

Email settings for an Email Client (Outlook, Eudora, MAC mail etc.):

Incoming mail server: mail.yourdomain.com

Outgoing mail server: contact your ISP (Internet Service Provider) and ask for your SMTP server (often mail.isp.com or smtp.isp.com). Also ask if it will require authentication. Most likely you have a base email address included with your internet service and you can use this email username and password for authentication.

Incoming mail port: 110 for POP3, 143 for IMAP

Outgoing mail port: 25 (If 25 does not work, try 26, as some ISPs block port 25)

Username is the same one as you use for webmail (the full email address).

(If entering "username@yourdomainname" does not work, try "username+yourdomainname")

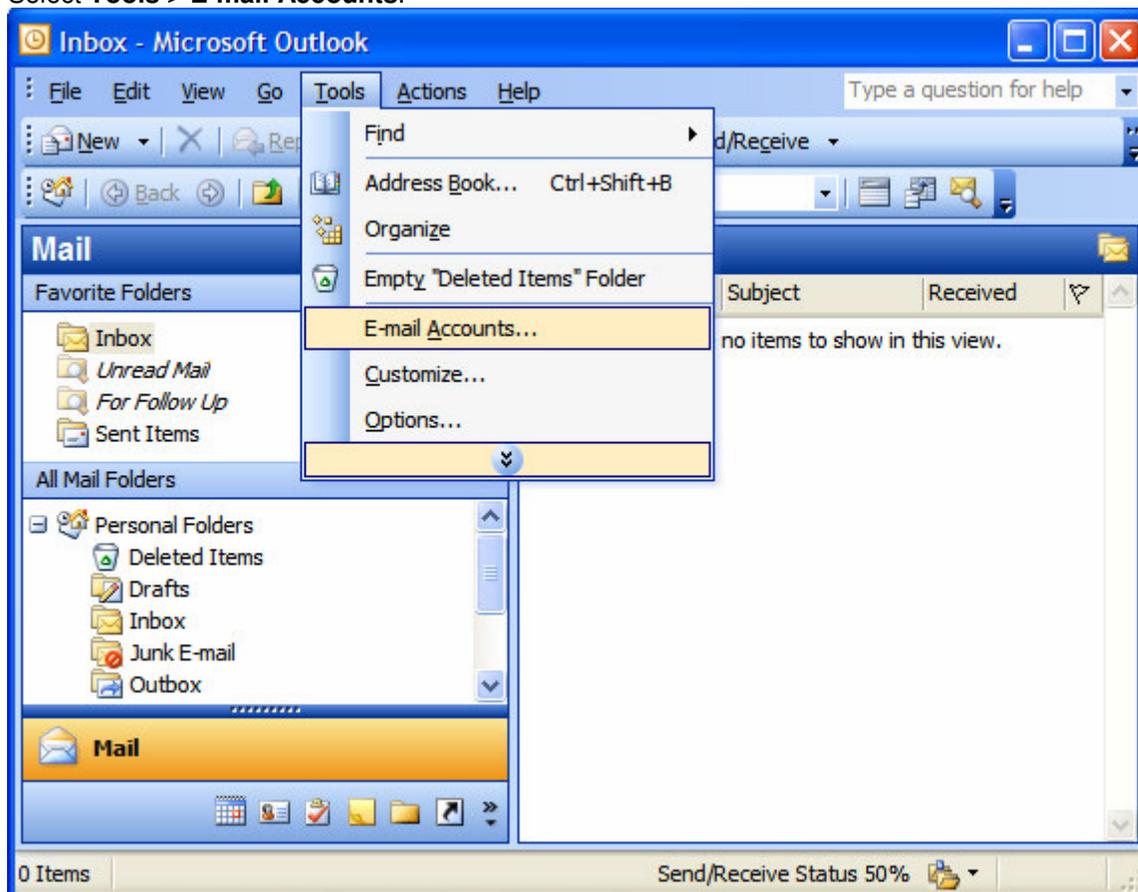
Setting up Email Account with Outlook 2003

