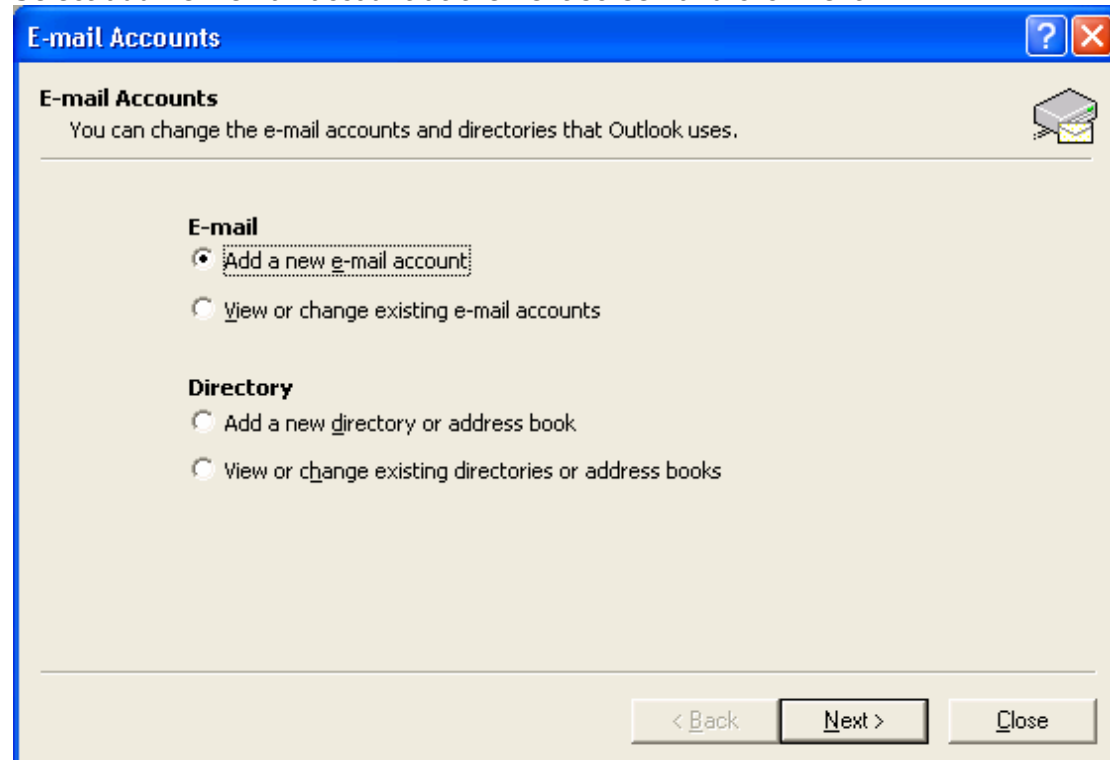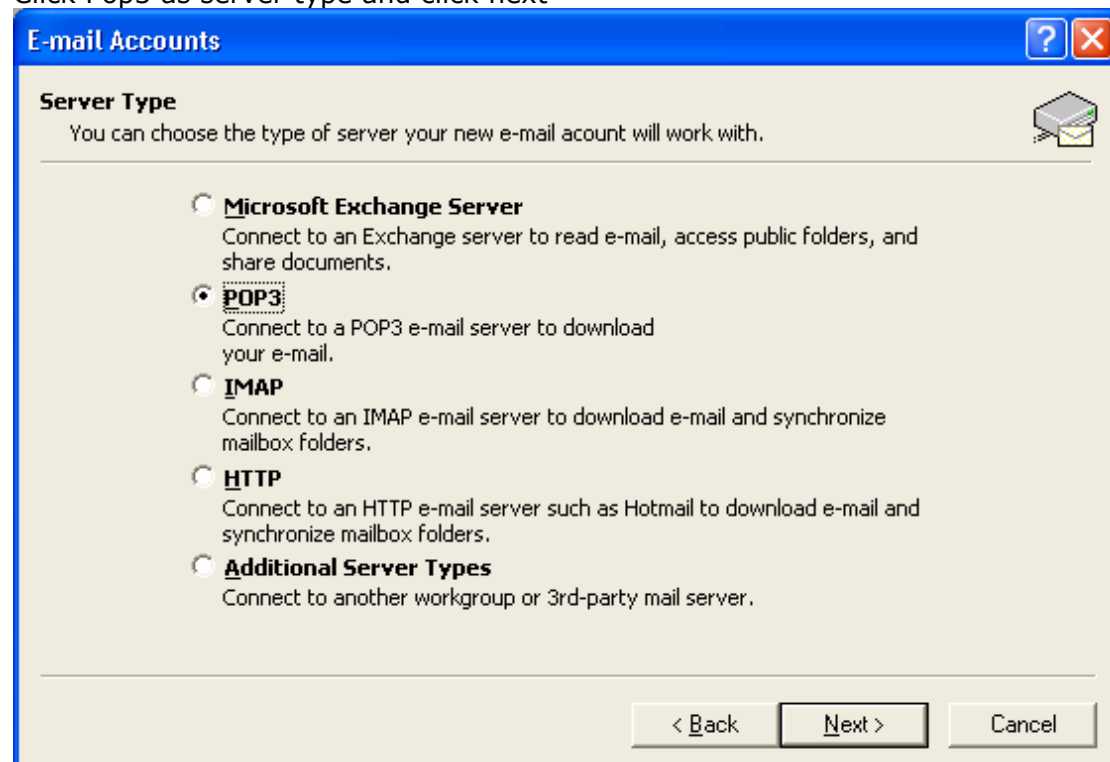# Mailbox Setup

