

How to add a POP3 email account to your domain name

1. Login to your domain name's control panel.

<http://www.yourdomainname.com/cpanel>

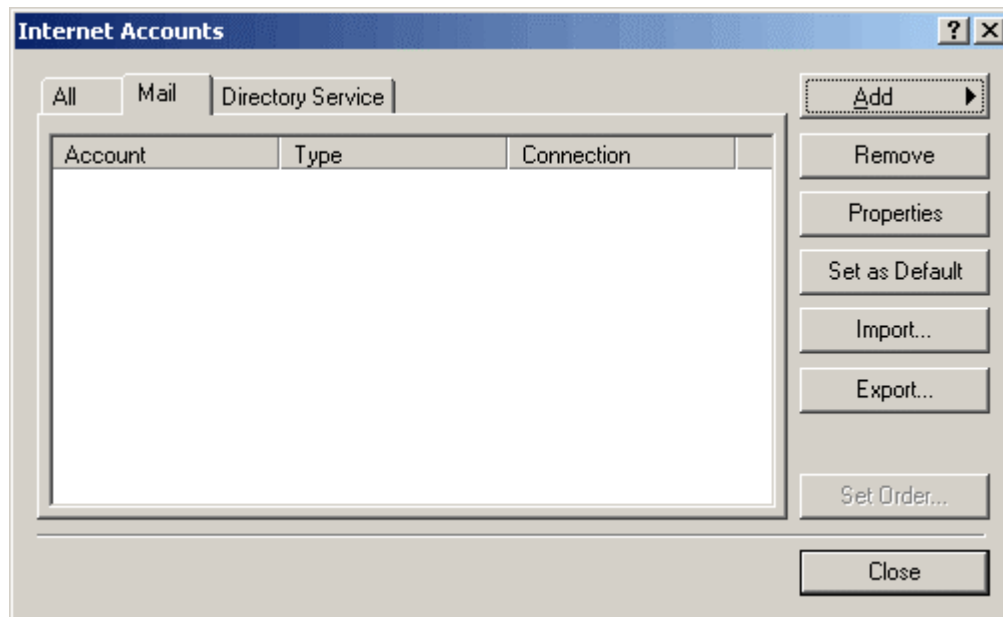
Username: The username of the hosting account

Password: The password of the hosting account

2. Click on POP Email Accounts under Mail Management
3. Click on Add Account
4. Enter in the email address
5. Enter the password (passwords are case sensitive, so if you use CAPS, you must use CAPS when you set up your email account in your email program.)
6. Enter the quota for this email account
Note: The default quota is 10 megabytes, which should be sufficient for any email account, but you can increase it if you'd like. Be sure that your email quotas do not exceed your overall hosting accounts allotted disk space.
7. Click Create

