

Welcome to the **BMC Solutions** step by step guide to set up your new email account locally on your home or business machine.

If you use **Outlook*** to collect and view your email, please make the following amendments:

*These instructions are for Outlook 2003 – older versions are similar

1. Open Outlook. Depending if you have already used Outlook before, you may or may not receive a special wizard to help you through this process. If a wizard does appear, please follow the instructions at the end of the document to successfully set up your email account.

Otherwise, Select Tools > Email accounts from the top menu.

2. Select “add a new email account” and click next

3. Select POP3 account when prompted.

4. You are then presented with the following screen:

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Joe Bloggs
E-mail Address: joe@yourdomain.com

Server Information

Incoming mail server (POP3): pop3.bmc solutions.co.uk
Outgoing mail server (SMTP): post.bmc solutions.co.uk

Logon Information

User Name: joe@yourdomain.com
Password: *****
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...
More Settings ...

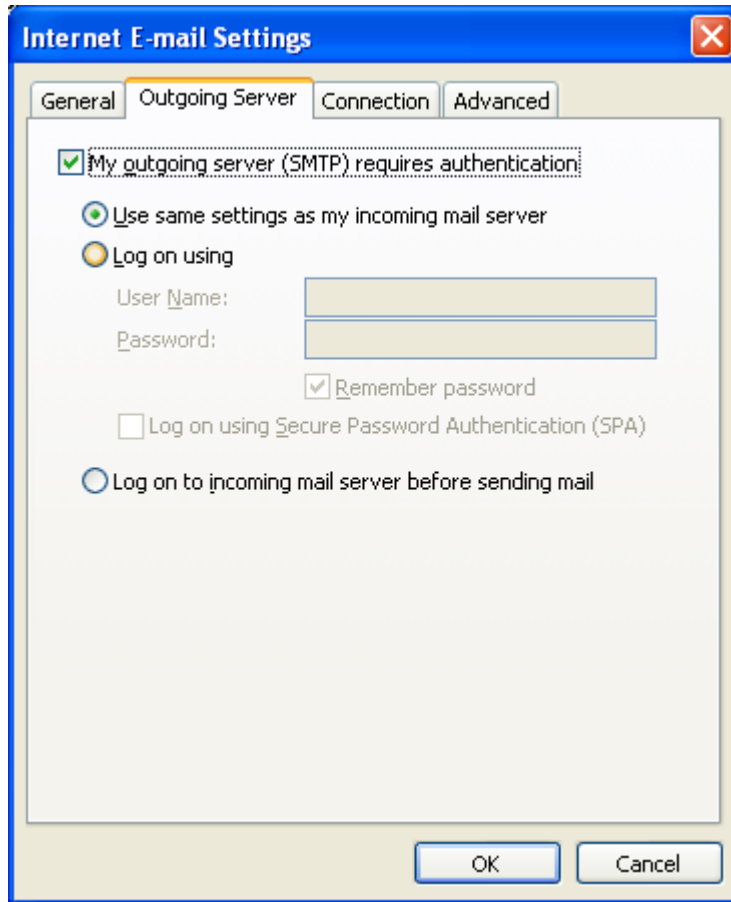
< Back Next > Cancel

Fill in the details where indicated –

Your Name:	Enter your name
Email Address:	Enter your full email address
Incoming mail server (POP3):	pop3.bmc solutions.co.uk
Outgoing mail server (SMTP):	post.bmc solutions.co.uk
User name:	Enter your full email address
Password:	Enter your email password

From here, now click the “More settings” button

Once you are presented with the Internet E-mail Settings box, click the second tab, "Outgoing Server", and check the "My outgoing server (SMTP) requires authentication" as indicated below.

