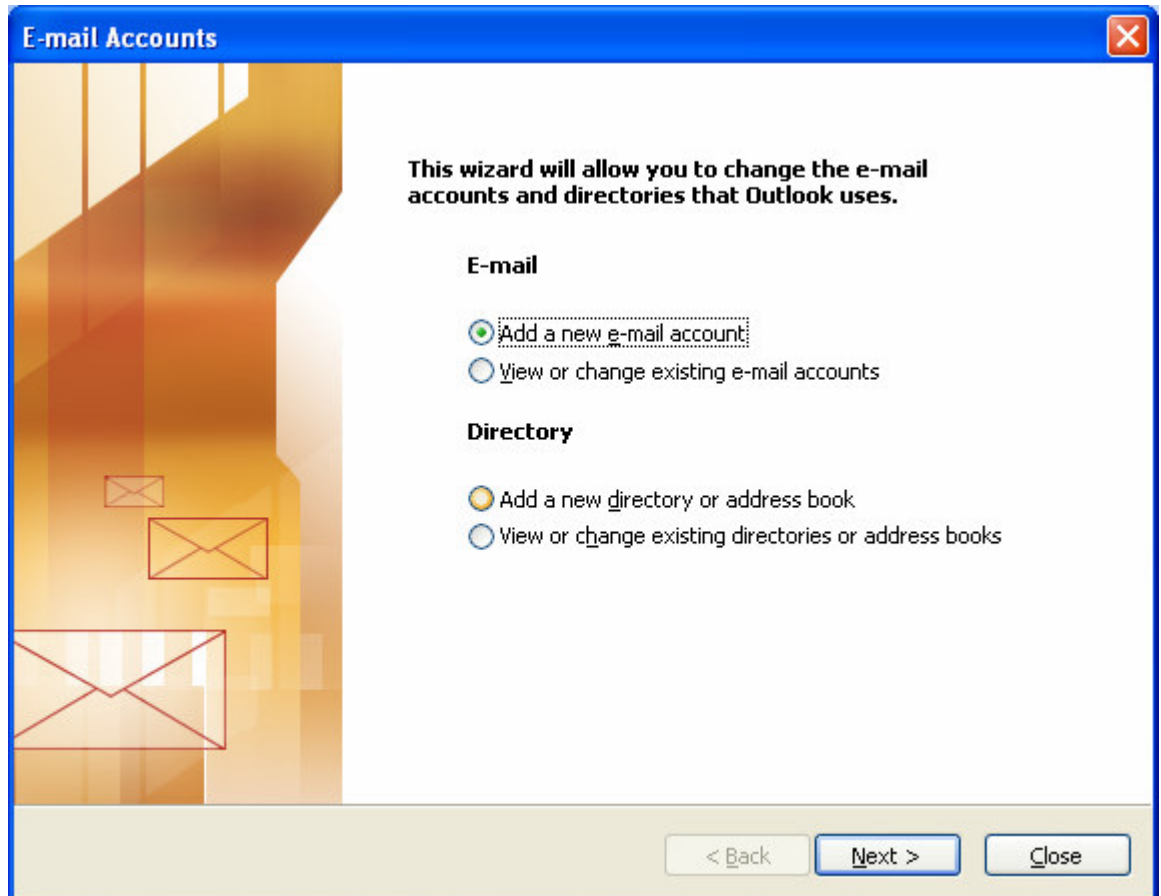


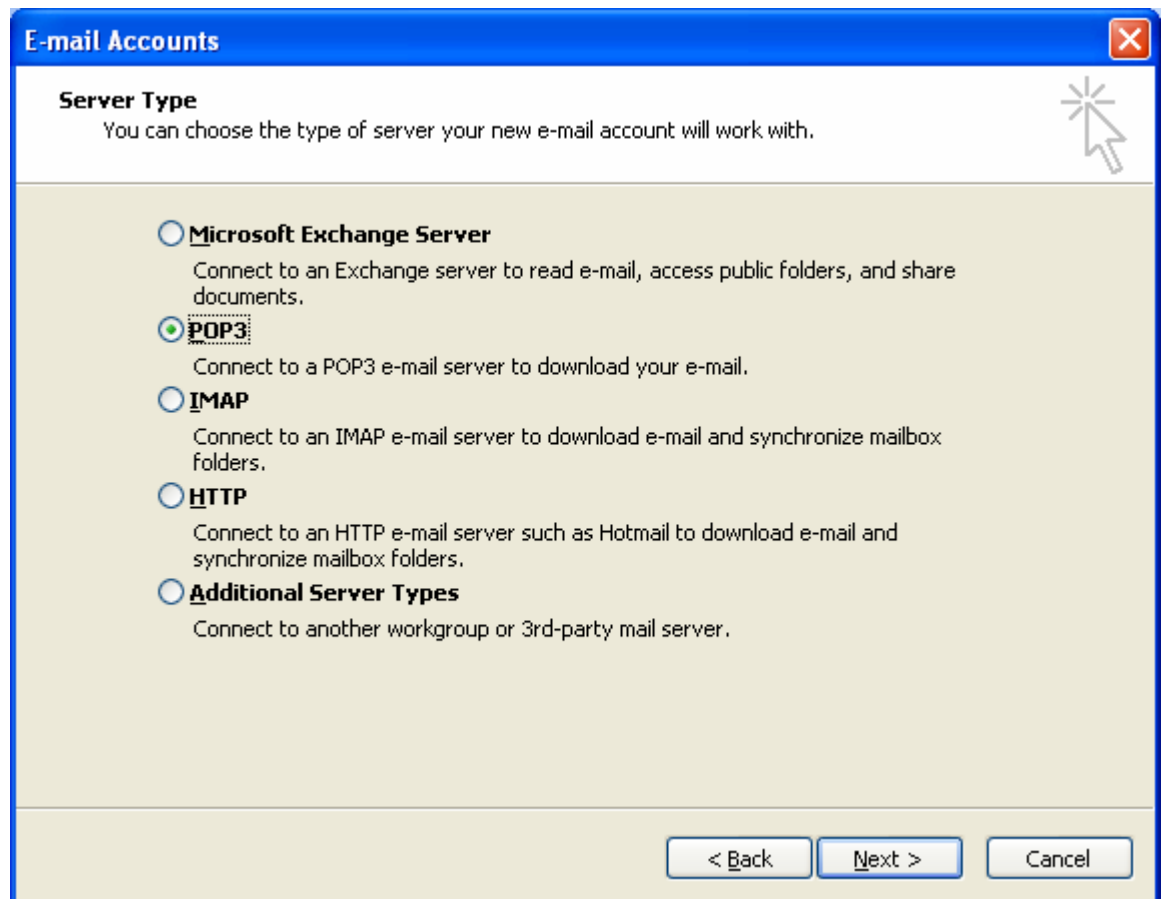
**To Set Up your email client Manually**  
**Select Client: [Outlook](#) [Outlook Express](#)**

**1. For Microsoft Outlook**

**In Outlook, click on Tools > Email  
Accounts.**



