



MOOSE
COMMUNICATIONS

An Easy Guide to Setting up your Email...

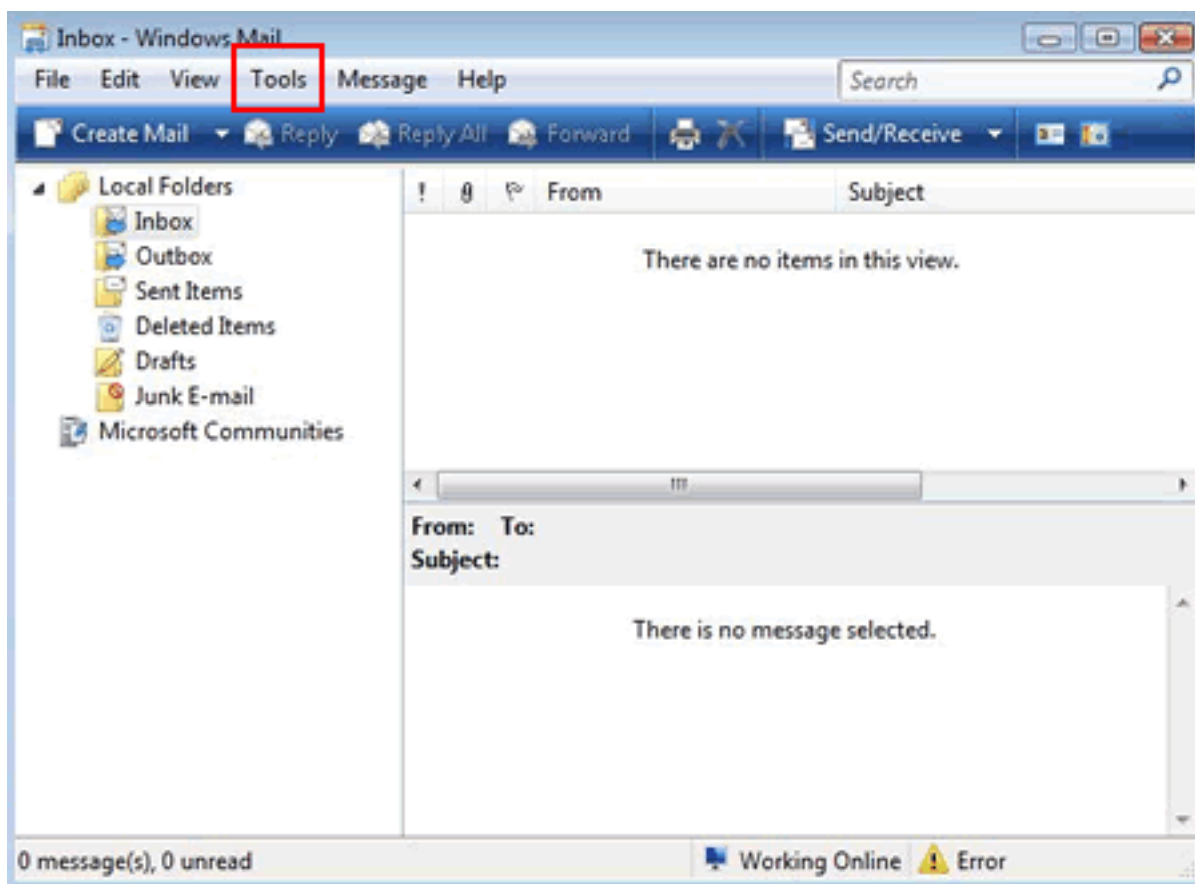


Windows Mail

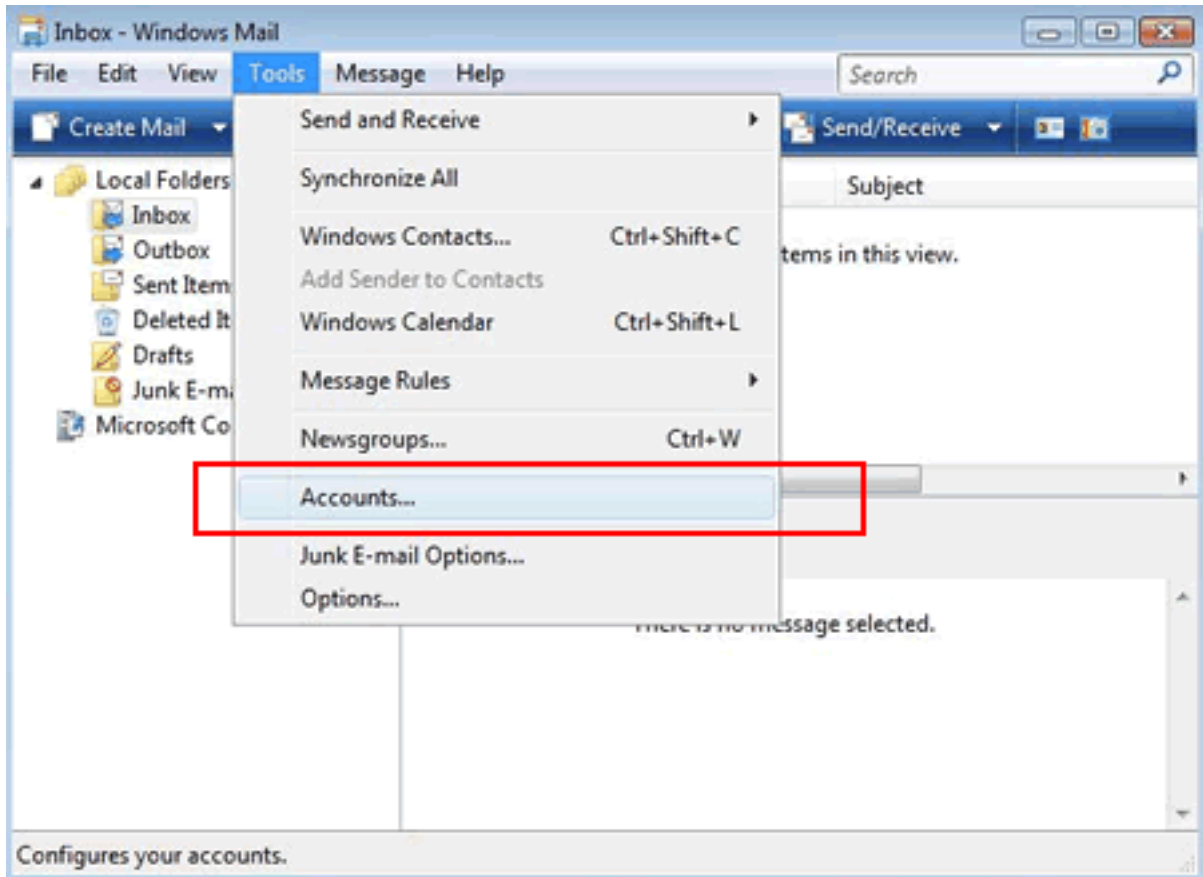
