Accessing your FreemasonsWeb email account from Windows Live Mail
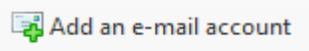
1. Open the Windows Live Mail program on your computer.
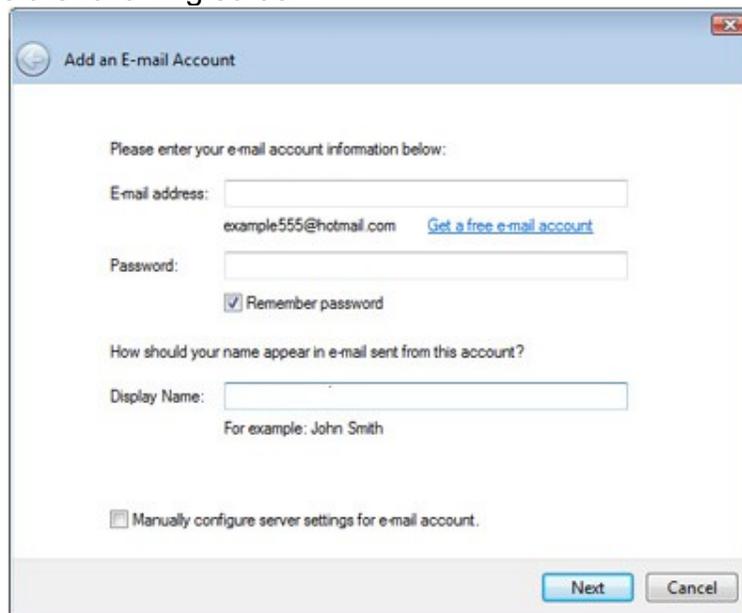
2. Either:

  (i) click the ![Add an e-mail account] button;

  or…

  (ii) Select *Tools->Accounts* from the menu, press the *Add* button, and choose *Email Account*.

3. You should see the following screen:

4. In the *E-mail address* box, enter your full FreemasonsWeb email address – e.g. secretary.***mylodge***@masonic-lodge.org.uk *

So, for example:

If your website is www.lodge12345.masonic-lodge.org.uk, then your email would be secretary.lodge12345@masonic-lodge.org.uk *

If your website is www.chapter12345.ra-chapter.org.uk, then your email will be secretary.chapter12345@ra-chapter.org.uk *

replace secretary for treasurer, webmaster etc as appropriate for the account you're setting up.

5. In the *Password* box, type in the password you chose for this email account when signing up for your website (note: this is NOT your FreemasonsWeb login password, it's your email password).

6. In the **Display Name** box, type in your full name, or alternatively your title (e.g. Lodge xxx Secretary).

7. Now, click the Next button.

8. You should see the server settings screen:

9. Select **POP3** as your incoming server.

10. Type **masonic-lodge.org.uk** in the incoming server box.*

*Leave your login ID blank, as this is the same as your email address.*

11. Type **masonic-lodge.org.uk** in the outgoing server box.*

12. Check the *My outgoing server requires authentication* box.

* this is the last part of your website address – i.e. ra-chapter.org.uk, ra-chapter.org, masons-lodge.org etc as appropriate.
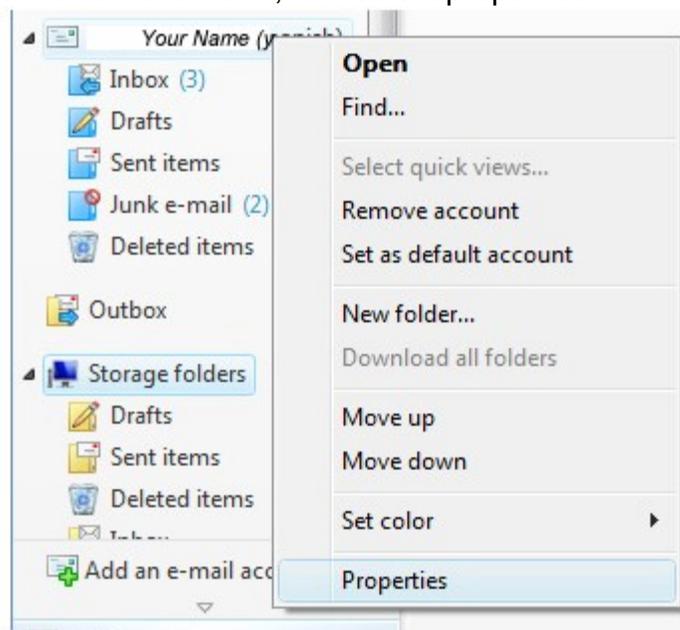
13. Now, click the Next button