**Select Add a new e-mail account and click  
Next**



**Select Pop3 and 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**

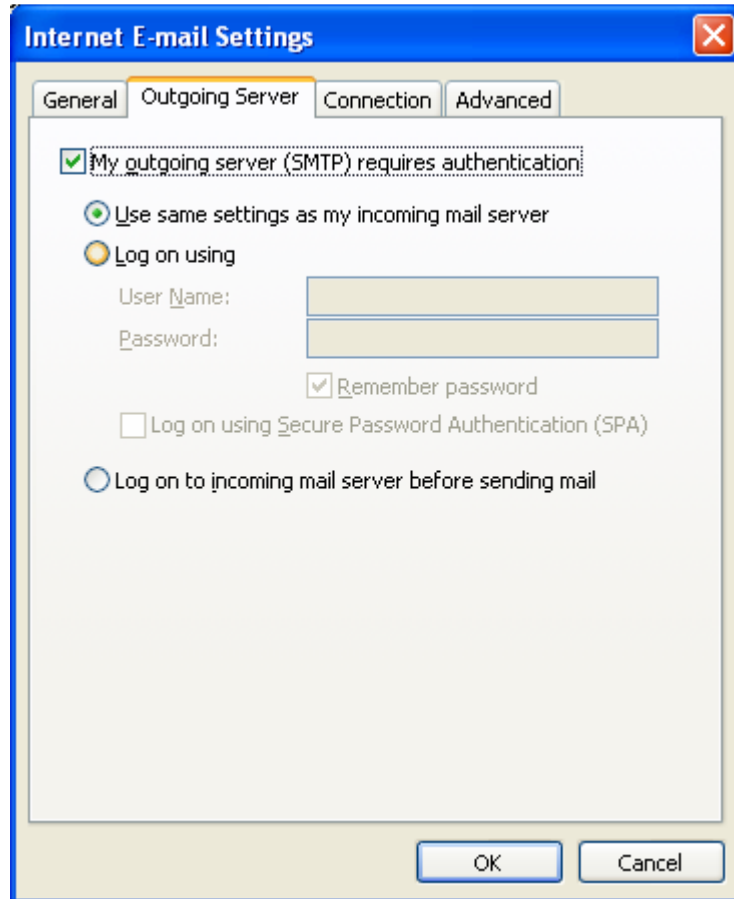
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

