

Email

Setting up your mailboxes

To set up your mailboxes in an email program such as Outlook or Outlook Express you will need to use the settings that are defined in the Email section of the Control Panel.

Incoming Mail server (POP3) : see CONTROL PANEL > Email for the correct server name

Outgoing Mail Server (SMTP) : see CONTROL PANEL > Email for the correct server name

Username : This depends on the email you created. To find out your username go to Home > Email in the control panel.

Password : (You choose your password when you set up the email address)

Mailboxes

A mailbox allows an email address to be setup on a local computer using programs such as Outlook and Outlook Express.

To add, delete mailboxes go to Email > Mail Boxes. Any mailboxes the Church has will be listed and you will be able to delete or change their passwords.

Click Add Mailbox to create a new mailbox. Site Managers should enter the first part of the email (the part before the @ mydomain.co.uk) in the email address field, and then choose a password and enter that twice, below. Then press add to create the new email address.

Setting up a Mailbox in Outlook or Outlook Express

Microsoft Outlook XP

To set up a mailbox in Outlook follow these simple instructions.

Open Outlook

Go to **Tools > Email Accounts**

Select '**Add a new Account**' and press **next**

Select **POP3** and press **next**

Fill in the following fields :

Your Name - Your Name

Email Address - The mailbox address you are adding

Incoming mail(pop3) - see CONTROL PANEL > Email for the correct server name

Outgoing mail(smtp) - see CONTROL PANEL > Email for the correct server name

Username – see the help file on line for more details

Password - the password you entered when you created the mailbox

Press **Finish**.

You can now send emails using your mailbox

Microsoft Outlook Express XP

Open Outlook Express

Go to **Tools > Accounts**

Click on **Add > Mail**

Enter the person or organisation that the name belongs to

Press **next**

Enter the mailbox email address

Press **next**

Make sure the incoming mail server is selected as a POP3 server

see CONTROL PANEL > Email for the correct server name for the name of the incoming server

see CONTROL PANEL > Email for the correct server name for the name of the SMTP server

Press **next**

Enter the account name which will be in the username – see the help file on line for more details

Enter the password which you gave when you added the mailbox

Press **next**

Press **finish**

You can now send emails using Outlook Express

Forwarding Addresses

Email forwarding enables you to forward mail sent to a certain address at your domain to another email address or a mailbox. For example you may have a forwarding email address such as 'me@mydomain.co.uk' which could then forward all emails sent to this address to another email such as hotmail.

To add or delete email forwarding addresses go to Email > Forwarding.

Default Routing

This option decides what happens to emails sent to the organisation without a valid email address. This could include spelling mistakes (eg pastoor@mydomain.co.uk) or old unused email addresses. The options for unknown emails are either to send them onto a default mailbox or to 'Bounce' them back to the sender.

Main Email

The main email address will be the address from which all email is sent to from the site. This includes :
new membership login details
forum replies (to subscribed posts)
private message notification

Email Footer Message

This allows you to place a message at the bottom of every email sent from the site. If this is left blank then nothing will displayed.