Quick Start Guide

Your New Email Account

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This guide will walk you through settings up mailboxes, email addresses, and mail groups. If you have already configured your email account and wish to start using it, please go to page 7 for our guide to WebMail

Adding a new email account

- With each email package you will have a different quota of email users, you can add more email users to your account from within your Online Control Panel.

- Firstly, login to your Online Control Panel at **https://admin.names.co.uk**

- Now that you're logged in, click 'Domain Names', which you will find in the left menu of your Online Control Panel.

- In the middle of your screen you will see a list of the domains available on your account – select the domain on which you wish to setup a new email user.
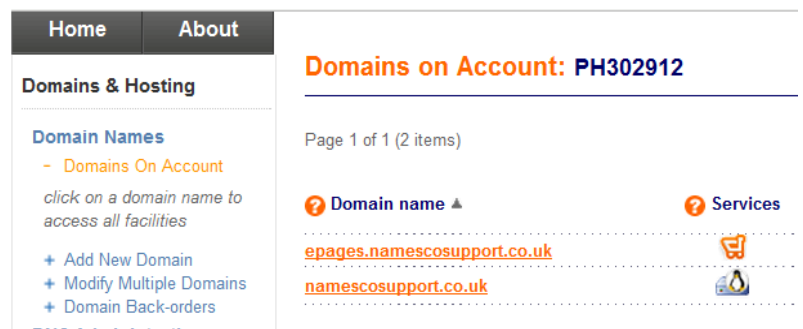
- Back on the left select the option '**Email & FTP**' or '**Email settings**'.

- You will need to use '**Email settings**' if you have an email only package.
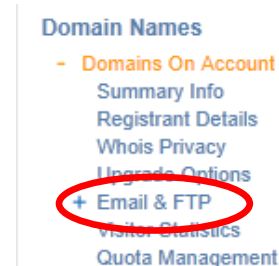
- On the next page you will see a list of users that have already been created; to add a new user, select the option '**Add User/Mailbox**'.

Now we can create the new mailbox

- The first thing to create is the username. The format we use for usernames is:-

  domainname.com_name

  In our example you can see we have used,

  namescotraining.co.uk_newuser

- Next enter a password for this mail user.

  Passwords need to be at least 8 characters long containing at least 1 number and 1 letter.

- Finally we will need to enter an email alias. An email alias is the prefix to the email address.

  In our example we have entered 'newuser' which means that the email address is 'newuser@namescotraining.co.uk'

  If we were to enter 'edward' into this box then 'edward@namescotraining.co.uk' would also be delivered to this mail user.

- Once you are happy with your settings please click **save**.

Add Mailbox: namescotraining.co.uk

New mailbox/user details

Username *   namescotraining.co.uk_ newuser

Full name   namescouser

Password *

Confirm password

Password strength   Weak   **Medium**   Strong   BEST

Email aliases   newuser

IMAP enabled?   ◉ No   ○ Yes

FTP enabled?   ◉ No   ○ Yes

* These items are required

CANCEL   SAVE

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Adding a new email address

Once you have added a mail user you may wish to add more email addresses.

- To do this, go back into '**Email & FTP**'.

Domain Names

- Domains On Account
  - Summary Info
  - Registrant Details
  - Whois Privacy
  - Upgrade Options
  - + Email & FTP
  - Visitor Statistics
  - Quota Management

- And this time select '**Add email address**'.

Email addresses and rules

Address (..@namescotraining.co.uk)	Destination(s)
support	namescotraining.co.uk
	support@names.co.uk
test	namescotraining.co.uk
twitter, twitter1, twitter10, twitter11, twitter12, twitter13, twitter14, twitter15, twitter2, twitter3, twitter4, twitter5, twitter6, twitter7, twitter8, twitter9, youtube	namescotraining.co.uk_twitter
youtub2	namescotraining.co.uk_twitter

ADD EMAIL ADDRESS +

- In the **Email address** field please enter the new email address.

- You can then select a mail user from the list where these emails will be delivered.

