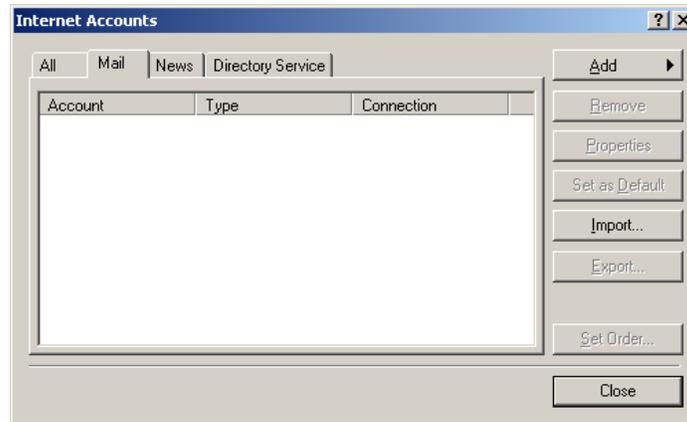


Accessing your FreemasonsWeb email account from Outlook Express

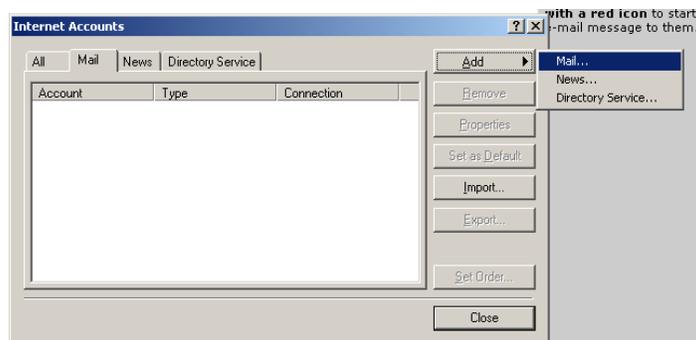
1. Open up Outlook Express on your computer.
2. Select Accounts from the Tools menu:



3. Click on the Mail tab:



4. Click the Add button and select Mail:



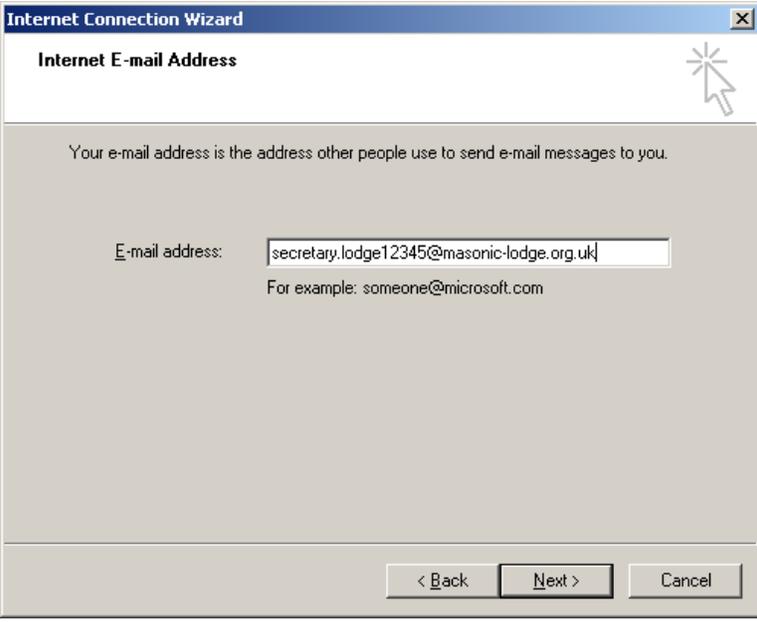
5. Enter your full name, or alternatively your title (e.g. Lodge 1234 Secretary):



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

So, for example:

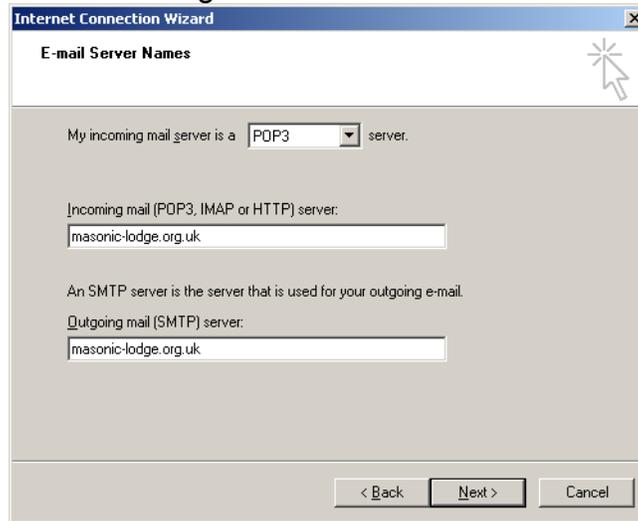
If your website is www.lodge12345.masonic-lodge.org.uk, then your email would be secretary.lodge12345@masonic-lodge.org.uk *

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' window with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard'. The main content area contains the following text and fields:

- 'My incoming mail server is a **POP3** server.' (The 'POP3' is in a dropdown menu).
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'masonic-lodge.org.uk'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'masonic-lodge.org.uk'.

At the bottom of the window, 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' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main content area contains the following text and fields:

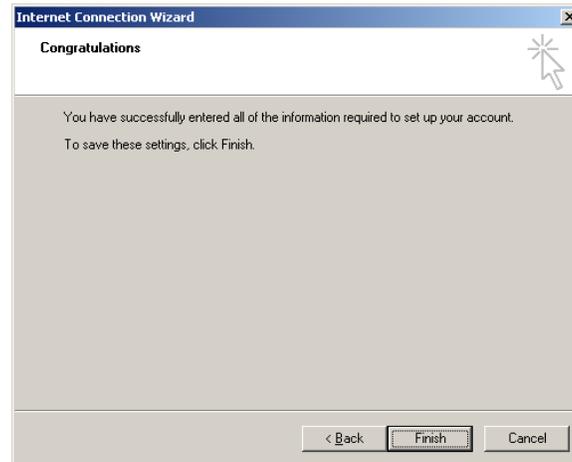
- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'secretary.lodge12345@masonic-lodge.org.uk'.
- 'Password:' followed by a text box containing ten dots.
- A checked checkbox labeled 'Remember password'.
- Text: 'If 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.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.

At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

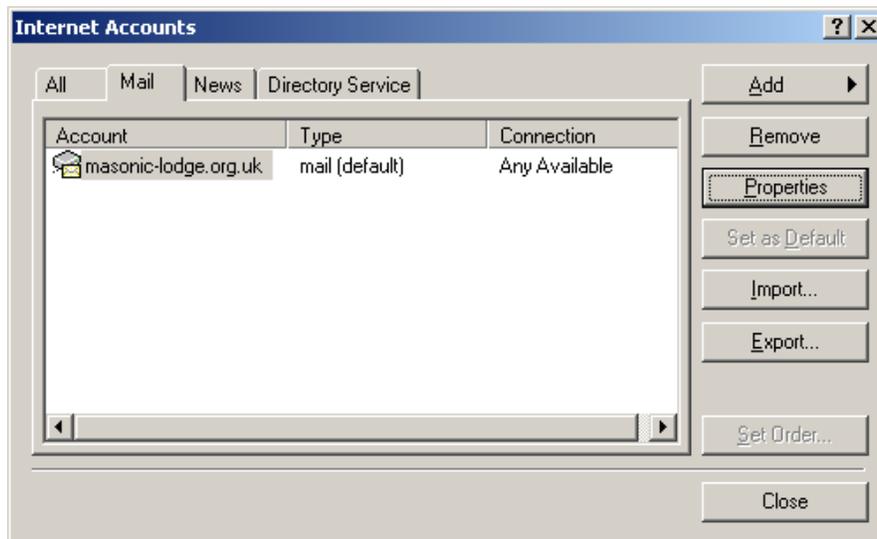
13. In the *Password* box, type in the password you chose for this email account when signing up for your website (note: this is NOT your FreemasonsWeb login password, it's your email password).

