

How To Configure and Setup your Email Client

How to Setup Outlook Express (View)

How to Setup Outlook Express (Print)

How to Setup Outlook 2000 (View)

How to Setup Outlook 2000 (Print)

How to Setup Outlook Express XP (View)

How to Setup Outlook Express XP (Print)

How to Setup Outlook 2002 XP (View)

How to Setup Outlook 2002 XP (Print)

How to Setup Outlook 98 (View)

How to Setup Outlook 98 (Print)

Information to Set-Up Email Account

Select any of the links above for more information and diagrams on how to set up your email client. You can also access your email via the web using the WebMail client at <http://yourdomain.com/webmail>

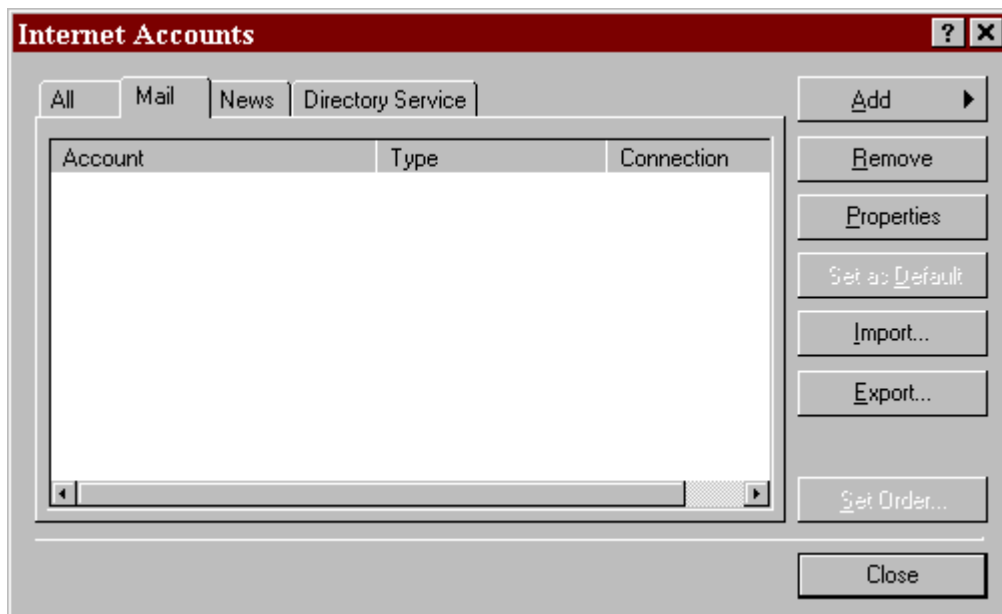
On request we can also provide information and directions to set up the following email clients:

Outlook Express Mac | Outlook 97 | Mac Mail 1.1 OSX | Eudora
Eudora Pro 5 | Netscape/Mozilla | Netscape 6.2 | Netscape 4.0

Outlook Express Set Up

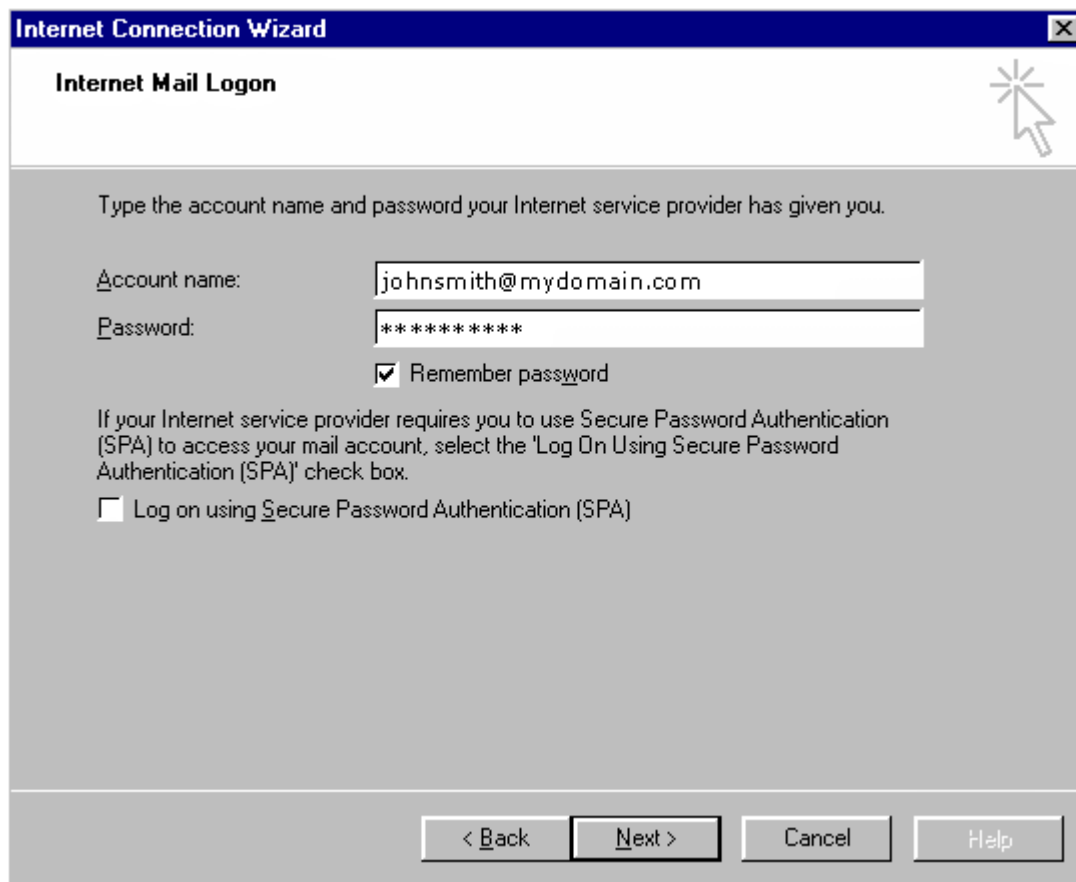
How to set up Outlook Express:

- ❑ Open Outlook Express
- ❑ Click on the Tools menu
- ❑ Select Accounts from the dropdown menu
- ❑ Click on the Mail tab
- ❑ Click on the Add button, and then click on Mail



- ❑ Type your **Account Name** and **Password**.
- ❑ Type your username and password in the spaces provided.
- ❑ **Remember, your username and password are case-sensitive!**
- ❑ Enter your Account name: This is your email name and domain name (i.e: johnsmith@mydomain.com)

