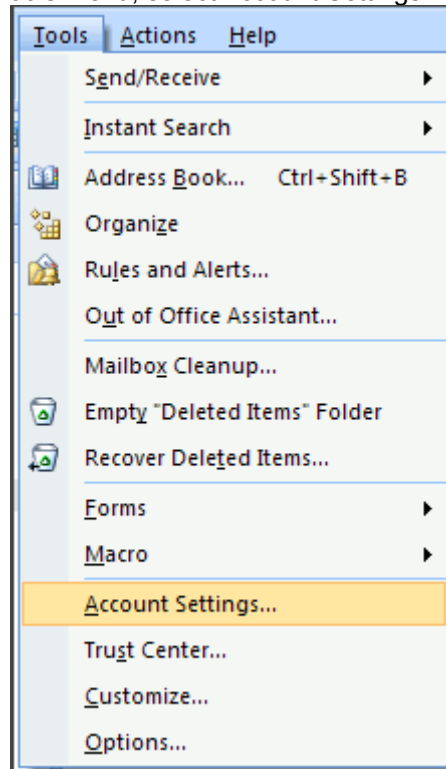


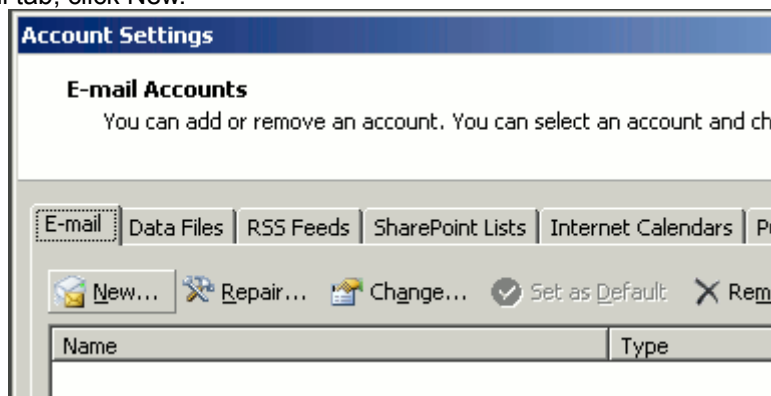
## How to download mail from your hosting account using Microsoft Outlook 2007, Outlook or Outlook Express

### Outlook 2007

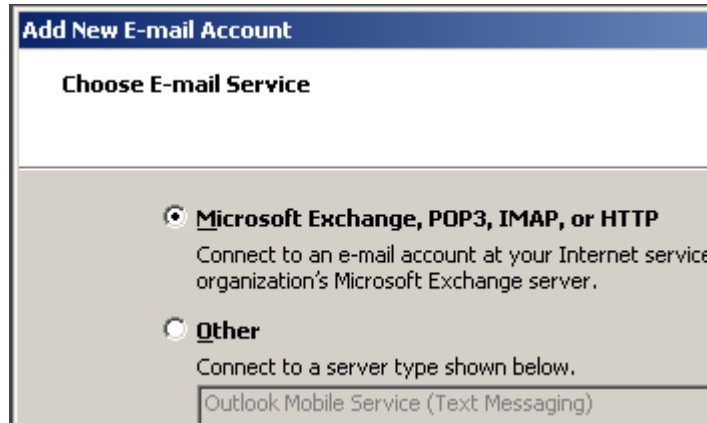
1. In Outlook 2007, from the Tools menu, select Account Settings.



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



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



**Add New E-mail Account**

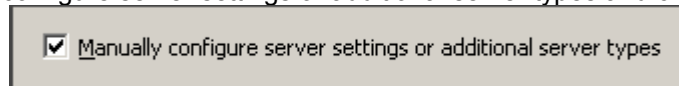
**Choose E-mail Service**

**Microsoft Exchange, POP3, IMAP, or HTTP**  
Connect to an e-mail account at your Internet service organization's Microsoft Exchange server.

