

Mail settings: (This can be used in Outlook, gmail.com, or your cellphone)

Mail Server Username: Use complete email address

Password: As given above

Incoming Mail Server: **mail.mydomain.xxx** (eg. mail.octoweb.co.za, mail.khodiso.com), port 110

Outgoing Mail Server: **mail.mydomain.xxx** (eg. mail.octoweb.co.za, mail.khodiso.com) (server requires authentication) port 26

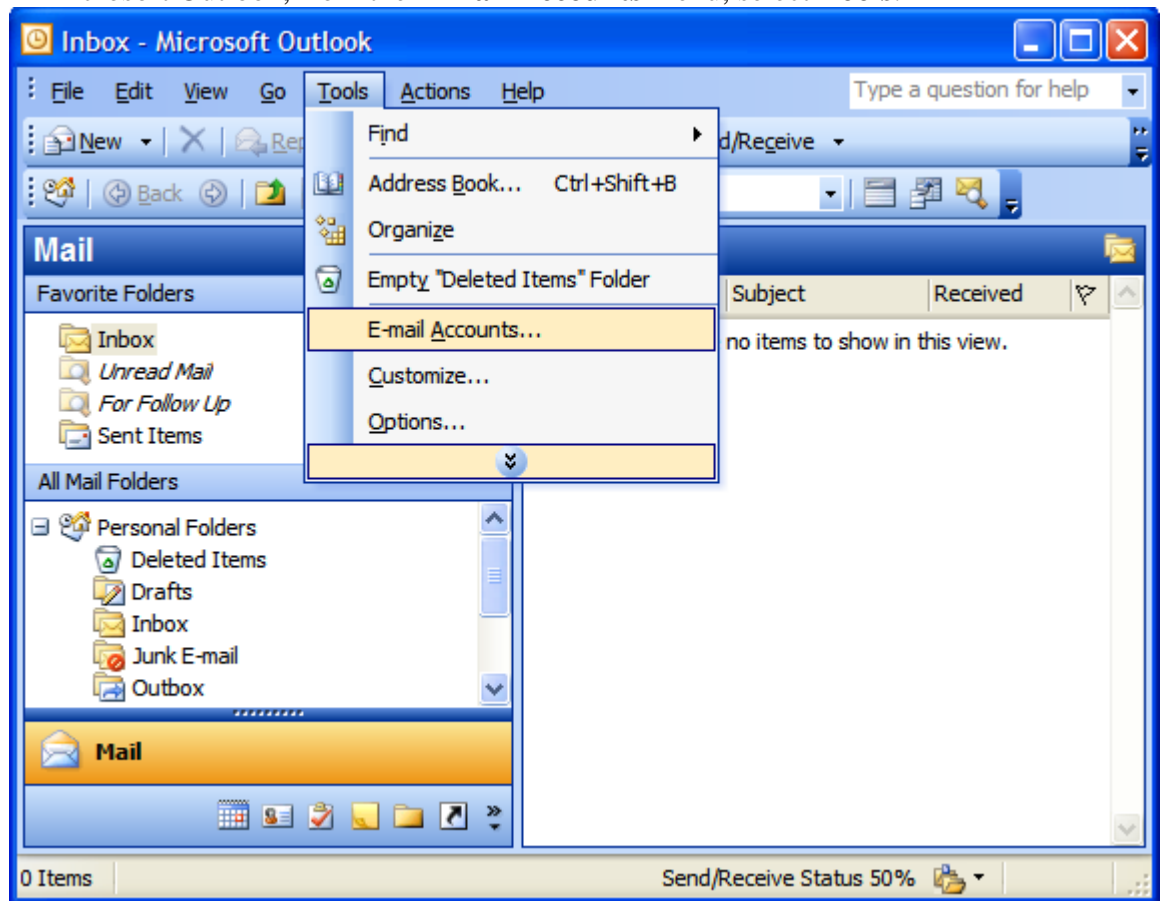
Please ensure that in your settings that you tick **off** 'Leave mail on the server' option (This option should **NOT** be ticked).

