

Setting Up to Read Mail

Background

Your domain can have as many separate mailboxes as you require, although most businesses usually only want a single mail box. A mail box can receive mail from many separate email addresses. An email address might be sales@yourdomain.com.au[†] or info@yourdomain.com.au but both can be redirected by [Netsite Australia](#) to a single mailbox, so that one person can read (and respond) to all email.

To read the mail in a mailbox, you have to set up an "account" in your mail reading program, which might, for example, be Microsoft Outlook™ or Outlook Express™. While the actual procedure to set up a new account in your mail reading program will vary between programs, there are some basic concepts that remain the same.

Your Name or Display Name	Your name as it should be sent when you write email. It might be your real name, or a generic name, such as "Sales Team".
Your E-mail Address	This is the address that others will use when writing an email to you. It always has the format <name>@yourdomain.com.au where <name> is the name assigned to you by Netsite Australia . It might reflect your real name, or a generic name, such as "sales".
Your Account or ID	This is always your full email address.
Your Incoming Mail Server	Is a kind known as POP3 or just POP. Its name will be mail.mydomain.com.au That is, it is exactly "mail." followed by your full domain name.
Your Outgoing Mail Server	Is a kind known as SMTP. Its name must be the name supplied by your Internet Service Provider (ISP). Your ISP is the company that provides your dial-up or broadband internet service.
Your Account Name	This is a name to give your new account, so it can be differentiated from any other accounts you have configured on your machine. This can be any name that is meaningful to you.
Your Password	This is the password assigned to you by Netsite Australia . If you forget this password, you must call Netsite Australia to have it reset.

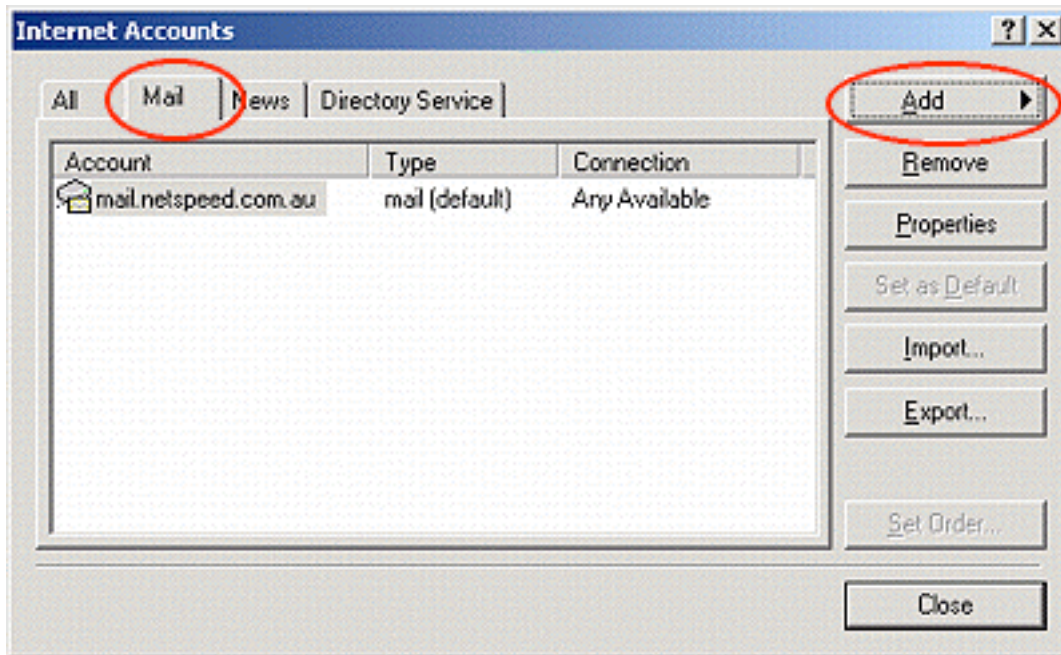
Tip

Before you go too far defining your [Netsite Australia](#) email account, make sure you find out the name of your **Outgoing** Mail Server as supplied to you by your ISP. One way to do this is to locate your existing email account, open it up, and skip to where the Outgoing Mail Server is defined. You can either copy the text, or write it down. Make sure you write it down **exactly**.

[†] whenever this document refers to yourdomain.com.au, replace it with your domain name, eg mycafe.com.au or mybiz.com