**Other**  
Connect to a server type shown below.

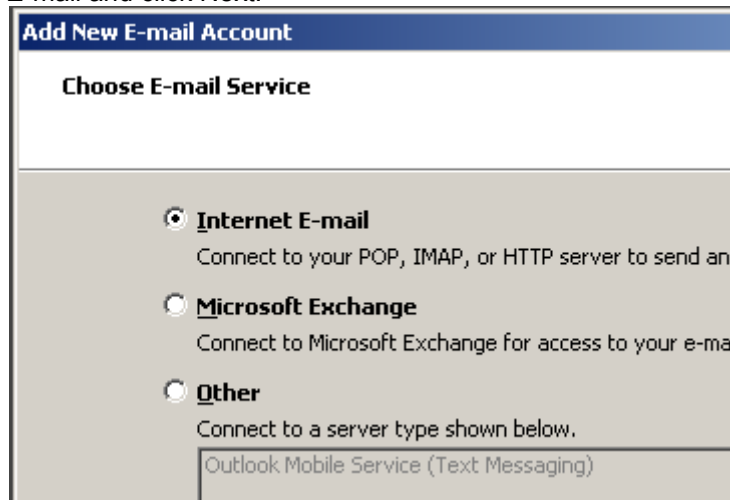
Outlook Mobile Service (Text Messaging)

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



Manually configure server settings or additional server types

5. Select Internet E-mail and click Next.



**Add New E-mail Account**

**Choose E-mail Service**

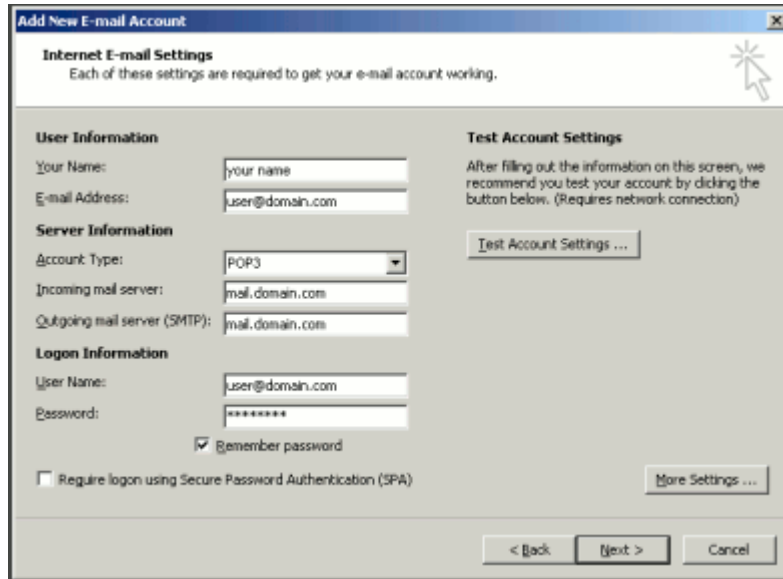
**Internet E-mail**  
Connect to your POP, IMAP, or HTTP server to send and receive mail.