Before starting:

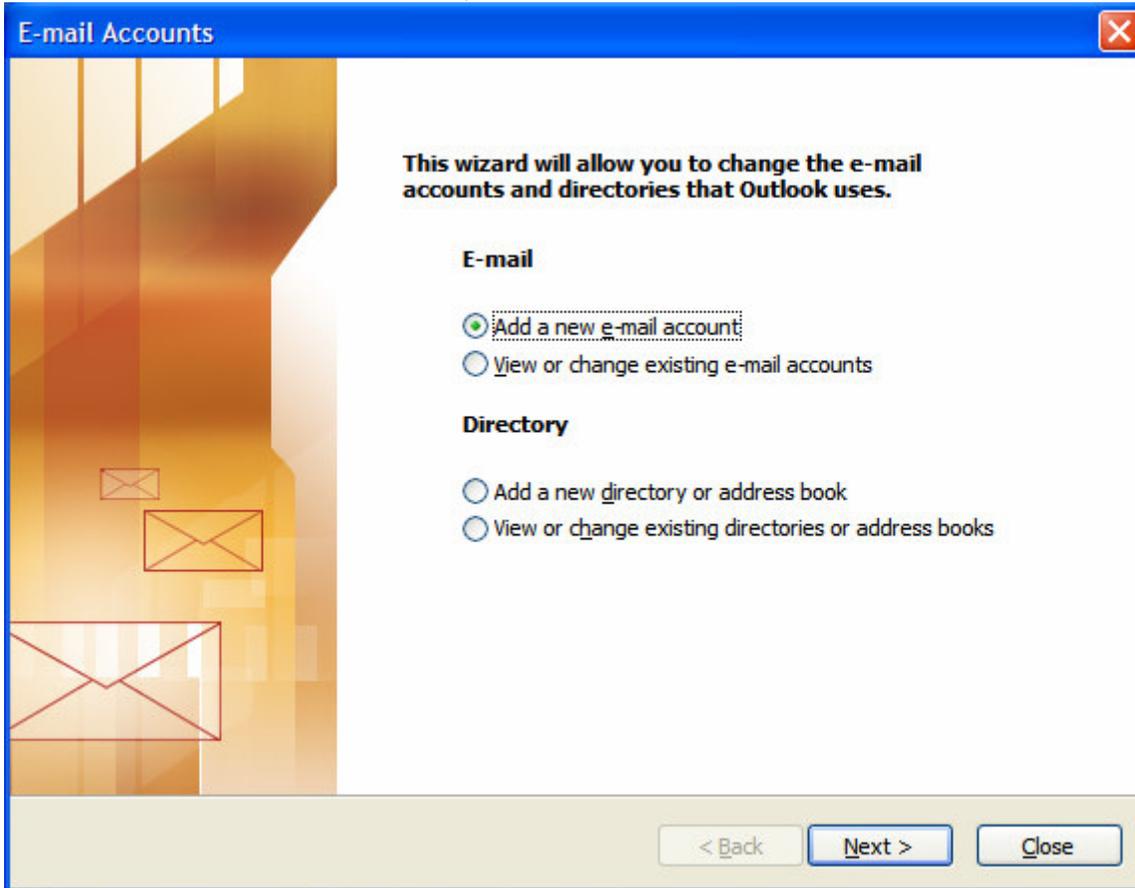
1. Make sure your domain name loads. If it doesn't load your email account wont work.
2. Make sure you have setup your email accounts at yourdomain.com/cpanel .

You are now ready to begin setting up your email accounts.

