

Setting Up An Email Program

By Len Nasman Copyright 2008 (may be copied with permission*)

Introduction

When someone sends you an email message, how does it get to you? This is an important question if you want to be in complete control of your messages. Email messages find their way around the Internet by locating the *domain name* of your web mail host.

The domain name of your web mail host can be determined from your email address. For example, if your email address is member.1@bvres.org, the domain name is bvres.org.

The web host for the domain will have storage space associated with each email address. Think of the storage space at the web mail host as an electronic post office box.

To receive your email, you need to use email software that can communicate with this electronic post office box. At some point you have to choose which email program you will use. This software, or email program, might be supplied by your web mail host, or you might use an email program of your own choosing. The selection of an email program is a personal choice and different people have their favorites. In this discussion, two email programs will be used as examples. One is *Outlook Express*, supplied with most *Windows* installations. The other is *Mozilla Thunderbird*, available free from www.mozilla.org.

I have been using *Thunderbird* for a couple of years now, and prefer it to other email programs I have tried. For one thing, unlike most free programs, the *Thunderbird* screen is clean and free from any advertising.

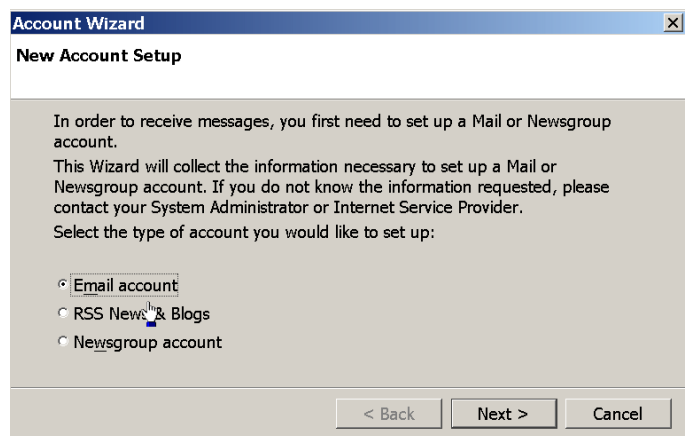
Training Your Email Software

Before your email software can receive or send email, it has to be taught (or *configured*) to know who you are and where your electronic post office box is. When you run your email program for the first time, it will usually provide a wizard that will lead you through the configuration process. If you do not use the Wizard, or if you need to make changes later, there is a way to get to the configuration information from the email program menus. Let's take a look at typical setup Wizard from *Thunderbird*.

NOTE: A different article about downloading and installing Thunderbird is available at the www.bvres.org Schoolhouse.

Thunderbird Setup

When you start *Thunderbird* for the first time the following display appears.



After the email account option is set, the **Next** button is selected.

The next step is to enter your identity.

Thunderbird Setup

Account Wizard [X]

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back Next > Cancel

In this example, I have entered my name and my bvres.org email address. Next, the Wizard asks for the server identity. In this example, the bvres.org server is being used. So, bvres.org is entered for both the incoming and outgoing server.

Account Wizard [X]

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

Use Global Inbox (store mail in Local Folders)

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

< Back Next > Cancel

Next, the Wizard asks for the incoming email address. In this example it is nasman.2.

Account Wizard [X]

User Names

Enter the incoming user name given to you by your email provider (for example, "jsmith").

Incoming User Name:

Your outgoing (SMTP) server, "bvres.org", is identical to your incoming server, your incoming user name will be used to access it. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

< Back Next > Cancel

The Wizard next asks for the account name. In this example the email address will be used.

Account Wizard [X]

Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

< Back Next > Cancel

That's it, the setup Wizard is done. It next shows a screen that verifies the settings you made.

NOTE: If you have entered any information incorrectly, you can use the Back buttons to go back and change your entries.

Account Wizard [X]

Congratulations!

Please verify that the information below is correct.

Account Name:	nasman.2@bvres.org
Email Address:	nasman.2@bvres.org
Incoming User Name:	nasman.2
Incoming Server Name:	bvres.org
Incoming Server Type:	POP3
Outgoing User Name:	nasman.2
Outgoing Server Name (SMTP):	bvres.org

Download messages now

Click Finish to save these settings and exit the Account Wizard.

