

Email Client Configuration Guide

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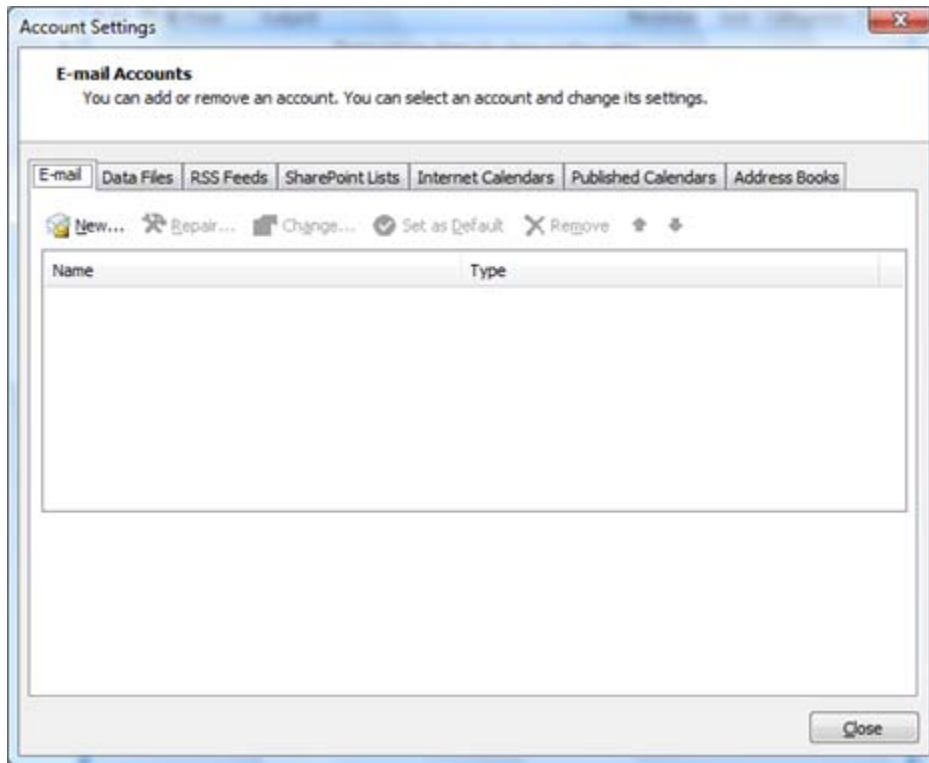
Prerequisites

1. Your new account email address.
2. Your email account password.
3. The incoming and outgoing mail server names.

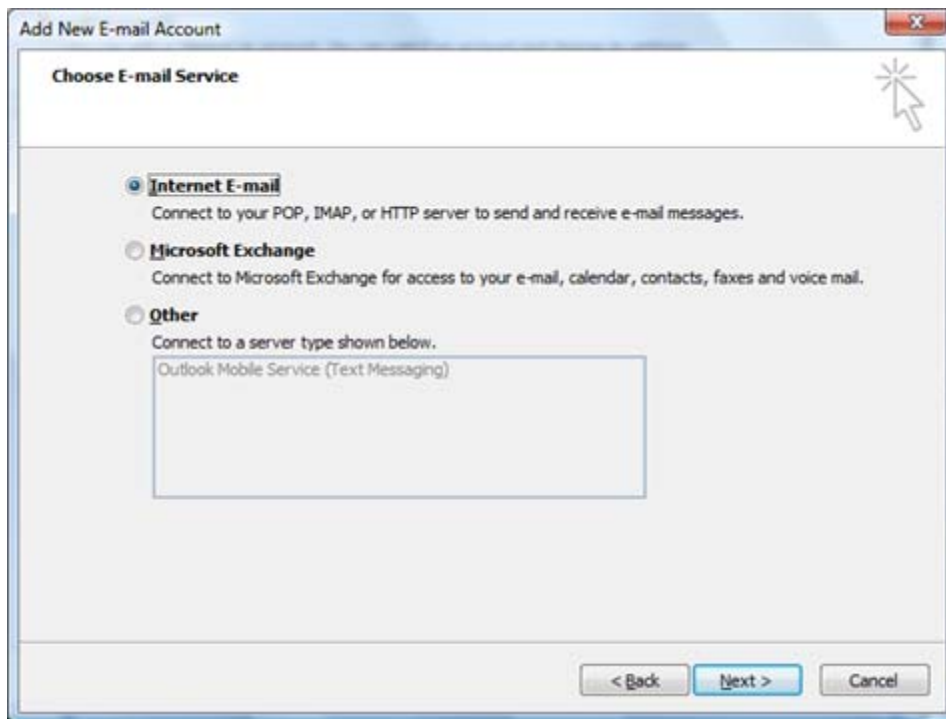
All of this information should have been provided, either by your administrator or in an email sent to an alternate email address when your Unified Email account was created.

Microsoft Outlook 2007

- Start Outlook.
- On the **Tools** menu, click **Account Settings**. The following window is displayed.



- On the *E-mail* tab, click **New**.
- In the **Add New E-mail Account** dialog box, make sure **Internet E-mail** is selected, and click **Next**.



- Configure the new e-mail account. You should configure your new e-mail account using the manual process.
 - Follow these steps in the *Add New E-mail Account* dialog box:
 - Click to select the **Manually configure server settings or additional server types** check box, and then click **Next**.
 - Click **Internet E-mail**, and then click **Next**.
 - Under *User Information*, follow these steps:
 - In the *Your Name* box, type your full name.
 - In the *E-mail Address* box, type your full e-mail address.
 - Under *Server Information*, click the type of e-mail account that you have in the *Account Type* box.
 - In the *Incoming mail server* area, type the name of the server. This is the server that holds your messages before you download them to the computer. This value should have been communicated to you or sent to your alternate email address when your Unified Email account was created.
 - In the *Outgoing mail server (SMTP)* box, type the name of the outgoing e-mail server. Usually, the *Incoming mail server* and *Outgoing mail server* are the same.
 - In the *User Name* field, type your user name. The user name is your full email address.
 - In the *Password* field, type the password that you were provided.
 - If you want Outlook to remember your e-mail account password, click to select the **Remember password** check box.

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Sony Sanchez
E-mail Address: ssanchez@contoso.com

Server Information
Account Type: IMAP
Incoming mail server: mail.contoso.com
Outgoing mail server (SMTP): mail.contoso.com

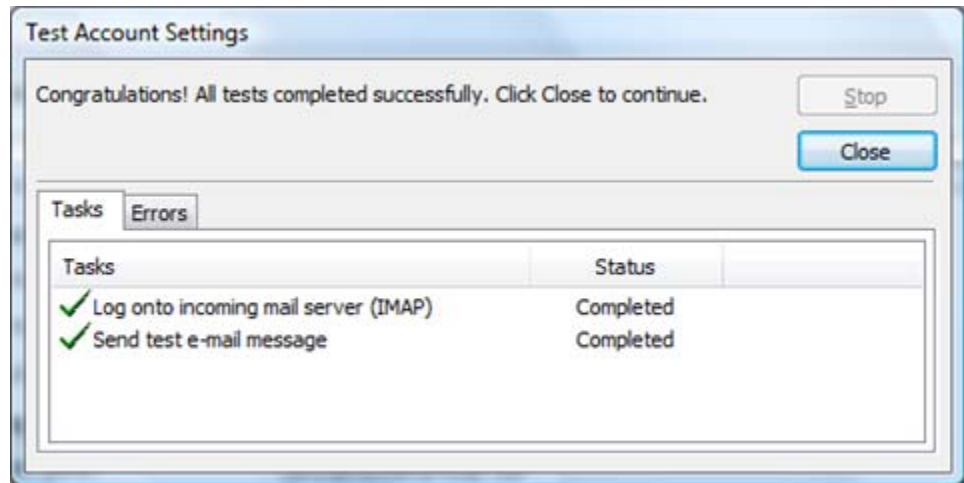
Logon Information
User Name: ssanchez@contoso.com
Password: [masked]
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

