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
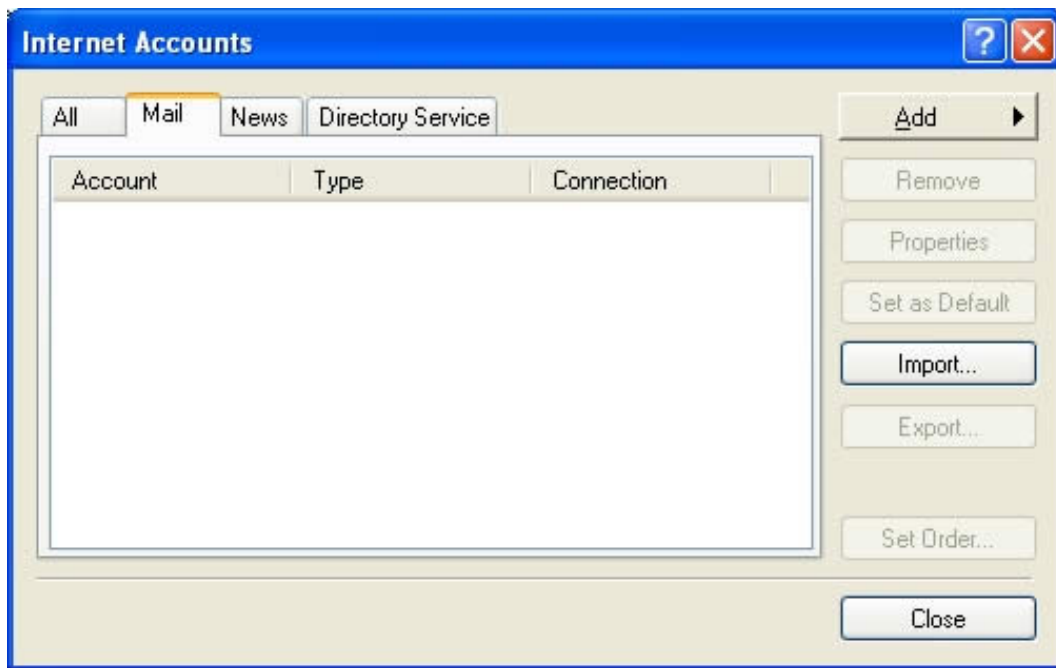http://webmail.everythinggraphic.com

