

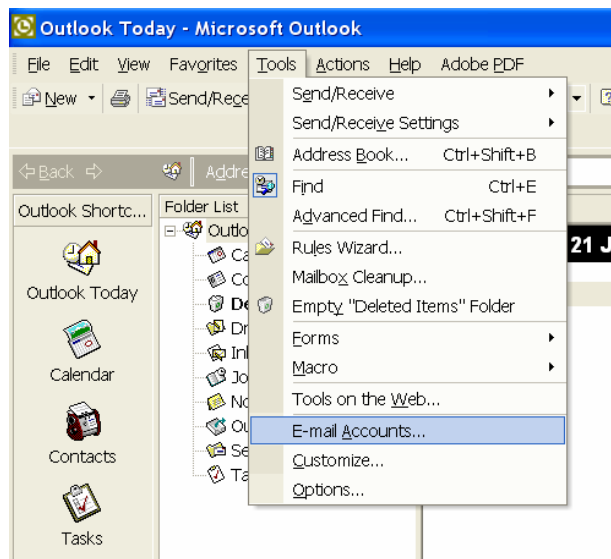
# Microsoft Outlook

## Introduction

The purpose of this document is to describe how to setup Microsoft Outlook (often packaged with Microsoft Office) to enable you to send and receive e-mail using your ukmailexchange.com service.

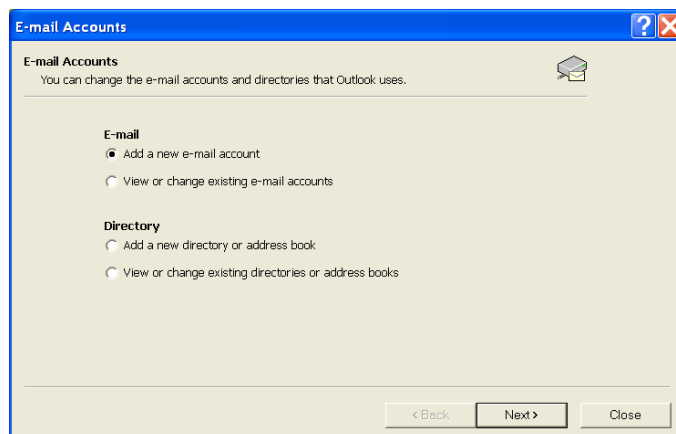
## Setup Steps

1. Select Tools > E-mail Accounts. *See fig 1.*



*fig 1.*

2. Under E-mail Select "Add a new e-mail account" and "next", as in *fig 2.*



*fig 2.*

3. Select "POP3" and then click "next", as in *fig 3.*

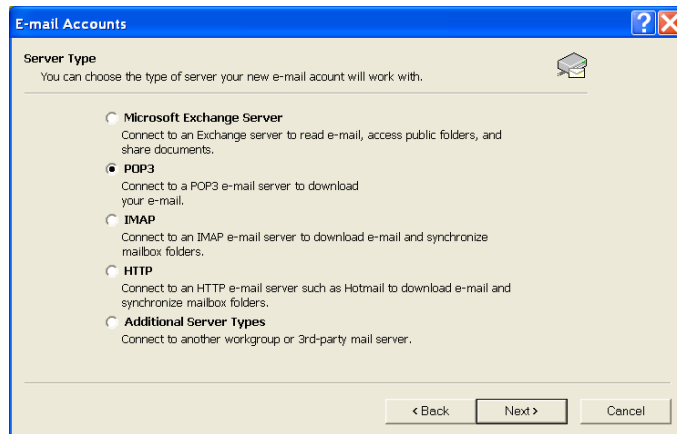


fig 3.

4. **User Information;** Enter your name (e.g. John Smith) and e-mail address ( e.g. john@smith.com). *See fig 4.*
5. **Login Information;** Enter your mailbox login details username / password, these can be found on your invoice (labelled Webmail login details) or my logging in to your control panel. Note: The username is your e-mail address. *See fig 4.*
6. **Server Information;** *See fig 4.*

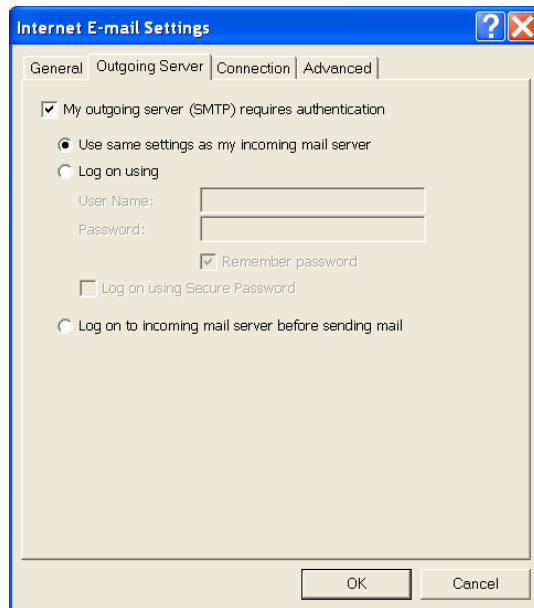
**Incoming mail server (POP3):** *pop.ukmailexchange.com*  
**Outgoing mail server (SMTP):** *smtp.ukmailexchange.com*

**Note:** Some broadband suppliers block SMTP connections, if you are unable to send e-mail contact your broadband supplier and request a different outgoing mail server (SMTP).

7. Click "More settings..." as on the form displayed in *fig 4*

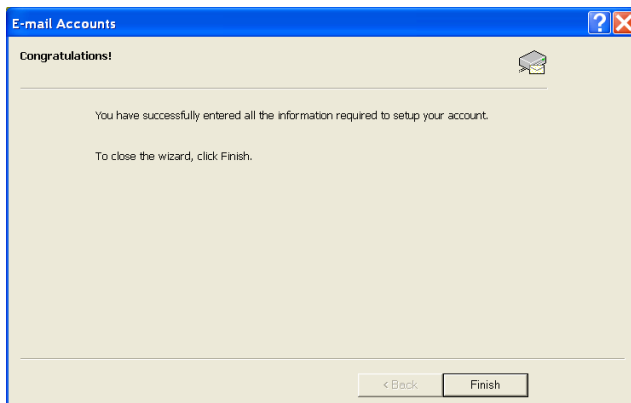
*fig 4.*

8. Click on the “Outgoing Server” tab. select “My outgoing server (SMTP) requires Authentication” and “use same settings as my incoming mail server” this can be seen in *fig 5.*
9. Click “Ok”



*fig 5.*

10. Click on Test Account Settings as in *fig 4.*
11. Click “Next”.
12. Click “Finish” your account should now be fully functional.



*fig 6.*

## ***Additional Support***

Due to the multi party nature of the internet and computing in general e - asyml.com can only provide limited support for “third party software” such as Microsoft Outlook.

We do however keep a database of all issues our customers encounter and encourage customers to notify us of any such irregularities so they can be investigated by a support member.

Please e-mail us at: [support@ukmailexchange.com](mailto:support@ukmailexchange.com) or use our contact form on the [ukmailexchange.com](http://ukmailexchange.com) website.

## ***Version***

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