**Fill out all information on this form, using your information. Your incoming and outgoing mail servers should be:**

**Mail.<your domain name>.ext**

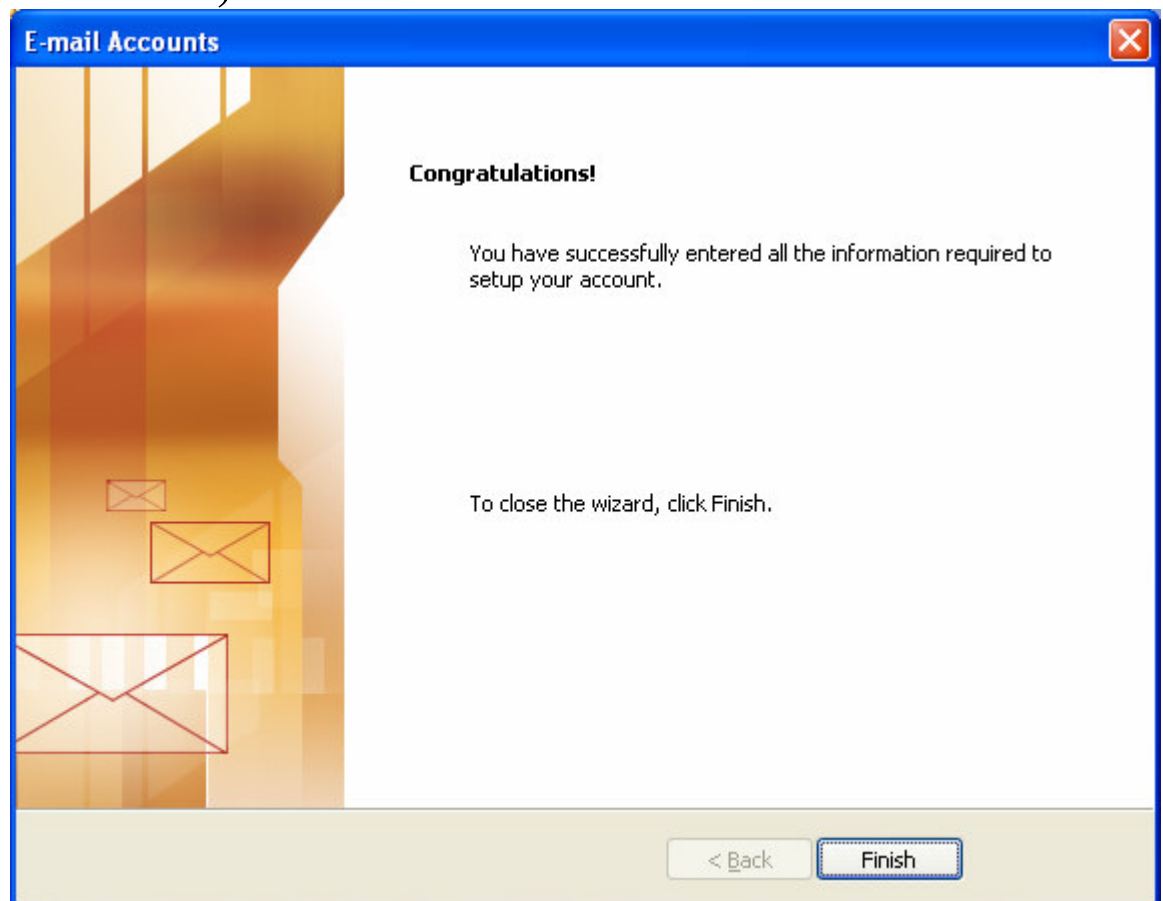
**(ext should be your domain extension, such as .com, .net, .us, etc...)**

