

Incoming Mail Server Settings

WEBMAIL

Server: Mail.yourdomainname.com
Username: Full e-mail address (eg joe@yourdomainname.com)
Password: Your email password

POP

Server: Mail.yourdomainname.com
Port: 995
Security: Require SSL
Username: Full e-mail address (eg joe@yourdomainname.com)
Password: Your email password

IMAP

Server: mail.yourdomainname.com
Port: 993
Security: Require SSL
Username: Full e-mail address (eg joe@yourdomainname.com)
Password: Your email password

Outgoing Mail Server Settings

SMTP Server

Server: smtp.yourdomainname.com
Port: 465 or 587
Security: Require SSL (always on or SSL/TLS)
Username: Full e-mail address (eg joe@yourdomainname.com)
Password: Your email password

Microsoft Outlook Settings

In this case, the user's domain is **example.com**. You can substitute example.com with your own domain name settings.

Click Tools → Accounts → and Add a New Account

Enter your account information.

E-mail address: jeff@example.com

Password: ●●●●●●

☐ Configure automatically

User name: jeff@example.com

Type: POP

Incoming server: mail.example.com : 995

☐ Override default port

☒ Use SSL to connect (recommended)

Outgoing server: smtp.example.com : 465

☒ Override default port

☒ Use SSL to connect (recommended)

Cancel

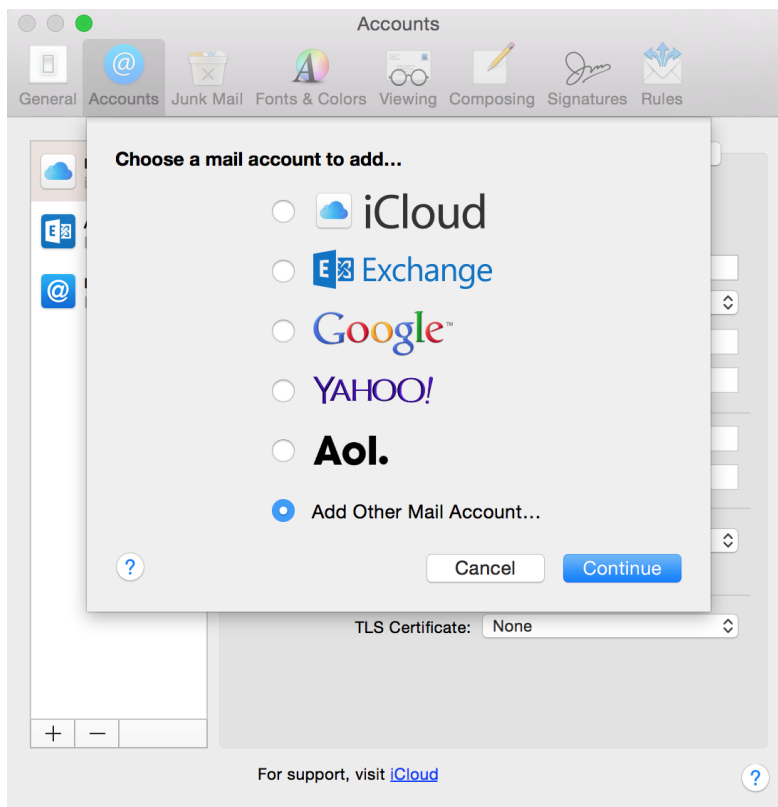
Add Account

Apple Mail Settings

In this case, the user's domain is **example.com**. You can substitute example.com with your own domain name settings.

In the Apple Mail application, go to
Mail → Preferences → Accounts

1. Add an Account (Type: Other Mail Account)



2. Click Continue to go to the Incoming Mail Server Settings

Incoming Mail Server Info

Account Type: ☐ IMAP ☒ POP

Mail Server:

User Name:

Password:

Incoming Mail Server Info

Port: ☒ Use SSL

Authentication:

3. Click Next to go to the Outgoing Mail Server Settings

Outgoing Mail Server Info

SMTP Server:

User Name:

Password:

Outgoing Mail Server Info

Port: ☒ Use SSL

Authentication:

4. When you finish, this is how your Account settings should look like

Account Information

Mailbox Behaviors

Advanced

☒ Enable this account

Account Type: POP

Description:


Email Address:

Full Name:

Incoming Mail Server:

User Name:

Password:

Outgoing Mail Server (SMTP): 

☒ Use only this server

Account Information


Mailbox Behaviors

Advanced

☒ Automatically detect and maintain account settings

☒ Include when automatically checking for new messages

☐ Remove copy from server after retrieving a message:


When moved from Inbox 

Remove now

Prompt me to skip messages over KB

Check with your system administrator before changing any of the advanced options below:

Port: ☒ Use SSL

Authentication: 

☐ Allow insecure authentication

Microsoft Outlook Express

This document provides a good guide for the settings in Outlook Express

<http://support.microsoft.com/kb/2419526>