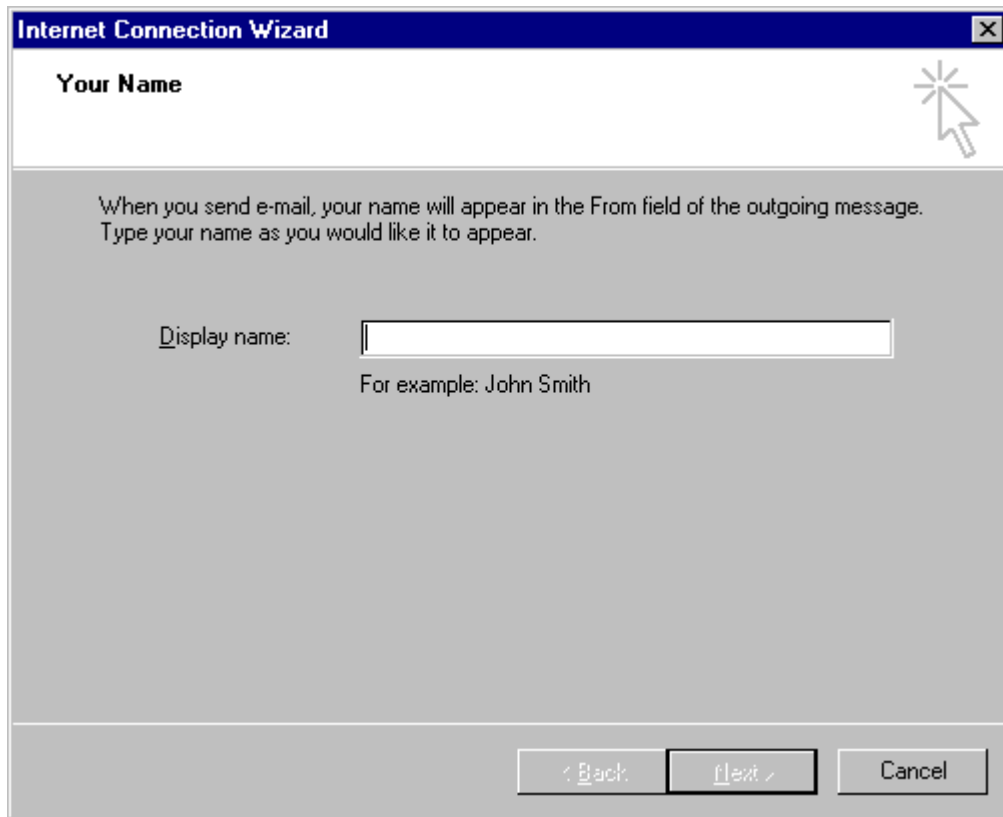
- ❑ **Note:** Account name **must** include **@mydomain.com** at the end (where **mydomain.com** is replaced with your actual domain name).



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "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:" containing "johnsmith@mydomain.com" and "Password:" containing "*****". A checked checkbox labeled "Remember password" is positioned below the password field. Further down, there is explanatory 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." Below this text is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

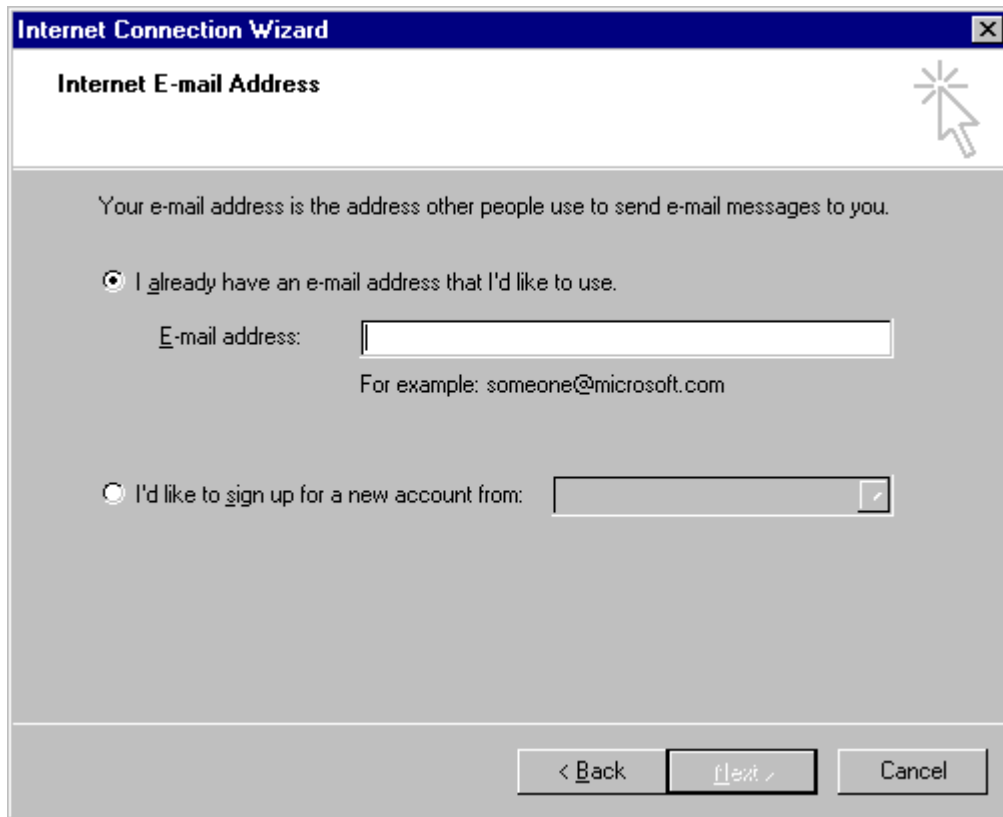
- ❑ Click **Finish** to end the wizard

- The **Internet Connection Wizard** will begin. In **Display name** enter your name, as you would like it to appear.



- Click **Next**

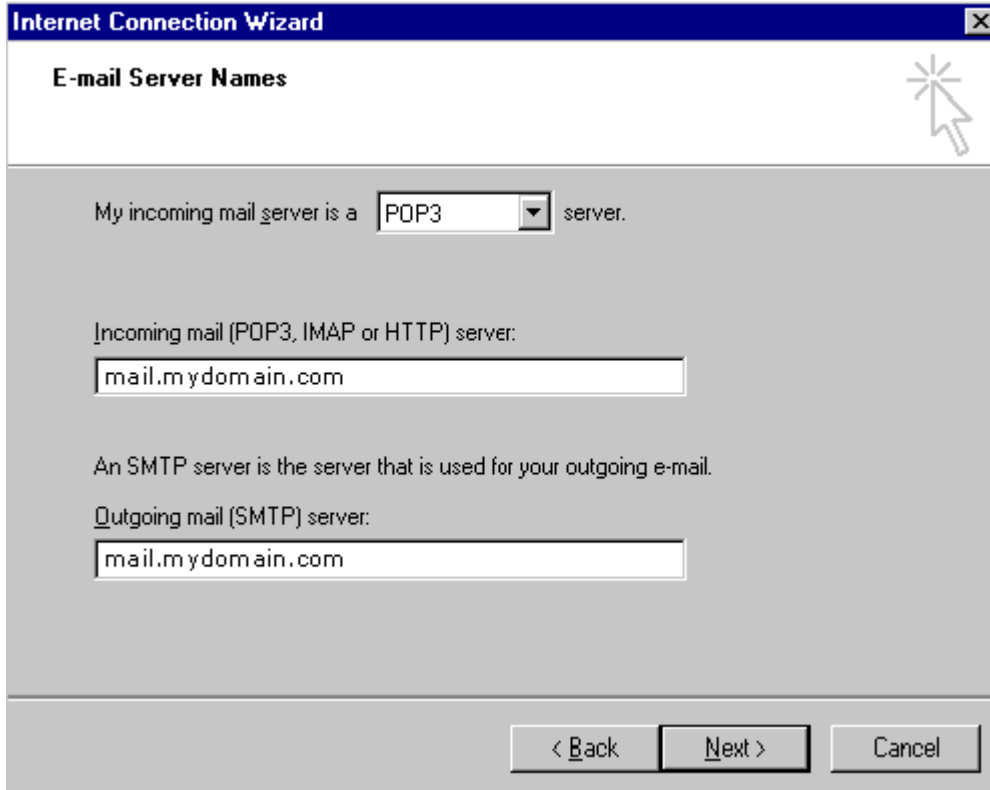
- Enter your **Email Address**.



