

## E-mail Setup Guide for Microsoft Outlook 2002, 2003 & 2007

### 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 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.

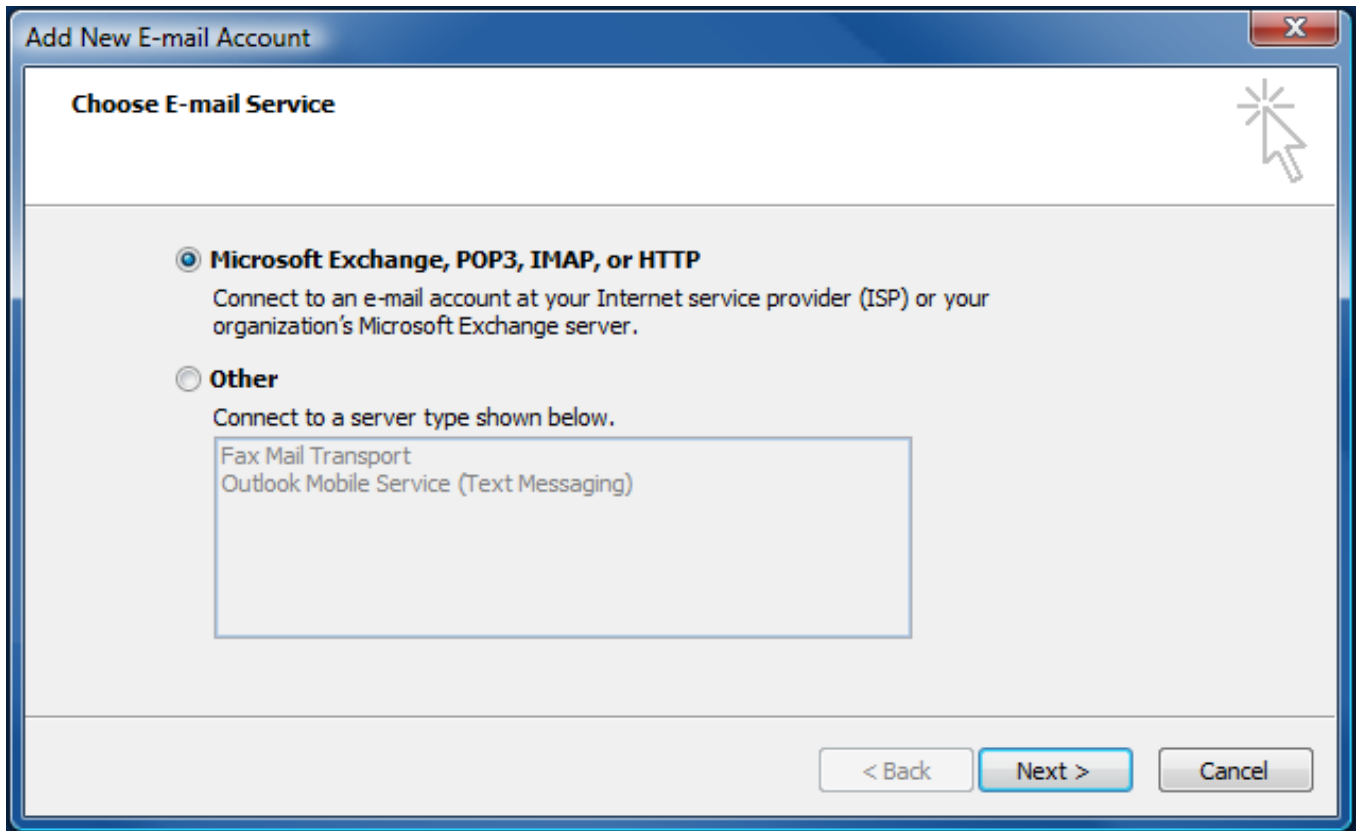
To login:

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).

