

Tyndale Choral Society

Registered Charity No 284840

SET-UP INSTRUCTIONS

for your new **tyndale-choral-society.org** e-mail address

Tyndale Choral Society offers both POP3 and WEB e-mail access and so supports software such as Outlook Express and direct access through a web browser. You choose:

- for most people, using a desktop PC at home, POP3 e-mail is the best option; software, such as Outlook Express, manages your mail on your own machine and automatically communicates with the server when necessary
- if you travel frequently and wish to use 'public' workstations in hotels, airports, etc, then you may find WEB e-mail access convenient; you manage your mail directly on the server through a web browser such as Internet Explorer
- you can even set up both methods to support 'ease of use' at home and 'emergency communication' while travelling.

The notes that follow assume that you use the internet already and are familiar with the e-mail software that you intend to use. If this is not the case then you may need additional help.

I will be pleased to help you get set up but only minimal on-going technical support will be available; tyndale-choral-society.org isn't a business, it's my version of baking for the cake stall!

John Hicks

To contact me, please use the 'FEEDBACK' form on the website.

URL: <http://www.tyndale-choral-society.org/R3/TCS-R3-CU.html?Target=Web>

Notes to help you set up an account in Outlook Express

The illustrations in these instructions have been based on the following information:

- subscriber's name: Mr Alfred Dursley
- subscriber's new e-mail address: alf@tyndale-choral-society.org
- subscriber's chosen password: AD5118

YOU MUST SUBSTITUTE YOUR OWN INFORMATION

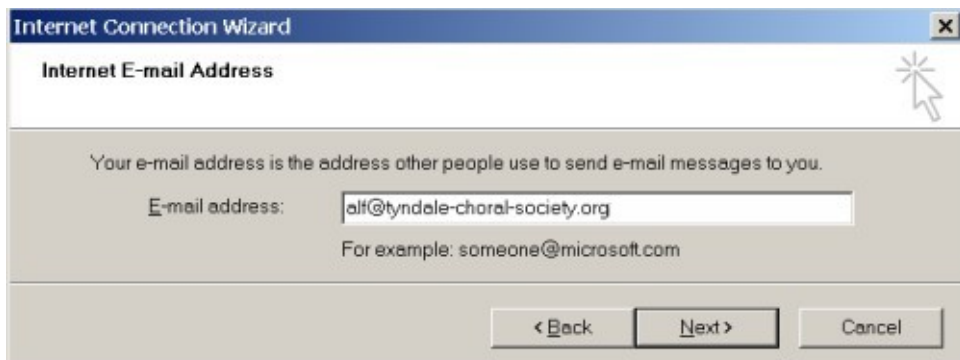
Follow each step below:

- 1) Open OUTLOOK EXPRESS.
- 2) From the tabs across the top of the screen, select TOOLS.
- 3) From the drop-down menu, select ACCOUNTS.
- 4) An INTERNET ACCOUNTS screen should open, on the right hand side, select ADD and then MAIL.
- 5) Complete the required data on the following screens.



The screenshot shows the 'Internet Connection Wizard' window with the title 'Your Name'. Below the title is a text box containing 'Alfred Dursley'. Above the text box is the instruction: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below the text box is the label 'Display name:' and the example 'For example: John Smith'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter: Alfred Dursley
Click 'next'.



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. Below the title is a text box containing 'alf@tyndale-choral-society.org'. Above the text box is the instruction: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below the text box is the label 'E-mail address:' and the example 'For example: someone@microsoft.com'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter: alf@tyndale-choral-society.org
Click 'next'.

On the following screen, insert data for the mail server exactly as it appears in the illustration.



Select: POP3 (from the drop down list)
Enter: mail.tyndale-choral-society.org
Enter: mail.tyndale-choral-society.org
Click 'next'.

Finally, type your complete e-mail address once more together with the password you have chosen (**your password is case sensitive**). For ease of use, tick the 'remember password' box.