**Microsoft Exchange**  
Connect to Microsoft Exchange for access to your e-mail.

**Other**  
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

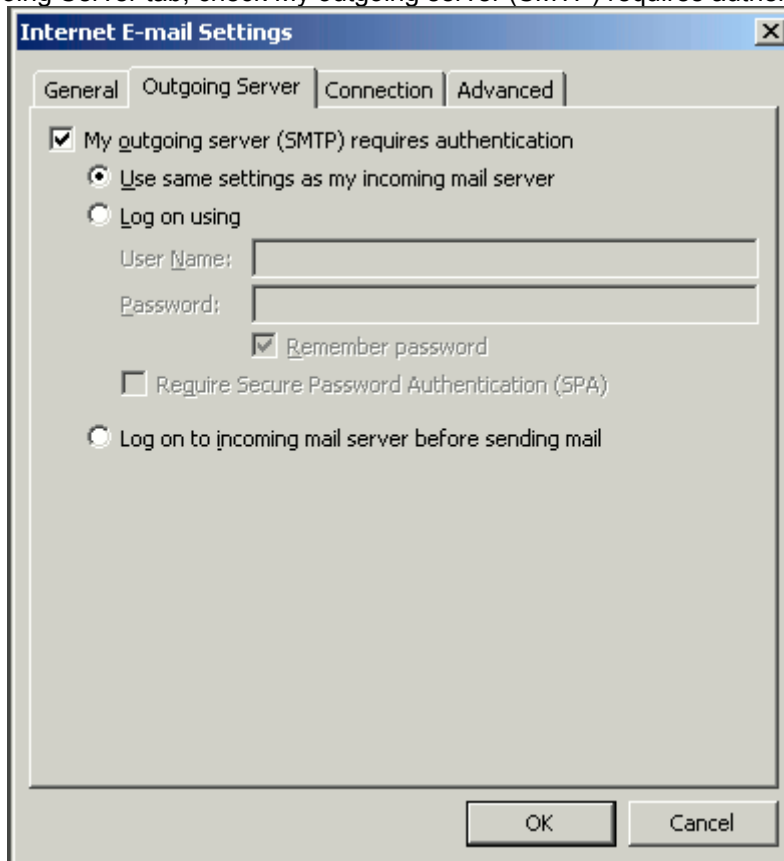
6. Enter the requested information:  
Your Name: your name  
Email Address: the email address the messages will be sent from  
Account Type: POP3  
Incoming Mail server: mail.domainname.xyz  
Outgoing Mail server: mail.domainname.xyz  
User Name: the full email address  
Password: the password for the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



The screenshot shows the 'Add New E-mail Account' dialog box with the following sections:

- Internet E-mail Settings**: Each of these settings are required to get your e-mail account working.
- User Information**: Your Name: your name; E-mail Address: user@domain.com
- Server Information**: Account Type: POP3; Incoming mail server: mail.domain.com; Outgoing mail server (SMTP): mail.domain.com
- Logon Information**: User Name: user@domain.com; Password: \*\*\*\*\*;  Remember password;  Require logon using Secure Password Authentication (SPA)
- Test Account Settings**: After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection). Button: Test Account Settings ...
- Buttons: < Back, Next >, Cancel, More Settings ...

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



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The settings are:

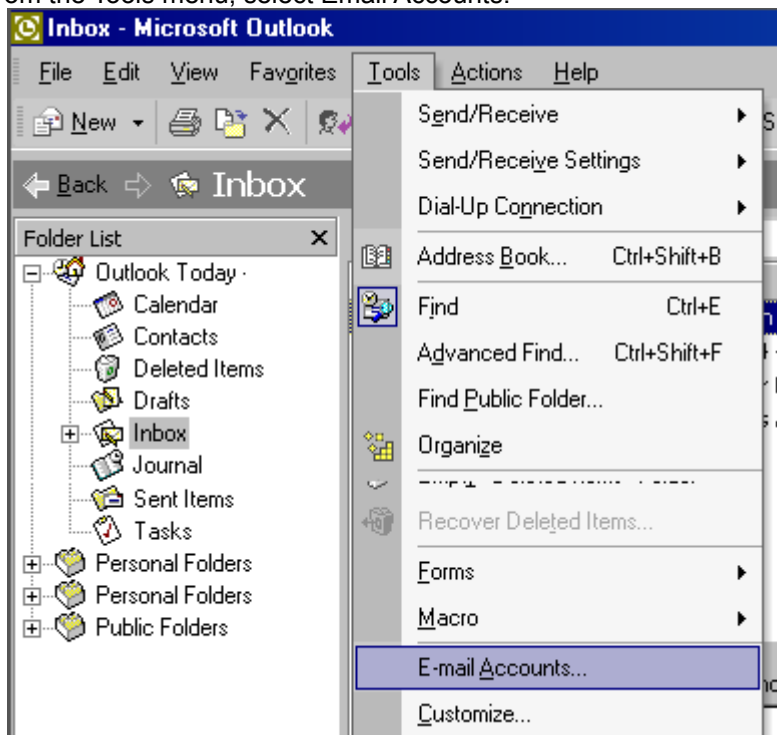
- My outgoing server (SMTP) requires authentication
  - Use same settings as my incoming mail server
  - Log on using
    - User Name: [text box]
    - Password: [text box]
    - Remember password
    - Require Secure Password Authentication (SPA)
  - Log on to incoming mail server before sending mail

