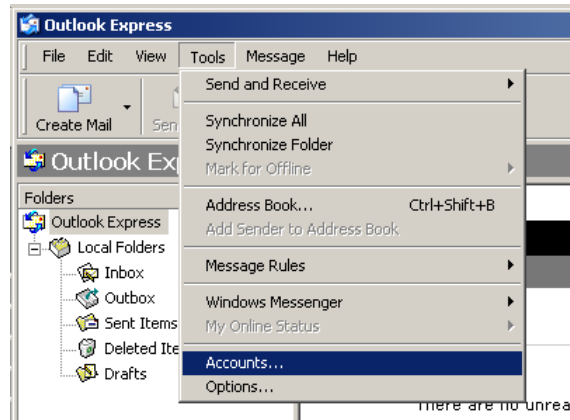
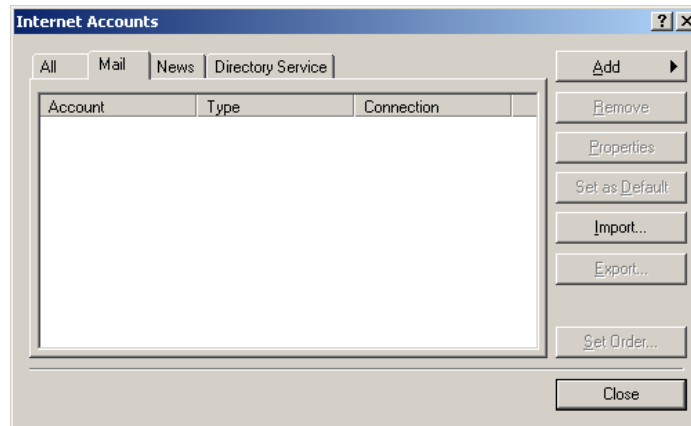


Accessing your FreemasonsWeb email account from Outlook Express

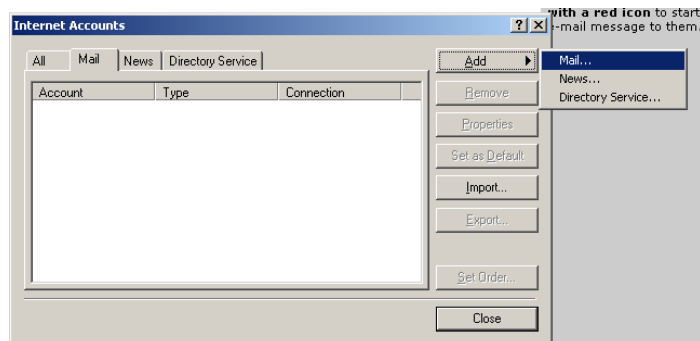
1. Open up Outlook Express on your computer.
2. Select Accounts from the Tools menu:



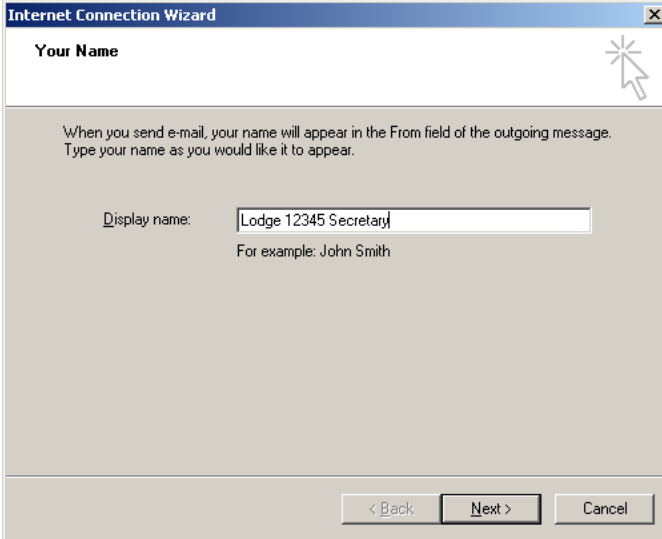
3. Click on the Mail tab:



