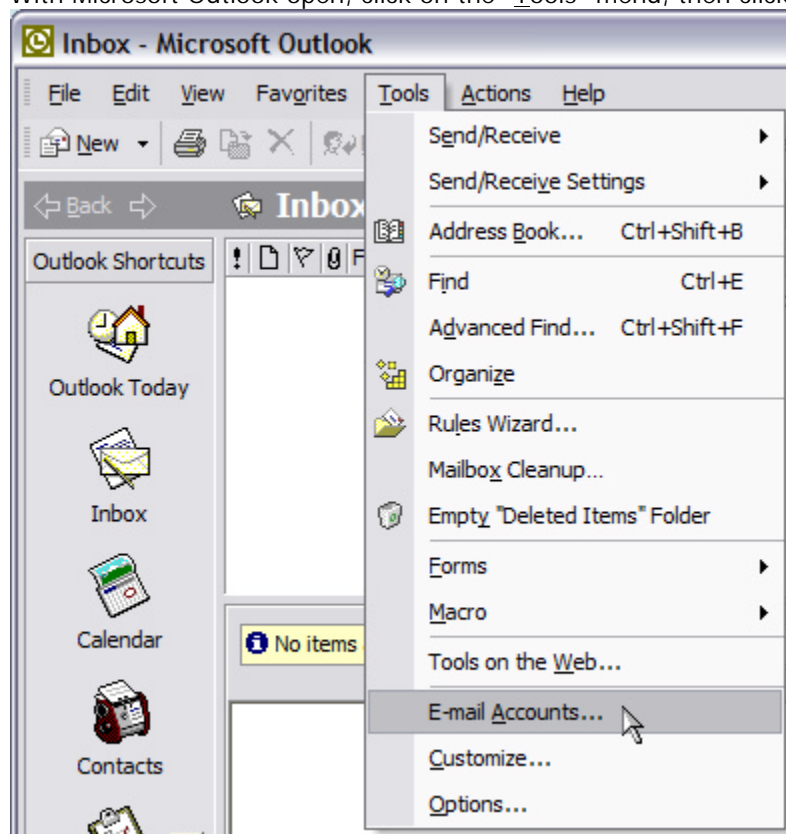
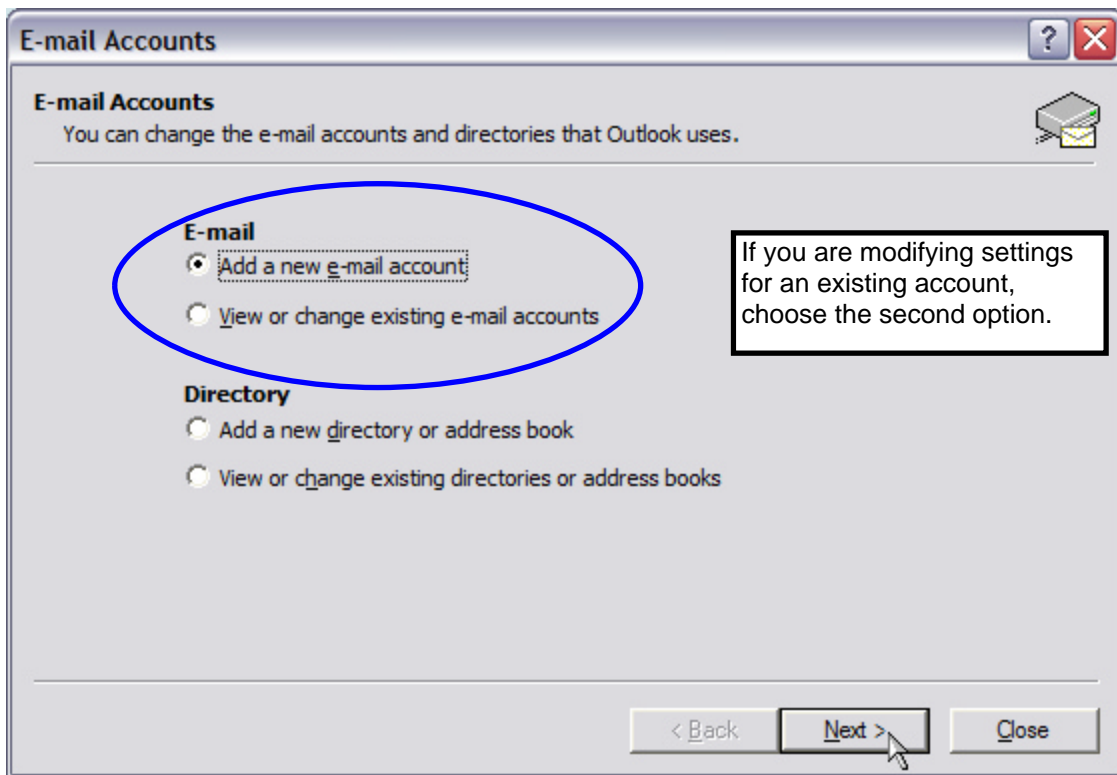


