

The Tutorial below will give you an idea on how to setup your POP3 email program to work with our email servers. If you are only using our email aliases to forward mail to your existing email provider, then there is no need to reconfigure your email program.

Q: How do I configure my email program so I can read my POP3 email?

A: First, make sure you have established a POP3 user account.

Now you are ready to configure your email program to read your POP3 account

This is the basic procedure for 1) setting up, 2) editing, and 3) testing a New Email Account in Outlook Express

1) To create a POP3 account for "**sales**" on Outlook Express, follow these steps:

To set up a new mail account on Outlook Express (or Microsoft Outlook):

- 1) Open up Outlook Express (Start >Programs >Outlook Express)
- 2) Click on the "**Tools**" menu from the top of Outlook Express and choose "**Accounts**"
- 3) From the new window click the "**Add**" button on the top right and choose "**mail**"
- 4) type in "**sales**" for the Account Name (this can be changed later) and click "**next**"

Internet Connection Wizard

Your Name

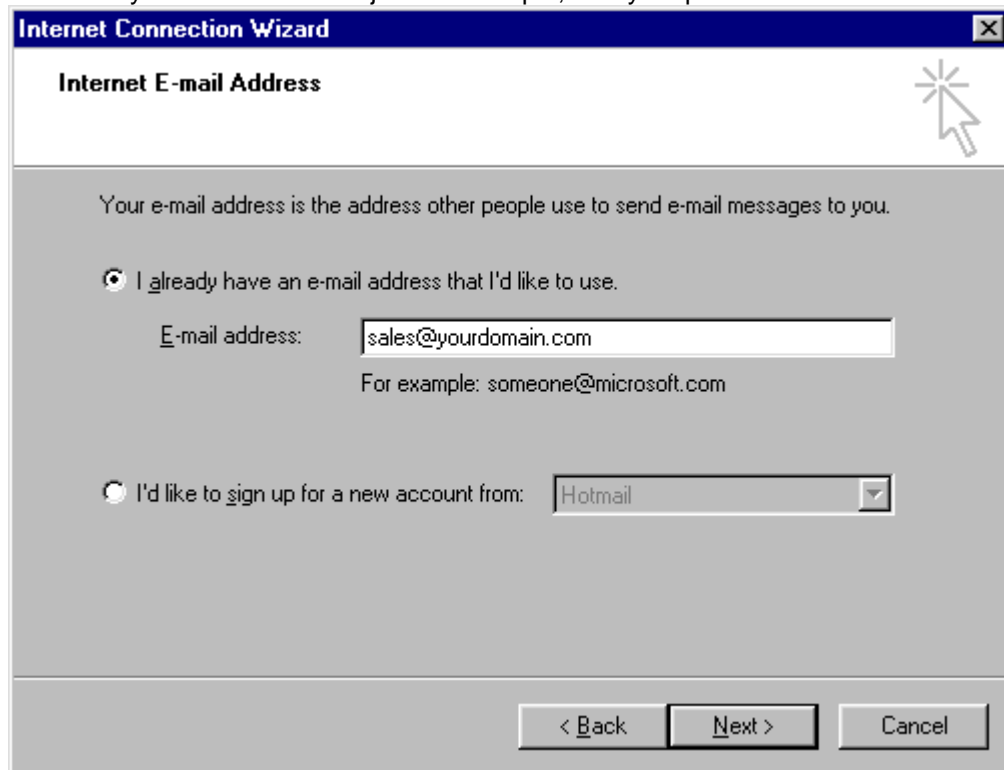
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