Setup email in MS Outlook

Select tools

Email accounts

Select add new email account at the next screen and click next

Click Pop3 as server type and click next

User Information

Your name, the name you want the emails to appear from.

E-mail Address, your email address

Logon Information

Enter your email address into the User Name field

Enter your password into the password field *note password is case sensitive*
Server Information

Incoming Mail Server (POP3) mail.yourdomain.com.au

Outgoing Mail Server (SMTP) mail.yourdomain.com.au
We suggest using your own outgoing mail server instead of the one supplied
by your internet service provider. See instructions on the next page

Using your domain SMTP server to send outgoing email

If using the outgoing mail server attached to your website/domain then you will need to follow the steps below
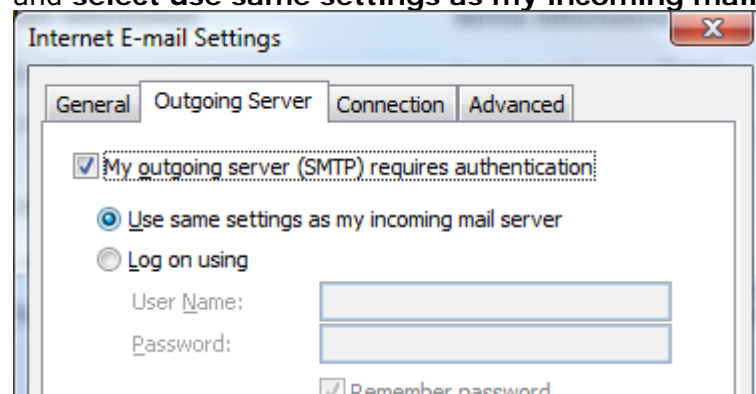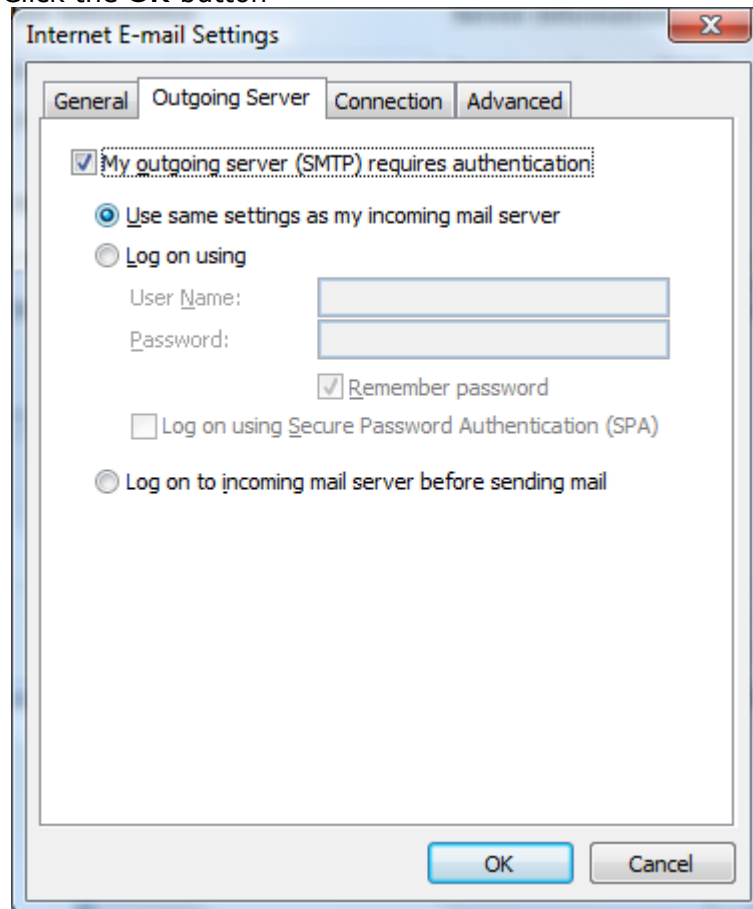Click the **More Settings** Button