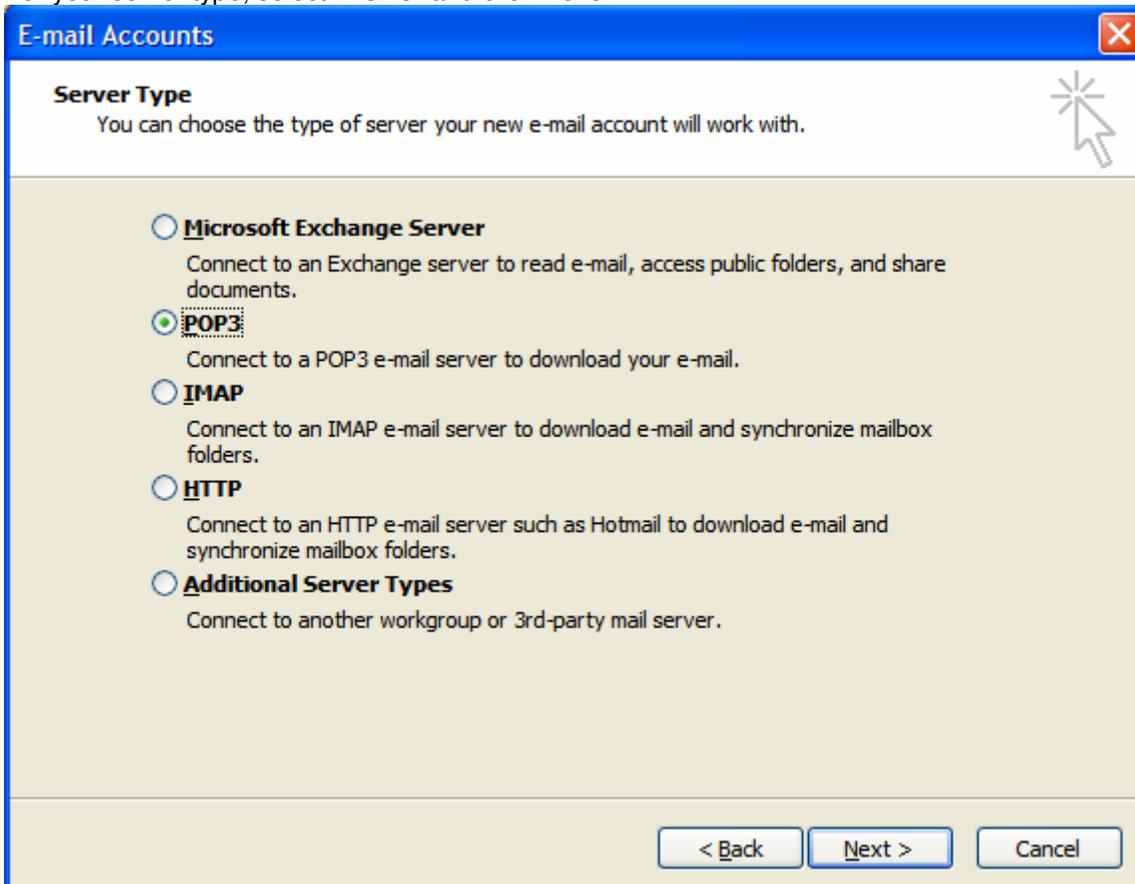
1. Open Outlook 2003
2. Select **Tools > E-mail Accounts**.



3. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click **Next**.



4. For your server type, select "POP3" and click **Next**.



5. On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name

Enter your first and last name.

E-mail Address

Enter your e-mail address.

User Name

Enter your e-mail address, again

Password

Enter the password you set up for your e-mail account.

Incoming Mail Server (POP3)

Enter mail.yoursite.com for your incoming mail server.

Outgoing Mail Server (SMTP)

Enter the information provided by your ISP for your outgoing mail server.