Microsoft Outlook

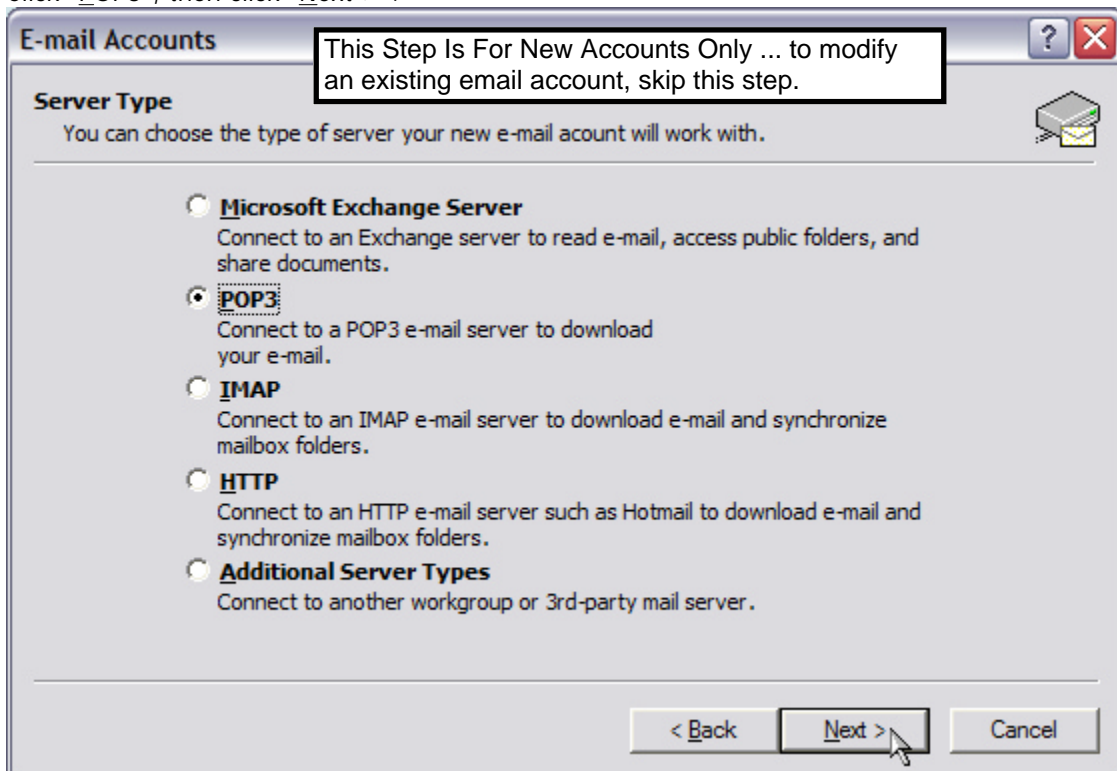
With Microsoft Outlook open, click on the "Tools" menu, then click on "E-mail Accounts...":



For New or Additional Email Accounts
Click "Add a new e-mail account", then click "Next >".



Click "POP3", then click "Next >".



For All Accounts, new or used.

Enter the name you want displayed in the "Your Name:" box. Enter the email address you created for your email account in the "E-mail Address:" box. Enter mail.yourdomain.com as both the Incoming and Outgoing servers. Enter the email address in the "User Name:" box. Enter the password for the email address in the "Password:" box and make sure "Remember password" is checked if you want Outlook to remember your password for you. Click "More Settings..."

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)

Click the "Outgoing Server" tab in the window that pops up.

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

Mail Account

Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

Other User Information

Organization:

Reply E-mail:

If you have multiple email accounts, you might want to customize this field to something meaningful to help you differentiate your various accounts.

Please complete these two fields with your company name and reply email address. The reply email address is usually the same as your main email address, but it can be different.

Check the "My outgoing server (SMTP) requires authentication" checkbox. The "Use same settings as my

incoming mail server" radio button will be selected by default, and is the correct setting. Click "OK".

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Log on using Secure Password Authentication

Log on to incoming mail server before sending mail

OK Cancel

Click "Next >".