Select the **Outgoing Server** tab
and **select use same settings as my incoming mail server**

Click the **OK** button

Click **Next**
Then Click **finish**

Click test account settings to confirm correct mailbox setup.
If this test fails then review all steps ensuring that
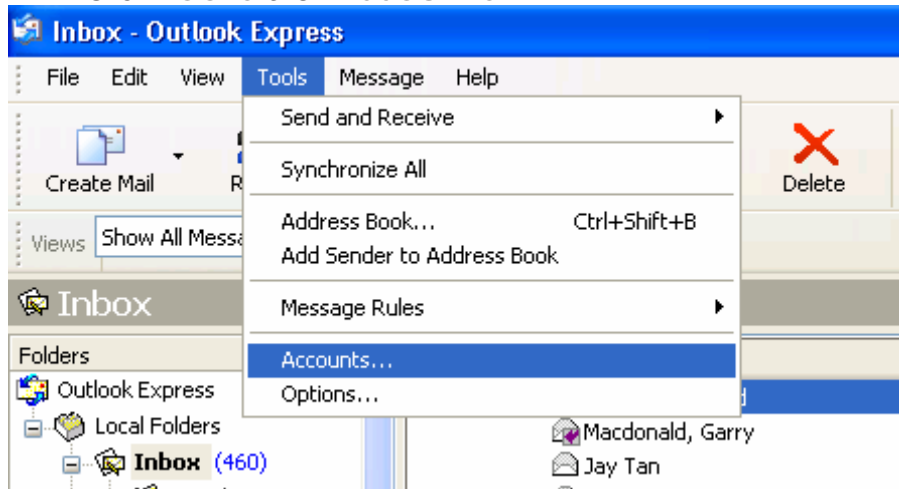
You have entered the correct email address

You have entered the correct password remembering that this is case
sensitive

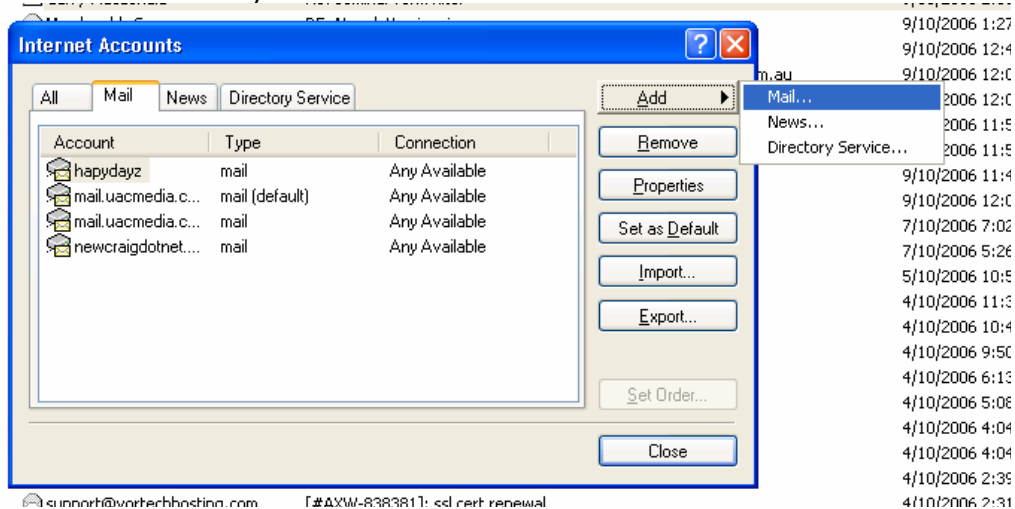You have entered the correct email address into the user name field