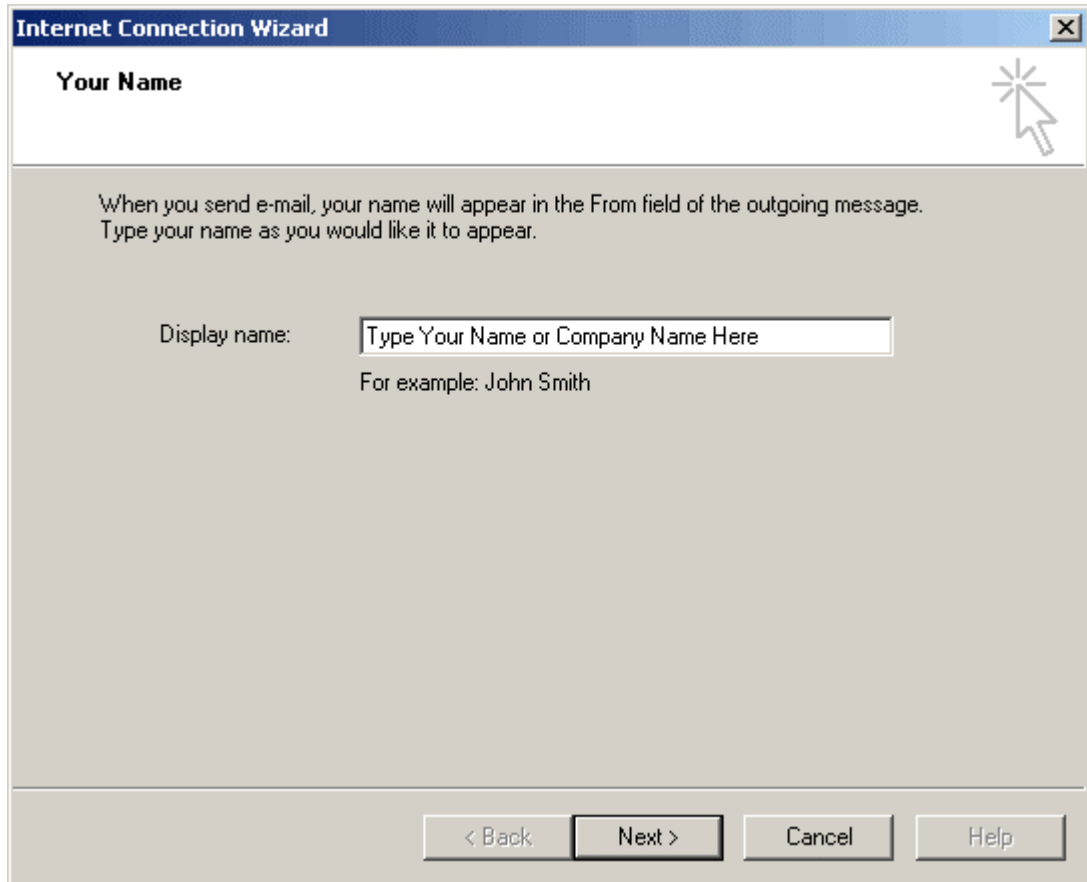
How to set up your new email account in Outlook (Outlook Express is very similar)

1. Click on Tools in the File Menu (at the top)
2. Click on Accounts
3. You will see a screen below.



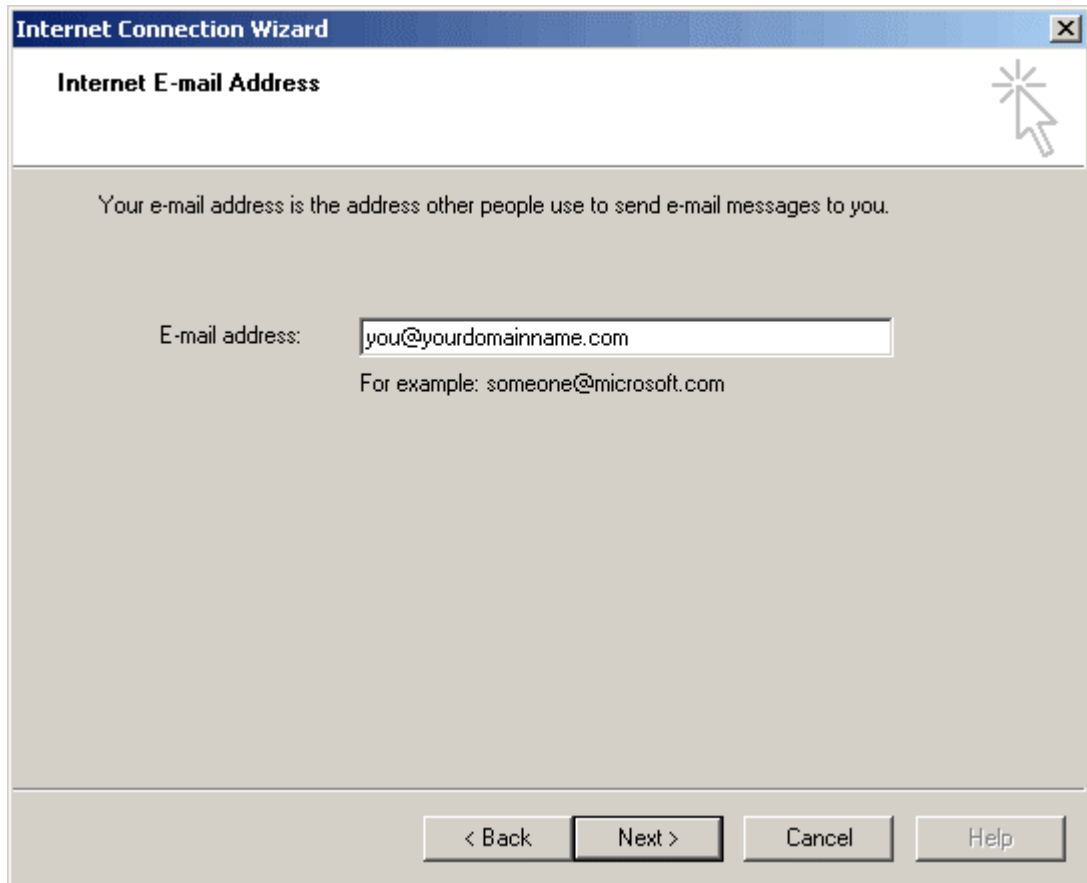
Click on the Add button and choose Mail.