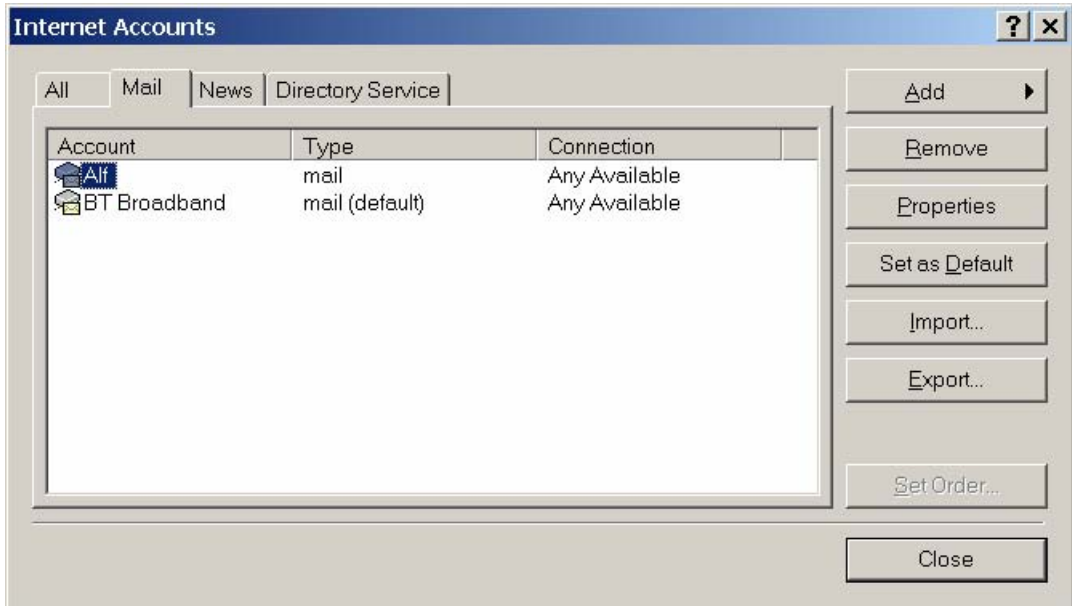


Enter: alf@tyndale-choral-society.org
Enter: AD5118
Click 'next'.

NOTE: *the complete e-mail address must be typed in the 'account name' field; just entering 'alf' will **not** work.*

The next step is to set up 'user authentication' for outbound mail:

- 1) Open OUTLOOK EXPRESS (unless it is still open from the previous step).
- 2) From the tabs across the top of the screen, select TOOLS.
- 3) From the drop-down menu, select ACCOUNTS.
- 4) From the tabs across the top of the new panel, select MAIL.
- 5) An INTERNET ACCOUNTS screen should open and look like the illustration below.



Click on the entry for your new account
Click: Properties

the button is on the right hand side of the panel



Select: Servers (from the tabs across the top of the new panel)
Under the heading 'Outgoing Mail Server', tick the box 'My server requires authentication'
Click 'settings'.



Ensure that the option 'Use same settings as my incoming mail server' is selected.
Click 'OK'
Click 'OK'.

When you get back to the main INTERNET ACCOUNTS screen you can choose which of your accounts is to be the default.

A tip: whenever you send an e-mail you can decide not to use the default account by clicking on the drop down arrow at the right of the 'from' box.

Tips to reduce our costs

What a cheek!

You've just paid £10 for a service and now you are about to be asked not to use it !

Well, not quite. Let me explain.