E-mail Accounts

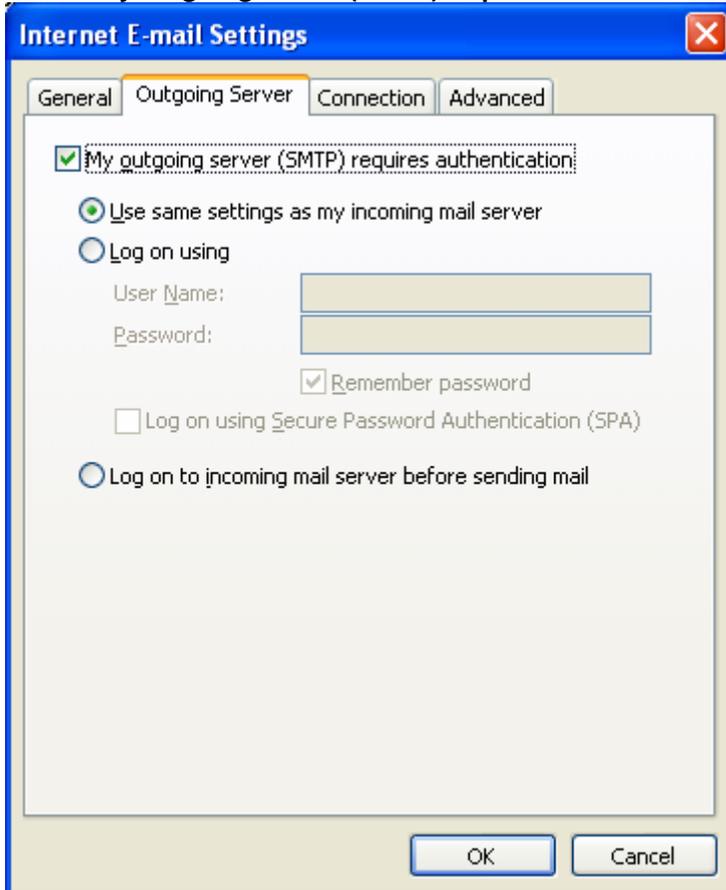
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (POP3): <input type="text" value="mail.yoursite.com"/>
E-mail Address: <input type="text" value="you@yoursite.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.yoursite.com"/>
Logon Information	Test Settings
User Name: <input type="text" value="you@yoursite.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

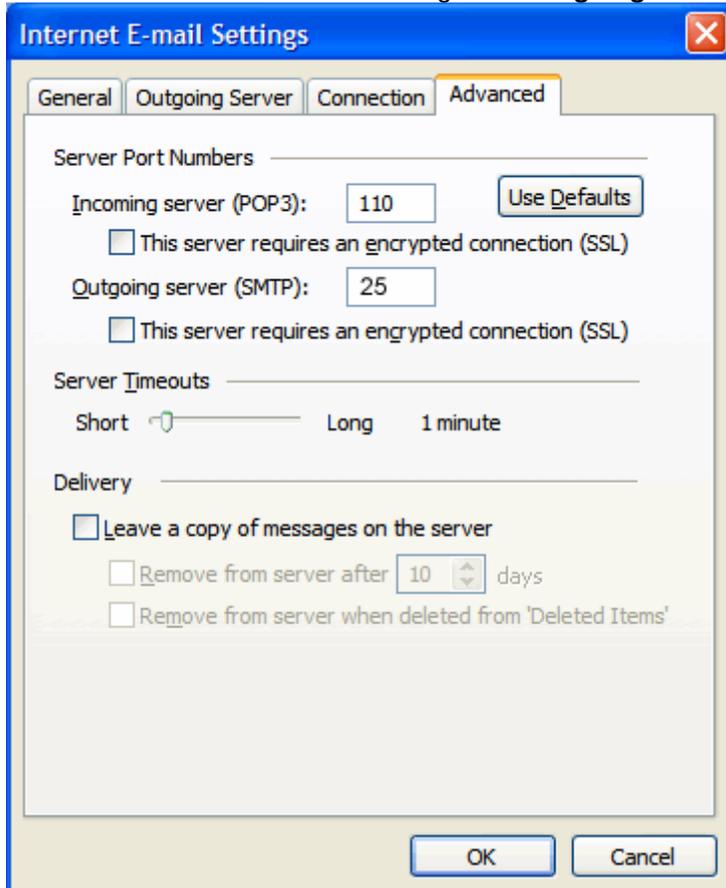
6. On the Internet E-mail Settings window, select the "Outgoing Server" tab.

