

## Setting up Hebrides.Net Email Accounts

1. On the hebrides.net web page ([www.hebrides.net](http://www.hebrides.net)) select **My Account** and then select

### **Create e-mail accounts – i.e. yourname@hebrides.net**

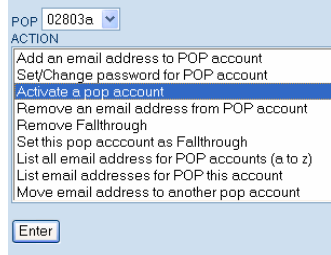


2. Enter your SOP (order number) which is the first part of your logon id. Your sop number will be in the format sop01234 and can be obtained from your order confirmation email. You need your shared secret that was created by you when you placed your order. Please enter it in the space provided.



3. The next screen allows you to activate POP email accounts (depending on the number provided under your product). These are referenced **a** to **z**.

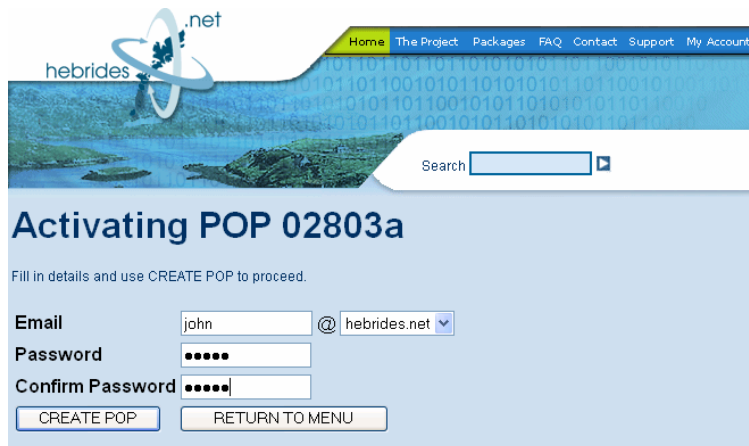
### **Choose POP account to work on and choose action required**



To set up your very first email address, **please select 0xxxxa** (Alternatively you can set up a variety of POP accounts by selecting 0xxxxb to 0xxxxz). Then select – **Activate a POP Account**, then press **Enter**

- You should now input your desired email address and password and then press **CREATE POP**.

**Note: email addresses can be in any format, for example [john@hebrides.net](mailto:john@hebrides.net), [johnsmith@hebrides.net](mailto:johnsmith@hebrides.net) or [john.smith@hebrides.net](mailto:john.smith@hebrides.net)**

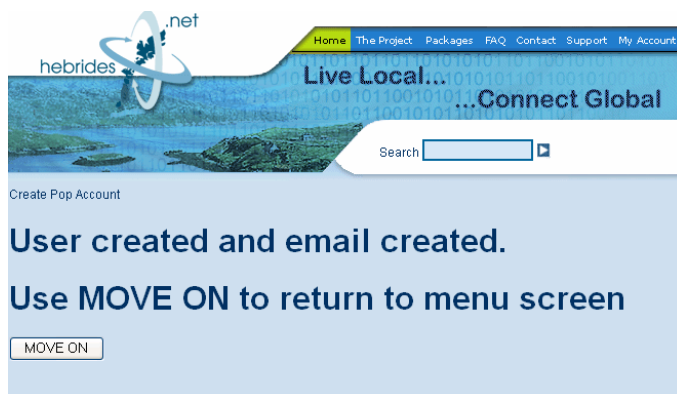


The screenshot shows a web page titled "Activating POP 02803a". At the top, there is a navigation bar with links: Home, The Project, Packages, FAQ, Contact, Support, My Account. Below the navigation bar is a search box. The main heading is "Activating POP 02803a". Underneath, it says "Fill in details and use CREATE POP to proceed." There are three input fields: "Email" with the value "john" and a dropdown menu showing "@ hebrides.net", "Password" with masked characters "•••••", and "Confirm Password" with masked characters "•••••". At the bottom, there are two buttons: "CREATE POP" and "RETURN TO MENU".

Your password can be any mixture of letters and numbers. There is no set password length.

