

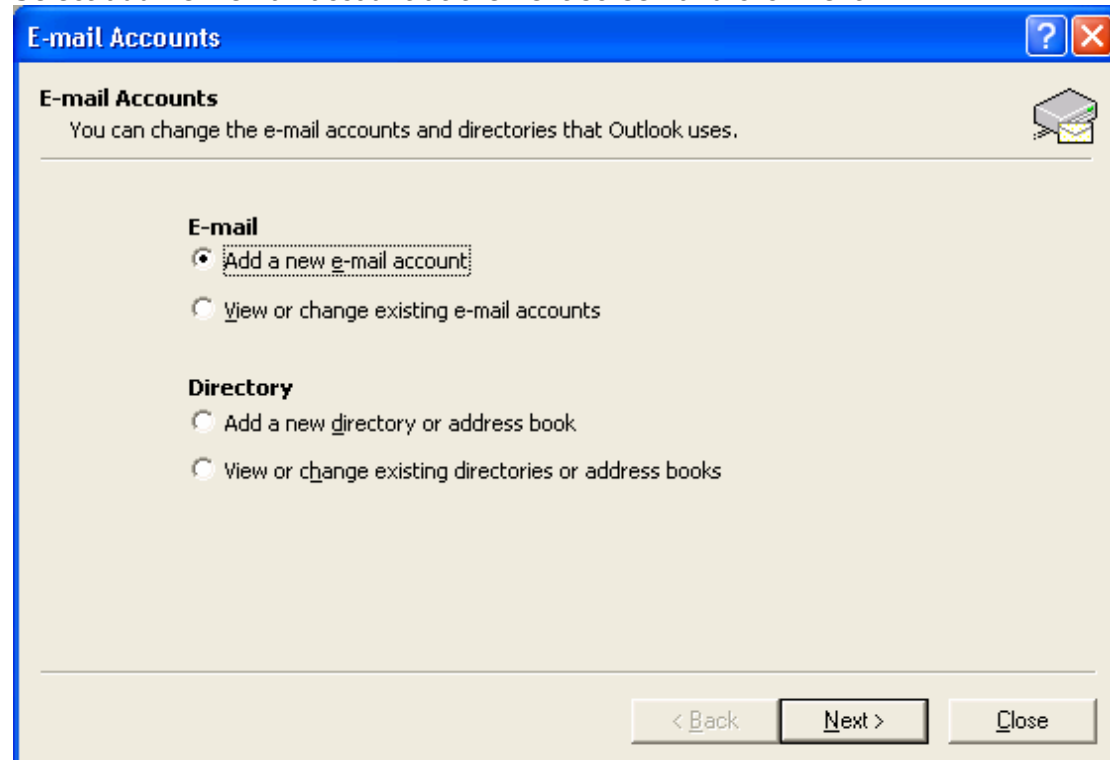
Mailbox Setup

Setup email in MS Outlook

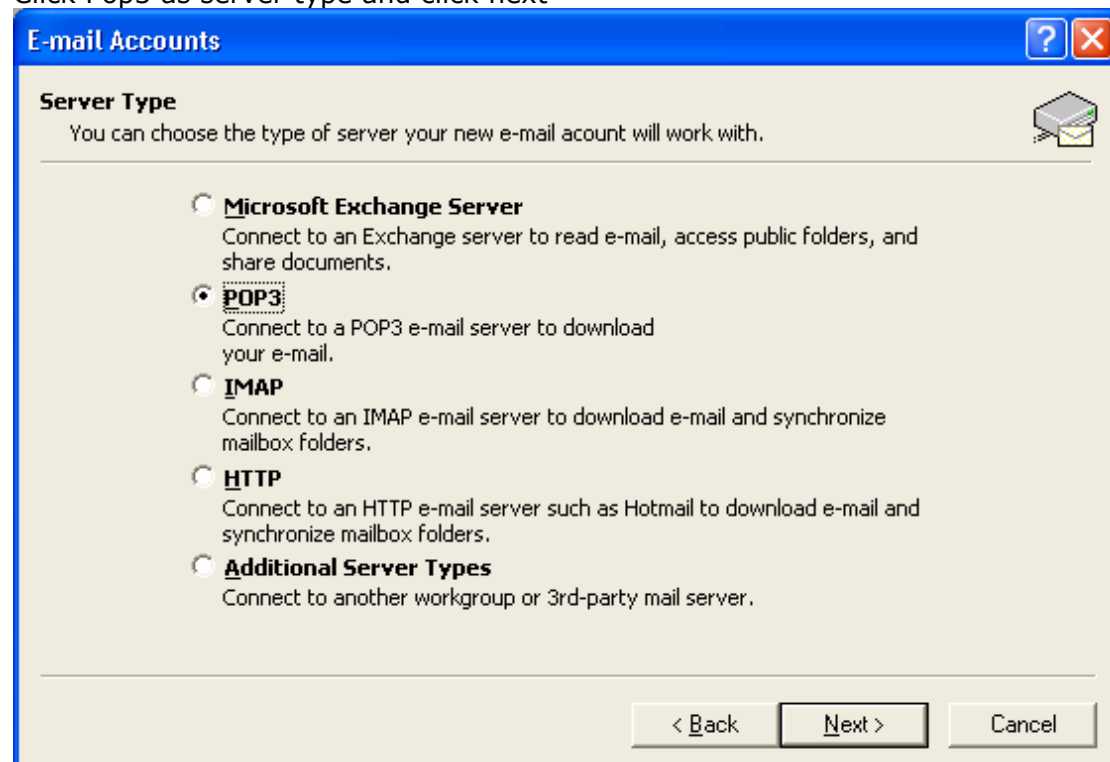
Select tools

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

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a blue header bar containing a question mark icon and a close button. The main content area has a title "Internet E-mail Settings (POP3)" and a subtitle "Each of these settings are required to get your e-mail account working." with a small icon of a mail folder. The settings are organized into four sections: "User Information" with fields for "Your Name" (containing "My Display Name") and "E-mail Address" (containing "you@yourdomain.com"); "Logon Information" with fields for "User Name" (containing "you@yourdomain.com") and "Password" (containing "*****"), a checked "Remember password" checkbox, and an unchecked "Log on using Secure Password Authentication (SPA)" checkbox; "Server Information" with fields for "Incoming mail server (POP3)" (containing "mail.yourdomain.com.au") and "Outgoing mail server (SMTP)" (containing "your ISP SMTP Server"); and "Test Settings" with a text block explaining the recommendation to test the account and a "Test Account Settings ..." button. At the bottom right is a "More Settings ..." button. At the very bottom are three buttons: "< Back", "Next >", and "Cancel".

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:

Logon Information

User Name:

Password:

☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

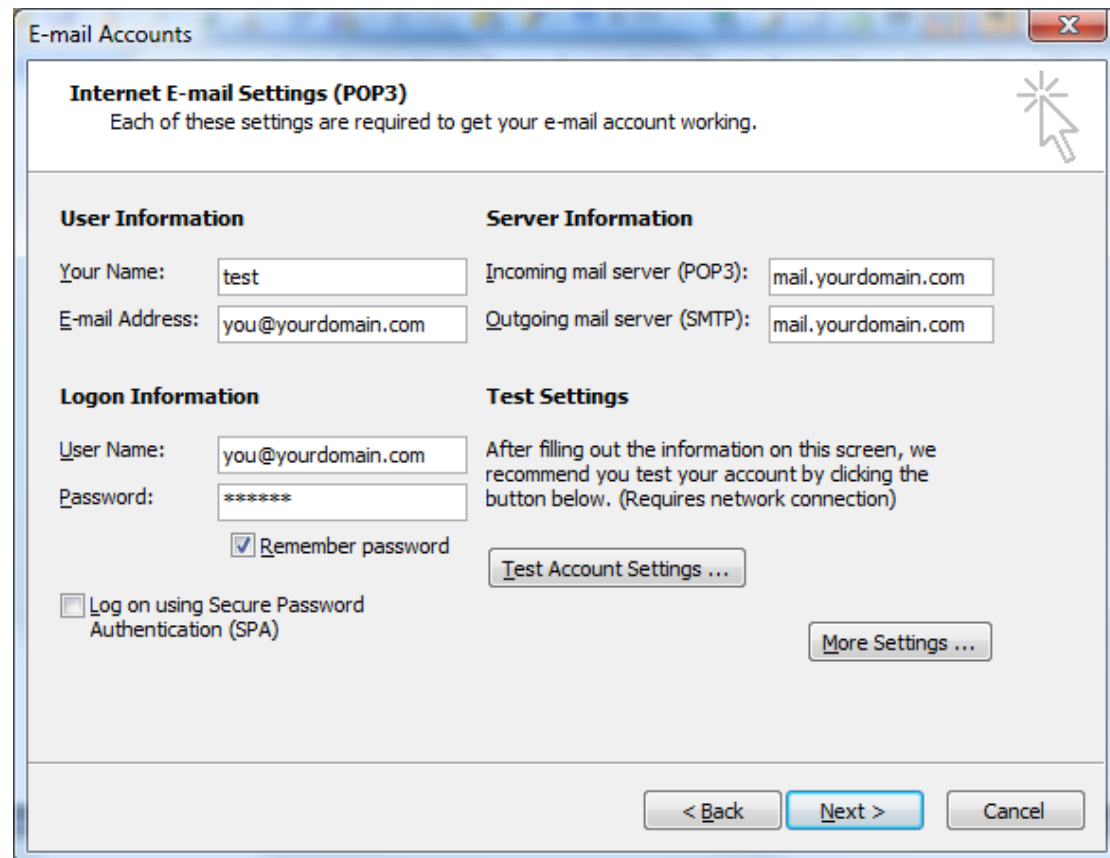
Test Settings

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

Using your domain SMTP server to send outgoing email

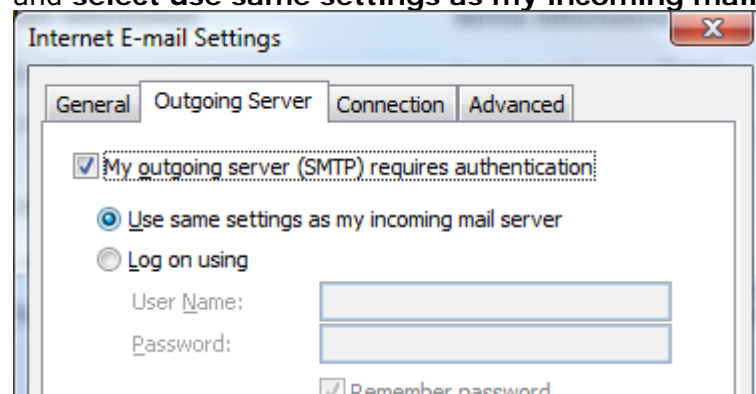
If using the outgoing mail server attached to your website/domain then you will need to follow the steps below

Click the **More Settings** Button



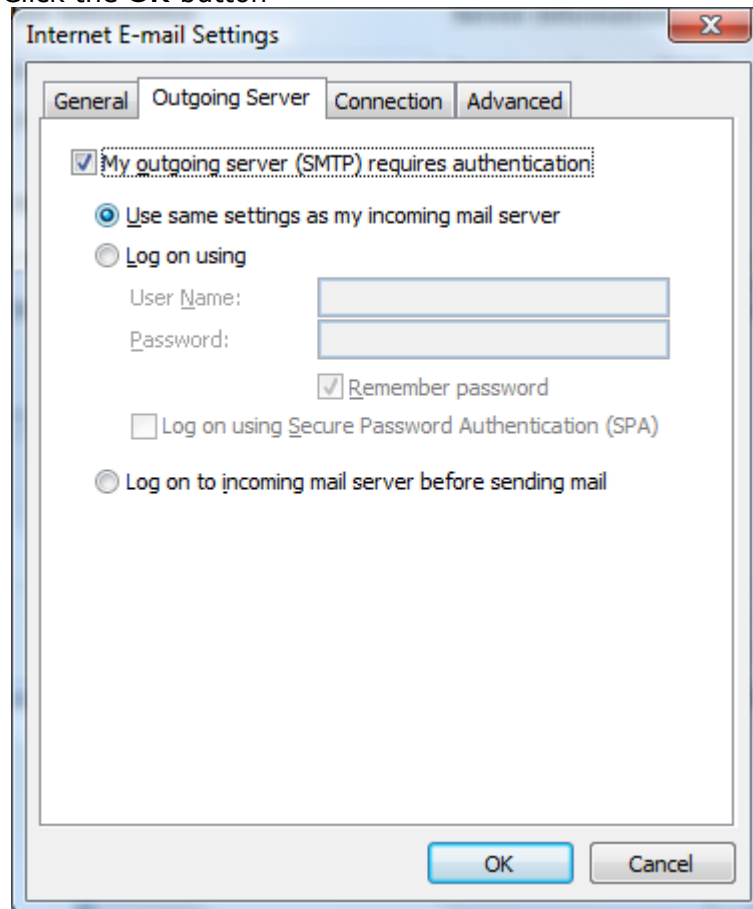
The screenshot shows the 'E-mail Accounts' window with the 'Internet E-mail Settings (POP3)' tab selected. The window contains several sections: 'User Information' with fields for 'Your Name' (test) and 'E-mail Address' (you@yourdomain.com); 'Server Information' with fields for 'Incoming mail server (POP3)' and 'Outgoing mail server (SMTP)' (both mail.yourdomain.com); 'Logon Information' with fields for 'User Name' (you@yourdomain.com) and 'Password' (masked with asterisks), and a checked 'Remember password' checkbox; and 'Test Settings' with a 'Test Account Settings ...' button. A 'More Settings ...' button is located at the bottom right. At the bottom of the window are '< Back', 'Next >', and 'Cancel' buttons. A mouse cursor is pointing at a star icon in the top right corner.

