

Once you have created an email account in C-Panel or Direct Admin, you will need to create a corresponding account in your mail program. Although this tutorial is written specifically for Outlook 2007, you will find that the procedure is very similar for other versions of Outlook, Outlook Express or even other mail clients such as Thunderbird or Eudora. Just be aware that some of the labels and buttons might be different.

Step 1: Open Outlook 2007, click Tools in the top menu, then click E-mail Accounts.

Tools Actions Help			
	Send/Receive		
	Instant Search		
99	Address Book Ctrl+Shift+B		
-	Organize		
2	Rules and Alerts		
	Mailbo <u>x</u> Cleanup Empty "Deleted Items" Folder Forms		
3			
	Macro	۲	
Account Settings			
	Trugt Center		
	<u>C</u> ustomize		
Options			
	SAP Calendar Synchronization		

Step 2: Click on "New" button in the "Email" tab

ſ	Account Settings	Andrea alter demogram
	E-mail Accounts You can add or remove an account. You c	an select an account and change its settings.
		its Internet Calendars Published Calendars
	Name	Туре

Step 3: Select "Microsoft Exchange, POP3, IMAP, or HTTP" then click the Next button.

-mail Account e E-mail Service	×
Microsoft Exchange, POP3, IMAP, or HTTP	
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.	
© Other	
Connect to a server type shown below.	
Fax Mail Transport Outlook Mobile Service (Text Messaging)	
< Bodk Next >	Cancel

Step 4: Select "Manually configure server settings or additional server types" then click the Next button.

dd New E-mail Account Auto Account Setup Clicking Next will o Exchange server a	p ontact your e-mail server and configure your Internet service provider or Microsoft	×
Your Name:	Example: Barbara Sankovic	
E-mail Address:		
c-mail Address:	Example: barbara@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you.	
Manually configure s	erver settings or additional server types	
	<back next=""></back>	Cancel
	< Badk Next >	Cancel

Step 5: Select "Internet E-mail" then click the Next button.

Add New E-ma	il Account	×
Choose E-	mail Service	ž
	Internet E-mail Connect to your PCP, 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.	
e e	Other Connect to a server type shown below.	
	(Fax Mall Transport Outlook Mobile Service (Text Messaging)	
	<back next=""> Ca</back>	ncel

Step 6: This screen is where you will fill in all of your account details. **User Information**

- **Your name:** Enter your name, This is what most email users will see in the inboxes instead of your email address.
- **E-mail Address:** Enter your full email address. This made up of the mailbox name you chose, e.g: youname@yourdomain.com.

Server Information

- Account Type: Leave as POP3³ (Recommended)
- **Incoming mail server**: Enter mail. *Your Domain*.com *for example;* Au digital mail server is **mail.audigital.com.au**. (Note: if in doubt you can actually use the Au digital mail server, and it will work.)
- **Outgoing mail server (SMTP):** Your outgoing mail server should be that of your ISP. If in doubt, check with your ISP. (Internet Service Provider). For example; mail.your-isp-name.com.au (SMTP). This method can save your hosting account allotted bandwidth limit (recommended). For a list of ISPs check down below. This method can save your hosting account allotted bandwidth limit (recommended)

OR (Alternatively)

Outgoing Mail server: mail.your-domain-name.com.au (SMTP) *same as incoming mail server*.

Logon Information

- **User Name:** Your username will be your **entire** email address. (Please be sure to use the whole address as if you were sending an email to yourself)
- **Password:** Enter the password you set up when you created the mailbox within your control panel.
- **Remember password:** Check this box.
- **Require logon using secure password authentication (SPA):** Leave unchecked.

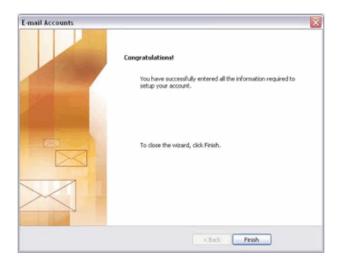
Each of these settings a	re required to get your e-mail account	t working.
User Information		Test Account Settings
Your Name:	Your name	After filing out the information on this screen, w
E-mail Address:	name@domainname.com	recommend you test your account by clicking the button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.domainname.com	
Outgoing mail server (SMTP):	mail.your-ISP.com.au	
Logon Information		
User Name:	name@domainname.com	
Password:	******	
V 1	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings

1. Use your own ISPs (Internet service provider) outgoing mail server¹ (SMTP). (Recommended²)

Step 8: Once all this information has been entered, try the "Test Account Settings" button. If you get any errors, try going through the settings again to make sure that you have done everything correctly.

User Information		Test Account Settings		
Your Name:	Your name	After filing out the information on this screen, we		
E-mail Address:	name@domainname.com	recommend you test your account by clicking the button below. (Requires network connection)		
Server Information				
Account Type:	POP3	Test Account Settings		
Incoming mail server:	mail.domainname.com			
Outgoing mail server (SMTP):	mail.your-ISP.com.au			
Logon Information				
Jser Name:	name@domainname.com			
Password:	******			
V 5	Remember password			
Den in lange wing Fag as	Password Authentication (SPA)	More Settings		

Step 9: Click the Next button, then click the Finish button.



1. ISP smtp infomation

The easiest way to find your outgoing mail server is to contact your ISP.

Some common ISP Outgoing Mail Servers are as follows - typically your username for these servers is your email account (i.e. yourname@isp.com) and associated password:

Outgoing Mail Server

Who is your Internet provider?

Internet Provider	Outgoing Mail Server
AAPT	mail.aapt.net.au
iiNet	mail.m.iinet.net.au
Internode	mail.internode.on.net
iPrimus	smtp.iprimus.com.au
OptusNet	mail.optusnet.com.au
Telstra Bigpond	mail.bigpond.com
TPG	mail.tpg.com.au
Vodaphone	smtp.vodafone.net.au

If your ISP is not here then search online for your ISP outgoing mail address

*We provide this list as a service to our customers but cannot guarantee that this list will always be up to date.

2. To save allocated hosting account bandwidth limit use your ISPs SMTP

3. Comparing POP and IMAP

POP

- Best when you will be primarily accessing your email from a single location, like your office or home. When you leave your office or home, you can still access your email from a web browser.
- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.

• When accessing your email account through a web browser, you may not see previous messages that were downloaded to your desktop email client.

IMAP

- Best when you will be accessing your email from multiple locations.
- Allows you to create portable folders. These folders will appear in each email client you use to access your account. Your account will look the same at work, at home, and at your friend's house.
- Because your email messages are stored on the server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.