

# Tipton County Email System Information FAQ

**Email accounts are only provided to tipton county employees whose job requires it. The email account can only be used for county business purposes and will be canceled if it is abused.**

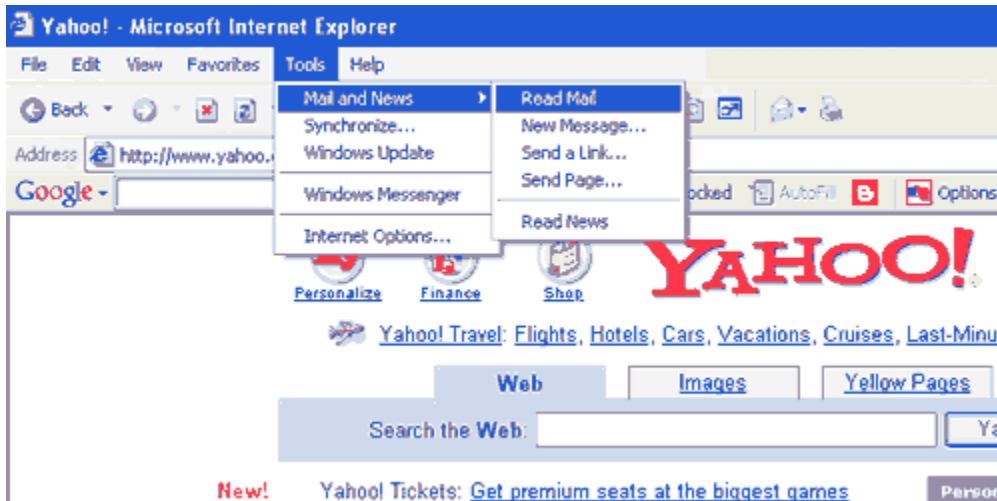
## Setting up and using your email account

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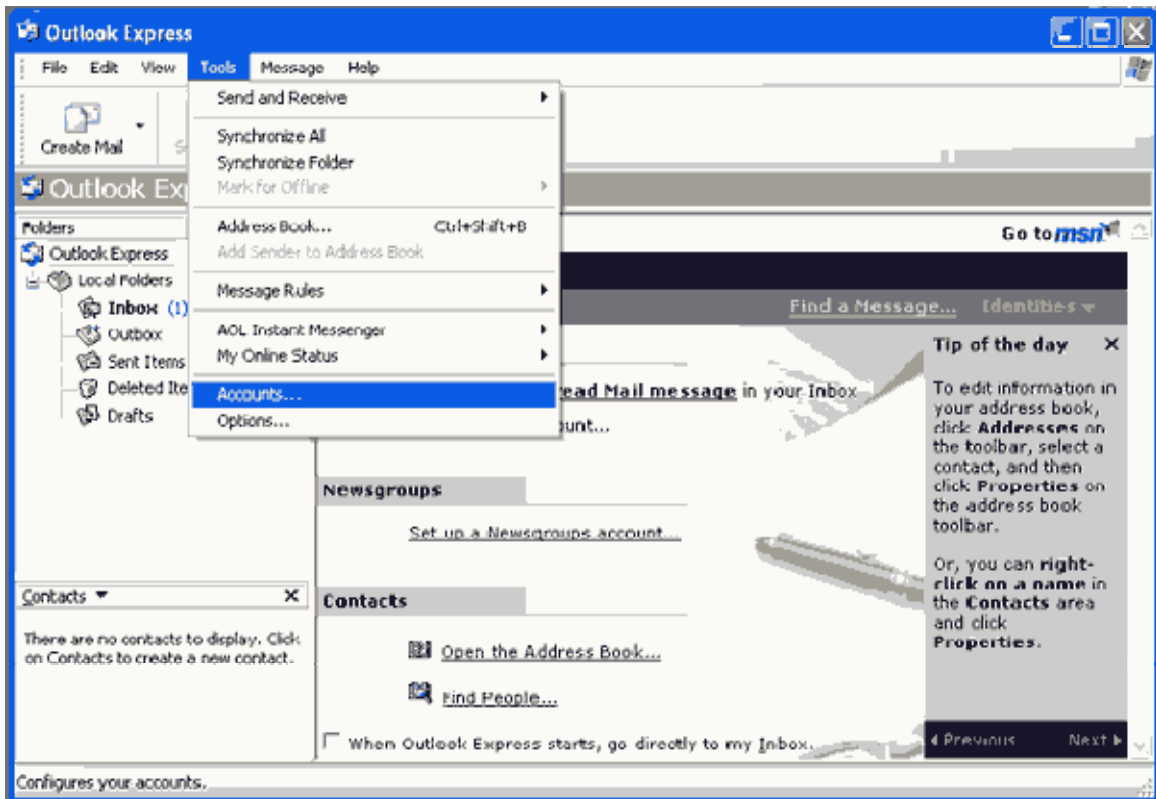
## How do I set up my email account?

