

How to check your email in Outlook?

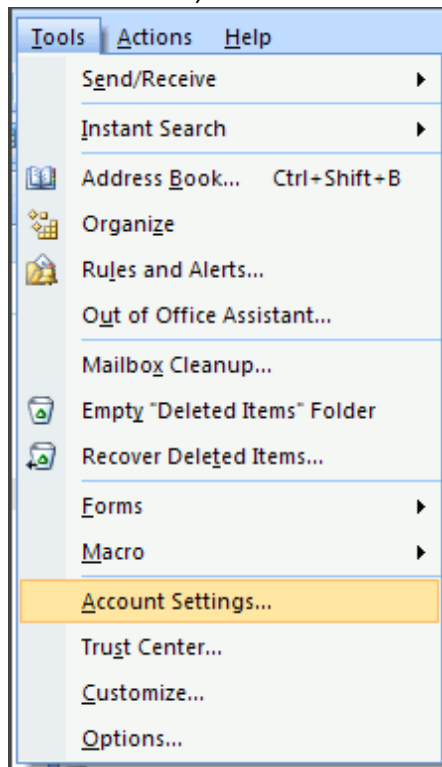
For step-by-step instructions, use the following links depending on the version of Outlook you use.

Before you proceed, find out what version of Outlook you are trying to setup –

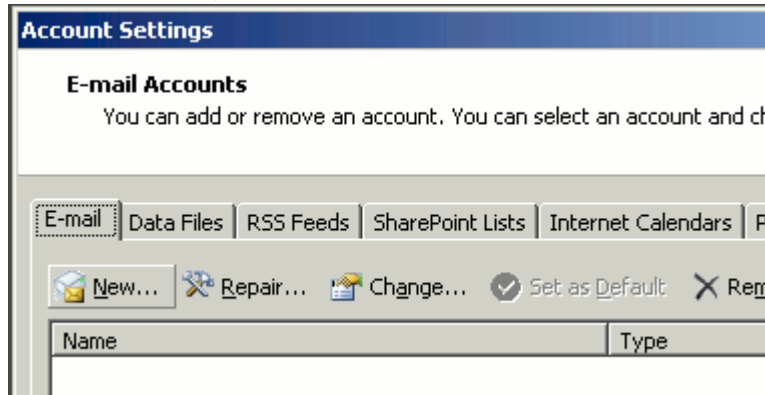
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Outlook 2007

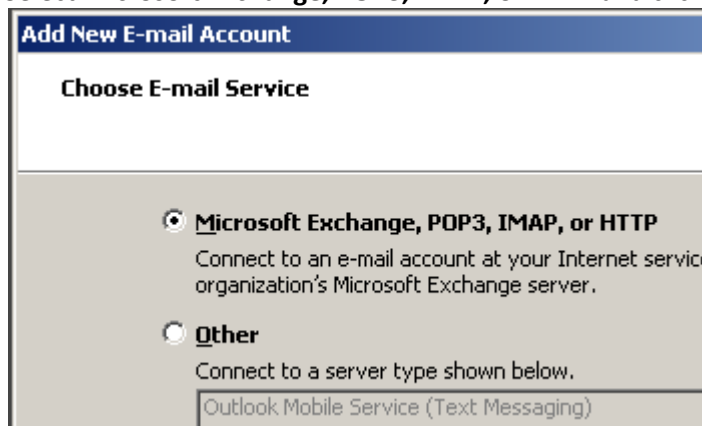
1. In Outlook 2007, from the **Tools** menu, select **Account Settings**.



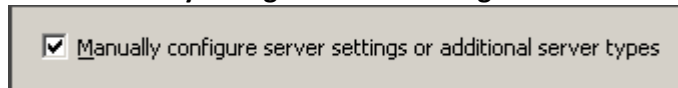
- On the **E-mail** tab, click **New**.



