

Mailbox Setup

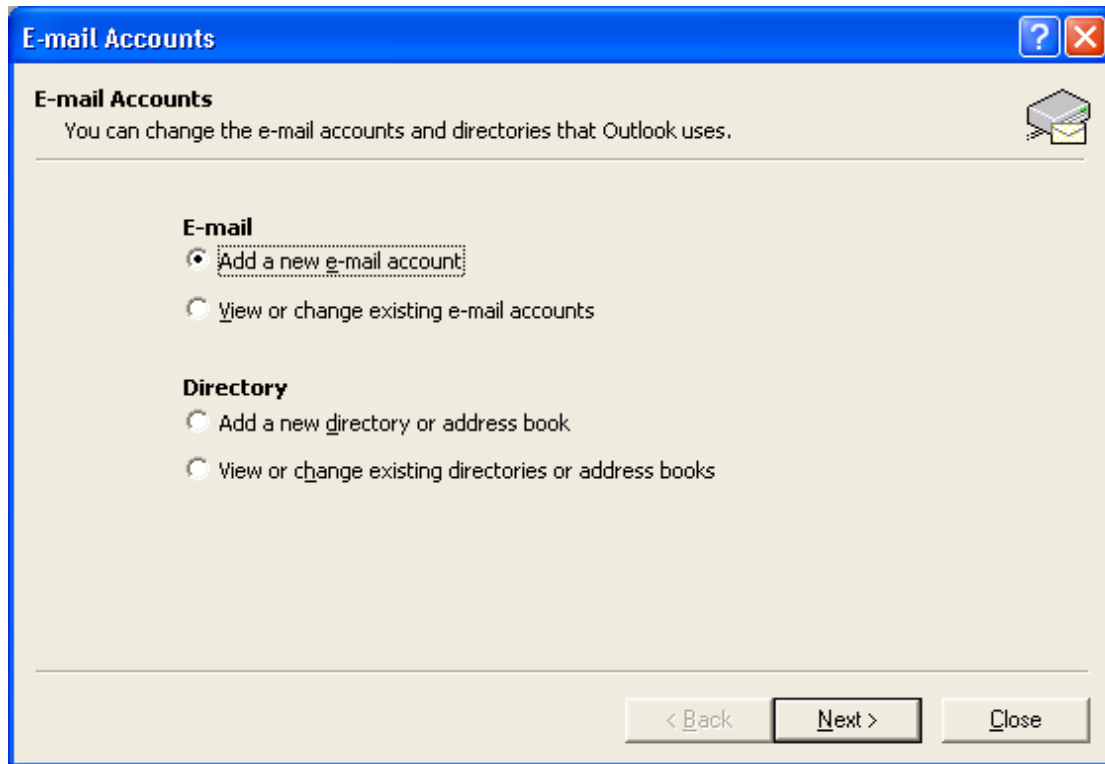
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Setup email in MS Outlook