Buttons: OK, Cancel

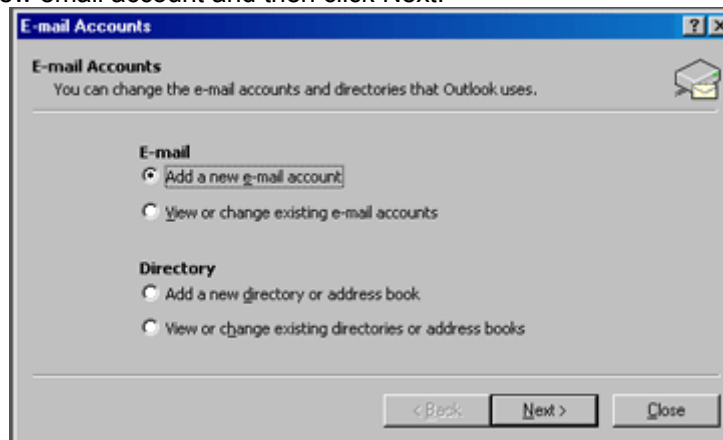
9. Select Use same settings as my incoming mail server and click OK.
10. Click Test Account Settings to verify everything is configured correctly.
11. Click Next and then click Finish.

## Outlook

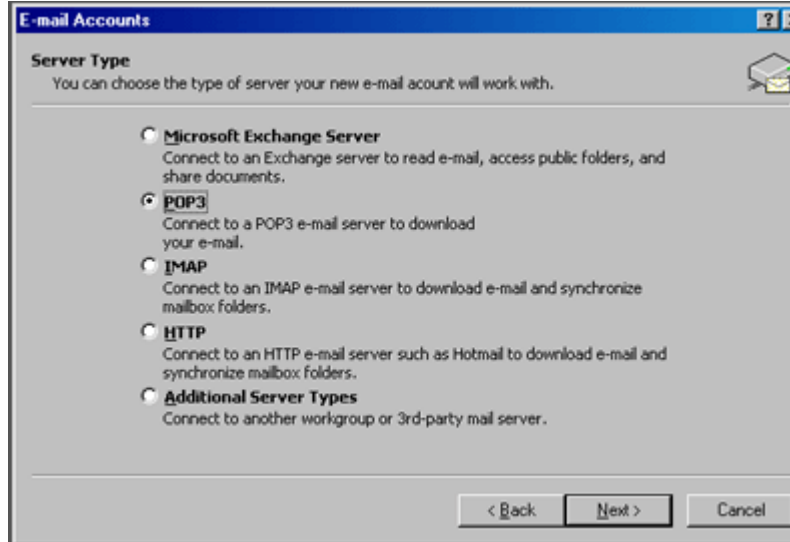
1. In Outlook, from the Tools menu, select Email Accounts.



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

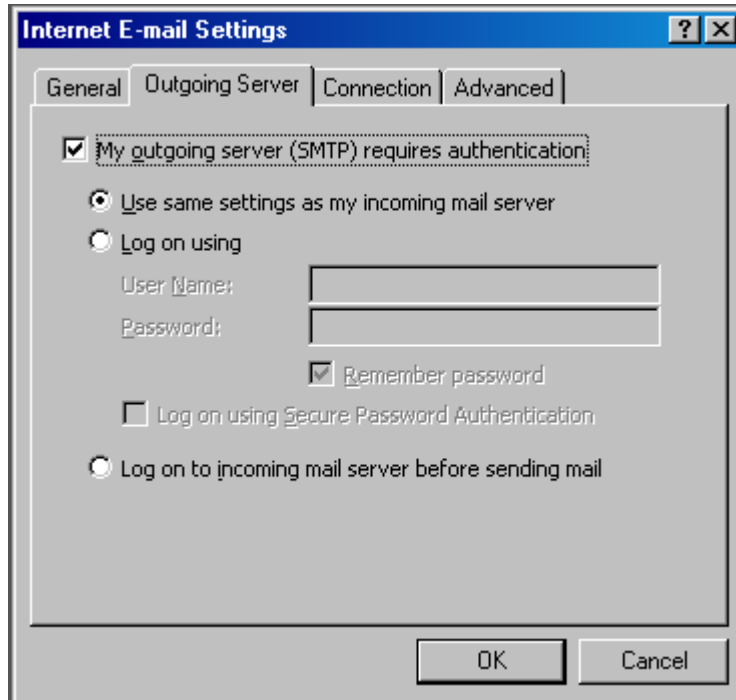
Outgoing Mail server (SMTP): mail.domainname.xyz