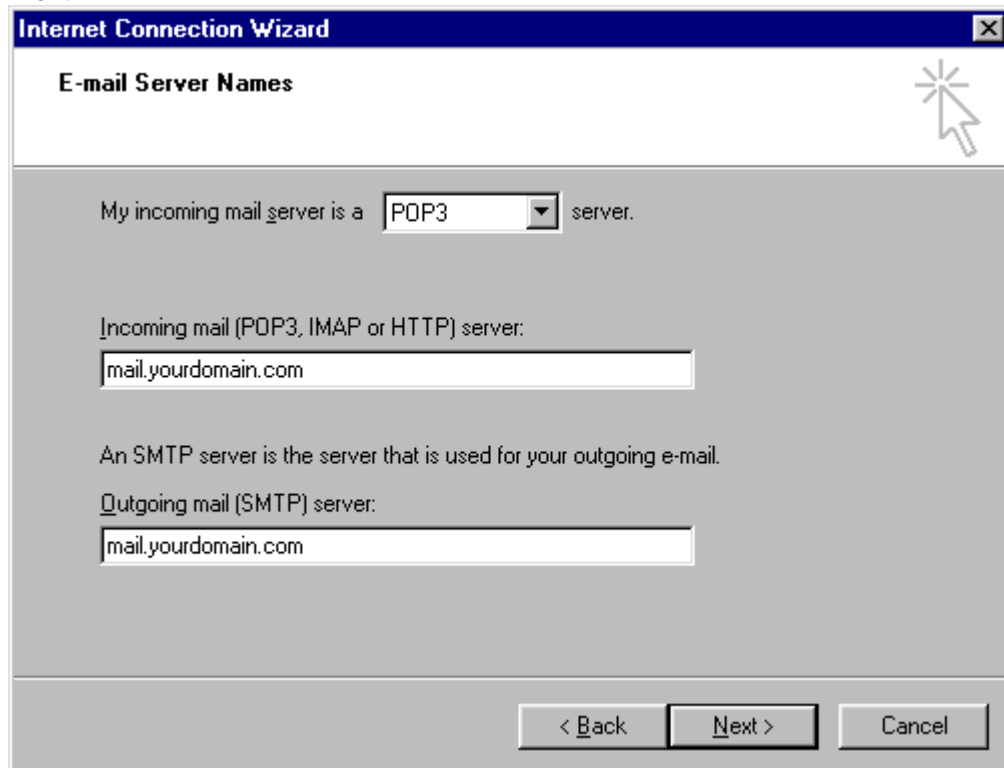
< Back Next > Cancel

- 5) in this window (Yes you have an email account) type "sales@yourdomain.com" and click "next"
Note: "yourdomain.com" is just an example, always replace it with **Your Domain Name**



The screenshot shows the "Internet Connection Wizard" dialog box, specifically the "Internet E-mail Address" step. The window title is "Internet Connection Wizard" and the subtitle is "Internet E-mail Address". A mouse cursor is pointing at the top right corner. The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There are two radio button options. The first option, "I already have an e-mail address that I'd like to use," is selected. Below it, the "E-mail address:" label is followed by a text box containing "sales@yourdomain.com". A smaller text box below that contains the example "For example: someone@microsoft.com". The second option, "I'd like to sign up for a new account from:", is unselected and followed by a dropdown menu showing "Hotmail". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

- 6) In this window type "mail.yourdomain.com" in both the Incoming & Outgoing boxes, click "next"