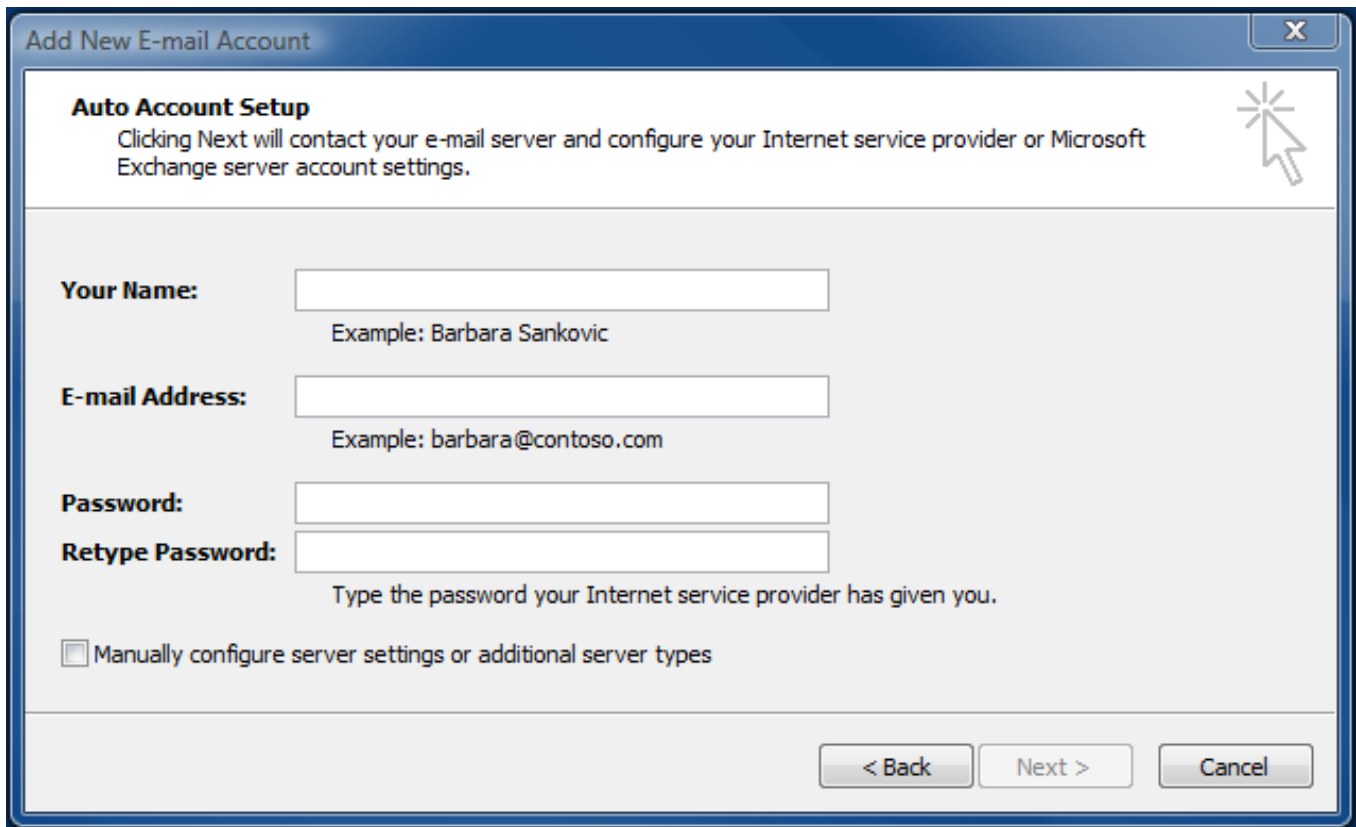
### Setup of Microsoft Outlook 2007

If this is your first time running Outlook 2007, it will initialize the e-mail address setup wizard. If you are adding a new e-mail box, or it is not the first time you are running Outlook, you must first click on ‘**Tools**’ and select the ‘**Account Settings...**’ button. Then make sure the ‘**E-mail**’ tab is selected and click on the ‘**New...**’ Button.

