



Now that you've got your domain name and are getting e-mails through it, what should you change on your computer?

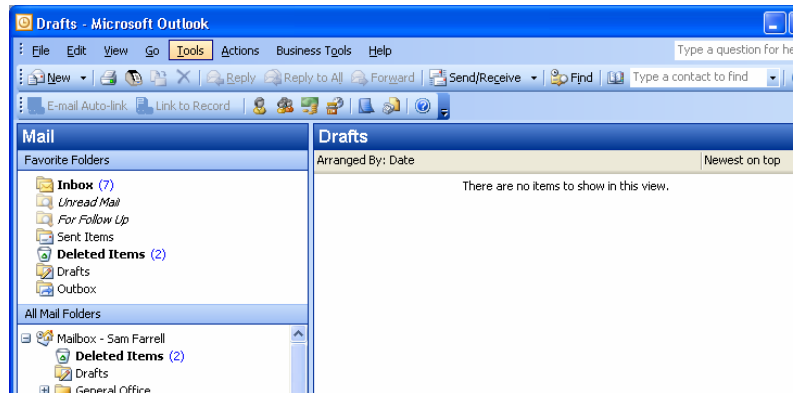
Well, you don't have to change anything. We've set it up to send any e-mails that come through your new name straight to your current e-mail address. Easy-peasy.

You should, however, change the e-mail address that shows up when you send someone an e-mail. It's a bit like having an 0800 number but never telling it to anyone.

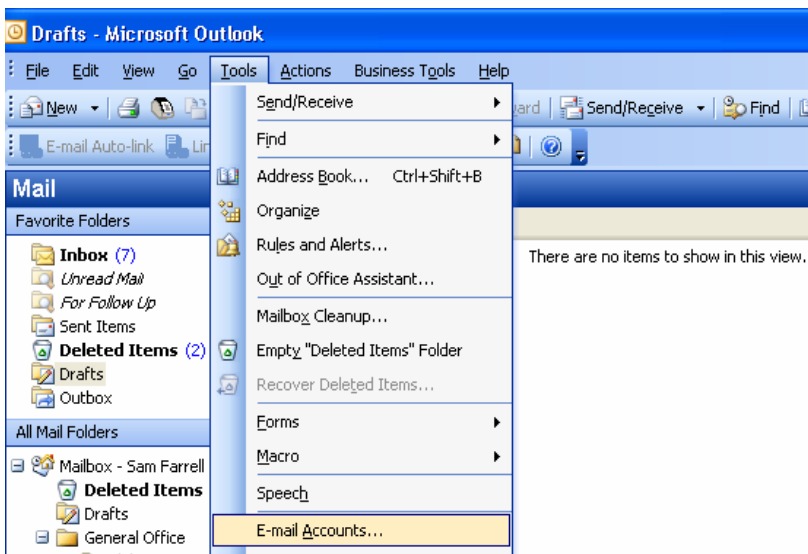
The main programs people use for their e-mails are Outlook and Outlook Express. Outlook is a brown icon, Outlook Express is a blue one.