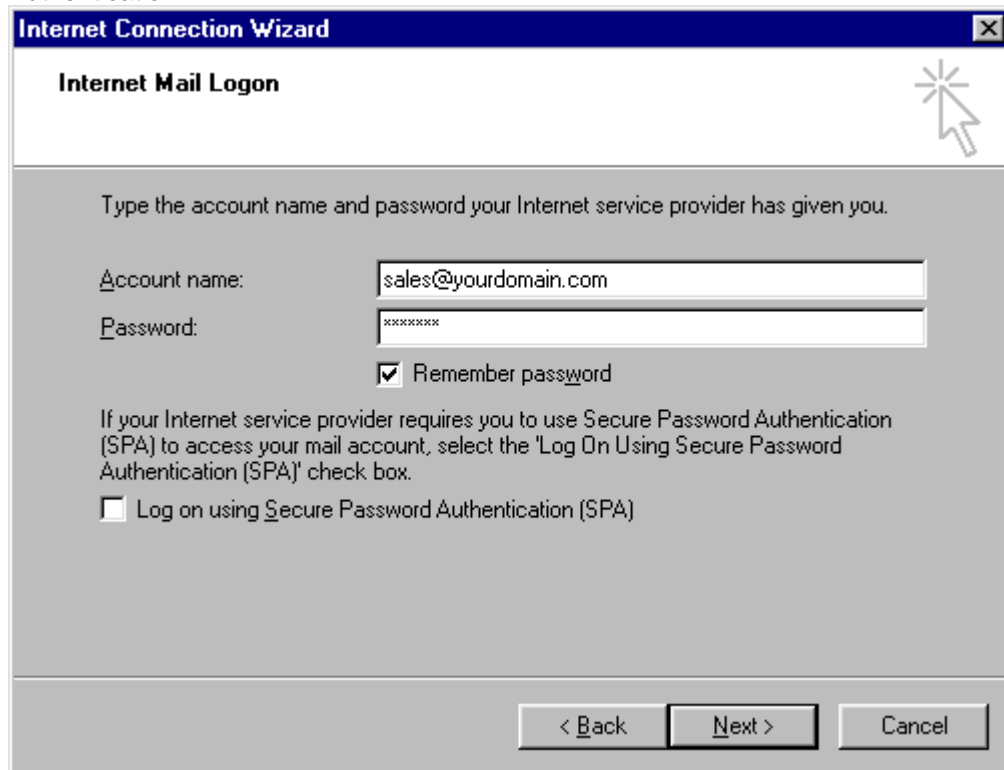
The screenshot shows the "Internet Connection Wizard" dialog box, specifically the "E-mail Server Names" step. The window title is "Internet Connection Wizard" and the subtitle is "E-mail Server Names". A mouse cursor is pointing at the top right corner. The main text reads: "My incoming mail server is a POP3 server." The "POP3" is selected in a dropdown menu. Below this, the "Incoming mail (POP3, IMAP or HTTP) server:" label is followed by a text box containing "mail.yourdomain.com". The next text reads: "An SMTP server is the server that is used for your outgoing e-mail." Below this, the "Outgoing mail (SMTP) server:" label is followed by a text box containing "mail.yourdomain.com". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

7) Now type in "sales@yourdomain.com" for the Account name, and "your password" for the password . . .

Important: Normally you would let us know the Account Name and Password to set up on your server. . .

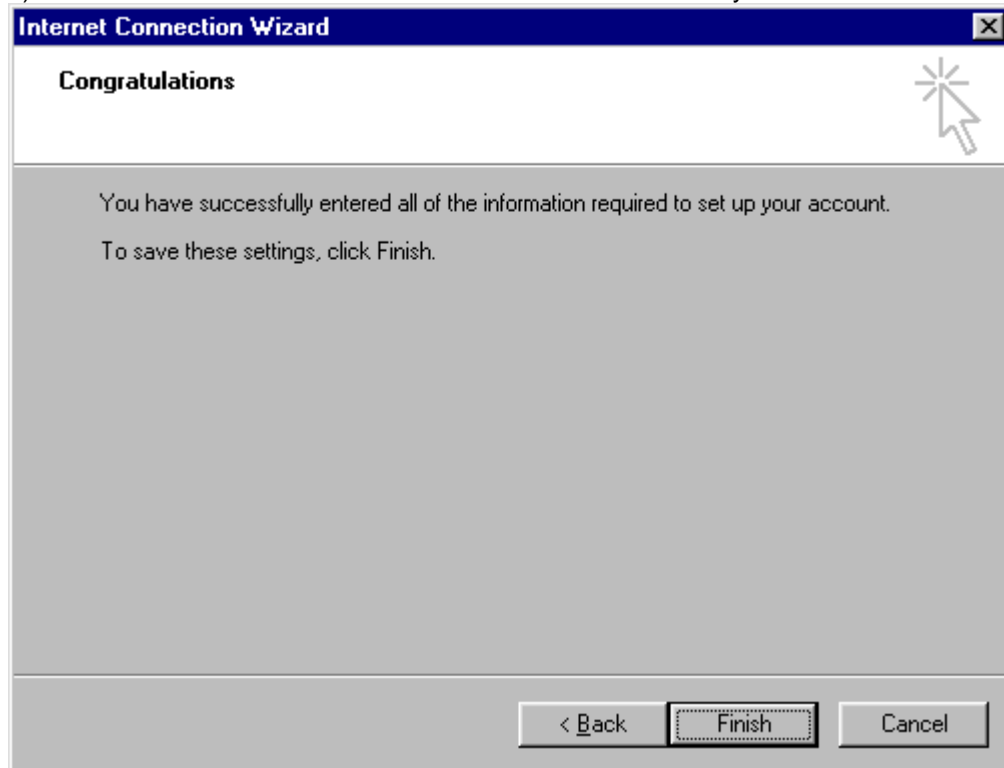
in this example we are using "sales@yourdomain.com" and "your password" for the password.

