



**Configuring your Microsoft Outlook Express V5 Email
Program to access email from your domain held with
Edge Impact Consulting Limited**

Quick Guide

EiDoc Microsoft Outlook Express V1.0

1. Introduction

This document aims to help you set up your Microsoft Outlook Express Version 5 email program, so that you can use the email POP box facilities held with Edge Impact Consulting.

2. Setting up Outlook Express with your email details using the Wizard

1. Open Microsoft Outlook Express in the usual way. This is normally achieved by clicking the desk top icon or by choosing – **start | Programs | Microsoft Outlook Express**.
2. Select **Tools | Accounts** from the dropdown menu at the top of Microsoft Outlook Express.
3. You will be presented with a dialogue box which details all the current email and news accounts currently set up within Microsoft Outlook Express. Choose the **Add | Mail** option from the top right of this dialogue box. This will start the Wizard.
4. You will be prompted for the name of the account, as it will appear in Microsoft Outlook Express as well as on outgoing emails. Type your chosen name in here, for example John Someone.
5. Click **Next**
6. Enter your email address in the format **youremailname@yourdomain.co.uk**.
7. Click **Next**
8. Here you set up the names of the servers you will use to send and receive emails through. Select “POP3” from the dropdown list.

In the **Incoming mail (POP3, IMAP or HTTP) Server:** type – **mail.yourdomain.co.uk**, where **yourdomain.co.uk** is the name of your domain. For instance if you were using the email address – foobar@mybrandnewdomain.co.uk, you would type - mail.mybrandnewdomain.co.uk.

In the **Outgoing mail (SMTP) server:** enter the SMTP address **supplied by your ISP**. This address is supplied by the same company with whom you connect to the internet. Some examples of this would include – **smtp.virgin.net** (Virgin), **smtp.freemove.com** (Freemove), **smtp.btclick.com** (BTConnect) and **mail.btopenworld.com** (BTOpenWorld). These addresses are a guideline only and you should contact your own ISP initially to get the address of your particular SMTP server.

9. Click **Next**
10. Here you enter your email address and password. In the Box - **Account Name**, type in your email address – for instance **accounts@mybrandnewdomain.co.uk**. In the box – **Password**, type in your email password. This will appear in the box as a series of stars (not necessarily the same number as the number of letters in your password).
11. Click **Next**
12. Click **Finish**
13. You will see your new account next to the other ones in the **Internet Accounts** Dialogue Box. You can modify the details by selecting the Mail account and clicking Properties.
14. Click **Close**
15. Click **Send/Recv** button at the top of Microsoft Outlook Express to test your new settings. If you receive errors, please re check the settings in the **Tools | Accounts** option.



16. If you require further help and guidance, choose **Help | Contents and Index** from the top of Microsoft Outlook Express.
17. If you are still having difficulties with your email settings you can contact Edge Impact using 0845 4506767.

3. Disclaimer

This help guide is given to you in good faith. Edge Impact Consulting Limited accepts no liability for any loss or damage incurred as a result of implementing any of these changes. Edge Impact Consulting Limited offer no guarantee about the accuracy of the information contained within this document.