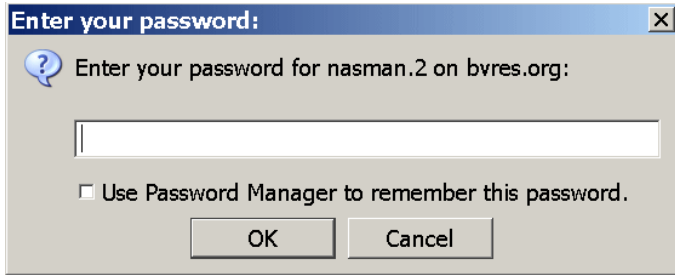
< Back Finish Cancel

You should note that there is a check box that provides the option to download any current messages.

When you are satisfied that the information is correct, select the **Finish** button.

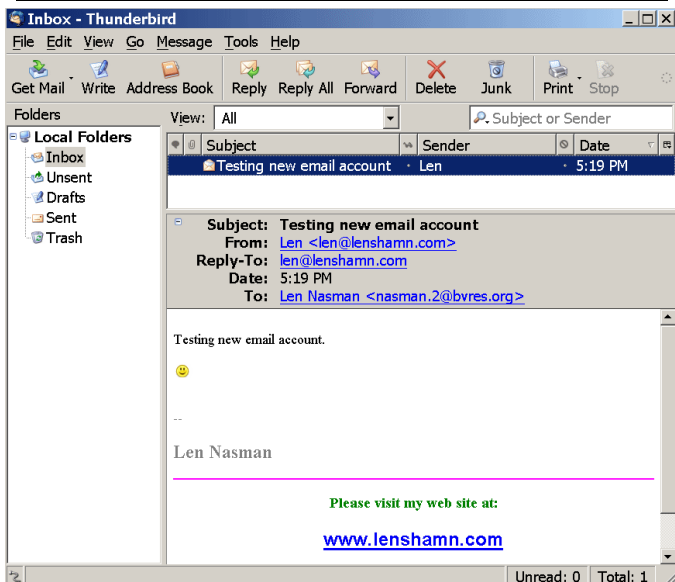
Wait a minute. Before you can access your email account, you have to enter your password.

Initial passwords are usually assigned by the web mail host. Most email programs allow you to change your password. However, if you forget your password, you have to contact your web mail host and request that they issue a new password. Usually the web mail host will not be able to tell you a password that you have changed.



Observe that there is a check box that will have the computer remember your password so that you will not have to enter it each time you start your email program.

If you are using a public computer, do **NOT** have the system remember your password.



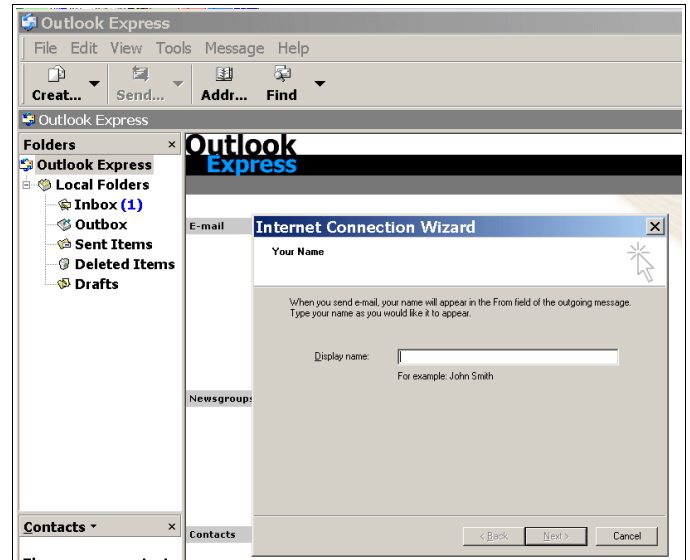
The illustration shows the *Thunderbird* email program interface. It also shows that the Inbox folder has been selected, that there is one message, and that message title has been selected. In *Thunderbird*, when a message line is selected, the email itself will be shown on a **preview panel** on the lower part of the display.

If you double-click on a message subject line, a new window will open to display the message.