**Click on More Settings and the Outgoing Server tab.**



**Make sure that the My outgoing server (SMTP) requires authentication box is checked, and Use same settings as my incoming mail server is selected.**

**Click Ok, then Next.**

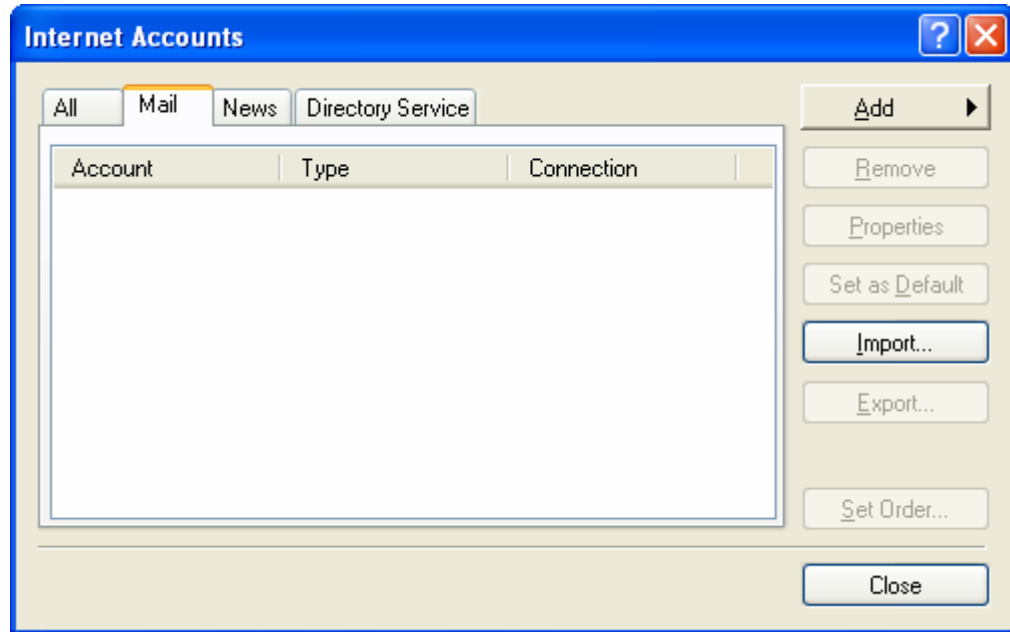


**Then click Finish.**

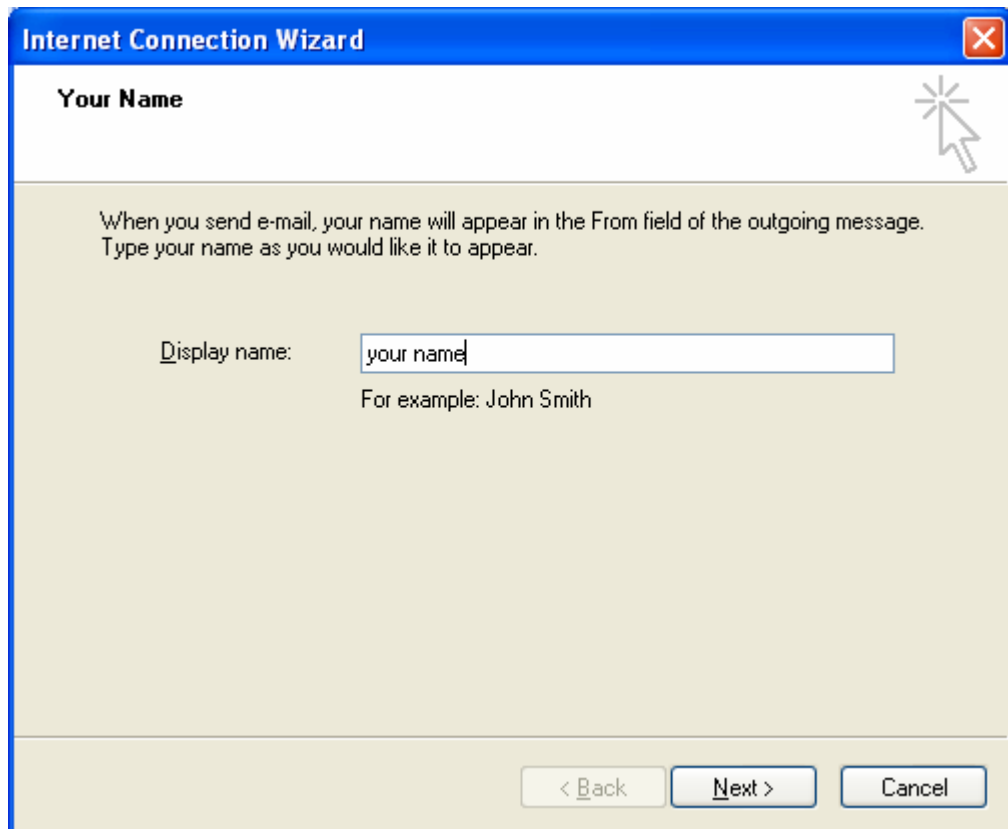
**You should restart outlook for the settings to take effect.**