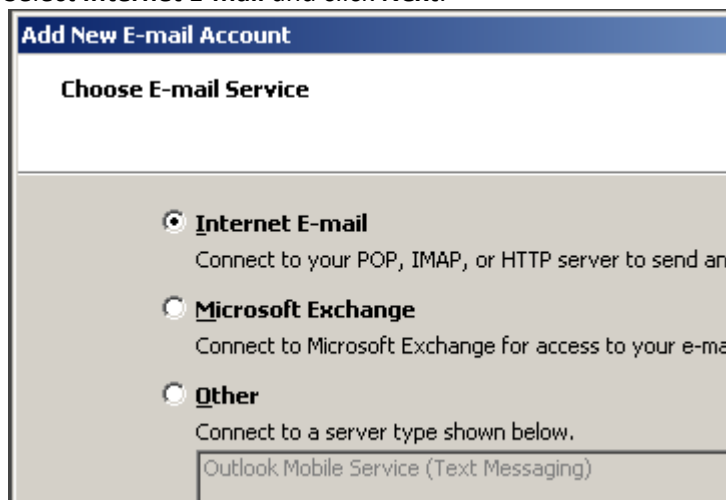
- Select **Microsoft Exchange, POP3, IMAP, or HTTP** and click **Next**.



- Check **Manually configure server settings or additional server types** and click **Next**.

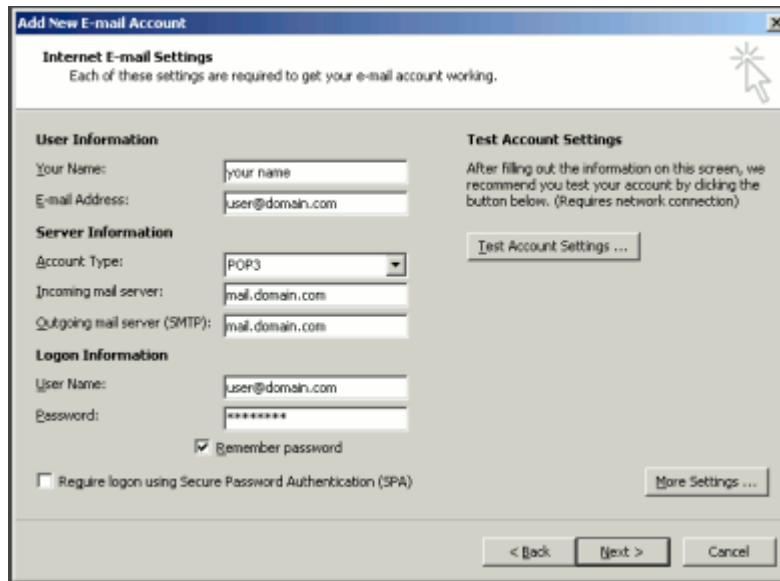


- Select **Internet E-mail** and click **Next**.

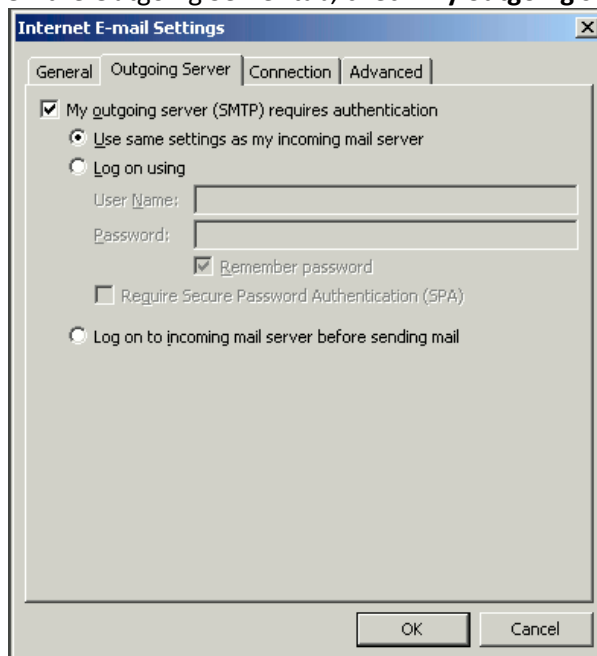


- Enter the requested information:

- **Your Name:** your name
- **Email Address:** the email address the messages will be sent from
- **Account Type:** POP3
- **Incoming Mail server:** mail.domainname.xyz
- **Outgoing Mail server:** mail.domainname.xyz
- **User Name:** the full email address
- **Password:** the password for the email address



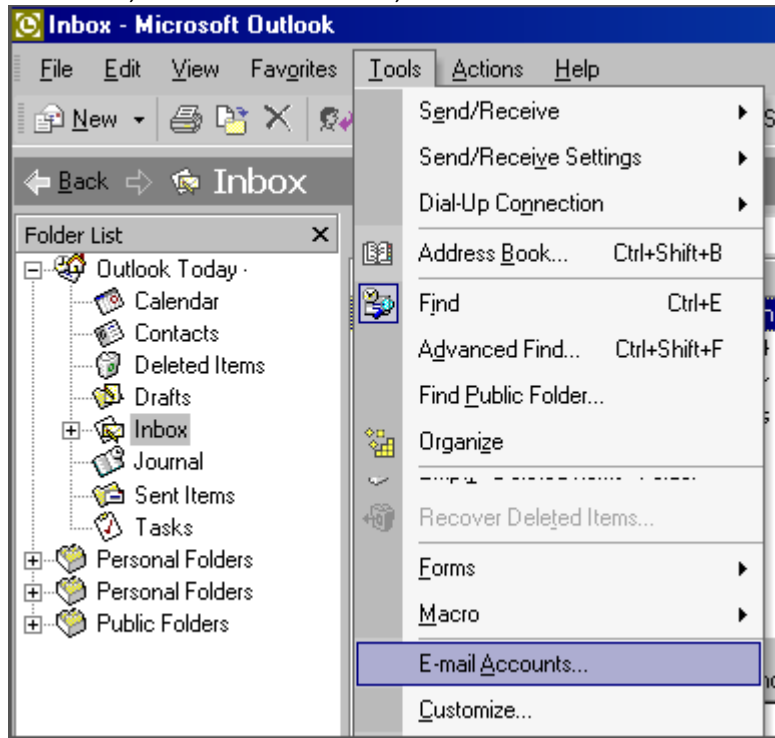
7. Click **More Settings**.
8. On the **Outgoing Server** tab, check **My outgoing server (SMTP) requires authentication**.



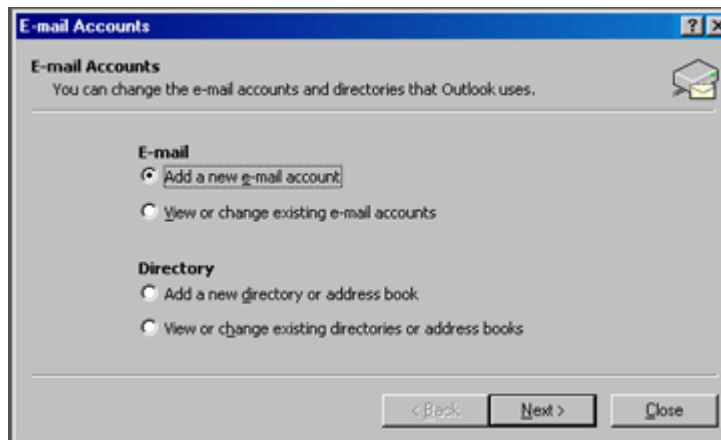
9. Select **Use same settings as my incoming mail server** and click **OK**.
10. Click **Test Account Settings** to verify everything is configured correctly.
11. Click **Next** and then click **Finish**.