7. Select "My outgoing server (SMTP) requires authentication." if required by your ISP.



The screenshot shows the "Internet E-mail Settings" dialog box with the "Outgoing Server" tab selected. The "My outgoing server (SMTP) requires authentication:" checkbox is checked. Underneath, the "Use same settings as my incoming mail server" radio button is selected. There are also fields for "User Name:" and "Password:" with a "Remember password" checkbox checked. Other options include "Log on using Secure Password Authentication (SPA)" and "Log on to incoming mail server before sending mail".

8. Select the "Advanced" tab and change the "Outgoing server (SMTP)" port to 25 or 26.



The screenshot shows the "Internet E-mail Settings" dialog box with the "Advanced" tab selected. Under "Server Port Numbers", the "Incoming server (POP3)" port is set to 110 and the "Outgoing server (SMTP)" port is set to 25. There are checkboxes for "This server requires an encrypted connection (SSL)" for both. Under "Server Timeouts", the "Short" timeout is set to 1 minute. Under "Delivery", there are checkboxes for "Leave a copy of messages on the server", "Remove from server after 10 days", and "Remove from server when deleted from 'Deleted Items'".

9. Click **Next**.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

10. Click **Finish**.

E-mail Accounts

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

Tips:

1. If your e-mail client has trouble using a + sign in the login, you can use @, :, or % sign instead. If the username does not work on your first try, switch the username format to: "[yourusername@yourdomain.ext](#)"
2. Make sure your user name and password is all lowercase.

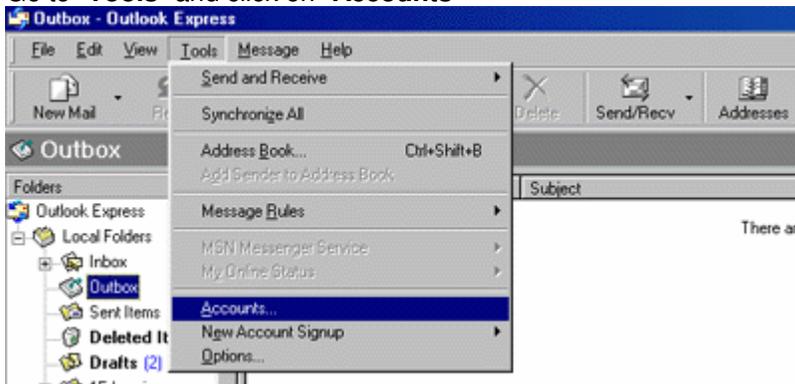
Setting up Email Account with Outlook Express

Before starting:

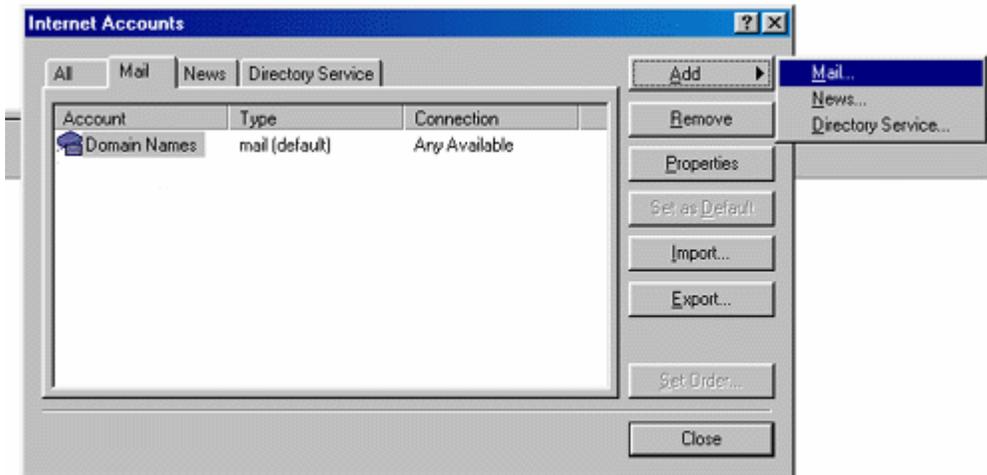
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You are now ready to begin setting up your email accounts.