**Select CREATE POP**

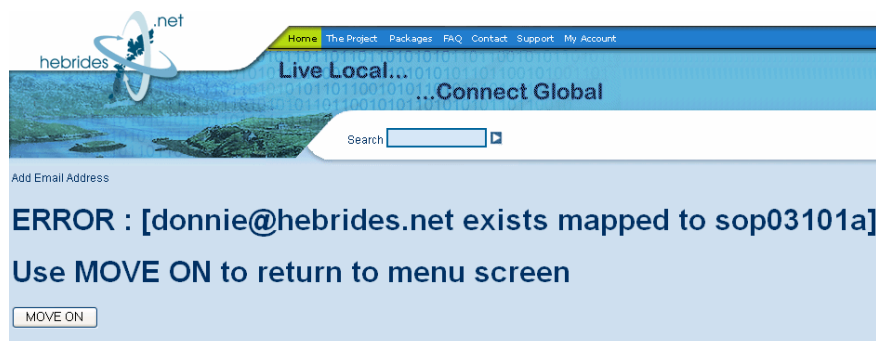
- If your email address has been accepted then you will be presented with the following screen:



The screenshot shows a confirmation screen titled "User created and email created." The page has the same navigation bar and search box as the previous screen. Below the search box, it says "Create Pop Account". The main heading is "User created and email created." Below this, it says "Use MOVE ON to return to menu screen". At the bottom, there is a button labeled "MOVE ON".

- Select **MOVE ON** to return to the email set up page.

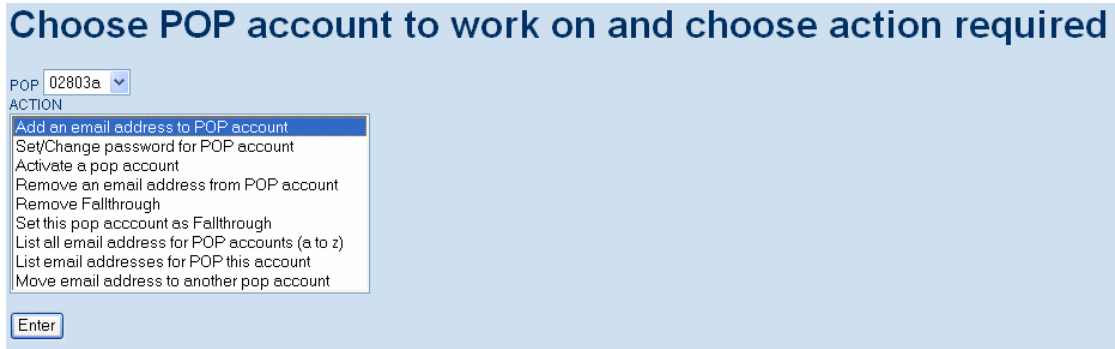
**NOTE:** If your desired email address has already been allocated to another user then you will be presented with the following screen:-



The screenshot shows an error screen titled "ERROR: [donnie@hebrides.net exists mapped to sop03101a]". The page has the same navigation bar and search box as the previous screens. Below the search box, it says "Add Email Address". The main heading is "ERROR: [donnie@hebrides.net exists mapped to sop03101a]". Below this, it says "Use MOVE ON to return to menu screen". At the bottom, there is a button labeled "MOVE ON".

Select **MOVE ON** to return to the screen displayed in step 3 and start again using an alternative email address.

7. The email set up page can be used to create additional email addresses and to manage your POP email accounts.



Once you have completed setting up your email accounts with hebrides.net you must set up your email on your PC (i.e. Microsoft Outlook or Outlook Express).