Outlook

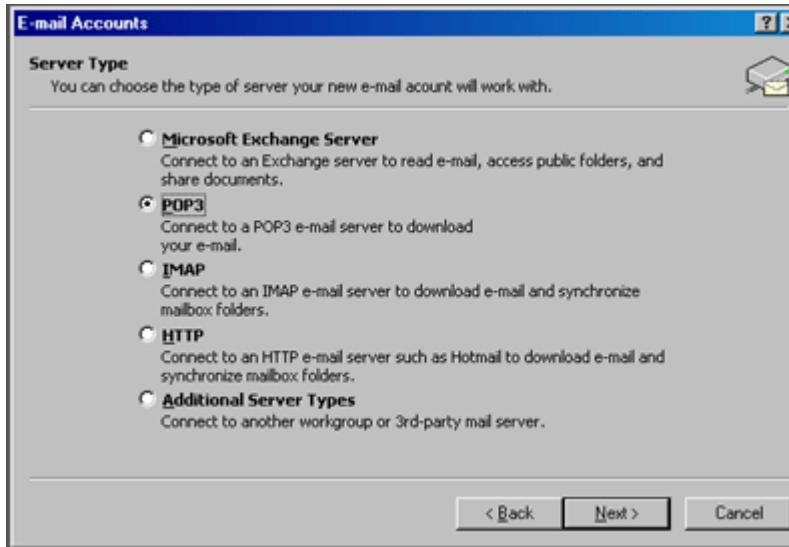
1. In Outlook, from the **Tools** menu, select **Email Accounts**.