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

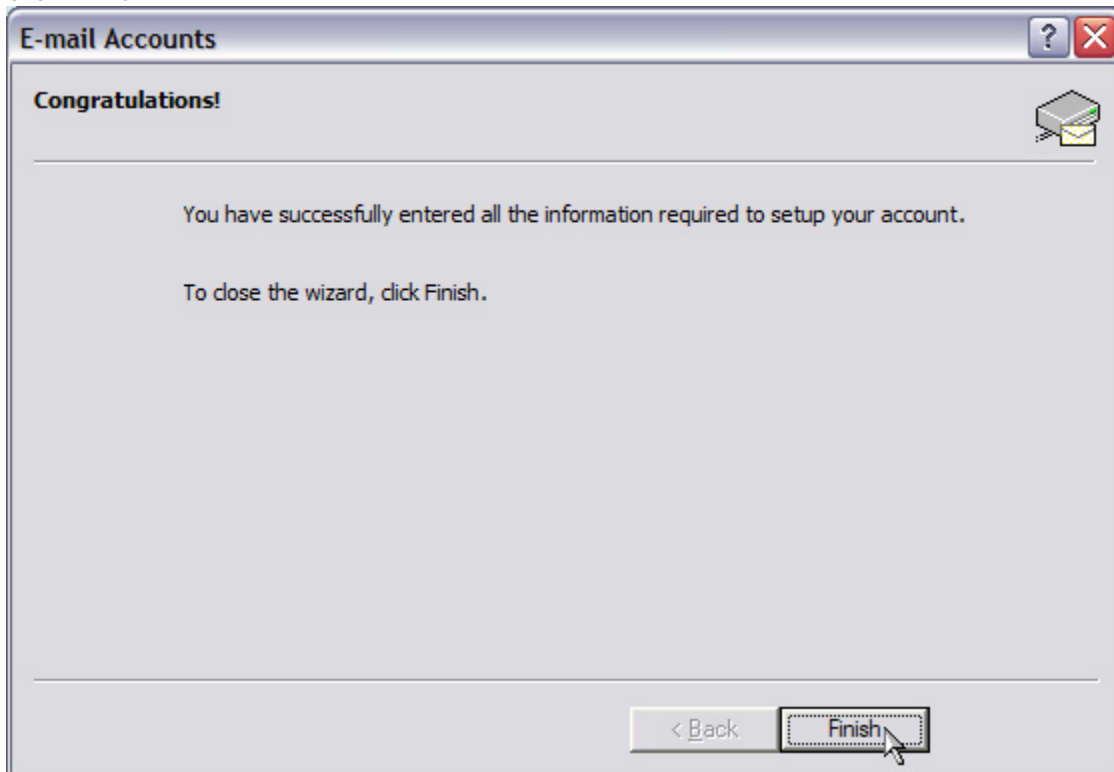
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

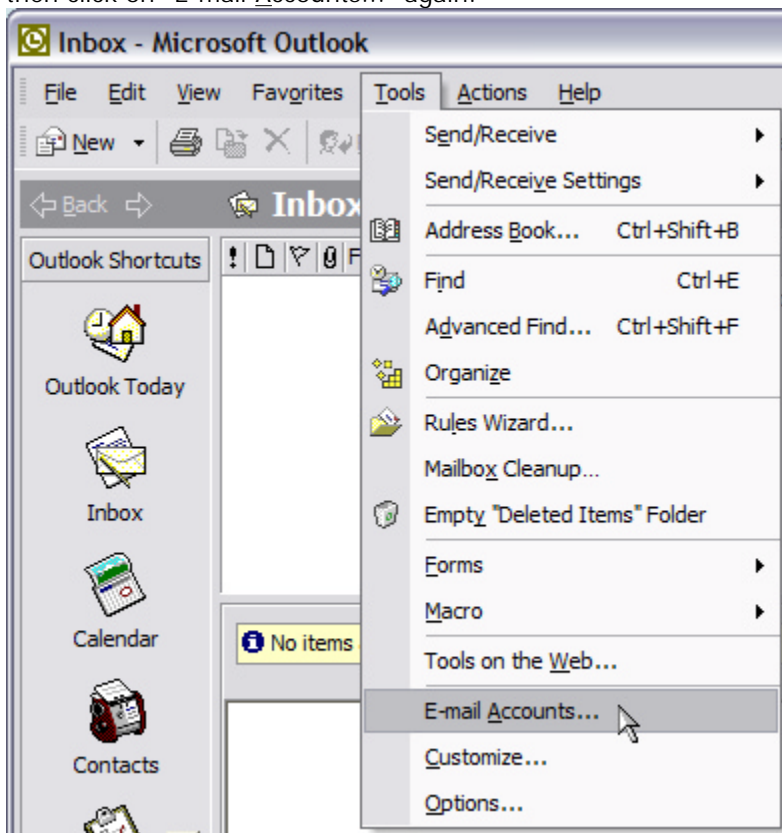
More Settings ...

