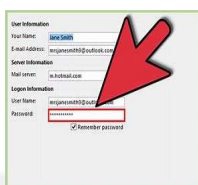




Irrespective of your email provider they all have very similar characteristics

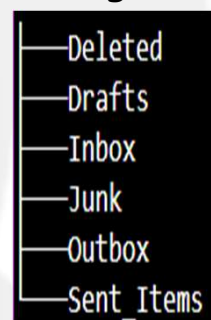
Address: Your email provider, either your ISP (Internet service Provider) or a 'floating' one like gmail, Hotmail etc. will ask you to create your username for the email address. All the simple ones have gone, like John or Mary so you will have to be imaginative - John1938ty or Mary-128x1 etc. The email address will have this name an '@' sign and the name of the provider. ie: John1938ty@gmail.com or Mary-128x@BTInternet.com



Password(s): You will need a **STRONG** password, as this is the one account that holds the key to the rest, as when you forget your Bank details they will send it to your email address. This is either remembered by your browser or the email client app.

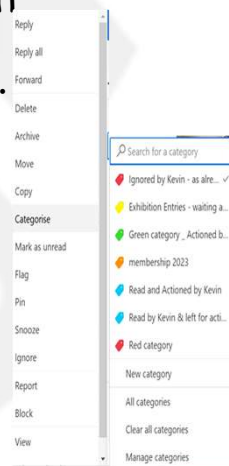
Folders: Once your account has been created you will get the following folders (although their names may be slightly different).

- Inbox - This is where your new emails arrive
- Outbox - Empty, unless a sent email is in flight
- Sent - The emails you have sent
- Drafts - The emails aborted before sending
- Deleted - Received emails you have deleted
- Junk - emails deemed by your provider as spam



You can also create as many folders (and sub folders) as you want

Flags: By double clicking on an email its full content can be read. You may also be able to **FLAG** or **Categorise** it (usually with a right click).



Sort Order:

From	Subject	Arrived
zooplus service (service@mail.zooplu...	Your zooplus order 277660377	Today 08:43
Amazon Alexa (amazon-offers@amaz...	What's new with Alexa?	Today 07:20
Suspicious Email Reporting (noreply...	Thank you for reporting a suspicious email	09/02/2023, 16:39
UltraEdit (communications@ultraedit...	[Blog] 7 Essential Tools for Web Development and QA Testing	09/02/2023, 16:14

Your email application will show, for each folder a **FROM**, **SUBJECT** and arrived **DATE**. By clicking on these words the **SORT ORDER** can be changed to list by sender, or subject or in reverse date order. Many email apps will allow other type of sorting, such as 'with attachments' or 'flagged'.





Initial setup, especially when you have a new phone or tablet is often fraught with issues.

Multiple ways to read your emails: You can set up your email account on multiple systems, but note that there is an option "Always leave a copy of the message on the server" this must be selected if you do not wish the emails to be deleted from your Inbox permanently after downloading to your mail program.

Passwords: email providers strongly protect your email account from the hackers. Most have a policy that after 3 failed attempts the account is locked for a period of time, which doubles on every subsequent failed login. Note: that there is both a Mails Server's incoming and outgoing passwords (one for IMAP/POP the other form SMTP). So if you get the wrong password, especially on an Apple device it gets sent twice, quickly evoking the lockout period timeout. So if you do it wrong --- WAIT and be patient.



Settings: IMAP and POP3 are the protocols or technologies that enable you to download your email messages to your computer or device. We recommend you use IMAP with SSL enabled as this will ensure copies of your messages are kept on the email server. SMTP is the technology that enables you to send email, so whether you're using IMAP or POP3, you'll need to enable SMTP. It's easy - you usually switch it on by ticking a box called 'My server requires authentication' in your email program's settings. If you don't set up SMTP authentication, you'll get an error 530 failure message when trying to send email messages. Each of these may have further characteristics like a port number and encryption mechanisms'. Check on the email provider site for these settings, before attempting a configuration that gets locked out!