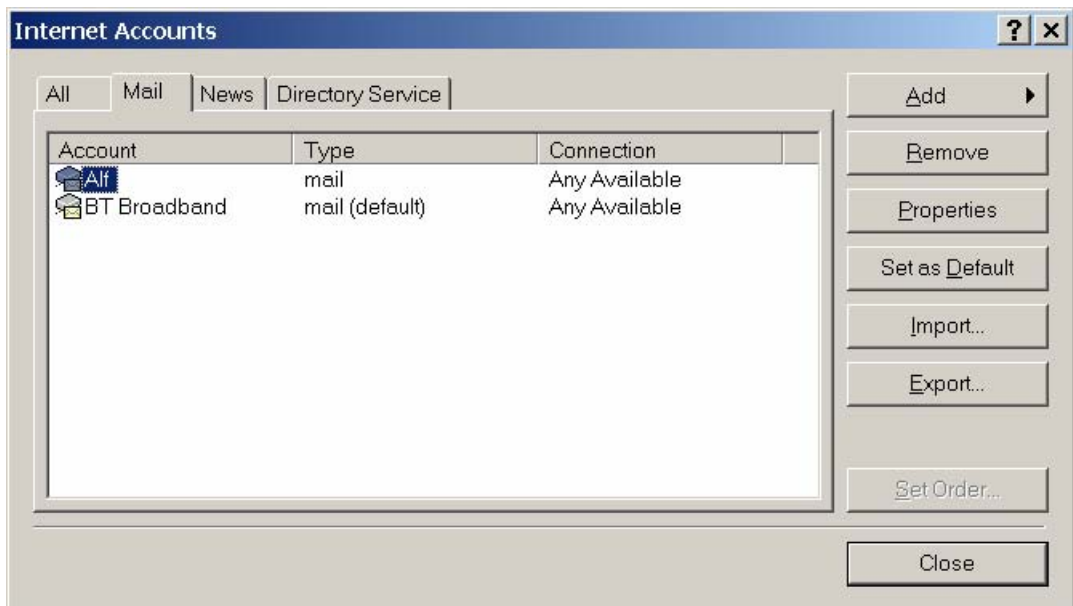
TCS has to pay a web hosting service for the internet bandwidth and storage that it uses. Now don't worry, once fixed costs of £50 have been paid the marginal cost of an average adult's personal e-mail account is only about £2 a year (so you can see that this initiative has a profit potential approaching 400%).

Most people buy an e-mail address because they like the idea of having a personal address for their inbound mail. They do not usually care what e-mail service handles their outbound mail provided that the recipient sees, and replies to, their personal address.

So, if the above description fits you and you already have an e-mail service provided by your ISP, you are invited to use your ISP's bandwidth and storage for your outbound mail and Tyndale's bandwidth and storage only for your inbound mail. If you like this idea

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- 4) From the tabs across the top of the new panel, select MAIL.
- 5) An INTERNET ACCOUNTS screen should open and look like the illustration below.