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



The screenshot shows the 'Internet E-mail Settings' window with the 'Outgoing Server' tab selected. The 'General' tab is also visible. The 'Outgoing Server' section has a checked checkbox for 'My outgoing server (SMTP) requires authentication:'. Below this, the 'Use same settings as my incoming mail server' radio button is selected. There are also 'Log on using' radio buttons and fields for 'User Name' and 'Password'. A 'Remember password' checkbox is checked at the bottom.

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

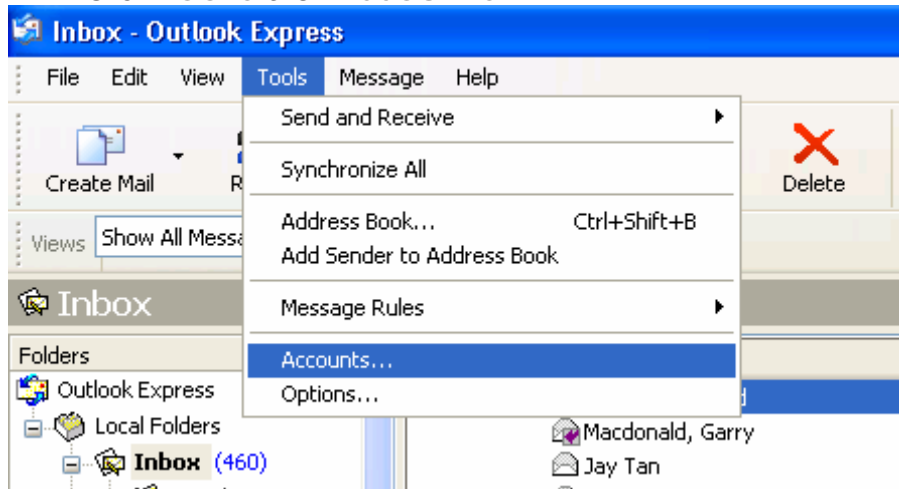
You have entered the correct password remembering that this is case sensitive

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

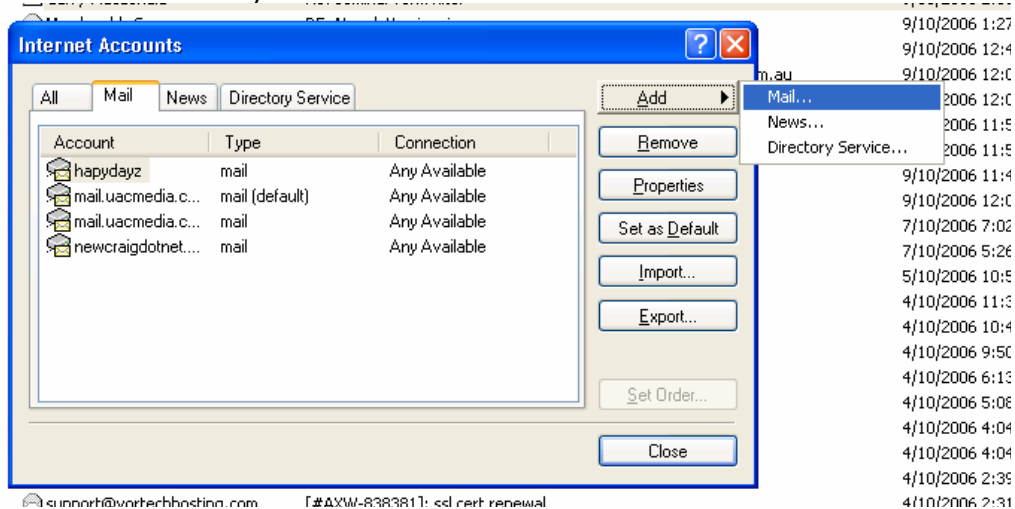
You have entered your internet service providers, or your outgoing SMTP server under server information