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

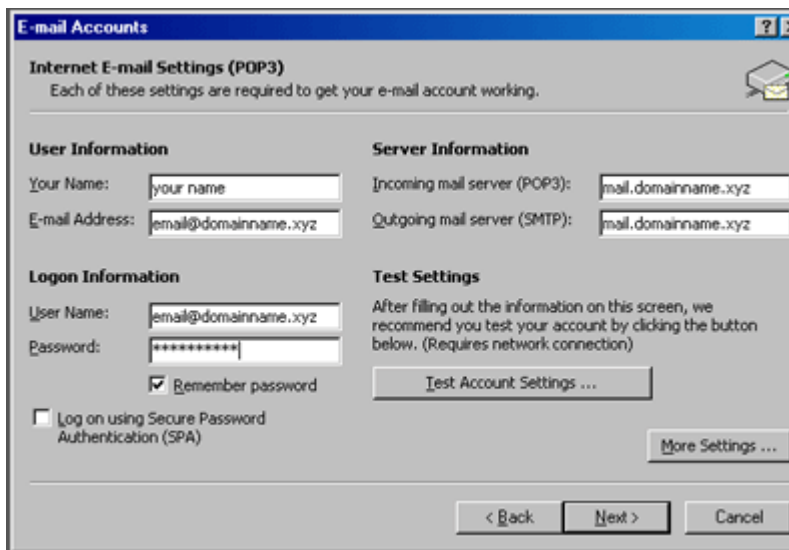


3. Select **POP3** and then click **Next**.



4. Enter your email information:

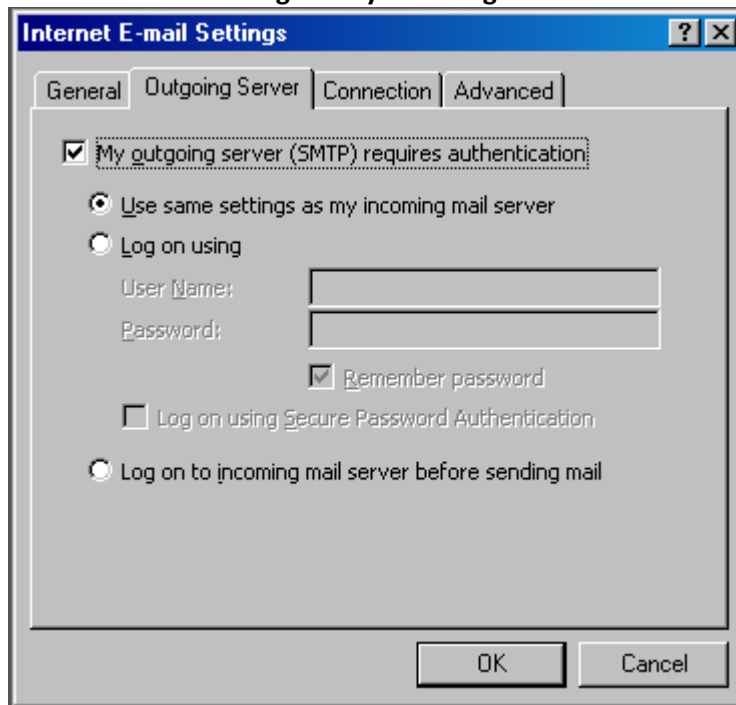
- **Your Name:** your name
- **Email Address:** the email address the messages will be sent from
- **Incoming Mail server (POP3):** mail.domainname.xyz
- **Outgoing Mail server (SMTP):** mail.domainname.xyz
- **User Name:** the email address used to log into the webmail interface
- **Password:** the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



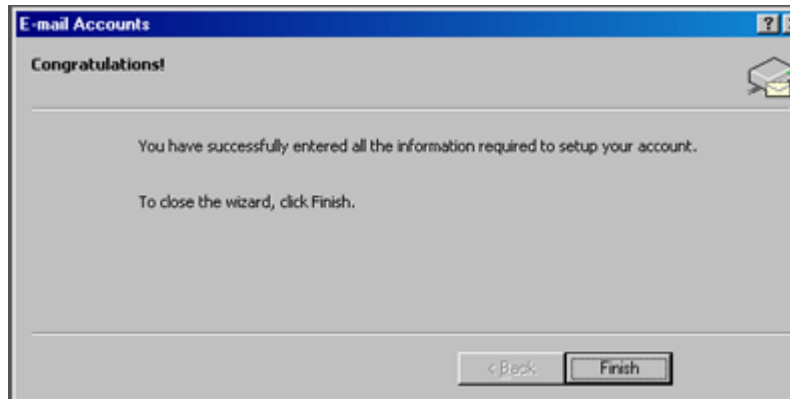
5. Click on **More Settings** and select the **Outgoing Server Tab**.