4. You will then see the next screen where you will type in your name or company name to identify you when an email is received.



The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. Below the title bar, the text "Your Name" is displayed. In the top right corner of the main area, there is a mouse cursor icon pointing at a starburst symbol. The main area contains the following text: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this text is a label "Display name:" followed by a text input field containing the placeholder text "Type Your Name or Company Name Here". Underneath the input field, it says "For example: John Smith". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

5. The next screen is where you will enter your email address for this account.



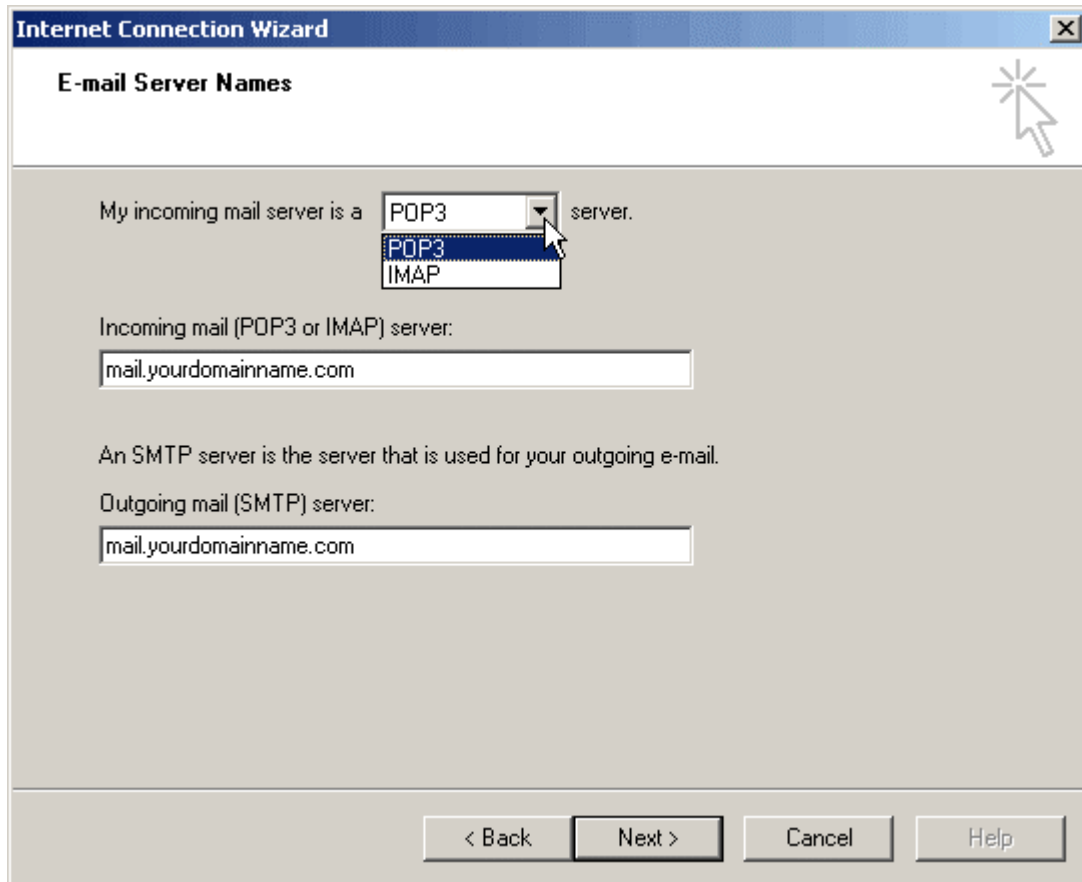
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field containing "you@yourdomainname.com". Below the field is the text "For example: someone@microsoft.com". At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help".

