

YesNo IMAP e-Mail set-up

Outlook Express is not very good for running an IMAP account so we suggest you use the excellent & free Thunderbird

<http://www.mozilla.com/en-US/thunderbird/>

select the English (British) version

<http://download.mozilla.org/?product=thunderbird-2.0.0.6&os=win&lang=en-GB>

and then download and install the English (British) dictionary

[https://addons.mozilla.org/en-](https://addons.mozilla.org/en-US/thunderbird/downloads/file/11460/british_english_dictionary-1.19-fx+zm+tb.xpi)

[US/thunderbird/downloads/file/11460/british_english_dictionary-1.19-fx+zm+tb.xpi](https://addons.mozilla.org/en-US/thunderbird/downloads/file/11460/british_english_dictionary-1.19-fx+zm+tb.xpi)

and follow the instructions from

<https://addons.mozilla.org/en-US/thunderbird/browse/type:3>

1 = Open Thunderbird – click on Create a new account



2 = select e-Mail

Account Wizard ✕

New Account Setup

In order to receive messages, you first need to set up a Mail or Newsgroup account.

This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

- Email account
- RSS News & Blogs
- Google Mail
- Newsgroup account

< Back Next > Cancel

3 = Display Name (consider adding your company name as well) and e-Mail address

Account Wizard ✕

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

4 = select IMAP

The image shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Server Information". Below this, there is a prompt: "Select the type of incoming server you are using." There are two radio buttons: "POP" (unselected) and "IMAP" (selected). Below the radio buttons, there is a prompt: "Enter the name of your incoming server (for example, 'mail.example.net')." followed by a text input field labeled "Incoming Server:" containing the text "mail.yesno.biz". Below this, there is another prompt: "Enter the name of your outgoing server (SMTP) (for example, 'smtp.example.net')." followed by a text input field labeled "Outgoing Server:" containing the text "mail.yesno.biz". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

Account Wizard

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").

