

Outlook Express

- 1) Open Outlook Express
 - 2) Select Tools > Accounts
 - 3) The Internet Accounts dialog box opens, select the second tab called 'Mail'
 - 4) Press the Add button then Mail...
 - 5) Enter your display name (the name you want to appear on outgoing mail e.g. 'companyname' or 'Your Name')
 - 6) Press Next.
 - 7) Enter the email address e.g. you@domain.com
 - 8) Press Next.
 - 9) Select the second tab called 'Mail Servers'
 - 10) Incoming mail server (POP3) is: mail.domain.com
 - 11) Outgoing mail server (SMTP) is: mail.domain.com
- *Note if you use MTS as your ISP then use smtp.mts.net as your outgoing mail server instead.
- 12) Press Next.
 - 13) The account name is your entire email address e.g. you@domain.com (Note: OE will default this field to just the name, you must change it to the entire email address e.g. from 'you to 'you@domain.com').
 - 14) Enter your password
 - 15) Ensure that the remember password box is checked.
 - 16) Press Next.
 - 17) Press Finish.
 - 18) In the accounts list, highlight the account you just added (mail.domain.com)
 - 19) Press the Properties button
 - 20) On the first tab General, where it says "mail.domain.com" Change it to match your email address - NEW, this will help you to distinguish this account from others.
 - 21) Press the Second Tab, Servers
 - 22) Under Outgoing Mail Server, Check the "My Server required authentication' checkbox.
 - 23) Press the Settings button; ensure that the 'Use the same settings as my incoming mail server' option is selected.

- 24) Press OK.
- 25) Press the 5th tab, Advanced.
- 26) ONLY if your ISP is SHAW, in the text box next to Outgoing Mail Server: change the value from 25 to 26
- 27) Under Delivery, check the 'Leave copy of messages on the server' checkbox.
- 28) Then check the 'Delete message from the server after 5 days' checkbox.
- 29) Press Apply.
- 30) Press Ok.
- 31) Press Close on the Accounts dialog.
- 32) Try Sending and receiving.

Outlook (Regular)

- 1) Open Outlook
 - 2) Select Tools -> Email Accounts
 - 3) Select "Add new email account" and press Next
 - 4) Select "POP 3" and press Next
 - 5) Under Your Name: Enter how you would like your name to be displayed. (i.e. Company Name or 'Your Name')
 - 6) Under Email Address: Enter you@domain.com
 - 7) Under Incoming Mail Server (POP 3): Enter mail.domain.com
 - 8) Under Outgoing Mail Server (SMTP): Enter mail.domain.com
- *Note if you use MTS as your ISP then use smtp.mts.net as your outgoing mail server instead.
- 9) Under Username: Enter you@domain.com
 - 10) Enter your Password
 - 11) Check "Remember Password"
 - 12) Press the "Test Account Settings" button. If all 5 items update to completed the press close. (If any of the items fail please contact me.)
 - 13) Press the More Settings button this opens the Internet Email Settings dialog box.
 - 14) On the first tab General, where it says "mail.domain.com" Change it to match your email address - NEW, this will help you to distinguish this account from others.

- 15) Click on the Outgoing Server tab (2nd tab)
- 16) Check the "My outgoing server requires authentication" box.
- 17) Select the "Use same settings as my outgoing mail server" option.
- 18) Click on the Advanced tab (4th tab)
- 19) ONLY if your ISP is SHAW, in the text box next to Outgoing Mail Server: change the value from 25 to 26
- 20) At the bottom under deliver check the "leave a copy of messages on the server."
- 21) Check the "Remove from server after X days" box.
- 22) Set the number of days to 5.
- 23) Press Okay, the application closes the Internet Email Settings dialog and return to the email setup wizard.
- 24) Press Next.
- 25) Press Finish.
- 26) The email account is now set up.

Webmail

- 1) Visit <http://webmail.domain.com>
- 2) Enter your email address at the username.
- 3) Enter your password and press Login.