

Mailcustodian LLP

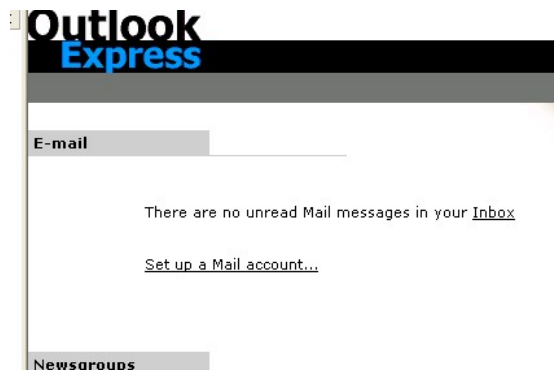
Outlook Express 6
POP3 Setup Guide

Introduction

This guide covers the setup of Outlook Express 6 for use with Mailcustodian's POP3 servers. It covers SMTP-AUTH and POP3 connections and ensures the most efficient way of sending and receiving mail.

Setup

Figure 1



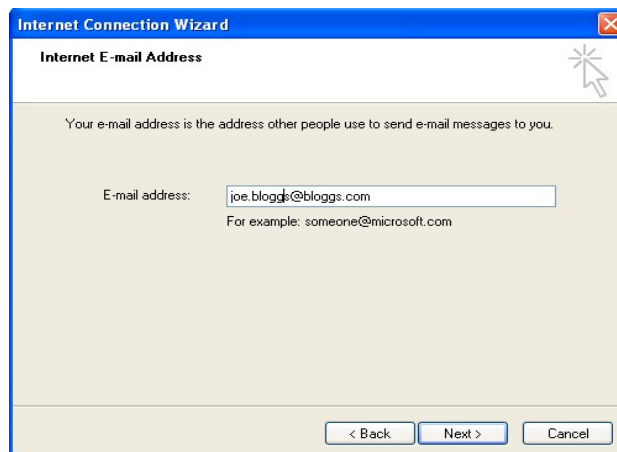
- On the Front Page click on **Setup a Mail account**
- Clicking on this brings up Figure 2
- (If you already have an account setup you will have to start from Figure 7)

Figure 2



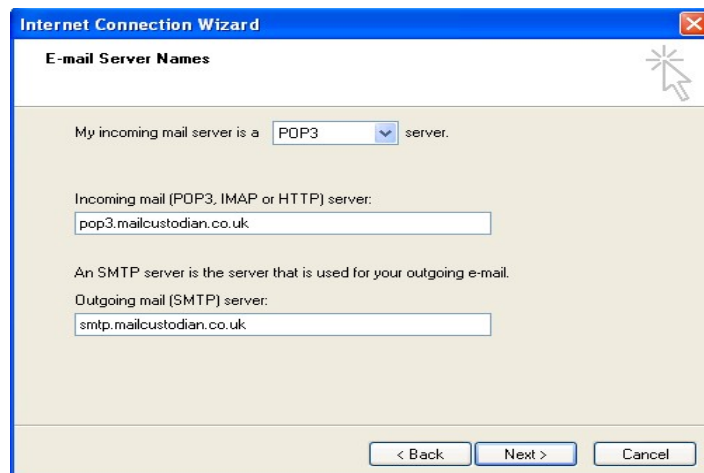
- Enter the name you would like to appear on your mails
- Click on **Next** to continue which brings up Figure 3