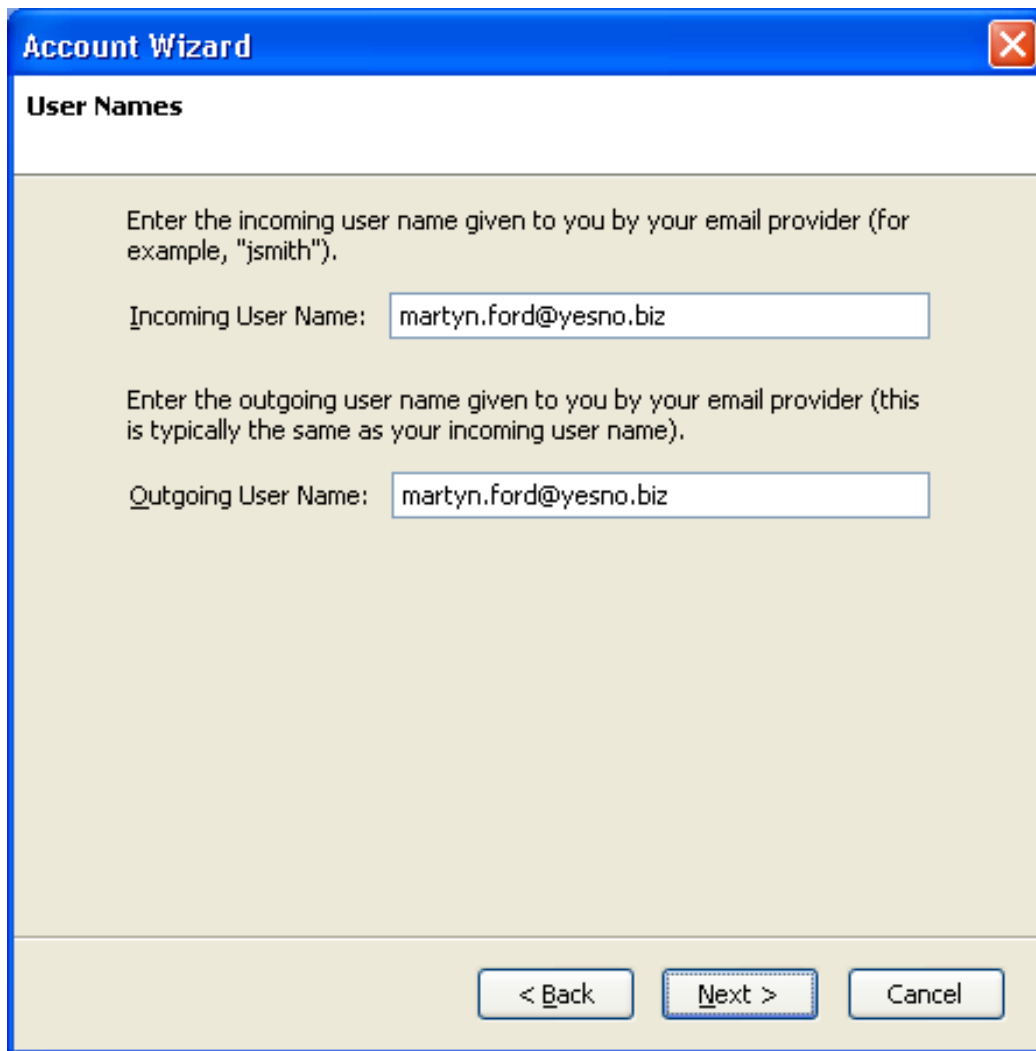
Incoming Server: mail.yesno.biz

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

Outgoing Server: mail.yesno.biz

< Back Next > Cancel

5 = usernames are caSeSensiTive – so MUST be all lowercase



The image shows a Windows-style dialog box titled "Account Wizard" with a close button in the top right corner. The dialog has a blue header bar and a light beige main area. The title "Account Wizard" is in white text on the blue bar. Below the header, the text "User Names" is displayed in bold. The main area contains two sections of text and input fields. The first section says "Enter the incoming user name given to you by your email provider (for example, "jsmith")." followed by the label "Incoming User Name:" and a text box containing "martyn.ford@yesno.biz". The second section says "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)." followed by the label "Outgoing User Name:" and a text box containing "martyn.ford@yesno.biz". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Account Wizard

User Names

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

Incoming User Name:

Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

Outgoing User Name:

< Back Next > Cancel

6 =

Account Wizard

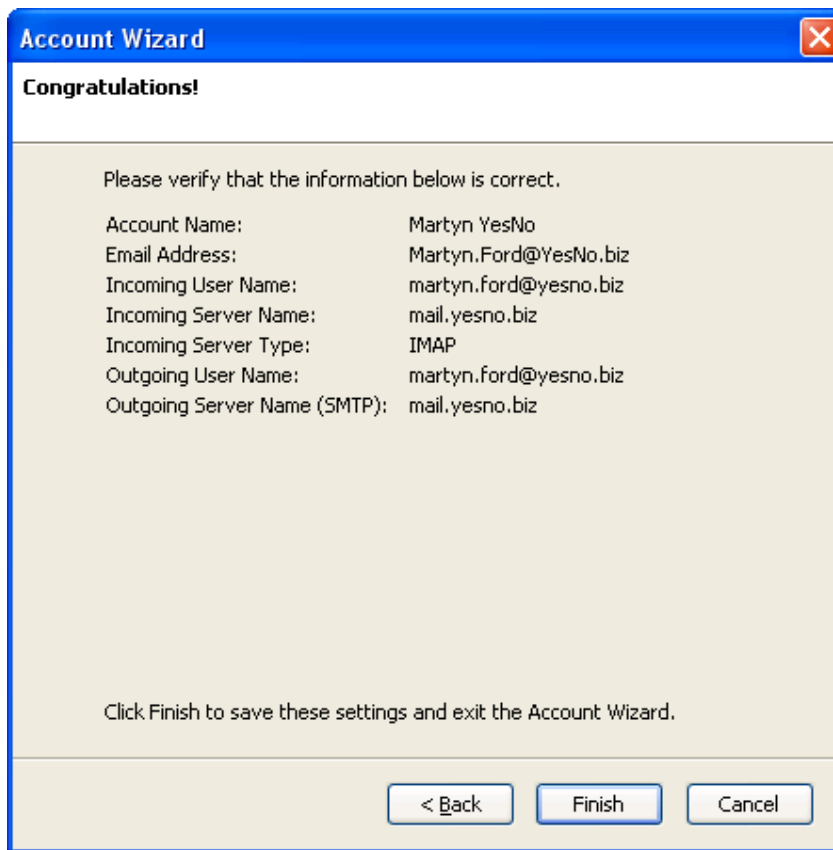
Account Name

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

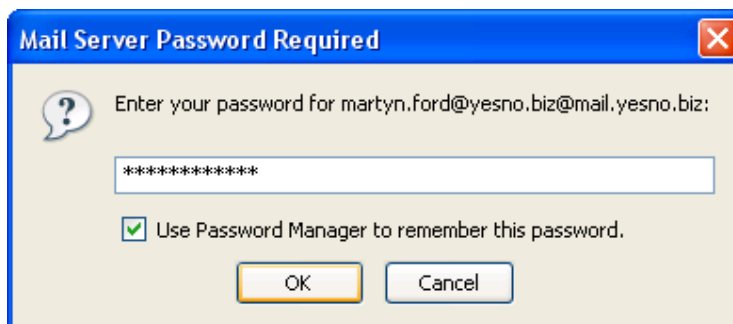
Account Name:

