

WebMail

1. Open a web browser and go to <http://mail.yourdomain.com> (where yourdomain is your actual domain name)
2. Log in:
 - a. Enter your email address
 - b. Enter your password: set initially to 'password'
3. Click 'Options' in the top menu and then click 'Change Password'. Enter your current and new passwords and then click Submit.
4. Your new password will also serve as your password in Outlook/Outlook Express.

POP3 (Outlook / Outlook Express)

1. Open Outlook or whatever email client you use.
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 email address
 - ii. Password: the password you selected above
 - c. Server Information
 - i. Incoming mail server (POP3): mail.yourdomain.com
 - ii. Outgoing mail server (SMTP): the SMTP server for your ISP email account (e.g. smtp.btopenworld.com)
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' if your ISP has told you it requires authentication. Check with your ISP if you are unsure. Usually the authentication details will be the same as the main login details and if so, leave the default radio button checked. If not, select 'Log on using' and complete the details provided by your ISP.
 - 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.