

Configuring Outlook Express

To receive mail from your university email account at the same time as your other email in MS Outlook Express. The principal is exactly the same if you use other mailer programs such as Outlook, Eudora or Pegasus.

Before you start you will need to have to hand

1. Your university number
2. Your university password
3. Your existing outgoing email server name

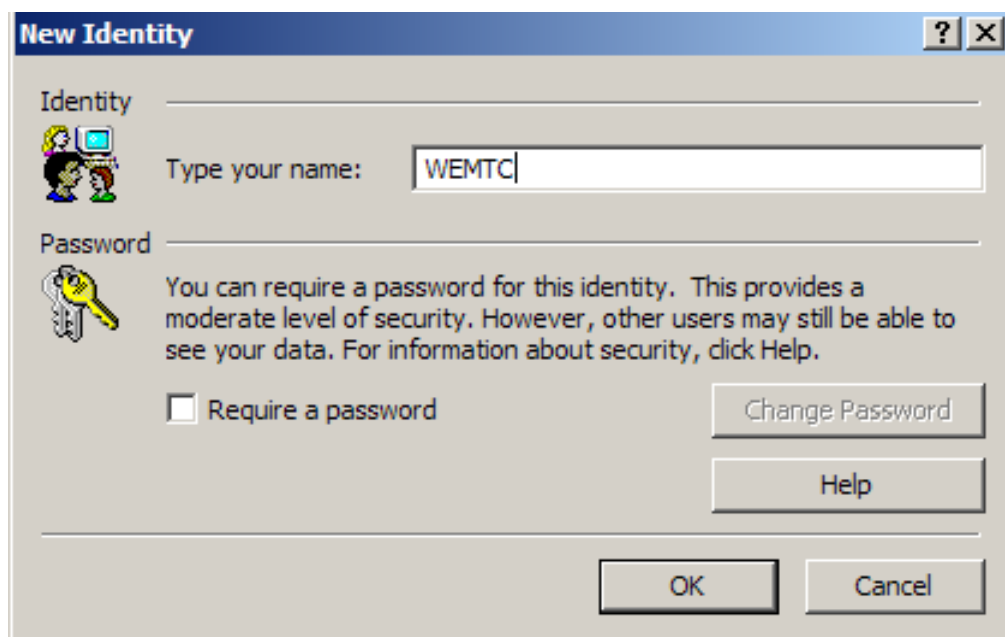
The last one may worry you a bit: it should be in the data given you by your internet service provider: if not try the following web site with a comprehensive list;

<http://www.adamsdvds.co.uk/mailserver.php/>

First, open **Outlook Express**.

In the file menu on the bar at the top, click on **File** then **Identities** then **Add New Identity**

Type in a name for this identity: *WEMTC*, for example



You can set a password that controls access to this identity on your computer if you wish. Click on **OK**