Figure 3



- Enter your e-mail address
- Click on *Next* to bring up Figure 4

Figure 4



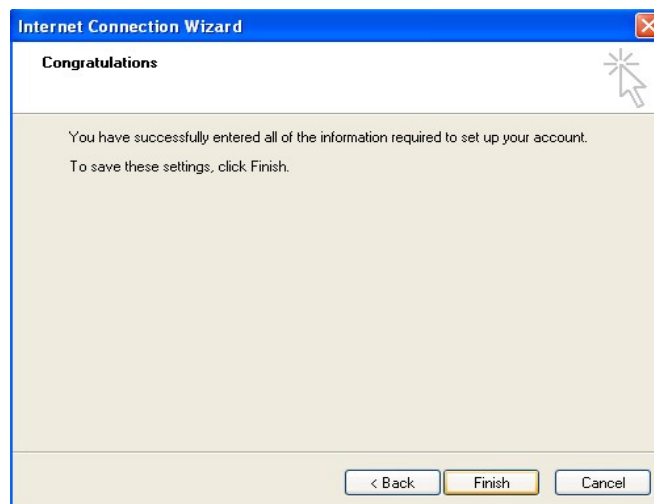
- Enter
 - Select **POP3** as the incoming mail server type
 - Incoming mail server – Always **pop3.mailcustodian.co.uk**
 - Outgoing mail server – Always **smtp.mailcustodian.co.uk**
 - Click on *Next* to bring up Figure 5

Figure 5



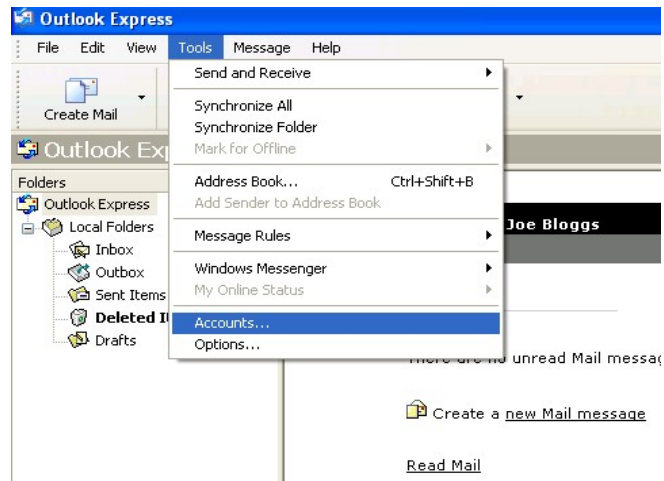
- Enter your username supplied by Mailcustodian. Always in the form [username@domain](#)
- Enter your password supplied by Mailcustodian.
- Click on **Remember password** tick box
- Click **Next** to bring up Figure 6

Figure 6



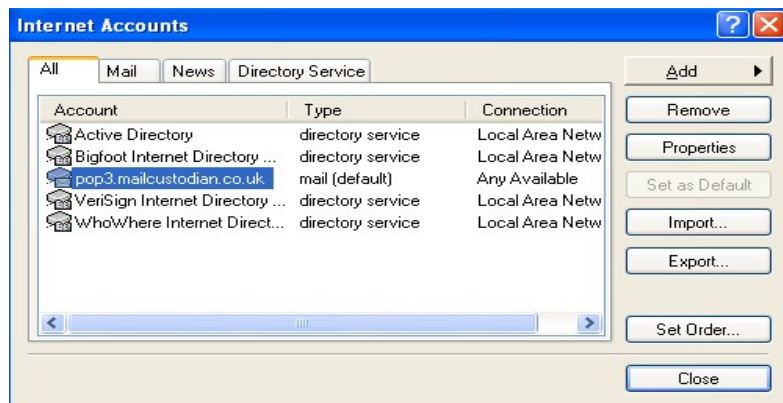
- Click **Finish** to enter all your details and return to the main opening screen
- Please note your connection may work at this point but will not be configured correctly. To configure continue from *Figure 7*

Figure 7



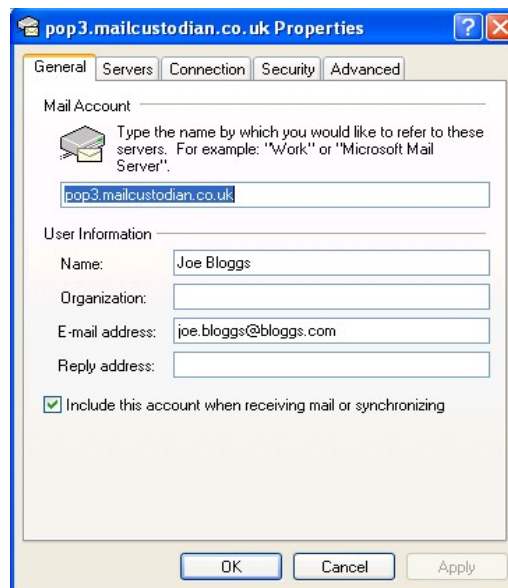
- Click *Accounts* from the *Tools* menu which brings up Figure 8