Setting up email accounts in Outlook Express

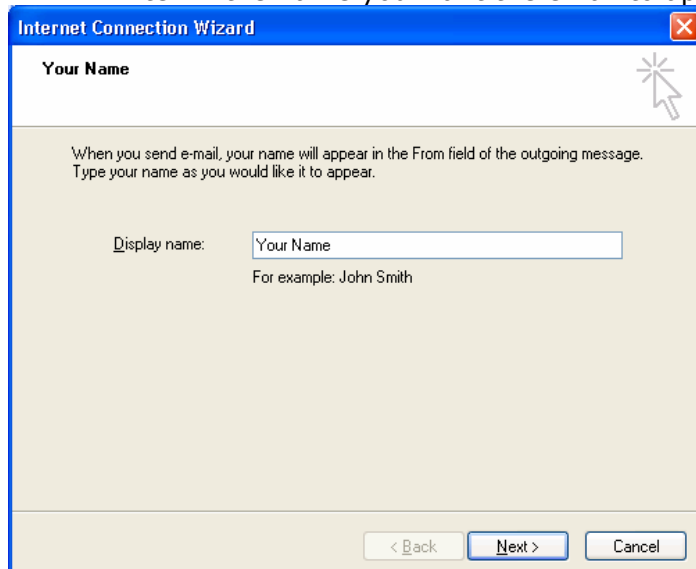
☐☐ Click **TOOLS** then **ACCOUNTS**



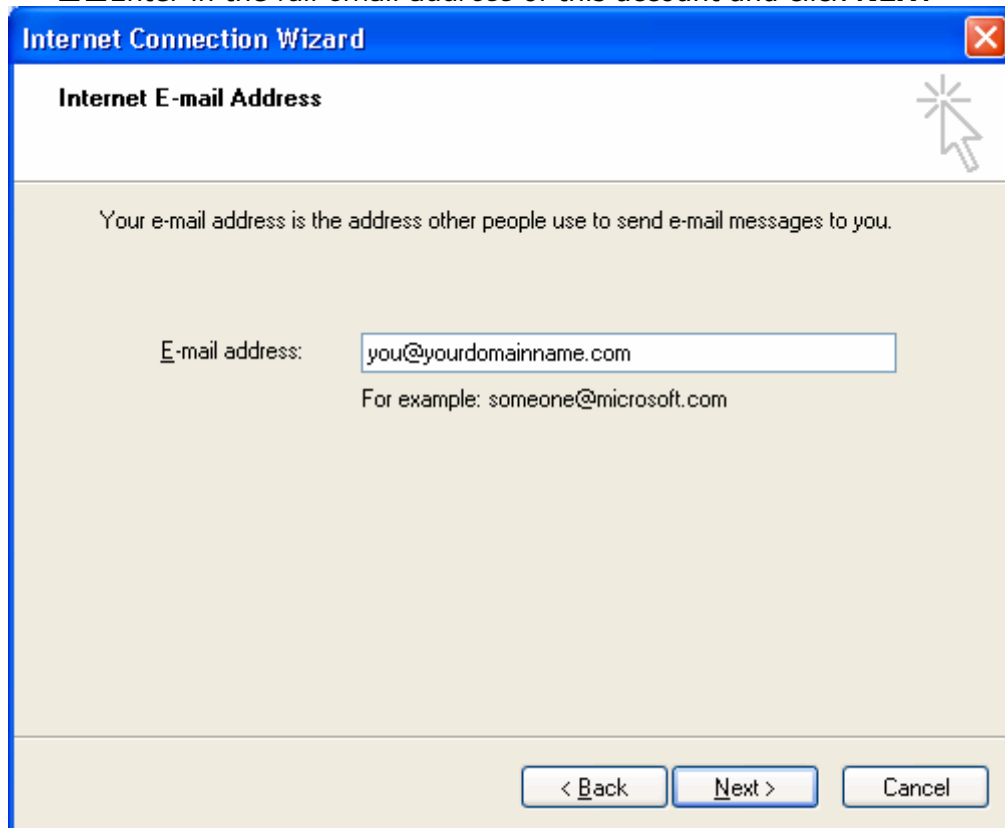
☐☐ Make sure you are on the mail tab then click the **ADD** button then **MAIL**



