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To: New User

From: Kathy

Subject: Setting up email

These instructions are specifically for Outlook. If you use another program and need more guidance, please give me a call.
- Click on "Tools" then "Accounts"
- Click on "Add", "Mail".
- Type in the email address: username@yourdomainname.com
- Type in the Incoming Mail Server (a POP3) mail.yourdomain.com
- Type in the Outgoing Mail Server (SMTP): mail.yourdomain.com
- Type in your account name: username@yourdomain.com (case sensitive)
- Type in your password:
- Click on "More Settings"
- Click on "Outgoing Mail Server" tab
- Click on box "My Outgoing Mail Server Requires Authentication"
- Click on button "Use same settings…"
- Click on "Advanced" tab and change outgoing SMTP port from 25 to 26
- Click on "OK", "Next, "Finish"

You can also check your mail via your web browser at http://webmail.yourdomain.com .   We recommend using Horde for this as it has the most features and is easy to use.