You should see the ‘Add New E-mail Service’ window:



Make sure 'Microsoft Exchange, POP3, IMAP, or HTTP' is selected and click 'Next >'



In Outlook 2007 you must select the 'Manually configure server settings...' checkbox, this will gray out the other choices and click 'Next >'.  
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Add New E-mail Account

### Auto Account Setup

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back   Next >   Cancel

Select the 'Internet E-mail' radio button 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 e-mail messages.

**Microsoft Exchange**  
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

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

Fax Mail Transport  
Outlook Mobile Service (Text Messaging)

< Back   Next >   Cancel

**Add New E-mail Account**

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

**User Information**

Your Name: Ben Parker

E-mail Address: ben@mydomainname.com

**Server Information**

Account Type: POP3

Incoming mail server: mail.everythinggraphic.com

Outgoing mail server (SMTP): mail.everythinggraphic.com

**Logon Information**

User Name: ben@mydomainname.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)

Test Account Settings ...

More Settings ...

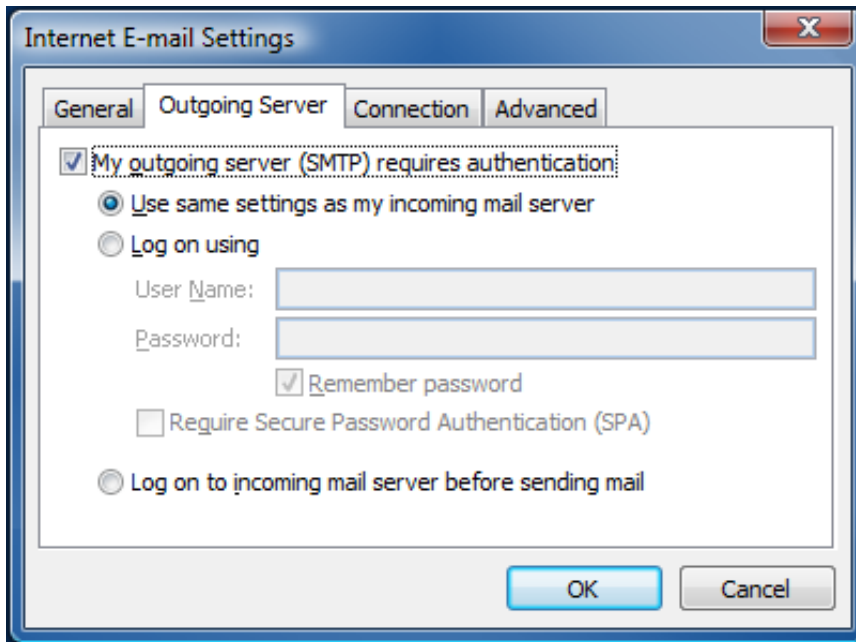
< Back   Next >   Cancel

Under **'User Information'**, enter your name as you want it to appear to recipients of your e-mails and enter your full e-mail address