< Back Next > Cancel

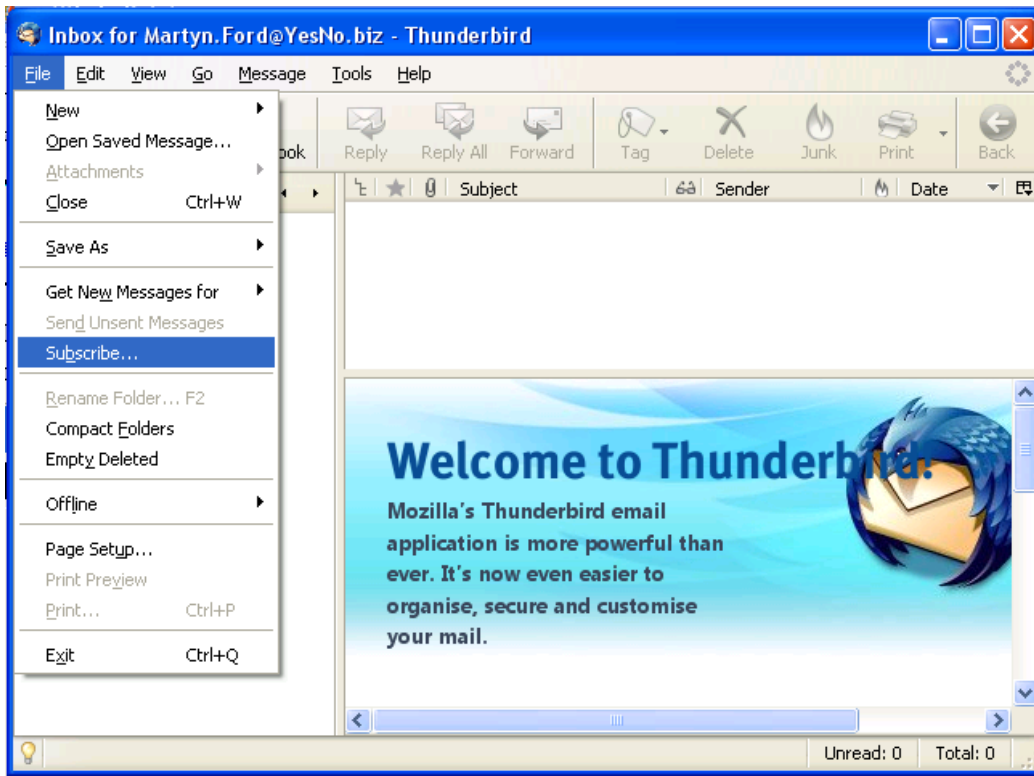
7 =



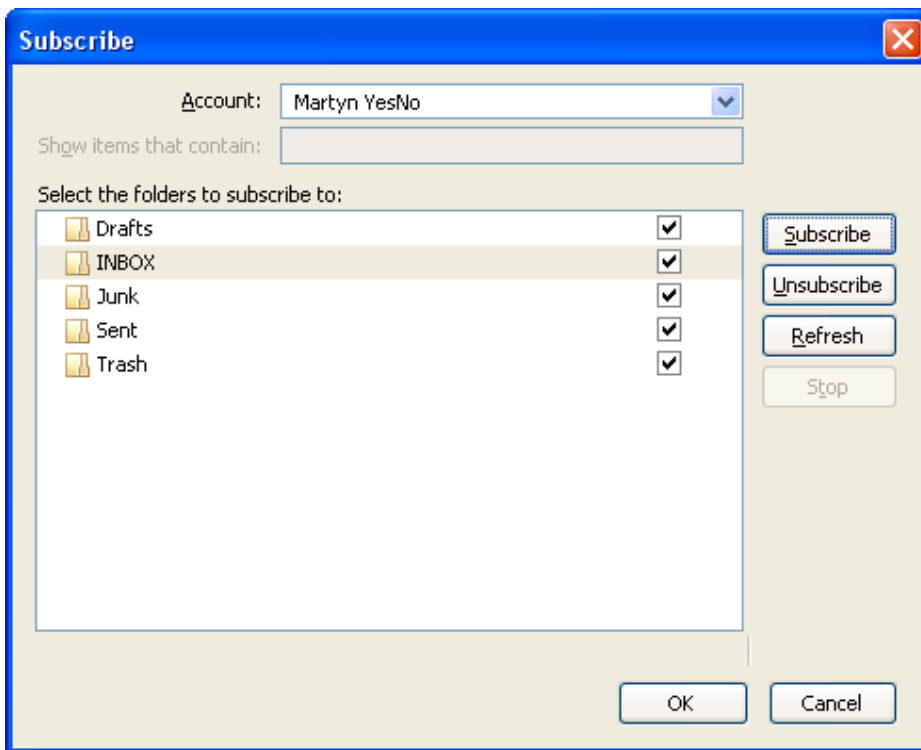
8 = password is case senSitIve



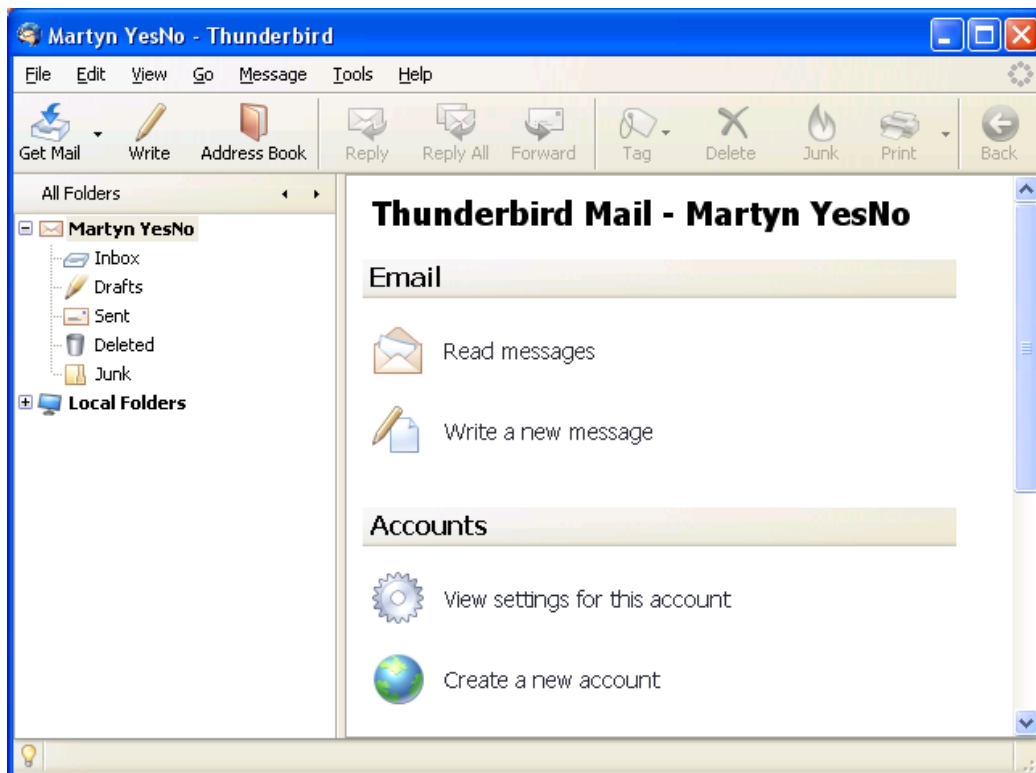
9 = select subscribe to synchronise with the webmail server