The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "Internet E-mail Address". Below the title bar, there is a mouse cursor icon. The main content area contains the following text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this, there are two radio button options. The first option is selected and reads "I already have an e-mail address that I'd like to use." Below this option is a text input field labeled "E-mail address:" with the placeholder text "For example: someone@microsoft.com". The second option is "I'd like to sign up for a new account from:" followed by a dropdown menu. At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

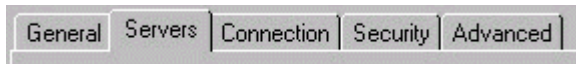
- Click **Next**

- Select **POP3** in the "My incoming mail server is a _____ server" list.
- Type your incoming mail server in the "Incoming Mail (POP3 or IMAP) server" box. This server name is **mail.mydomain.com** (where **mydomain.com** is replaced with your actual domain name).
- Type the outgoing mail server in the "Outgoing mail (SMTP) server" box. This server name is **mail.mydomain.com** (where **mydomain.com** is replaced with your actual domain name)

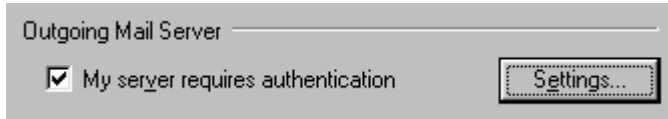


- Click **Next**.

- ❑ You will returned to the **Internet Accounts** window and will see the account list. Highlight it and click **Properties**
- ❑ Next, you will then be in the Internet Accounts dialog box. Double click on the account that you just created. Click on the **Servers** tab



- ❑ Check the **“My server requires authentication”** box



- ❑ Click on **Settings** button. Make sure **“Use same settings as my incoming mail server”** is selected.



- ❑ Click **Okay**
- ❑ You are finished. You have successfully configured Outlook Express.

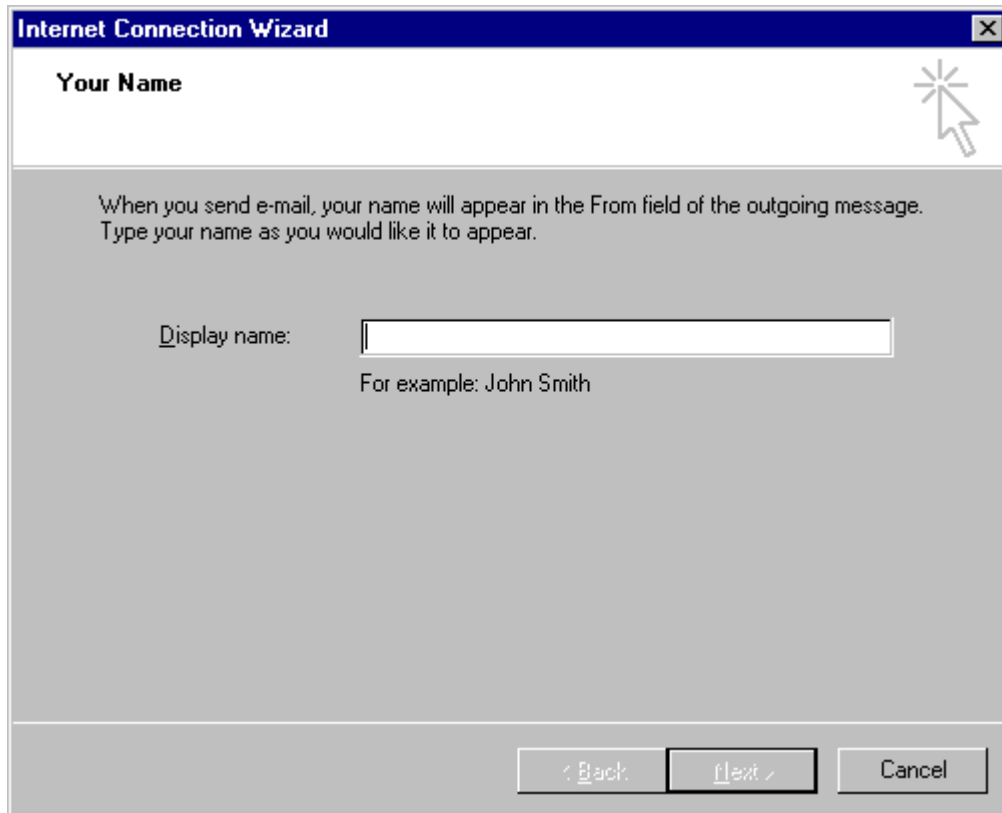
Outlook 2000 Set Up

How to set up Outlook 2000:

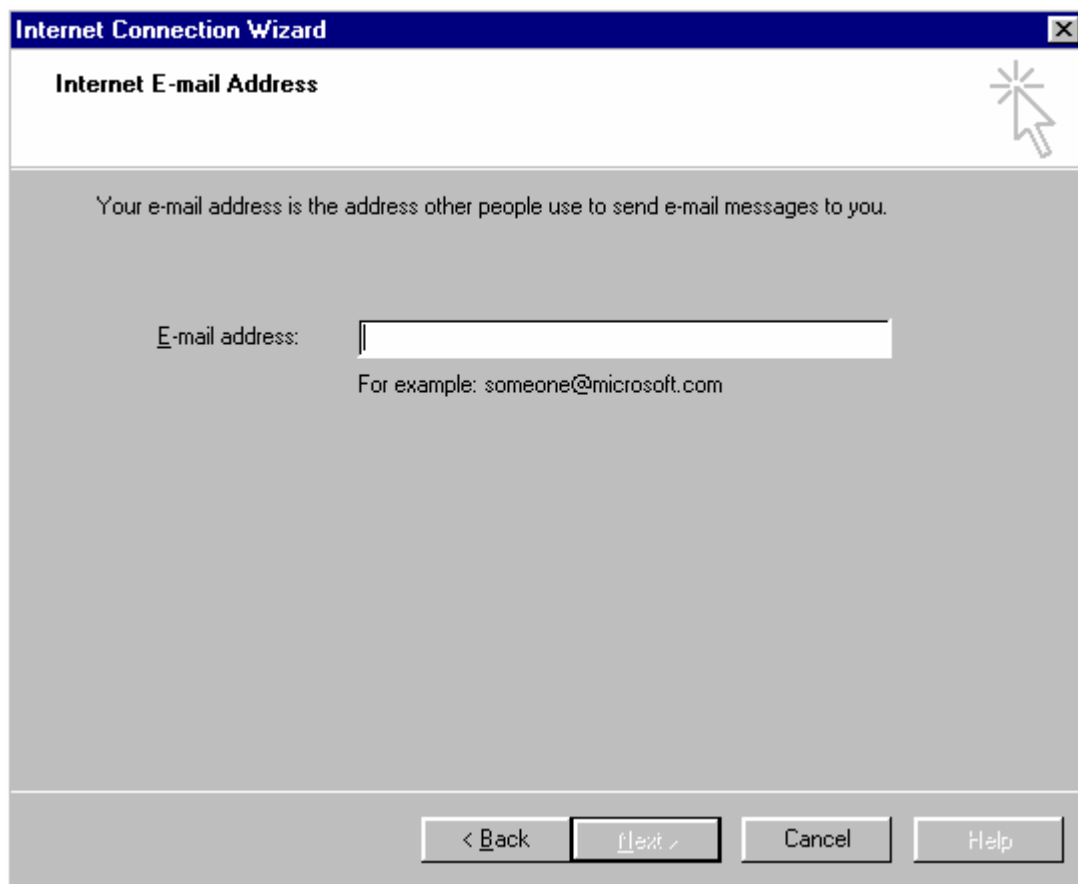
- Start Outlook, and on the **Tools** menu, click **Accounts**.
- In the Internet Accounts dialog box, click **Add**, and then click **Mail**. The Internet Connection Wizard will guide you through the account setup process.



