

### POP3 and SMTP Setup Instructions

1. Open Outlook  
or open your preferred email client. Note this procedure may vary slightly for other email clients such as Outlook Express.
2. Select 'Add a new e-mail account' and click Next
3. On the 'Server Type' page, select the POP3 radio button
4. Complete the following fields
  - a. User Information
    - i. Your Name – this is the 'from' name that will be shown to the recipient. It could be your name or company name.
    - ii. E-mail Address – this is the 'from' email address that will be shown to the recipient.
  - b. Logon Information
    - i. User Name: your full email address
    - ii. Password: your password as supplied by Ciscom
  - c. Server Information
    - i. Incoming mail server (POP3): mail.yourdomain.com  
.....where yourdomain.com is your actual domain name
    - ii. Outgoing mail server (SMTP): mail.yourdomain.com  
.....where yourdomain.com is your actual domain name
5. Click More Settings...
  - d. General Tab
    - i. Type the name of this email account that you would like to appear in your list of email accounts
    - ii. Complete Reply E-mail with an email address if you would like to over-write the email address you entered on the main configuration page.
  - e. Outgoing Server Tab
    - i. Select 'My outgoing server (SMTP) requires authentication'
    - ii. Leave the default radio button checked for 'Use same settings as my incoming mail server'.
  - f. Click OK
6. Click Next, then Finish
7. Sending an Email
  - g. Click 'New' email and then select the required 'send account' from the Accounts dropdown list. The Accounts drop down list will be next to the 'Send' button.