You have entered your internet service providers, or your outgoing SMTP
server under server information
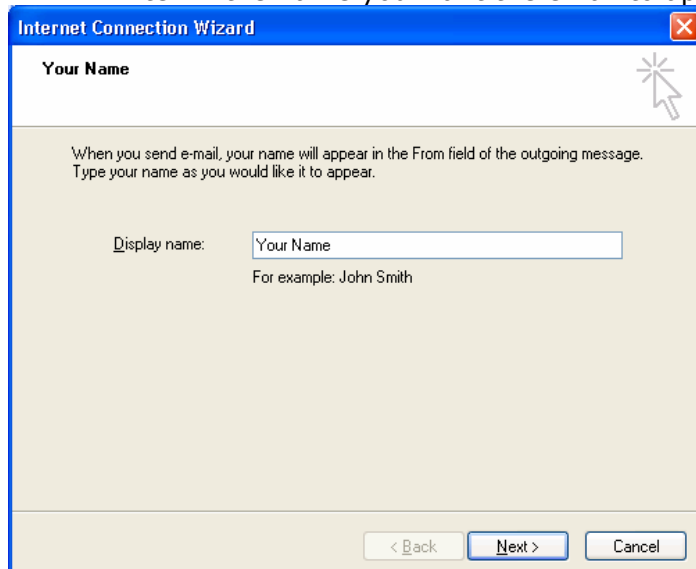
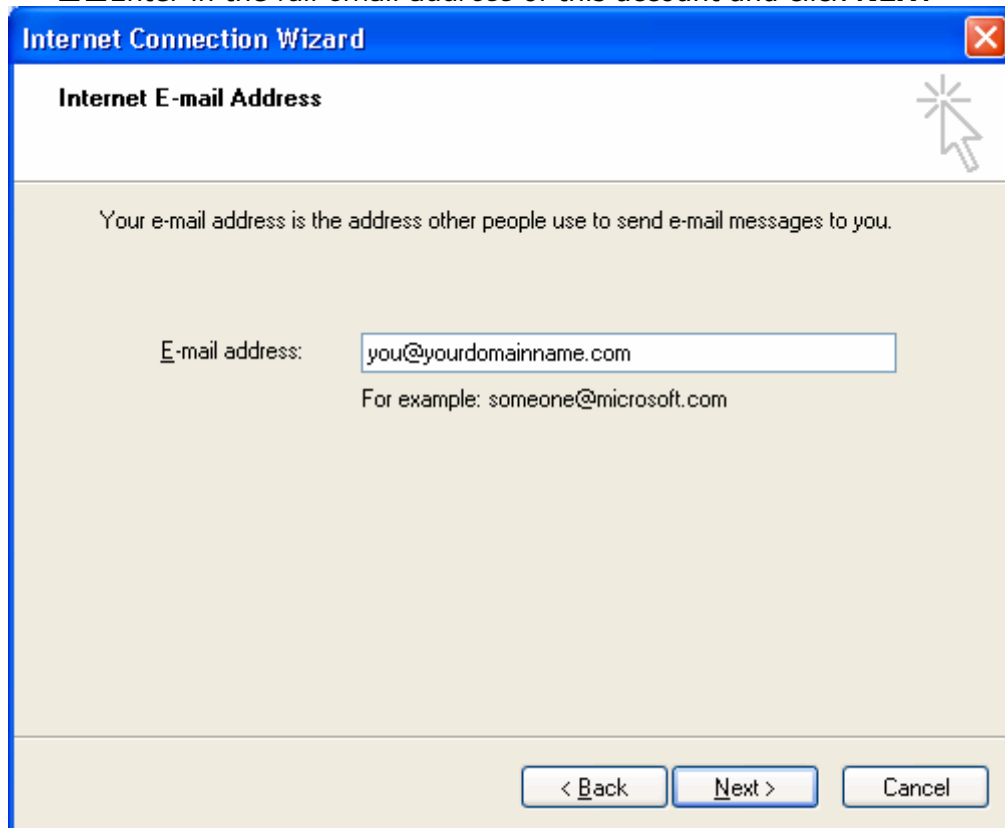*Setting up email accounts in Outlook Express*

