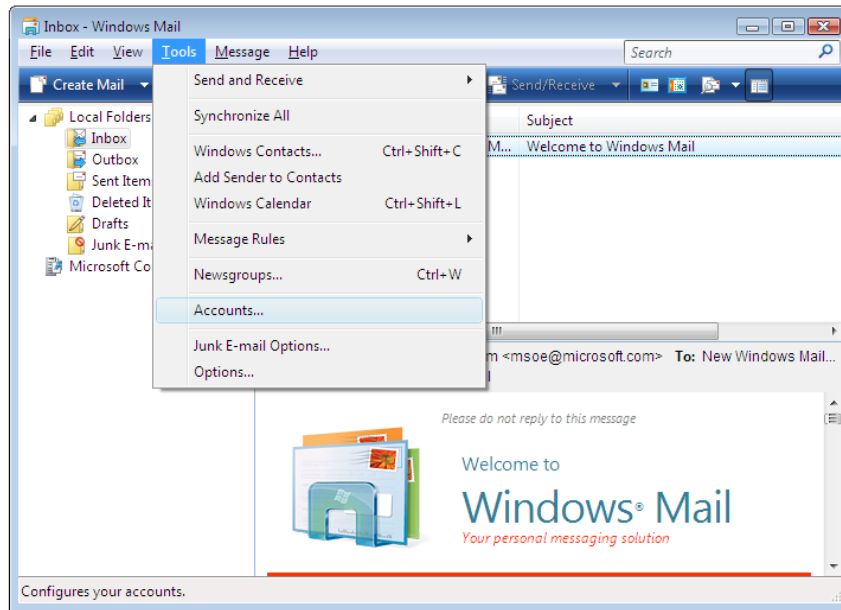
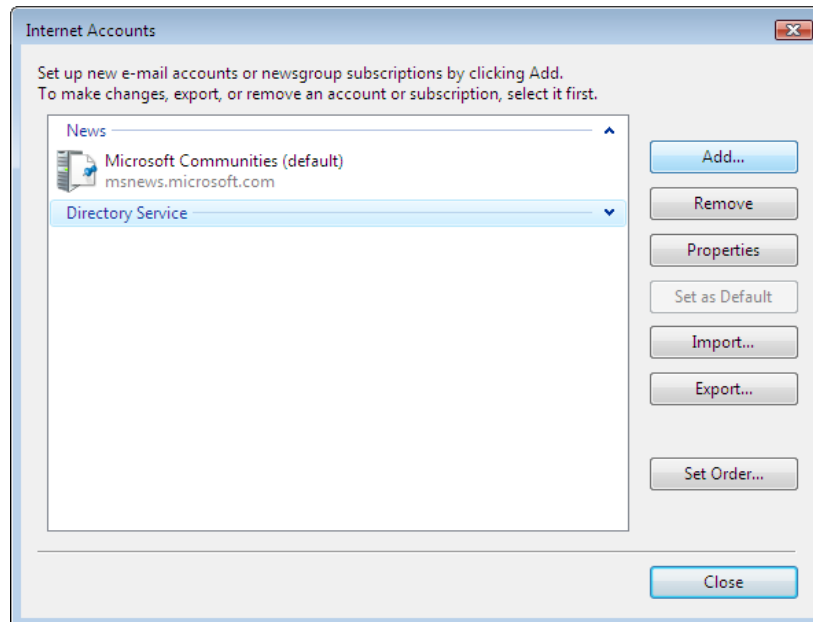


