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Mailbox Setup

Contents

Setup email in MS Outlook 2007.....	2
Accessing webmail	7

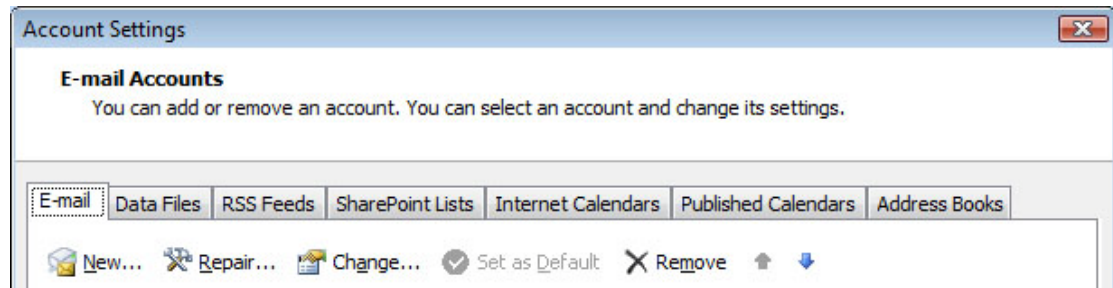
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Setup email in MS Outlook 2007

Select tools

Account Settings

Select the email account Tab and click New



Click Microsoft Exchange, Pop3, IMAP or HTTP and click next



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Click manually configure server settings or additional server types and click next

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

☒ Manually configure server settings or additional server types

< Back Next > Cancel

Click Internet Email and click next

Add New E-mail Account

Choose E-mail Service

☒ **Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

☐ **Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

☐ **Other**
Connect to a server type shown below.

Fax Mail Transport
Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

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Enter the account information, and then click the more settings button

Add New E-mail Account

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

User Information
Your Name: test
E-mail Address: enter your full email address

Server Information
Account Type: POP3
Incoming mail server: your domain incoming mail serv
Outgoing mail server (SMTP): ir domain outgoing mail server

Logon Information
User Name: enter your full email address
Password: *****
☒ Remember password
☐ Require logon using Secure Password Authentication (SPA)

Test Account 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 the Outgoing Server Tab and click
My outgoing server (SMTP) requires authentication

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

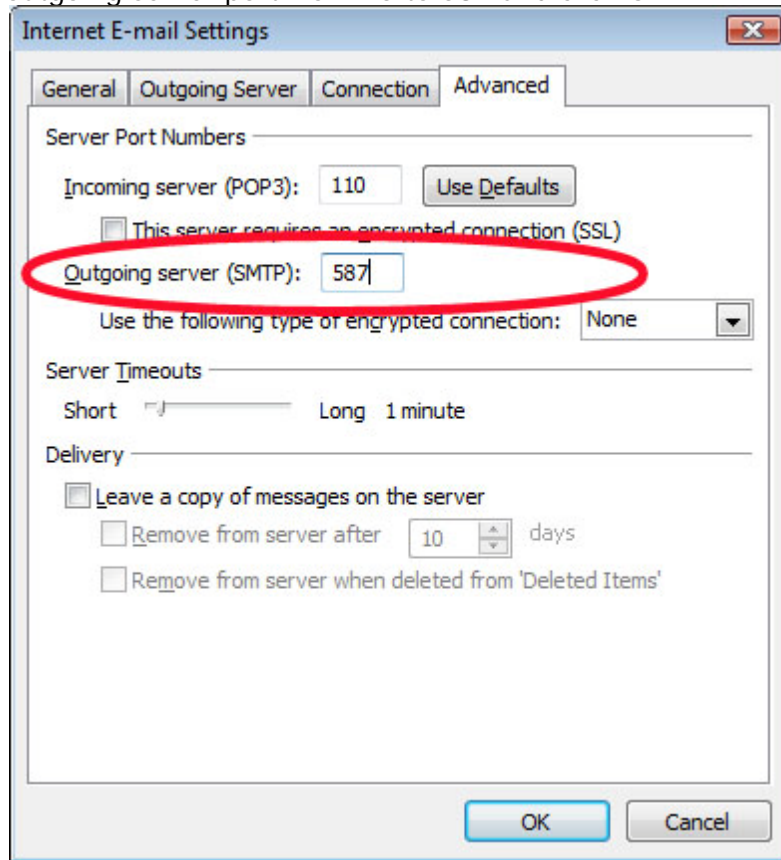
☐ Require Secure Password Authentication (SPA)

☐ Log on to incoming mail server before sending mail

OK Cancel

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Now click the Advanced Tab and change the outgoing server port from 25 to 587 and click OK



You will now be back to the main setup screen

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Now click Test Account Settings.

Add New E-mail Account

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

User Information
Your Name: test
E-mail Address: enter your full email address

Server Information
Account Type: POP3
Incoming mail server: your domain incoming mail serv
Outgoing mail server (SMTP): ir domain outgoing mail server

Logon Information
User Name: enter your full email address
Password: *****
☒ Remember password
☐ Require logon using Secure Password Authentication (SPA)

Test Account 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

If all went well Outlook 2007 should have successfully sent and retrieved a test email via your new account

Send an email to yourself to test this new email account.

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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

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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