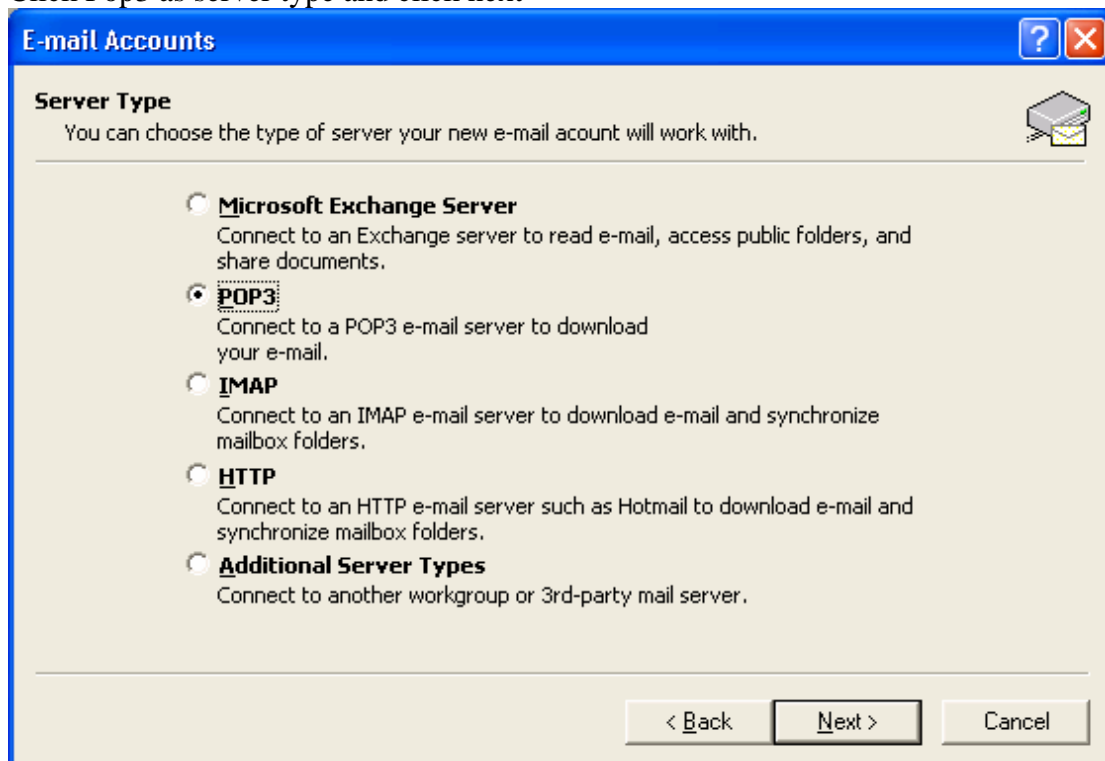
Select tools

- Email accounts

Select add new email account at the next screen and click next



Click Pop3 as server type and click next



User Information

- Your Name
The name you want the emails to appear from
- E-mail Address
mailbox email address

Logon Information

- Enter your email address into the User Name field
- Enter your password into the password field
note password is case sensitive

Server Information

- Incoming Mail Server (POP3)
mail.yourdomain.com.au
- Outgoing Mail Server (SMTP)
Your ISP's 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

Your Name: My Display Name
E-mail Address: you@yourdomain.com

Server Information

Incoming mail server (POP3): mail.yourdomain.com.au
Outgoing mail server (SMTP): your ISP SMTP Server

Logon Information

User Name: you@yourdomain.com
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)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

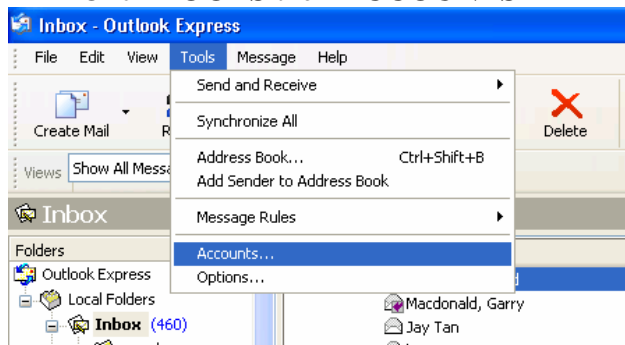
Click test account settings to confirm correct mailbox setup.

If this test fails then review all steps ensuring that

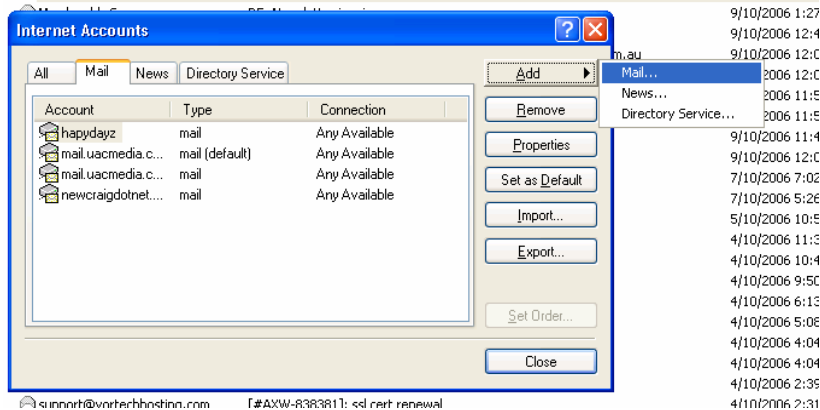
- You have entered the correct email address
- You have entered the correct password remembering that this is case sensitive
- You have entered the correct email address into the user name field
- You have entered your internet service providers outgoing SMTP server under server information