Windows Mail

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

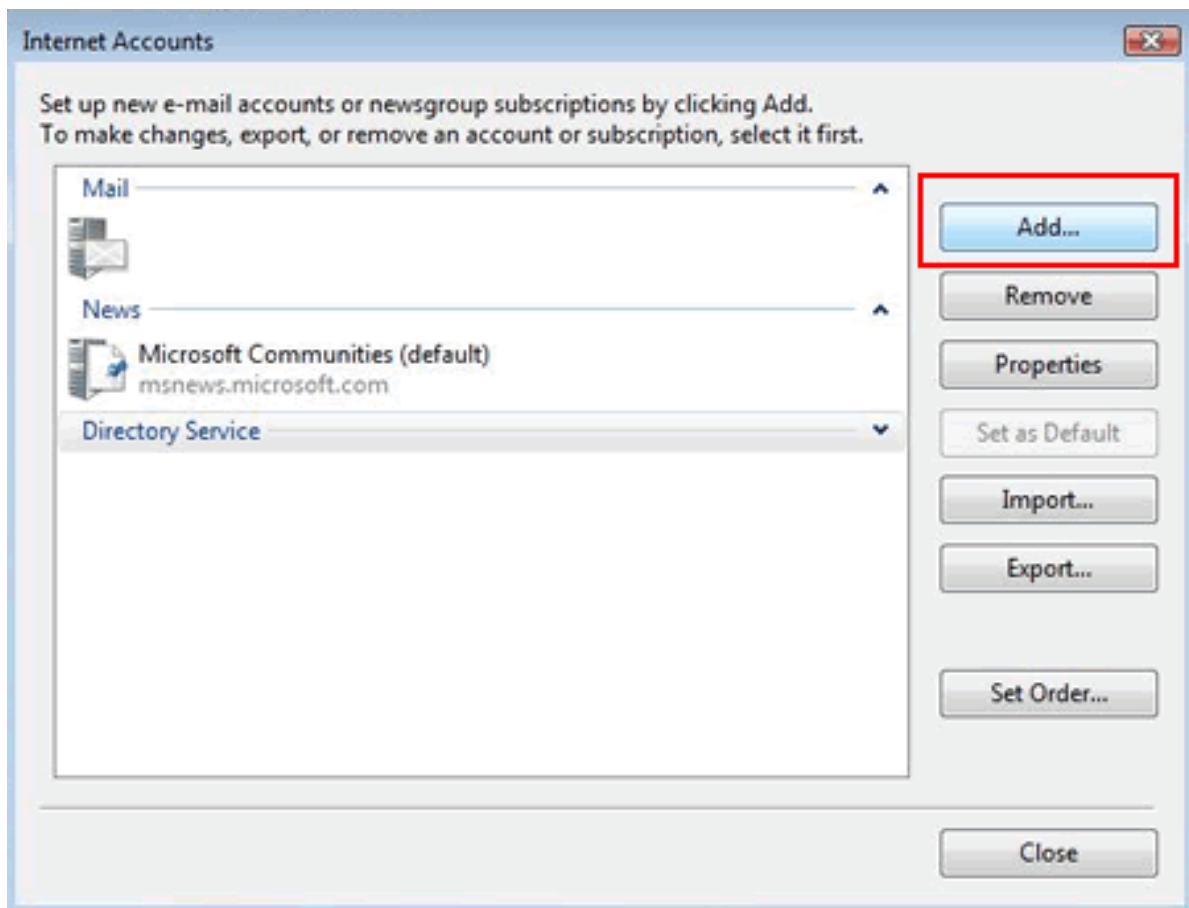
- 1) Click on **Start** and then **Windows Mail**.