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



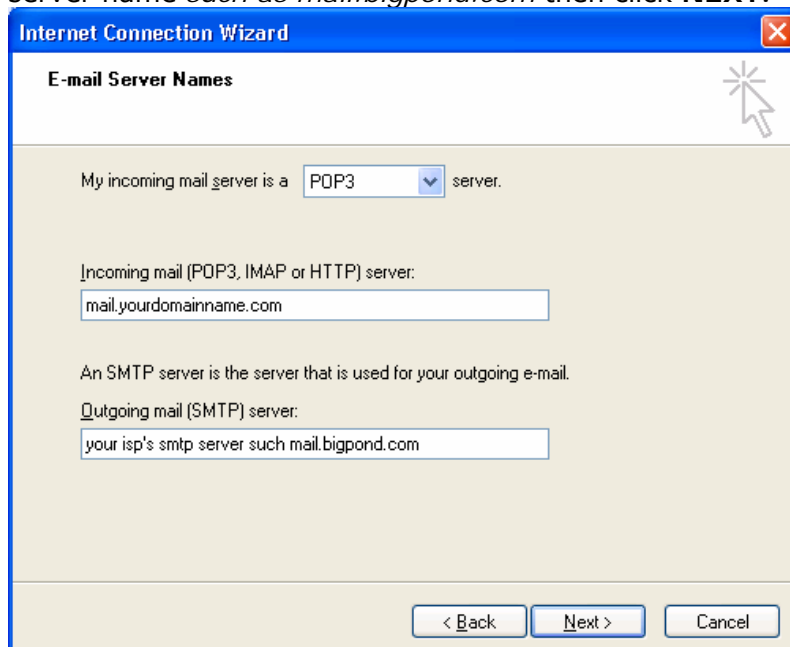
☐☐ Enter in the *full email address* of this account and click **NEXT**



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. It includes a close button (X) in the top right corner and a help icon (question mark) in 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.' Below this, there is a text input field labeled 'E-mail address:' containing the placeholder text 'you@yourdomainname.com'. Below the input field, it says 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

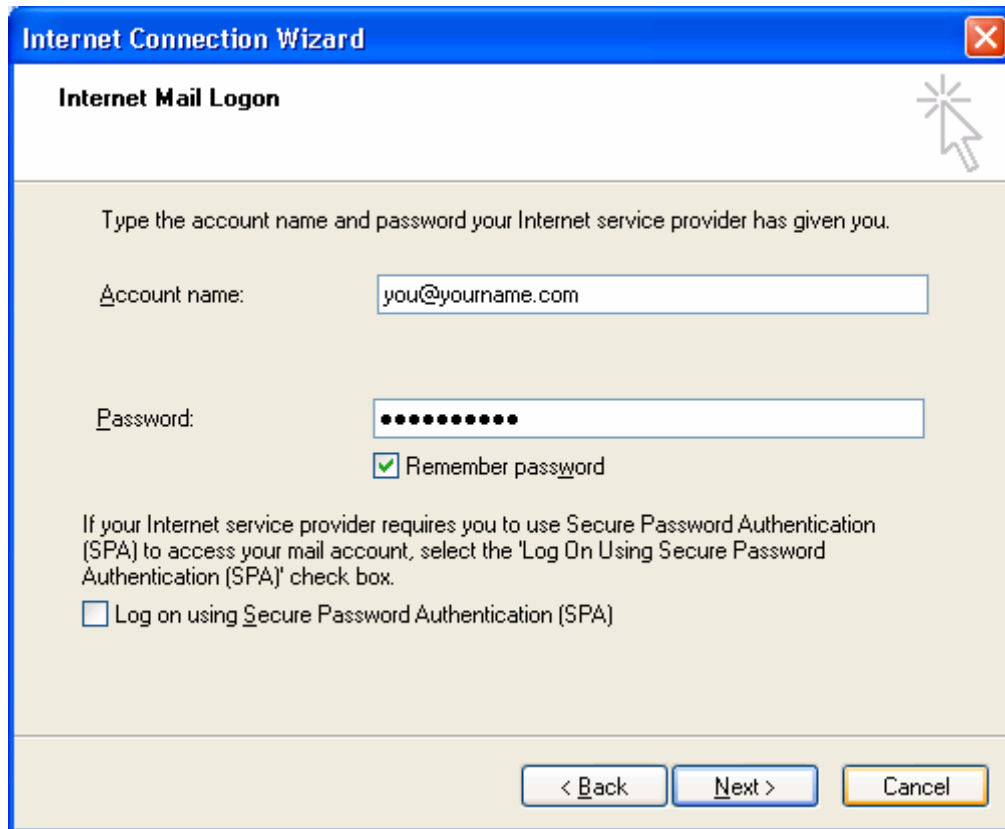
☐☐ Enter in E-mail Server names

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**.



