So, You Have an Email Account at bandsman.co.uk?

The Brass Band Portal provides two types of email account; see http://www.bandsman.co.uk/mail.htm for some technical details. The first is a forwarding account; the second is a webmail account.

Let us know which you prefer. It you do not specify the type we will give you a forwarding account, since that is far easier to set up and use for us!

Forwarding Account

Receiving Email

You do not need to make any changes to your system – all emails will be automatically forwarded to you, after they have been scanned for viruses and spam.

Sending Email

You also need make no changes – use your current system to send emails. However, you will want to ensure that people reply to your bandsman.co.uk address, not to your existing address, so you will need to change your system. What you need to change will depend on your software. Here we discuss Outlook and Outlook Express, the procedure will differ for other software, such as Thunderbird, but the principal is the same.

The instructions are the same for Outlook and Outlook Express. Open tools->accounts, click on your sending server's configuration from the list of servers, and click the properties button. In the field "e-mail address", change the current contents to be your bandsman.co.uk address, then choose OK->Close.

Webmail

You will have been sent a username and password. Do not lose them; we can recover the username, but not the password. You can access your webmail account at http://mail.bandsman.co.uk/webmail.