1. In the **Tools** menu, select **Accounts**. The following window is displayed.

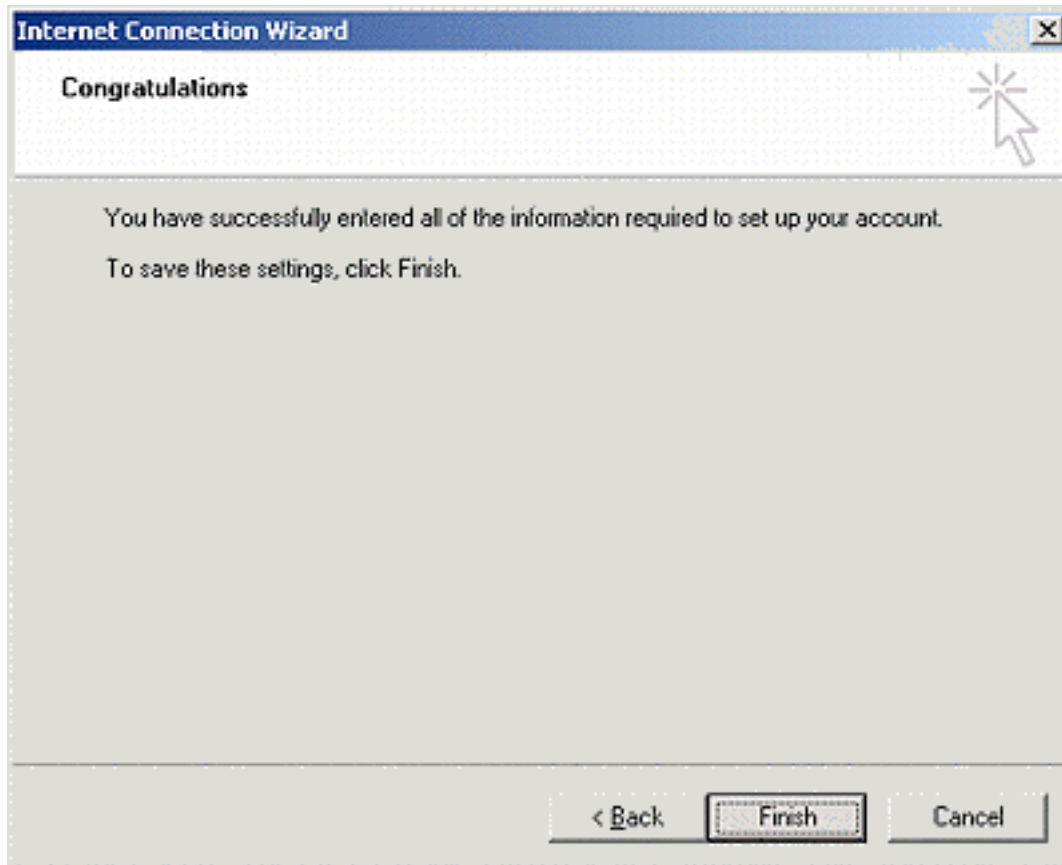


1. Ensure the **Mail** tab is selected. At this point, you may wish to select your existing account and click Properties, to find out the name of your Outgoing (SMTP) Mail Server.

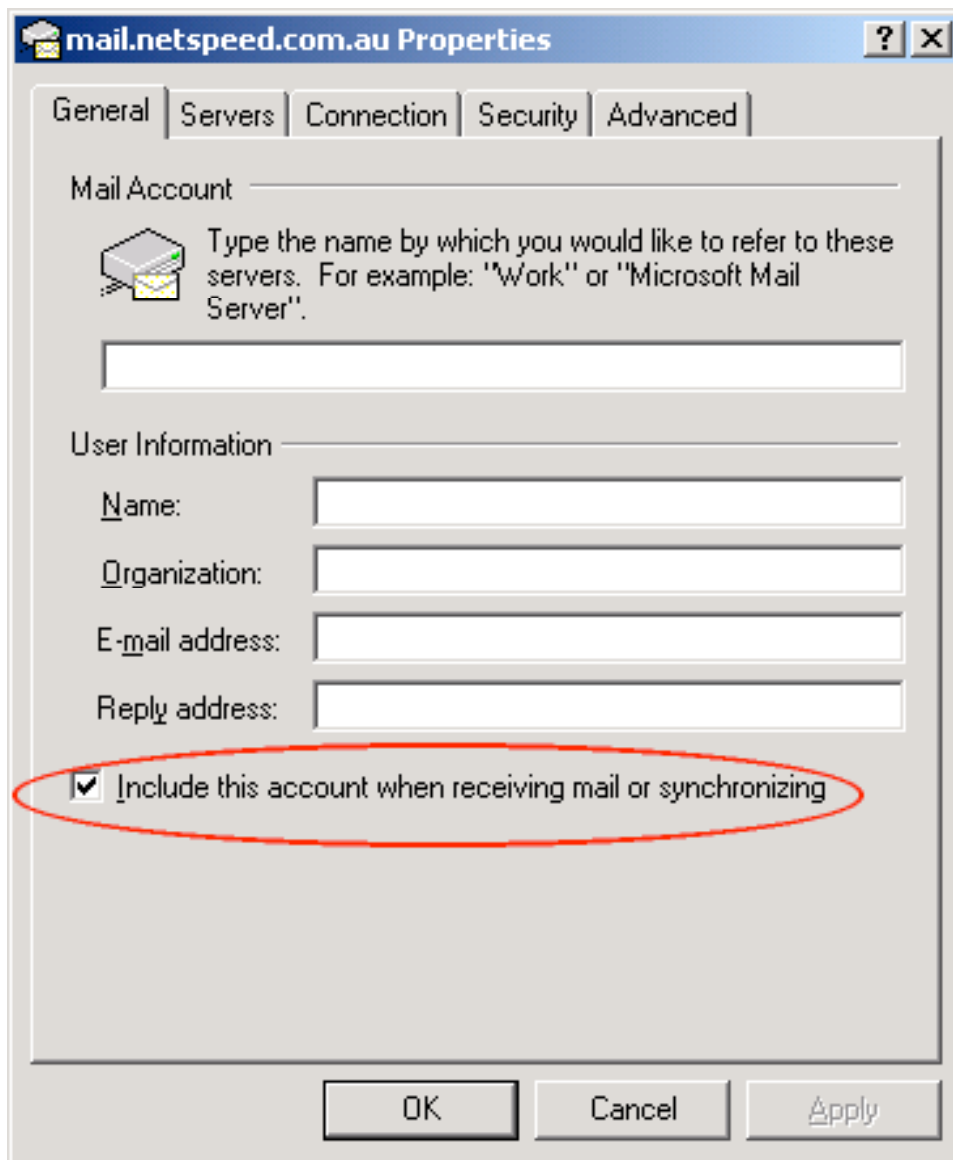
1. Click on the Add button and select **Mail**.