Accessing your FreemasonsWeb email account from Windows Mail

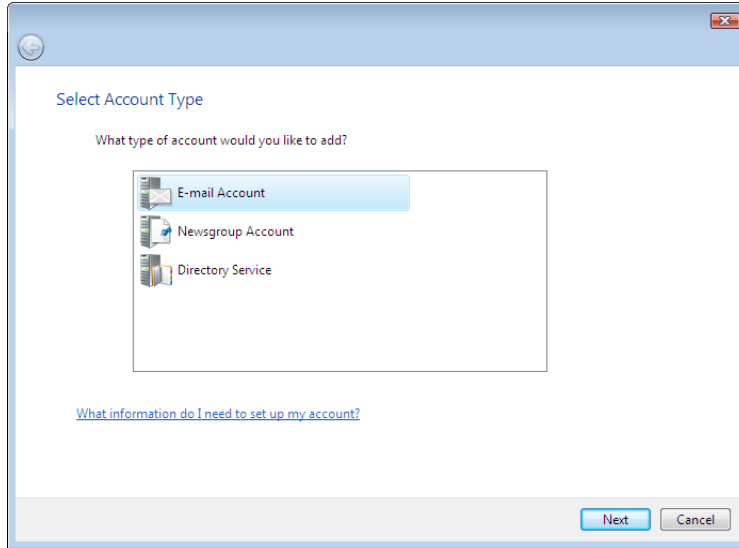
1. Open the Windows Mail program on your computer.
2. Select *Accounts* from the *Tools* menu:



3. Click the *Add* button:

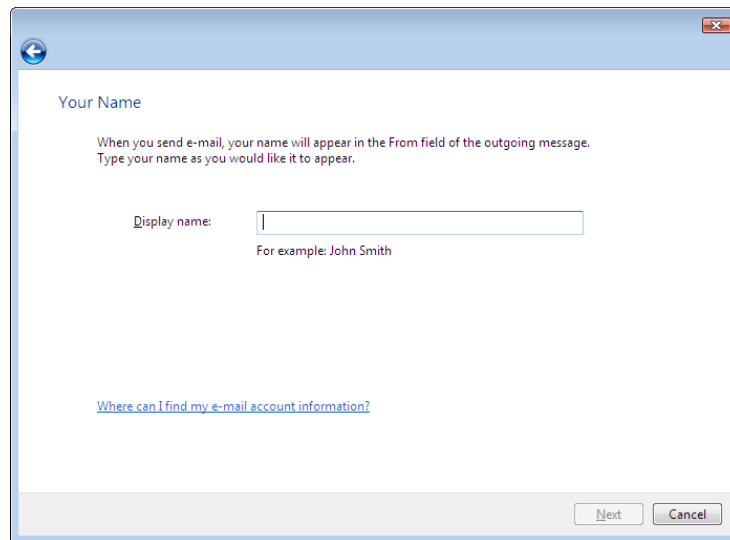


3. Select *Email Account*



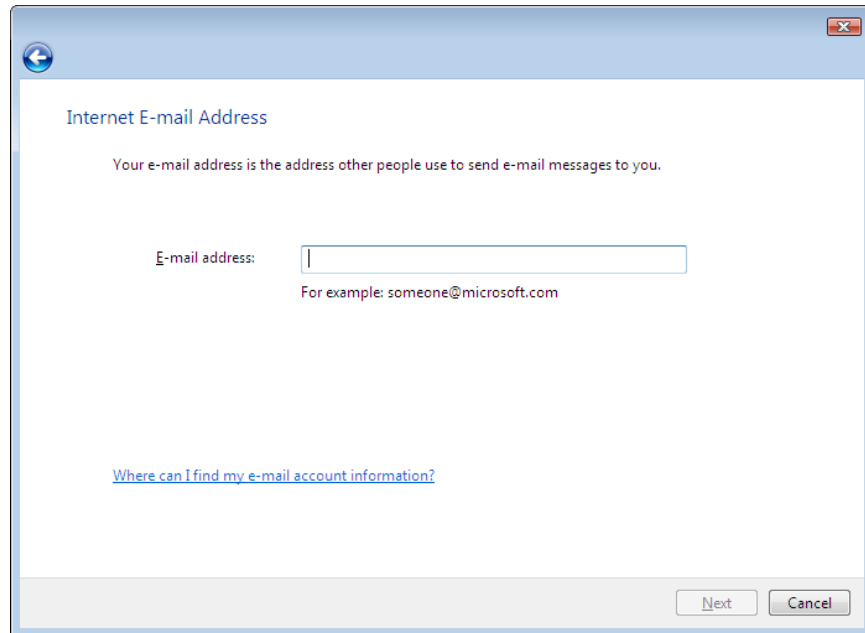
4. Click Next:

5. Type in your Full Name, or alternatively your title (e.g. Lodge 1234 Secretary):



6. Click Next

7. In the *E-mail address* box, enter your full FreemasonsWeb email address – e.g. secretary.myloodge@masonic-lodge.org.uk *



