



## How To Receive E-Mail from Any Computer (with an Internet Connection) in the World

- 1) Open Microsoft Outlook
- 2) Click on Tools and then Accounts
- 3) Select your email address from the 'Mail' tab and double click
- 4) Click on the 'Servers' tab and make a note of the incoming mail (POP3) server
- 5) Make a note of the account name
- 6) Make a note of the password (This will be asterixed out. If you don't already have a note of it your web services provider will be able remind you)

You now have the information required to enable you to receive your POP3 email from any computer with an internet connection.

- 7) Go to [www.mail2web.com](http://www.mail2web.com)
- 8) Click on 'advanced log in'
- 9) In the 'Server Name or IP Address' field enter the information you noted down from Step 4
- 10) In the 'userid or log in' field enter the information you noted from Step 5
- 11) In the password field enter the information you noted from Step 6
- 12) Ensure the 'Mail Protocol' button is set to 'POP3'
- 13) Click on the 'Check Mail' button. This will retrieve mail from your email server.

You may want to forward any emails you receive to another one of your POP3 mail accounts. This will ensure that a copy of the mail ends up on the hard drive of your base computer.