

# Reliable Web Designs

By Flagstaff Central

## Email Settings Tip Sheet

### WebMail

Retrieve your email online from “any” computer with Internet access.

- 1) Go to [www.yourdomain.com/webmail](http://www.yourdomain.com/webmail).
- 2) Put in your “Full Email Address” and Password.
- 3) This will take you to a screen that has a choice of three programs: NeoMail, Horde, and SquirrelMail. All three of these programs work about the same. They are simply laid out differently. Our personal preference is “Horde”, but use the one that works for you.

### Outlook Express (when you’ve never used the program)

- 1) Open Outlook Express.
- 2) A “Wizard” will open up and will walk you through all the steps.
- 3) Things to know:
  - Display Name: Your Name
  - Email Address: Your Email Address
  - Choose POP3 in the Dropdown Menu
  - Incoming POP3: mail.yourdomain.com
  - Outgoing SMTP: Information from your ISP
  - Account Name: Your Full Email Address (i.e. [username@yourdomain.com](mailto:username@yourdomain.com)).
  - Password: Your Password

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[www.flagstaffcentral.com](http://www.flagstaffcentral.com) (city guide)

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## Outlook Express (when you've used the program before)

- 1) Open Outlook Express.
- 2) Go to [Tools] [Accounts].
- 3) Click on the [Mail] tab.
- 4) In the white box below, you will see your previous account (i.e. the "default").
- 5) If you wish to "add a new account", click on [Add] [Mail] and follow the wizard using the information above.
- 6) If you wish to change your previous account, then double click on it.
- 7) This will open up a new window entitled "Main Email Properties".
- 8) On the first screen (i.e. the [General] tab), you will see Account Information. This is what people will see when you email them. Make sure to put in your full name and email address at a minimum.
- 9) Click the [Servers] tab, and fill in the boxes below.
  - Incoming POP3: mail.yourdomain.com
  - Outgoing SMPT: Information from your ISP
  - Account Name: Your Full Email Address (i.e. [username@yourdomain.com](mailto:username@yourdomain.com)).
  - Password: Your Password (check "remember password")
  - Leave the two boxes below "unchecked"
- 10) Hit [Close]. Hit [OK].
- 11) You should then hit "Send and Receive" to make sure email is coming in and going out correctly.
- 12) If you get a pop-up box asking for your user information again (which sometimes happens), make sure to re-type in your "**Full Email Address**" and "Password".
- 13) It is then recommended that you send yourself an email to make sure it sends okay, and then is received okay. This is just a test. And, it will show you what your emails look like to other people.

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