User Name: the email address used to log into the webmail interface

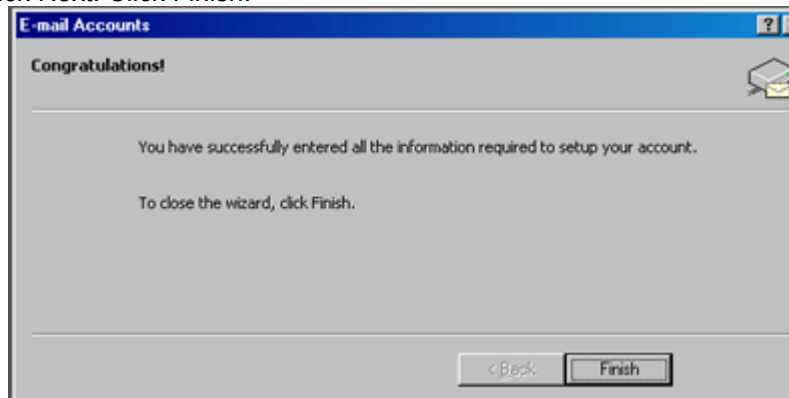
Password: the password for the email address



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.

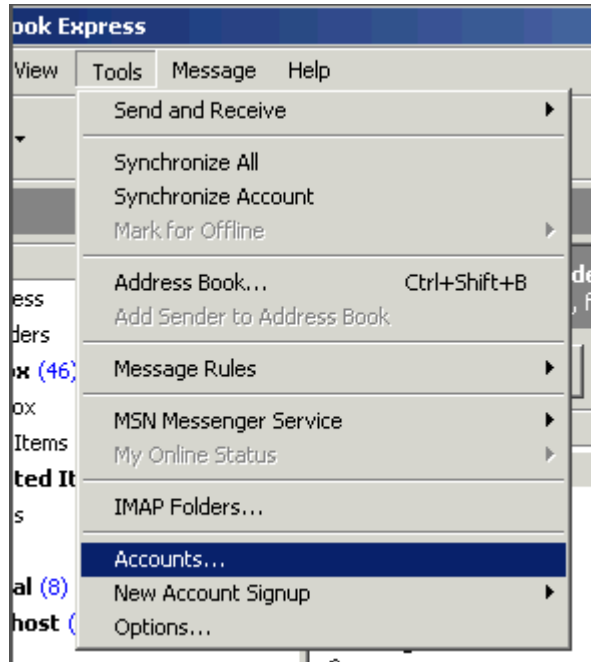


8. Click Ok. Click Next. Click Finish.

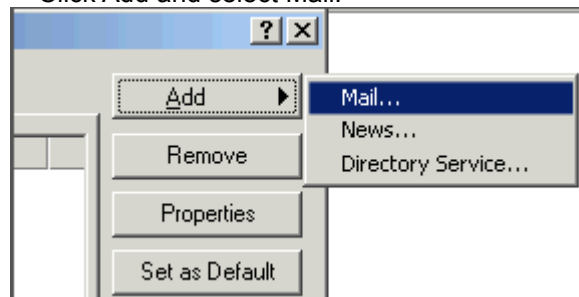


## Outlook Express

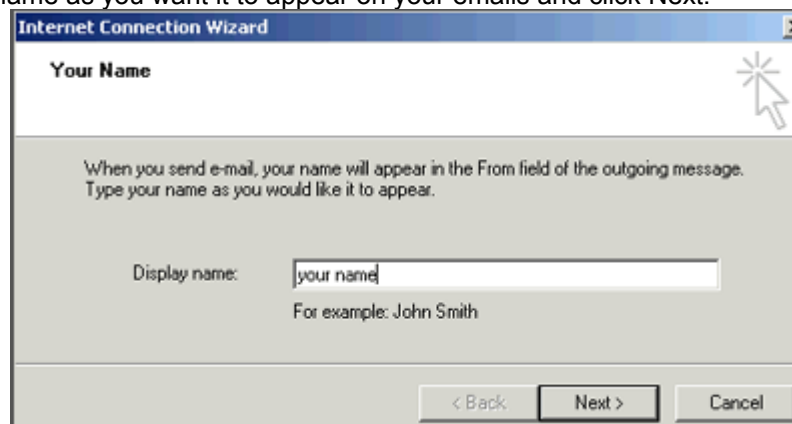
1. In Outlook Express, from the Tools menu, select Accounts...



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

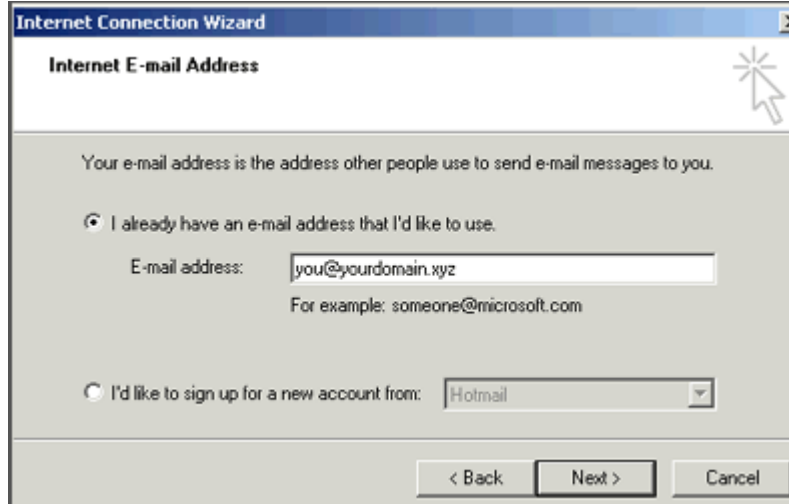


3. Enter your name as you want it to appear on your emails and click Next.



4. Put in your email address, which consists of a user you set up in webmail and @yourdomain.xyz,

and then click Next.



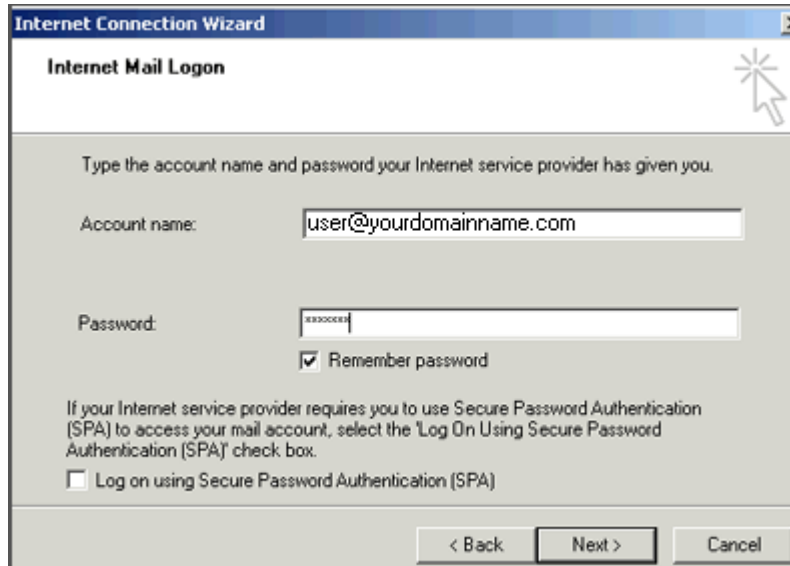
The screenshot shows the 'Internet Connection Wizard' window, specifically the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads 'Internet E-mail Address'. A mouse cursor is pointing at a star icon in the top right corner. The main text says: 'Your e-mail address is the address other people use to send e-mail messages to you.' There are two radio button options: the first is selected and reads 'I already have an e-mail address that I'd like to use.' Below this is a text box containing 'you@yourdomain.xyz' and a note 'For example: someone@microsoft.com'. The second radio button is unselected and reads 'I'd like to sign up for a new account from:' followed by a dropdown menu showing 'Hotmail'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Set the server type as POP3.
6. For incoming and outgoing mail servers, enter mail.yourdomain.xyz (where yourdomain.xyz is your domain name and extension such as .com).
7. Click on Next.