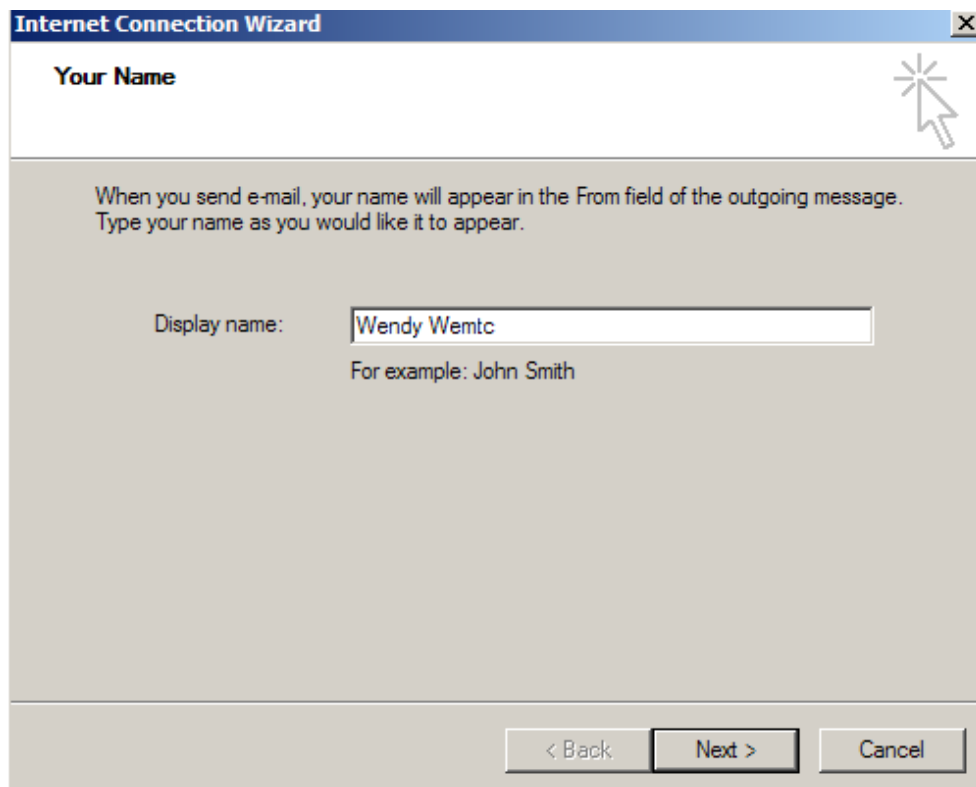
At

Do you want to switch to *WEMTC* now?

Click on **Yes**

The Internet Connection Wizard

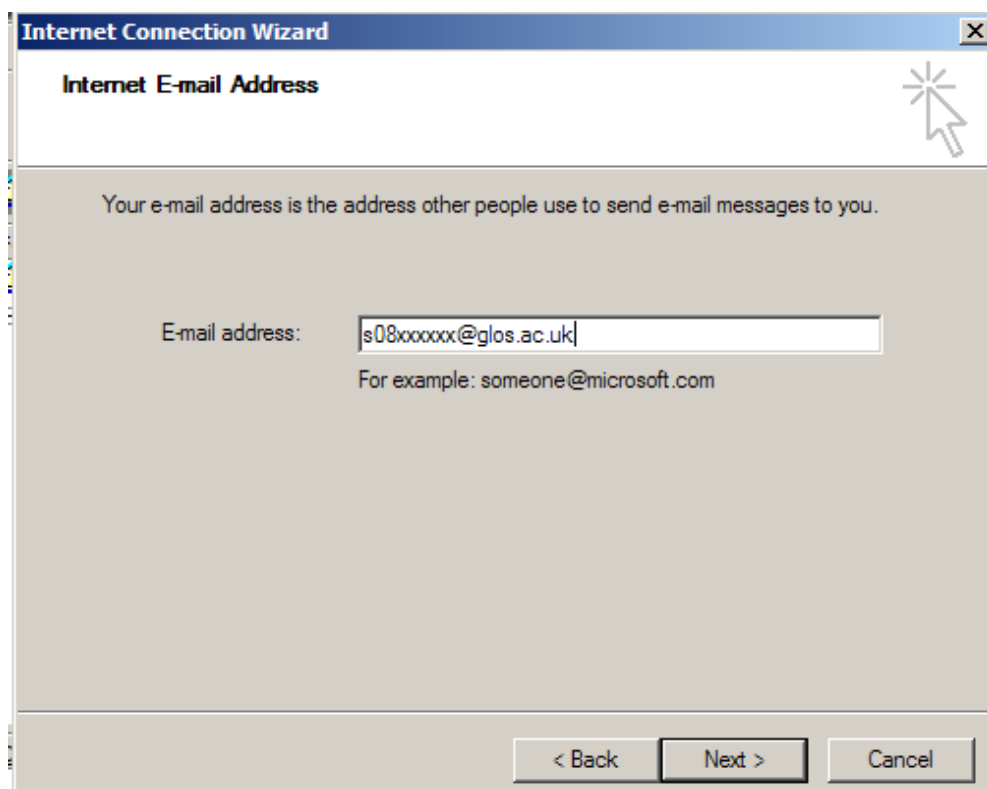
At Your Name enter your name, as you want it to appear on emails



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'Wendy Wemtc'. To the left of the text box is the label 'Display name:'. Below the text box is the text 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Click **Next**

Enter your email address This will be something like s083435@glos.ac.uk



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 's08xxxxx@glos.ac.uk'. To the left of the text box is the label 'E-mail address:'. Below the text box is the text 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