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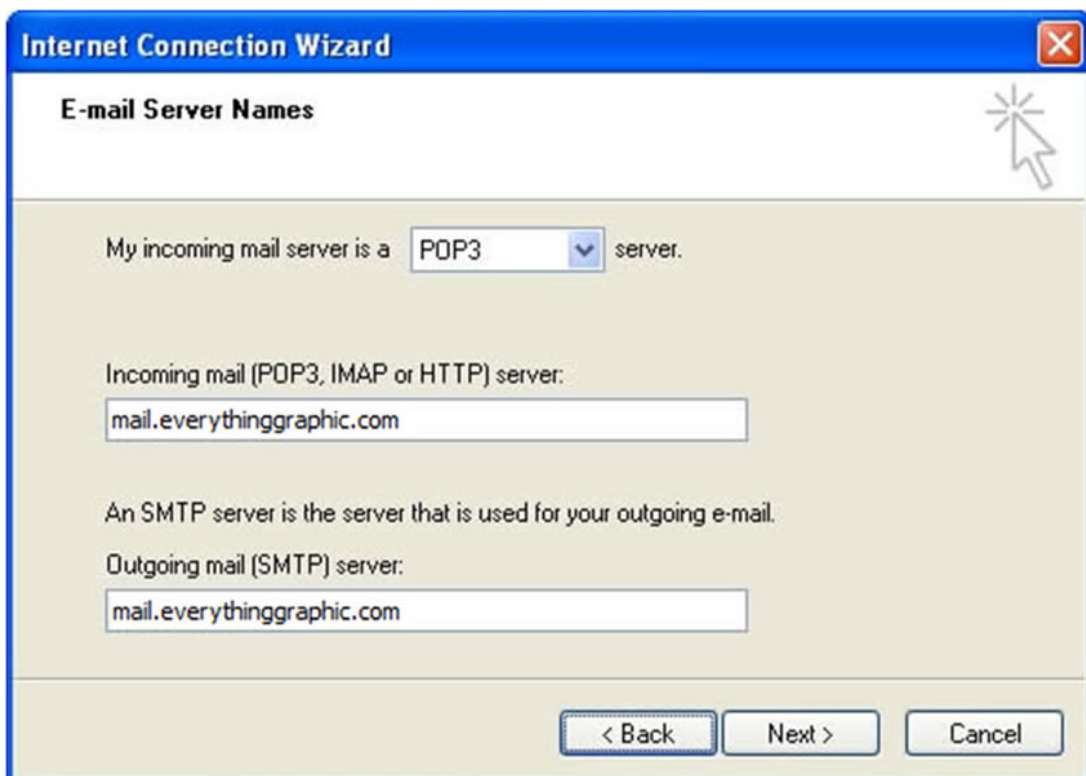
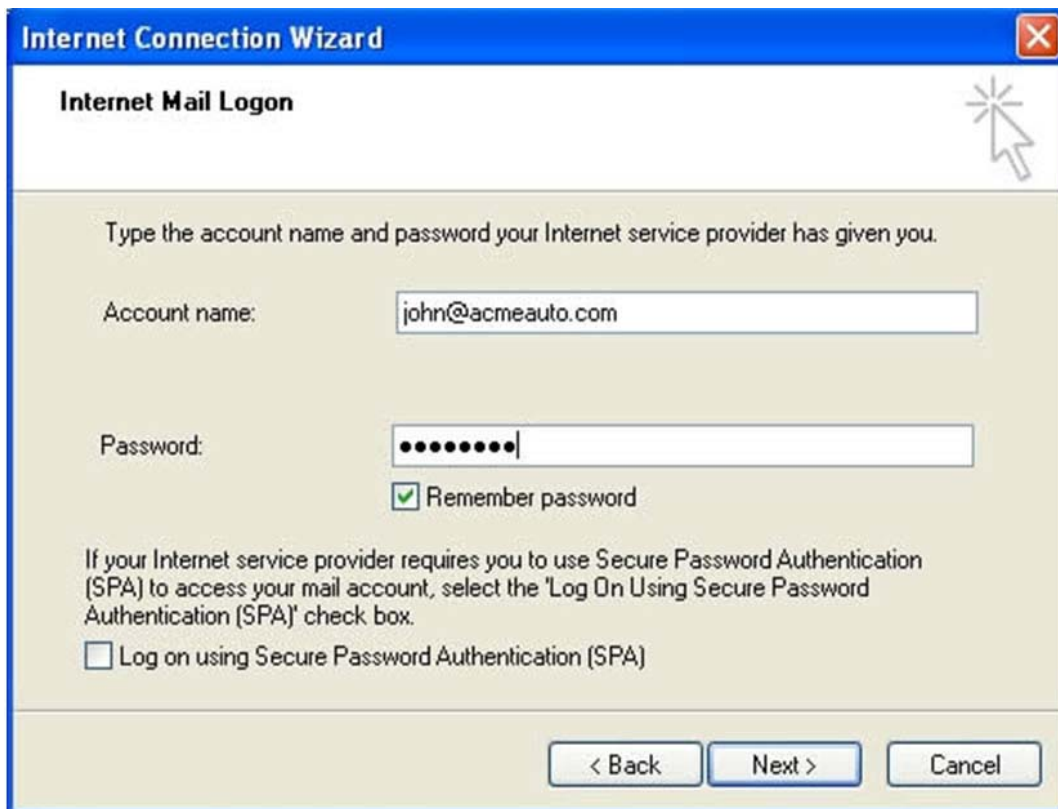4. Type **Your Name** as you wish it to be displayed on outgoing messages and then click the **Next** button.