- In the **Display Name** box type **your Name**, the name you would like to have appear on all mail messages you send, and then click **Next**.

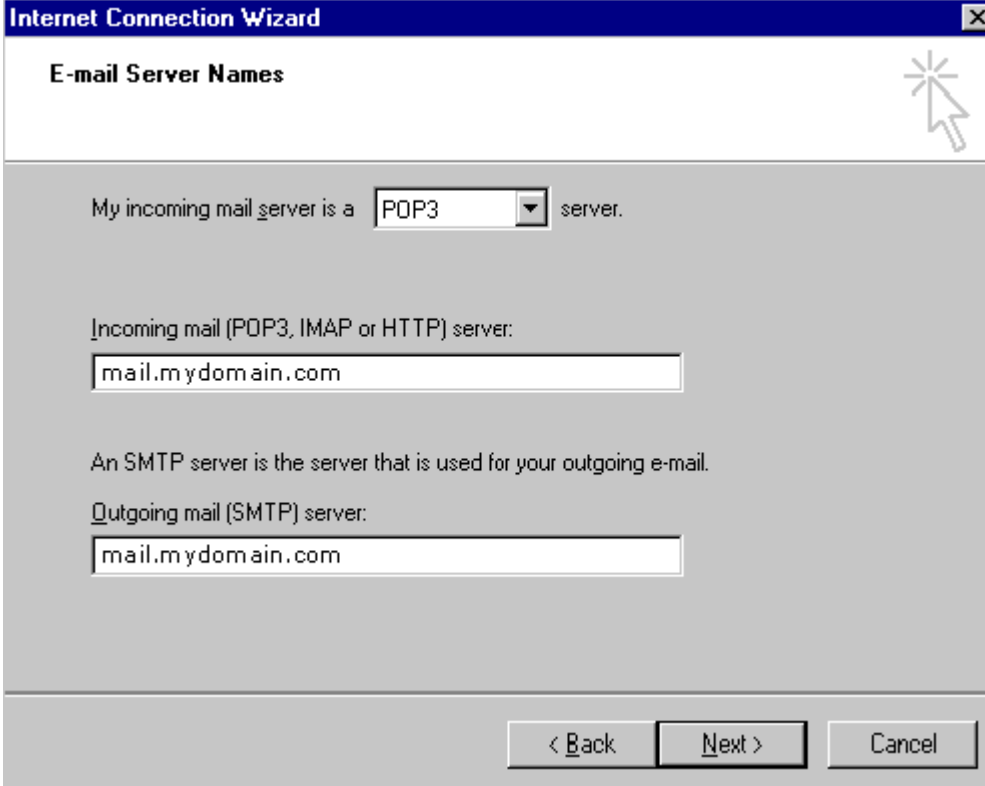
A screenshot of the 'Internet Connection Wizard' dialog box. The title bar reads 'Internet Connection Wizard'. The main area is titled 'Your Name' and contains the text: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this text is a text input field labeled 'Display name:' with the example 'For example: John Smith' underneath it. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

- In the **Email Address** box, type the address that you setup in your Control Panel.



- Click **Next**.

- Select **POP3** in the "My incoming mail server is a _____ server" list.
- Type your incoming mail server in the "Incoming Mail (POP3 or IMAP) server" box. This server name is **mail.mydomain.com** (where **mydomain.com** is replaced with your actual domain name).
- Type the outgoing mail server in the "Outgoing mail (SMTP) server" box. This server name is **mail.mydomain.com** (where **mydomain.com** is replaced with your actual domain name)



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main title of the dialog is "E-mail Server Names".

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

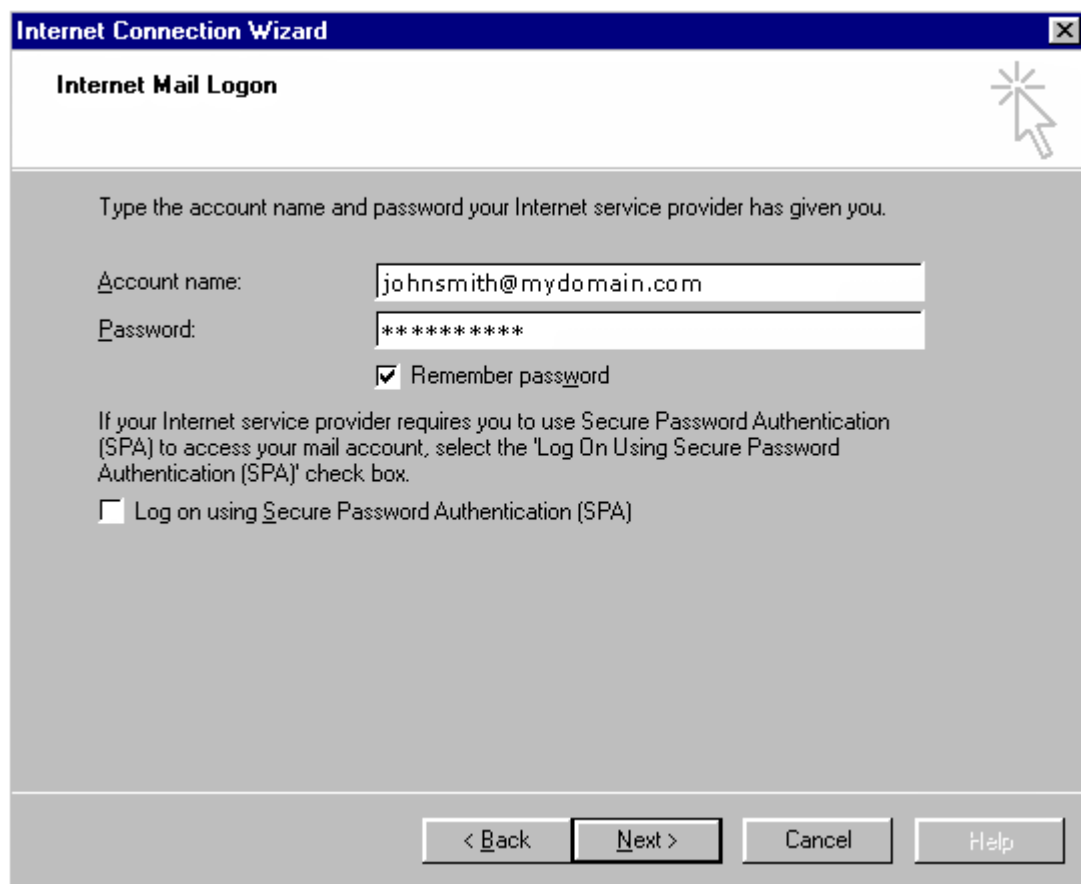
An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

- Click **Next**.

- ❑ Type your **Account Name** and **Password**.
Type your username and password in the spaces provided.
- ❑ **Remember, your username and password are case-sensitive.**
- ❑ Enter your Account name: This is your email name and domain name
(i.e: johnsmith@mydomain.com)
- ❑ **Note:** Account name **must** include **@mydomain.com** at the end (where **mydomain.com** is replaced with your actual domain name).