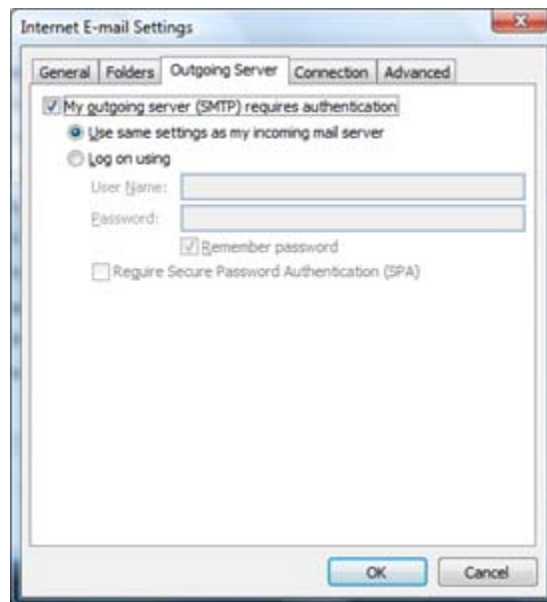
More Settings ...

< Back Next > Cancel

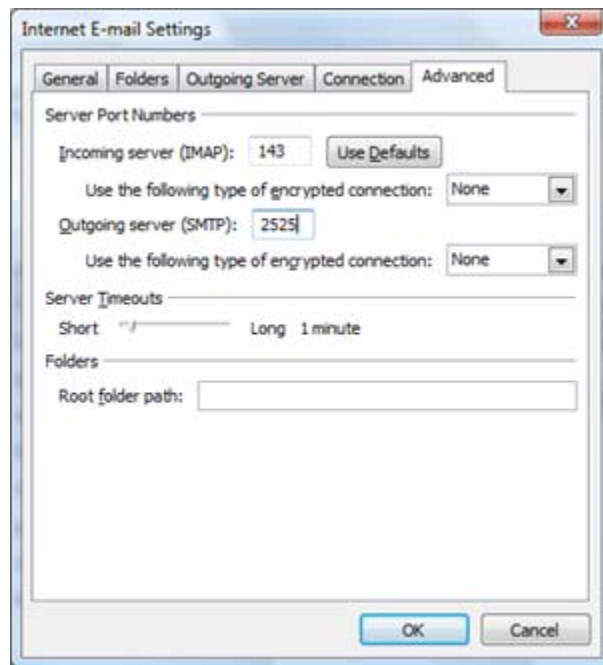
- Click **Test Account Settings**. This feature opens a dialog box that displays, in a step-by-step manner, each phase of the testing of the configuration that you entered. When you click **Test Account Settings**, the following process occurs:
 - The connectivity of the system to the Internet is confirmed.
 - You are logged on to the SMTP server.
 - You are logged on to the IMAP or POP3 server.
 - It is determined whether the IMAP/POP3 server must be logged on to first. If it is required, Outlook automatically sets the **Log on to incoming mail server before sending mail** option.
 - A test message is sent.
- Click on **Close**.



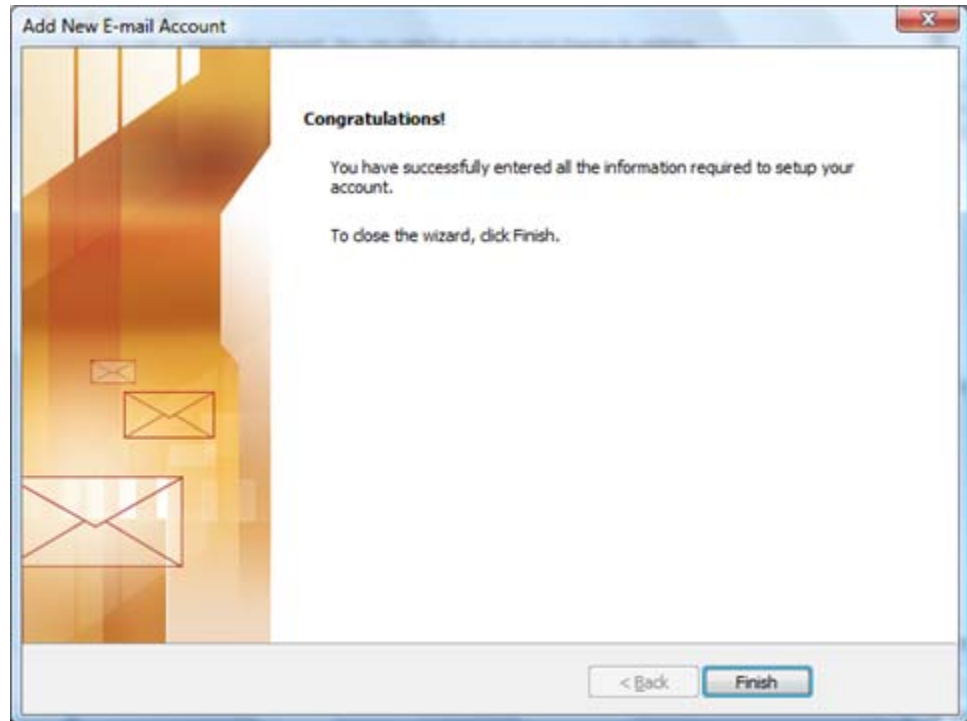
- Click **More Settings** to open the *Internet E-mail Settings* dialog box.
- Click on the *Outgoing Server* tab and check **My outgoing server (SMTP) requires authentication**.



- Click on the *Advanced* tab and change the **Outgoing Server (SMTP)** value to **2525**.



- Click **OK**.
- Click **Next**, and then click **Finish**.

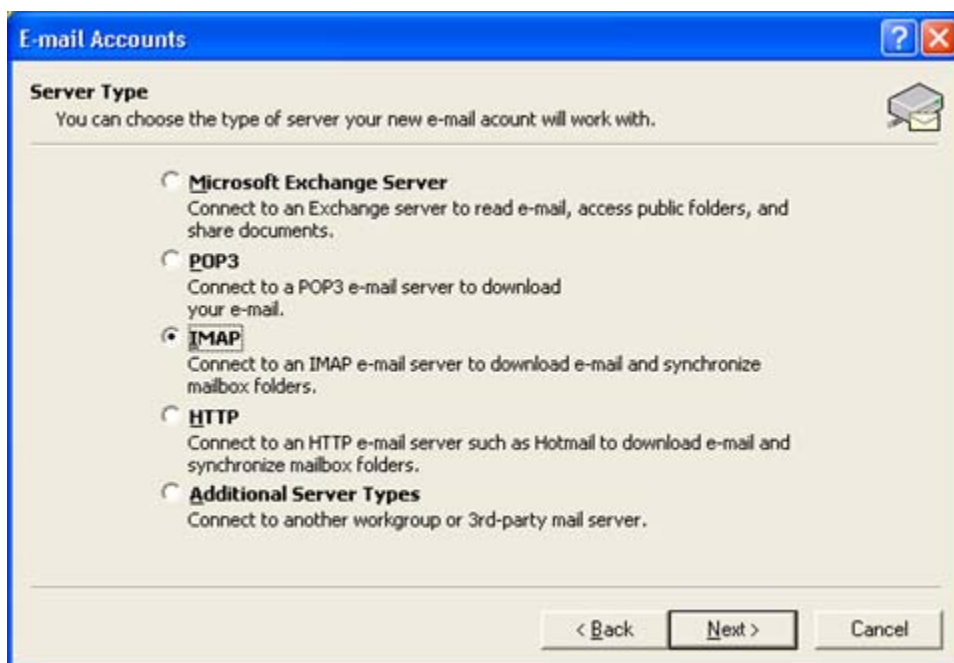


Microsoft Outlook 2002/XP and 2003

- Start Outlook.
- On the **Tools** menu, click to select **E-mail Accounts**.
- In the **E-mail Accounts** dialog box, click to select the **Add a new E-mail Account** option, and then click **Next**.