MS Outlook

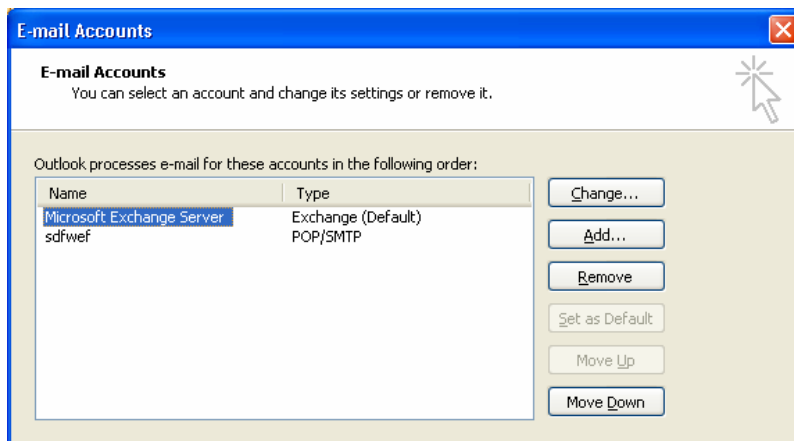
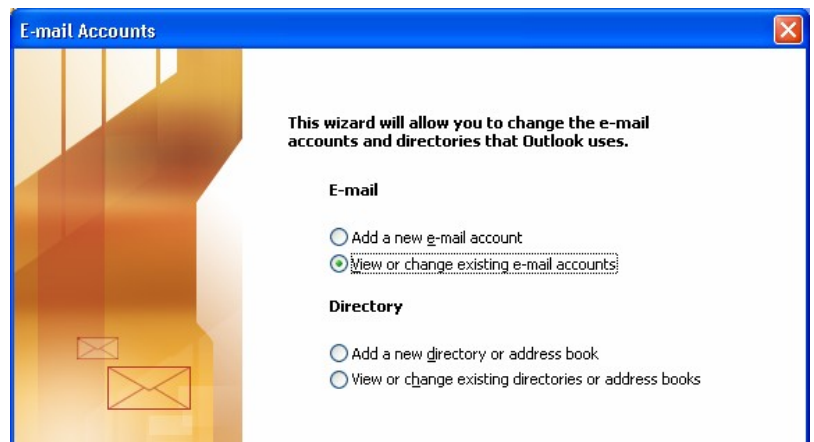
- 1) Open up Outlook
- 2) Click **"Tools"** on the top menu bar at the top



- 3) Click **"E-mail accounts"** at the bottom of that list (click the little down-arrow for more options if you can't see the list).



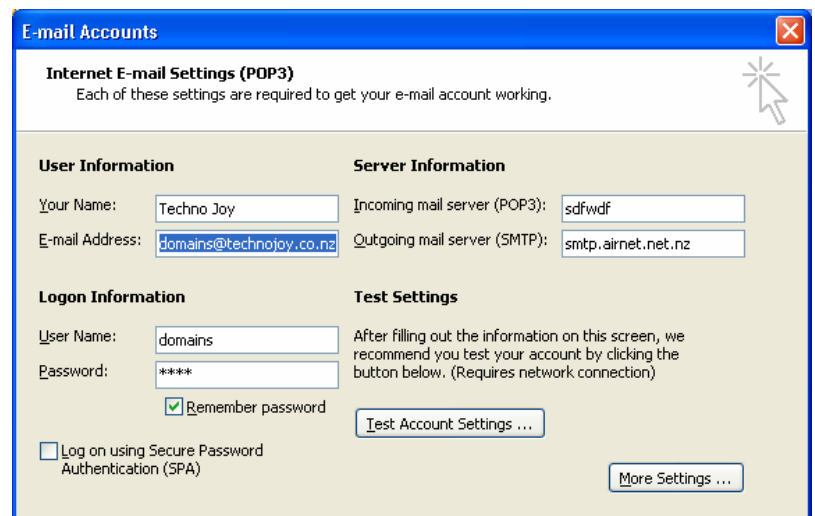
- 4) With “View or change existing e-mail accounts ” selected, click “next”.



- 5) Your e-mail account should now be highlighted like this. If you have more than one account listed here then you may need to change more than one of them, but generally you should just have the one, or change the one that’s marked as your “Default”.

Click on “Change”

- 6) Change your e-mail address to be your shiny new one. This doesn’t change how you pick your emails up, just the e-mail address that’s shown to people when you send them mail.
 7) Click “Next” then “Finish” back at the e-mail accounts page.
 8) Pat yourself on the back – you’re done!



techno joy

websites worth watching

info@technojoy.co.nz po box 5151 greenmeadows tel // 06 8440483