So, for example:

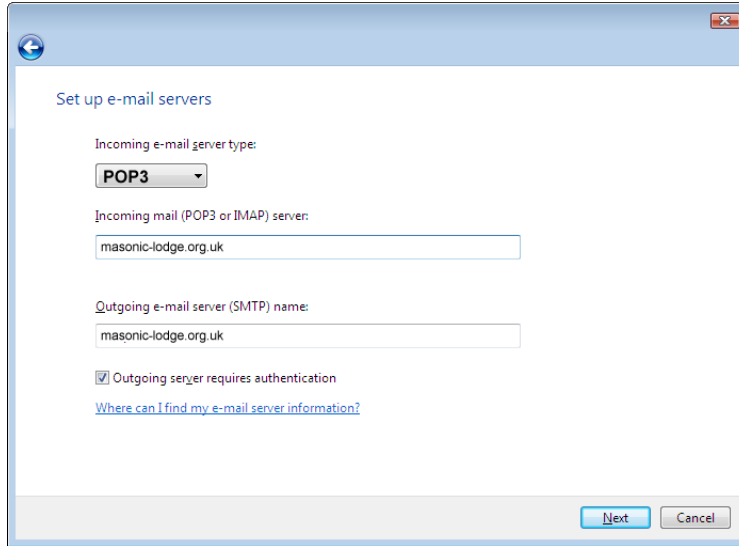
If your website is www.lodge12345.masonic-lodge.org.uk, then your email would be secretary.lodge12345@masonic-lodge.org.uk *

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 be presented with the following screen:



Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
masonic-lodge.org.uk

Outgoing e-mail server (SMTP) name:
masonic-lodge.org.uk

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

Next Cancel

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

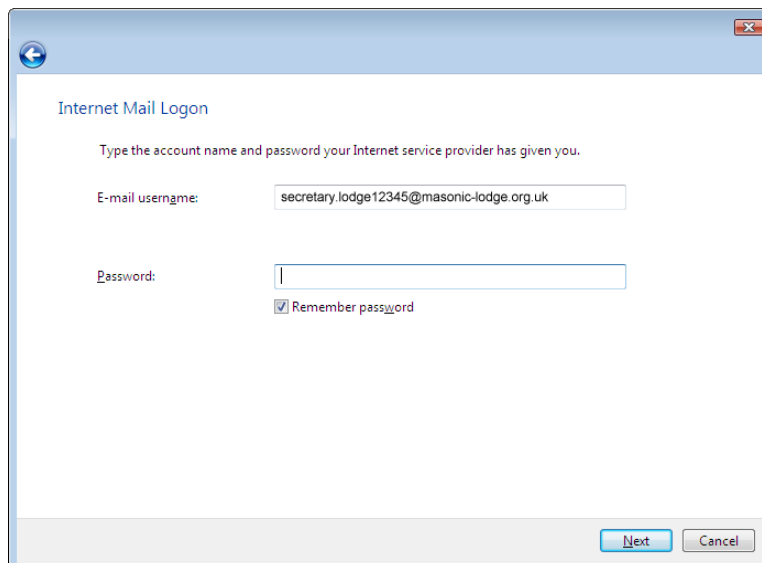
11. Type **masonic-lodge.org.uk** in both the *incoming mail server* and *outgoing e-mail server* boxes.*

* 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. Ensure the *Outgoing server requires authentication* box is checked.