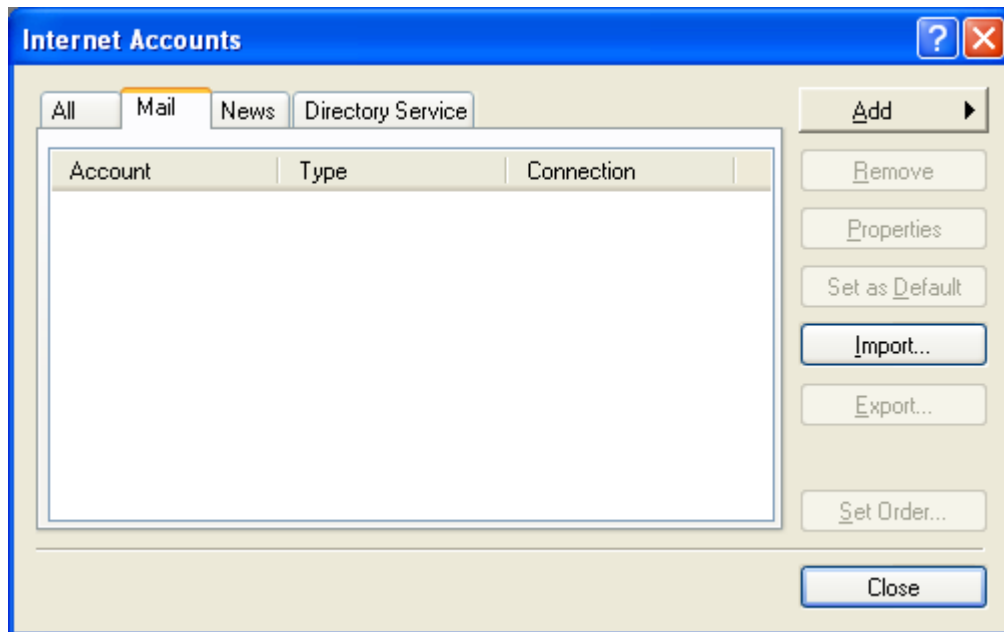


Now click OK, next, then finish.

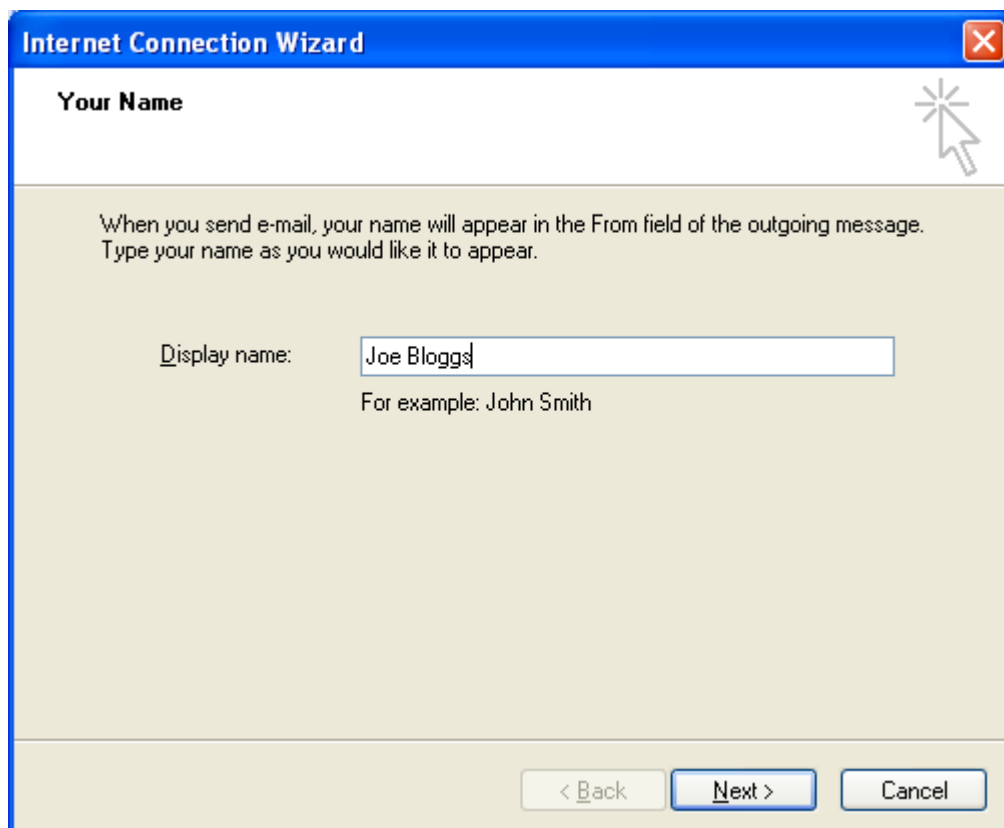
You will have successfully set up Outlook 2003 to send and receive your email.