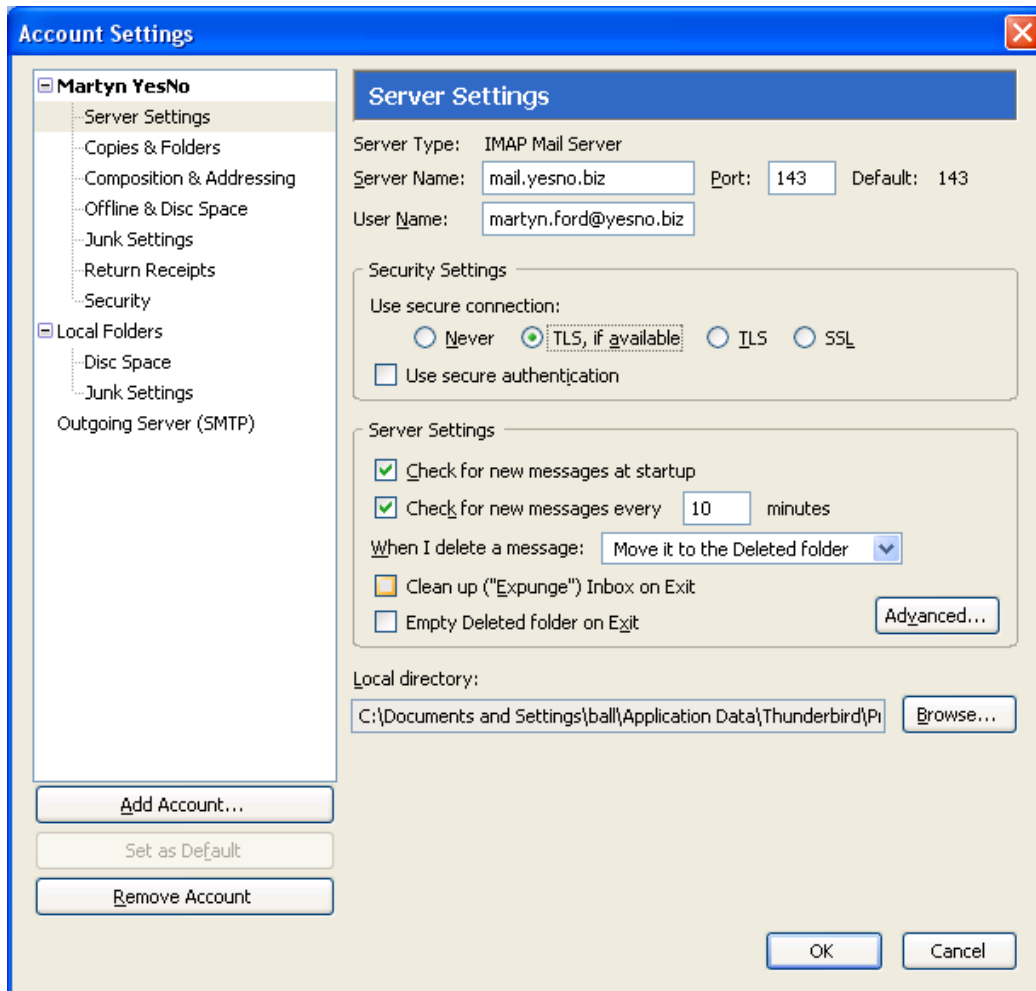
10 = tick ALL boxes to subscribe and synchronise