The following tutorial will help you setup your email account in Microsoft Outlook Express. These settings are the same in Microsoft Outlook but with different procedures. Call Shawn Anderson, 476-0234 for detailed instructions.

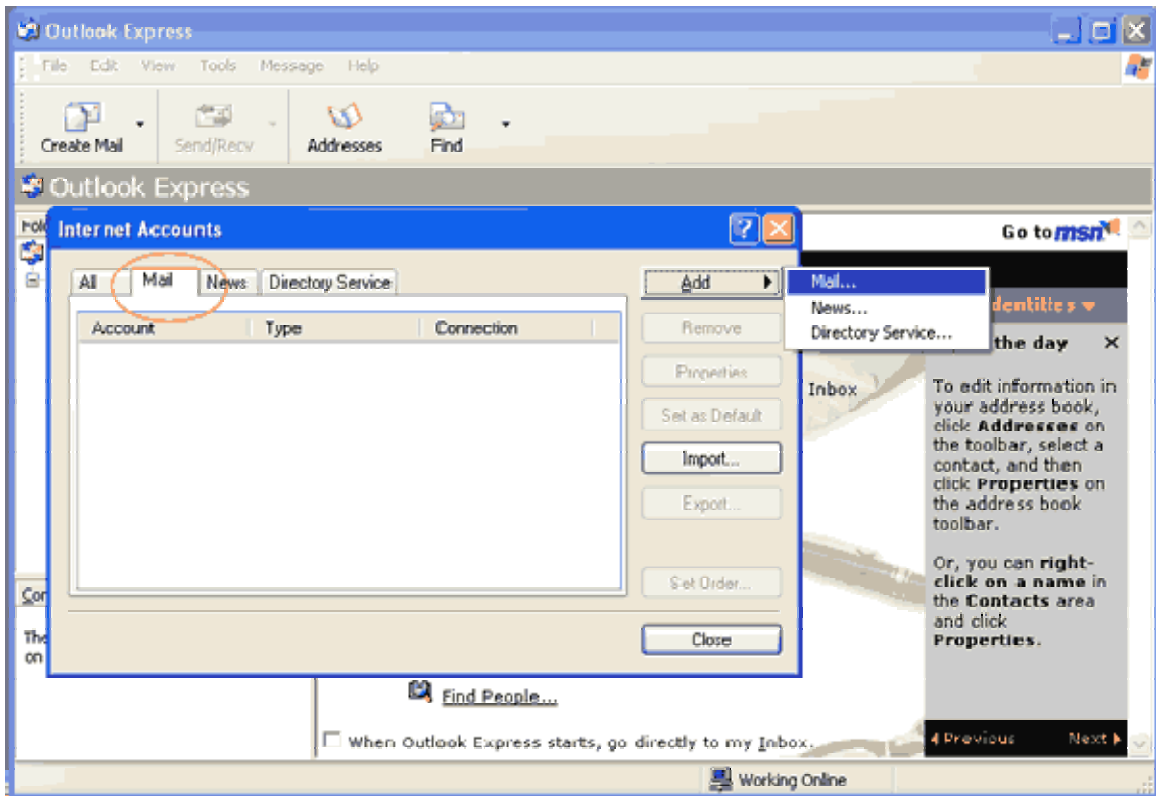
1. Open up Outlook Express by opening up Internet Explorer and click on "Tools" --> Mail and News --> Read mail. The image below shows how to do this:



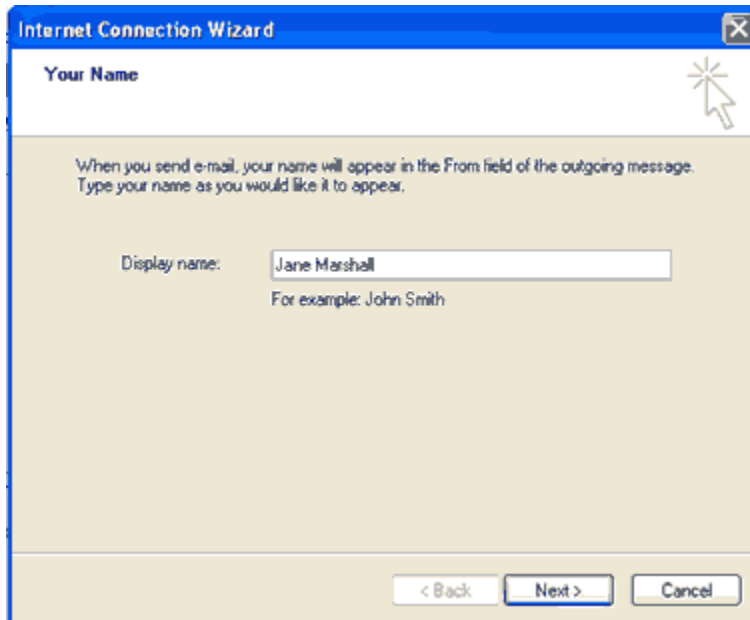
2. In Outlook Express, choose "Tools" --> Accounts. The image below shows how to do this:



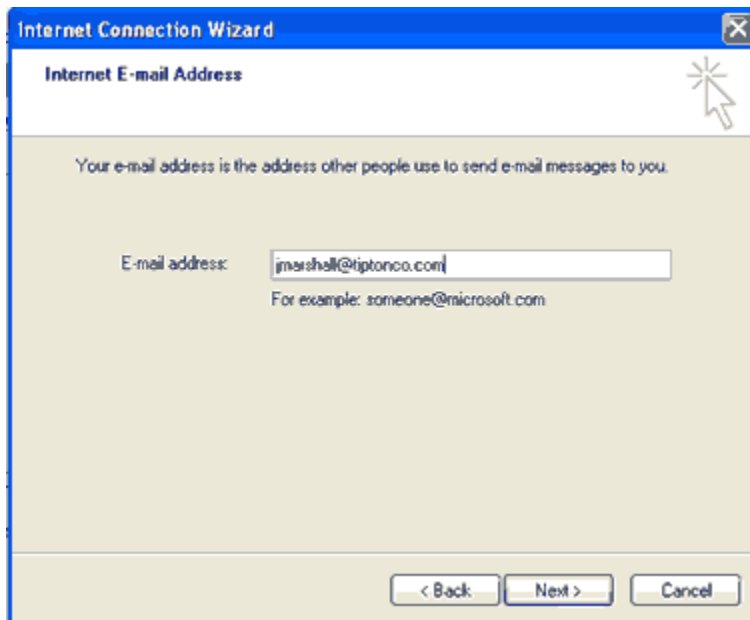
3. Select the "Mail" tab at the top of the window, and then click the "Add" button, and select "Mail..." The image below shows how to do this:



4. Type your name as you want others to see it when you send email. We will use "Jane Marshall" as an example throughout this setup tutorial. The image below shows how to do this:



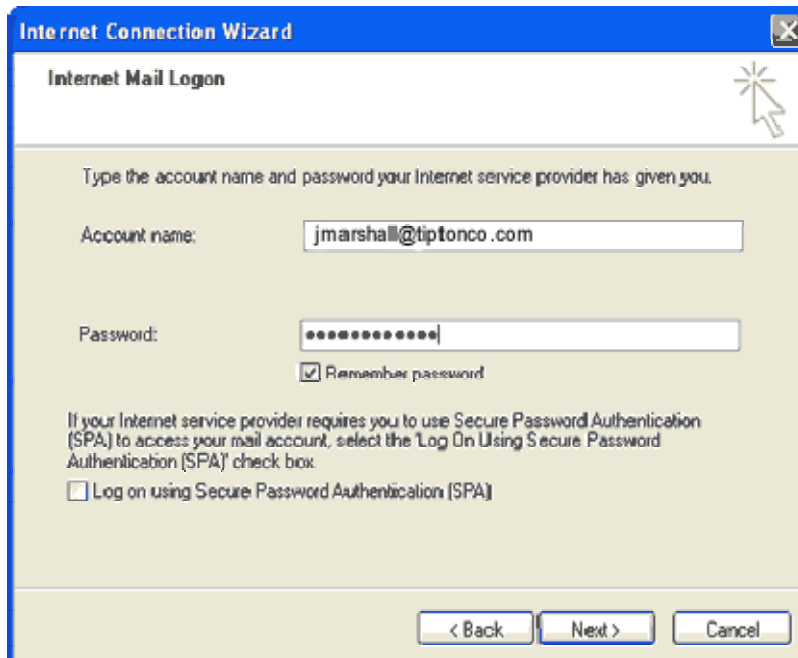
5. Type the email address that was provided to you in its entirety. The image below shows how to do this:



6. Make sure that the following settings are correct. If they are not, change them to the settings below:  
Make sure the incoming mail server is set to "POP3"  
In the first text box, for the "Incoming mail (POP3, IMAP, or HTTP) Server:" type: pop.tiptonco.com  
In the second box, for the "Outgoing mail (SMTP) server:" type: smtp.tiptonco.com  
The image below shows how to do this. Make sure your computer looks like the image below before you continue:

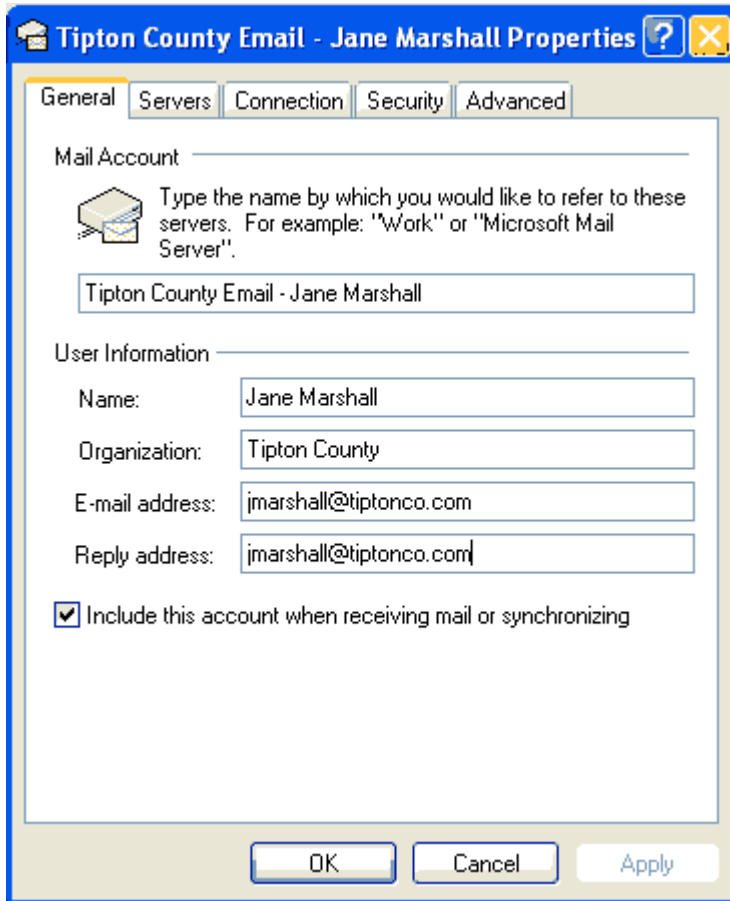


7. Make sure your account name is what you want it to be. You can change it to something more familiar if you wish. You can type your password into the second box, and check the option to "Remember password" if you don't want to have to retype your password every time you check your email. The image below shows how to do this:



8. You have completed the initial setup steps. You might want to double check to make sure all of the settings are correct at this point. Simply double click on the new mail account in the accounts list, and make sure your settings correspond to your account, and the server settings shown in the images below.

If you cannot find where your new email account is, click on "Tools" in the top menu of Outlook Explorer, and choose "Accounts" from the bottom of the dropdown list. Then choose the mail tab. These steps are shown graphically in steps two and three above.




The image shows a screenshot of the Outlook 'Tipton County Email - Jane Marshall Properties' dialog box, specifically the 'General' tab. The dialog box has a title bar with a question mark and a close button. Below the title bar are five tabs: 'General', 'Servers', 'Connection', 'Security', and 'Advanced'. The 'General' tab is selected. The 'Mail Account' section contains a text box with the value 'Tipton County Email - Jane Marshall'. Below this is a section for 'User Information' with four text boxes: 'Name' (Jane Marshall), 'Organization' (Tipton County), 'E-mail address' (jmarshall@tiptonco.com), and 'Reply address' (jmarshall@tiptonco.com). There is a checked checkbox labeled 'Include this account when receiving mail or synchronizing'. At the bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Apply'.

