

## FOUR STEPS TO SETTING UP YOUR EMAILS IN MS OUTLOOK (similar in other email clients)

You will need the following information:

Email address: [yourname@yourdomain.co.uk](mailto:yourname@yourdomain.co.uk)  
Username: [yourname@yourdomain.co.uk](mailto:yourname@yourdomain.co.uk)  
Password: yourpassword

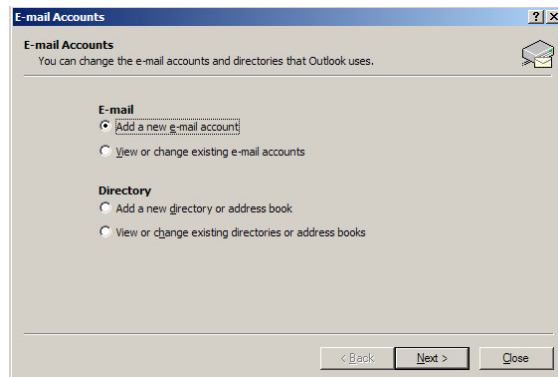
(use your own email address)  
(use your own email address)  
(use your own password)

**THEN.....** Open Outlook and click on **Tools >**

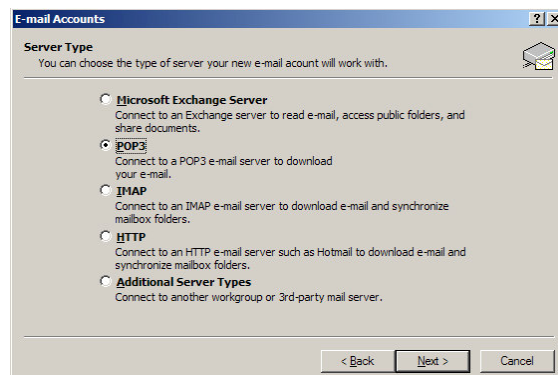
### E-mail Accounts

#### 1. E-mail Accounts

Select: **Add a new e-mail account**  
Click **Next >**



#### 2. Select **Pop3** and click **Next >**



### 3. Internet E-mail Settings (POP3)

#### User Information

Your Name: **The name that you want people to see when you email them.**

Email Address: [yourname@yourdomain.co.uk](mailto:yourname@yourdomain.co.uk)

#### Server Information

Incoming mail server: **mail.base5.eu**

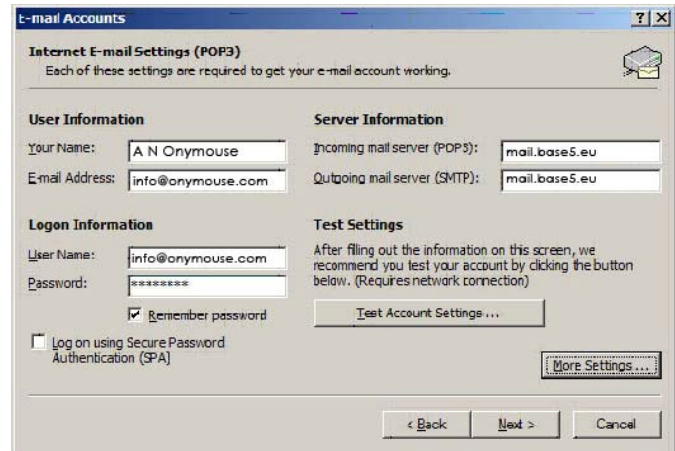
Outgoing mail server: **mail.base5.eu**

#### Login Information

User Name: e.g. [yourname@yourdomain.co.uk](mailto:yourname@yourdomain.co.uk)

Password: **yourpassword**

Click: **More Settings**



### 4. Internet E-mail Settings

Select **Outgoing Server** tab

Tick the option:

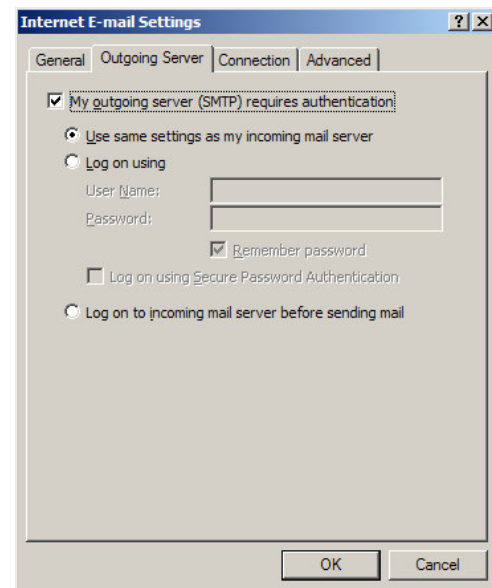
**My outgoing server (SMTP) requires authentication**

and

**Use same settings as my incoming mail server**

Click **OK** to return to previous screen

Click **Next** then **Finish**



To access your email account from **any** computer anywhere:

In a web browser, type in [http://webmail.yourowndomainname\\*](http://webmail.yourowndomainname*)

**NB** - You can also access your email from <http://webmail.base5.eu> or the Webmail link from our website.

At the login screen type in your **email address** and **password**.

Once logged in you will have the option to read, write and delete emails, change your passwords, set-up and control spam filters etc.

\* your own domain name is your website address *after* the **www.** but including the end **.co.uk** or **.com**