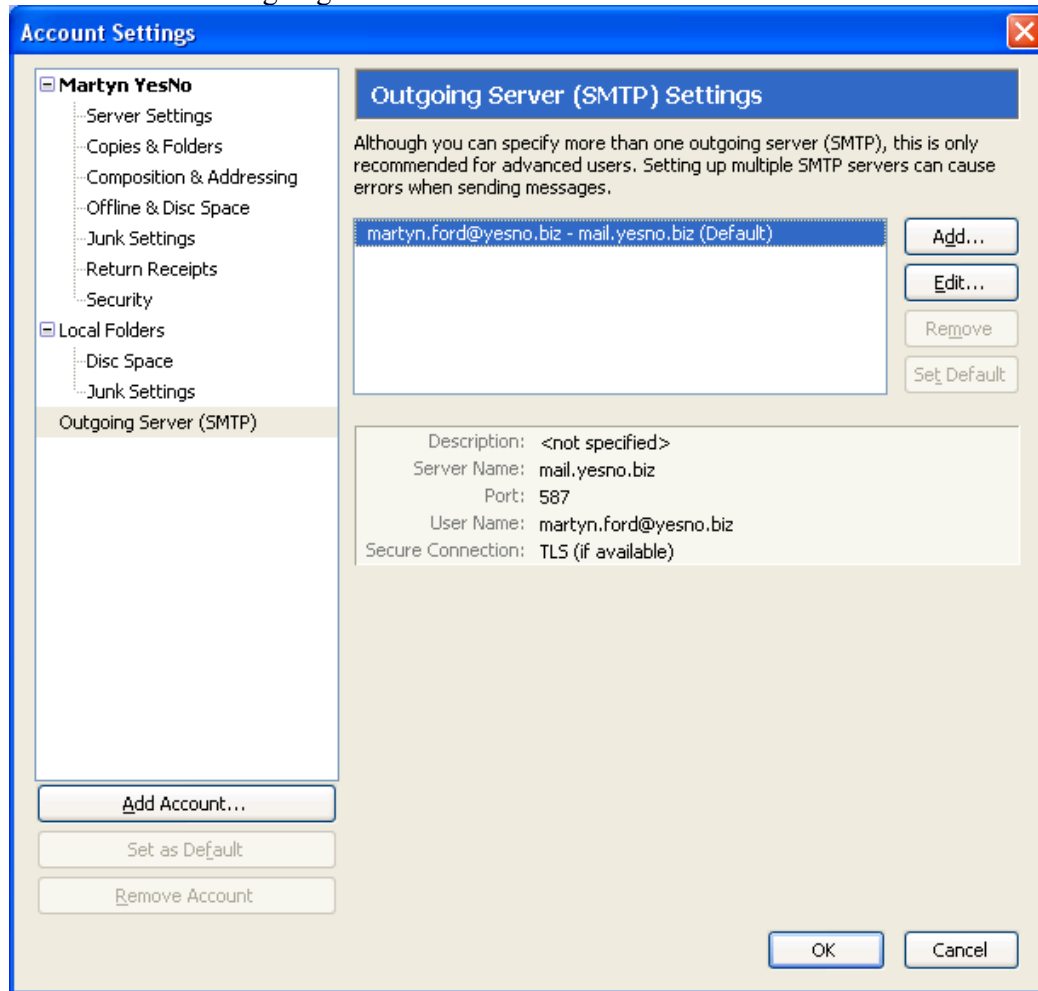
11 = View and then edit the account settings



12 = Use TLS security settings



13 = Edit / create outgoing SMTP server



14 = choose port 587 or 8025 instead of the default port 25 – also select TLS