4. Click the Add button and select Mail:



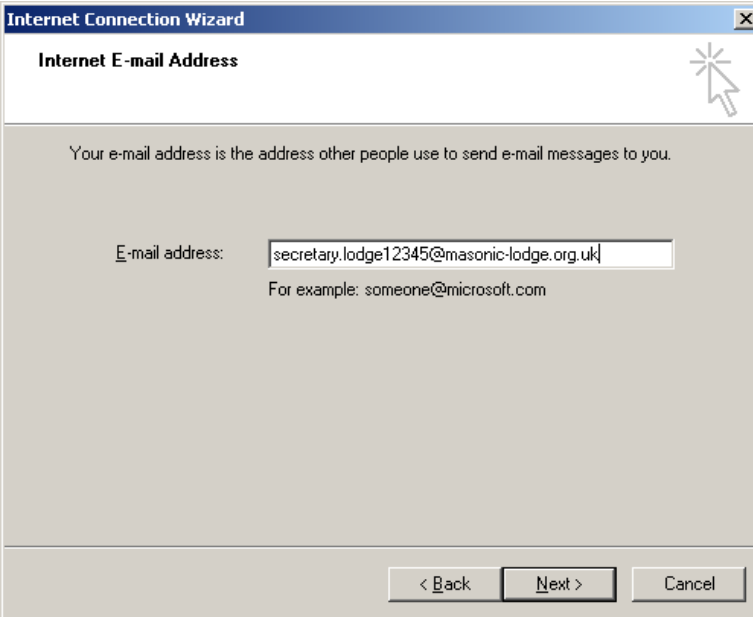
5. Enter your full name, or alternatively your title (e.g. Lodge 1234 Secretary):



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a text box containing "Lodge 12345 Secretary". To the left of the text box is the label "Display name:". Below the text box is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

6. Click Next.

7. In the next screen, enter your full FreemasonsWeb email address – e.g. secretary.mylodge@masonic-lodge.org.uk *



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a text box containing "secretary.lodge12345@masonic-lodge.org.uk". To the left of the text box is the label "E-mail address:". Below the text box is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

So, for example:

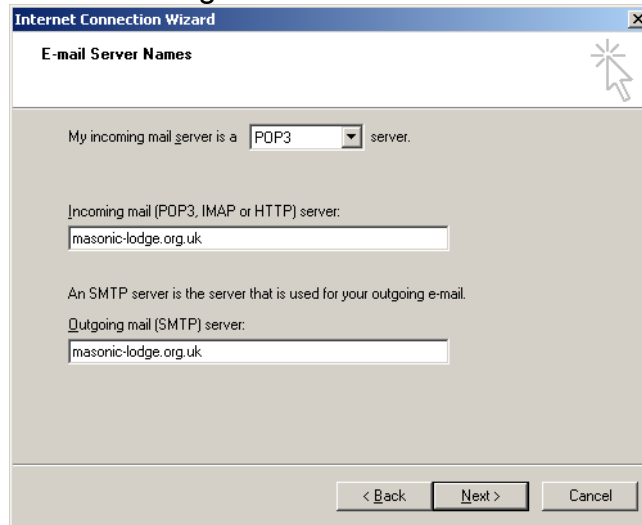
If your website is www.lodge12345.masonic-lodge.org.uk, then your email would be secretary.lodge12345@masonic-lodge.org.uk *

If your website is www.chapter12345.ra-chapter.org.uk, then your email will be secretary.chapter12345@ra-chapter.org.uk *

**replace secretary for treasurer, webmaster etc as appropriate for the account you're setting up.*

8. Click Next.

9. You will now see the following screen:



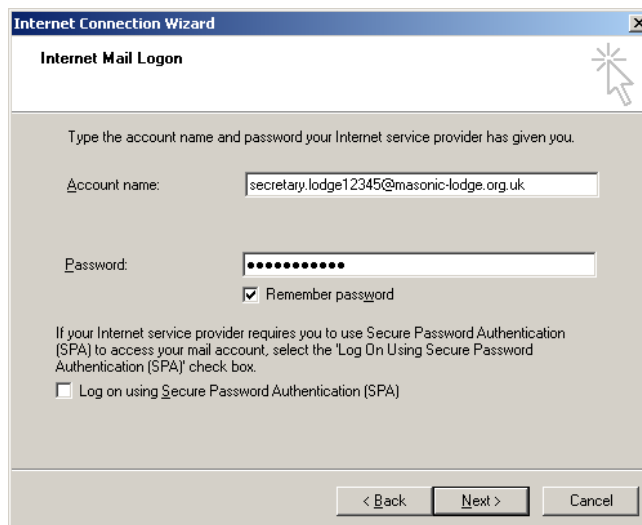
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu for 'My incoming mail server is a' set to 'POP3' and the text 'server.'. Below this, there is a text box for 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'masonic-lodge.org.uk'. Below that, there is a text box for 'Outgoing mail (SMTP) server:' also containing 'masonic-lodge.org.uk'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

