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E-mail Setup Guide for Microsoft Outlook Express 5 & 6

Summary of Settings

- Incoming mail server (POP3): mail.everythinggraphic.com
- Outgoing mail server (SMTP): mail.everythinggraphic.com
- Important: The outgoing server requires authentication to be enabled and set to "Use same settings as my incoming mail server"
- Logon User Name: name@mydomainname.com (your entire e-mail address)
- Password: As supplied to you by Everything Graphic, remember it is case sensitive and usually all lowercase
- POP3 must remain at the default of port 110
- SMTP can remain at the default port 25. Optionally, it can be set to port 587. This will help those that that travel with their Laptops and portable PCs as port 25 is sometimes blocked at internet cafés and hotel networks.

Webmail Information

The web-mail and e-mail box administration server may be reached by connecting to <u>http://webmail.everythinggraphic.com</u>

Everything Graphic should have provided you with an e-mail address and a corresponding password.

To login:

- 1. Connect to the web-mail server using your favorite browser (Internet Explorer, Firefox, Safari, Opera etc.) at address http://webmail.everythinggraphic.com.
- 2. Enter your username which is your e-mail address (i.e. username@mydomainname.com)
- 3. Enter the provided password (it is case sensitive and usually set to lowercase)
- 4. The first time you log in, the web-mail server will ask you for your time-zone (i.e. Eastern Standard Time).

To Setup Outlook Express 5.x or 6.x on a PC:

- 1. In Outlook Express, select Accounts from the Tools menu.
- 2. Click the Mail tab to make it the active window.
- 3. Select Add and then Mail which will start a wizard-based process.

ernet Accoun	ts		?
All Mail	News Directory Serv	ice	Add →
Account	Туре	Connection	Remove
			Properties
			Set as Default
			Import
			Export
			Cat Order

4. Type **Your Name** as you wish it to be displayed on outgoing messages and then click the **Next** button.

Internet Connection Wize	ard 🛛 🕅
Your Name	×××
When you send e-mail, y Type your name as you	our name will appear in the From field of the outgoing message. would like it to appear.
Display name:	John Doe
	For example: John Smith
	< Back Next > Cancel

5. Verify that "I already have an e-mail address that I'd like to use" is checked (not visible in all version of Outlook Express!) and then enter your Internet E-mail address in the field provided in the format "username@yourdomain.com." When complete, click the Next button.

Internet Connection Wiza	ard 🛛 🔀
Internet E-mail Address	×
Your e-mail address is th	e address other people use to send e-mail messages to you.
E-mail address:	john@acmeauto.com
	For example: someone@microsoft.com
	< Back Next > Cancel

- 6. In the E-mail Server Names window, select POP3 from the drop-down list.
- 7. Enter mail.everythinggraphic.com in the Incoming Mail (POP3, IMAP or HTTP) server field.
- 8. Enter mail.everythinggraphic.com in the Outgoing Mail (SMTP) field. Click the Next button when done.

Internet Connection Wizard	
E-mail Server Names	×~
My incoming mail server is a POP3 server.	
mail.everythinggraphic.com	
An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:	
mail.everythinggraphic.com	
< Back Next >	Cancel

9. Enter your e-mail address (<u>username@yourdomain.com</u>) in the **POP Account Name Field** and your password in the password field. If do not wish to supply your password each time you check for incoming mail, verify that the **Remember password** box is checked.

nternet Connection W	izar d	
Internet Mail Logon		影
Type the account na	me and password your Internet service provider has given you.	
Account name:	john@acmeauto.com	
Password:	•••••	1
	Remember password	
If your Internet service j (SPA) to access your m Authentication (SPA)' c	provider requires you to use Secure Password Authentication ail account, select the 'Log On Using Secure Password heck box.	
Log on using Secure	e Password Authentication (SPA)	
	< Back Next > Ca	ncel

- 10. Click the **Next** and **Finish** buttons and the wizard will save your settings and return to the **Internet accounts** window.
- 11. Note that the **Account Name** that is displayed by default is the name specified as the incoming (POP3) mail server, which would be **mail.everythinggraphic.com**.
- 12. The **Type of account** (mail) is automatically displayed for you and the **Connection type specified** is automatically set for you as **Any Available**.

Internet Accounts			<u>?</u> ×
All Mail News Directory	Service		Add •
Account	Туре	Connection	<u>R</u> emove
Mail.everythinggraphic.com	mail (default)	Any Available	Properties
			Set as <u>D</u> efault
			Import
			Export
			<u>S</u> et Order
			Close

13. Authentication needs to be enabled. Select the e-mail address by clicking on the name (probably 'mail.everthinggraphic.com') and click the **'Properties'** tab

Internet Accounts			<u>? ×</u>
All Mail News Directory	Service		Add
Account mail.everythinggraphic.com	Type mail (default)	Connection Any Available	<u>R</u> emove
			Properties Set as Default
			Export
			<u>S</u> et Order
			Close

14. Select the 'Servers' tab and check the 'My server requires authentication' tab.

amail.everythinggraphic.com Properties			
General Servers Connection Security Advanced			
Server Information			
My incoming mail server is a POP3 server.			
Incoming mail (POP3): mail.everythinggraphic.com			
Outgoing mail (SMTP): mail.everythinggraphic.com			
Incoming Mail Server			
Agcount name: test@test.com			
Password:			
Remember password			
Log on using Secure Password Authentication			
Outgoing Mail Server			
✓ My ser <u>v</u> er requires authentication			
OK Cancel <u>Apply</u>			

15. When done, click the **Apply** button and then the **OK** button

For more information or technical questions please contact Everything Graphic, Inc. via e-mail at <u>support@everythinggraphic.com</u>, via phone at 727.937.2022. We are available to answer your questions or reset lost or forgotten passwords from 8 am – 6 pm EST.