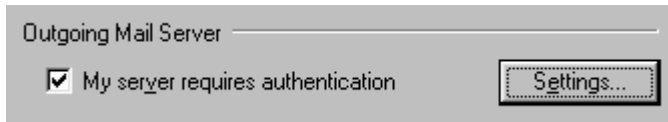
The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" containing "johnsmith@mydomain.com" and "Password:" containing "*****". A checked checkbox labeled "Remember password" is present. Below the fields, there is explanatory 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 an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

- ❑ Click **Next** until you get to the final window. Click **Finish**

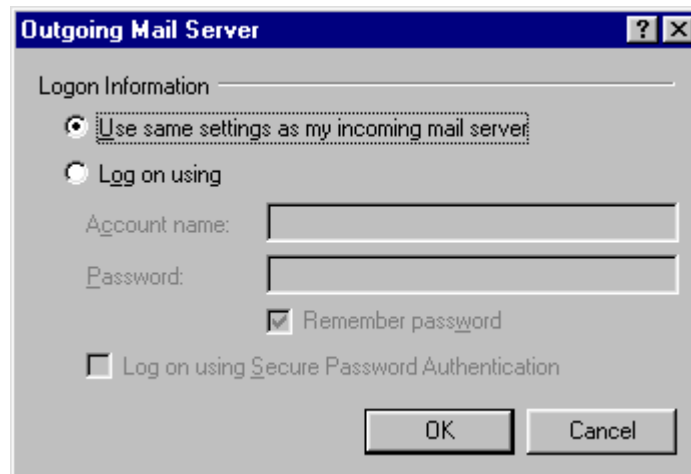
- Next, you will then be in the Internet Accounts dialog box. Double click on the account that you just created. Click on the **Server** tab



- Check the **“My server requires authentication”** box

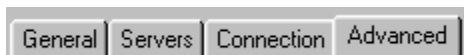


- Click on **Settings** button. Make sure **“Use same settings as my incoming mail server”** is selected.



- Click **Okay**

- Click on the **Advanced** tab



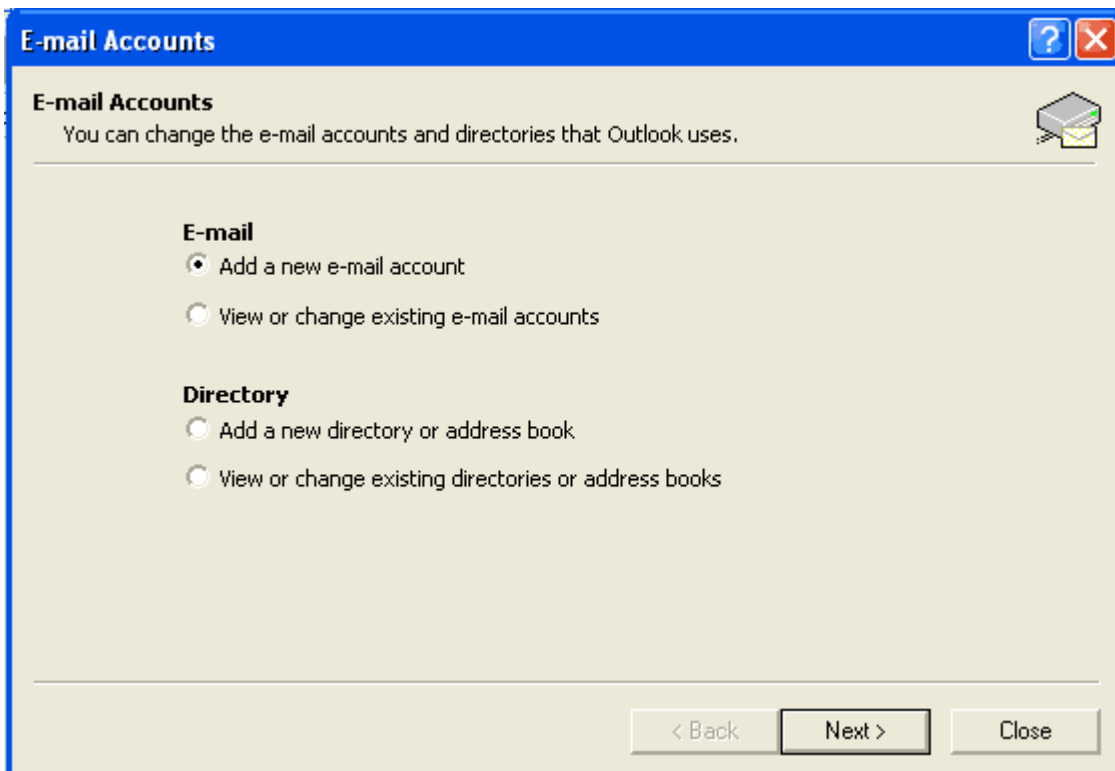
- You are finished. You have successfully configured Outlook 2000.

Outlook Express XP Set Up

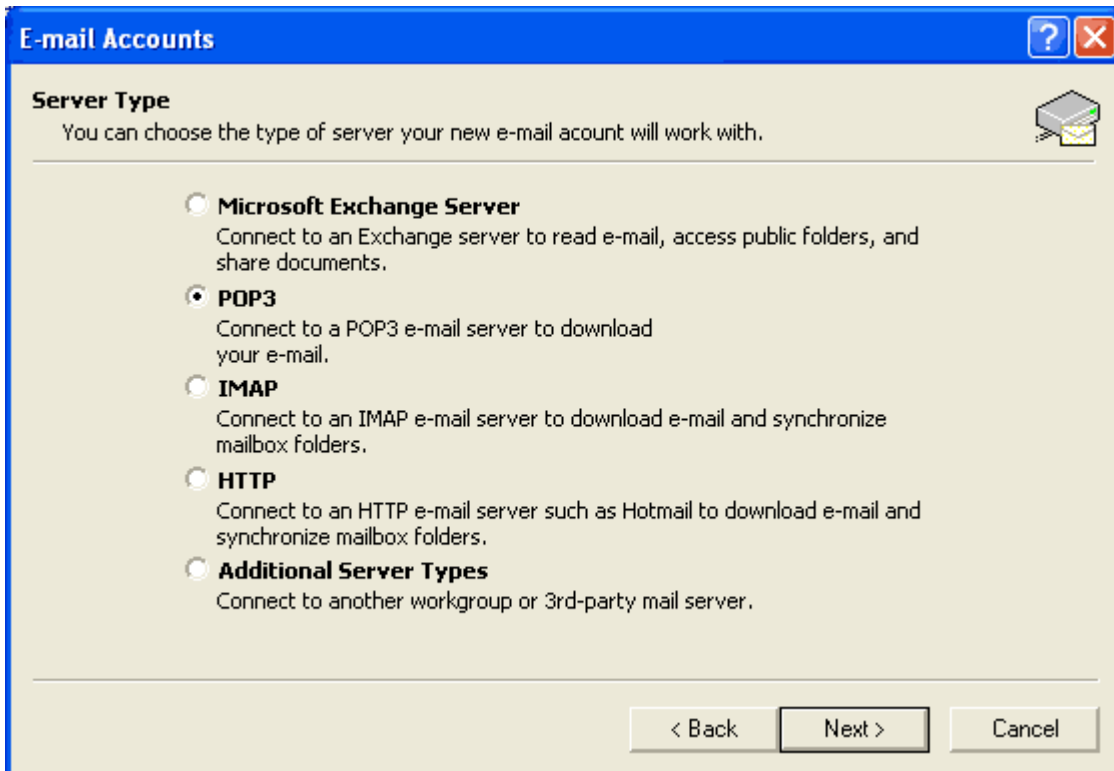
How to set up Outlook Express XP:

All server and address entries are typed in lowercase.
Your Password and Account ID are case sensitive.