Note: you should not have to check the box that says "Log on using Secure Password Authentication"



The image shows a screenshot of the "Internet Connection Wizard" dialog box, specifically the "Internet Mail Logon" step. The window title is "Internet Connection Wizard" and the subtitle is "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" with the value "sales@yourdomain.com" and "Password:" with the value "*****". There is a checked checkbox labeled "Remember password". Below the input fields, there is a paragraph of text: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." and a checkbox labeled "Log on using Secure Password Authentication (SPA)" which is currently unchecked. At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

8) Hit the "next" button and then the "finish" button to create your account



2) To make changes to your POP3 account for "sales" on Outlook Express, follow these steps:

Now lets do a quick Edit - the "Internet Accounts" Window should still be open . . . if not - Click on the "Tools" menu from the top of Outlook Express, and choose "Accounts" from the pull down menu

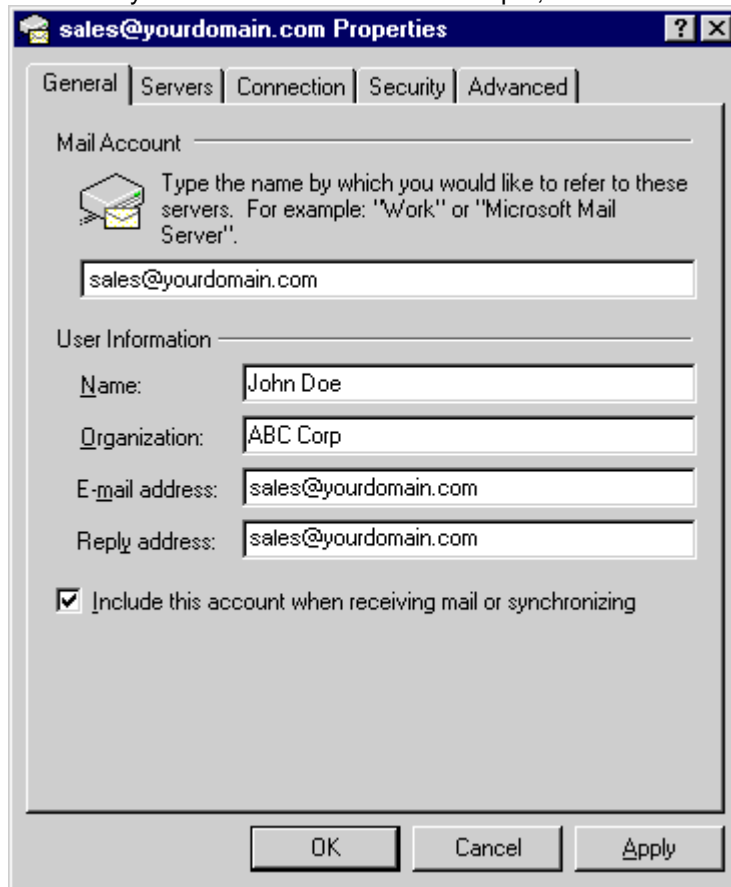
- Select the account "**sales@yourdomain.com**" in your list of email accounts by clicking on it
- Click the "**Properties**" button

That will bring up a window that will look like the picture below

- Now you can change your Account Name, add in your Name, Organization, & Reply Address.

