

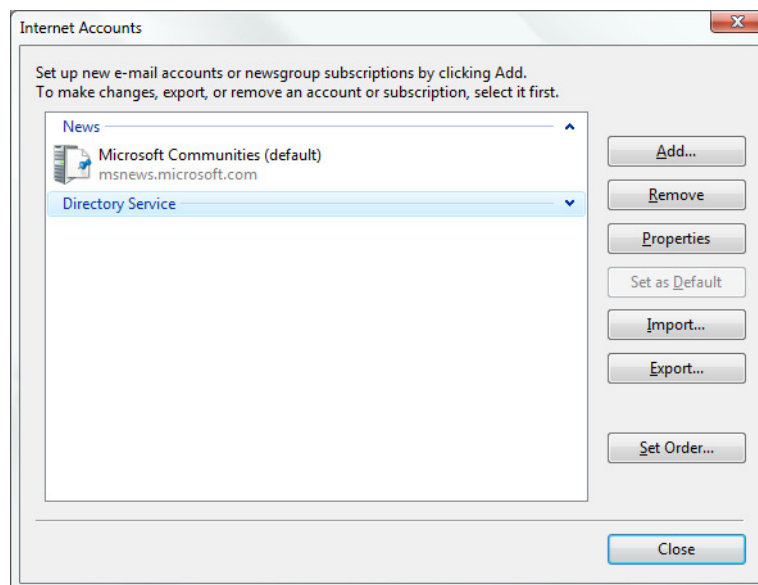
## Microsoft Mail (Windows Vista)