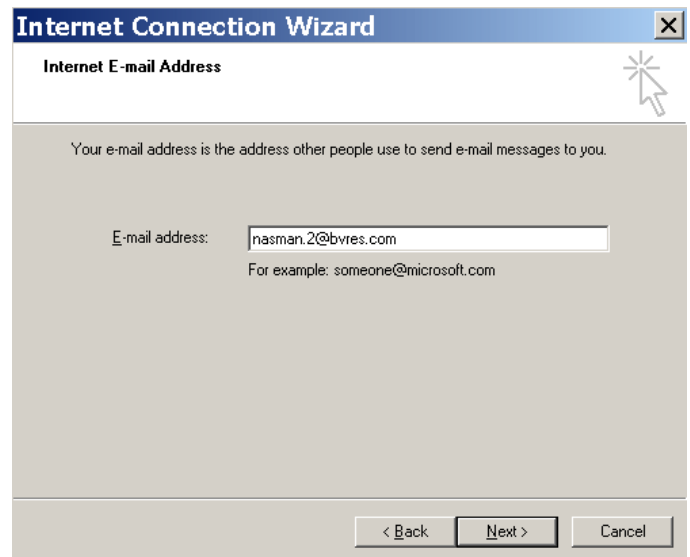
OK, This has shown how a new email account is created with *Thunderbird*. Next, the procedure for creating a new email account for *Outlook Express*.

Outlook Express Setup

When you start *Outlook Express* the first time, a setup Wizard will prompt you for account information. In this example, an email account will be established for `nasman.2@bvres.org`.



The next display asks for your email address.



Next, the Wizard asks for the incoming and outgoing server name.

Outlook Express Setup

The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. It has a title bar with a close button. The main 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 'bvres.org'
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'bvres.org'
- At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Next, the Wizard asks for the account name and password.

If you are using a public computer, do **NOT** have the system remember your password.

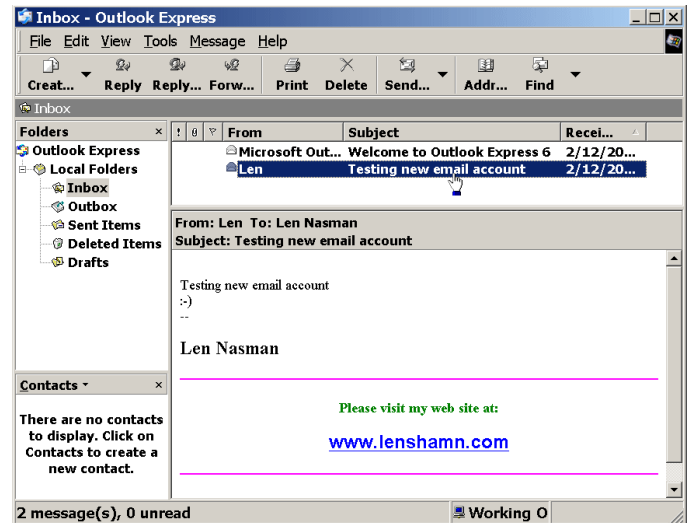
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. It has a title bar with a close button. The main area contains the following text and fields:


- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'nasman.2'
- 'Password:' followed by a password field with masked characters and a 'Remember password' checkbox.
- Below the password field, there is a paragraph of 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.'
- Below that, there is a checkbox labeled 'Log on using Secure Password Authentication (SPA)'.
- At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

As with the *Thunderbird* setup, you can use the **Back** button to change earlier settings. However, *Outlook Express* does not provide a review page.

The following display shows the *Outlook Express* email program interface. It also shows that the Inbox folder has been selected, that there are two messages, and that the second message title has been selected. In *Outlook Express*, when a message line is selected, the email itself will be shown on a **preview panel** on the lower part of the display.

If you double-click on a message subject line, a new window will open to display the message.



If you compare the *Thunderbird* and *Outlook Express* message preview panels closely, you will notice that a little picture (called an *emoticon*) has been added to the test message that was sent to both programs. 

Thunderbird includes a set of emoticons that can be inserted into email messages. However, *Outlook Express* does not include these, and when it receives a message that includes an emoticon, it substitutes a character equivalent. :-)

OK, This has shown how a new email account is created with *Outlook Express*. If you plowed through both examples, you can see that the setup routines are very similar.

Once you have your email program communicating with your web mail host, you are ready to start sending and receiving email. There are a few tricks to be learned with each email program. Some of these will be covered in other articles found in the www.bvres.org **Schoolhouse**.