

## SETTING UP YOUR EMAIL

### Accessing Your Email Account

There are two ways to access your email account. One is via your web browser (direct access). The other is via email software (e.g., Outlook Express or Microsoft Outlook) that typically downloads your email to your computer.

To change your password, you will need to access your account via the web browser. You also have the option to set up email forwarding and an autoresponder if you choose.

Standard email accounts are limited to 10 MB of email. To ensure that you do not run out of space, please be sure to clean up your account frequently. Microsoft Outlook users can set their program to not only download their email but also delete the copy on the mail server. That is the easiest way to keep your account clean.

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## EMAIL SETUP: USING YOUR WEB BROWSER

### I. Directly accessing your email account through the internet

(assumes you already have an internet connection):

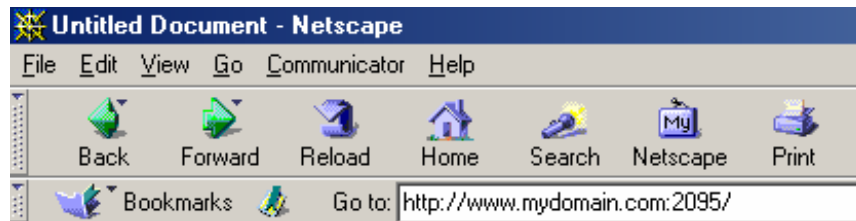
1. Open your internet browser (Internet Explorer or Netscape or other).
2. In the address or Go To field, type:

<http://account domain name/webmail/>

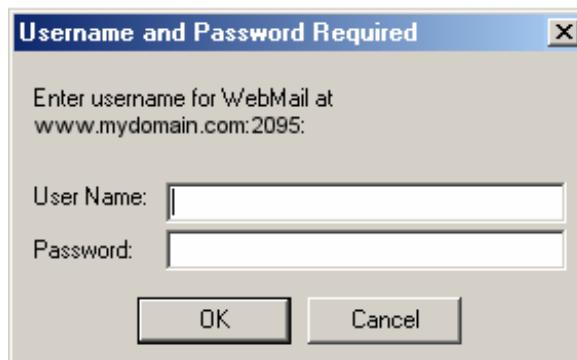
Alternatively, you can type: <http://account domain name:2095/>

Please use the account domain name listed in your Account Information sheet. Be sure to include “:2095/” or “/webmail/” after your domain name. The number 2095 directs the browser to the webmail server. For example, type “<http://mydomain.com:2095/>”. Click Go or press Enter.

**NOTE: YOU CAN TYPE IN ‘WWW’ BEFORE THE DOMAIN NAME, BUT IN SOME BROWSERS THE URL ADDRESS MIGHT NOT RESOLVE CORRECTLY.**



3. Next, the login dialog box appears. On the line marked User Name, enter your full email address as your username ([user@domain name](mailto:user@domain name)). For example: [webmaster@pgrcreations.com](mailto:webmaster@pgrcreations.com).
4. On the line marked password, enter your password. It is case sensitive. Click on OK.



5. You should now see a Neomail / Horde / SquirrelMail welcome screen. Choose any email utility to view your email. To make a

choice, click the utility's name or picture. It does not matter which one you choose. Horde has more features than the other two.

On this welcome screen you can also change your password and there are options for forwarding email to another account or turning on an autoresponder (an autoresponder will automatically send a response of your choosing to any email received by the account).

*[The following instructions pertain to Neomail. Instructions for Horde can be found in the next section. No instructions are provided for SquirrelMail. ]*

## NEOMAIL INSTRUCTIONS

1. The next screen displays the preferences for your account (first time only).

USER PREFERENCES FOR YOUR NAME	
Language:	English
Real Name:	Your Name
From:	george @ georgedomain.com
Reply-to:	
Style:	Default
Default sort:	Date (Newest first)
Messages per page:	20
Default headers:	Simple headers
Signature (500 characters or less)	
George Q. Public www.georgedomain.com	
Save	

- i. Language: English
- ii. Real Name: Enter your real name or the name you wish to appear with your return email address (for example, if you enter "John Joe", this will appear as "John Joe <[joe@domain.net](mailto:joe@domain.net)>").
- iii. From: This field should contain the name of your account (e.g., "support" or "sales" or any bonafide account name). See email account name that has been set up for you. This is the name in front of the "@" symbol in your email address.
- iv. Reply to: Leave blank unless you want to give your customer a different email address to reply to (different from the current email address).
- v. Style: Choose your preference. This affects the appearance of the Neomail screen only.
- vi. Default sort: Choose your preference from the list.

- vii. Messages per page: Choose your preference from the list.
  - viii. Default headers: Choose simple or all. Choosing 'all' will display all the routing information.
  - ix. Signature: Leave blank or enter information that you want to display at the end of your email.
2. Click Save to save your preferences. You can change these settings any time by clicking on the Preferences icon in the toolbar menu (see below).
  3. The next screen displays your inbox. Each item in the toolbox has a helpful tip that appears when your mouse hovers over it.