## 2. Outlook Express

In outlook express, click on Tools > Accounts. Then click on the mail tab.



Click on the Add Button, and select Mail



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading, there is a mouse cursor icon. The text reads: "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 label "Display name:" followed by a text input box containing the text "your name". Underneath the input box, it says "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

**Type your real name in the Display name box. This is the name your recipients will see when you send them a message. Click Next.**

**Internet Connection Wizard** [X]

**Internet E-mail Address** [Help]

Your e-mail address is the address other people use to send e-mail messages to you.


E-mail address:

For example: someone@microsoft.com

< Back   Next >   Cancel

**Type in your email address and click next.**

**Internet Connection Wizard** ✕

**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.

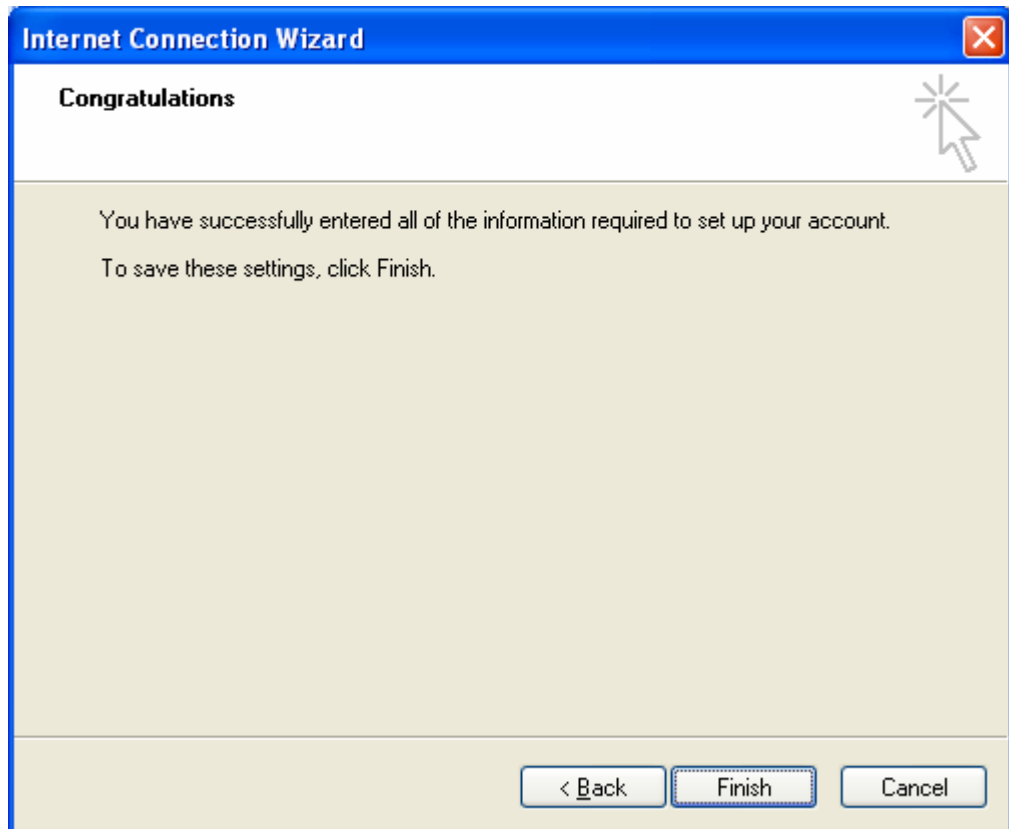
Outgoing mail (SMTP) server:

**Type in your mailservers, and make sure  
POP3 is selected, click next**

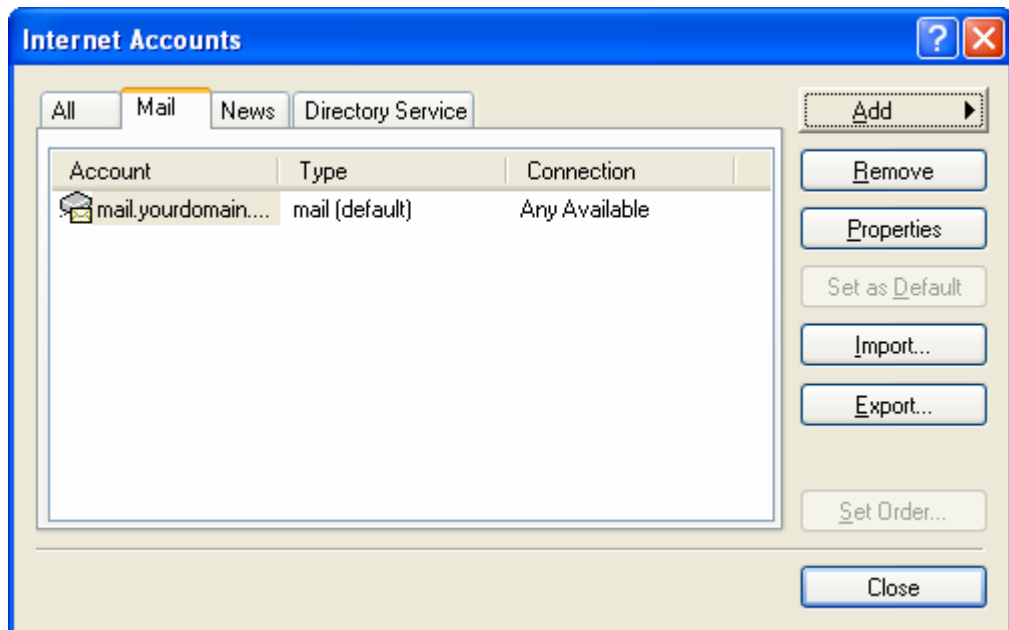
The image shows a screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window has a blue title bar with the text 'Internet Connection Wizard' and a close button (X) in the top right corner. Below the title bar, the text 'Internet Mail Logon' is displayed in the top left, and a mouse cursor icon is in the top right. The main area contains the following elements:

- A text prompt: 'Type the account name and password your Internet service provider has given you.'
- An 'Account name:' label followed by a text input field containing 'youremailaddress.yourdomain.com'.
- A 'Password:' label followed by a password input field containing ten dots.
- A checked checkbox labeled 'Remember password'.
- Instructional 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.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.
- At the bottom, three buttons: '< Back', 'Next >', and 'Cancel'.

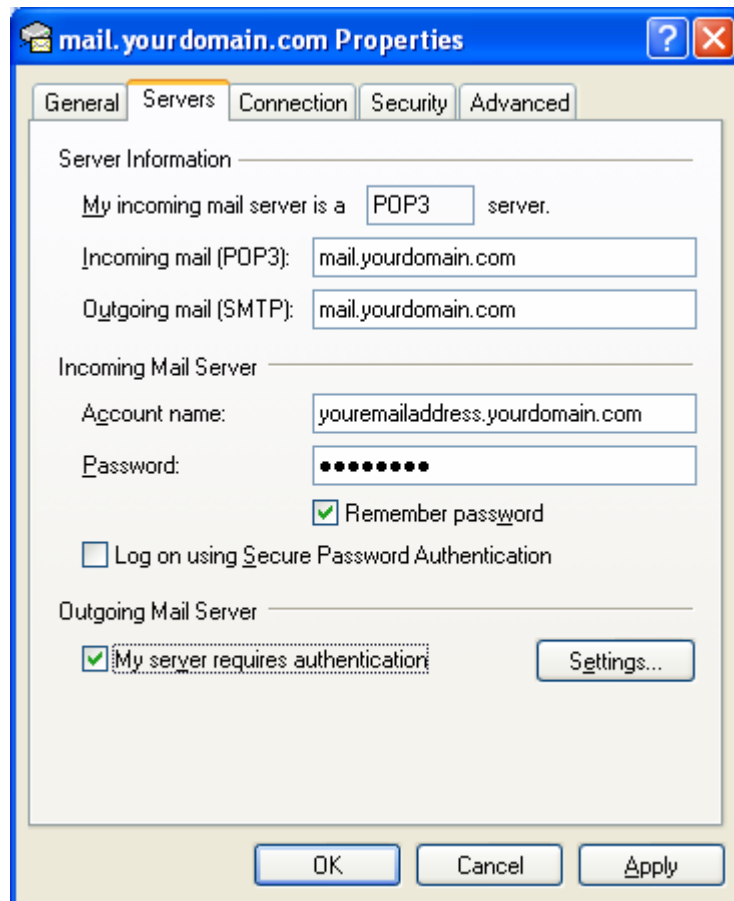
**Type in your full email address in the account name box, and enter your password in the password box, click next.**