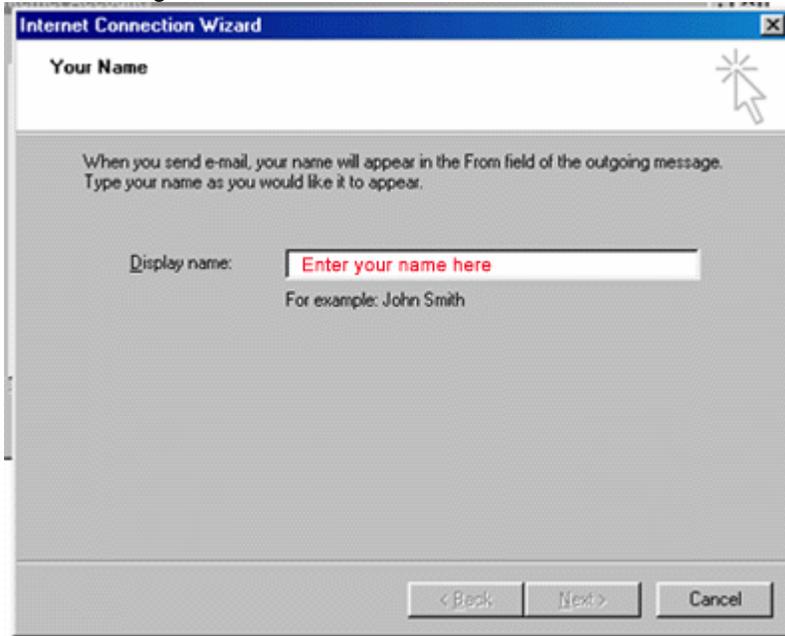
1. Open Outlook Express
2. Go to "**Tools**" and click on "**Accounts**"



3. A "**Internet Accounts**" window will pop up. Click on "**Add**", then click on "**Mail**".

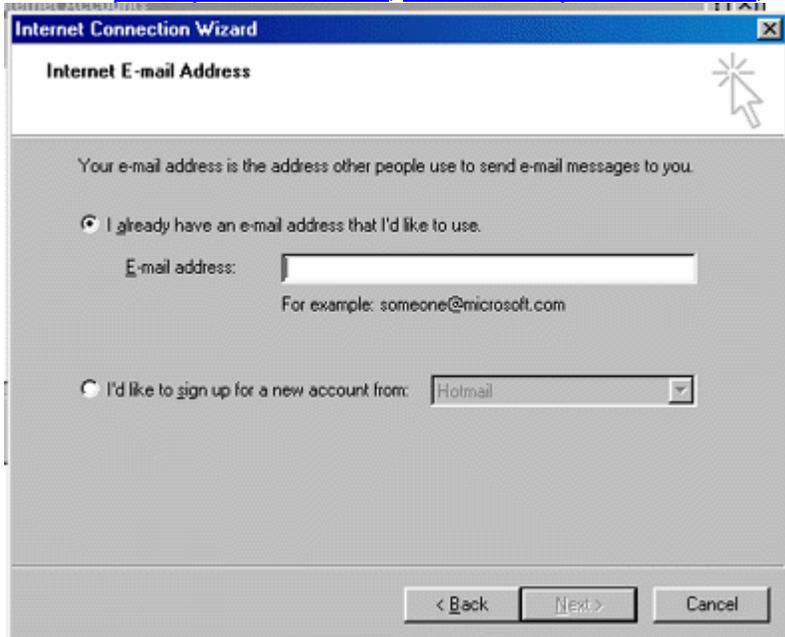


4. This will start up Internet Connection Wizard. Enter your name where it says "**Display name:**" and click "**Next**" at the bottom right.