### Introduction

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

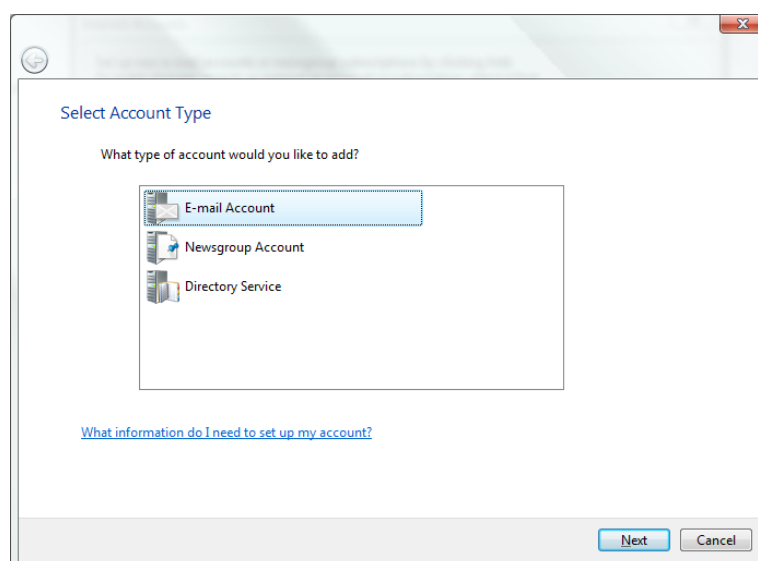
### Setup Steps

1. Select Tools > Accounts... See *fig 1*.



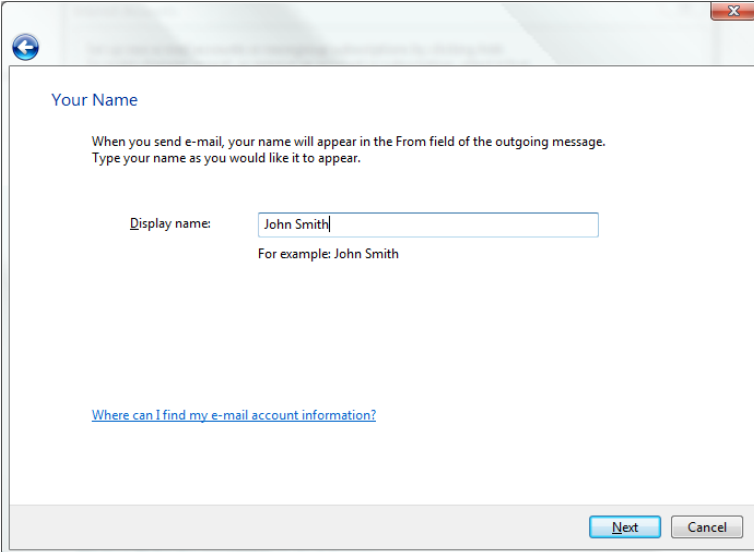
*fig 1.*

2. Select "Add...", then "E-mail Account" and then "Next", as in *fig 2*.



*fig 2.*

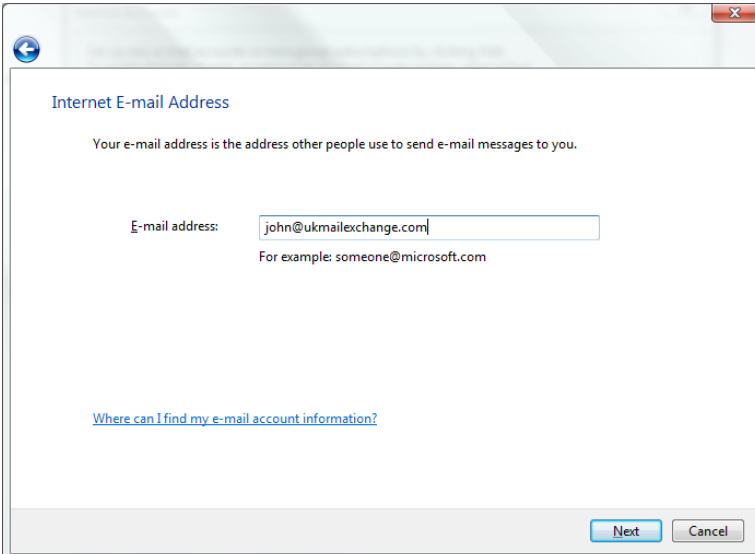
3. Enter the name you wish to appear in the from field of outgoing messages e.g. John Smith and then click “next”, as *in fig3*.



The screenshot shows a window titled "Your Name" with a back arrow icon in the top left. The text inside reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this is a label "Display name:" followed by a text input field containing "John Smith". Underneath the input field is the text "For example: John Smith". At the bottom left is a blue hyperlink: "Where can I find my e-mail account information?". At the bottom right are two buttons: "Next" (highlighted in blue) and "Cancel".

*fig3.*

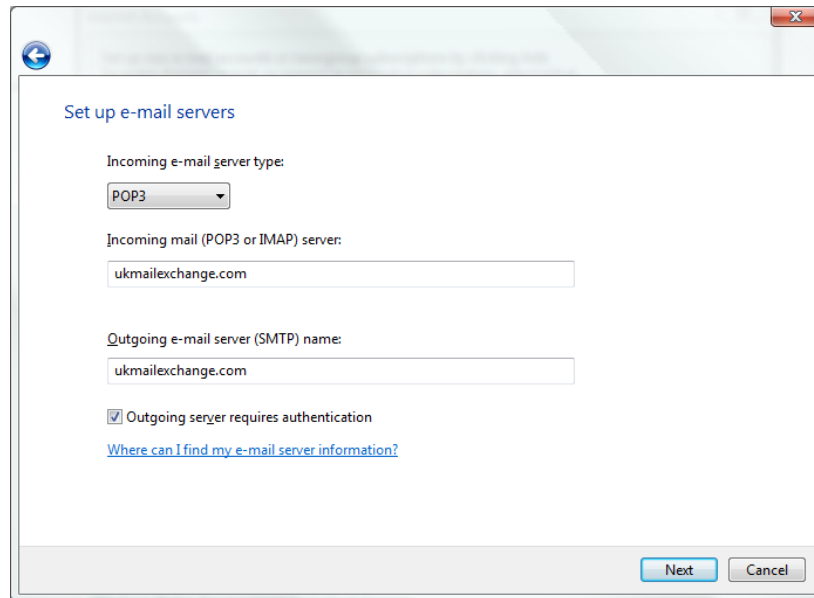
4. Enter your email address e.g. john@ukmailexchange.com, as *in fig4*



The screenshot shows a window titled "Internet E-mail Address" with a back arrow icon in the top left. The text inside reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a label "E-mail address:" followed by a text input field containing "john@ukmailexchange.com". Underneath the input field is the text "For example: someone@microsoft.com". At the bottom left is a blue hyperlink: "Where can I find my e-mail account information?". At the bottom right are two buttons: "Next" (highlighted in blue) and "Cancel".

