

MS Outlook® E-mail Account Setup: (For Outlook 2003)

Follow the instructions below to add your existing e-mail account(s) to MS Outlook:

1. Click "Tools" menu, then click "E-mail Accounts."
2. Click "Add a new e-mail account", click "Next."
3. Click "POP3", click "Next."
4. Enter User Information:
 - a. Your Name: *type your full name, or the name that you want to appear when someone receives an e-mail from you. i.e. Sales, or Technical Support, or Bob Smith*
 - b. E-mail Address: *type your email address i.e. sales@sellabc.com, or support@sellabc.com, or bsmith@sellabc.com*
5. Enter Server Information:
 - a. Incoming mail server (POP3): type **mail.yourdomainname.com** (.net, .ca, .on.ca etc) **i.e. mail.sellabc.com**
 - b. Outgoing mail server (SMTP): type **smtp.yourInternetServiceProviderInfo.com**(.net, .ca, .on.ca etc) **i.e. smtp.broadband.rogers.com, OR smtp1.sympatico.ca, smtp.execulink.com, smtp.golden.net, etc.**
6. Logon Information:
 - a. Username: type your username (including @yourdomain.com,net,ca) **i.e. sales, Work, support, BobSmith**
 - b. Password: is everything before the @ sign, unless you provided us with one
 - c. Click "Remember password." This way you won't be prompted for it each time you open MS Outlook, that is, unless you require to type it in each time for security reasons.
7. Click "More Settings" or "Settings" button
 - a. "General" Tab → Mail Account→ type your username **i.e. Work, support, Bob Smith**
 - b. "Outgoing Server" Tab→ Put a check mark in the "My outgoing server (SMTP) requires authentication" box, also click "Log on using" →under "User Name:" type the email address you would use for your ISP log on **i.e. Sally@rogers.com, snador@golden.net, JaneandBob@sympatico.ca** → under "Password:" type your password for your ISP log on
 - c. Click "Remember password"
 - d. Leave all other boxes *unchecked* UNLESS your ISP suggests otherwise.
 - e. Click "OK"
8. Click "Test Account Settings" to make sure your account is working. Testing your account settings does not always work in Outlook so you should try emailing someone to test it that way.
9. Click "Next"
10. Now you may add more accounts if you wish, or you may click "Finish" to save settings. You will need to fill in all the information again for each additional account you add.

MailEnable E-mail Account Setup Help:

To log in to, and set-up your Webmail:

1. Open a new browser window.
2. Type "webmail.yourDomainName.yourExtension i.e. webmail.**sellabc.com** Press Enter.
3. Type your username, which is your email address that we've created for you. i.e. **BobSmith@sellabc.com**
4. Type your password we've given to you. Once you have logged in, you may change it—but make sure you either select "Save Login info" or write it down in a safe place so you'll remember it for the next time.

5. Click "Log on."
6. Your *email quota* will be the first thing you see.
7. In the upper left corner you can click on your Mailbox and it will display your folders
8. In the bottom left corner you have a few options
 - a. Compose
 - b. Manage folders
 - c. Folders
 - d. Contacts
 - e. Options---to reset password, set auto-responders, set signature files, etc.
 - f. Log out

To log in to our Spam Message Centre, go to <http://login.postini.com> Your username and password are the same as those you use for regular email.

VERY IMPORTANT*****Make sure when deleting email in Webmail, you empty out the *Deleted items folder*. To *empty* the Deleted Items folder, left-click once on the Deleted Items folder. Then right- click over *Deleted Items*, then left- click "Empty folder".

To ensure your mail quota is not exceeded and you receive all mail intended for you, please *empty out* your Deleted Items folder on a regular basis and download your mail to Microsoft Outlook or another Mail program.