- In the **Server Type** dialog box, click *IMAP* (preferred) or *POP3*, and then click **Next**.



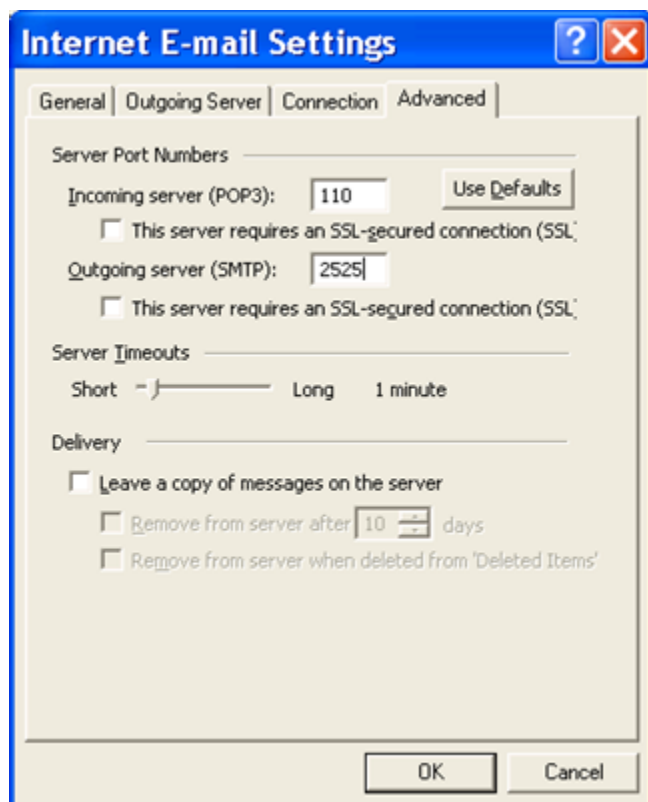
- In the *E-mail Accounts* dialog box, enter the required information by using the following guidelines:
 - User Information
 - Your Name: This should be your full name.
 - E-mail Address: Your administrator provides this information.
 - Logon Information
 - User Name: This is your full email address.
 - Password: Enter the password that your administrator provided.
 - You may optionally click to select the **Remember password** check box to have Outlook remember your e-mail account password.
 - Server Information
 - *Incoming Mail Server*: This is the name of the IMAP or POP3 server that holds your messages before you download them to your computer. This should have been supplied to you.
 - *Outgoing Mail Server (SMTP)*: This is the name of the Outgoing e-mail server. Usually this is the same as the *Incoming Mail Server*.

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (IMAP)' tab selected. The window title is 'E-mail Accounts' and it has standard Windows window controls. Below the title bar, there is a sub-header 'Internet E-mail Settings (IMAP)' and a note: 'Each of these settings is required to get your e-mail account working.' The settings are organized into three sections: 'User Information', 'Server Information', and 'Logon Information'. In the 'User Information' section, 'Your Name' is 'Sony Sanchez' and 'E-mail Address' is 'sony@worldsmartmail.com'. In the 'Server Information' section, both 'Incoming mail server (IMAP)' and 'Outgoing mail server (SMTP)' are set to 'email.worldsmartmail.com'. In the 'Logon Information' section, 'User Name' is 'sony@worldsmartmail.com', 'Password' is masked with '****', and the 'Remember password' checkbox is checked. There is also an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. At the bottom right, there is a 'More Settings ...' button. At the very bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 6. Click **More Settings**. This takes you to the *Internet E-mail Settings* dialog box. Click on the **My Outgoing server (SMTP) requires authentication** checkbox.

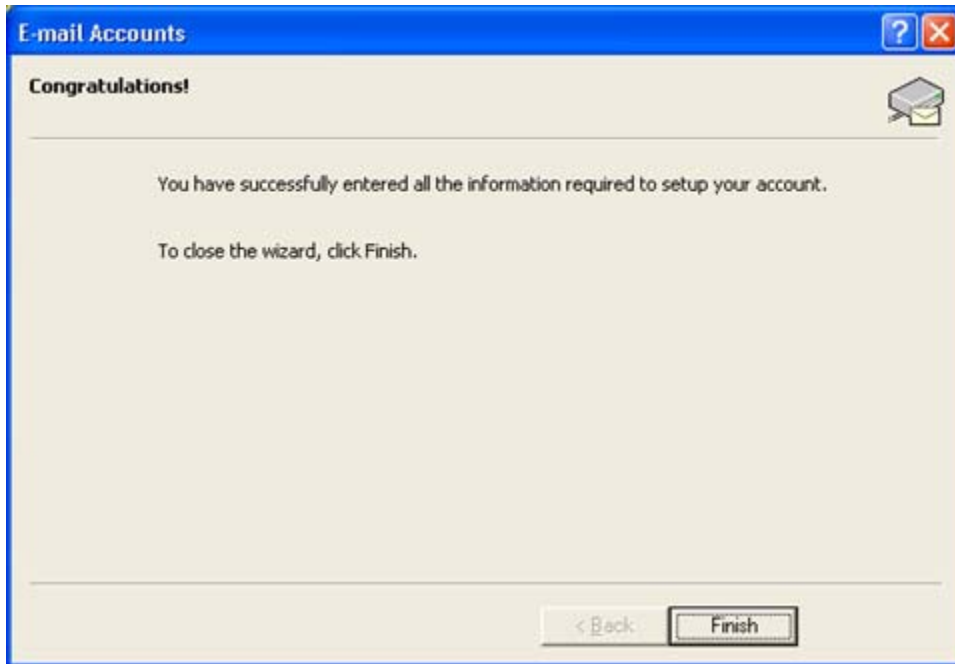


- Click on the *Advanced* tab and change the **Outgoing Mail Server (SMTP)** port to **2525**.