The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. It includes a close button (X) in the top right corner and a help icon (question mark) in the top right corner. The main text reads: 'My incoming mail server is a POP3 server.' Below this, there is a text input field labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing the placeholder text 'mail.yourdomainname.com'. Below this, it says 'An SMTP server is the server that is used for your outgoing e-mail.' Below this, there is a text input field labeled 'Outgoing mail (SMTP) server:' containing the placeholder text 'your isp's smtp server such mail.bigpond.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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



The dialog box is titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". It contains a text box for "Account name" with the value "you@yourname.com" and a text box for "Password" with masked characters. There is a checked checkbox for "Remember password" and an unchecked checkbox for "Log on using Secure Password Authentication (SPA)". At the bottom are buttons for "< Back", "Next >", and "Cancel".

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name: you@yourname.com

Password:

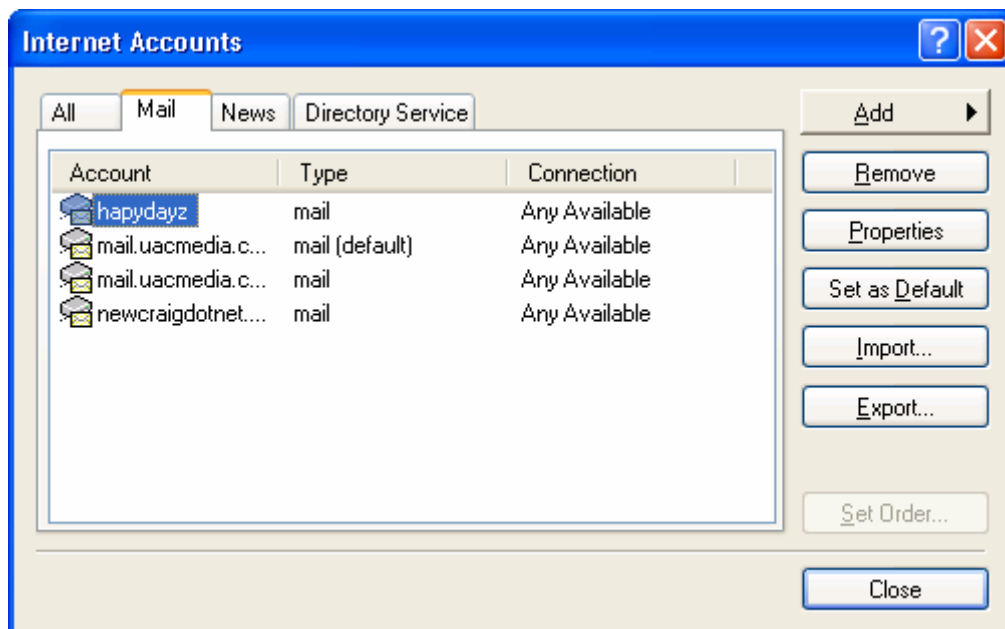
☒ Remember password

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.

☐ Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

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



The dialog box is titled "Internet Accounts". It has tabs for "All", "Mail", "News", and "Directory Service". The "Mail" tab is selected. It contains a table with columns "Account", "Type", and "Connection". The table lists four accounts: "happydayz", "mail.uacmedia.c...", "mail.uacmedia.c...", and "newcraigdotnet...". To the right of the table are buttons for "Add", "Remove", "Properties", "Set as Default", "Import...", "Export...", "Set Order...", and "Close".