10. Select **POP3** as your incoming server type.

11. Type **masonic-lodge.org.uk** in both the *incoming mail server* and *outgoing e-mail server* boxes.*

** this is the last part of your website address – i.e. ra-chapter.org.uk, ra-chapter.org, masons-lodge.org etc as appropriate*

12. Enter your email address (same as in step 7) as your Account name:

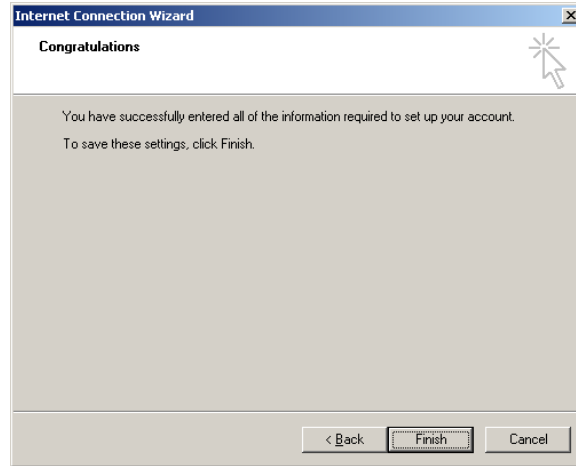


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text box for 'Account name:' containing 'secretary.lodge12345@masonic-lodge.org.uk'. Below that, there is a text box for 'Password:' containing a series of dots. Below the password box, there is a checked checkbox for 'Remember password'. Below that, there is a text box for 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

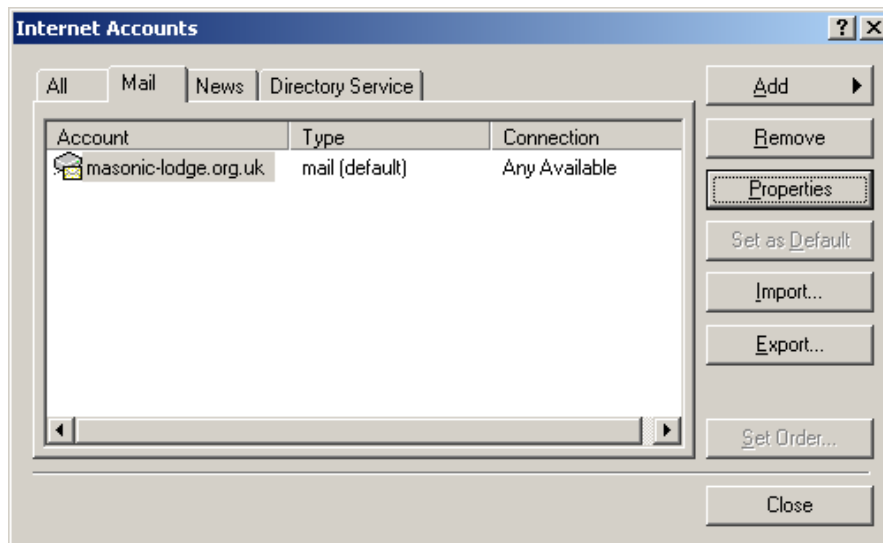
13. In the *Password* box, type in the password you chose for this email account when signing up for your website (note: this is NOT your FreemasonsWeb login password, it's your email password).

