Configure e-mail software using outlook express for Win XP or windows mail for VISTA.

Please only read this user guide and do it if you want using e-mail software to download e-mail message and attachment into PC clear from server instead of store in server using only web mail on line to read.

Read only user guide on how to read e-mail using web mail on line if you do not want to use e-mail software.
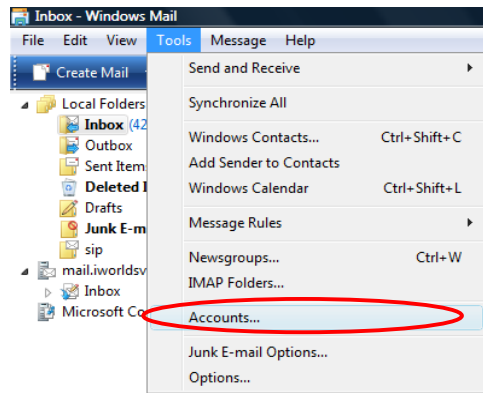
You will need to read user guide first on how to add e-mail before continue on reading below if a e-mail address or account had not created in the server first.

At the end of this user guide, you need to test send and receive e-mail from and into this new e-mail address setup. If after an hour or a day, you are not able to receive test e-mail you send, it is due to 3 rd party software such as anti virus or firewall blocking it need to disable or even UN install from computer which we are unable to help as our technical limitation and on phone is only in e-mail usage.
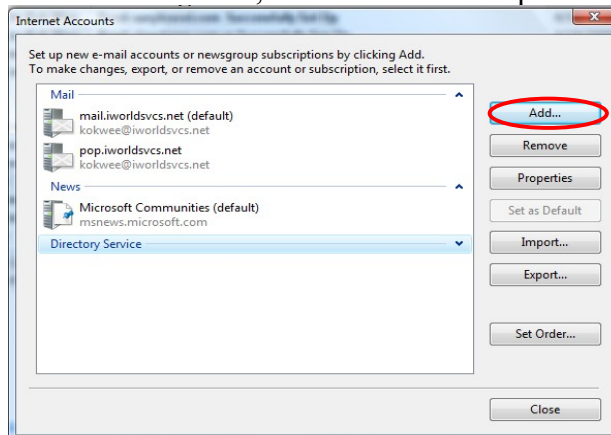
1.   Launch program outlook express if use Win XP or windows mail if use VISTA.
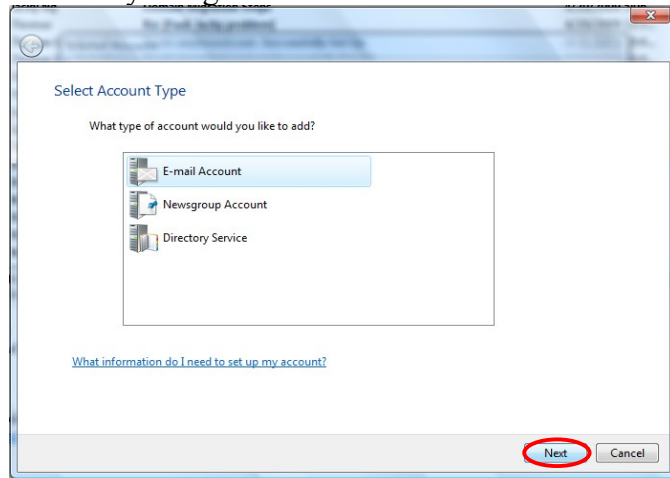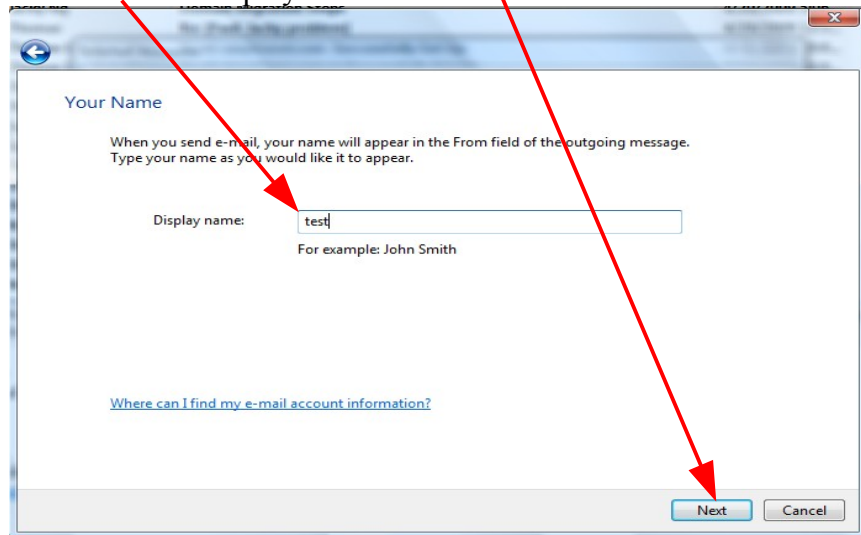