6. You will then choose the type of account, which will be a POP3 account.

Enter the Incoming mail server: mail.yourdomainname.com
(replace yourdomainname.com with your actual domain name)

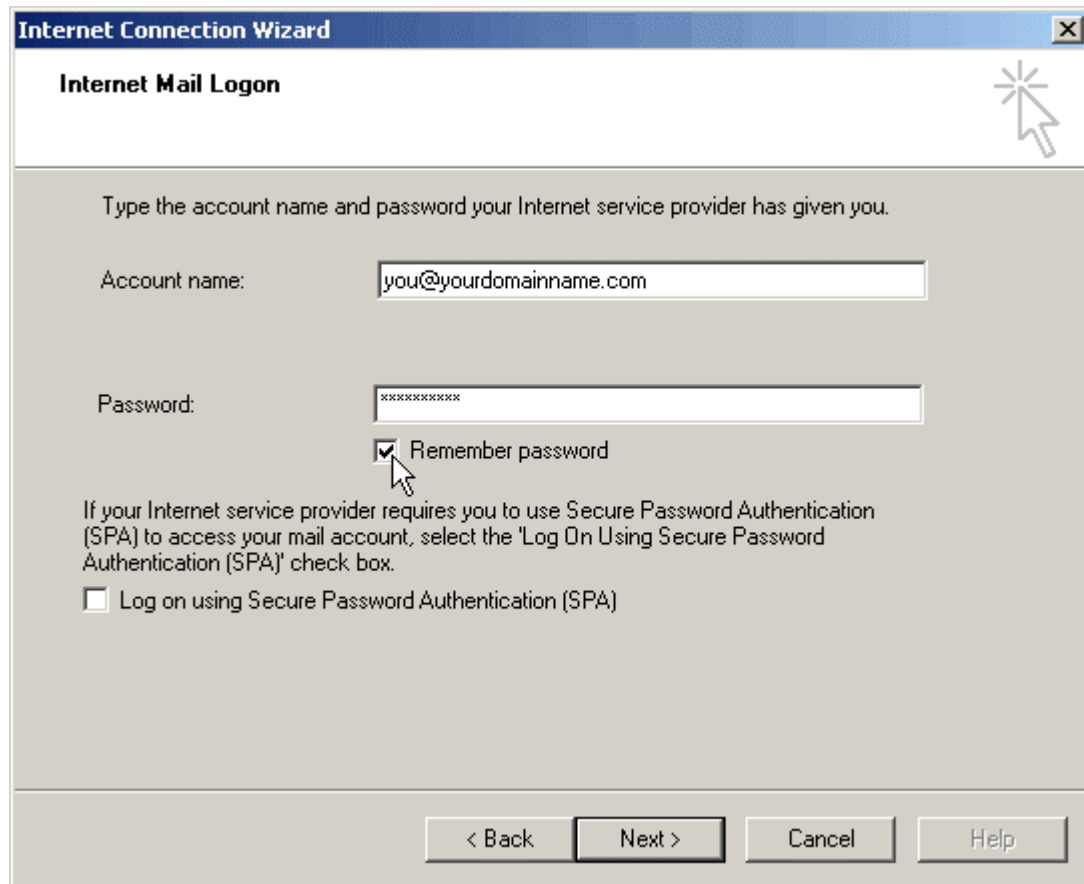
Enter the Outgoing (SMTP) mail server: mail.yourdomainname.com
(replace yourdomainname.com with your actual domain name)

