

How to set up your current email
programme to download
messages to Microsoft Office
Outlook

Example given is with Sky Email

- If your email is with another provider, e.g. BT
- Log into your BT email account
- In your providers search field enter
 - 1. Set up email program
 - This tells you what needs to be done within your current email system
 - 2. Configure Outlook
 - This tells you what needs to be done within Outlook
 - Select something like
 - » Configure POP3/IMAP with Outlook (2003) windows (2003 is the version on my computer)

1. What needs to be done within Sky email settings

1. Go into your current email account

2. Click mail settings



The screenshot displays the Sky email interface. At the top, there is a banner for "Threat with Sky Identity Shield" and the Sky logo. Below this is a navigation bar with links for "Join Sky", "Sky Customers", and "Email & Tools". A search bar is present with the text "configure outlook" and a "Search" button. A red arrow points to the "Mail Settings" link in the footer. The footer also includes the email address "annware@sky.com" and links for "Mail Help" and "Sign out".

annware@sky.com | [Mail Settings](#) | [Mail Help](#) | [Sign out](#)

[Refresh](#) 1 - 32 of 32

[Scanned] - NO I CANT DO THAT AS IT WAS A ROUND ROBIN AND I DONT KNOW THE ORIGINATOR Lewis 15:30

ok Test Message - This is an e-mail message sent automatically by Microsoft Office Outlook's Account Manager ... 15:17

Click forwarding and POP/IMAP

The screenshot shows the Sky.com email interface. At the top, there is a navigation bar with links for Sky.com, News, Sports, Showbiz, and More. Below this is a secondary navigation bar with icons for Email, Calendar, Chat, and Photos. A search bar is located in the center, with a search button and links for 'Show search options' and 'Create a filter'. On the left side, there is a sidebar with links for 'Compose Mail', 'Inbox (3)', 'Starred', 'Chats', 'Sent Mail', 'Drafts', 'All Mail', 'Spam (10)', 'Bin', and 'Contacts'. The main content area is titled 'Settings' and has several tabs: 'General', 'Accounts', 'Labels', 'Filters', 'Forwarding and POP/IMAP', and 'Chat'. The 'Forwarding and POP/IMAP' tab is selected and highlighted in yellow. A red arrow points from the text above to this tab. The settings for this tab include: 'Language' (Sky Mail display lang), 'Maximum page size' (Show 50), 'Keyboard shortcuts' (Keyboard shortcuts), 'My picture' (Select a picture that), and 'Contacts' pictures' (Show all pictures).

I want to see my Experian credit report because: (please select b
It's FREE > I want to improve my credit
I have been refused credit > I want to check my credit sco
I am applying for a mortgage > I'm concerned about identit

Sky.com News Sports Showbiz More

sky | Email | Calendar | Chat | Photos | Web Sky

Search Mail Show search options Create a filter

Compose Mail
Inbox (3)
Starred
Chats
Sent Mail
Drafts
All Mail
Spam (10)
Bin
Contacts
Quick Contacts
Search, add, or invite

Settings
General Accounts Labels Filters **Forwarding and POP/IMAP** Chat

Language: Sky Mail display lang

Maximum page size: Show 50 convey

Keyboard shortcuts: Keyboard shortcuts Keyboard shortcuts

My picture: [Learn more](#) [Select a picture that](#)

Contacts' pictures: Show all pictures Only show pictures

Click either 1st or 2nd selection

Settings

[General](#) [Accounts](#) [Labels](#) [Filters](#) **Forwarding and POP/IMAP** [Chat](#)

Forwarding:

Disable forwarding
 Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:
[Learn more](#)

1. Status: POP is enabled for all mail that has arrived since 31 Jan

Enable POP for **all mail** (even mail that's already been downloaded)
 Enable POP only for **mail that arrives from now on**
 Disable POP

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

IMAP Access:
(access Sky Mail from other clients using IMAP)
[Learn more](#)