2.   Click tools, accounts

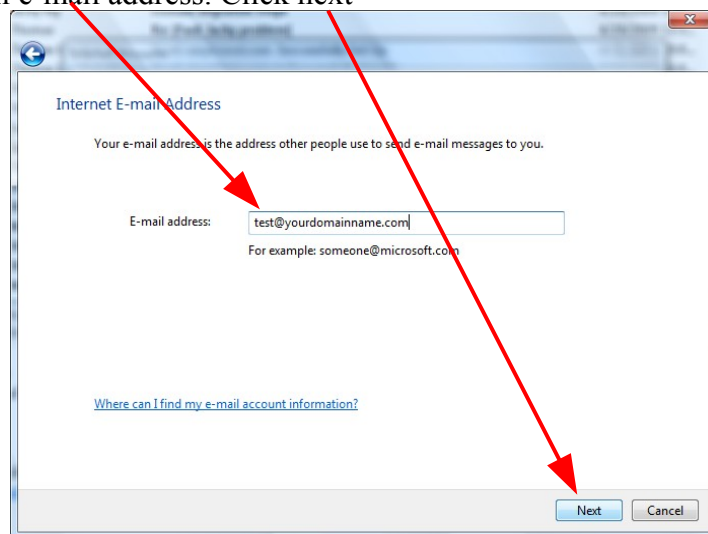3.   click add for windows mail or click add, mail for outlook express.

3a. You will see this screen only using Windows Mail. Click Next.

Select Account Type

What type of account would you like to add?

- E-mail Account
- Newsgroup Account
- Directory Service

What information do I need to set up my account?

Next   Cancel

4. Type in your full name as display name. Click next

Your Name

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.

Display name: test

For example: John Smith

Where can I find my e-mail account information?

Next   Cancel

5. Type in your full e-mail address. Click next

Internet E-mail Address

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

E-mail address: test@yourdomainname.com

For example: someone@microsoft.com

Where can I find my e-mail account information?

Next   Cancel

6. Type in the same for POP3 incoming server and outgoing server. The name to type in is mail.<yourdomainname> . Click next

Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
mail.yourdomainname.com

Outgoing e-mail server (SMTP) name:
mail.yourdomainname.com

☐ Outgoing server requires authentication

Where can I find my e-mail server information?

Next   Cancel

7. Type in the E-mail username or account name as the full e-mail address follow by password as below, click next.

Internet Mail Logon

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

E-mail username: test@yourdomainname.com

Password: ●●●●●●●●●●
☑ Remember password
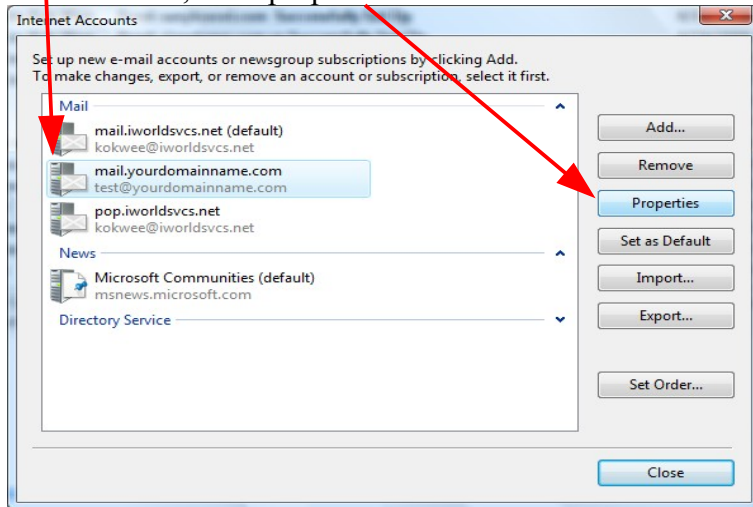
Next   Cancel

8. click Finish

Congratulations

You have successfully entered all of the information required to set up your account.