- ❑ Start **Outlook Express XP**, and on the **Tools** menu click **Accounts**.
- ❑ Select **Add a new e-mail account** from under the **E-mail** heading and click **Next**.



- Select **POP3** from the list of Server Types and click **Next**.



- ❑ In the **User Information** fields, type your full name and email address.
- ❑ In the **Server Information** fields, type in your domain (i.e. mail.mydomain.com) for both (POP3) and (SMTP) servers (where mydomain.com is replaced with your actual domain name).
- ❑ In the **Logon Information** fields enter your User name: (i.e: johnsmith@mydomain.com). Enter the Password that applies to your specified email account.

**Note: User name must include @mydomain.com at the end.
(where mydomain.com is replaced with your actual domain name).**

Remember, your username and password are case-sensitive.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name: John Smith
E-mail Address: johnsmith@mydomain.com

Server Information

Incoming mail server (POP3): mail.mydomain.com
Outgoing mail server (SMTP): mail.mydomain.com

Logon Information

User Name: johnsmith@mydomain.com
Password: *****
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

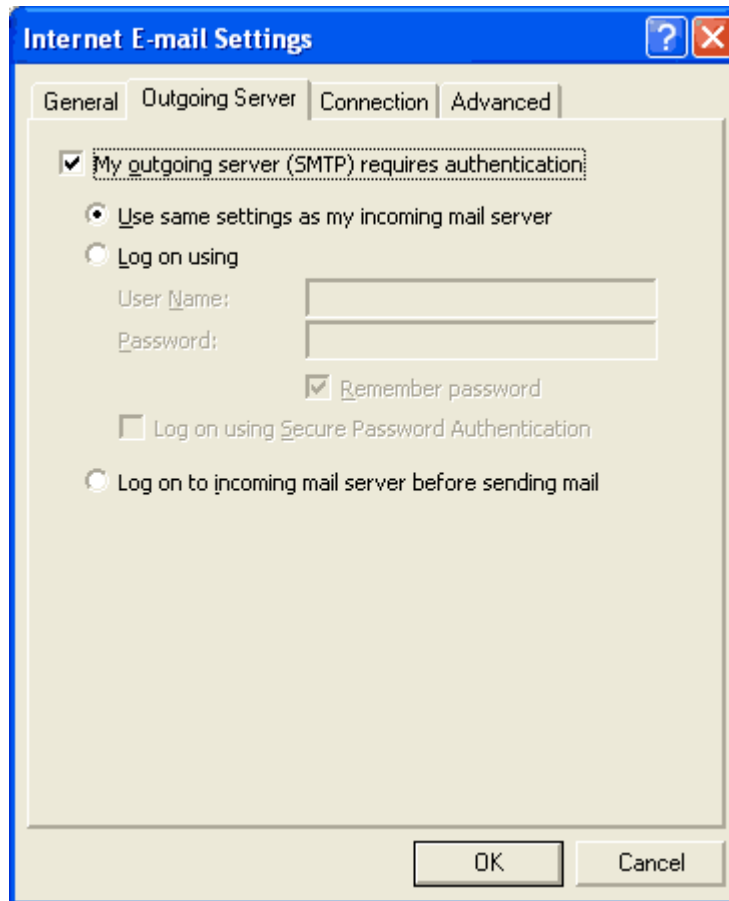
Test Account Settings ...

More Settings ...

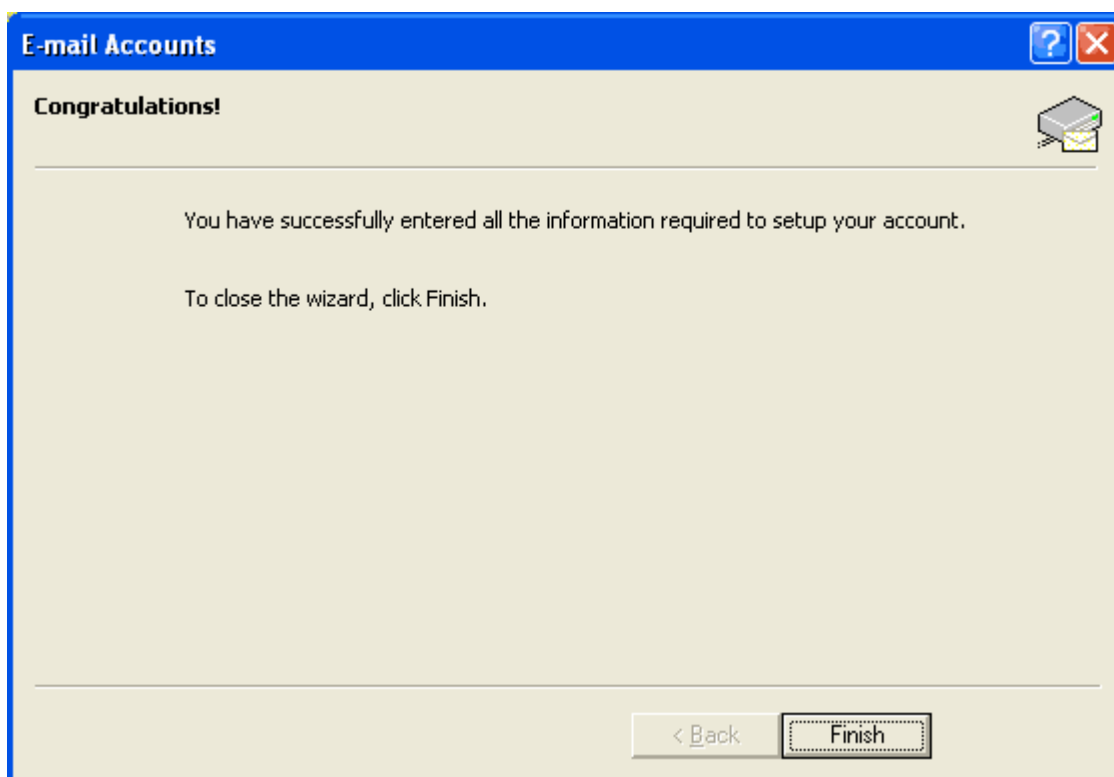
< Back Next > Cancel

- ❑ Then click **More Settings**.

- Click on the tab **Outgoing Server** then check mark the box “**My outgoing server (SMTP) requires authentication**”.



- Finally, click **Finish**. You have successfully configured Outlook Express XP.