Email address details

Email address: example @ namescotraining.co.uk

Destination(s)

Mailbox: namescotraining.co.uk

Forwarding address: example@example.com

or/ blackhole? ● No ○ Yes

CANCEL   SAVE

- As well as this you can enter a Forwarding address. You can configure your email address to automatically send a copy to any external address. This may be useful to you for backup or access purposes.

- Once you are happy with your settings click on **save.**

Email address details

Email address: edward @ namescotraining.co.uk

Destination(s)

Mailbox: (none)

(none)
namescotraining.co.uk
namescotraining.co.uk_ftp
namescotraining.co.uk_twitter
namescotraining.co.uk_web

Forwarding address

or/ blackhole?

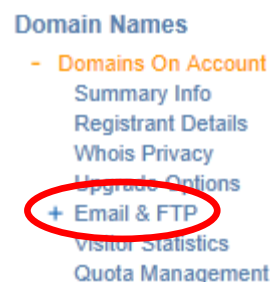CANCEL   SAVE

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Adding a mail group

If you wish to have an email address that sends delivers to more than one mailbox, then you will need to use a 'Mail Group'.

For example if you have an address:-

sales@namescotraining.co.uk,

which needs to be delivered to a sales team then a 'Mail Group' will deliver the emails to all members of the group.

Domain Names

- Domains On Account
  Summary Info
  Registrant Details
  Whois Privacy
  Upgrade Options
+ Email & FTP
  Visitor Statistics
  Quota Management

- To do this, go back into '**Email & FTP**'.

- Select '**Add Mail Group**'.

Mail groups

Name	Address (..@namescotraining.co.uk)	Recipients
(none)	(none)	(none)

ADD MAIL GROUP +

New mail group details

- First give the group a name; this is for your reference only.

- Next enter the group address, in this example we have used sales.

- Then enter the recipients, these can be mailbox names such as:-

  namescotraining.co.uk

  or external addresses such as,

  namesco@hotmail.co.uk

- Once you are happy with you settings click '**Save**'.

Group name: sales

Group address: sales @namescotraining.co.uk

Recipients:
namescotraining.co.uk
namescotraining.co.uk_kyle
namescotraining.co.uk_adrian

CANCEL   SAVE

How to check your emails

You can check your emails either through our powerful WebMail service, or if you wish you can use a program such as MS Outlook, Thunderbird, or Mac Mail etc…

WebMail

- To access WebMail please browse to http://webmail4.names.co.uk/

- Enter your username, as you have created when the mail box was added.

- Enter your password as you have set.

- And, if required, fill out the security panel.

Collecting mail via a mail client

Once you have your email package configured, you may opt to collect email in to a mail client such as Microsoft Outlook or Mac Mail. Connecting a mail client to you email account is a fairly simple process.

POP3 Settings

To connect your E-mail account to any mail client requires 3 essential pieces of information, which are:-

- ✔ **Incoming Server/Host Name**:- pop3.hosts.co.uk
- ✔ **Username**:- this will be in the format of yourdomain.co.uk or youdomain.co.uk_username
- ✔ **Password**:- As you have set

SMTP Settings

In order to send email out from your mail client, you will need to enter an outgoing mail server as well. This would normally be provided by your Internet Service Provider (ISP). However, if your ISP is unable to provide you with an outgoing mail server, or you would like to use your email account on a mobile device which will not be using your internet connection, you can purchase an SMTP service from Namesco.

To upgrade to use the Namesco outgoing mail service, follow the guide on the following page called 'How do I upgrade my services' – selecting 'Authenticated SMTP' within the 'Additional Features' section.

Looking for assistance with setting up your mail client?

We have a number of guides in our knowledge base to assist with the setup of many popular mail clients. To find a guide for your mail client, please visit **http://www.names.co.uk/knowledge**

How do I upgrade my services?

As before, you will need to login to your Online Control Panel at **https://admin.names.co.uk**

Now that you're logged in, click 'Domain Names', which you will find in the left menu of your Online Control Panel.

In the middle of your screen you will see a list of the domains available on your account – select the domain to which you would like to add services.

From the left menu of the Online Control Panel, select 'Upgrade Options'.

You will now see the available options for services which can be added to your domain.

Select the product you would like to purchase, and then select 'Upgrade' at the bottom of the screen.

All that's left to do now is process payment for the selected products and away you go!