If you use **Outlook Express**, you will need to do the following:

1. Open Outlook Express. Select Tools > Account, click the second tab in, the "Mail" tab and you will have a screen like this:



2. From here, click "Add" then "Mail" and you will be confronted with an Outlook Express wizard.



Enter your name here

Internet Connection Wizard [X]

Internet E-mail Address [Help]

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel

Enter your full email address here

Internet Connection Wizard [X]

E-mail Server Names [Help]

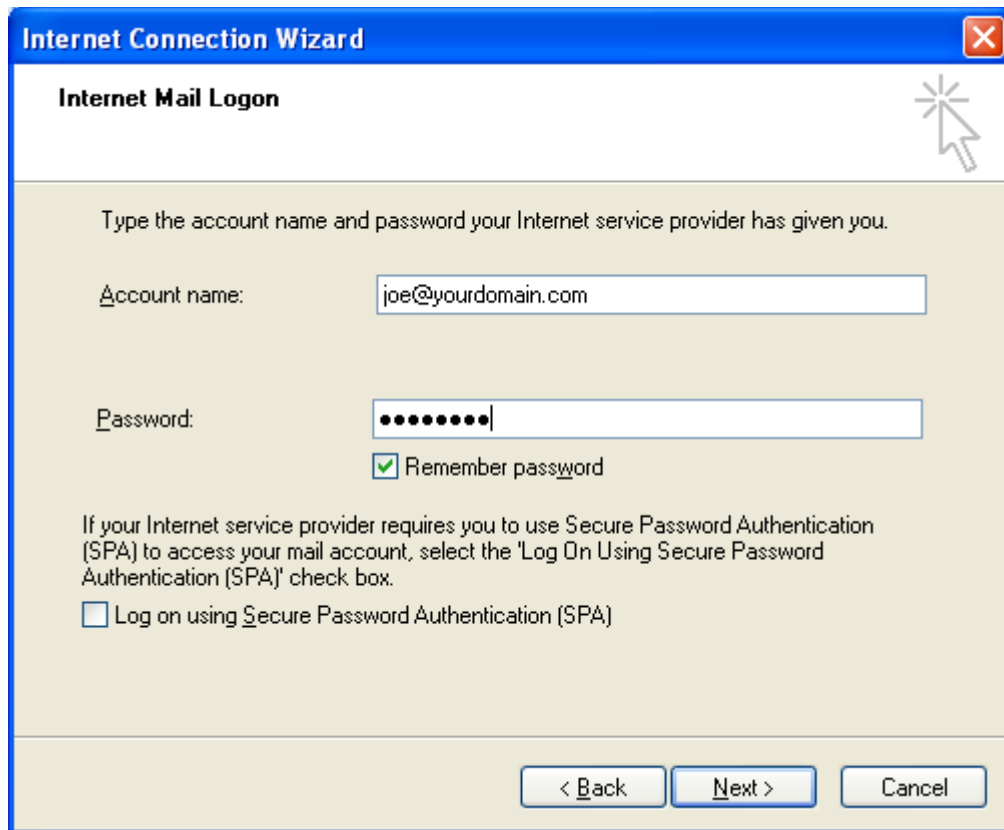
My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.
Outgoing mail (SMTP) server:

< Back Next > Cancel

Enter the POP3 and SMTP settings in here as shown



Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

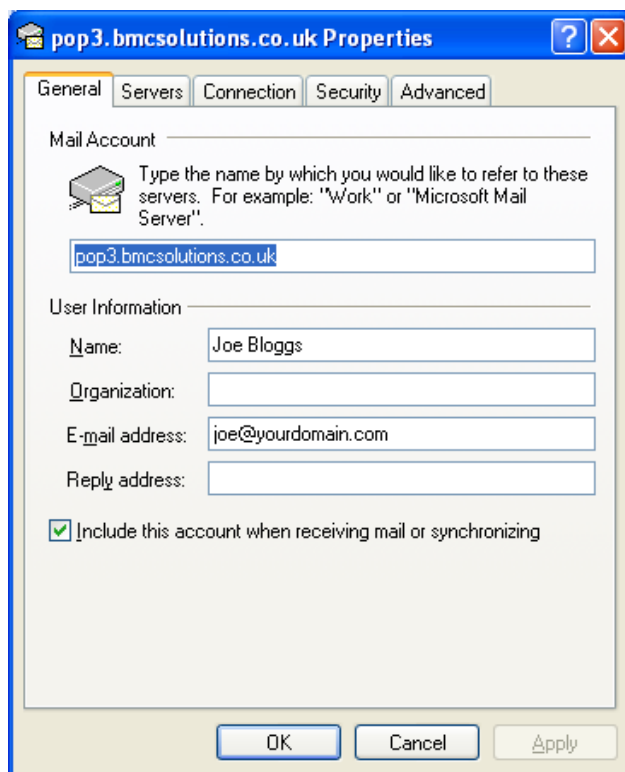
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

Enter your full email address and password here and click next, then finish.

You will be taken back to the initial setup screen. From here, highlight the new account (which will probably be called pop3.bmcsolutions.co.uk) and click properties.



pop3.bmcsolutions.co.uk Properties

General Servers Connection Security Advanced

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

User Information

Name:

Organization:

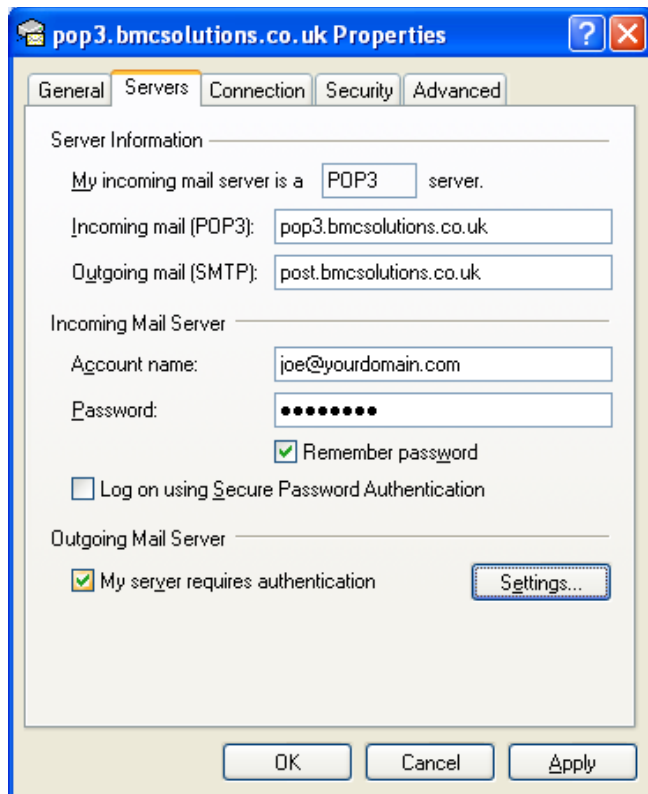
E-mail address:

Reply address:

Include this account when receiving mail or synchronizing

OK Cancel Apply

Now select the second tab, the "Servers tab"



Here, ensure that the bottom section, where it indicates "Outgoing Mail Server" settings, that the "My server requires authentication" box is checked.