Configure e-mail software using outlook express for Win XP or windows mail for VISTA.

Please only read this user guide and do it if you want using e-mail software to download e-mail message and attachment into PC clear from server instead of store in server using only web mail on line to read.

Read only user guide on how to read e-mail using web mail on line if you do not want to use e-mail software.

You will need to read user guide first on how to add e-mail before continue on reading below if a email address or account had not created in the server first.

At the end of this user guide, you need to test send and receive e-mail from and into this new e-mail address setup. If after an hour or a day, you are not able to receive test e-mail you send, it is due to 3 rd party software such as anti virus or firewall blocking it need to disable or even UN install from computer which we are unable to help as our technical limitation and on phone is only in e-mail usage.

1. Launch program outlook express if use Win XP or windows mail if use VISTA.



Accounts... Junk E-mail Options... Options...

2. Click tools, accounts

3. click add for windows mail or click add, mail for outlook express.

Microsoft Co

Mail		
mail.iworldsvcs.net (default)		Add
pop.iworldsvcs.net		Remove
kokwee@iworldsvcs.net		Properties
Microsoft Communities (default) msnews.microsoft.com	^	Set as Default
Directory Service		Import
		Export
		Set Order

3a. You will see this screen only using Windows Mail. Click Next.

Terror Ro Politikarithma	
© 1	and the second second
Select Account Type What type of account would you like to add?	
E-mail Account	
Prevegroup Account	
	c.
What information do I need to set up my account?	
	Next Cancel

4. Type in your full name as display name. Click next

	August.	×
		-
Your Name		
When you send e-mail, yo Type your name as you wo	ur name will appear in the From field of theoutgoing mes ould like it to appear.	sage.
Display name:	test	
	For example: John Smith	
1		
Where can I find my e-ma	il account information?	\mathbf{i}
		Next Cancel

5. Type in your full e-mail address. Click next

	X
Internet E-mail Address	
Your e-mail address is the address other people use to send e-mail messages to you.	
E-mail address: test@yourdomainname.com	
Where can I find my e-mail account information?	
	Next Cancel

6. Type in the same for POP3 incoming server and outgoing server. The name to type in is mail.<<u>yourdomainname</u>>. Click_next

	57
	per-
	and the second second
Set up e-mail ervers	
Incomingmail server type:	
POP3	
Incoming mail (POP3 or TAP) server:	
mail vourdemainname com	
num you do num en ercom	
Outgoing e-mail server (SMTP) name:	
mail vourdemainname.com	
num you communication i	
Outgoing server requires authentication	
Where can I find my e-mail server information?	
Next	Cancel

7. Type in the E-mail username or account name as the full e-mail address follow by password as below, click next.

G	Re. Prof. Inch	And the second second second		
Int	ernet Mail Logon			
	Type the account name a	nd password your Internet service provider has given you.		
	E-mail username:	test@yourdomainname.com		
	Password:	•••••		
		Remember password		
			Next Ca	ncel

8. click Finish

	Re Post Influentities	ALC: NAME: OFFICE
6		
Congr	atulations	
Y	ou have successfully entered all of the information required to set up your account.	
т	o save these settings and download your e-mail, click Finish.	
	Do not download my e-mail at this time	
		\frown
		Finish Canc

9. click on your e-mail account, click properties.

Mail mail.iworldsvcs.net (default)	^Add
kokwee@iworldsvcs.net mail.yourdomainname.com test@vourdomainname.com	Remove
pop.iworldsvcs.net kokwee@iworldsvcs.net	Properties Set as Default
Microsoft Communities (default)	Import
Directory Service	▼ Export
	Set Order

10. Click on server tab.

mail.yourdomai	nname.com	
User Information		
Name:	test	
Organization:		
E-mail address:	test@yourdomainname.com	
Reply address:		
Include this accord	unt when receiving mail or synchronizing	

11. Click my server requires authentication so to put check box tick, then click setting.

amail.yourdomainname.com	Properties	
General Servers Connection	Security Advanced	
Server Information		
My incoming mail server	is a POP3 server.	
Incoming mail (POP3):	mail.yourdomainname.com	
Outgoing mail (SMTP):	mail.yourdomainname.com	
Incoming Mail Server		
E-mail username:	test@yourdomainname.com	
Password:	•••••	
	Remember password	
Log on using Secure P	assword Authentication	
Outgoing Mail Server	hastissting Cattings	
My server requires aut	nentication Settings	
	OK Cancel Ap	ply

12. Make sure it appear the same as below, if not click on the radio button to change it. Click OK.

on Information	s my incoming mail conver	
Dog on using	s my incoming mail server	
E-mail username:		
Password:		
	Remember password	
Log on using Sec	cure Password Authentication	

13. If you need to leave message on server for auto clearing like 14 days or 30 days to configure same e-mail account for 2 or more PC, click on advance tab. But all PC using same e-mail account must download e-mail message at least once no longer than auto clearing days not to loss any e-mail. If not skip to step 16.

amail.yourdomainname.com	Properties
General Servers Connection	Security Advanced
Server Information	
My incoming mail server	ris a POP3 server.
Incoming mail (POP3):	mail.yourdomainname.com
Outgoing mail (SMTP):	mail.yourdomainname.com
Incoming Mail Server	
E-mail username:	test@yourdomainname.com
Password:	•••••
	Remember password
Log on using Secure F	assword Authentication
Outgoing Mail Server	
My server requires aut	thentication Settings
	OK Cancel Apply

14. Click on check box leave e-mail in server

🔁 mail.yourdomainname.com Properties
General Servers Connection Security Advanced
Server Port Numbers
Outgoing mail (SMTP): 25 Use Defaults
This server requires a secure connection (SSL)
Incoming mail (POP3): 110
This server requires a secure connection (SSL)
Server Timeouts
Short - Long 1 minute
Sending
Break apart messages larger than 60 💭 KB
Delivery
eave a copy of messages on server
Remove from server after 14 aday(s)
Remove from server when deleted from 'Deleted Items'
OK Cancel Apply

15. Click on check box remove from server after, put in a value like 14 or 30 days auto clearing.

🚰 mail.yourdomainname.com Properties
General Servers Connection Security Advanced
Server Port Numbers
Outgoing mail (SMTP): 25 Use Defaults
This server requires a secure connection (SSL)
Incoming mail (POP3): 110
This server requires a secure connection (SSL)
Server Timeouts
Short - Long 1 minute
Sending
Break apart messages larger than 6 KB
Delivery
Leave a copy of messages on server
Remove from server after 14 🚔 day(s)
Remove from server when deleted from 'Deleted Items'
OK Cancel Apply

16. Click OK.

mail.yourdomainname.com	Properties 🗾
General Servers Connection	Security Advanced
Server Information	
My incoming mail server i	is a POP3 server.
Incoming mail (POP3):	mail.yourdomainname.com
Outgoing mail (SMTP):	mail.yourdomainname.com
Incoming Mail Server	
E-mail username:	test@yourdomainname.com
Password:	•••••
	Remember password
Log on using Secure Pa	assword Authentication
Outgoing Mail Server	
My server requires auth	nentication Settings
	OK Cancel Apply

17. Click Close or finish.

Mail mail.iworldsvcs.net (default)	Add
kokwee@iworldsvcs.net mail.yourdomainname.com	Remove
test@yourdomainname.com pop.iworldsvcs.net	Properties
kokwee@iworldsvcs.net News	Set as Defau
Microsoft Communities (default) msnews.microsoft.com	Import
Directory Service	▼ Export
	Set Order