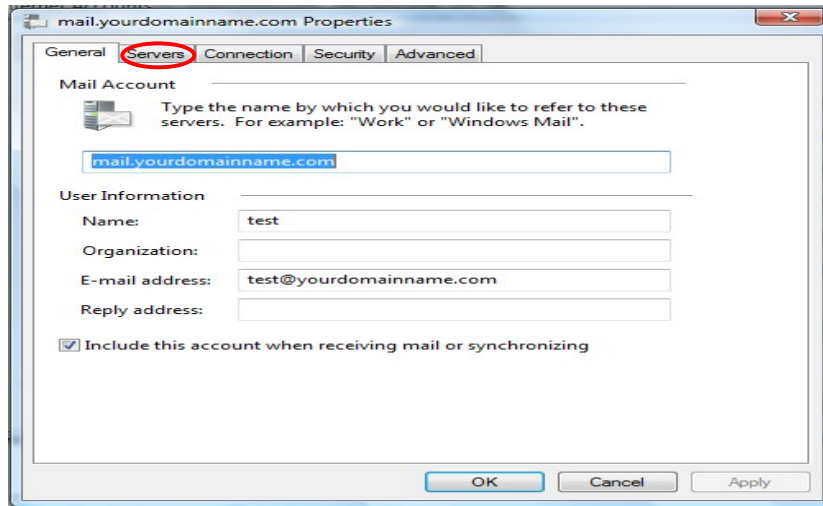To save these settings and download your e-mail, click Finish.

☐ Do not download my e-mail at this time
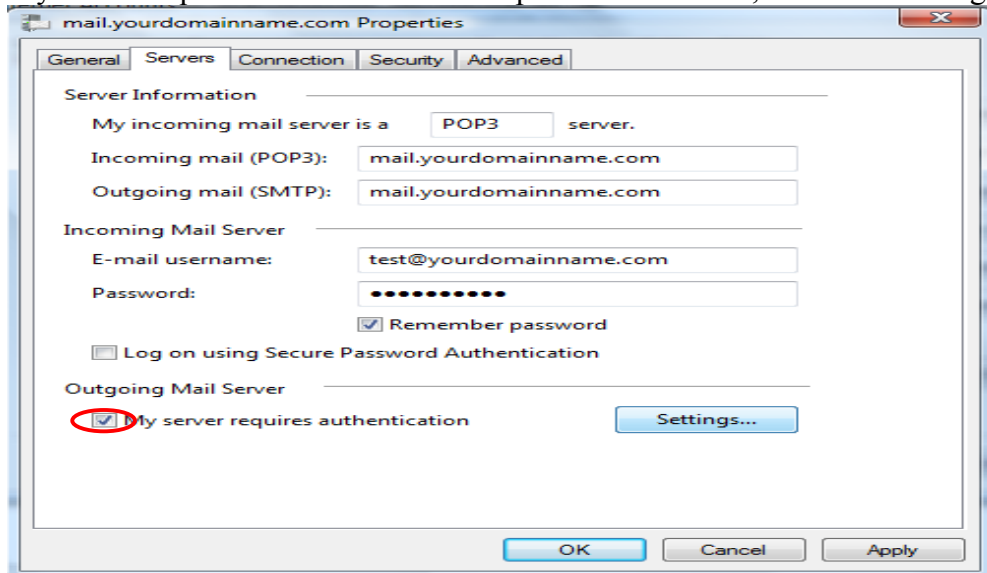
Finish   Cancel

