

The first step is to add a new "Account" to your outlook settings. This is usually under the "Tools > Accounts..." menu. Once you open up the Accounts window, click the "Add" button (and then Mail if prompted) to begin configuring your email account!

Your "display name" should be the name you want your emails to come from.. usually just your name.

Your "E-mail address" should be the email address you want your emails to come from. This can actually be ANY valid email address in the world, even "president@whitehouse.gov". But you probably don't want people who reply to your emails to send them there! So, pick an email address that you've already set up probably one for your domain "my.name@mydomain.com"

Decide if you'd like to connect to our mail servers via POP3 or IMAP (follow that link to learn more about each one). Then enter your incoming and outgoing mail server names. They are both the same, simply mail.yourdomain.com.

**note about IMAP. If you choose to connect via IMAP, your mail stays on the server and is not "POPPED" to your local computer. This also allows you to access all your mail (Old and New) via your webmail interface from any computer.

Now, you'll have to enter your "Account name" and password. This is your mail address in full (i.e. my.name@mydomain.com) (Please note that Outlook is case sensitive!). And then enter the Password you were supplied for the associated address.

MAKE SURE "Log on using Secure Password Authentication (SPA)" IS NOT CHECKED

When you're finished, you should be brought back to the main "Account" page. You're not quite done! You won't be able to send email through our SMTP servers unless you do this:

- * Highlight mail.yourdomain.com and click "Properties".
- * Click the Servers tab.
- * Make sure "My server requires authentication" is checked!
- * Click ok!

We use authenticated SMTP (so that only our clients may send email through our servers and not spammers!) so you won't be able to send email without doing this! If you still get an error message when trying to send email, your ISP may block port 25!.

If you have previously set up mail accounts for addresses associated to your Service Provider (for example Comcast, SBCGlobal etc...) you may already have an outgoing mail server set up for that account. Which will also deviler your new domain related mail. It will still appear to come from your domain even though it is being mailed out through your Service Providers account as long as you have the reply to address set up correctly.

In some cases you may need to consult your service providers Tech Support to learn more about how to configure domain related email access.

That's it, you're done configuring Outlook!