## To set up your new email addresses in Microsoft Outlook Express

8. Start Microsoft Outlook Express:

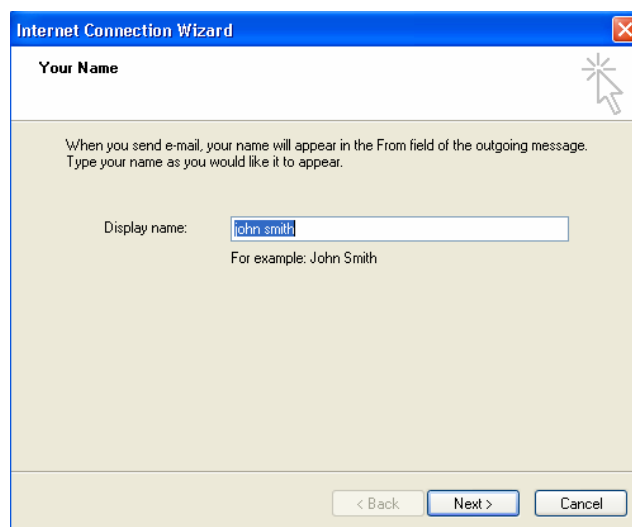
**Start → Programs → Outlook Express**

9. On the **Tools** menu, click **Accounts**

If the Internet Connection Wizard starts up automatically, skip ahead to step 4.

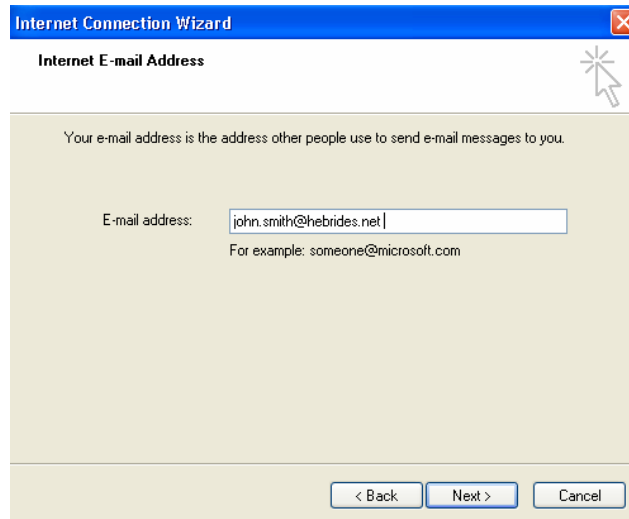
10. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.

11. On the **Your Name** page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then click **Next**.



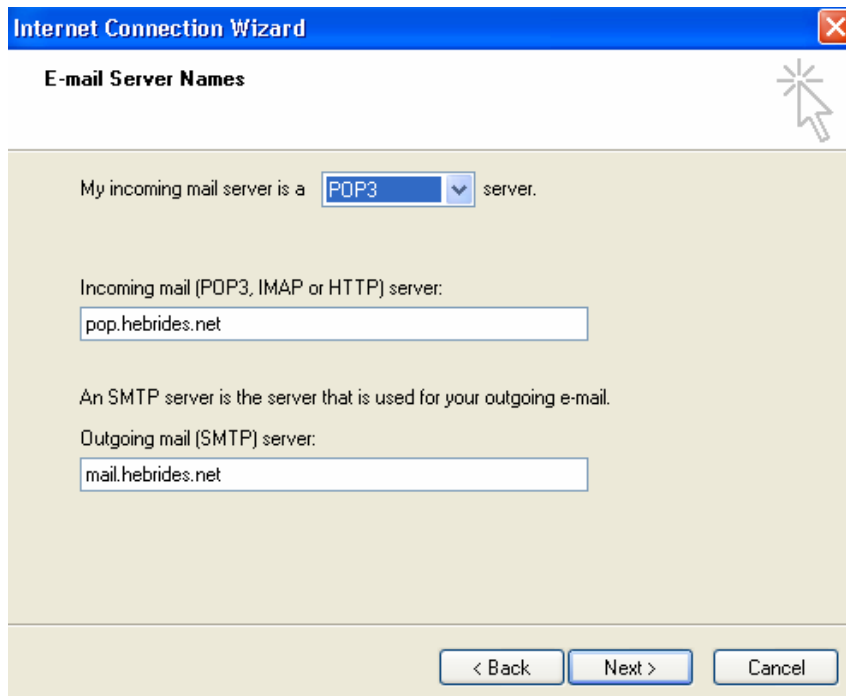
Most people use their full name, but you can use any name—even a nickname—that people will recognise.