13. Click Next.

14. For the E-mail username, type in your email address (the same email address as in step 7):



Internet Mail Logon

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

E-mail username: secretary.lodge12345@masonic-lodge.org.uk

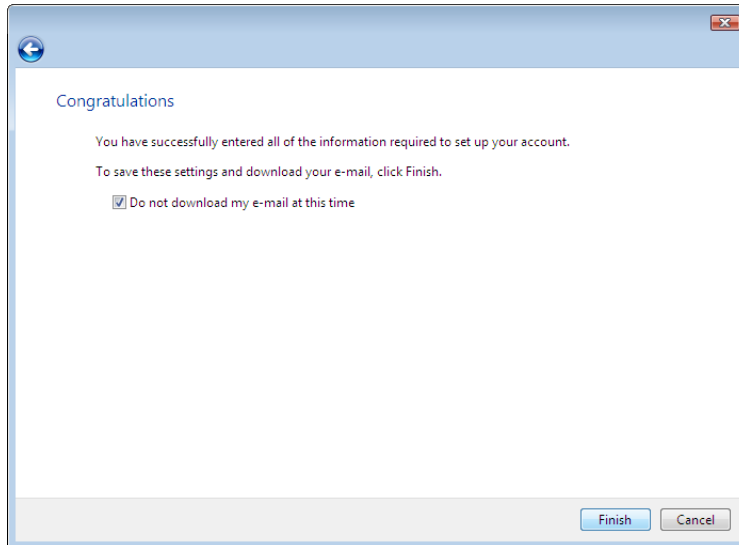
Password: |

Remember password

Next Cancel

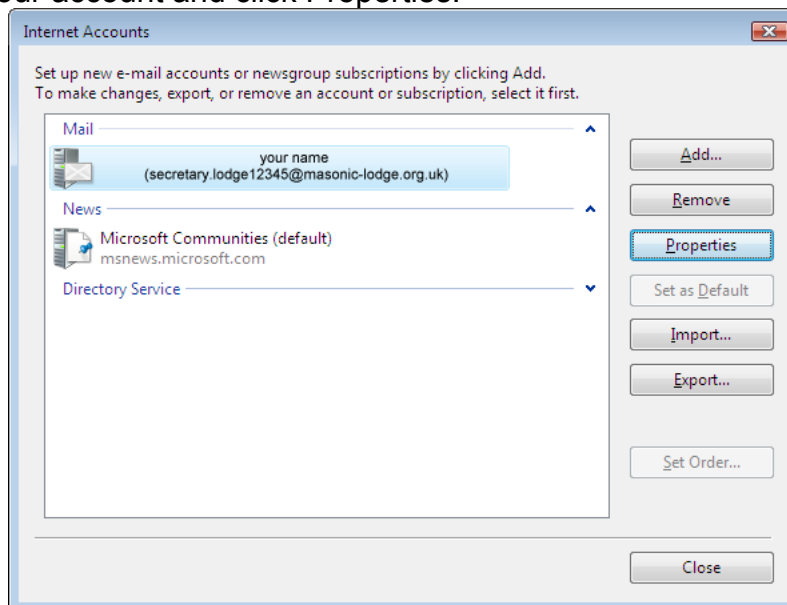
15. In the *Password* box, type in the password you chose for this email account when signing up for your website (note: this is NOT your FreemasonsWeb login password, it's your email password).

16. Check the *Do not download my e-mail at this time* box:



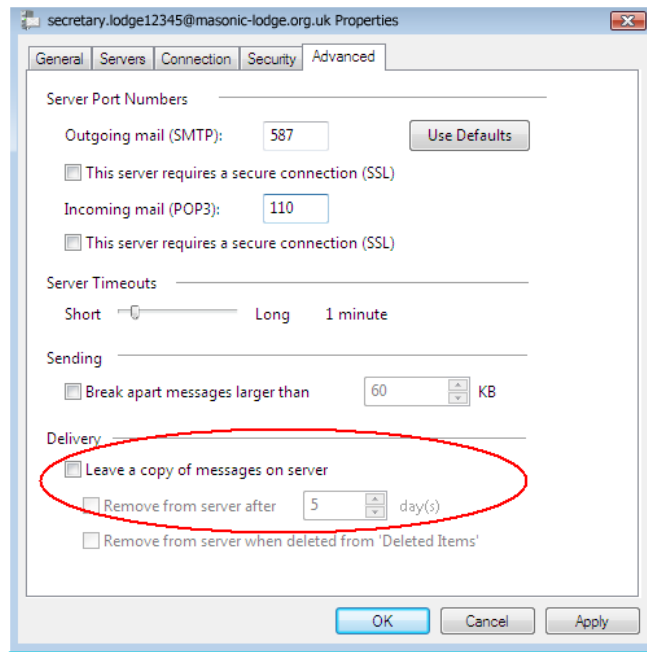
17. Click Finish.

18. Select your account and click Properties:



(see step 2 to get to this screen)

19. 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. by 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 Windows Mail (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 click OK.

Your account is now ready to use.