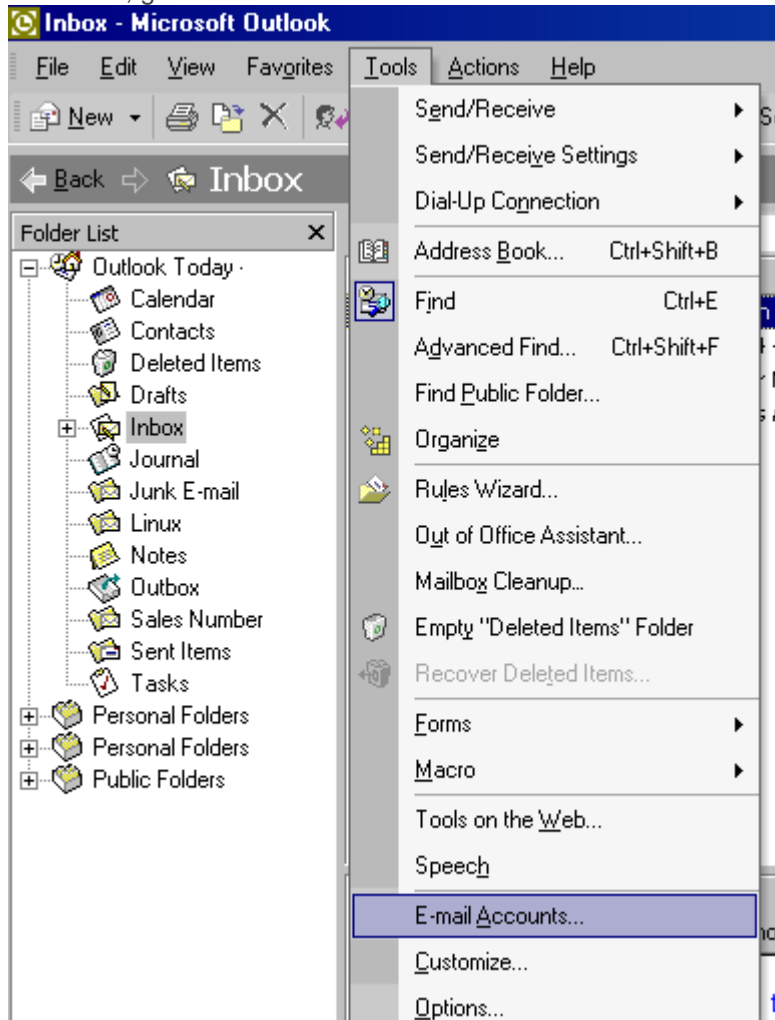


Configuring Outlook and Outlook Express for Your POP3 Email Accounts

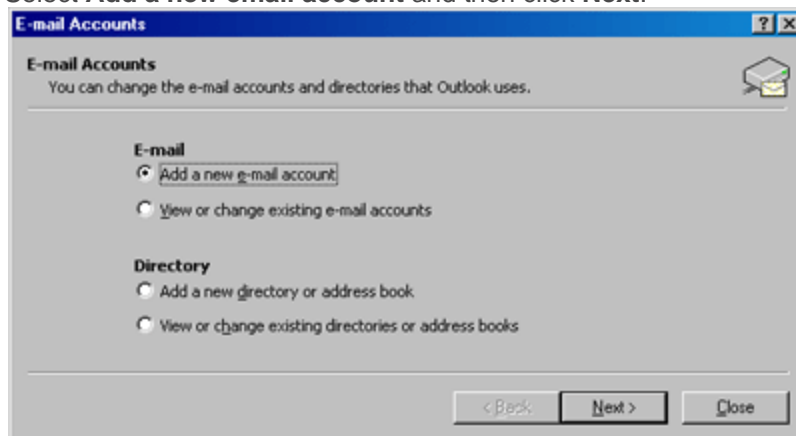
The following explains how to download mail from your account using Microsoft [Outlook](#) or [Outlook Express](#).