Internet Accounts

All Mail News Directory Service

Account	Type	Connection
happydayz	mail	Any Available
mail.uacmedia.c...	mail (default)	Any Available
mail.uacmedia.c...	mail	Any Available
newcraigdotnet...	mail	Any Available

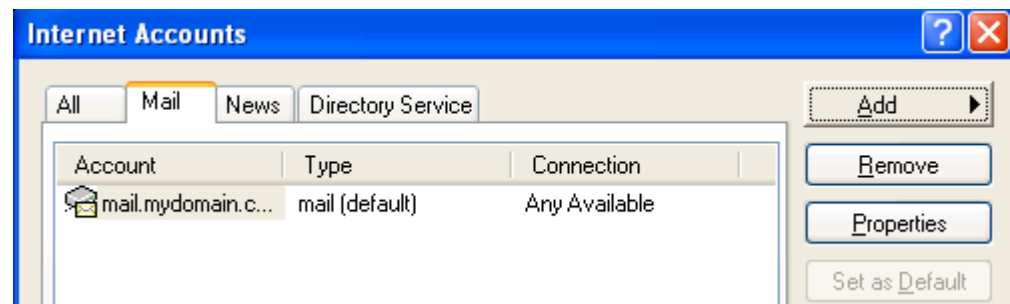
Add Remove Properties Set as Default Import... Export... Set Order... Close

- and **CLOSE**

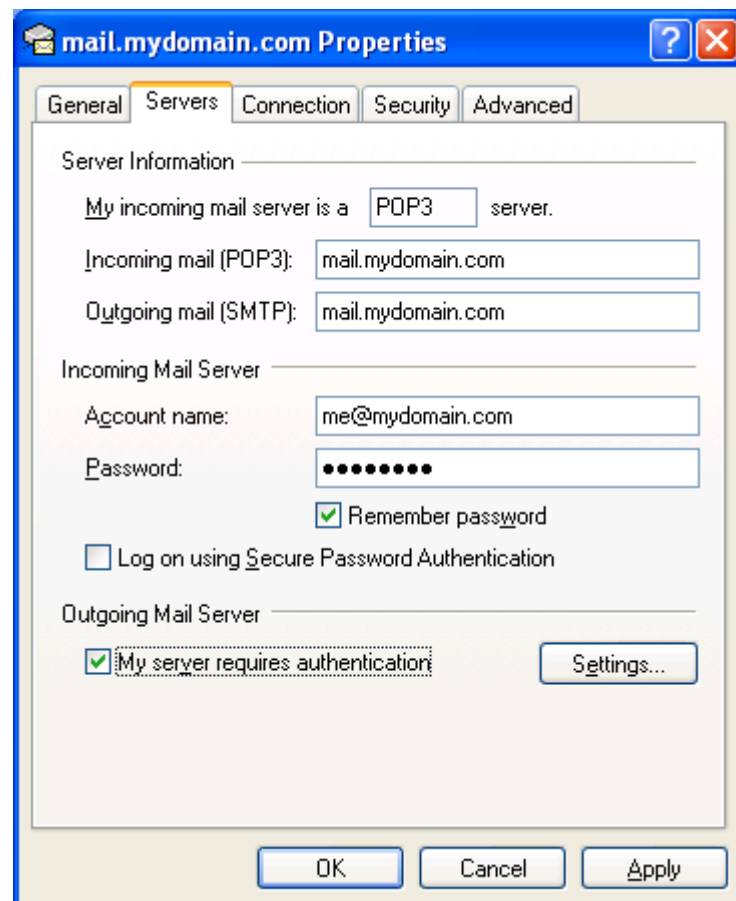
Using your domain SMTP server to send

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

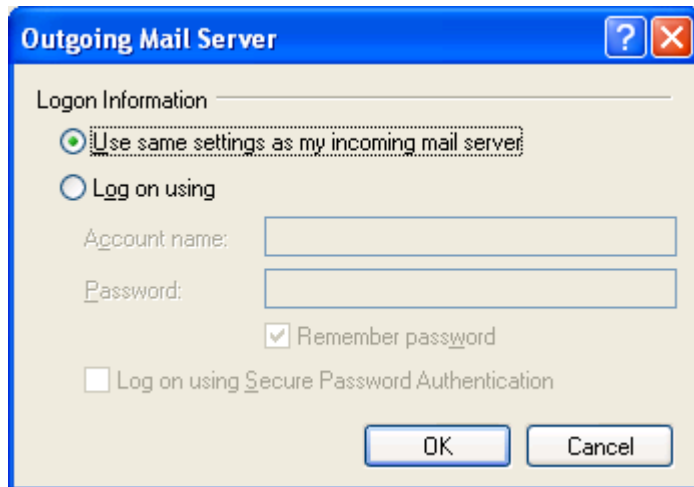


On the next screen
Click the servers tab
Under the Outgoing Mail Server Heading
Tick My Server Requires Authentication
Then Click the Settings Button



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 occurred:

- 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>

©2007 U.A.C InfoTech Solutions