freestart

Website Control Panel

Email Accounts

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You can quickly and easily add email addresses through the Control Panel.

Click the **Email Accounts** icon:

The email **Account List** page:

Click the **Add New** icon:

The **Email Account Editor** page:

Please note: when you purchased your Freestart website it came with a domain name. The domain name will appear on the **Account Editor** page. You can add as many emails as you wish.

Email Address box:	Enter your prefered email ie info@yourdomain.com.
Full Name:	Enter a name, this will add a title to your emails so people receiving mail from you will know from who the mail has been sent from.
Password:	Enter a password, this is used to setup your email account with Outlook Express.
Forward To:	If you wish to use an existing email address that you have. You can forward any new emails that you have setup to your existing email or prefered email address.
Internet Provider:	If you are using the domain name purchased from Freestart for your emails leave the dropdown box as Freestart as this is the default Internet provider. If you have an Internet Provider that is in the drop down box then choose that provider. It is crucial that you have the right domain name provider otherwise you will not be able to send emails.

When you have filled in the required information click the **Update** Icon:

Next, click the **Email List** icon:

Your email has now been added to the control panel.

You can add as many email addresses as you wish by clicking on the **Add New** icon:

To make changes to an email address click the **Modify** icon:

To delete an email address click the **Delete** icon:

If you wish to use Outlook Express to send and receive your new email click the **Modify** Icon:

Next, click the **Outlook Express** icon:

The following popup window will appear:

You can eithier click the **Run** button to run the configuration program straight away or click the **Save** button to download the program to your computer for installation at a later date.

For this tutorial click the **Run** button.

The **Registry Editor** box will show, click **OK** and click **OK** again on the next screen.

Your Outlook Express has now been configured to use your new email address.

To check that your new email address has been added to Outlook, open Outlook Express. If Outlook is already open, close the program down and restart Outlook.

A login window will appear:

Enter your password and click **OK.**
Your Outlook Express has now been configured to use your new email address.