

GETTING YOUR EMAILS

Your emails can be found at www.yourdomain.co.uk/webmail

The login details will be your email address plus the password you were given

CONFIGURING OUTLOOK

Each version is slightly different but here's a starting guide

1. Tools -> Email accounts
2. Select "Add a new e-mail account"
3. Select "POP3"
4. Fill in the next screen:
 - **Your Name:** Your name
 - **E-Mail Address:** Email address you are picking up
 - **Incoming mail server:** imap.yourdomain
 - **Outgoing mail server:** mail.yourdomain
 - **User Name:** Email account username
 - **Password:** Email account password
5. Click Finish

These instructions should allow you to set up any other mail clients too