< Back **Next >** Cancel

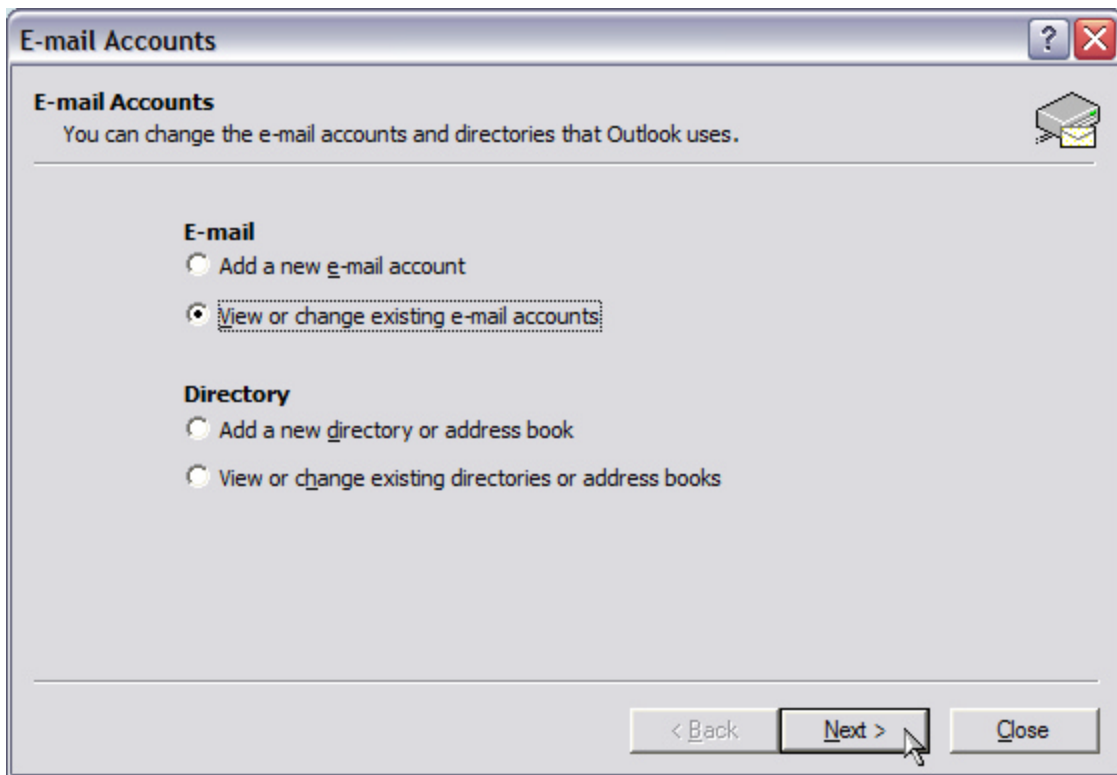
Click "Finish".



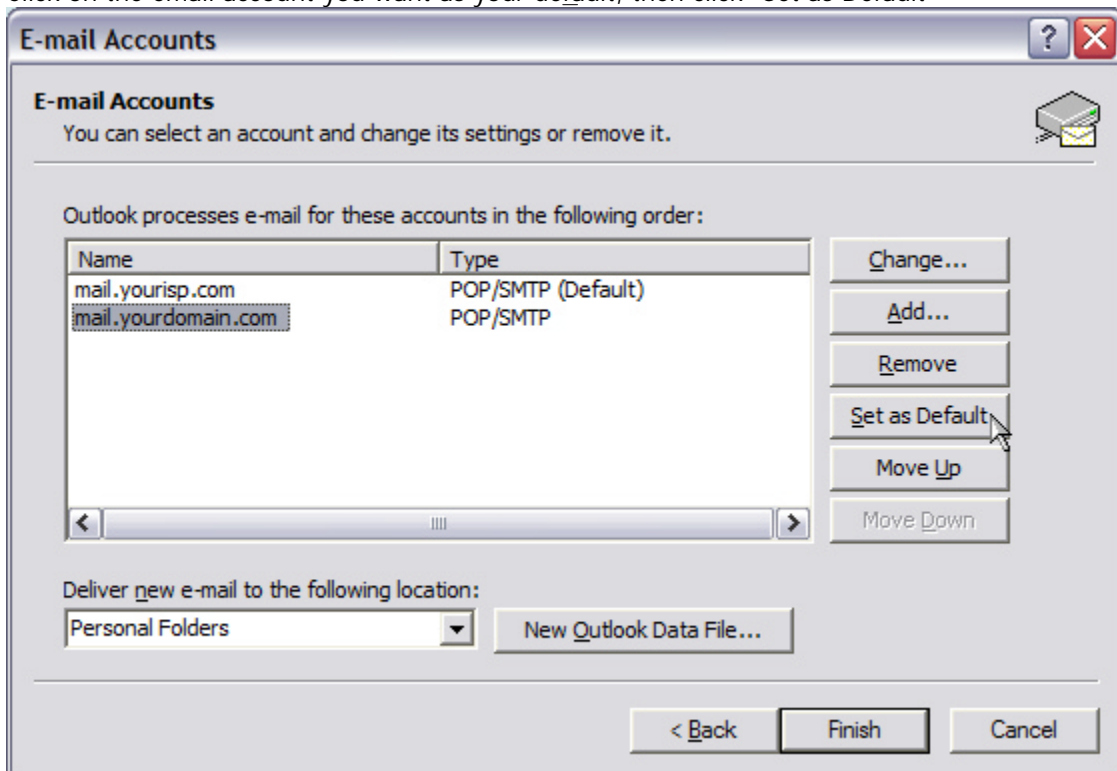
If you will be using this email address as your primary email address, click on the "Tools" menu, then click on "E-mail Accounts..." again:



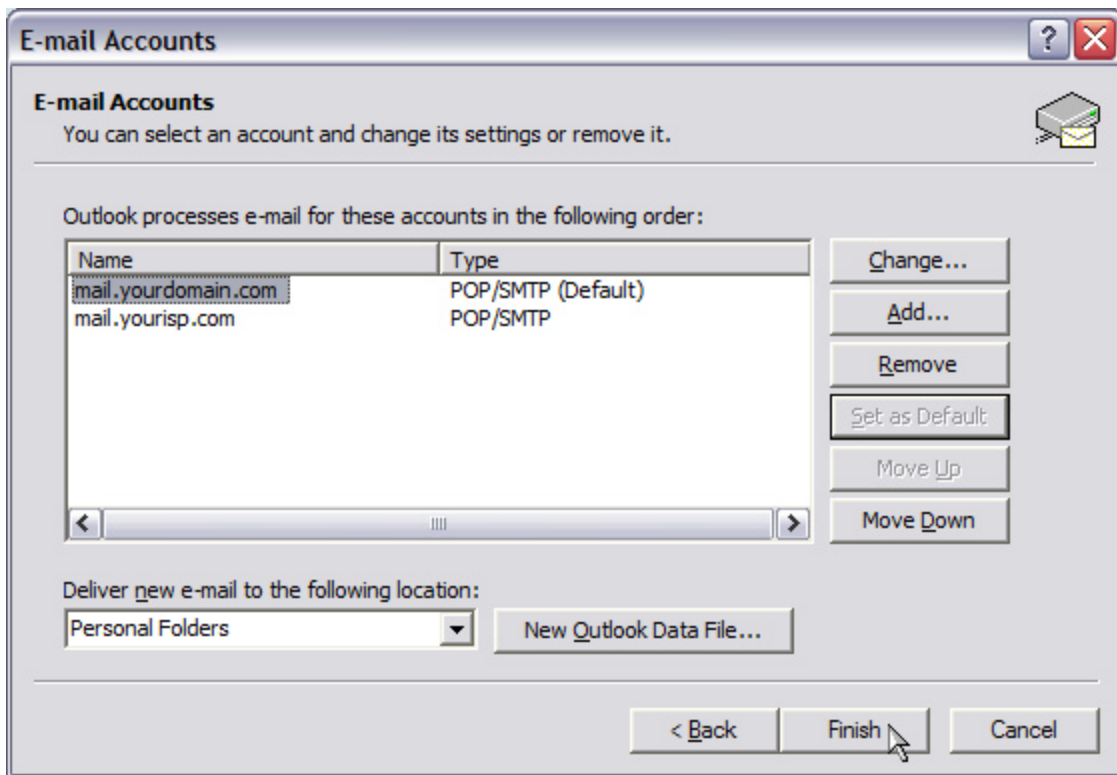
Click "View or change existing e-mail accounts", then click "Next >".



Click on the email account you want as your default, then click "Set as Default"



Click "Finish" and you're done! You can now send and receive email using your new Email Account.