Setting Up Your POP or IMAP Email Address in Microsoft Outlook

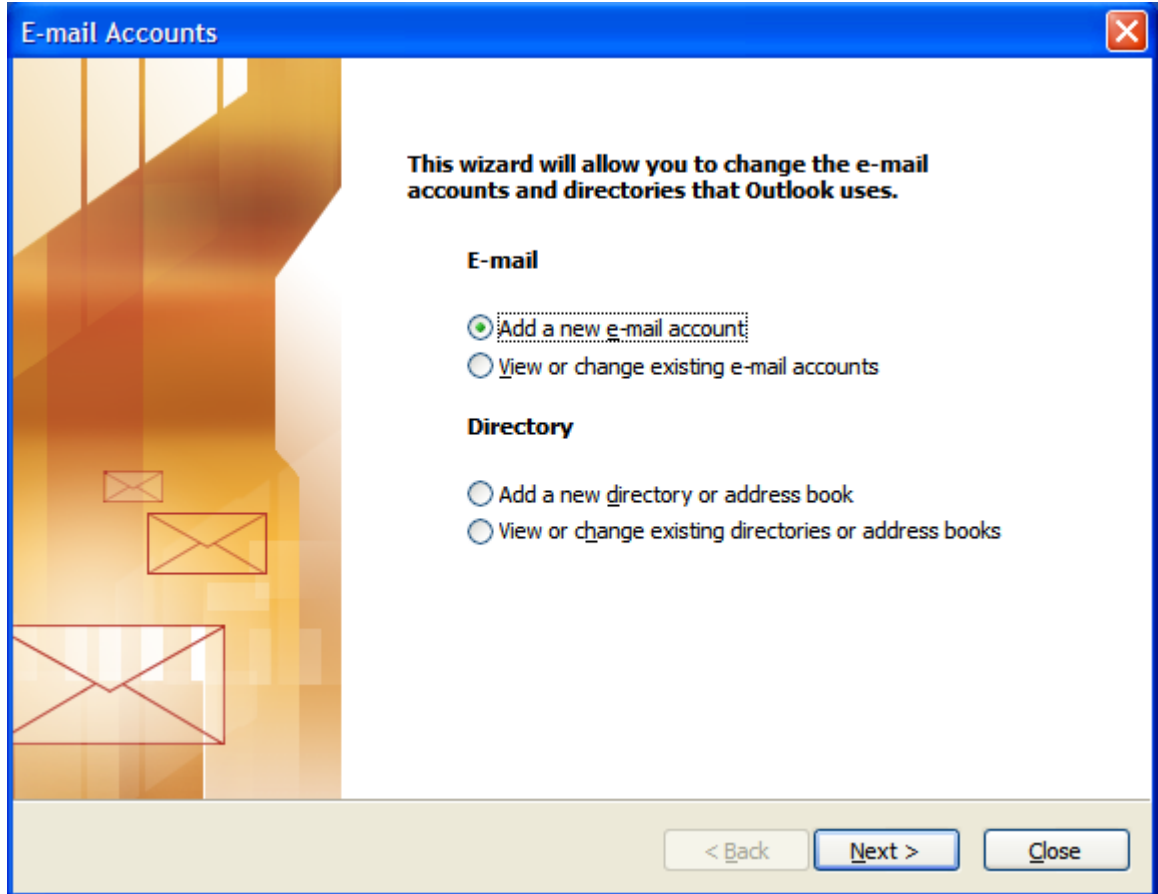
This tutorial shows you how to set up Microsoft Outlook 2003® to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

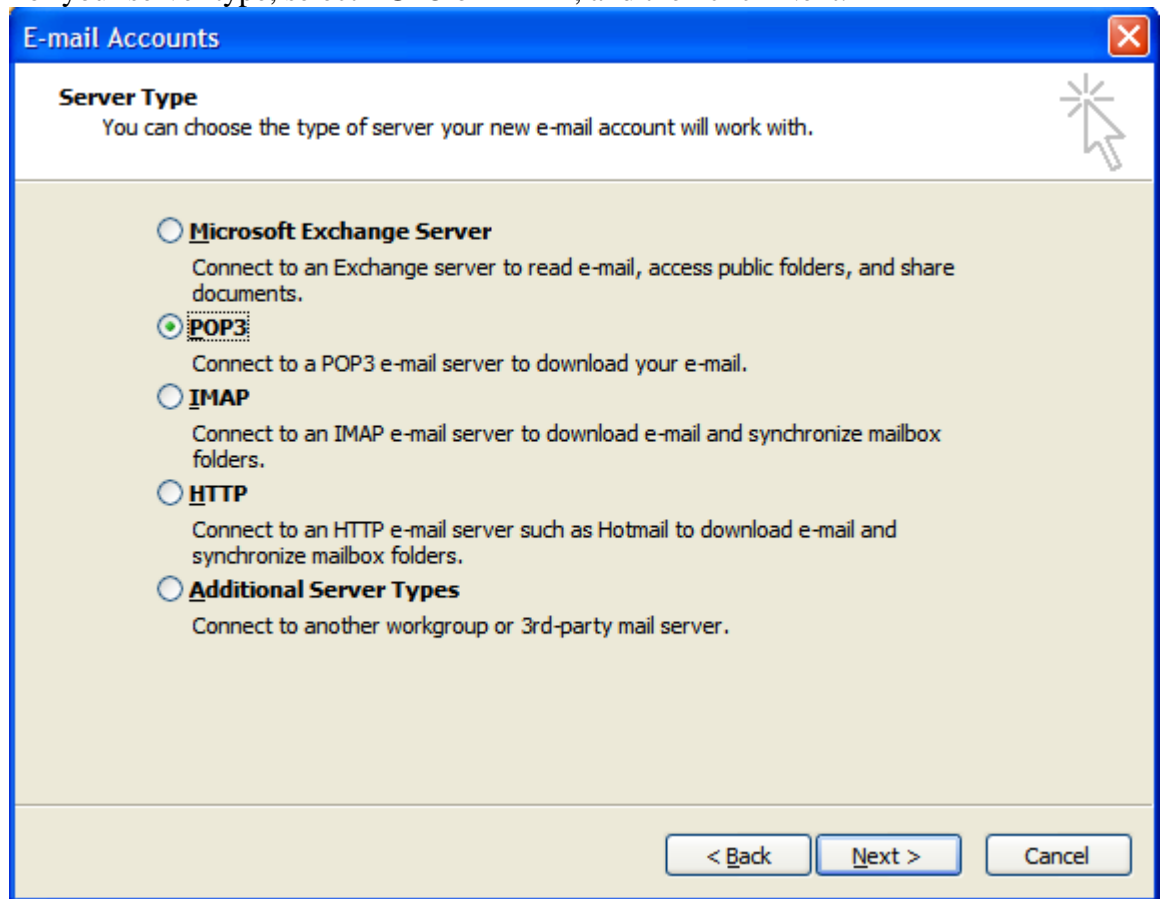
1. In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.



