

You can go to HYPERLINK "<http://www.yourdomainname.com/webmail>" www.yourdomainname.com/webmail and login with the username (your email address, HYPERLINK "<mailto:name@domain.com>" name@domain.com) and password assigned to you. Once logged in, you will be directed to a page where you can change your password, read your mail online (via webmail) and configure your mail client.

You can also configure your mail client manually in Outlook by following these instructions:

1. Within the menu bar, go to the "Tools" menu, then down to "E-mail Accounts"
2. Select "Add a new e-mail account" from the list of options and select next
3. Select the "POP3" option from the Server Type list
4. Now you should see "Internet E-mail Settings (POP3)" at the top of the page
 - a. User Information
 - i. Your Name: Enter your name
 - ii. E-mail Address: Enter in your email address
 - b. Logon Information
 - i. User Name: Enter in the full email address
 - ii. Password: Enter your password
 - c. Server Information
 - i. Incoming mail server (POP3): mail.yourdomain.com
 - ii. Outgoing mail server (SMTP): mail.yourdomain.com
5. After all of this has been entered, click the "More Settings" button
6. When the "Internet E-mail Settings" box comes up, click on the "Outgoing Server" tab
7. Make sure that the "My outgoing server (SMTP) requires authentication" box is checked and leave everything else how it is
8. Click OK to save the settings and exit the window
9. Now you can either click the "Test Account Settings" button to test everything or click the Next button to complete the account creation
10. Click the Send/Receive button to start receiving emails

If you want to collect your email on more than one computer/handheld device you should go into the advanced settings on your email client and choose to have a copy of your email left on the server for a set period of time "Remove From Server in x-amount of days" – **Don't let your email build up on your server indefinitely or for very long periods of time because it will overload your email box and you could lose emails as a result.**

SETTING UP MAC MAIL

Incoming Mail Server

- * Click Mail > Preferences... and click on the Accounts tab
- * Click the + button, to add a new account
- # Account Type: select POP
- # Incoming Mail Server: Change to [mail.domain.com]
- # User Name: your full email address [username@domain.com]
- # Password: enter your email account password
- # A pop up will ask you to Verify Certificate, click Connect
- It will now check your connection to the server

Outgoing Mail Server

- Outgoing Mail Server: Change to [mail.domain.com]
- * Use Authentication: selected
- * User Name: your full email address [username@domain.com]
- * Password: enter your email account password
- * A pop up will ask you to Verify Certificate, click Connect

FINALIZE

- # Account Summary: review your account
- # Make sure Take Account Online is checked
- # Click Create

PROBLEMS SENDING E-MAIL

Sometimes Internet Service Providers are known to block Port 25. They expect their customers to use their outgoing servers to send e-mails. There is a way around this. We have provided an alternate port. It is 587. You can change the port number in your e-mail client. (Mostly found under Advanced Settings).