ADVANCED SETTINGS

You'll want to use these advanced settings for two possible reasons:

1. If you access email from multiple locations;
2. To use the remote email server as a back-up for recent emails.

MULTIPLE LOCATIONS

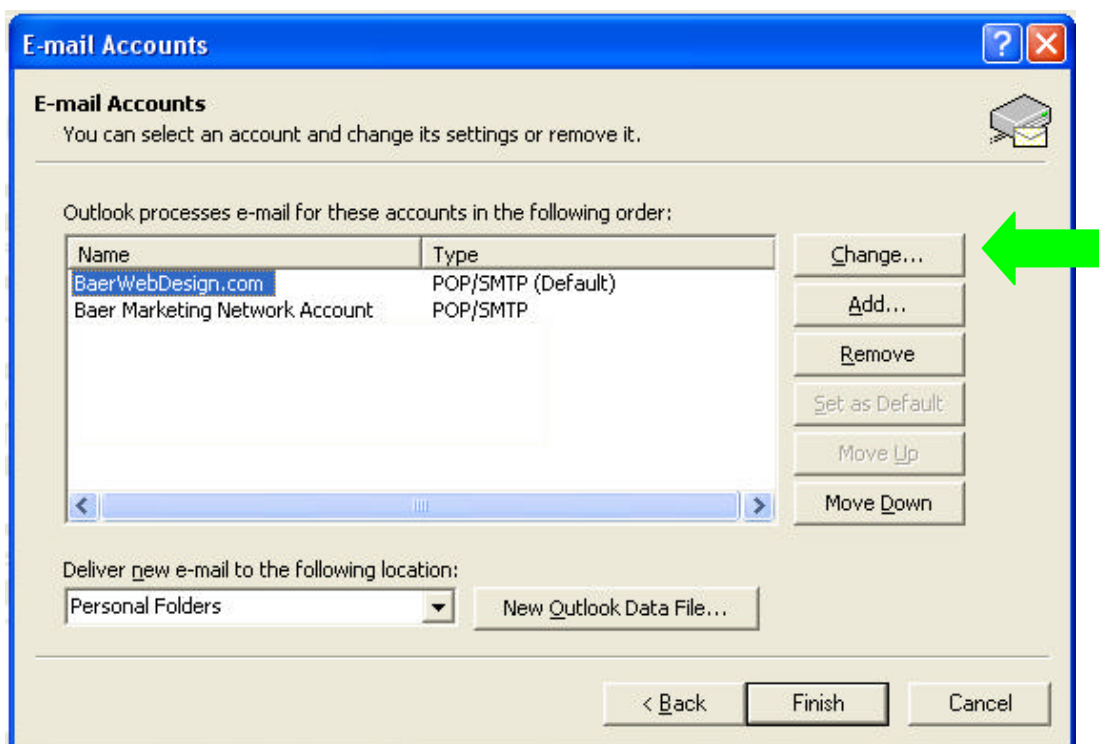
Many folks will access email at work and while at home. Others might use web-access ("webmail") to access their email from various places; the coffee/bagel shop, from a hotel, an airport, etc. In this case, you don't want to run into the problem of accessing your email somewhere other than work and then have those emails not show up in your email at your primary work computer in your office. So there is a solution!

You can access email remotely and then still have your emails show up on your "main" computer email at work! These settings will walk you thru leaving a copy of your email messages on the email server so that they can be "pulled down" from multiple locations.

