### Configuring Outlook Express & Internet Explorer for Scotnet SurfTime

When starting Internet Explorer or Outlook Express, you will be prompted to connect using the default Dial-Up-Networking connection. (See Creating a Dial-up Connection).

- 1. To use the Scotnet connection, click on the "Connect to:" drop-down button.
- 2. Select the Scotnet connection you created earlier from the list.



3. Click on the Connect button.

#### **Outlook Express.**

If the set-up wizard runs, skip to the next step, otherwise you may first have to select a location for your Outlook Express files - the default suggested by Windows should be fine.

4. Choose "Accounts" from the "Tools" drop down menu and click on the Add button, then select the "Mail" option.

Cutlook Express			_8×
Lile Edit View Loois Jessa New Mail Send/Recv Ac	ge <u>H</u> elp dresses Find		
🟟 Outlook Express			
Folders ×	Autlaak	le vi	Go to 齌 🛓
Uutlook Express Internet Local Folders Inbox All	Mail News Directory Service		
Outbox Acco	ount Type Connection	<u>Hemove</u>	v Service
Contacts V		Properties       poking for ewsgroup         Set as Default       elect a n ick the E         Import       ick Find         Export       o search         Set Order       ighlightes         Close       ighlights	r specific o messages? ewsgroup, dit menu, and then sage in this ype in what for, then Next. Next. hatch is d in the ist and nd Next the next
There are no contacts to display. Ulick on Contacts to create a new contact.	📴 Open the Address Book		1 50 011.
	Find People		
	$\square$ When Outlook Express starts, go directly to i	my <u>I</u> nbox.	Next 🕨 🚽
		🖵 Working Online	

5. You will be asked to enter the Display Name - your name as you would like it to appear at the top of outgoing messages. (This is distinct from your e-mail address.)

Internet Connection Wizard		×
Your Name		×
When you send e-mail, you Type your name as you wo	ur name will appear in the From field of the outgoing message ould like it to appear.	
<u>D</u> isplay name:	Robert Burns For example: John Smith	
	< <u>B</u> ack. <u>N</u> ext > Can	cel

6. Click on "Next". Enter your E-mail Address as supplied to you by Scotnet.

Internet Connection Wizard		×
Internet E-mail Address		ž
Your e-mail address is the ad	ldress other people use to send e-mail messages to you.	
I already have an e-mail	address that I'd like to use.	
<u>E</u> -mail address:	robertburns@scotnet.co.uk	
F C I'd like to <u>s</u> ign up for a ne	For example: someone@microsoft.com ew account from: Hotmail	
	< <u>B</u> ack <u>N</u> ext > Ca	ancel

7. Click on "Next".

The "E-mail Server Names" settings are now entered.

Your incoming mail server is a POP3 server.

Check that your Incoming mail server is pop.scotnet.co.uk, and that your Outgoing mail server is mail.scotnet.co.uk.

Internet Connection Wizard	X
E-mail Server Names	×.
My incoming mail <u>s</u> erver is a POP3 💌 serv	/er.
Incoming mail (POP3, IMAP or HTTP) server:	
pop.scotnet.co.uk	
An SMTP server is the server that is used for your outg Outgoing mail (SMTP) server:	going e-mail.
mail.scotnet.co.uk	
< <u>B</u> ac	ck <u>N</u> ext > Cancel

8. Click on "Next".

Enter your "Internet Mail Logon" details.

Your will need to enter your POP account name and Password as previously supplied to you by Scotnet.

- if you don't have separate ones they will be the same as your user name and password.

Internet Connection Wizard		×
Internet Mail Logon		×
Type the account name ar	nd password your Internet service provider has given you.	
Account name:	robertburns	
Password:	******	
	<b>I</b> Remember pass <u>w</u> ord	
If your Internet service pro- (SPA) to access your mail a Authentication (SPA)' chec	vider requires you to use Secure Password Authentication account, select the 'Log On Using Secure Password :k box.	
Log on using <u>S</u> ecure P	assword Authentication (SPA)	
	< <u>B</u> ack <u>N</u> ext > Ca	ancel

Log on using Secure Password Authentication should not be selected.

9. Click on "Next".

Internet Connection Wizard		×
Congratulations		ž
You have successfully entered all of the info	rmation required to set up your accou	unt.
To save these settings, click Finish.		
	< <u>B</u> ack Finish	Cancel

10. When you click Finish on the next screen, you may be asked to insert your Windows CD.

11.To send and receive e-mail using your newly created Scotnet account click the "Tools" drop down menu. Select "Send and Receive" and choose your preferred option. Your Scotnet account will be found at the bottom of this menu.