12. Type in the email address you created in Step 4 of the POP Email account set up on the hebrides.net web site for example [john@hebrides.net](mailto:john@hebrides.net), [johnsmith@hebrides.net](mailto:johnsmith@hebrides.net) or [john.smith@hebrides.net](mailto:john.smith@hebrides.net)



The screenshot shows the 'Internet Connection Wizard' window, specifically the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard'. Below the title bar, the text 'Internet E-mail Address' is displayed. A mouse cursor is pointing at a star icon in the top right corner. The main content area contains the text: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a label 'E-mail address:' followed by a text input field containing 'john.smith@hebrides.net'. Underneath the input field, it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

13. Incoming and outgoing mail servers are both mail.yourdomain.com where yourdomain.com is the domain you're using for your site. For the hebrides.net mail the incoming mail server is pop.hebrides.net and the outgoing mail server is mail.hebrides.net



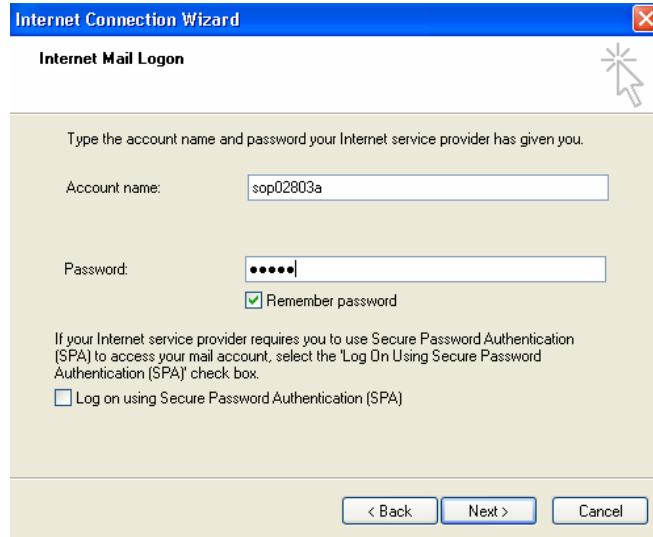
The screenshot shows the 'Internet Connection Wizard' window, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. Below the title bar, the text 'E-mail Server Names' is displayed. A mouse cursor is pointing at a star icon in the top right corner. The main content area contains the text: 'My incoming mail server is a POP3 server.' The 'POP3' is selected in a dropdown menu. Below this, there is a label 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text input field containing 'pop.hebrides.net'. Further down, there is a label 'An SMTP server is the server that is used for your outgoing e-mail.' followed by 'Outgoing mail (SMTP) server:' and a text input field containing 'mail.hebrides.net'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Click Next

Note: if you have an alternative email account with another provider then you should set the incoming mail server to that provided by the email supplier (i.e. pop.btinternet.com). The outgoing mail server should be left as mail.hebrides.net

14. Your account name is the name of the POP email account you created in step 3 of the POP Email account set up on the hebrides.net web site. The account name is your sop account number followed by the letter a to z. In our example the account name was sop02803a

The password is the one you created in step 4.

A screenshot of the "Internet Connection Wizard" window, specifically the "Internet Mail Logon" step. The window has a blue title bar with the text "Internet Connection Wizard" and a close button. Below the title bar, the text "Internet Mail Logon" is displayed. The main area contains a form with the following elements: a text box for "Account name" containing "sop02803a"; a text box for "Password" with masked characters "•••••"; a checked checkbox labeled "Remember password"; and a checkbox labeled "Log on using Secure Password Authentication (SPA)" which is currently unchecked. Below the form, there are three buttons: "< Back", "Next >", and "Cancel".

Internet Connection Wizard

Internet Mail Logon

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

Account name: sop02803a

Password: •••••

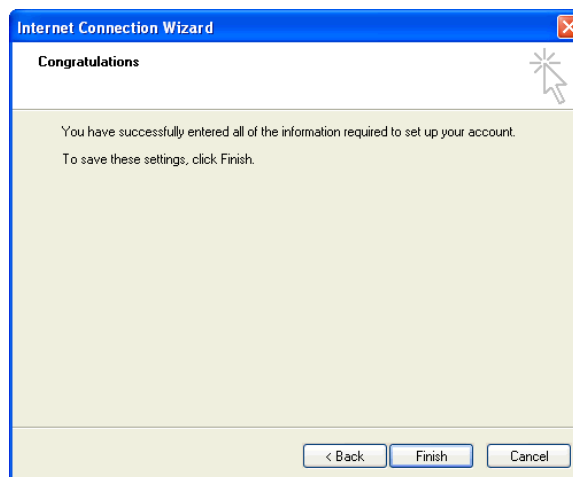
Remember password

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.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