- 2) When Windows Mail has opened, click on **Tools**.



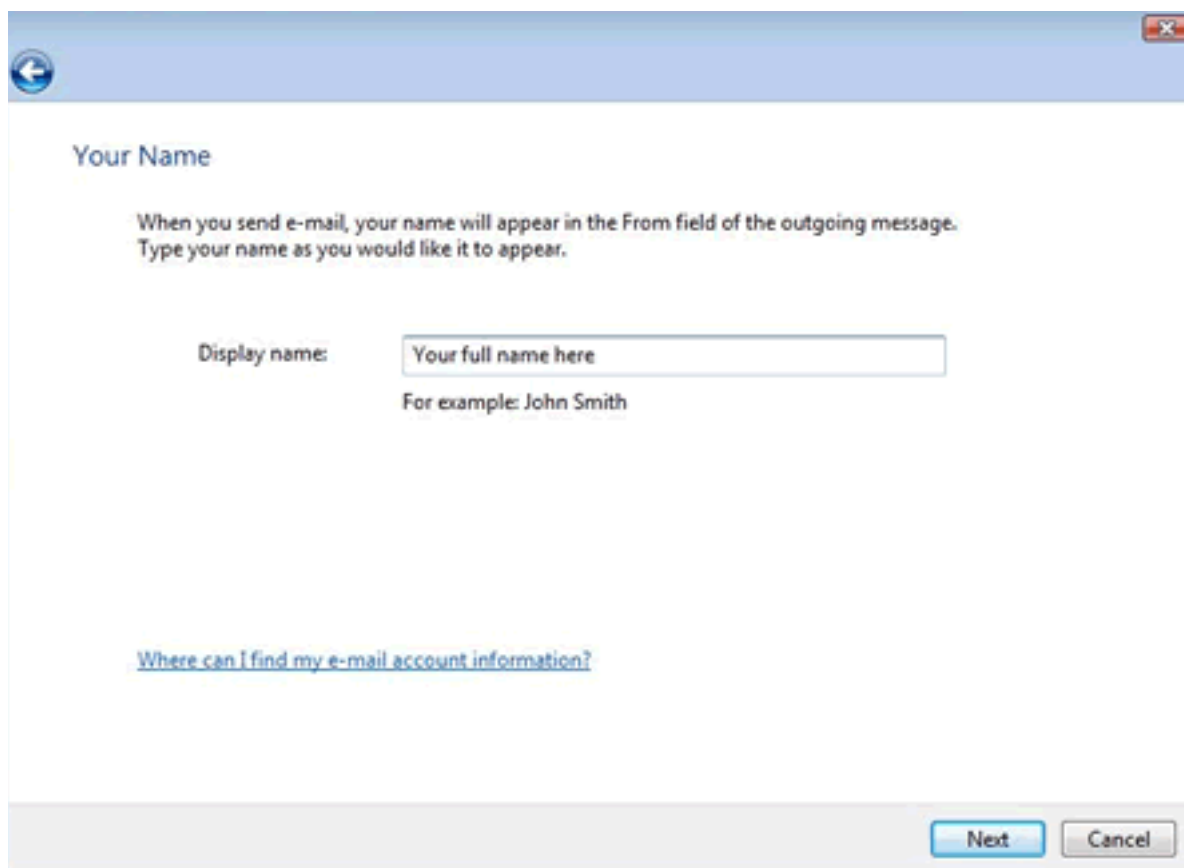
3) Then click on **Accounts**.