Setting up email accounts in Outlook Express

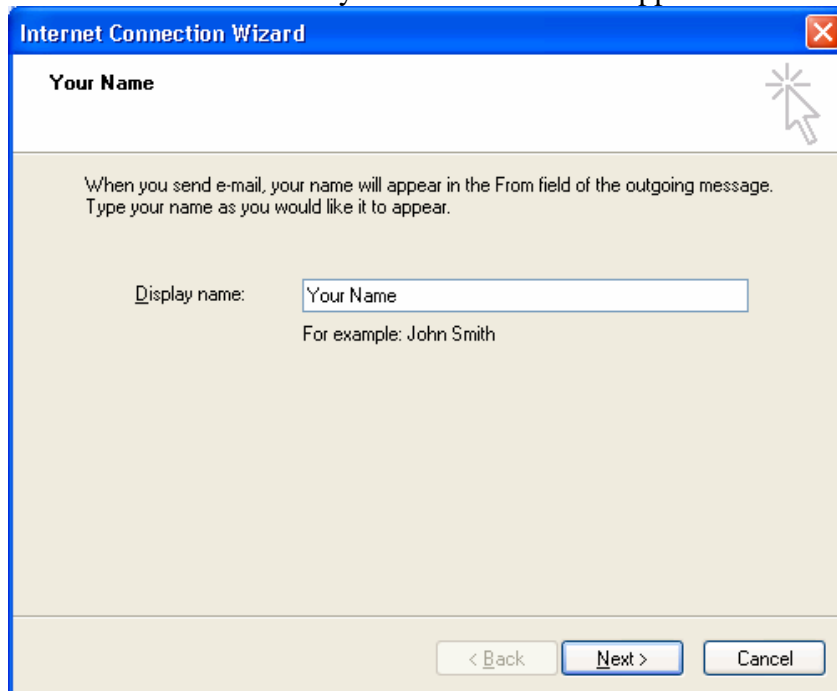
- Click **TOOLS** then **ACCOUNTS**



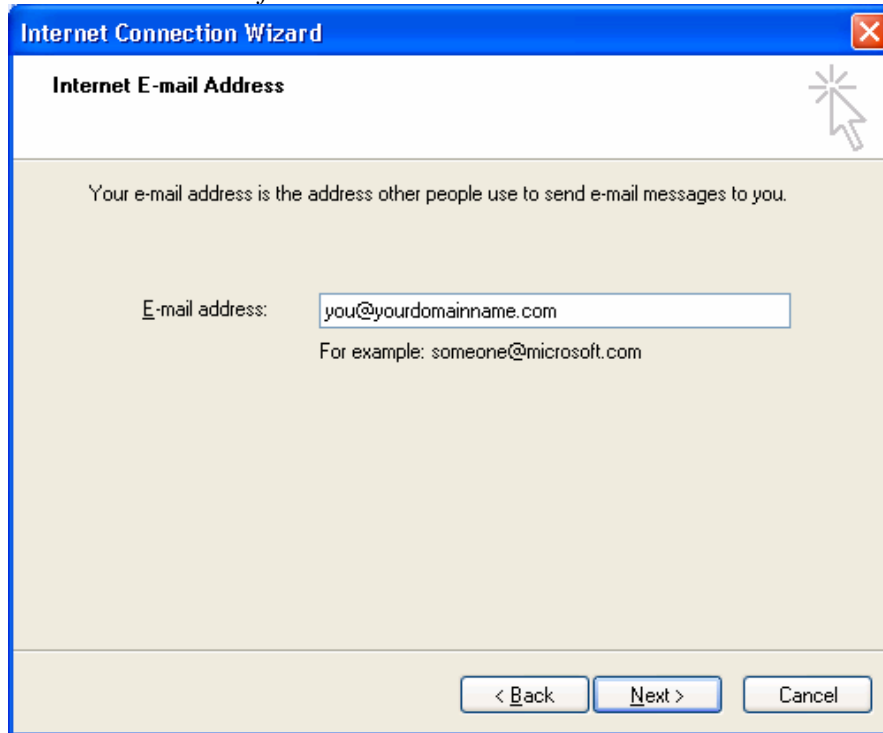
- Make sure you are on the mail tab then click the **ADD** button then **MAIL**