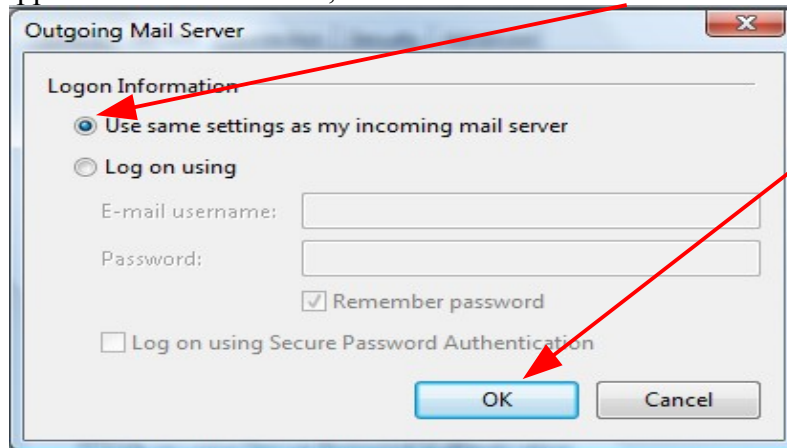9.   click on your e-mail account, click properties.
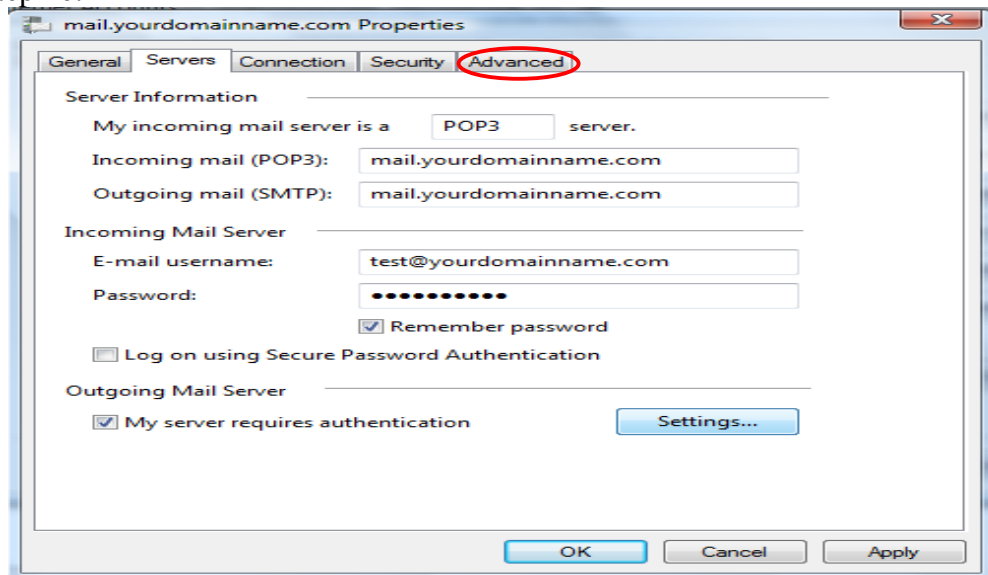

10.   Click on server tab.

11.   Click my server requires authentication so to put check box tick, then click setting.
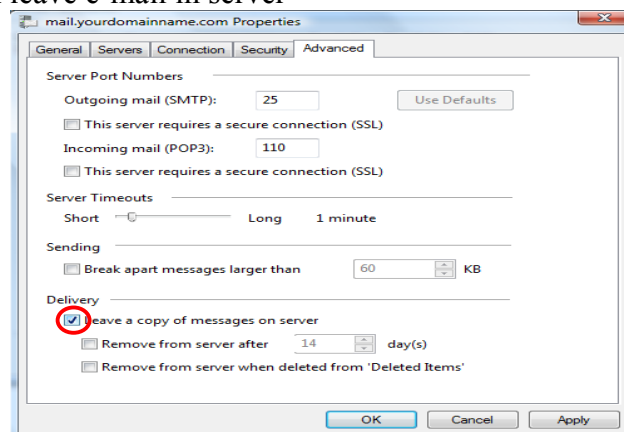
12.   Make sure it appear the same as below, if not click on the radio button to change it. Click OK.

Outgoing Mail Server

Logon Information
- ⊙ Use same settings as my incoming mail server
- ○ Log on using

E-mail username: [   ]

Password: [   ]