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

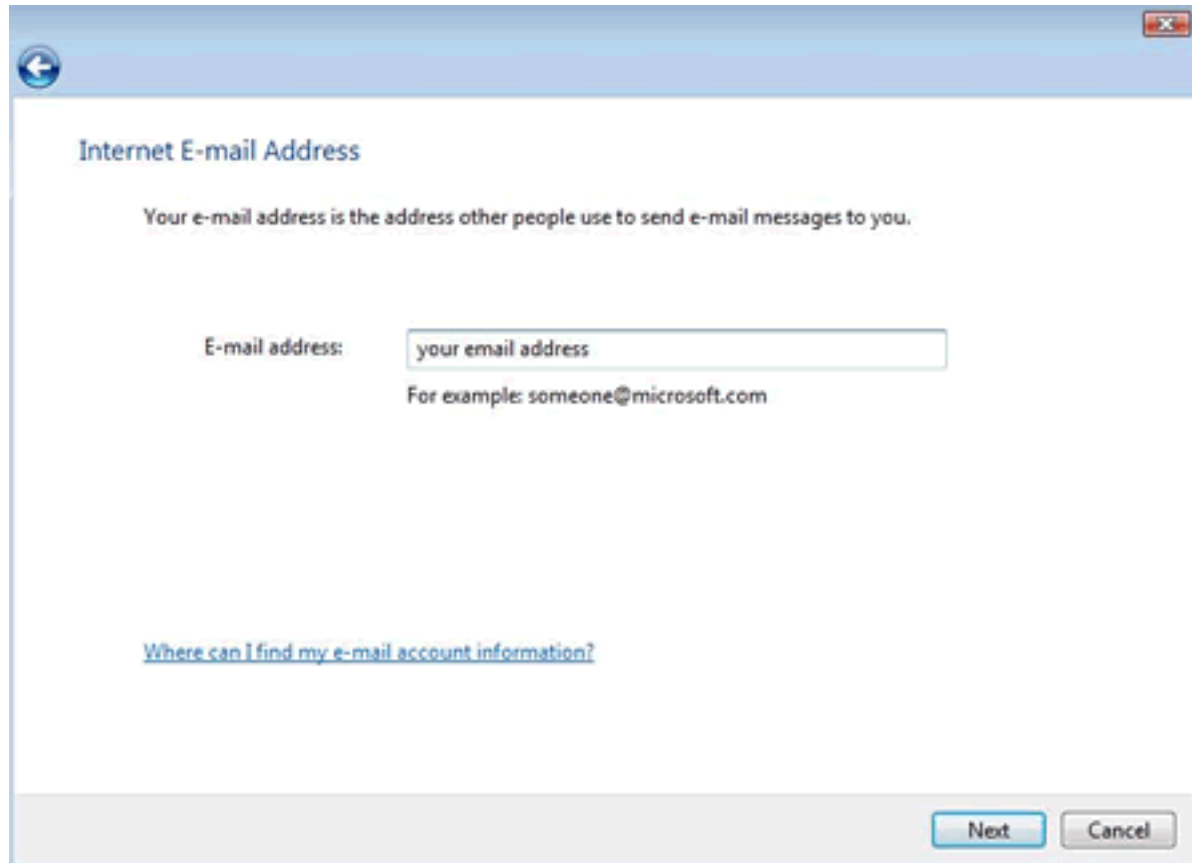


- 5) You'll then be asked to enter a name (e.g. Your full name. Emails that you send to people will use what you write here in the "from" field). Click **Next**.