1. Status: IMAP is disabled

Enable IMAP
 Disable IMAP

2. Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

Choose whichever selection you prefer

Click save changes

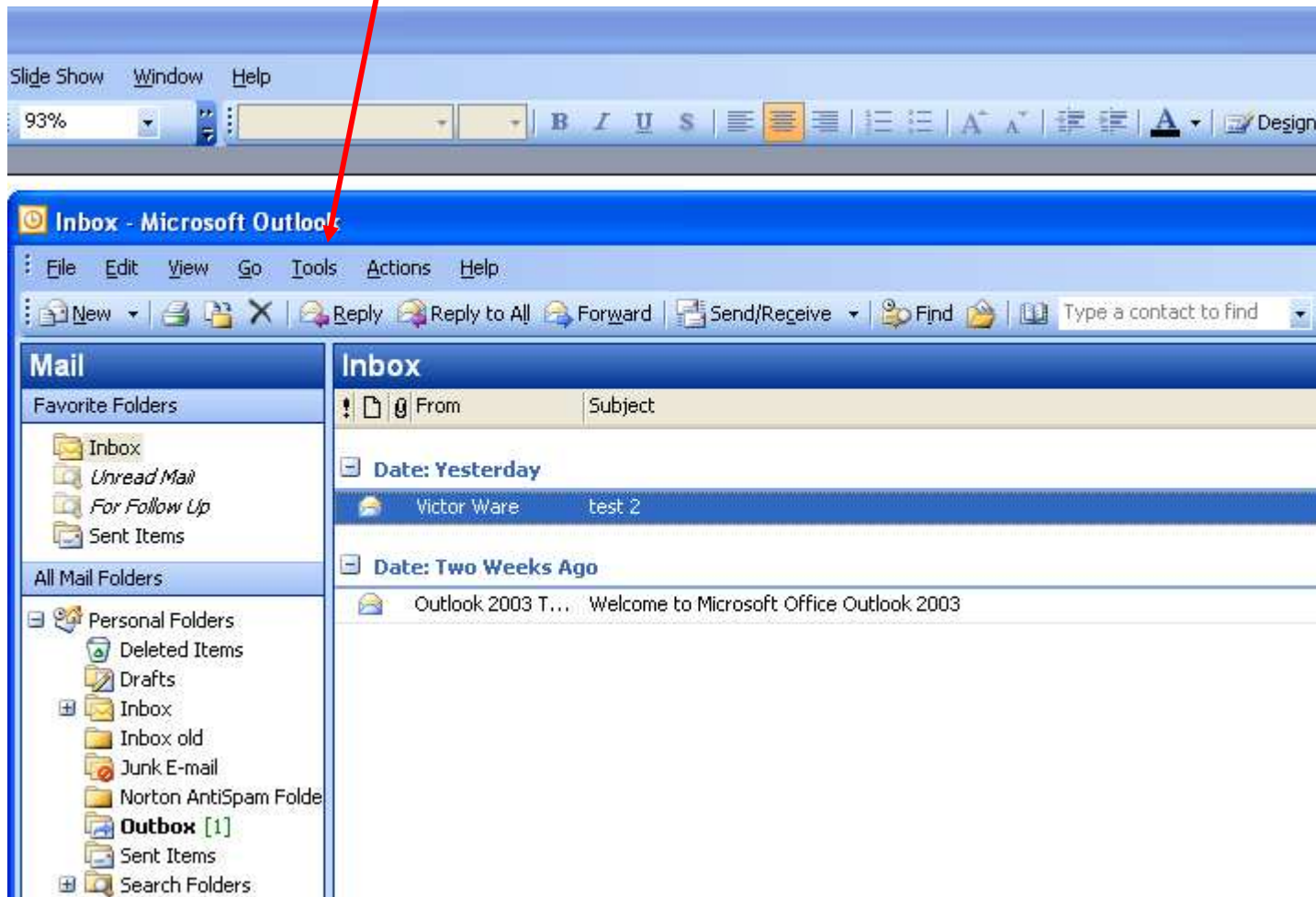
2. Create an account in Windows Outlook to receive emails from your current provider