☑ Remember password

☐ Log on using Secure Password Authentication
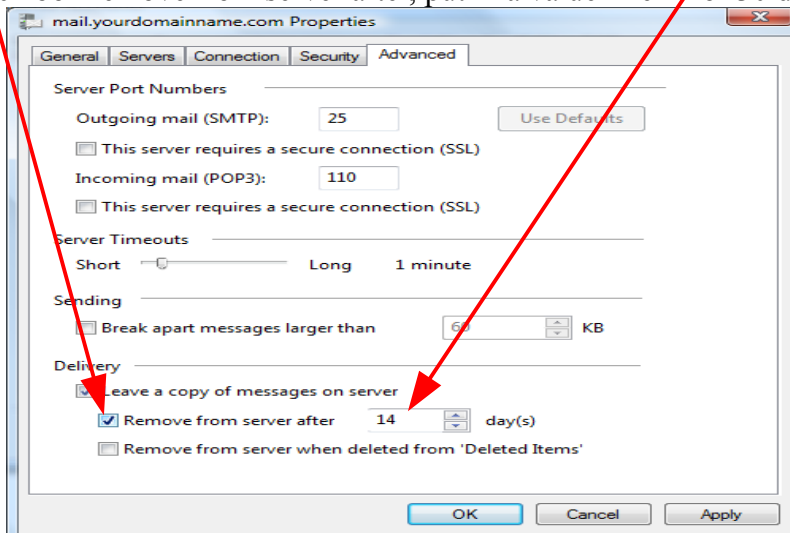
[OK]   [Cancel]

13.   If you need to leave message on server for auto clearing like 14 days or 30 days to configure same e-mail account for 2 or more PC, click on advance tab. But all PC using same e-mail account must download e-mail message at least once no longer than auto clearing days not to loss any e-mail. If not skip to step 16.
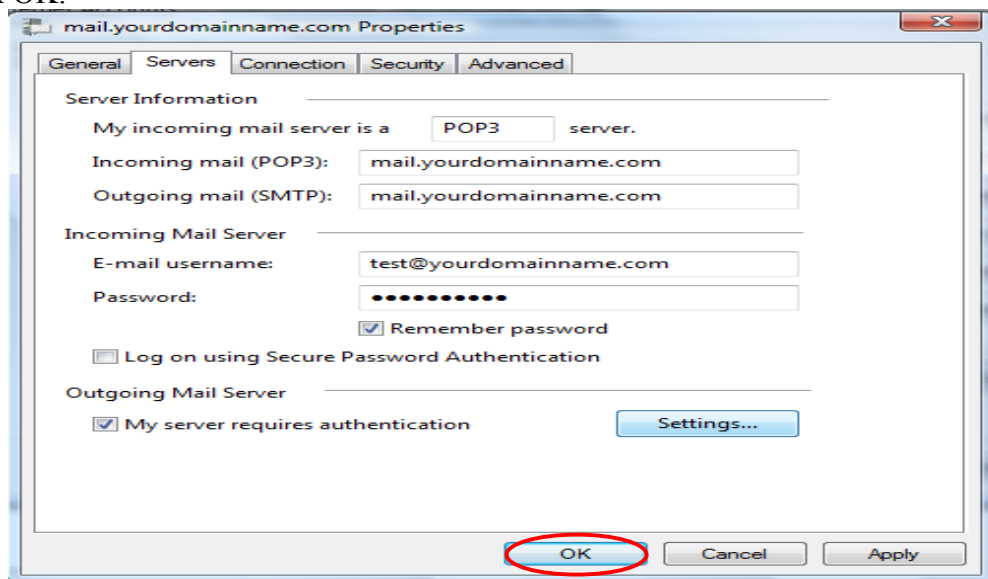
mail.yourdomainname.com Properties

| General | Servers | Connection | Security | Advanced |

Server Information

My incoming mail server is a [POP3] server.

Incoming mail (POP3): [mail.yourdomainname.com]

Outgoing mail (SMTP): [mail.yourdomainname.com]

Incoming Mail Server

E-mail username: [test@yourdomainname.com]

Password: [••••••••••]

☑ Remember password

☐ Log on using Secure Password Authentication

Outgoing Mail Server

☑ My server requires authentication   [Settings...]

[OK]   [Cancel]   [Apply]

14.   Click on check box leave e-mail in server

mail.yourdomainname.com Properties

| General | Servers | Connection | Security | Advanced |

Server Port Numbers

Outgoing mail (SMTP): [25]   [Use Defaults]

☐ This server requires a secure connection (SSL)

Incoming mail (POP3): [110]

☐ This server requires a secure connection (SSL)

Server Timeouts

Short ─○──── Long   1 minute

Sending

☐ Break apart messages larger than [60] KB

Delivery

☑ Leave a copy of messages on server

☐ Remove from server after [14] day(s)

☐ Remove from server when deleted from 'Deleted Items'

[OK]   [Cancel]   [Apply]

15. Click on check box remove from server after, put in a value like 14 or 30 days auto clearing.

16. Click OK.

17. Click Close or finish.