- Enter in the name you want the email to appear from then click **NEXT**

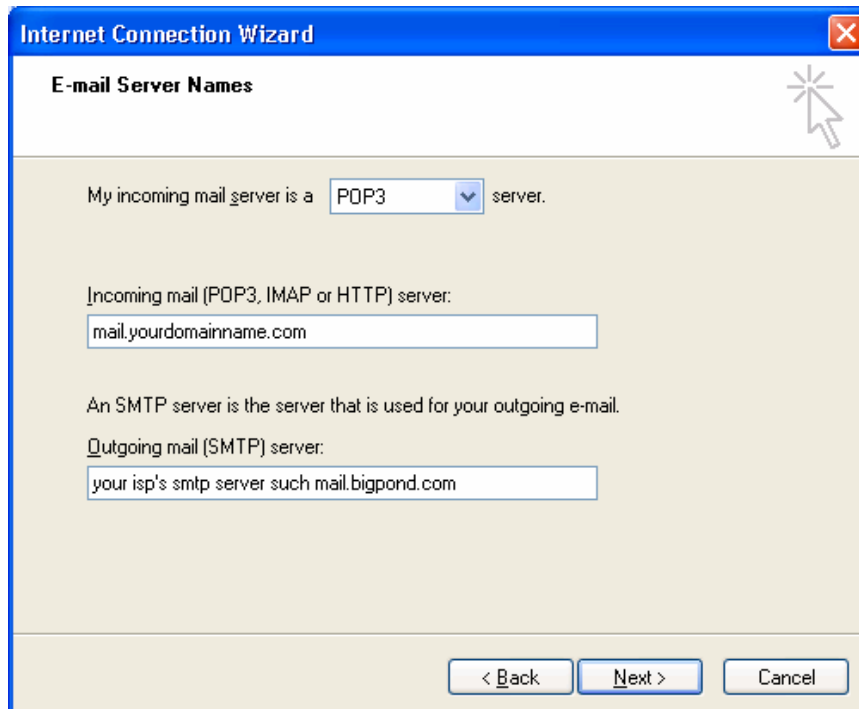


- Enter in the *full email address* of this account and click **NEXT**



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "you@yourdomainname.com". Below the field is the example text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

- Enter in E-mail Server names
The incoming mail server will be **mail.yourdomainname.com** and the outgoing mail (SMTP) server will be your isp's mail server name *such as mail.bigpond.com* then click **NEXT**



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below the heading is a mouse cursor icon. The text reads: "My incoming mail server is a POP3 server." There is a dropdown menu showing "POP3". Below this is a text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing the text "mail.yourdomainname.com". Below that is another text input field labeled "Outgoing mail (SMTP) server:" containing the text "your isp's smtp server such mail.bigpond.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

- Then enter in the full **email address** for the account name and the password *you have been sent by uachosting for this email account*

The screenshot shows the 'Internet Mail Logon' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the value 'you@yourname.com' and 'Password:' with a masked password of ten dots. A checked checkbox labeled 'Remember password' is located below the password field. Below this, there is a paragraph of text: '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.' Below this text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

- Then click **NEXT** and then **FINISH**

The screenshot shows the 'Internet Accounts' dialog box. The window title is 'Internet Accounts'. There are tabs for 'All', 'Mail', 'News', and 'Directory Service', with 'Mail' selected. A table lists the accounts:

Account	Type	Connection
happydayz	mail	Any Available
mail.uacmedia.c...	mail (default)	Any Available
mail.uacmedia.c...	mail	Any Available
newcraigdotnet...	mail	Any Available

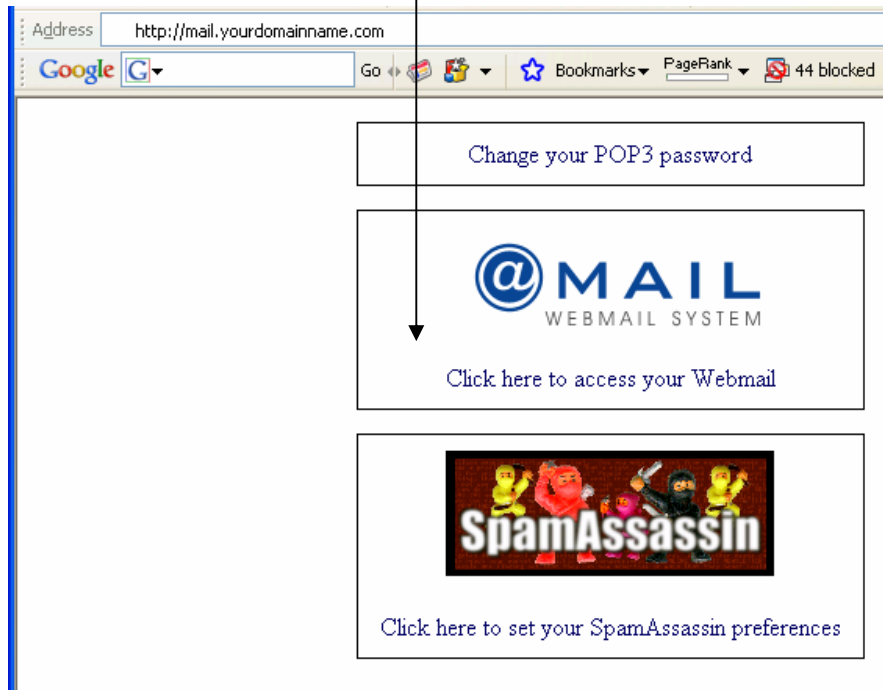
On the right side of the dialog, there are several buttons: 'Add', 'Remove', 'Properties', 'Set as Default', 'Import...', 'Export...', 'Set Order...', and 'Close'.

- and **CLOSE**

Send an email to your self to test this new email account.

Checking email accounts via a web browser

- Into the address bar of your web browser type in **http://mail.yourdomainname.com** and press enter. then click the **@mail** button



- Enter in your user name eg (if your email account is john@home.com then your user name is john) press the **tab** key on the keyboard and enter in your domain name press the **tab** key again and enter in your **password** and press the **login button** or the enter key