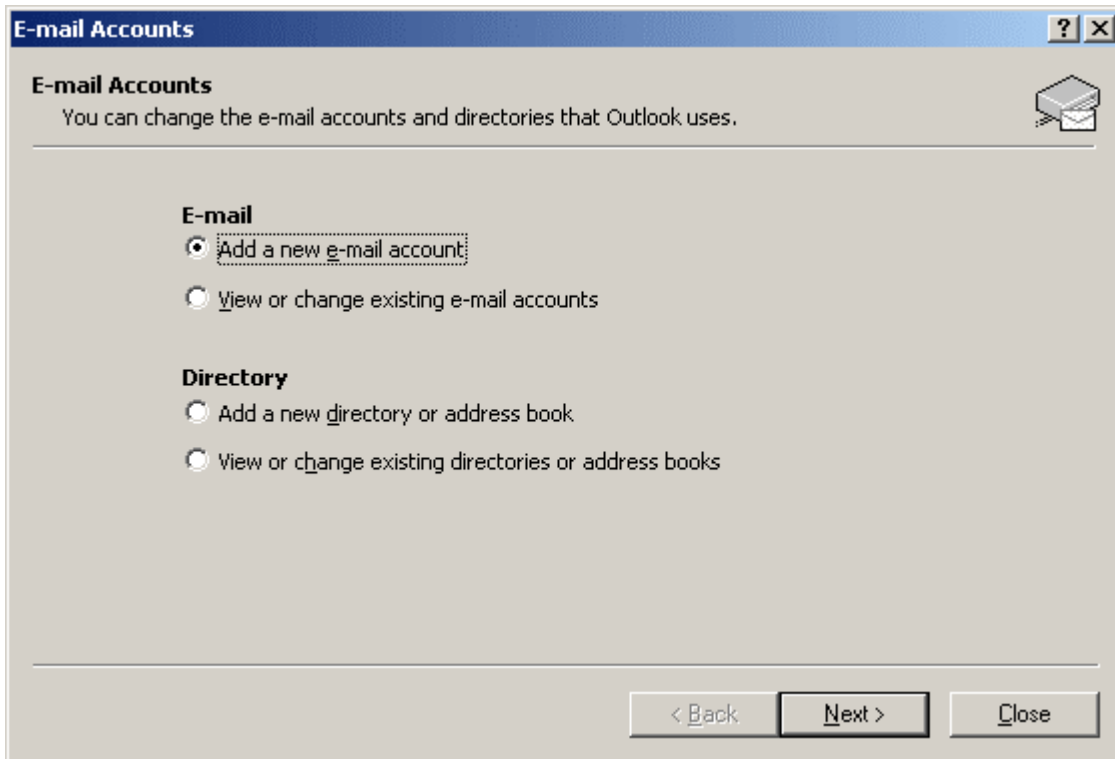


Outlook 2002 XP Set Up

How to set up Outlook 2002 XP:

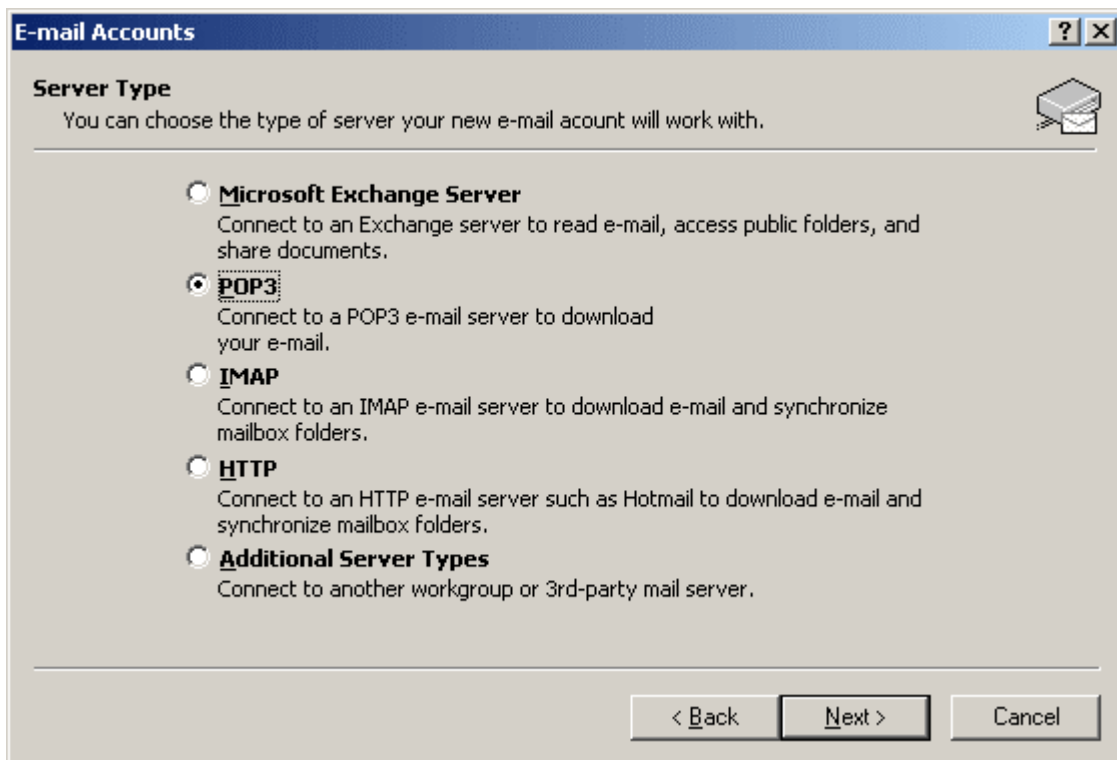
Windows: Outlook 2002/XP POP3

- ❑ Start **Outlook 2002 XP**, on the **Tools** menu click **E-mail Accounts**.
- ❑ Select **Add a new email account** from the Email heading.



- ❑ Click **Next**.

- Select **POP3** from the list of Server Types.



- Click **Next**.

- ❑ In the **User Information** fields, type your full name and email address.
- ❑ In the **Server Information** fields, type in your domain (i.e: mail.mydomain.com) for both (POP3) and (SMTP) servers (where mydomain.com is replaced with your actual domain name).
- ❑ In the **Logon Information** fields enter your User name: This is your email name and domain name (i.e: johnsmith@mydomain.com).

- ❑ Enter the Password that applies to your specified email account.

Note: User name must include @mydomain.com at the end (where mydomain.com is replaced with your actual domain name).

- ❑ **Remember, your username and password are case-sensitive.**

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

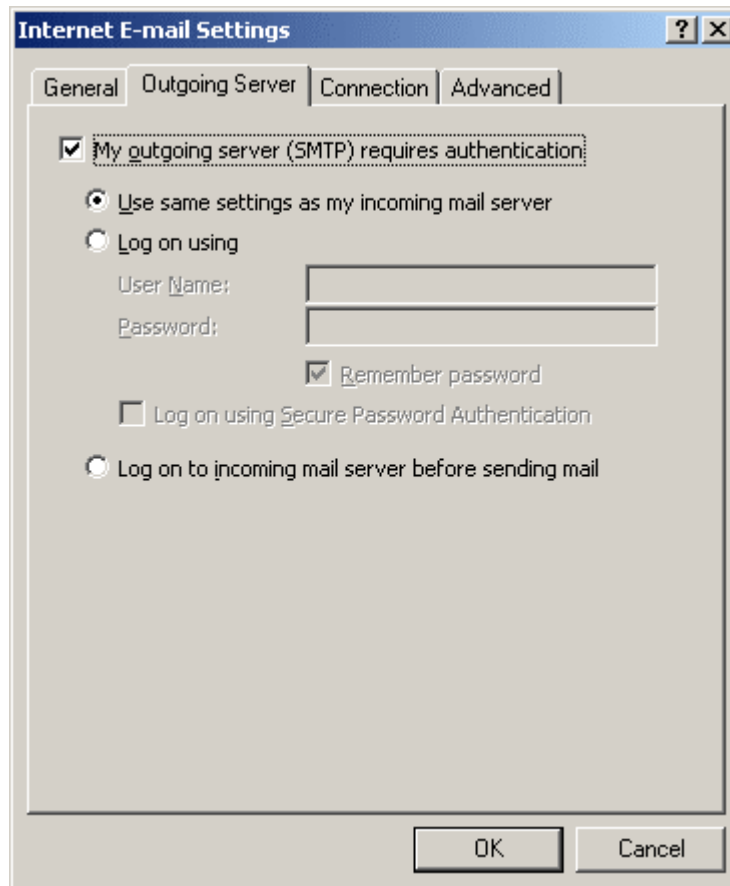
Log on using Secure Password Authentication (SPA)