Outlook

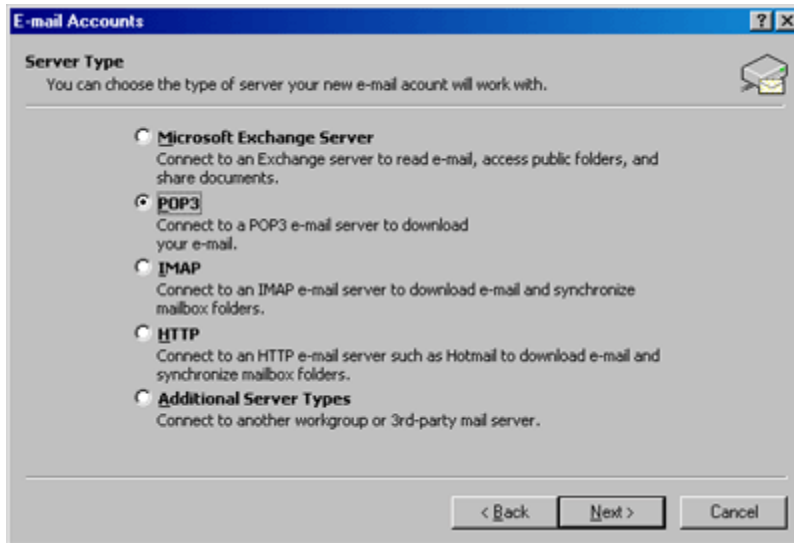
1. In Outlook, go to the **Tools** menu and click on **Email Accounts**.



2. Select **Add a new email account** and then click **Next**.

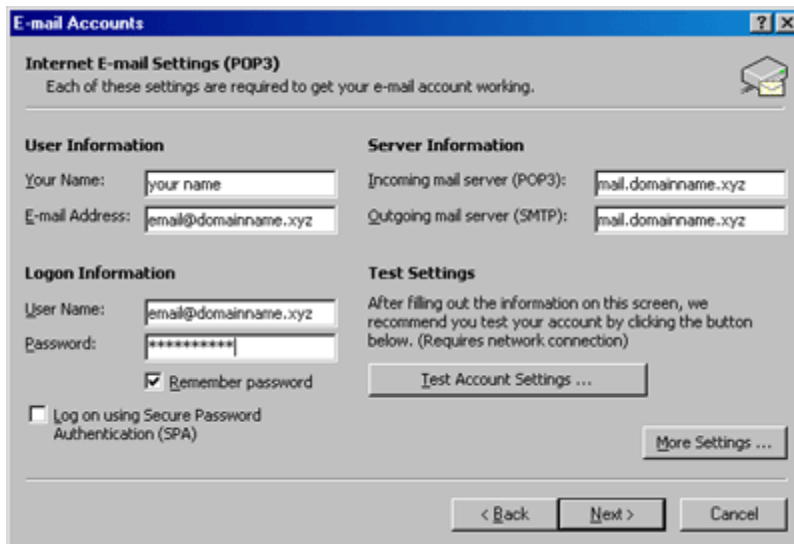


3. Select **POP3** and then click **Next**.

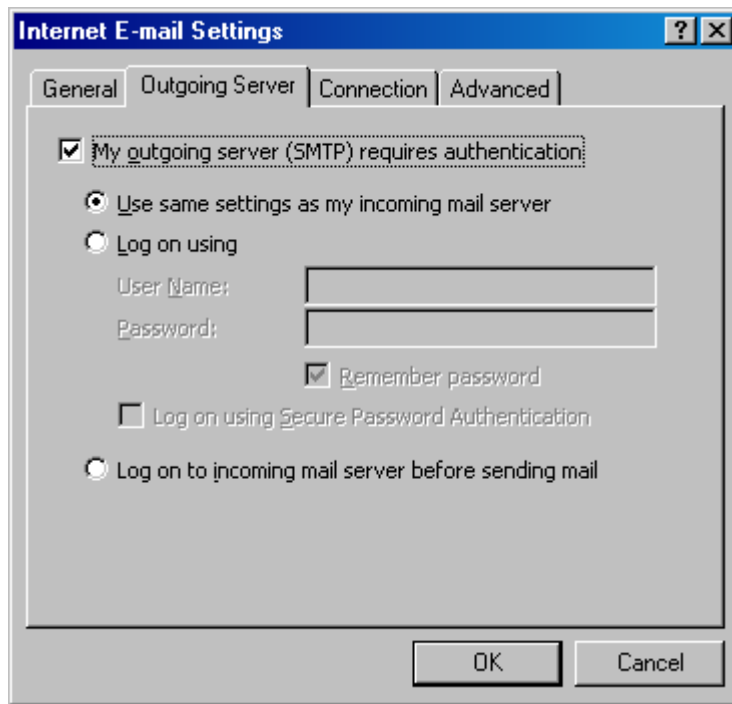


Enter your email information:

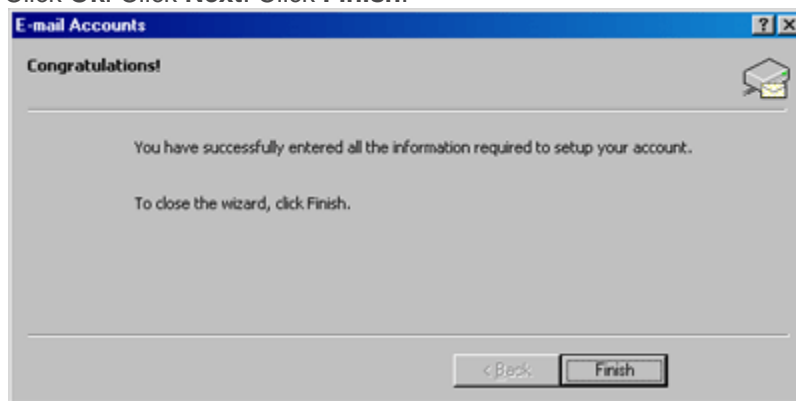
- o **Your Name:** your name
- o **Email Address:** the email address the messages will be sent from
- o **Incoming Mail server (POP3):** mail.domainname.xyz
- o **Outgoing Mail server (SMTP):** mail.domainname.xyz
- o **User Name:** the email address used to login to the webmail interface
- o **Password:** the password for the email address



4. Click on **More Settings** and Select the **Outgoing Server Tab**. Check **My outgoing server (SMTP) requires authentication**. Select **Use same settings as my incoming mail server**.

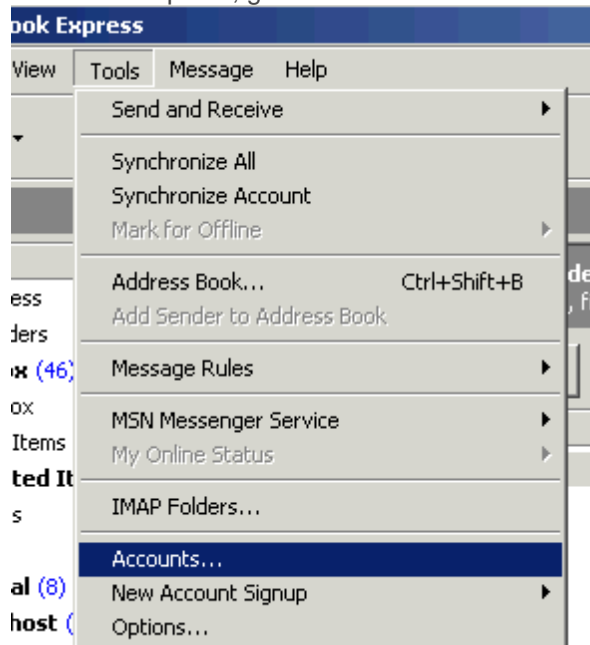


5. Click **Ok**. Click **Next**. Click **Finish**.

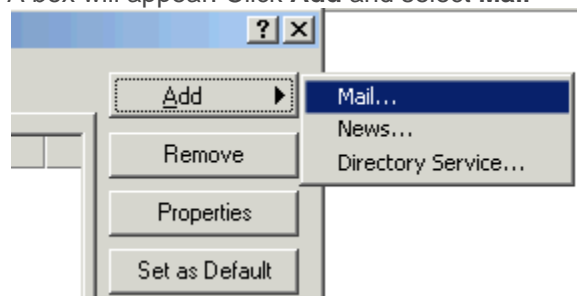


Outlook Express

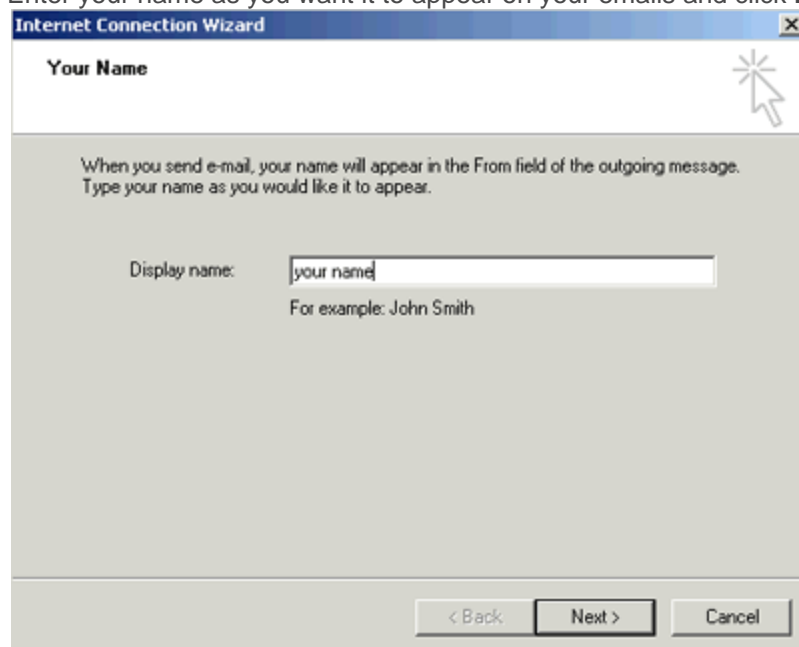
1. In Outlook Express, go to the **Tools** menu. Click on **Accounts...**