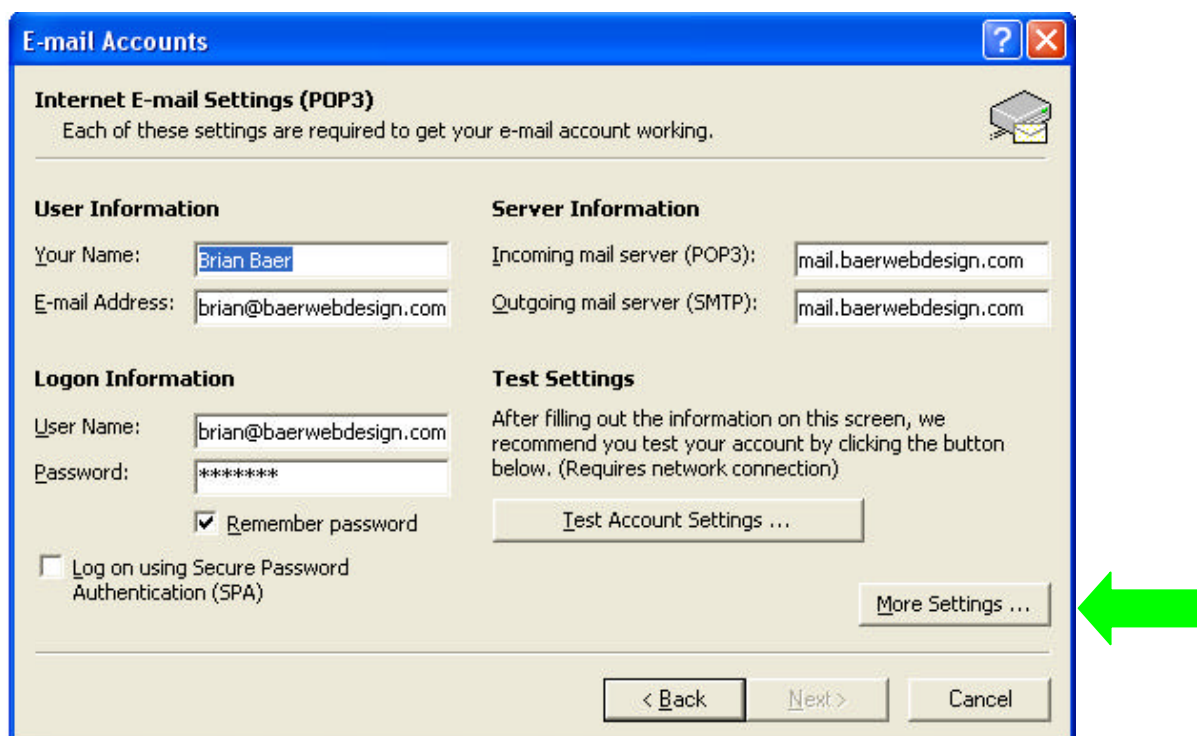
BACK-UP

By leaving your email messages stored on the server for a set number of days even after your Outlook email program has pulled them down to your computer, you'll have a built-in back-up of your most recent emails. Hopefully, you'll never need these as back-ups, but if your computer ever crashes, you'll be glad you took these steps! And don't worry, if you follow these steps properly, only one copy of your messages will be downloaded to your email program.

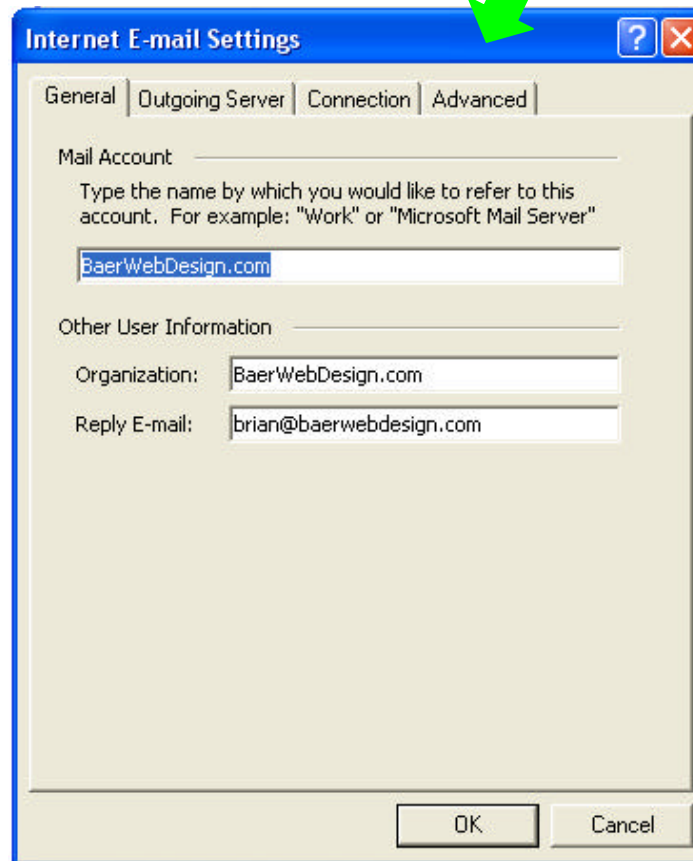
On your Outlook email main menu, go to “Tools” and select “Email Accounts” as you did before. Then, select the account you want to modify and click “Change”.