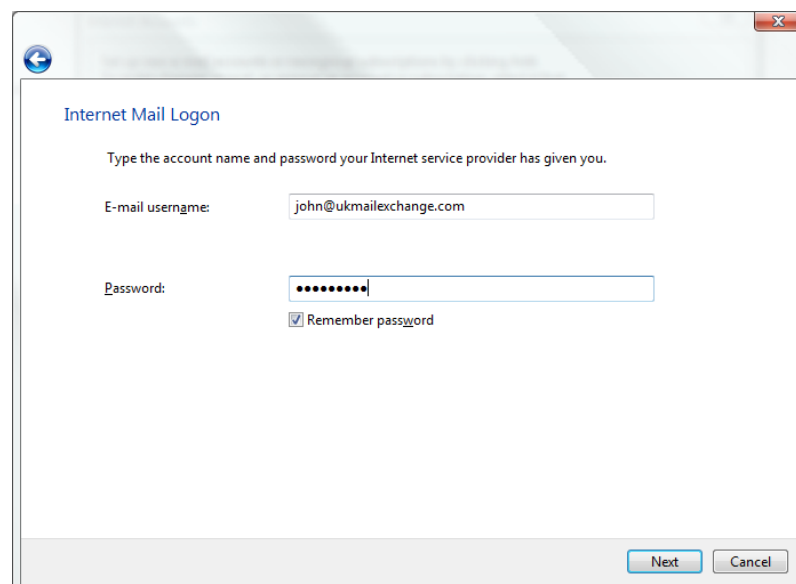
*fig 4.*

5. Incoming e-mail server type: POP3, as *in fig5*
6. Incoming mail (POP3 or IMAP) server: *ukmailexchange.com*, as *in fig5*
7. Outgoing e-mail server (SMTP) name: *ukmailexchange.com*, as *in fig5*
8. Select “Outgoing e-mail server requires authentication” and then click “Next”, as *in fig5*



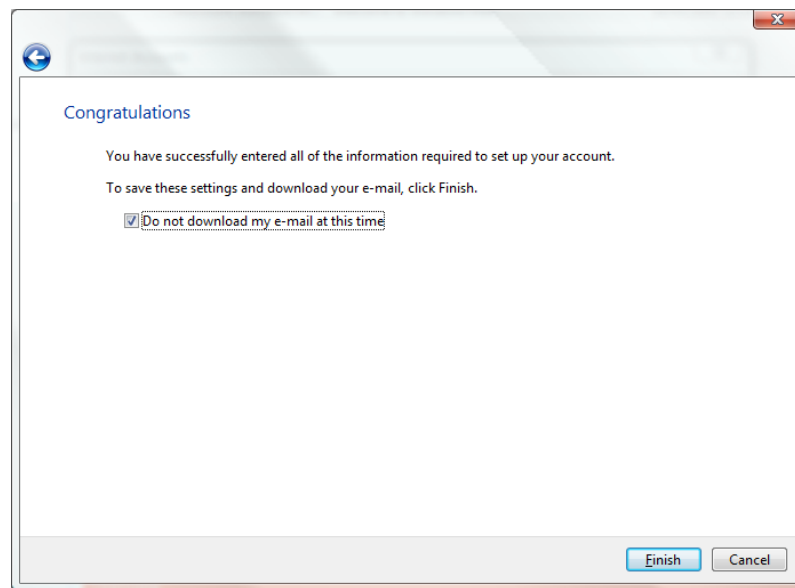
*fig 5.*

9. E-mail username: 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, select “Remember Password” and then click “Next”. *See fig 6.*



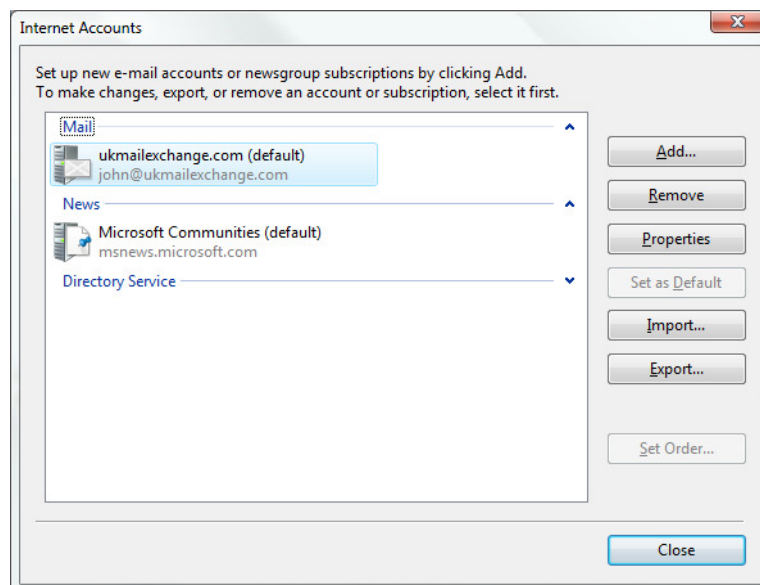
*fig 6.*

10. Select “Do not download my e-mail at the time” and then click “Finish”  
*See fig 7.*



*fig 7.*

11. Click on your newly created email account and click “Properties”, *See fig8*



*fig 8.*

12. Select the “Advanced” tab, then select “Leave a copy of messages in the server” and then click “Ok”. Note: When this setting is enable a copy of all incoming emails will be keep on the server acting as a backup if your computer fails and also allowing the emails to be viewed via web mail.

## ***Additional Support***

Due to the multi party nature of the internet and computing in general ukmailexchange.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***

Version Number: v1.0  
Release Date: 24-07-07