "your account username or mailbox name", and "Password:" with an empty text box. Below the password field is a checked checkbox labeled "Remember password". At the bottom right of the dialog box are two buttons: "Next" and "Cancel".