🔄 Outlook Express					
	<u>T</u> ools <u>M</u> essage	e <u>H</u> elp			
	<u>S</u> end and Rec	eive	•	Send and Receive <u>A</u> ll Ctr	rl+M
New Mail Ser	Synchronize A	.11		<u>R</u> eceive All	
🗐 Outlook Ext	Synchronize F	older			
	Mar <u>k</u> for Offlin	e	►	pop.scotnet.co.uk (Default)	
Folders	Address <u>B</u> ook	Ctrl+Shift+	·B		
Local Folders	A <u>d</u> d Sender to	Address Book		Robert Burns	
🖕 🦕 Inbox	Message <u>R</u> ule	s	►		<u>Find a Messa</u>
- 🍼 Outbox	Accounts				
🦟 Sent Items	– N <u>e</u> w Account	Signup	•		
💮 🖗 Deleted Iter	<u>O</u> ptions			ead Mail messages in your <u>In</u>	hbox
San Service -		4			
		卢 Create	a <u>nev</u>	v Mail message	
		<u>Read Mail</u>			
		Newsaroups		1	and the second s
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## **Account Properties**

You can display and alter your dial-up account properties from Outlook Express. From the "Tools" drop down menu select "Accounts. Highlight the Scotnet account and select the "Properties" button from the right side of the "Internet Accounts" dialogue box.

Internet Accounts			<u>? ×</u>
All Mail News	Directory Service		Add
Account	Type mail (default)	Connection Any Available	Properties Set as <u>P</u> arault <u>I</u> mport <u>E</u> xport
<u> </u>			<u>S</u> et Order
			Close

The "General", "Servers" and "Advanced" tabs detail settings that are most usually referenced to when your settings require alteration.

💼 pop. scotnet. co.	uk Properties 🔹 💽	
General Servers	Connection Security Advanced	
Mail Account		
Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".		
pop.scotnet.co.	uk	
User Information -		
<u>N</u> ame:	Robert Burns	
Organization:		
E-mail address:	robertburns@scotnet.co.uk	
Reply address:		
Include this ac	count when receiving mail or synchronizing	
	OK Cancel Apply	

pop.scotnet.co.uk Properties		
General Servers Connection Security Advanced		
Server Information		
Incoming mail (PUP3): pop.scotnet.co.uk Outgoing mail (SMTP): mail.scotnet.co.uk		
Incoming Mail Server		
Account name: robertburns		
Password:		
Log on using Secure Password Authentication		
My server requires authentication <u>Settings</u>		

膏 pop. scotnet. co. uk Properties 🔹 🍸 🗙				
General Servers Connection Security Advanced				
Server Port Numbers				
Outgoing mail (SMTP):				
This server reguires a secure connection (SSL)				
Incoming mail (POP3): 110				
This server requires a secure <u>c</u> onnection (SSL)				
Server Timeouts				
Short - J Long 1 minute				
Sending				
□ Break apart messages larger than 60 🚊 KB				
Delivery				
Leave a copy of messages on server				
🗖 🗄 emove from server after 🧧 📇 day(s)				
E Remove from server when deleted from 'Deleted Items'				
OK Cancel Apply				

# Internet Explorer.

ernet Options	
General Security Content Connections Programs Advanced	
Use the Connection Wizard to connect your Setup	
Dial-up settings	You can display and alter your dial-up settings from Internet Explorer.
<u>R</u> emove Settings	From the TOOLS Drop Down Menu select INTERNET OPTIONS.
<ul> <li>Never dial a <u>connection</u></li> <li>Dial <u>whenever a network connection is not present</u></li> <li>Always dial my default connection</li> </ul>	From the Internet Options Dialogue Box select the CONNECTIONS tab.
Current default: Scotnet SurfTime Set Default	
Eerform system security check before dialing	
Local Area Network (LAN) settings	
OK Cancel Apply	

From here you are able to view and alter your dial-up settings and properties including the configuration of your modem.

🖉 Scotnet - Scotlands premier Internet Service Provider - Microsoft Internet Explorer			
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp			
→ → → · ② → ☆ ③ Back Forward Stop Refresh Home Search Fi	avorites History Mail Print	Edit Discuss	
Address www.scotnet.co.uk			💌 🤗 Go 🛛 Links 🎽
Address www.scotnet.co.uk	Intent Connections Programs Advance Scotnet Settings Automatic configuration may overric use of manual settings, disable auto- Mutanatic configuration may overric use of manual settings, disable auto- Mutanatic configuration ger Address Proxy server I Use automatic configuration ger Address Proxy server Bypess proxy server for loca Dial-up settings User name: robert burns Password: textman Domain: (optional)	? ×         ed         ? ×         Scotnet         ? ×         General Server Types Scripting Multilink         Image: Server Types Server Types Scripting Multilink         Image: Server Types Server Types Scripting Multilink         Image: Server Types Server Ty	
	Do not allow Internet programs to		
TOP			
		OK Cancel	
e 😸 İnternet			

Whilst on-line, an icon will be displayed on right of the "Taskbar" that indicates that you are connected.

To stop the connection double click the taskbar icon and click the disconnect button.

### t: 0845 270 0010

### Scotnet Support