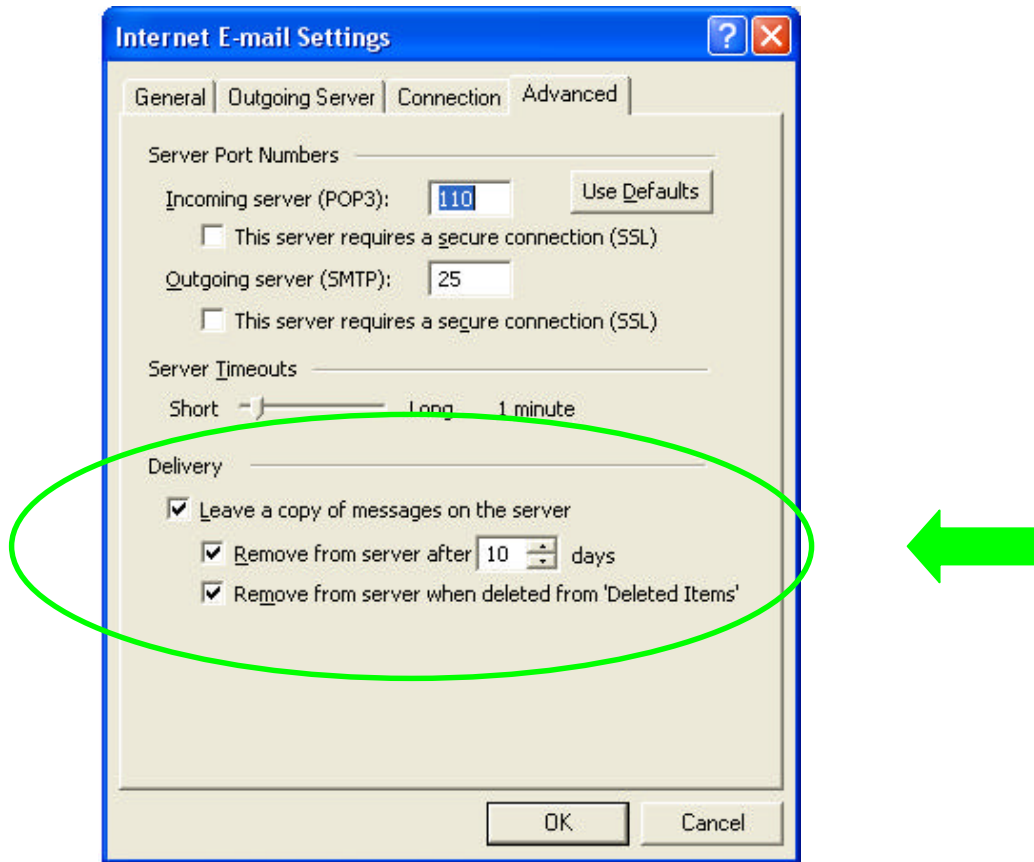


Next, click on “More Settings”



Now, click on the “Advanced” tab.





1. Make sure that all three boxes are checked.
2. Choose a number of days to leave messages on the server. 14 days is probably about the maximum that you should choose. Otherwise, you might fill up your allotted email capacity on the server. If you receive large attachments, be sure to save the attachments to your hard drive in place where you'll remember the location, and then delete the message in Outlook; otherwise the size of the attachments will clog up your allotted server space for inbound messages.
3. Once you find a happy medium for the number of days to leave messages on the server as back-up (and also so that you can access messages from other computers), it will become self-regulating. Every message you delete in Outlook will be deleted from the server. All messages older than "x" number of days will also be deleted, so you should never run into problems with using up your allotted email capacity.
4. **IMPORTANT!** If you check your email at home or via laptop elsewhere using Outlook or Outlook Express or any other POP3 service, then in order to assure that your main computer at work will always be able to download all of your emails, you'll have to do these steps on your computer at home and on your laptop as well. And the settings will be a bit different. **However, if you check email remotely and only use webmail (either mail.yourdomain.com or yourdomain.com/webmail) rather than Outlook or Outlook Express on another computer, then you don't have to worry about this and you can skip everything hereafter.**

On all computers, other than your "main" work computer, where you access email (home, laptop), you'll want the following settings.

- a. Check the "Leave a copy of messages on the server". This will assure that messages can still be downloaded by your "main" computer
- b. Uncheck the "remove from server..." If, for example, you're on vacation or away from the office for any extended period, you don't want any email messages removed automatically from the server in any set period of days. Otherwise, you wouldn't have them available the next time you access your email via your "main" computer.

- c. “Remove from server when deleted...”. This is a dicey one and you just have to be aware of what you’re doing.. If you have this checked and you delete an email message at home, then it will be gone forever and you won’t be able to get that email on your “main” computer at work. But there may be emails you want at work that you’ll no longer want at home...so be careful, because if you delete them at home, you’ll delete them forever. On the other hand, it can be good to have this box checked because when you delete all of the spam at home or on your laptop, you actually want that gone forever and not to show up again in your email at work. So I recommend checking this box, but being aware of the situation.

If you leave the box unchecked, then you can delete to your heart’s content from a home computer or your laptop. In this case, a copy of all messages will still be on the server so when you access email from work at your “main” computer, you’ll get everything, junk mail and all.