

Magic Webs - Setting up a POP3 Mailbox

1. Use your web browser to visit www.magicwebs.co.uk/webpace/
2. Click on the Gold Control Panel
3. Enter your login and password - see the '**welcome email**' sent when you opened the hosting account. I can resend this if required.
4. Select **Email > Mailboxes**
5. Complete the details of the mail box you require.

For example to create a mailbox for robert@yourdomainname.co.uk enter

robert	@yourdomainname.co.uk	Your chosen password
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6. Click the button **CREATE**

Now you have a choice

1. Manual setup. Use the POP3 mailbox settings shown on the welcome email mentioned above to manually configure your email software

2. Automatic setup for most versions of Outlook Express and Outlook on a Windows PC

Only use this with care and if you are happy to add a registry file directly to your computer. This method has never caused problems but you personally will need to make the decision on whether it is suitable for your computer. I may not be able to help if it causes problems. The following instructions will need interpreting into your own circumstances although the points below are correct for most email Outlook Express and Outlook scenarios.

7. Close **Outlook Express and/or Outlook** on your computer
8. Look for a button in the Email window labelled '**Activate Now**' - **click it**
9. If it asks to download a registry file click **OK**
10. If asked whether you want to run or save the file click **RUN**
11. When asked if you are sure click **YES**
12. When the information has been entered into the registry click **OK**
13. Open **Outlook Express or Outlook** and you should be told that there is a new account to import. Answer **YES** and import the new account.
14. On your first send and receive you will be asked to enter the password you chose for the POP3 account.