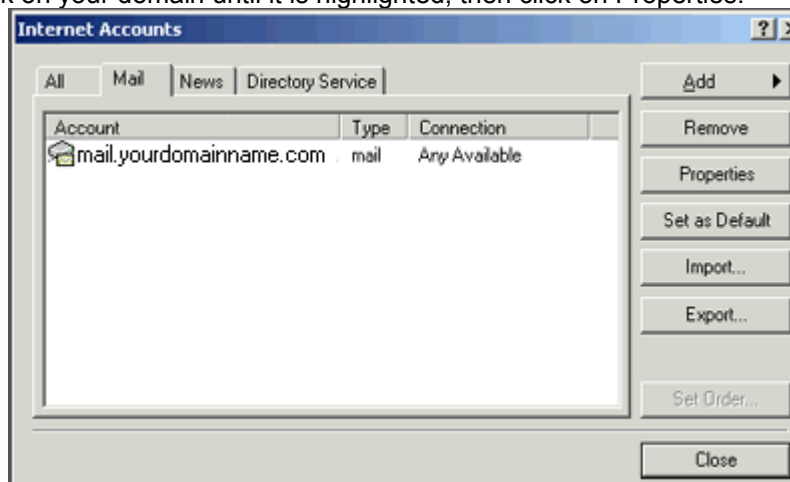


The screenshot shows the 'Internet Connection Wizard' window, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads 'E-mail Server Names'. A mouse cursor is pointing at a star icon in the top right corner. The main text says: 'My incoming mail server is a POP3 server.' Below this is a dropdown menu showing 'POP3'. The text continues: 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'mail.yourdomainname.com'. Below that, it says: 'An SMTP server is the server that is used for your outgoing e-mail.' followed by 'Outgoing mail (SMTP) server:' and a text box containing 'mail.yourdomainname.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

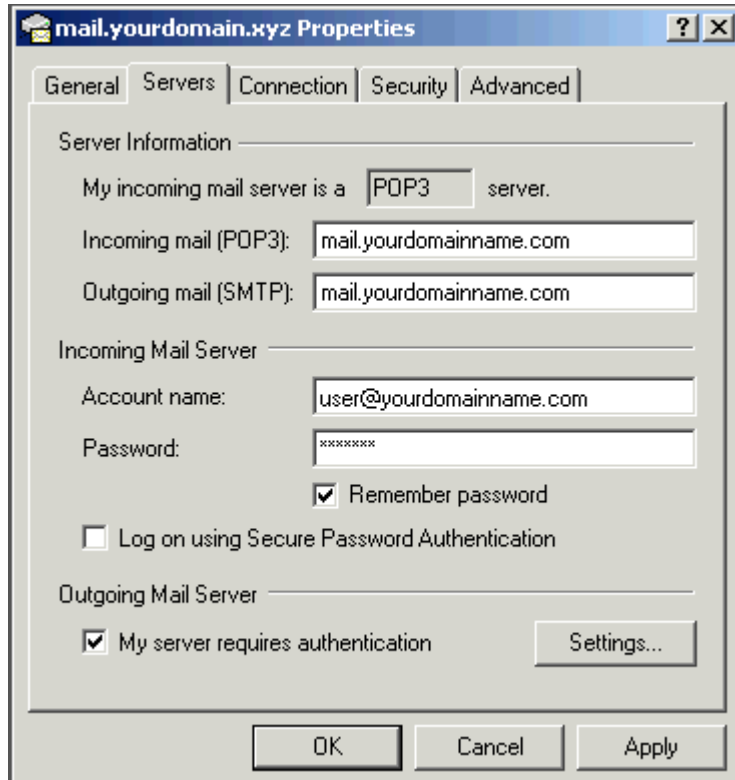
8. Enter your email address for the Account Name. Enter the password you set for this account. Note: Do NOT check the box "Log on using Secure Password Authentication".



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.