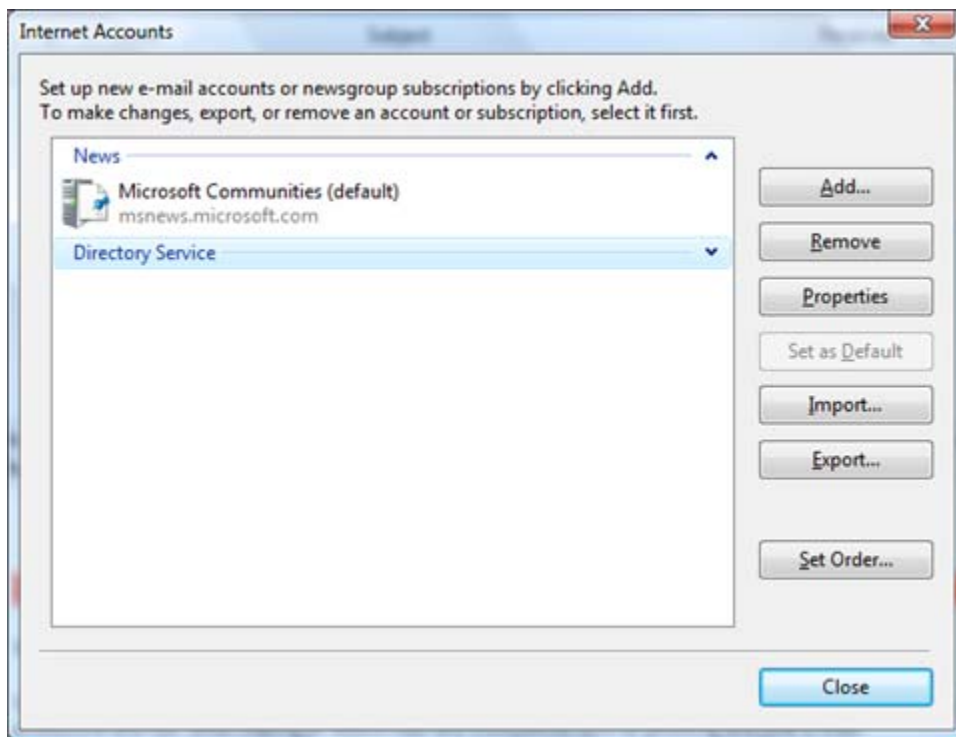
- Click **OK** to close the window.

- You'll be presented a *Congratulations* message. Click **Finish**.

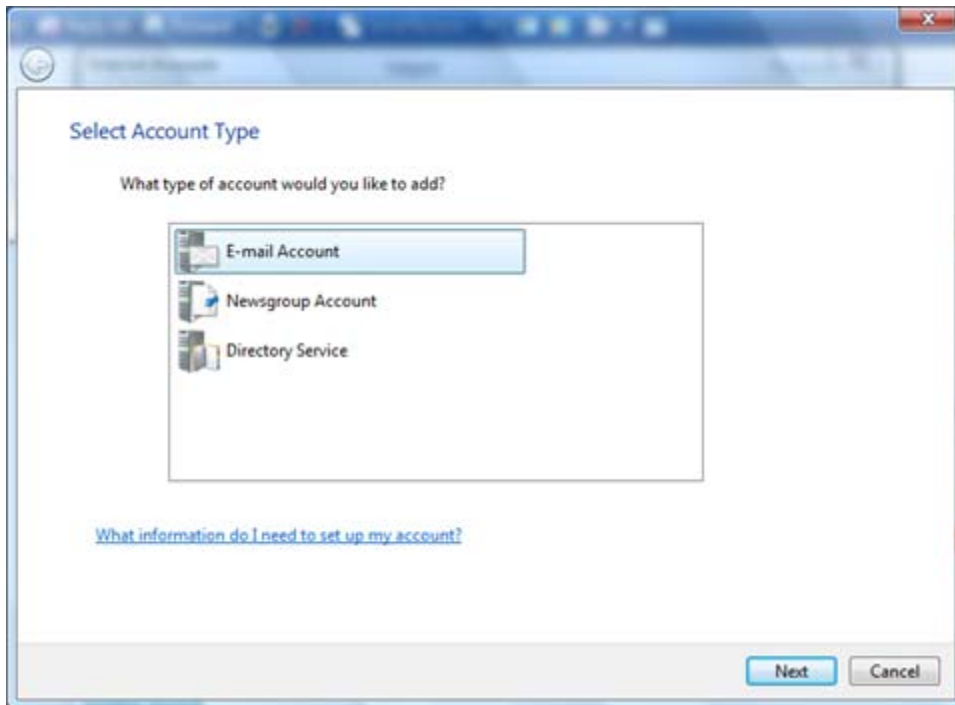


Microsoft Windows Mail (available with Vista only)

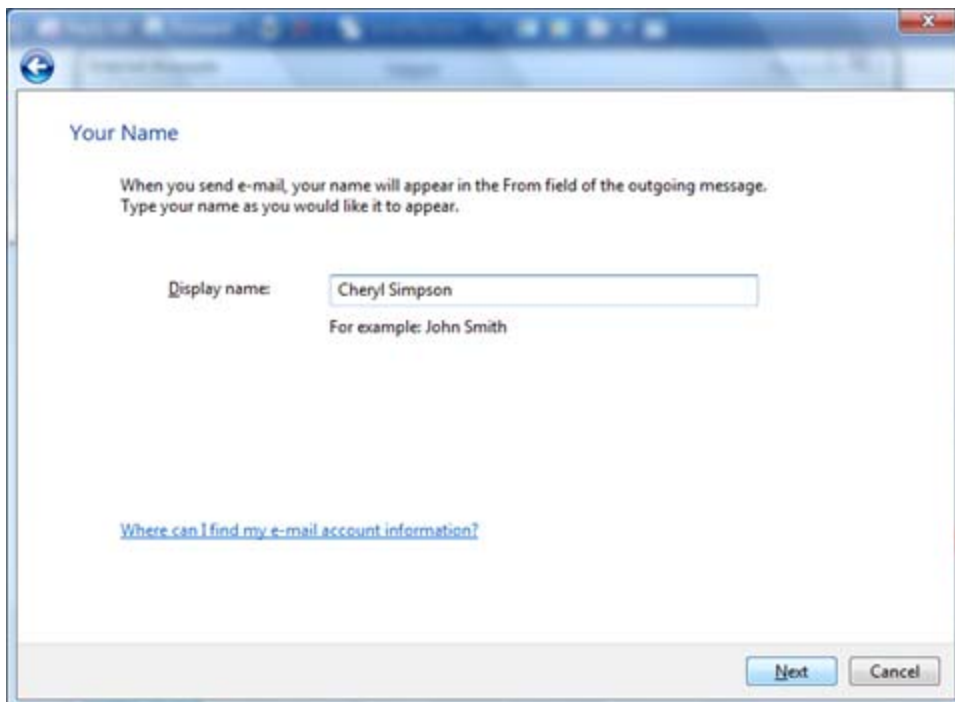
- In Windows Mail, go to the **Tools** menu and click on **Accounts....** The Internet Accounts window is displayed. Click on the **Add** button in the upper right.