Figure 8



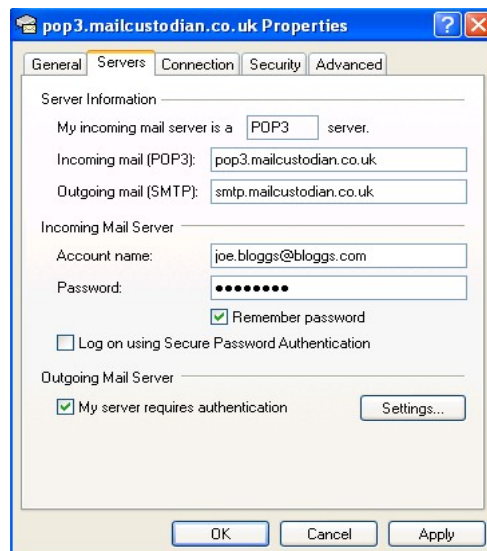
- Highlight the relevant account. Usually *pop3.mailcustodian.co.uk*
- Click on *Properties* to bring up Figure 9

Figure 9



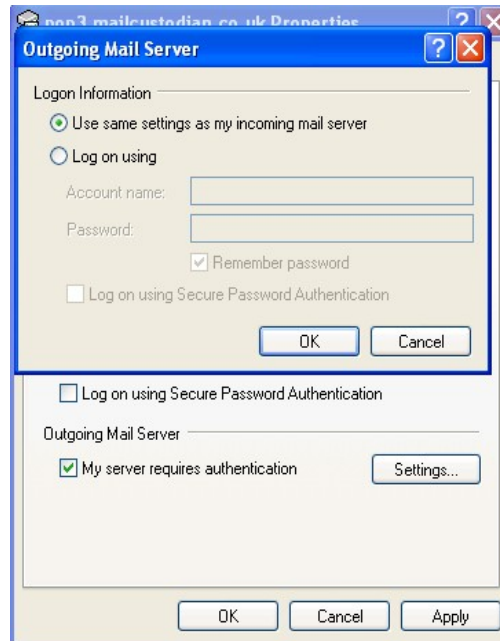
- Click on the **Servers** tab. This will bring up Figure 10

Figure 10



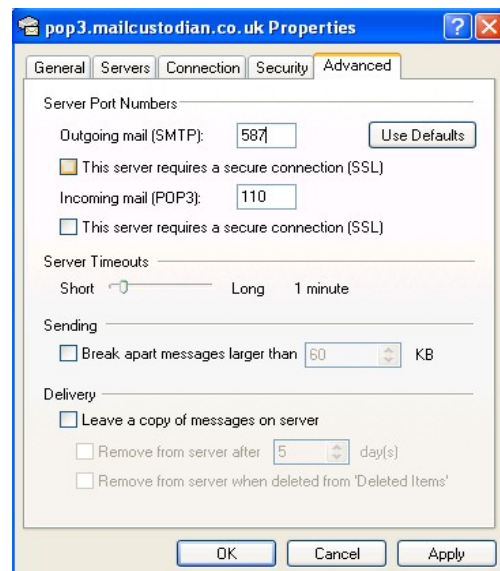
- Tick the **My server requires authentication**
- Click on **Settings** to bring up Figure 11

Figure 12



- Make sure *Use same settings as my incoming mail server* is selected
- Click on *Ok*
- Click on the *Advanced* to bring up Figure 13

Figure 13



- Make sure *Outgoing mail (SMTP)* port is 587
- Click *OK* to go back to Figure 8
- At Figure 4 click on *Close* to complete the Outlook Express 6 installation