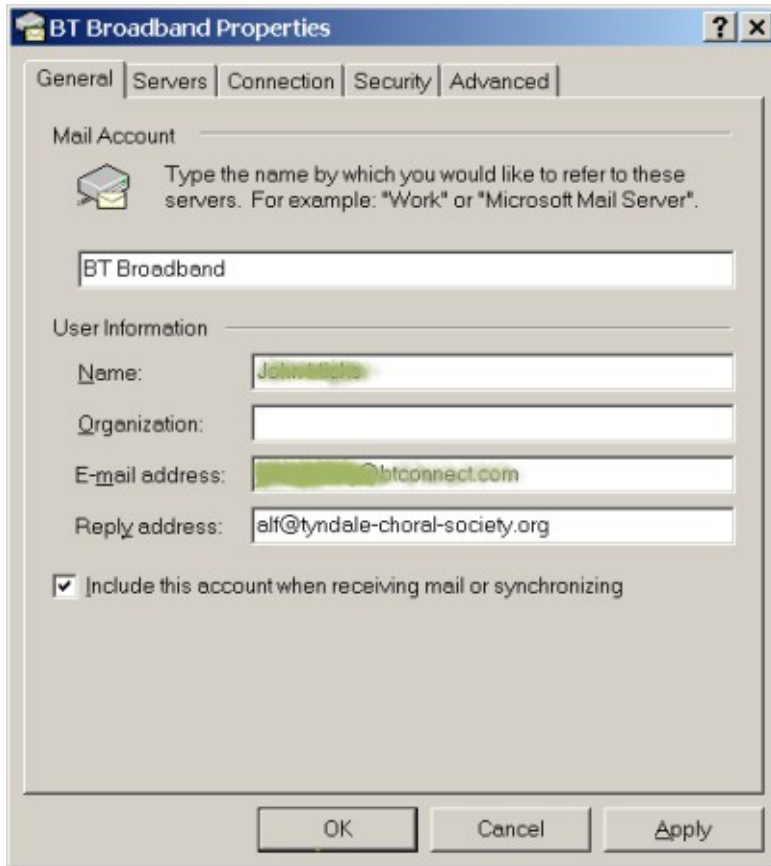


For this example the BT Broadband account is assumed to be the ISP account but you must substitute your own information.

Click on the ISP account
Click 'select as default'
Click 'properties'

in this example: 'BT Broadband'
the button is on the right hand side of the panel
the button is on the right hand side of the panel

You just need to make one entry on this panel, in the 'reply address' field; **leave everything else unchanged.**



Enter: alf@tyndale-choral-society.org
Click 'OK'
Click 'close'.

That's it. Set up this way, all your outbound mail will be sent from your ISP but recipients will see a return address at TCS and their replies will be directed there. All the benefit at half the cost; thank you.

Notes to help you use web mail

In Internet Explorer (or any other web browser), enter and **bookmark** the following URL:

<http://www.tyndale-choral-society.org:2095/3rdparty/squirrelmail/index.php>

The following web page should then appear.



Enter: alf@tyndale-choral-society.org

Enter: AD5118

Click 'OK'.

NOTE: *blobs* (●●●●●●) will appear on the screen.

Tips:

- **your password is case sensitive**
- web mail can be used to access your in-box and send e-mails from any computer that has an internet connection; no prior set-up is required; it is ideal for use in hotels and airports - but - when using a public workstation **do not**:
 - bookmark the web mail URL
 - tick the 'remember my password' box!

Managing web mail:

- your mail stays on the tyndale-choral-society.org server – it is not sent to your PC
- **you are responsible for housekeeping** – if you exceed the mailbox storage limit, further mail will be 'bounced back' to the sender
- so delete both inbound and your copy of outbound mail as soon as you can
- deleting initially just moves mail from the 'inbox' or 'sent' folder to the 'trash' folder
- when you are really sure you want mail to disappear permanently, delete it again from the 'trash' folder (**unless you regularly empty the 'trash' folder you will eventually go over the mailbox storage limit and lose mail**).

Hints to help you keep your new account free of SPAM

- 1) You have already taken the first step in not using one of the free 'targeted domain' accounts. Creators of SPAM write programs to cycle through all possible name combinations at these sites.
- 2) Do not send receipts for incoming e-mails unless the sender is known to you. If a SPAMMER finds your address by accident a receipt confirms to him that yours is a live account. To see the options available in OUTLOOK EXPRESS, go to TOOLS / OPTIONS / RECEIPTS. You can then select NEVER SEND A RECEIPT or NOTIFY ME FOR EACH READ RECEIPT REQUEST and make a case by case decision.
- 3) Never reply to SPAM or even ask to have your address removed from a mailing list (you are simply confirming that the account is in use).
- 4) **Never allow your address to be displayed on a web page.** SPAMMERS use robots to crawl through the web and extract addresses (I got caught this way by joining in a debate hosted by a national newspaper; within a week my account had become unusable and I had no option but to create a new one). Tip: use an old and unwanted e-mail address for newsgroup postings rather than your real one.
- 5) Install a good firewall and anti-virus program to prevent SPAMMERS from accessing or harvesting your address list.

Nothing is foolproof, but the above actions will help.