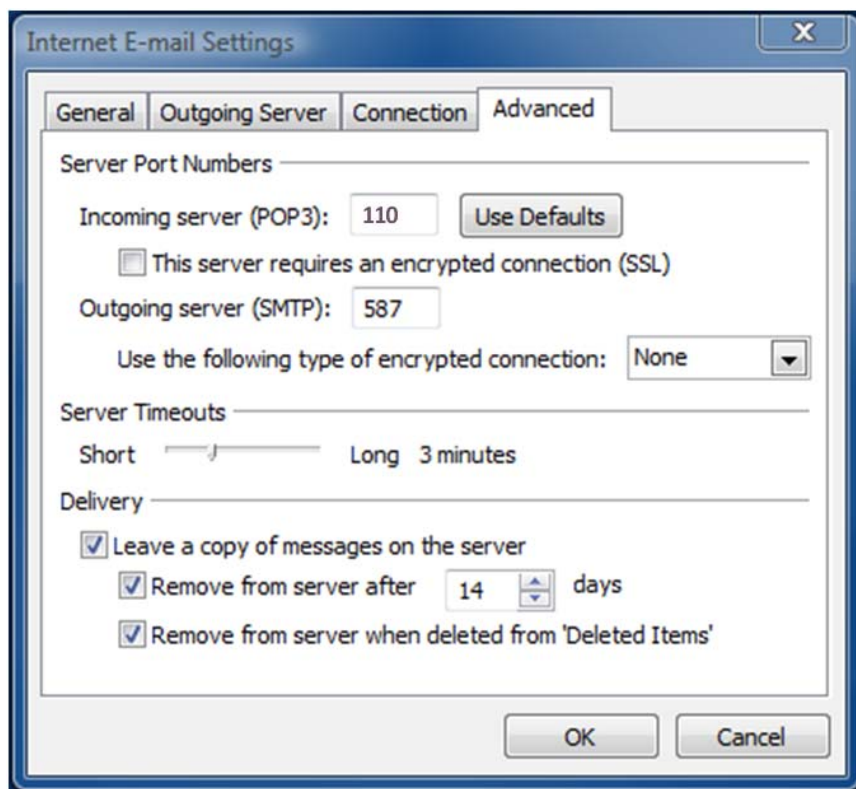
Under **'Server Information'** enter the account type of POP3, and both the incoming and outgoing mail servers need to be set to **'mail.everythinggraphic.com'**.

Under **'Logon Information'**, the user name needs to be your entire e-mail address and enter the password supplied to you by Everything Graphic.

Next, click on the **'More Settings ...'** button.



Select the **'Outgoing Server'** tab and check the **'My outgoing server (SMTP) requires authentication'** box and ensure the **'Use same settings as my incoming mail server'** radio button is selected.



Next, select the **'Advanced'** tab and change the **'Outgoing server (SMTP) port number** from 25 to 587 (recommended, not required).

Change the **'Server Timeouts'** from the default 1 minute to 3 minutes (recommended but not required)

Select the three check boxes under **'Delivery'** and change the days to 14, as show in the screenshot above.

That's it, click **'OK'** to close the **'More settings ...'** window, and click **'Next >'** and finish the wizard. You now should be able to send and receive e-mail using your Everything Graphic e-mail address.

## To Setup Outlook 2002 & 2003:

The setup Microsoft Outlook versions 2002 and 2003 is almost identical to 2007, there were some changes to the setup windows, but generally the procedure is identical.

1. Select E-mail Accounts from the Tools menu.
2. Click the Add a new e-mail account button and then Next button to launch the Setup Wizard.
3. Select POP3 and click the Next button.
4. Enter your name as you wish it to appear in the From field.
5. Enter your e-mail address in the username@yourdomain.com format in the e-mail address field.
6. Enter mail.everythinggraphic.com in the Incoming Mail Server (POP3) field.
7. Enter mail.everythinggraphic.com in the Outgoing Mail Server (SMTP) field.
8. Enter your e-mail address (username@yourdomain.com) in the User Name field.
9. Enter your password. You may optionally click to mark the checkbox if you wish Outlook to remember your password.
10. You may click the Test Account Settings button and if all five green checkmarks appear you have correctly configured your e-mail address (otherwise double check the above steps).
11. Click the Next button and then the Finish button to complete the setup process.

**E-mail Accounts**

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

<b>User Information</b>	<b>Server Information</b>
Your Name: <input type="text" value="John Doe"/>	Incoming mail server (POP3): <input type="text" value="mail.everythinggraphic.com"/>
E-mail Address: <input type="text" value="john@acmeauto.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.everythinggraphic.com"/>
<b>Logon Information</b>	<b>Test Settings</b>
User Name: <input type="text" value="john@acmeauto.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

For more information or technical questions please contact Everything Graphic, Inc. via e-mail at [support@everythinggraphic.com](mailto: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.