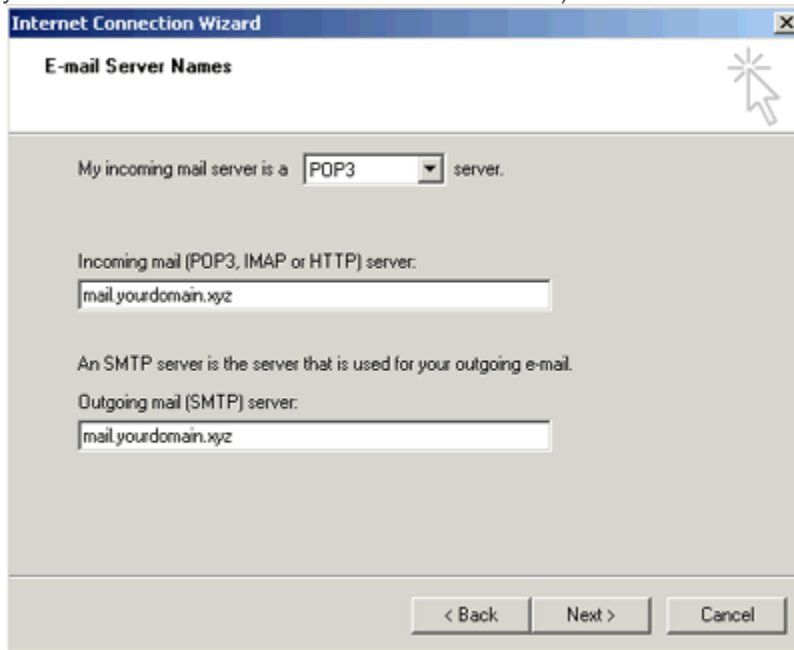
2. A box will appear. Click **Add** and select **Mail**



3. Enter your name as you want it to appear on your emails and click **Next**.

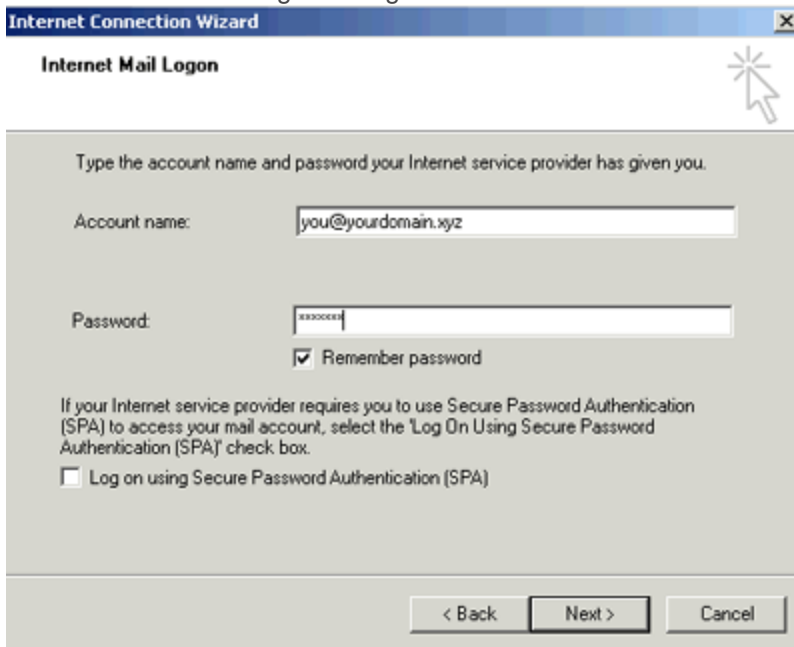


- Put in your email address, which consists of a user you set up in webmail and @yourdomain.xyz, and then click **Next**.
- Server type is **POP3** and incoming and outgoing mail servers are mail.yourdomain.xyz (where yourdomain.xyz is your domain name and extension such as .com). Click on **Next**.