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.
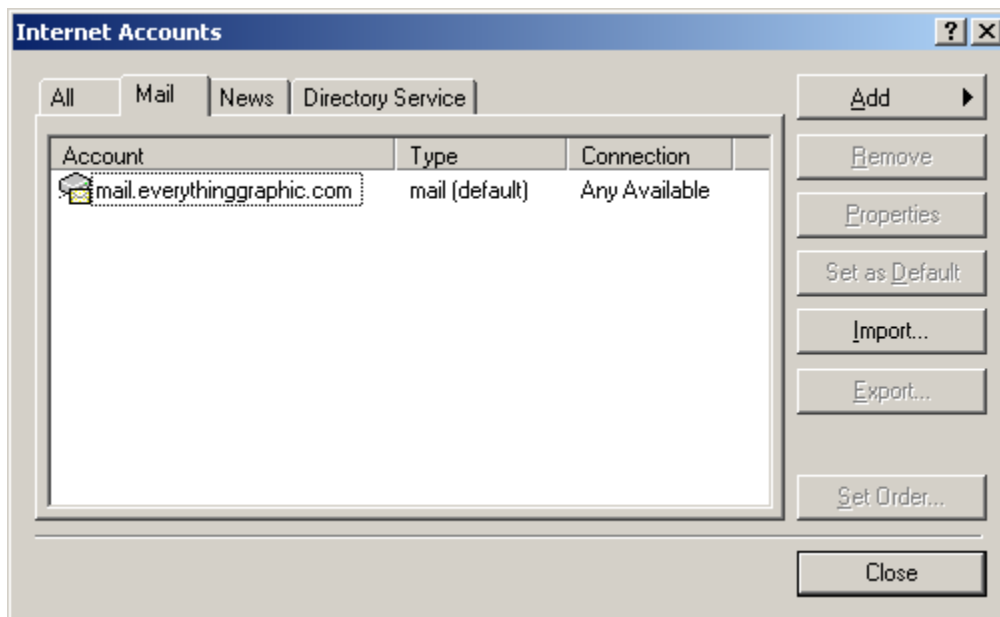
6. In the **E-mail Server Names** window, select **POP3** from the drop-down list.

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.
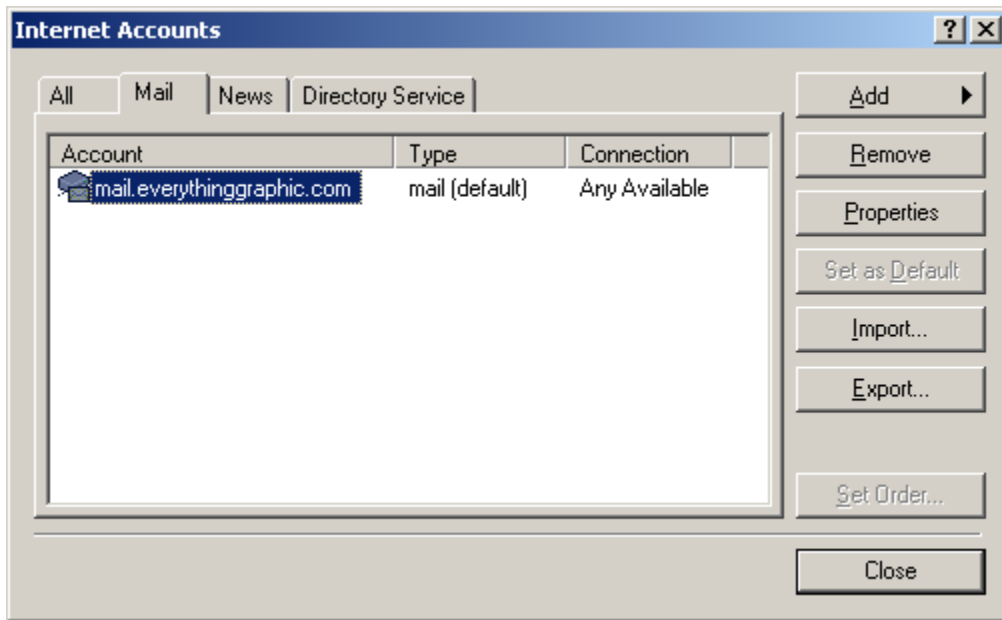

9. Enter your e-mail address (username@yourdomain.com) in the **POP Account Name Field** and your password in the password field. If do not wish to supply your password each time you check for incoming mail, verify that the **Remember password** box is checked.

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**.

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

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

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 support@everythinggraphic.com, 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.