6. Check **My outgoing server (SMTP) requires authentication**.

7. Select **Use same settings as my incoming mail server.**

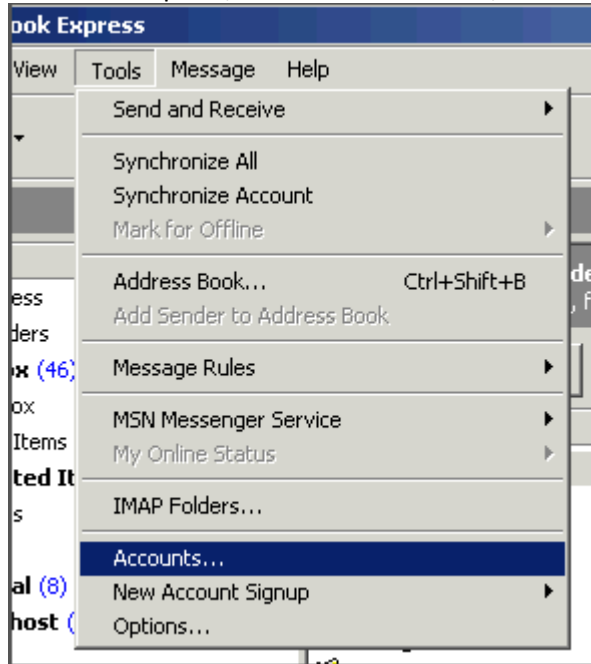


8. Click **Ok**. Click **Next**. Click **Finish**.

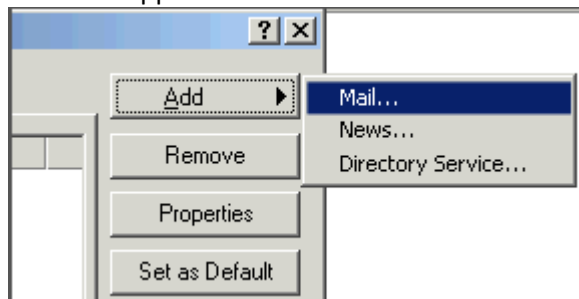


Outlook Express

1. In Outlook Express, from the **Tools** menu, select **Accounts...**



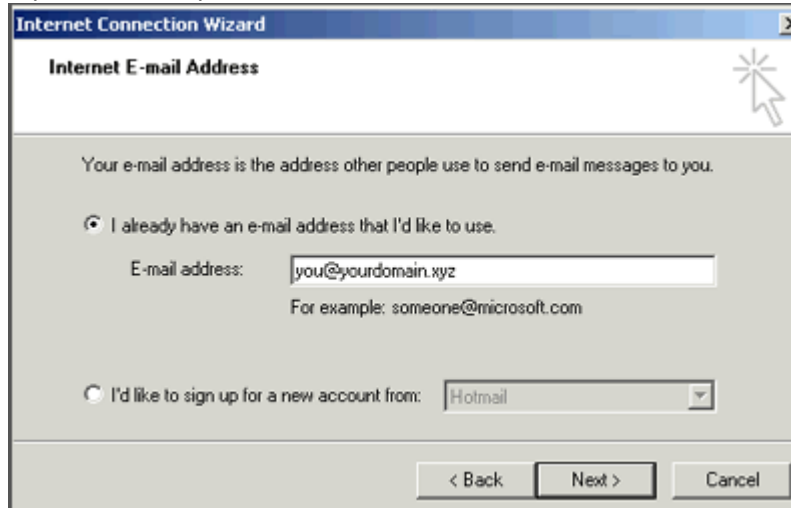
2. A box will appear. Click **Add** and select **Mail**.



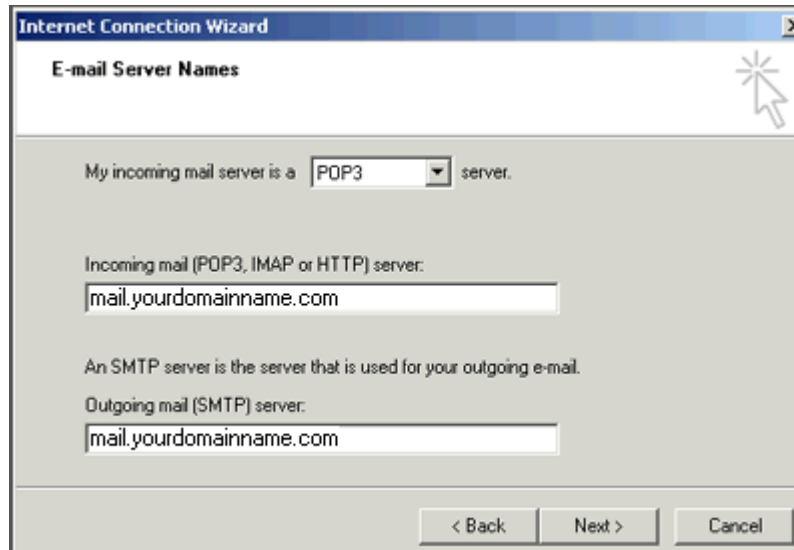
3. Enter your name as you want it to appear on your emails and click **Next**.



- Put in your email address, which consists of a user you set up in webmail and @yourdomain.xyz, and then click **Next**.



- Set the server type as **POP3**.
- For incoming and outgoing mail servers, enter mail.yourdomain.xyz (where yourdomain.xyz is your domain name and extension such as .com).