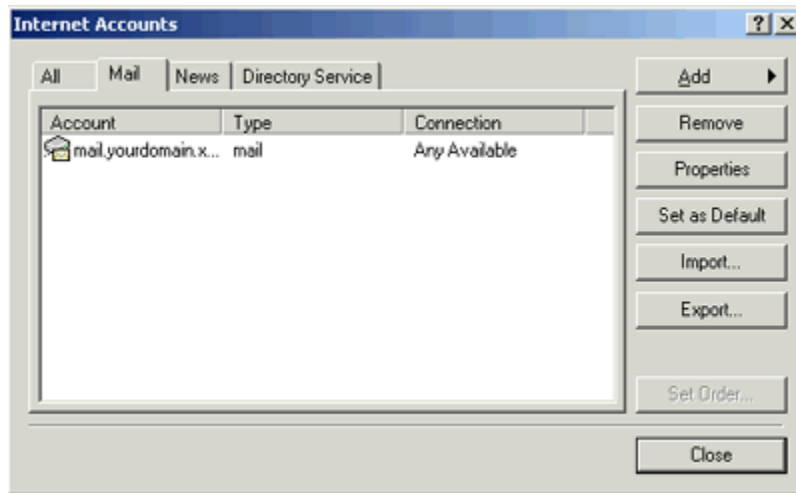
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. The main title is 'E-mail Server Names'. The text reads: 'My incoming mail server is a **POP3** server.' Below this, there are two text input fields. The first is labeled 'Incoming mail (POP3, IMAP or HTTP) server:' and contains the text 'mail.yourdomain.xyz'. The second is labeled 'Outgoing mail (SMTP) server:' and also contains 'mail.yourdomain.xyz'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- Next, enter your email address for the **Account Name**. Enter the password you set for this account. **Note:** Do NOT check the box "Log on using Secure Password Authentication".

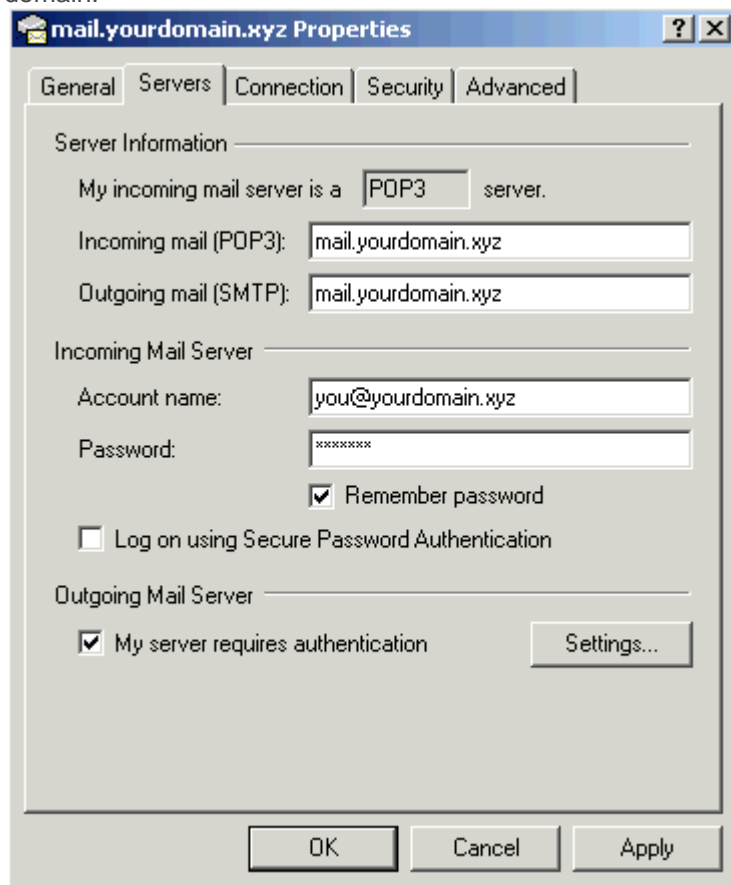


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard'. The main title is 'Internet Mail Logon'. The text reads: 'Type the account name and password your Internet service provider has given you.' Below this, there are two text input fields. The first is labeled 'Account name:' and contains the text 'you@yourdomain.xyz'. The second is labeled 'Password:' and contains a series of asterisks. Below the password field, there is a checked checkbox labeled 'Remember password'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- Click **Next** and then click **Finish**. After you click **Finish**, you should see the following window. If not, go to the **Tools** menu, and click on **Accounts**. After clicking **Accounts** the window will appear. In this window, click on your domain until it is highlighted, then click on **Properties**.



8. When the next screen appears, click on the **Servers** tab. Under Outgoing Mail Server, check the box next to **My server requires authentication**. Click **Okay**. **Note:** You MUST do this step so you can send mail from your domain.



9. Now, you're ready to send and receive mail. To set up multiple accounts, follow these steps again.