15. Your email account is now set up!

A screenshot of the "Internet Connection Wizard" window, specifically the "Congratulations" step. The window has a blue title bar with the text "Internet Connection Wizard" and a close button. Below the title bar, the text "Congratulations" is displayed. The main area contains a message: "You have successfully entered all of the information required to set up your account. To save these settings, click Finish." Below the message, there are three buttons: "< Back", "Finish", and "Cancel".

Internet Connection Wizard

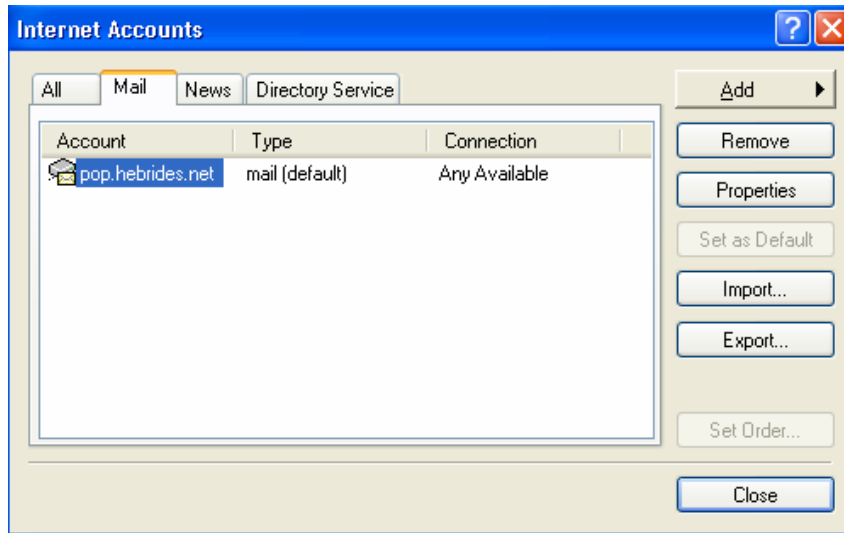
Congratulations

You have successfully entered all of the information required to set up your account.  
To save these settings, click Finish.

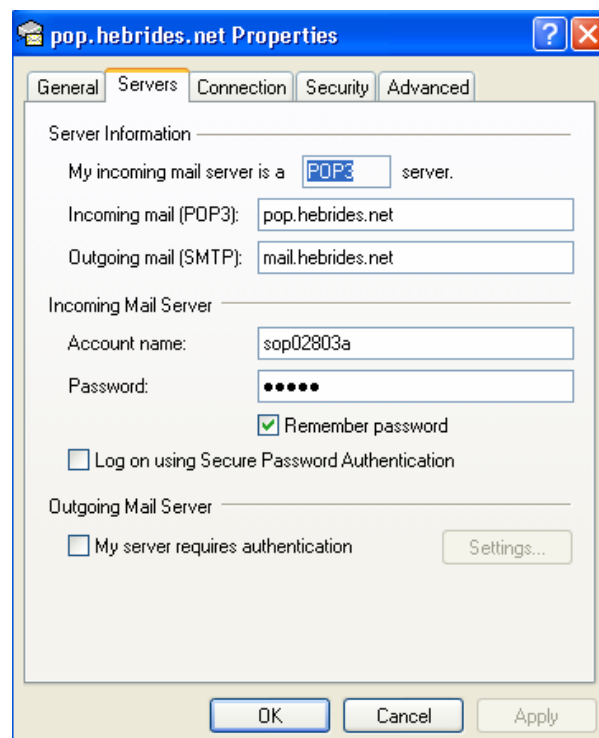
< Back Finish Cancel

Click Finish

16. To make sure all the settings are correct go to Tools > Accounts > Click on the new account to highlight > Properties.



17. Click on the Servers tab, and make sure your dialog looks like this:-



Your account is now ready to use.