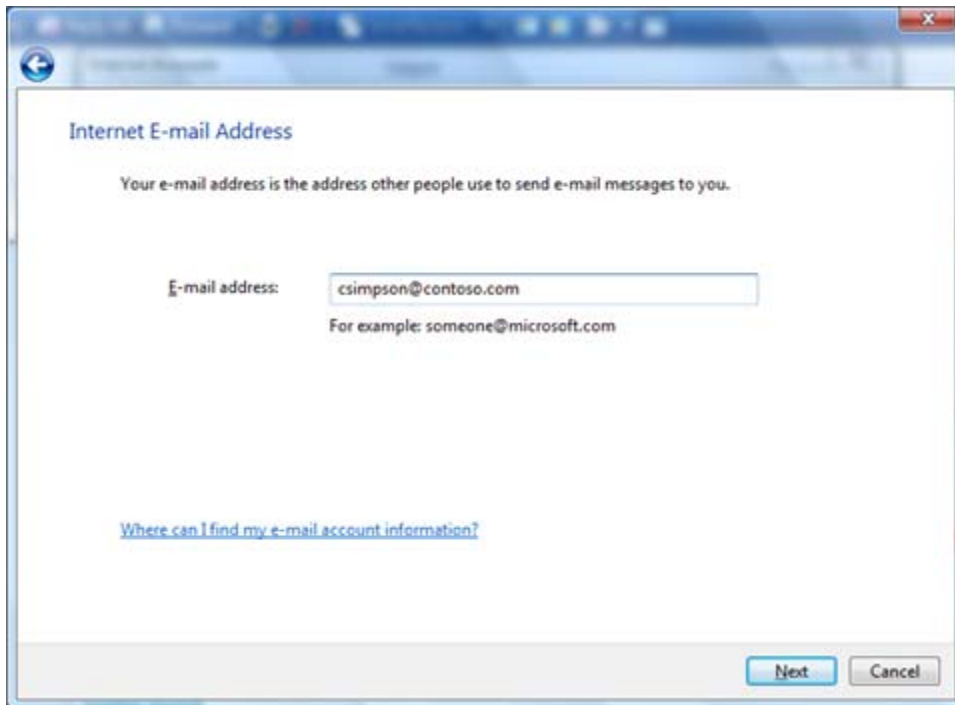
- In the *Select Account Type* window, click on **E-mail Account** and click on **Next**.



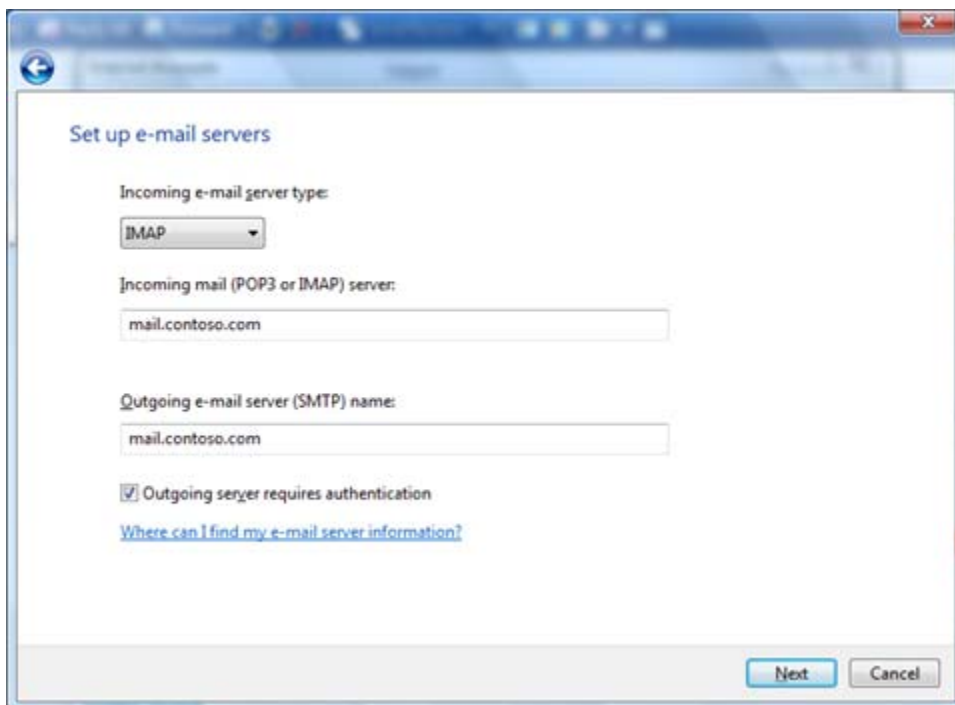
- In the *Your Name* window, type in the name you want your recipients to see when they receive your e-mails and click on **Next**.



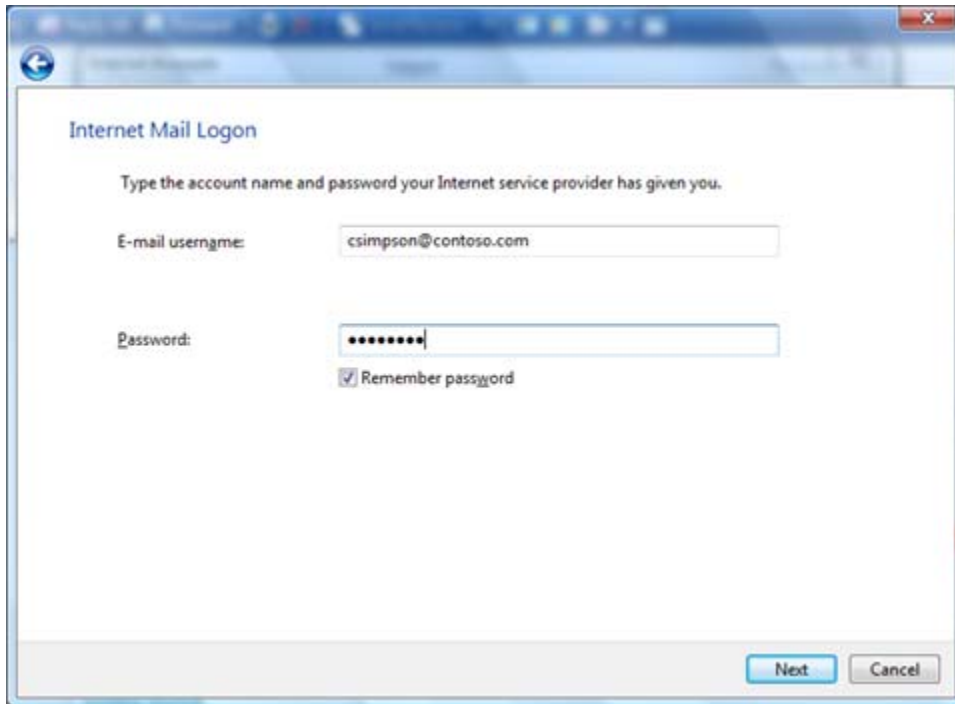
- In the *Internet E-mail Address* window, type in your e-mail address, then click on **Next**.



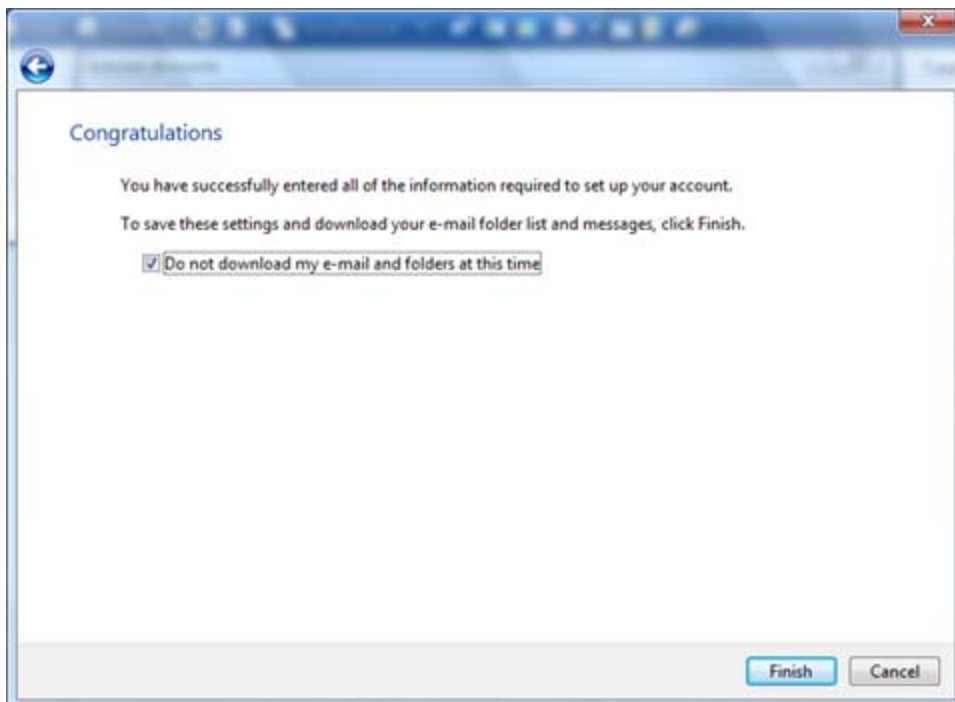
- In the *Set up e-mail servers* window, enter the e-mail server information as shown below. Click on **Outgoing server requires authentication**. Click **Next**.