The screenshot shows a window 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 title "Your Name" and a paragraph: "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 is a text input field with the placeholder text "Your full name here" and the example "For example: John Smith" underneath it. 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 window 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". It contains the following text and elements:

- Back arrow icon in the top-left corner.
- Close button (X) in the top-right corner.
- Section header: "Internet E-mail Address"
- Instructional text: "Your e-mail address is the address other people use to send e-mail messages to you."
- Label: "E-mail address:"
- Text input field containing "your email address".
- Example text: "For example: someone@microsoft.com"
- Hyperlink: "[Where can I find my e-mail account information?](#)"
- Buttons: "Next" and "Cancel" at the bottom right.

- 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**

Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
mail.plus.net

Outgoing e-mail server (SMTP) name:
relay.plus.net

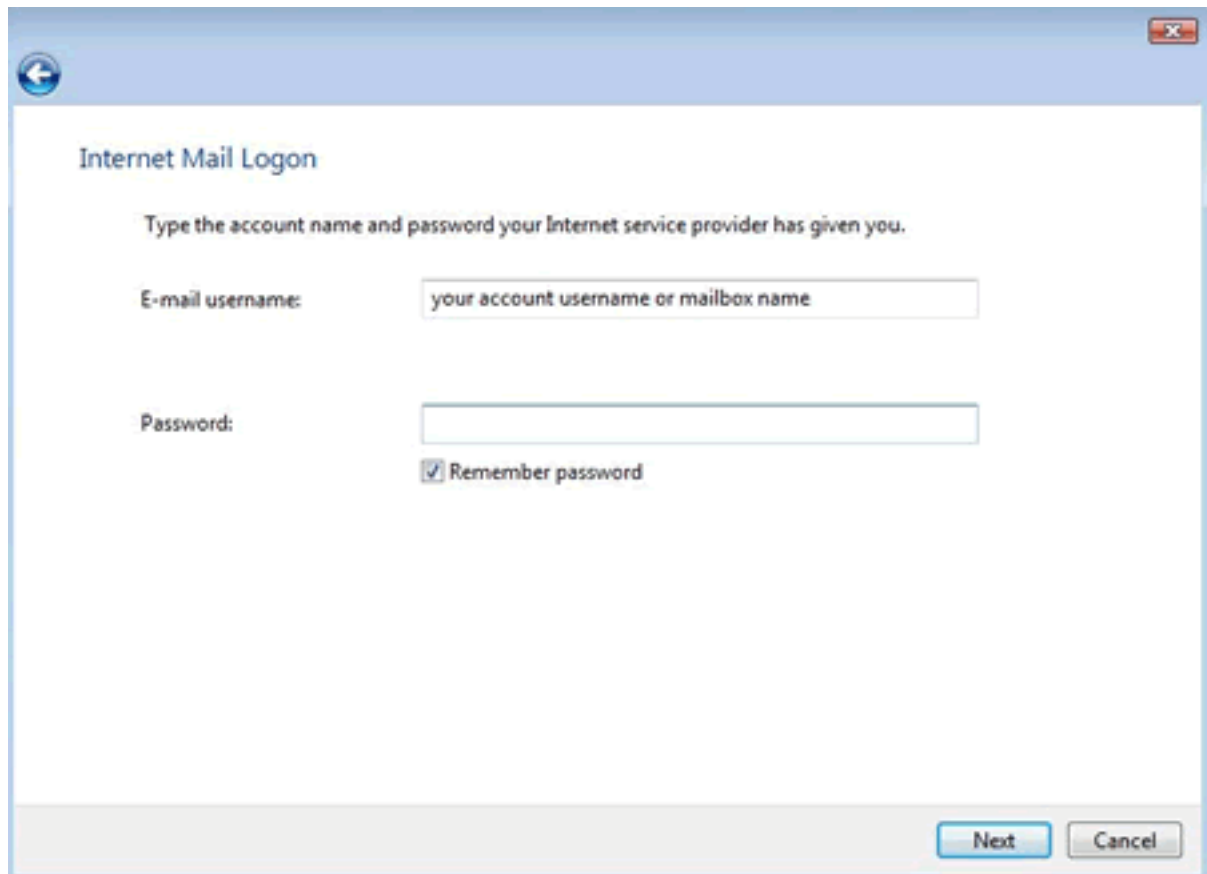
Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

Next Cancel

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. The main text reads: "Type the account name and password your Internet service provider has given you." Below this, 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. A checkbox labeled "Remember password" is checked. At the bottom right, 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.

Internet Mail Logon

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

E-mail username:

Password:

Remember password

Next Cancel