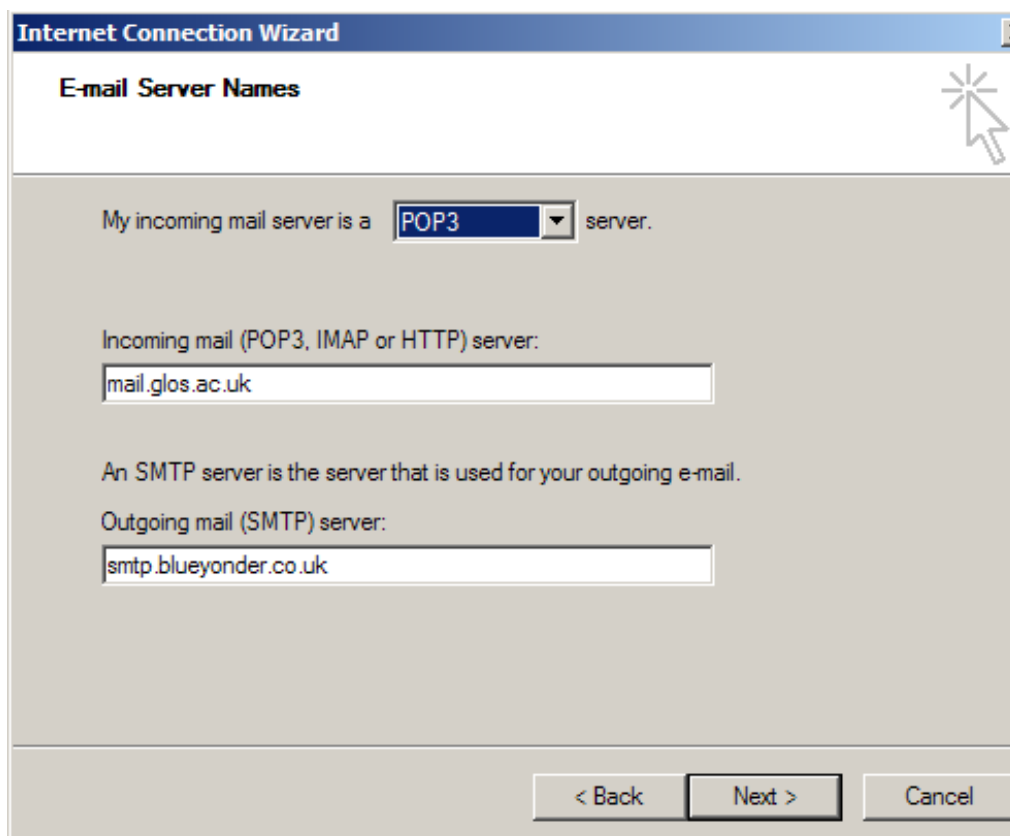
Click on **Next**

The next screen is **Email Server Names**

The incoming mail server will be *mail.glos.ac.uk* (the university server). Enter this.

The outgoing mail server (known often as the SMTP server)will depend on who your Internet Service Provider is. The entry shown (*smtp.blueyonder.co.uk*) is for blueyonder, btinternet would be *mail.btinternet.com* etc.

Leave the option 'My incoming mail server is a' **POP3** server



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following elements:

- A dropdown menu labeled "My incoming mail server is a" with "POP3" selected, followed by the text "server."
- A text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing the text "mail.glos.ac.uk".
- A text input field labeled "Outgoing mail (SMTP) server:" containing the text "smtp.blueyonder.co.uk".
- At the bottom, three buttons: "< Back", "Next >", and "Cancel".

After pressing **Next** you will get

Internet Connection Wizard

Internet Mail Logon

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

Account name: s08xxxxx

Password: ●●●●●●●●●●●●

Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

Enter your account name, (your student number including the 's') Enter your password (click **Remember password** if you don't want to enter it each time you check for mail)

Press **Next** and you have finished.

Note:

The university requires a password change every 90 days. Internal users get a reminder: you will simply discover your mail request is rejected. To solve this you need to attempt to log in to your email via webmail : you will get a change password prompt: change your password. Then if you have set your password to be remembered in Outlook Express you need to change it by going to **Tools** then **Accounts** Click on the **Mail** tab , select your account and click the **Properties** button. Click on the **Servers** tab

Delete the old password and enter the new one.
Click on **Apply** then **Close** and exit Outlook Express.
You have changed your password.

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