Gerald's Column
by Gerald Fitton

It would seem from the number of emails I have had on the subject, that many of you are interested in acquiring your own domain name if only to make it easier to change your ISP.

Last Month

Last month I explained the difference between an ISP (Internet Service Provider - you must have one to be connected to the internet) and a Hosting company which can provide you with a domain name and a website which is independent of your current ISP.

Last month I said that the first of your tasks is to find yourself a suitable domain name. I chose the domain 'abacusline.co.uk' as my example. I chose it so that the only change from my previous domain name was to drop the 'demon' from 'abacusline.demon.co.uk'.

As I described in last month's article, during the process of registering your domain name you will have chosen (or been given) both a Username and Password. Many hosting companies will send you an email confirming both your Username and Password and providing you with other important information which you will need when you set up your 'email client' (on your computer). You can print out this email and hide it in a 'safe place'.

This month I shall describe how you create a mailbox with your hosting company. For my example I shall describe how I set up the mailbox 'archive@abacusline.co.uk'.

The Control Panel

When EasySpace sent me my confirmation email, they also gave me the URL of something called a 'Control Panel'. For EasySpace this is http://servicecentre.easyspace.com/. Their 'Welcome' screen contains the dialogue boxes shown in the screenshot below.

When I type in my Username and Password and then click on 'Login' there is a delay whilst this is checked and then the Control Panel (in the next screenshot) appears.

Welcome Gerald Fitton

Getting Started
Contact Details
Billing/Renewals
Support
Service Details
Domain Management
Website Management
Email Management
Dedicated Servers
Buy Services
UFindUs Directory
Internet Security
Blogging
Downloads

Thank you for logging into your Control Panel. You last logged in on Sunday November 20 2005.

The Control Panel allows you to fully manage all of your Easyspace services from any internet connected computer. The icons to the left allow you to choose the appropriate category you wish to manage. Each section is broken down into sub-sections to ensure you can easily find your way around.

For a detailed guide of how to use the Control Panel, click here. Should you have any questions or require any further assistance, details of how to contact us can be found in the support section

Thank you for choosing Easyspace, we value your custom and will always be on hand to assist you.

EasySpace are the process of improving the various services they offer and I have to tell you that when I captured the screen above it was the first time I had seen it! Previously there was a lot of menu options across the top of the screen which disappeared as I scrolled downwards. The screen I have captured here is not only easier to use but contains facilities which were rather difficult to access previously.

Email Management

Administer and Manage

Having selected a domain you can...

View Configured Mailboxes View your configured mailboxes	Click here
Add Mailboxes Add mailboxes	Click here
View Email Forwarding View your email forwarding	Click here
Add Email Forwarding Set up email forwarding	Click here
View Mailing Lists View your mailing lists	Click here
Add Mailing Lists Add new mailing lists	Click here
View Autoresponders View existing autoresponders	Click here
Add Autoresponders Add an autoresponder to an existing mailbox	Click here
Webmail Access your webmail	Click here

When I click on "Email Management" the screen which appears contains a lot more material than I have shown in the screenshot. I do have more than one domain name registered with EasySpace and, to get the screen above, I had to select one of my domains. I chose 'abacusline.co.uk'. The screenshot (above) shows the menu for the section called "Administer and Manage"

Add Mailboxes

I have six mailboxes (such as archive@abacusline.co.uk) configured and, from this screen, I can look at them and edit them. However, when you start, you will have none configured and so you must click on "Add Mailboxes". A rather long form containing many dialogue boxes appears on the screen.

Only a few of the dialogue boxes are essential to the successful creation of a mailbox.

There are a couple of lines at the beginning (not shown in the screenshot below) where I have typed in "archive fitton" as my name. I chose this in order to distinguish between this mailbox and, say, "goldline fitton".

Towards the end of this rather long form you will see the boxes shown in this screenshot:

You will see that I have filled in "archive" (generally it is better to stick with lower case letters), a password and a second copy of the password.

The "Mail Quota Limit" is already completed and, to my great surprise shows 20 rather than the 10 which I thought was my limit (unless I pay more).

I suspect that EasySpace are still in the process of upgrading the services they provide and that I may have a free allocation of up to 20 rather than 10 mailboxes. We shall see!

Using the standard, no extras, Gold Hosting Package I am allowed only POP mailboxes. I can buy IMAP mailboxes if I wish but I'm happy (any you probably will be) with POP.

Finally click on "Add" and that's it!

View Configured Mailboxes

One of the options from (the new) "Email Management" is to "View Configured Mailboxes". If I click on that option I am able to Edit my mailboxes.

You will see that "archive@abacusline.co.uk" is one of the mailboxes. If you can't find your newly created mailbox here then you've made a mistake!

Mail Forwarding

The distinction between the entries under "Email" and "Username/Destination" is only apparent if, instead of creating a Mailbox for "archive@abacusline.co.uk", I had arranged that mail addressed to "archive@abacusline.co.uk" was sent to "gerald@fitton.org.uk".

When email addressed to one account (such as "archive@abacusline.co.uk") has as its destination something else (such as "gerald@fitton.org.uk") this is called "mail forwarding". Mail forwarding does not use up the allocation of 10 (or 20?) mailboxes.

Summary

Well. that's it. If you follow this process (it is slightly different for different hosting companies) then you will have created for yourself a new email address. Emails sent to you at this address will be stored on the hosting mail server and be available for you to look at either using what is called Webmail (which uses a browser) or an Email client (which is not a browser).

Next Month

I shall tell you how you can read the emails which are stored in your new mailbox.

Communication

For Archive correspondence, please write to me at <archive@abacusline.co.uk>. For Living with Technology, please use <lwt@abacusline.co.uk>.

Finally, for technical assistance with PipeDream or Fireworkz, please write to <goldline@abacusline.co.uk>.

The website I use for Archive matters is at http://archive.abacusline.co.uk. This is a subdomain (there is no "www" in the URL) and it is password protected with the Username "archive" and the Password "amusement". So please be 'amused'.