

Thank you for attending our seminar on Spam avoidance

The attached technical document aims to help Microsoft users avoid Spam and Viruses, but be aware it is only a basic guide. More assistance is available from the "**Spam**" section of the **Xper associates** site. To access reference documents you will be prompted for user name / password which are: **may6cvh** and **notonmap** - both lowercase with no embedded spaces.



www.xperassociates.co.uk
or **Spam-specific** - please use:
<http://spam.xperassociates.co.uk>

We hope you find this material useful, informative and bookmark the site for future needs you may have in the broader areas of **planning, running or extending your business**. Brian Robinson, for **Xper Associates**.

If you require further assistance and cannot find it on the Web site:

Advice specific to your needs and issues requires us to understand the technologies and options that you are using - this is a chargeable offering from an Xper Associates' company. There are two basic options:

1. Telephone support

This must be pre-arranged so that material / information relevant to your situation is available during the call. The **current charge is £20 per hour** to call UK land-lines with a minimum initial booking of one hour.

Please use form: www.b4-t.co.uk/Page/s2telas to enter details of your request, current setup, payment method and date / timing preferences. This form has details of our terms and conditions - including travel charges if applicable. If you prefer to provide these details by e-mail this needs to be provided 4-5 days prior to the session at which we assist you with your e-mail Setup.

A telephone conversation to go through all the details within the attached document typically takes 1 - 2½ hours (i.e. costing £20-50) depending upon the level of explanation and discussion about the implications.

If you want assistance to **personally register a domain name online** (e.g. £6 at www.123-reg.co.uk) and set it up to help avoid Spam - this will **add ½ - 1 hour** again depending upon the level of help / explanation.

Alternatively, **domain name** registration, admin' plus e-mail hosting for up to 5 accounts can be provided as a service for £15 p.a. and £35 p.a. respectively or **£50 p.a.** for both **including ½ hour support calls p.a.**

2. Onsite assistance - recommended if you have any of these:

1. a complex or extensive set of technologies / issues concerning Spam such as a local area network (LAN)
2. other people that want or need to learn more about what Spam is and what to do about it
3. a preference to have someone with knowledge and experience to make the necessary changes rather than do it yourself. N.B. You may need to do some preparatory work e.g. backing up important data / programs

this can be arranged at a mutually convenient time and place. Charges **vary from £25 per hour** for a single PC that only connects to the Internet by modem or Broadband, through to **£45 p.h. for complex situations** involving other networks, technologies and risk. Enter details as above but at: www.b4-t.co.uk/Page/s2onsas

A typical on-site setup for an Internet-only PC with a small amount of basic training in using tools to avoid Spam would take approximately 3 hours. To include a Firewall or Anti-Virus installation, add 1 hour each. If providing **I.T. skills transfer** this could be 4-6 hours depending upon depth of discussion required.

If you want to discuss either of these offerings prior to filling in booking forms:

- Call 08 701 283 074 or fill in our (simple) contact form which also provides an e-mail address:
- www.b4-t.co.uk/Page/contacs or, as with **all forms above**, start at: <http://spam.xperassociates.co.uk>

Other possible actions - choosing and leasing your own domain

Domain name costs vary by "suffix" but start at a mere £6 for 2 years (.co.uk) if you do all of the registration, renewal and technical admin yourself. On our site we will always have at least 1 link to a site where you can do this yourself. You need to provide address, credit card details and various pieces of personal information. We can provide assistance while you do this online or we can provide this as a service - see page 1.

Choosing a domain name for e-mail is independent from your choice of domain name for a Web Site that you would use for promoting a business - although they can both physically be the same Web hosting account. On the whole an e-mail domain should be short and does not need to contain promotional terms.

As an example, a business making stained glass in London owned by Ken William Smith could have both:

- www.kw-smith.co.uk as an e-mail domain (actually the domain is the piece after the "www.")
- www.london-stained-glass.co.uk as a domain for their Web Site - used for all on-line marketing

To check if your domains are available you can use the www.nic.uk (for .co.uk domains) or use the domain registering agent (link on our site) to check availability even if you don' t purchase directly from them.

Using your domain for both incoming and/or outgoing mail

If you have chosen to purchase a domain yourself then your choices are to use the help lines and on-line material provided by whoever sold you the domain(s) or to use our own support line at a charge. Bear in mind some providers do not even provide e-mail alias support and it is very doubtful that anyone on a help desk would understand anything about using them to avoid Spam. The example below is a typical e-mail setup.

As an example - if you were to use our servers for e-mail - follow steps 1 - 3

NB FreeServe Users (FSU below for brevity) are restricted to use only FreeServe outgoing e-mail servers.

1. At your domain registration agent

Update the **Name Servers** for your domain to be: **ns1.site-4u.com** and **ns2.site-4u.com**.

2. Outlook Express under Tools →Accounts →Mail (Tab)

Firstly **Export each Mail Settings** so you can restore them is needed. Then →Properties and on the Tabs:

General Tab: - very top field should be **your** acronym for what e' Mail is - In (secret) and Out (Alias)

- E-mail address - your alias for reply-to (this month) - e.g. ReplyTo-Valid-For-Feb-May@domain.co.uk
- Name - Your visible name or a "pen name" if this account is to be used to send to untrusted users
- Reply address - leave this blank otherwise this is yet another possible e-mail address for Spammers

Servers Tab:

- Set both Incoming and Outgoing servers to hawk.xssl.net (NB. don' t change Outgoing if FSU)
- The Account name would be a **secret address** at your own domain - e.g. john-251266@domain.co.uk
- The "My server requires authentication" box needs to be checked to enable outgoing mail (not FSU)

Info' on other tabs will tend to be default with the exception of:

Advanced Tab - change this if you want to access your e-mail In-Box when away from your PC:

- To use WebMail (limited view / reply in a Browser) - check all of: "Leave copy of messages on server", "Remove after nn days" (e.g. 22) and "Remove from server when deleted from ' Deleted Items' ".

3. Web Control Panel for you to setup aliases

For hosting companies that use the EnSim Control Panel this is documented graphically on our web site

Using a domain solely for aliasing and forwarding to an ISP e-mail account

This depends so much on the domain seller it is impossible to generalise - use their help or our telephone assistance if they don' t understand what you are wanting to achieve - see page 1.