14. Click Next.

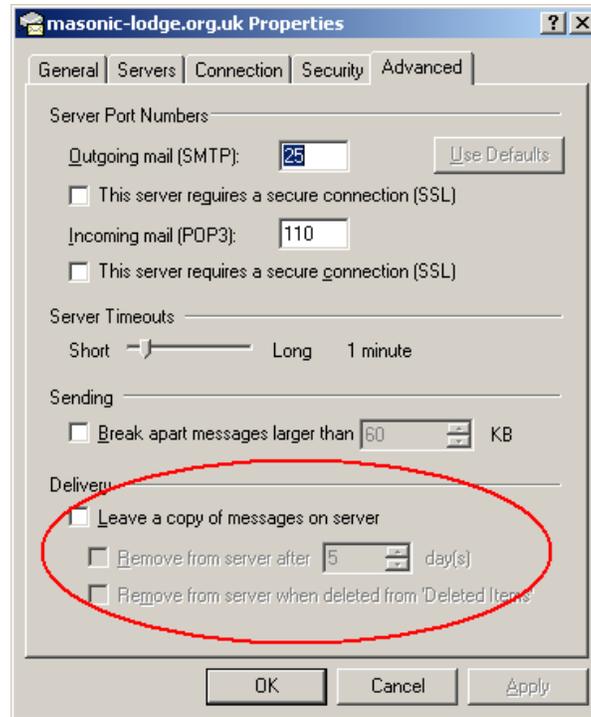
15. Click finish on this screen:



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)

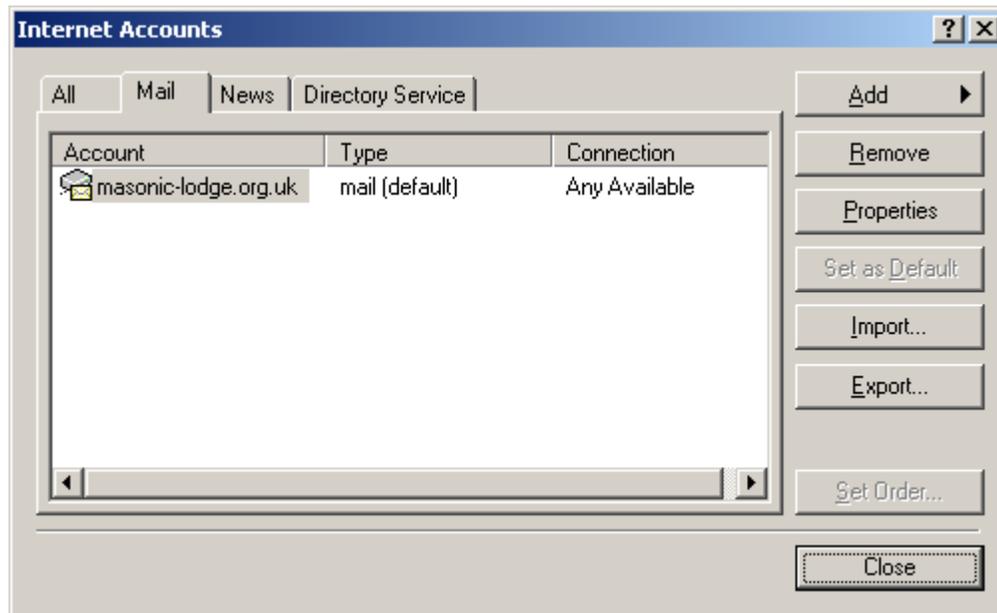
This option is useful should you want to access your email whilst you are away from your computer (e.g. at an internet café whilst on holiday, or from work).

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.