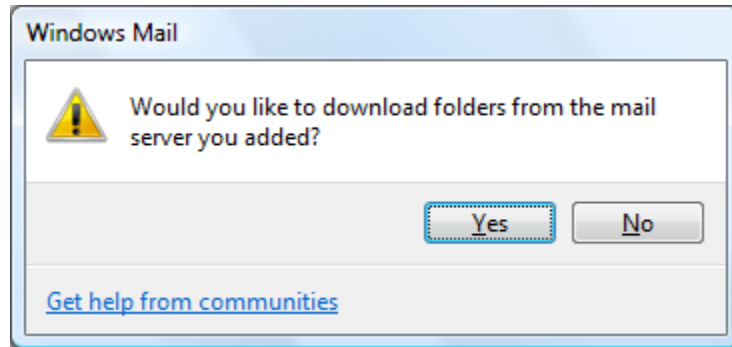
- In the *Internet Mail Logon* window, enter your Internet ID and password for your e-mail account (you don't need to enter the password, but if you do, you will automatically log on to the e-mail server every time you open Windows Mail as long as the check is in the box next to **Remember Password**).



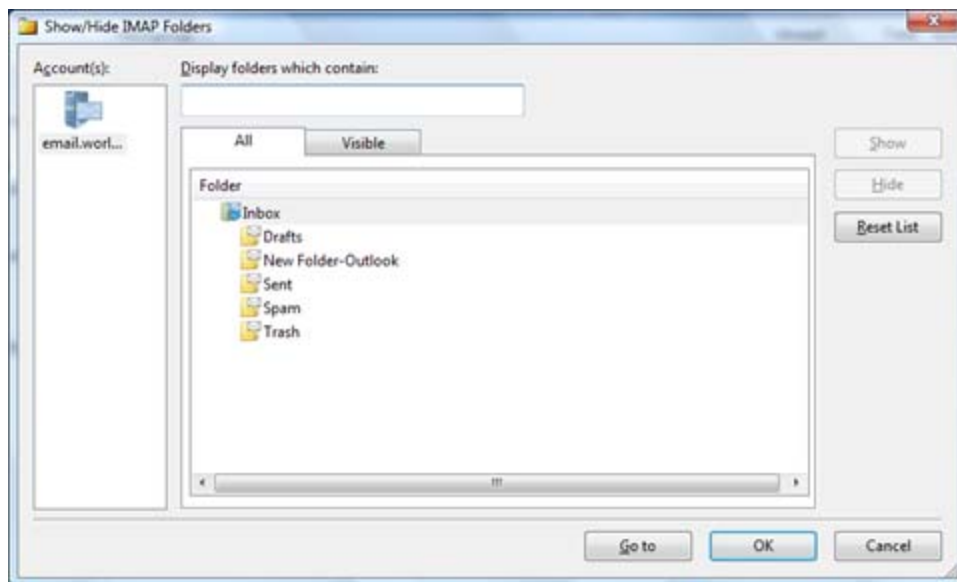
- You should see the following screen; check the **Do not download my e-mail and folders at this time** box. Click **Finish**.



- Click **Ok** to save all of these settings, then **Close** to exit the **Internet Accounts** window. Windows Mail will now ask you if you would like to retrieve your mail. Select the **Yes** button.

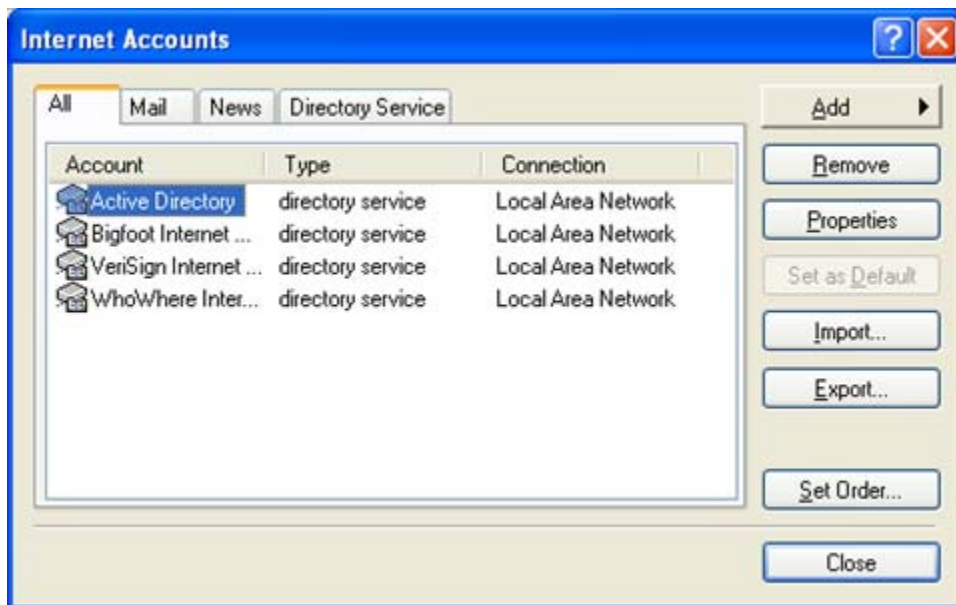


- Next you will be asked to configure which folders you'd like to show/hide. At this point, you can simply click **OK** to complete the setup.