14. Click Next.

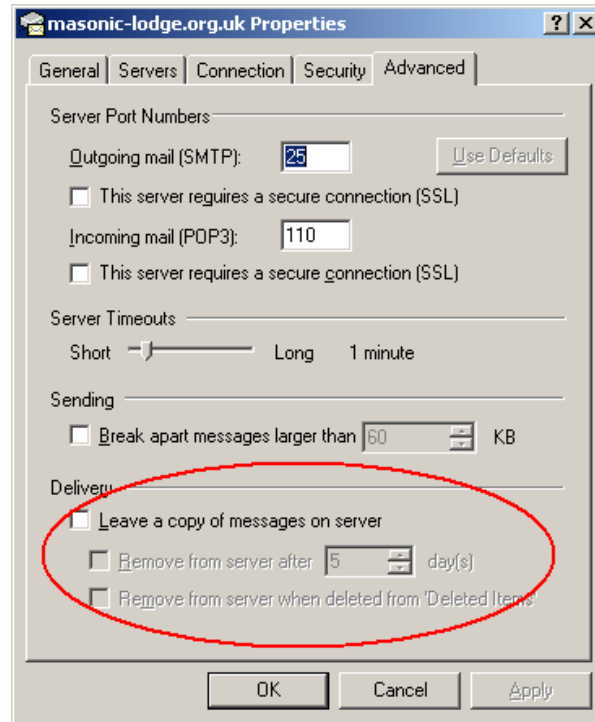
15. Click finish on this screen:



16. Now select your account again, and click *Properties* :



17. Click on the *Advanced* tab:



You now have a choice whether to leave your emails on the FreemasonsWeb server, or for them to be removed from the server once they've been downloaded into Windows Live Mail.

(i) If you want your messages to stay on the server, so you can see them from the browser interface as well (i.e. logging on at <http://webmail.masonic-lodge.org.uk>) then you should:

- check the *Leave a copy of messages on server* box
- check the *Remove from server after* box.
- Type in the number of days you wish your emails to stay on the server after they've been downloaded in Outlook (default is 5 days – you may wish to change this to 7 for a week, or 14 for two weeks)

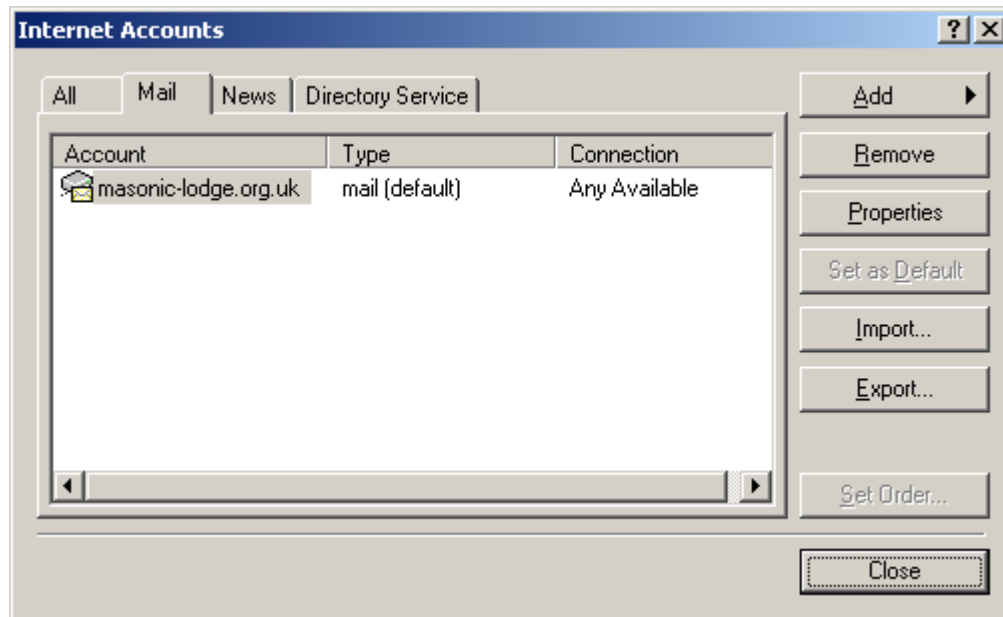
This option is useful should you want to access your email whilst you are away from your computer (e.g. at an internet café whilst on holiday, or from work).

Or...

(ii) If you will **never** use the web interface, then leave the *Leave a copy of messages on server* box unchecked. This will mean once you've downloaded your email within Windows Live Mail, you won't be able to see them on <http://webmail.masonic-lodge.org.uk>.

20. Click Apply, then OK.

21. Click Close:



Your account is now ready to use.