**Click finish.**



**Click on the properties button and select the servers tab.**

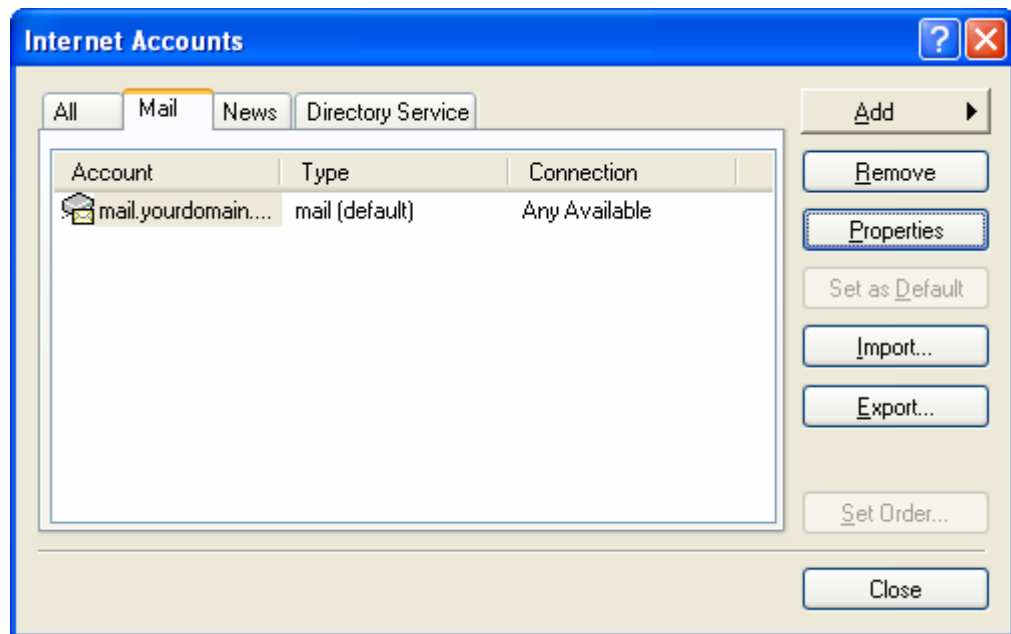


The screenshot shows a Windows-style dialog box titled "mail.yourdomain.com Properties". It has a blue title bar with a question mark icon and a close button. Below the title bar are five tabs: "General", "Servers", "Connection", "Security", and "Advanced". The "Servers" tab is selected and highlighted in orange. The dialog is divided into three sections:

- Server Information:** A dropdown menu shows "POP3" selected, followed by the text "server.". Below this are two text input fields: "Incoming mail (POP3):" containing "mail.yourdomain.com" and "Outgoing mail (SMTP):" containing "mail.yourdomain.com".
- Incoming Mail Server:** A text input field for "Account name:" contains "youremailaddress.yourdomain.com". Below it is a password field with ten dots. A checked checkbox "Remember password" is present, along with an unchecked checkbox "Log on using Secure Password Authentication".
- Outgoing Mail Server:** A checked checkbox "My server requires authentication" is visible, with a "Settings..." button to its right.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

**Make sure the My server requires authentication box is checked, and click OK.**



**Click Close and restart outlook express for the changes to take effect.**