

Email Setup Directions:

There are two basic setups that can be used for email access.

1. Web Mail

Web Mail allows you access to your email from any computer that has internet access. To access web mail go to <http://mail.yourdomain.com> (where yourdomain is the name of your domain)

Enter your complete email address and password to access your email. The basic functionality is similar to most web email such as Hotmail or Yahoo Mail.

2. Email Client (Outlook, Mail, Eudora, etc.)

An email client is useful for organizing and reading mail from the client application versus your web browser. To setup an email client the following settings are necessary.

Server Type: POP3

Incoming mail: mail.yourdomain.com

Outgoing mail: mail.yourdomain.com

(where yourdomain is the name of your domain)

Username/Account name: email address of user ex.

username@yourdomain.com

Password: the password you have set

In addition to these basic settings there is one advanced setting that must be set to send email through your email client. Depending on the email client this settings is typically under outgoing mail > advanced settings. Once you have entered the advanced settings, you must select "my server requires authentication". Then either select same settings as incoming server or retype your username/account name and password as above.

As a final step, try sending yourself an email. If you receive a message without error, you have successfully setup your email client.