1. Having selected Mail, the Internet Connection Wizard will have started. Answer the questions and click Next until you are presented with the final window as follows.



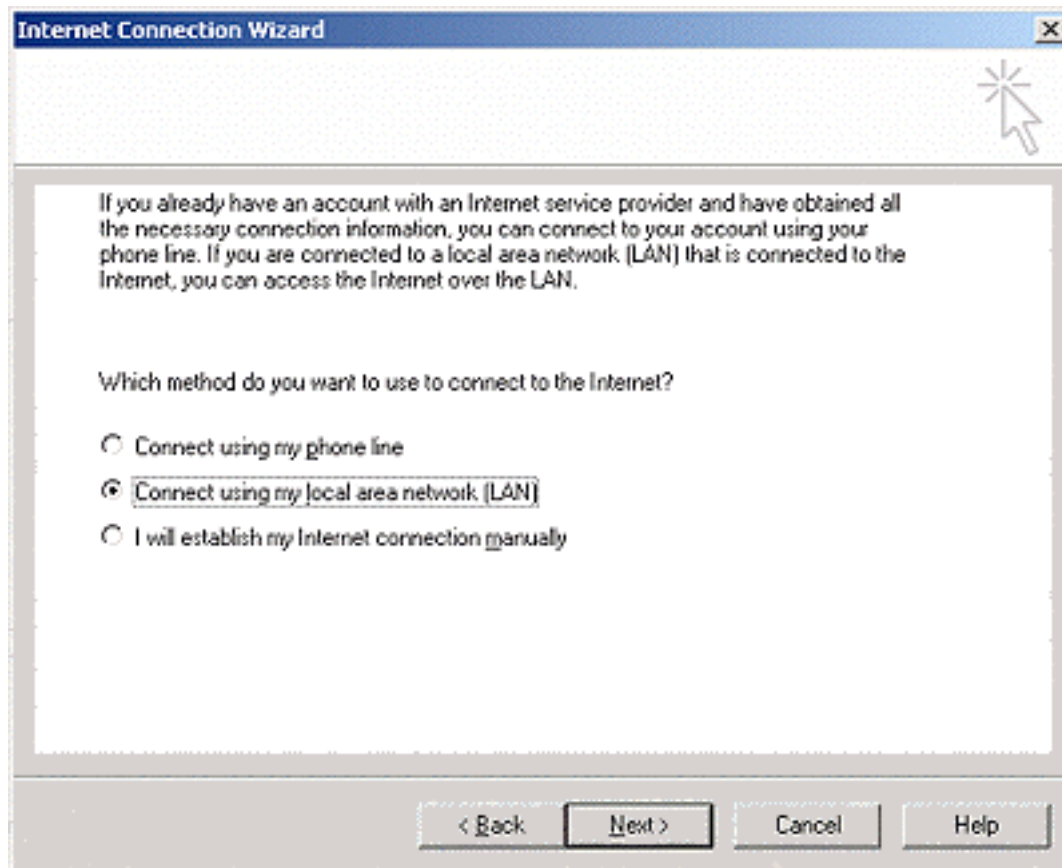
1. Click Finish. The new account with the name you chose for the account, will appear in the listing of Internet Accounts.
1. To tell Outlook Express™ that you want to read the mail from the new mailbox every time you click on **Send/Recv**, another step is required. Select the new account (by clicking on it once) and click the **Properties** button. This will display the following window.



1. Ensure there is a tick next to Include the account when receiving mail or synchronising. Click **OK**.
1. Your new account has been set up. You should now be able to read your [Netsite Australia](#) mail in the same way as you were previously reading your mail, for example, by clicking on **Send/Recv**.

Inbox - Microsoft Outlook

1. Set up in Outlook™ is almost identical to Outlook Express™. The Internet Connection Wizard may contain an extra step, asking you to select the method by which you connect to the internet. Since you are not changing this, the default selection should be the correct choice. If you get the following window, just click Next, whatever selection is shown.



This and other documents can be found at <http://netsite.net.au/>

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