Neomail Inbox Toolbar (hold mouse over each icon to read its purpose)

## HORDE INSTRUCTIONS

1. In Step 6 above, you reached the logo welcome screen for Horde and Neomail. Click the Horde name to use this utility.
2. There are two toolbars in most screens in Horde that are very useful. One is at the top left side of pages related to email. It provides functionality related to your email (Figure 1). The other is at the bottom of every page. It provides a quick navigational link to different areas of Horde (Figure 2).

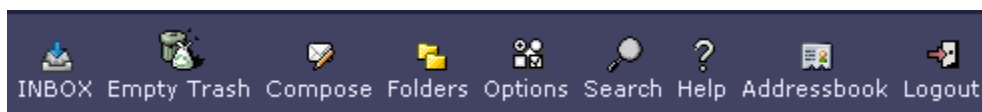


Figure 1. Email related toolbar found on most pages related to email.



Figure 2. Horde system navigational toolbar located at the bottom of every page.

Most of the time you will use only a couple of the icons for your purposes. Let's start with the email toolbar seen in Figure 1.

**I N B O X** – Click this to access your incoming email.

**L O G O U T** – Click this to exit your email account.

Another useful tool is the folder navigational aid that is found at the top right of pages related to email (Figure A-3). This aid gives you a quick way to access your folders directly. Simply click the dropdown box and choose the folder you wish to view. Then click 'Open Folder'.

Most of the time you will access INBOX, sent-mail or trash.



Figure A-3. Folder navigational aid.

## EMAIL SETUP: USING AN EMAIL PROGRAM

### II. Accessing your account via Microsoft Outlook:

[ NOTE: Some broadband providers (ISP) do not allow the use of third party SMTP mail servers for sending mail. Please check with your provider for the allowable setting. ]

#### A. Setup

1. These instructions pertain to Microsoft Outlook 2002. They may be slightly different for older or newer versions of Outlook.
2. Launch (start up) Outlook on your computer.
3. Click Tools on the menu and choose Email Accounts.
4. Select "Email: Add a new email account".
5. On the next screen, select "POP3" for server type. Then click Next.
6. For "Internet E-mail Settings (POP3)", fill in the following blanks (please refer to the figure below):

**Your Name:** Enter your name. This name will appear on email return address label along with your email address.

**E-mail Address:** Enter your email address

**User Name:** Enter your email address (IMPORTANT!)

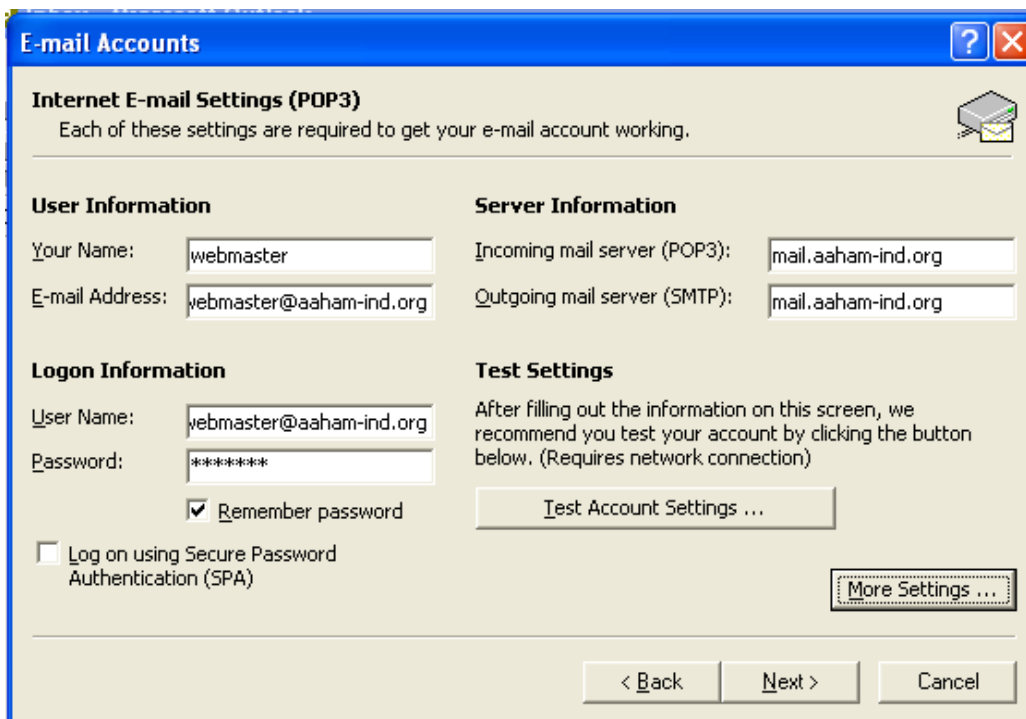
**Password:** Enter your password

**Remember Password:** (Check the box if you do not want to enter it each time you access your email)

**Incoming mail server (POP3):** Type "mail.yourdomain" (e.g. "mail.mydomain.com").

**Outgoing mail server (SMTP):** Type "mail.yourdomain" (e.g. "mail.mydomain.com"). If you find that you cannot send email with this setting, then it is likely your ISP restricts it to their outgoing mail server. Please check with your ISP for the proper setting.