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. Below the title bar, the text 'Your Name' is displayed. A mouse cursor is pointing at a star icon in the top right corner. The main text reads: '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.' Below this, there is a label 'Display name:' followed by a text input field containing the placeholder text 'Enter your name here' in red. Underneath the input field, it says 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

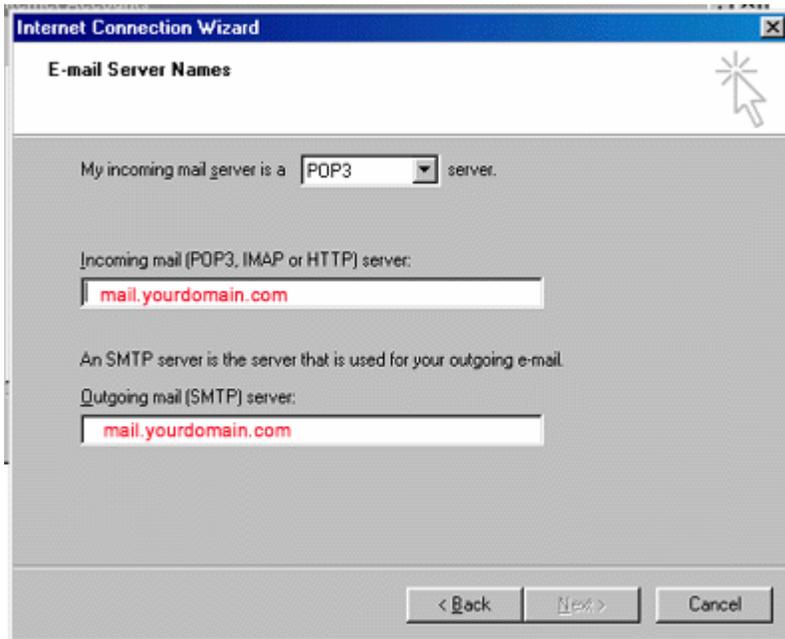
5. Enter your Email address in the input box. This does NOT have to be your "[username@yourdomain.com](#)"(you can use "[john@yourdomain.com](#), [webmaster@yourdomain.com](#), etc). Then click **Next**.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. Below the title bar, the text 'Internet E-mail Address' is displayed. A mouse cursor is pointing at a star icon in the top right corner. The main text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' There are two radio button options. The first option is selected: 'I already have an e-mail address that I'd like to use.' Below this option is a label 'E-mail address:' followed by a text input field. Underneath the input field, it says 'For example: someone@microsoft.com'. The second option is 'I'd like to sign up for a new account from:' followed by a dropdown menu showing 'Hotmail'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