2. On the E-mail Accounts wizard window, select **Add a new e-mail account**, and then click **Next**.



3. For your server type, select **POP3** or **IMAP**, and then click Next.



4. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as shown on the next picture.

E-mail Accounts [Close]

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information **Server Information**

Your Name: Incoming mail server (POP3):

E-mail Address: Outgoing mail server (SMTP):

Logon Information **Test Settings**

User Name: After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

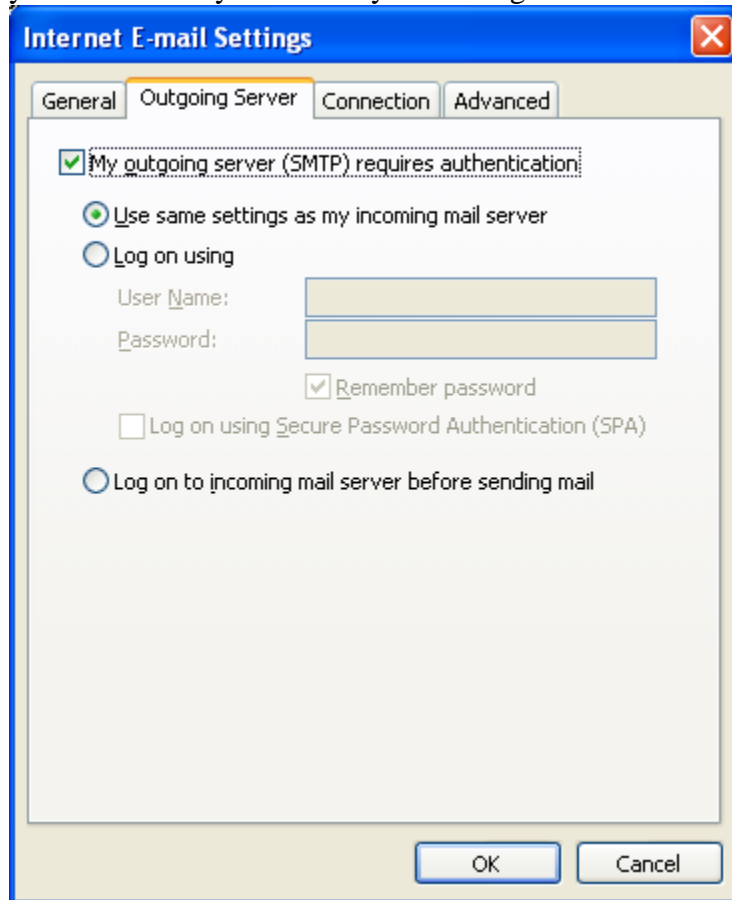
Password:

Remember password

Log on using Secure Password Authentication (SPA)

5. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
6. Select **My outgoing server (SMTP) requires authentication**.

7. If you did not change the SMTP relay section, select **Use same settings as my incoming mail server**. If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select **Log on using** and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.



8. Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **26**. **You need to change this to port 25 if you are not able to send emails using**

25. Click **OK**.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3)' set to 110 and 'Outgoing server (SMTP)' set to 26. Both have checkboxes for 'This server requires an encrypted connection (SSL)' which are unchecked. The 'Use Defaults' button is visible next to the POP3 port. The 'Server Timeouts' section shows a slider between 'Short' and 'Long' set to '1 minute'. The 'Delivery' section has 'Leave a copy of messages on the server' checked, with 'Remove from server after 10 days' and 'Remove from server when deleted from 'Deleted Items'' also checked. 'OK' and 'Cancel' buttons are at the bottom.

Internet E-mail Settings

General | **Outgoing Server** | Connection | **Advanced**

Server Port Numbers

Incoming server (POP3): 110 Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 26

This server requires an encrypted connection (SSL)

Server Timeouts

Short Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after 10 days

Remove from server when deleted from 'Deleted Items'

OK Cancel

9. Click **Next**.

10. Click **Finish**.