Note: This can also be the Outgoing (SMTP) mail server of the company you connect to the Internet with. They should have provided you with those settings.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The dialog is set to configure an incoming mail server. A dropdown menu is open, showing "POP3" selected, with "POP3" and "IMAP" as options. Below this, there are two text input fields, both containing "mail.yourdomainname.com". The first is labeled "Incoming mail (POP3 or IMAP) server:" and the second is labeled "Outgoing mail (SMTP) server:". At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

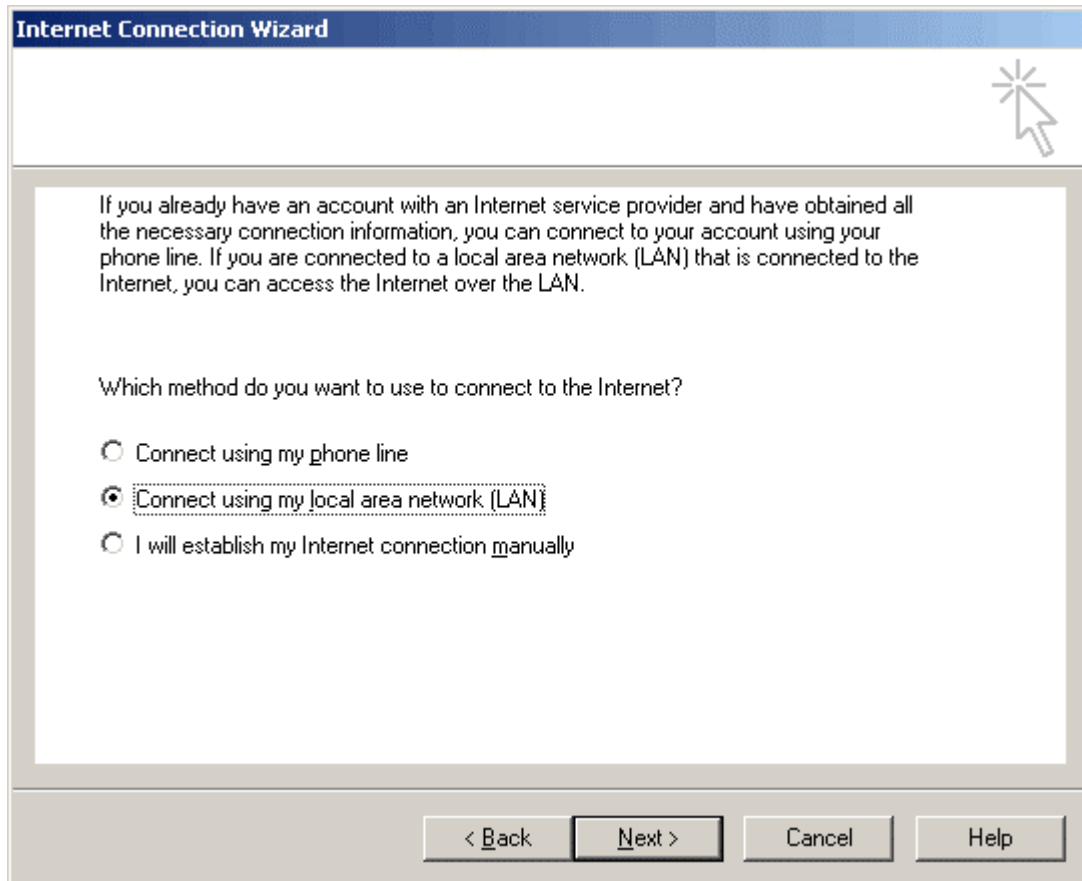
- The next screen is where you will enter your username and password of the email account that you set up in the control panel.
Note: You will need to use your full email address as the username and remember that your password is case sensitive.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" containing "you@yourdomainname.com" and "Password:" containing "*****". A checkbox labeled "Remember password" is checked, with a mouse cursor pointing to it. Below the password field, there is explanatory text: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." and an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Make sure the Remember password is checked so you won't have to enter your password each time Outlook checks this account for mail.

8. The next screen will ask you how you connect to the Internet to retrieve your email.



9. You have now completed the Add Email wizard and you should be able to receive and send email from this account.