Click **TOOLS** then **ACCOUNTS**

Make sure you are on the mail tab then click the **ADD** button then **MAIL**

Enter in the name you want the email to appear from then click **NEXT**

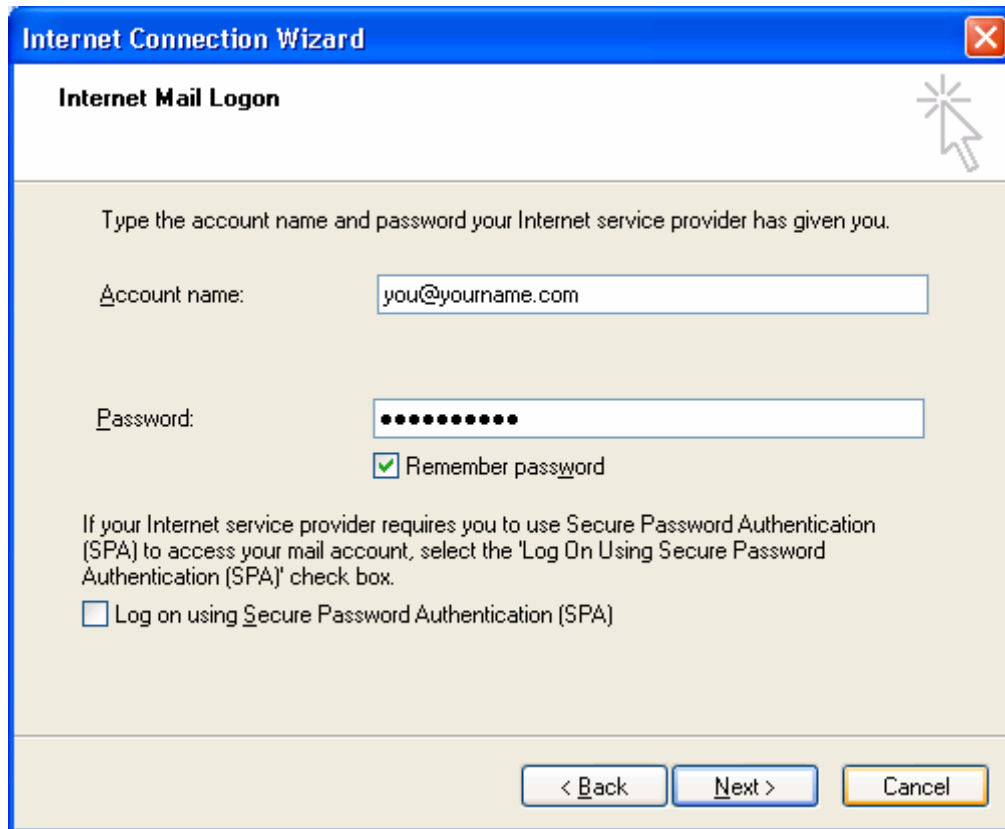Enter in the *full email address* of this account and click **NEXT**

Enter in E-mail Server names

The incoming mail server will be **mail.yourdomainname.com** and the outgoing mail (SMTP) server will be your internet service providers outgoing SMTP mail server name *such as mail.bigpond.com* then click **NEXT**.

Then enter in the full **email address** for the account name and the password *you have been sent by us for this email account*

Then click **NEXT** and then **FINISH**

and **CLOSE**

Using your domain SMTP server to send

If using the outgoing mail server attached to your website/domain then you will need to follow the steps below

Select the desired email account
Click the Properties Button

On the next screen
Click the servers tab
Under the Outgoing Mail Server Heading
Tick My Server Requires Authentication
Then Click the Settings Button

On the resulting screen
Select Use same settings as my incoming mail server

Click OK
At the next screen
Click OK again
At the next screen
Click Close
Send an email to yourself to test this new email account.

Accessing webmail

Note webmail can only be used to access mailboxes
To access your email via a web browser

1. Launch your web browser eg Internet Explorer, Mozilla etc

2. In the address box type your mail server address e.g.
   mail.yourdomain.com

   a. Note this can be found under your control panel

   b. After logging in to your control panel

   c. Click mail info --- Mail manager

   d. Your mail server details are listed under the mail service heading

3. You will be presented with the following screen

H-SPHERE

This is the default H-Sphere server page. From here you are able to access the following services:

E-mail Utilities:

Squirrelmail—mail client
IMP—mail client
Change your POP3 password

If this page is not what you wanted to get, most probably, one of the one of the following situations occured:

- Domain name refers to H-Sphere logical server, e.g., **web.service-domain.com**
- Third-level domain name does not exist. Maybe, you typed it incorrectly, e.g., **valeed-domain** .example.com instead of **valid-domain**.example.com
- Domain incorrectly points to this H-Sphere server.

4. Click either

    a. Squirrelmail or

    b. IMP mail client

5. Enter your email address and password

6. Click login

Documentation for squirrelmail can be found here
http://www.squirrelmail.org/docs/user/user.html
Documentation for IMP can be found here
http://www.horde.org/imp/docs/

http://www.uacinfotech.com.au
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