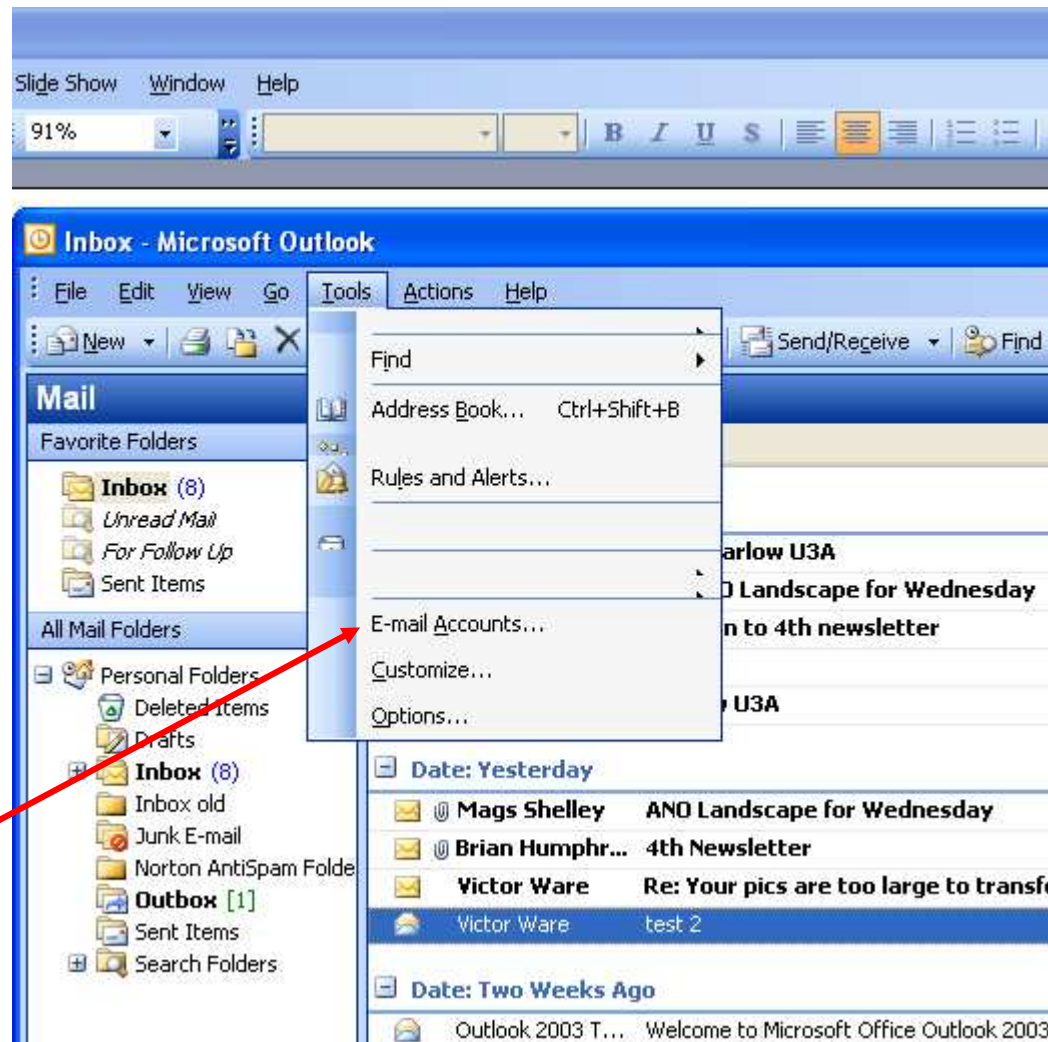
2. Click E-mail
Microsoft Office
Outlook