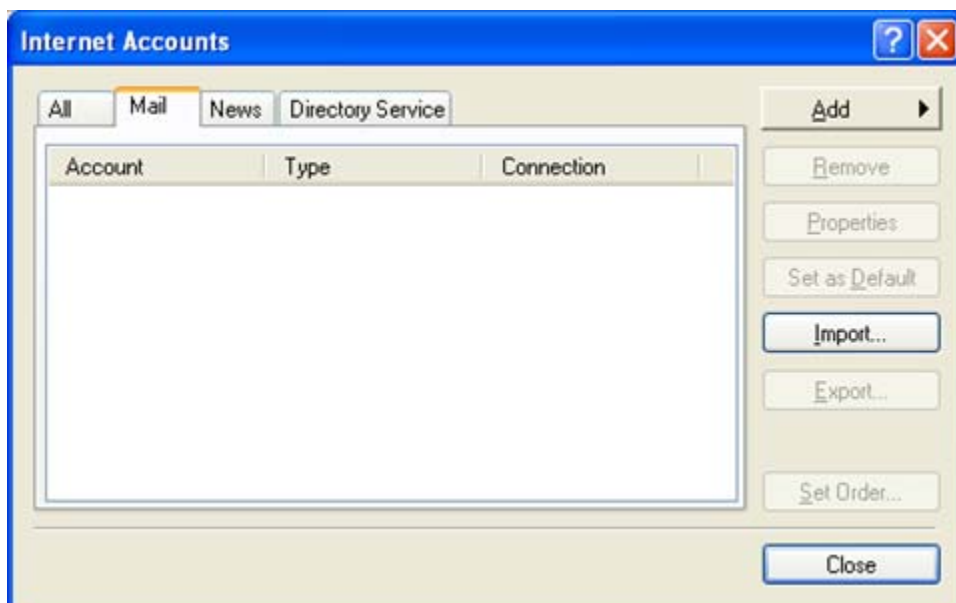


Microsoft Outlook Express

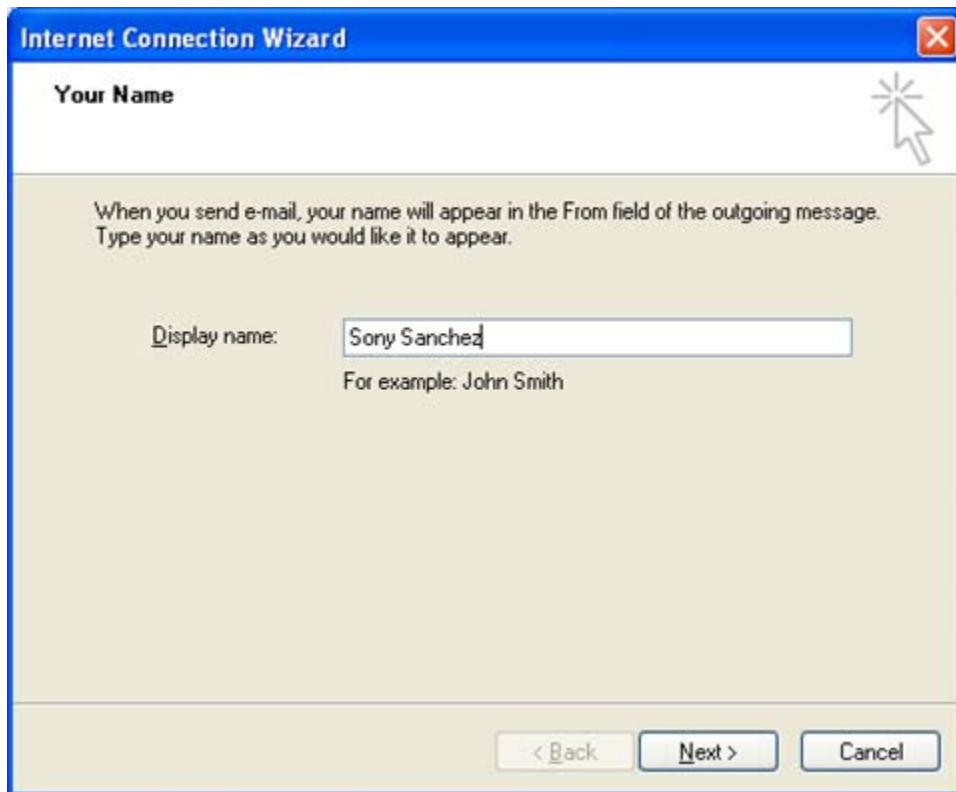
- Start Outlook Express. Click on **Tools** in the menu bar and then go to **Accounts**. This brings up the *Internet Accounts* pop-up window.



- Click on the *Mail* tab to bring it to the front if it is not already so. If you are starting Outlook Express for the first time, there will not be any email accounts listed on this window.

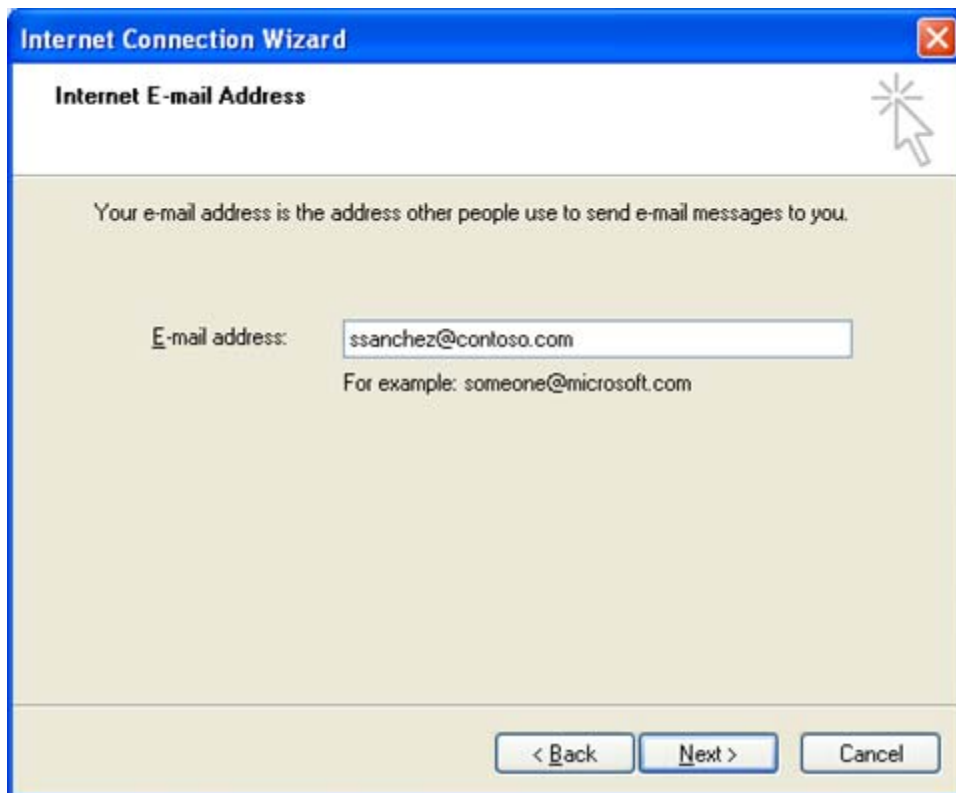


- To add a new mail account, click on the **Add** button and then on **Mail**. This brings up the *Internet Connection Wizard* pop-up window. Enter your full name in the *Display Name* field and click on the **Next** button.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading, there is a text box with a mouse cursor pointing at it. The text inside the box reads: "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 "Sony Sanchez". Underneath the input field, it says "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

- The wizard now asks for your email address. Enter the full email address and click on the **Next** button.



- In the next window, you need to feed in three important bits of information - the *incoming* and *outgoing email servers* and the *type of the incoming email server*. You may choose either IMAP (recommended) or POP3. You should have been provided this information by your administrator or in an email sent to your alternate email address when the account was created.

The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "E-mail Server Names". The content area is light beige and contains the following text and controls:

- "My incoming mail server is a server." (The dropdown menu is currently set to "IMAP")
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "mail.contoso.com".
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by a text input field containing "mail.contoso.com".

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible in the top right corner of the dialog area.

- The last information that you need to enter to complete the setup of the new account is the username and password for that email account. After completing the fields for *Account Name* and *Password*, click on the **N**ext button.