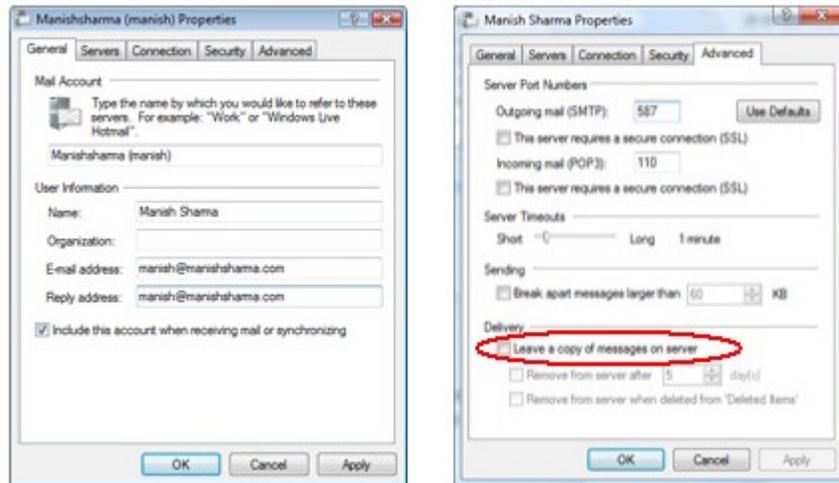14. You should be presented with a success screen:
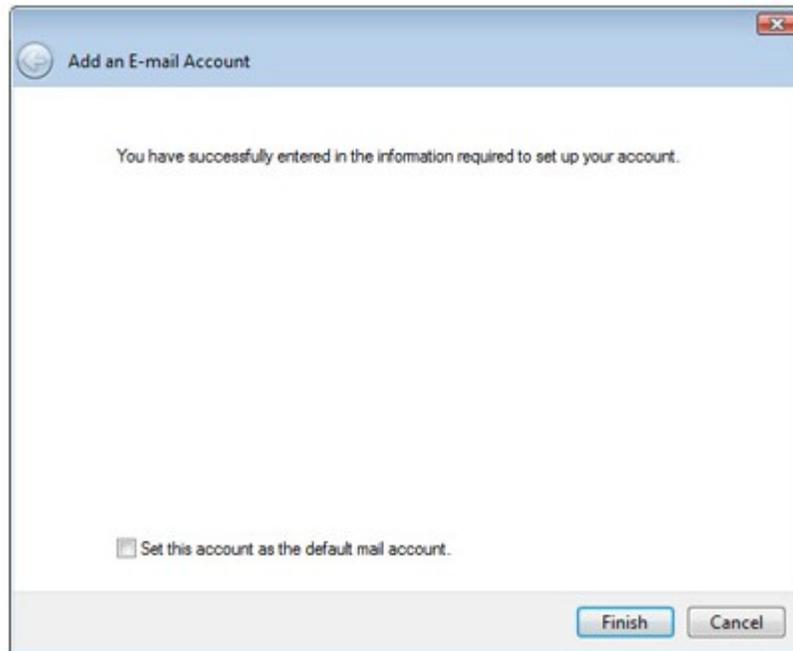
15. If this is your ONLY email account (i.e, you don't have a separate personal email account), then check the *Set this account as the default mail account* box – otherwise, leave it unchecked.

16. Now click Finish.

17. Select your account from the menu, and select properties:

18. Click on the Advanced tab:

19. You now have a choice whether to leave your emails on the FreemasonsWeb server, or for them to be removed from the server once they've been downloaded into Windows Live Mail.

(i) If you want your messages to stay on the server, so you can see them from the browser interface as well (i.e. logging on at http://webmail.masonic-lodge.org.uk) then you should:
- check the *Leave a copy of messages on server* box
- check the *Remove from server after box*.
- Type in the number of days you wish your emails to stay on the server after they've been downloaded in Windows Live Mail (default is 5 days – you may wish to change this to 7 for a week, or 14 for two weeks)

This option is useful should you want to access your email whilst you are away from your computer (e.g. at an internet café whilst on holiday, or from work).

Or…

(ii) If you will **never** use the web interface, then leave the *Leave a copy of messages on server box* unchecked. This will mean once you've downloaded your email within Windows Live Mail, you won't be able to see them on http://webmail.masonic-lodge.org.uk.

20. Click OK.

Your account is now ready to use.