**Tipton County Email - Jane Marshall Properties** ? X

General Servers Connection Security Advanced

Mail Account \_\_\_\_\_

 Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

Tipton County Email - Jane Marshall

User Information \_\_\_\_\_

Name: Jane Marshall

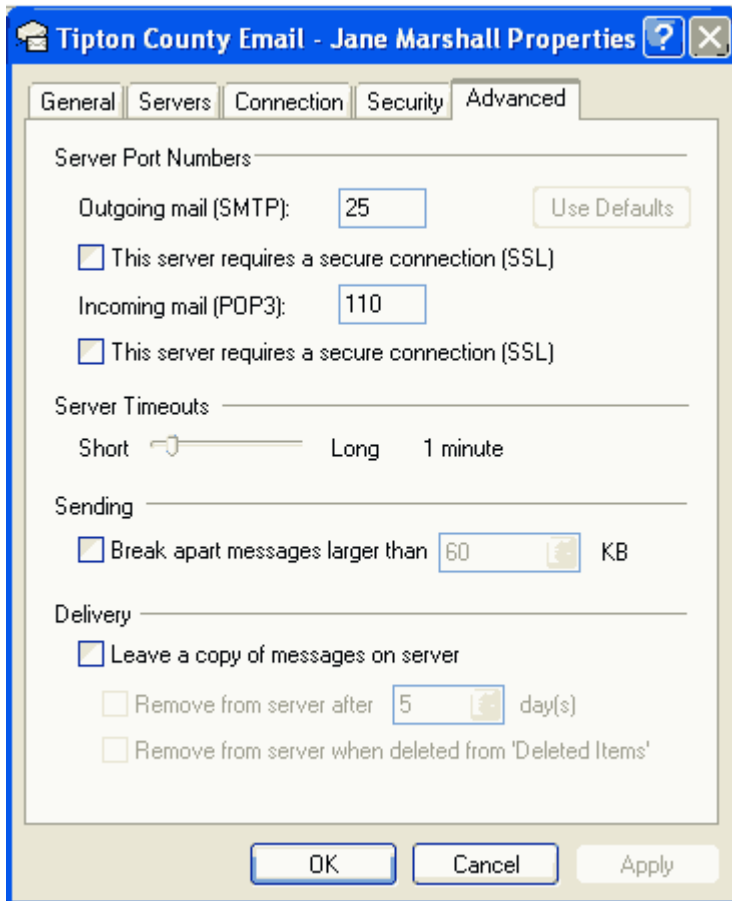
Organization: Tipton County

E-mail address: jmarshall@tiptonco.com

Reply address: jmarshall@tiptonco.com

Include this account when receiving mail or synchronizing

OK Cancel Apply



Microsoft provides a [generic tutorial on setting up Outlook Express](#) that might be helpful for advanced setups.

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#### **What's my username and password?**

Your username will typically be the first letter of your first name and your last name as the first part, and @tiptonco.com as the last part. For example, if you name was Jane Marshall, your username would be: jmarshall@tiptonco.com. Your password is private and can be changed by you or the email administrator only.

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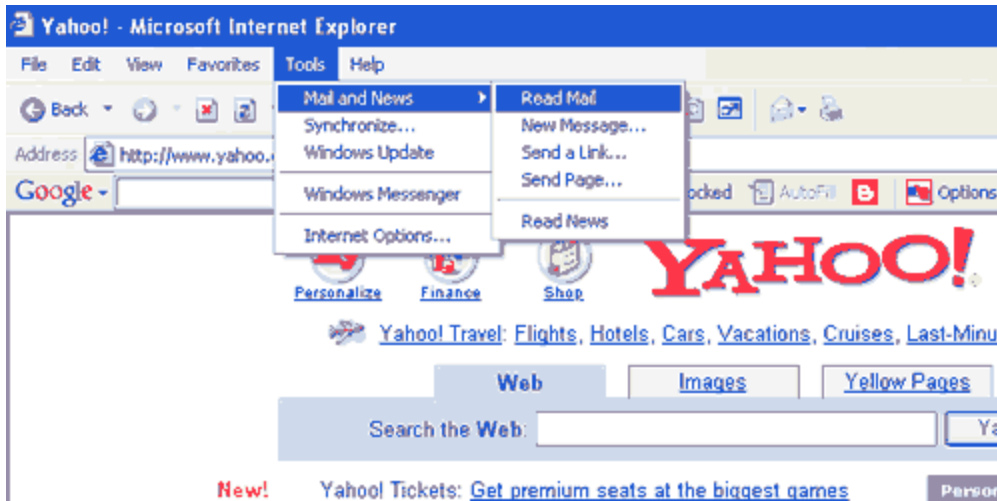
#### **How do I change my password?**

You need to login to a secure site to change your password. Click on this link and login with your current username and password: <https://mymail.myregistersite.com> After you login, you need to click on the options button located on the toolbar. Then click on Account Administration, scroll to bottom of page and enter the new password. Close the window and try your new password to login to your email.

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#### **How do I check my email once it is set up?**

Open up Outlook Express by opening up Internet Explorer and click on "Tools" --> Mail and News --> Read mail. The image below shows how to to this:



If you need help using Outlook Express, you need to either use the help provided with Outlook Express (press the F1 key at the top of your keyboard when you are in Outlook Express) or review a [tutorial from Microsoft by clicking here](#).

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#### **I have both Outlook, and Outlook Express; which should I use?**

It doesn't matter if you use Outlook or Outlook Express to manage your tiptonco.com email account; it is up to you. [Click here](#) to learn about the differences between the two email clients.

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#### **I don't have Outlook Express. How do I get it?**

You should already have Outlook Express because it is usually installed with Microsoft Internet Explorer. If you are sure you do not have it, [you will have to click here to reinstall Internet Explorer](#).

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#### **How do I update Outlook Express and Internet Explorer to the latest versions?**

The latest version of Outlook Express comes with Internet Explorer. You need to go to [Microsoft's Internet Explorer Homepage](#) to download updates to both of these programs.

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