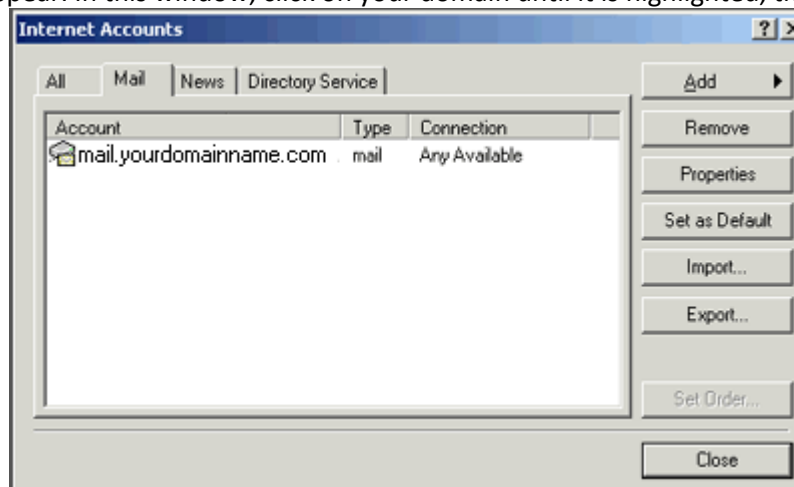


- Click on **Next**.
- Enter your email address for the **Account Name**. Enter the password you set for this account.

Note: Do NOT check the box "Log on using Secure Password Authentication".



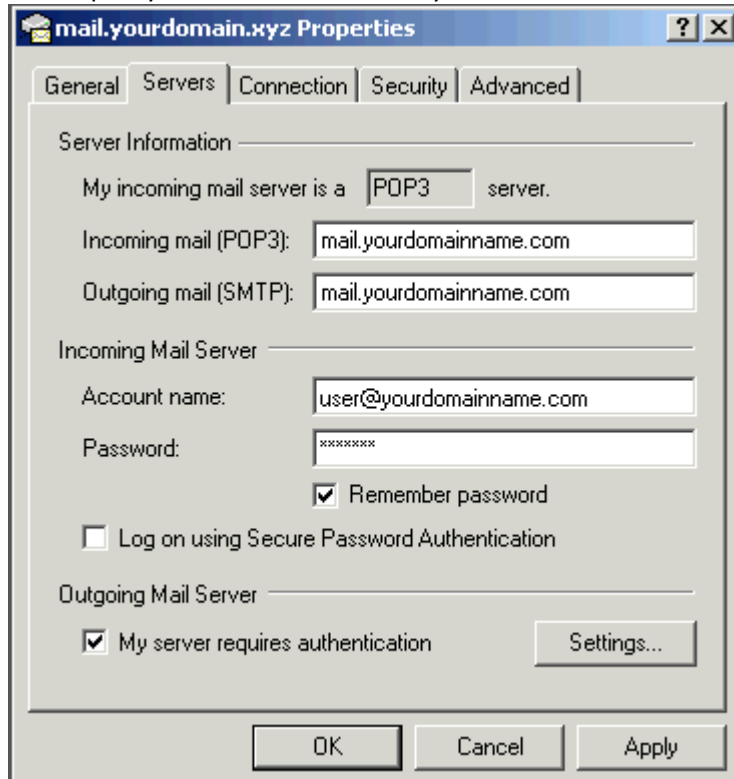
9. Click **Next** and then click **Finish**. After you click **Finish**, you should see the following window. If not, go to the **Tools** menu, and click on **Accounts**. After clicking **Accounts** the window will appear. In this window, click on your domain until it is highlighted, then click



on **Properties**.

10. 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.



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

Alternatively -

Outlook Express Users

<http://www.microsoft.com/windows/ie/ie6/using/howto/oe/setup.msp>

Microsoft Outlook 2003-2007

http://products.secureserver.net/email/email_outlook.htm

We understand setting up mail in Outlook can be tricky. We are certain that the above links will help you.