1. Click start

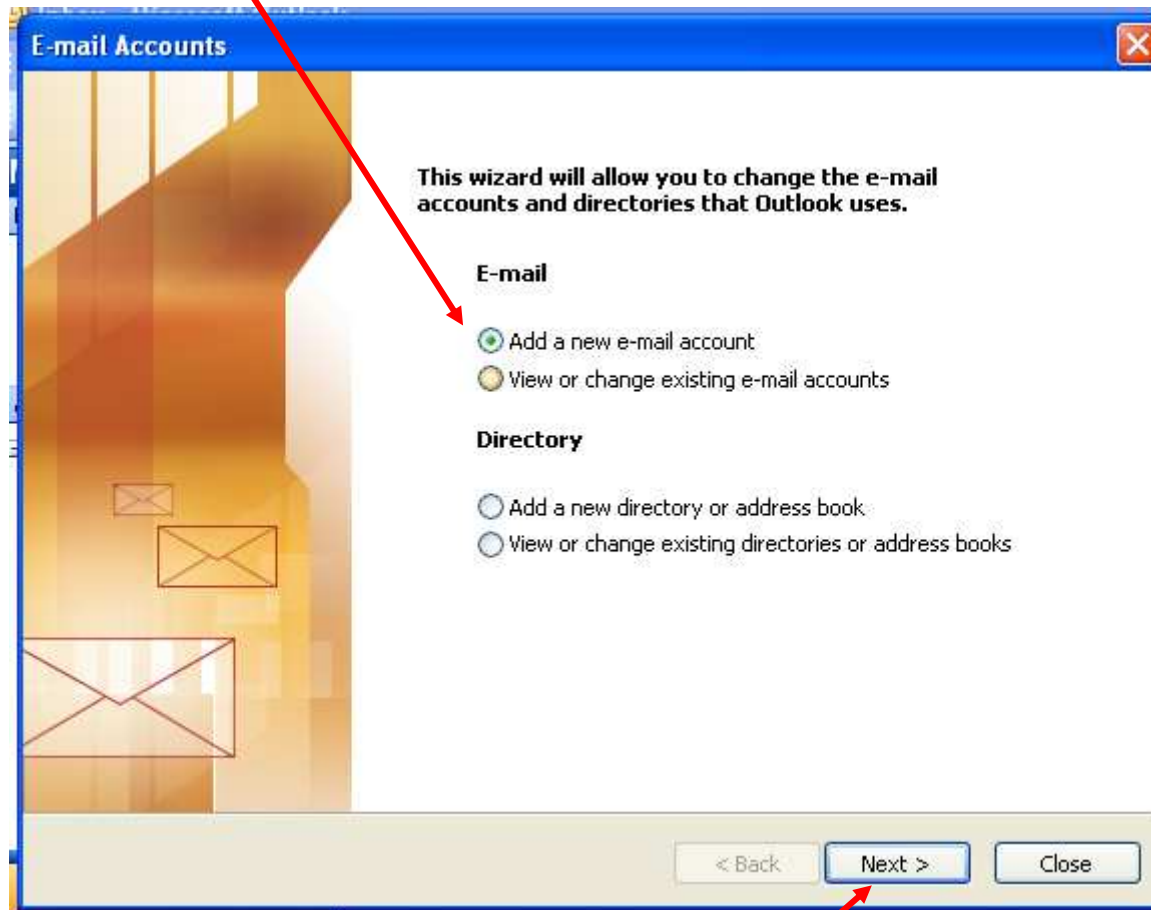
Click Tools





Click E-mail
Accounts

Click Add a new e-mail account



Click next

Click POP3



E-mail Accounts ✕

Server Type
You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

< Back Next > Cancel



All these fields need completing, Information will be given in the help print out you obtained in your current provider titled “Configure Outlook”. See next page for completed fields.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

This example is the instructions given by Sky email

Name you want in the from field

Full sky email address

Sky email username inc. @sky.com

Sky email password

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Ann Mary Ware"/>	Incoming mail server (POP3): <input type="text" value="pop.tools.sky.com"/>
E-mail Address: <input type="text" value="annware@sky.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.tools.sky.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="annware@sky.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/> <input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

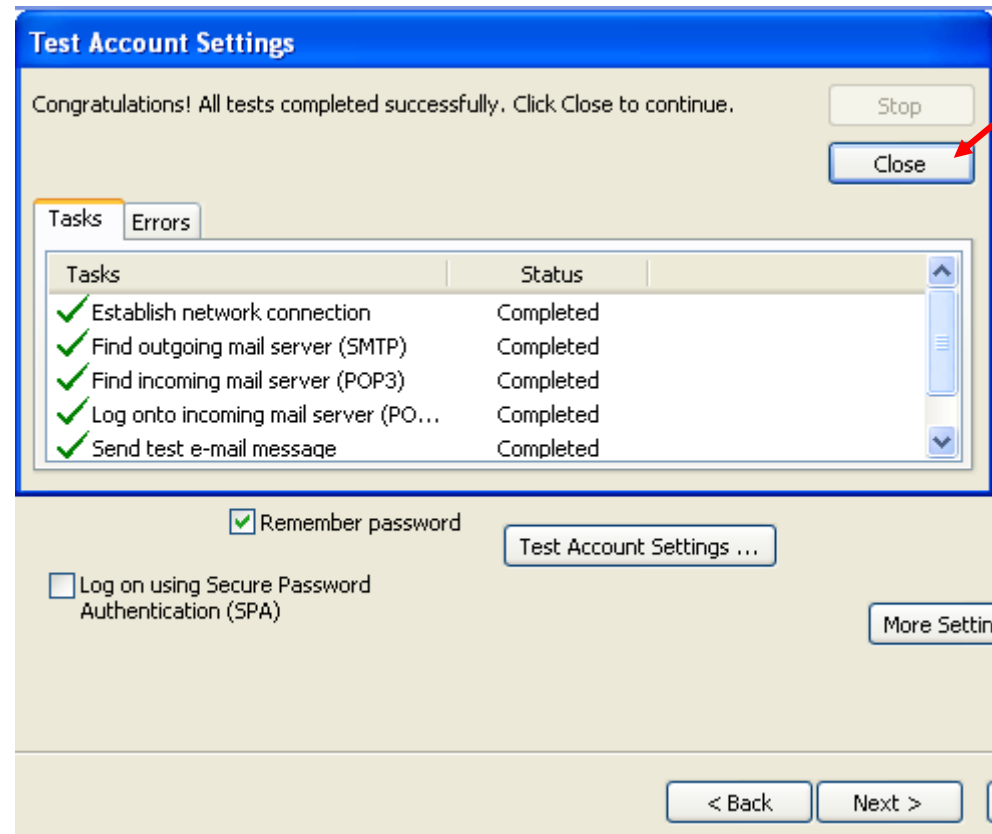
This information is given by sky help

This information is given by sky help

Finally test account settings

All tasks should have a green tick

Close if all tasks have a green tick



If some tasks don't have a tick, contact your current email support help line