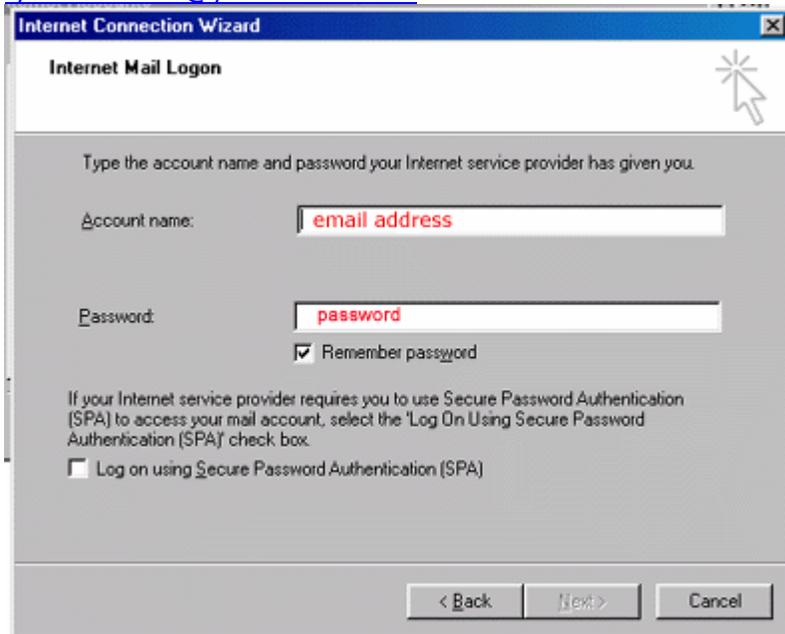
6. In the **Incoming mail** (POP3) field type mail.yourdomain.com (so if your domain name is elitepolls.com, then you would put "mail.elitepolls.com" there).
In the **Outgoing mail** (SMTP) field enter the information provided by your ISP.

Click **Next**.



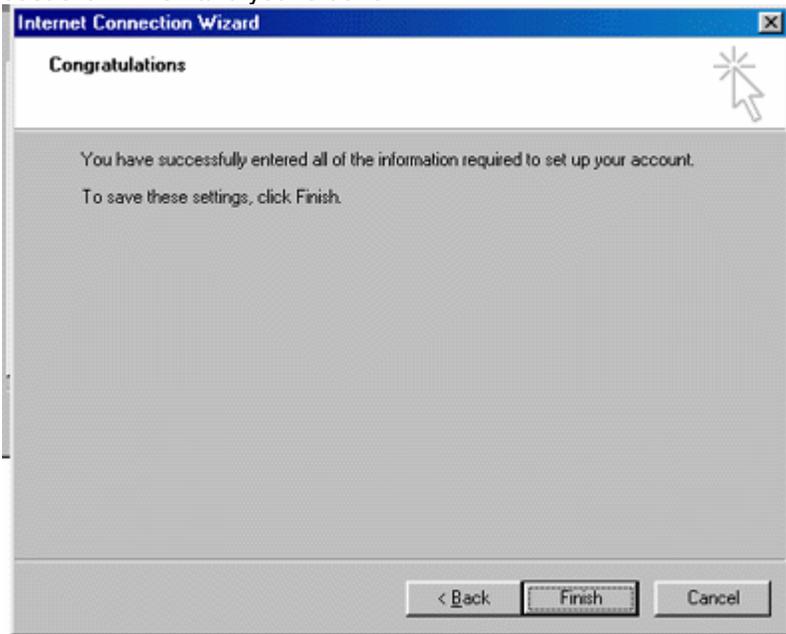
The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu set to 'POP3' with the text 'My incoming mail server is a POP3 server.' Below this, there are two text input fields. The first is labeled 'Incoming mail (POP3, IMAP or HTTP) server:' and contains the text 'mail.yourdomain.com'. The second is labeled 'Outgoing mail (SMTP) server:' and also contains 'mail.yourdomain.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

7. Now type in your username that you have setup from cpanel using the following format: ["yourusername@yourdomain.com"](#)



The screenshot shows the 'Internet Mail Logon' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text input field labeled 'Account name:' containing the text 'email address'. Below that is another text input field labeled 'Password:' containing the text 'password'. There is a checked checkbox labeled 'Remember password'. At the bottom, there is a checkbox labeled 'Log on using Secure Password Authentication (SPA)' which is unchecked. Below the checkbox, there is a small text block: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.' At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

8. Just click Finish and you're done!



Tips:

1. If your e-mail client has trouble using a + sign in the login, you can use @, :, or % sign instead. If the username does not work on your first try, switch the username format to: "[yourusername@yourdomain.ext](#)"
2. Make sure your user name and password is all lowercase.