These are example settings for the "General" Tab

Note: "yourdomain.com" was an example; it should now show **Your Domain Name**



The image shows a Windows-style dialog box titled "sales@yourdomain.com Properties". It has a tabbed interface with "General" selected. The "General" tab contains the following fields and options:

- Mail Account:** A text box containing "sales@yourdomain.com". Above it is a small icon of a mail folder and a text instruction: "Type the name by which you would like to refer to these servers. For example: 'Work' or 'Microsoft Mail Server'".
- User Information:** A section with four text boxes:
 - Name:** "John Doe"
 - Organization:** "ABC Corp"
 - E-mail address:** "sales@yourdomain.com"
 - Reply address:** "sales@yourdomain.com"
- Include this account when receiving mail or synchronizing:** A checked checkbox.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".


Now click on the "Servers" tab to bring up this window

The screenshot shows a dialog box titled "sales@yourdomain.com Properties" with a "Servers" tab selected. The dialog is divided into several sections:

- Server Information:** A dropdown menu is set to "POP3". Below it, "Incoming mail (POP3):" and "Outgoing mail (SMTP):" are both set to "mail.yourdomain.com".
- Incoming Mail Server:** "Account name:" is "sales@yourdomain.com" and "Password:" is masked with "xxxxxxx". The "Remember password" checkbox is checked. The "Log on using Secure Password Authentication" checkbox is unchecked.
- Outgoing Mail Server:** The "My server requires authentication" checkbox is unchecked. A "Settings..." button is located to the right.

At the bottom of the dialog are "OK", "Cancel", and "Apply" buttons.

3) To Test your POP3 account for "sales" follow these steps:

- Start a New Mail message by clicking on the **New Mail Icon** at the top left of Outlook or Outlook Express, or click on the **File** Menu, choose **New**, then click on **Mail Message**
- Make the **From:** Box use your New Account by clicking on the Down Arrow  (at the far right of screen) and choosing **sales@yourdomain.com**
- In the **To:** Box type in **sales@yourdomain.com**, or click on the word **To:** and choose **sales** from the list
- You can leave the **CC:** Box blank, or enter in another email address to send a Carbon Copy to
- In the **Subject:** Box type in Testing, or whatever you like
- You don't have to type anything into the body of the message
- Now hit the **Send** Icon or click on the **File** Menu and click on **Send Message**
- Wait about 30 seconds after message is sent, then click on the **Send/Recv** Icon

Your Message should come in on your New Email Account.

Note: If your New Account does **Not Work**, Your Internet Service Provider may require **the following settings:**

user@yourdomain.com Properties

General Servers Connection Security Advanced

Server Information

My incoming mail server is a **POP3** server.

Incoming mail (POP3): mail.yourdomain.com

Outgoing mail (SMTP): **DO NOT CHANGE**

Incoming Mail Server

Account name: sales@yourdomain.com

Password: *****

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication Settings...

OK Cancel Apply

Many ISPs now block all SMTP traffic (outgoing mail) unless it is directed to their SMTP server.

This is a growing trend on the Internet as a way to prevent spam. As such, leave the SMTP settings as is (usually mail.yourISP.com) Contact your ISP for details.

If you require use of our outgoing SMTP mail server, use: mail.yourdomain.com

We handle email differently than some ISPs. We require that you place the full email address in the ACCOUNT NAME or USERNAME field.

MUST BE ON (CHECKED)