Test Settings

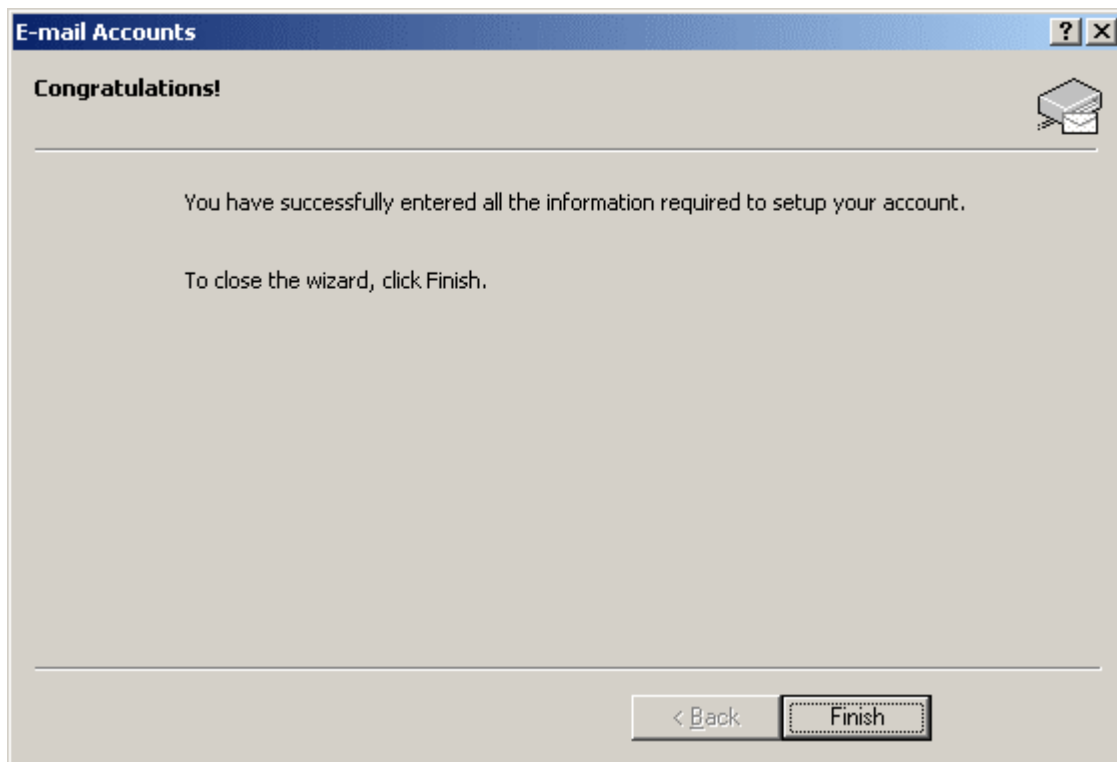
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

- ❑ Then click **More Settings**.

- ❑ Click on the tab **Outgoing Server** then check the box **“My outgoing server (SMTP) requires authentication”**.
- ❑ Then select **“Use same settings as my incoming mail server”**



- Finally, click **Finish**. You have successfully configured Outlook 2002-XP



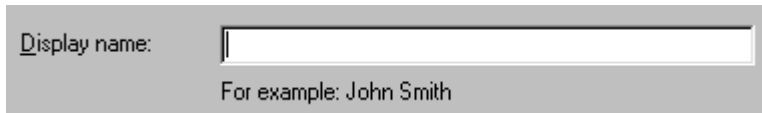
Outlook 98 Set Up

How to set up Outlook 98:

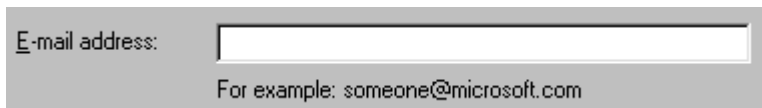
- ❑ Start Outlook, and on the **Tools** menu, click **Accounts**.
- ❑ In the **Internet Accounts** dialog box, click **Add**, and then click **Mail**. The Internet Connection Wizard will guide you through the account setup process.



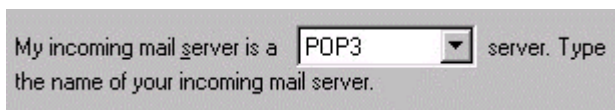
- ❑ In the **Display Name** box, type **Your Name**, the name you want to appear on all mail messages you send.

A screenshot of the 'Display name' input field. The text 'Display name:' is on the left, followed by a text box. Below the text box is the example text 'For example: John Smith'.

- ❑ Click **Next**.
- ❑ In the **Email Address** box, type in your email address.

A screenshot of the 'E-mail address' input field. The text 'E-mail address:' is on the left, followed by a text box. Below the text box is the example text 'For example: someone@microsoft.com'.

- ❑ Click **Next**.
- ❑ Select **POP3** in the "My incoming mail server is a _____ server" list.

A screenshot of the 'My incoming mail server is a' dropdown menu. The text 'My incoming mail server is a' is on the left, followed by a dropdown menu showing 'POP3'. Below the dropdown menu is the text 'server. Type the name of your incoming mail server.'

- Type your incoming mail server in the "Incoming Mail (POP3 or IMAP) server" box. This server name is **mail.mydomain.com** (where **mydomain.com** is replaced with your actual domain name)



Incoming mail (POP3 or IMAP) server:
mail.mydomain.com

- Type the outgoing mail server in the "Outgoing mail (SMTP) server" box. This server name is **mail.mydomain.com** (where **mydomain.com** is replaced with your actual domain name) Click **Next**.



An SMTP server is the server that is used for your outgoing e-mail. Type the name of your SMTP server.

Outgoing mail (SMTP) server:
mail.mydomain.com

- Type your **POP account Name** and **Password**.
Type you POP account name and password in the spaces provided.
Remember, your POP account name and password are case-sensitive.
Enter your POP account name: This is your email name and domain name
(i.e: johnsmith@mydomain.com)

Note: POP account name **must** include **@mydomain.com** at the end
(where **mydomain.com** is replaced with your actual domain name).



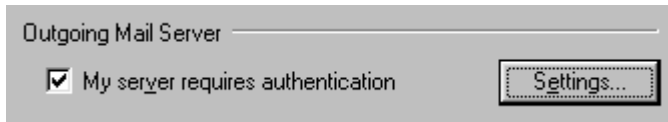
Log on using:
POP account name: johnsmith@mydomain.com
Password: *****
(Your password will appear as asterisks to prevent others from reading it.)
 Log on using Secure Password Authentication (SPA)

- You are finished with the initial configuration of Outlook 98.
- Click **Next** until you get to the final window.
- Click **Finish**

- Next, you will then be in the Internet Accounts dialog box. Double click on the account that you just created. Click on the **Server** tab



- Check the **My server requires authentication** box



- Click on the **Advanced** tab



- **You have finished. You have successfully configured Microsoft Outlook 98**