Click "More Settings..." in the lower righthand corner.



7. The Internet E-mail Settings dialog box appears. With the “General” tab selected, enter a title for “Mail Account”. This is the name of the account within Microsoft Outlook. Other User Information is optional.
8. Click on the “Outgoing Server” tab.
9. Check the box for “My outgoing server (SMTP) requires authentication.” **IMPORTANT:** If you use your domain’s SMTP server, then select “Use same settings as my incoming mail server”. If you use your ISP’s SMTP server, then select “Log on using” and enter the log on information for your ISP account.
10. Click on the “Connection” tab.
11. Depending on whether you have broadband or dial up internet connection, make the following selection:

**For Broadband:** Choose “Connect using my local area network (LAN)”. If you have trouble connecting, then alternatively try “Connect using Internet Explorer’s or third party dialer”.

**For Dial Up:** Choose “Connect using my phone line”

12. Click on the “Advanced” tab.
13. Ensure that the Server Port Number for the incoming server (POP3) is 110 and that the outgoing server port number is 25. SSL connection is NOT REQUIRED but can be used. In such case, the outgoing server port is 1025.
14. It is highly recommended that you uncheck the “Leave a copy of messages on the server” box in case it is checked.

**NOTE: THIS WILL ENSURE THAT YOUR EMAIL ACCOUNT STAYS EMPTY SO THAT YOU DO NOT MISS ANY IMPORTANT EMAIL. IF YOUR**

**ACCOUNT BECOMES FULL, ANY EMAIL DIRECTED TO YOUR ACCOUNT WILL NOT BE DELIVERED AND YOU WILL NOT BE NOTIFIED THAT YOUR ACCOUNT CANNOT RECEIVE EMAIL.**

15. Click OK. You are taken back to the E-mail Accounts dialog box.

16. If you want to test your setup, click on "Test Account Settings...". You must be connected to the internet. Using your settings, MS Outlook will send a test email to your account which tests the outgoing and incoming settings.

17. Click Next.

18. The Congratulations dialog box should appear.

### III. Accessing your account via Outlook Express (Users with internet access via AOL might experience some email access problems due to AOL's restrictive settings):

#### A. Setup

1. These instructions pertain to Outlook Express 6. They may be slightly different for older or newer versions of OE.
2. Launch (start up) OE on your computer.
3. Click Tools on the menu and choose Accounts.
4. Click on the "Mail" tab.
5. Click "Add" and choose "Mail...". The Internet Connection Wizard starts up.
6. For "Your Name", enter the name you want associated with this email account. This name will appear in the From field next to the email address. Click Next.
7. For "Internet E-mail Address" dialog box, enter your email address (e.g., [myacctname@mydomain.com](mailto:myacctname@mydomain.com)). Click Next.
8. For the "E-mail Server Names" dialog box, select POP3 as the server type for the incoming mail server.
9. The "Incoming mail (POP3, IMAP or HTTP) server is of the form "mail.mydomain.com" where you substitute your domain name for "mydomain.com".
10. For "Outgoing mail (SMTP) server, use the same entry as the incoming mail server (e.g., "mail.mydomain.com") substituting your domain name for "mydomain.com". **IMPORTANT:** If your ISP disallows the use of third party SMTP servers, you will need to enter their SMTP server information instead. Click Next.
11. In the next dialog box (Internet Mail Logon), type your complete email address for the Account name (eg., [webmaster@aaham.org](mailto:webmaster@aaham.org)). Enter your password. Check the "Remember password" box if you prefer not to enter your password each time. Leave the Secure Password Authentication unchecked. Click Next.
12. The Congratulations box appears. Click OK.
13. At the Internet Accounts dialog box, select the account you just established. A quirk of OE is that the account name sometimes takes the name of the mail server instead of the name you entered.
14. Click Properties. The General tab will be displayed.
15. Mail Account: Once again, enter the name you want to use for this account within OE. The rest of this screen should be okay.
16. Select the Servers tab.
17. At the bottom of the dialog box, check "My server requires authentication". Click Settings....
18. **IMPORTANT:** In the next dialog box, if you had entered your domain's SMTP, then select "Use same settings as my incoming mail server". However, if you entered your ISP's SMTP server information, then you must select "Log on using" and enter your log on information for your ISP account. Click OK.

19. Click OK again to return to the main Internet Accounts dialog box.  
Click Close.