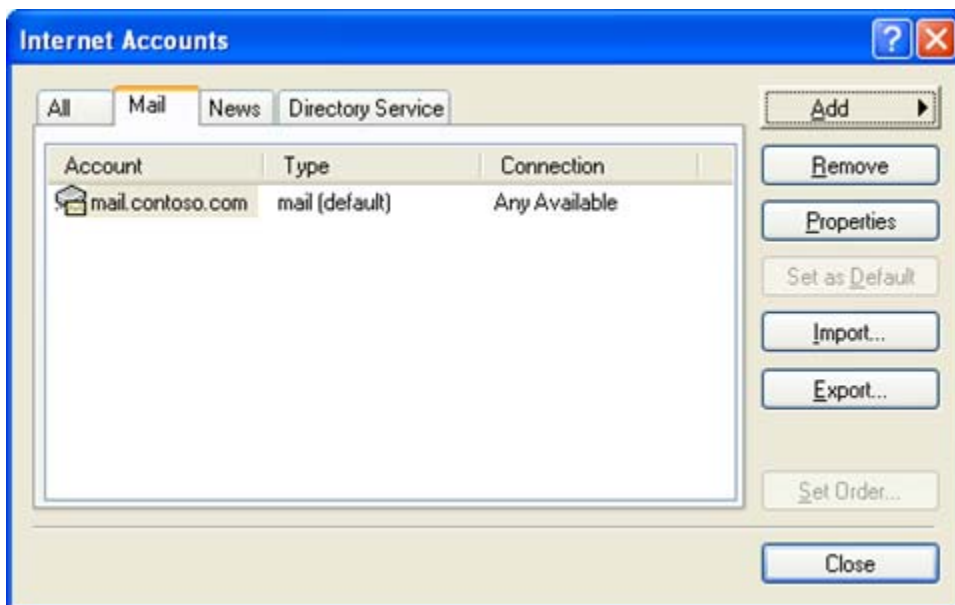
The image shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following elements:

- Instructional text: "Type the account name and password your Internet service provider has given you."
- "Account name:" label followed by a text input field containing "ssanchez@contoso.com".
- "Password:" label followed by a password input field filled with 12 black dots.
- A checked checkbox labeled "Remember password".
- Instructional 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."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Navigation buttons at the bottom: "< Back", "Next >", and "Cancel".

- In the following window, click on the **Finish** button to complete the process of setting up a new email account in Outlook Express.



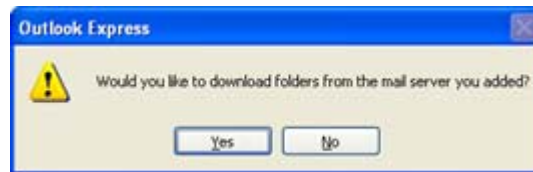
- You will now see the new email account has been added to the Accounts list. The account is referred to by its server name.



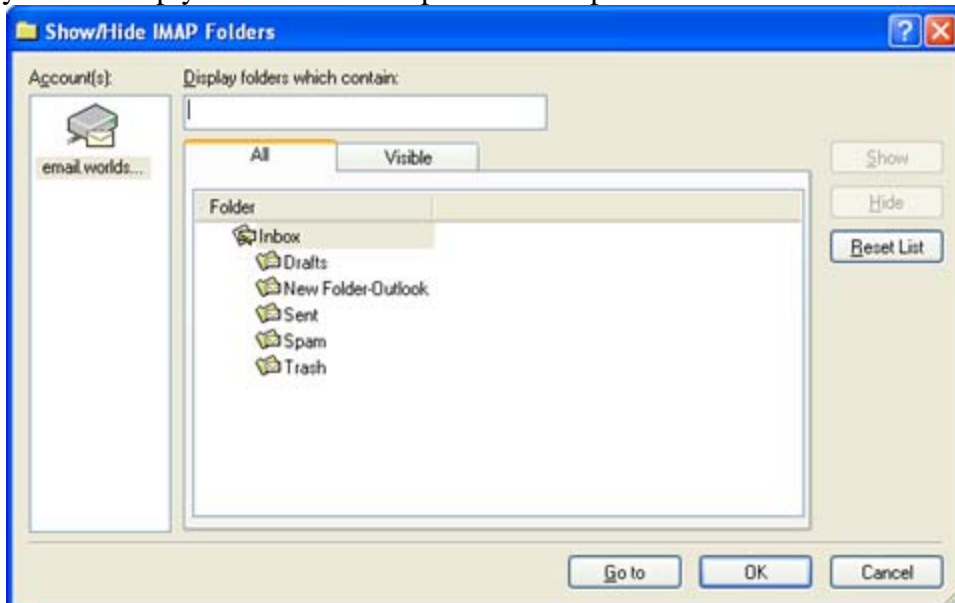
- In order to ensure you'll be able to send email, select the new mail account (if it's not already highlighted) and click on the **Properties** button. This will launch the Properties window. Click on the *Servers* tab and then on the **My server requires authentication** checkbox.



- Click on **OK** and then **Close** on the Internet Accounts window. Express will then prompt you to download your folders. Click on **Yes**.

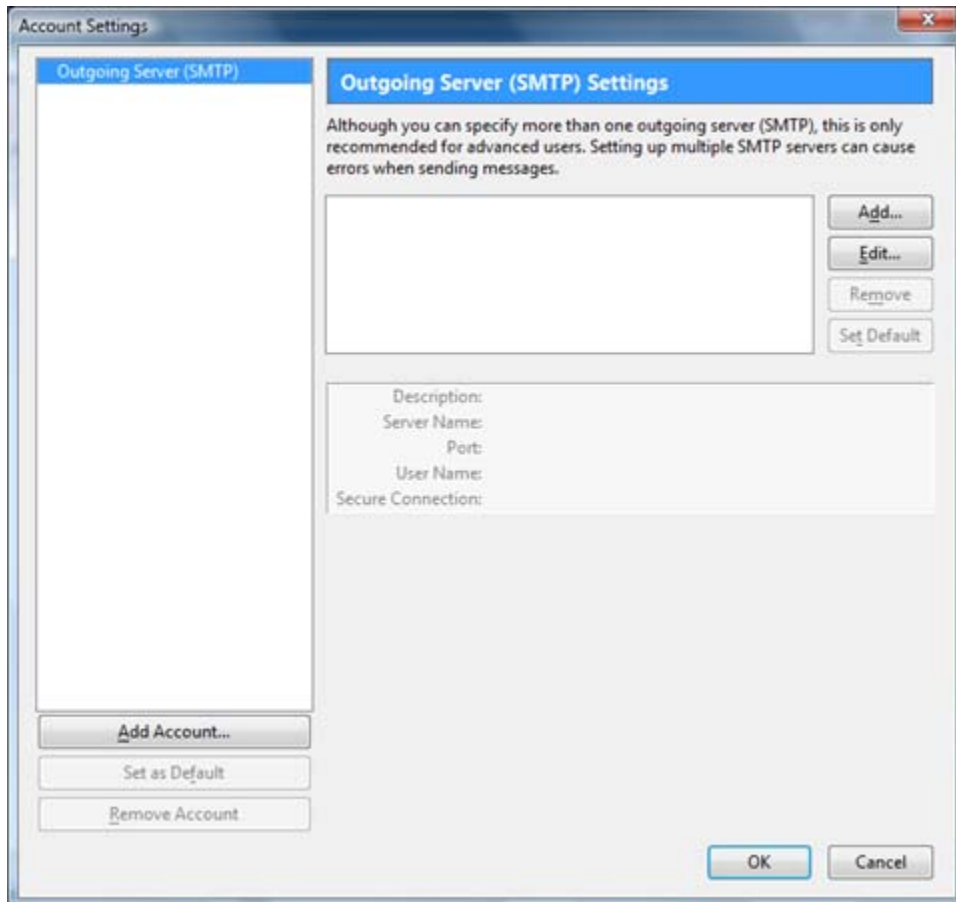


- Next you will be asked to configure which folders you'd like to show/hide. At this point, you can simply click **OK** to complete the setup.

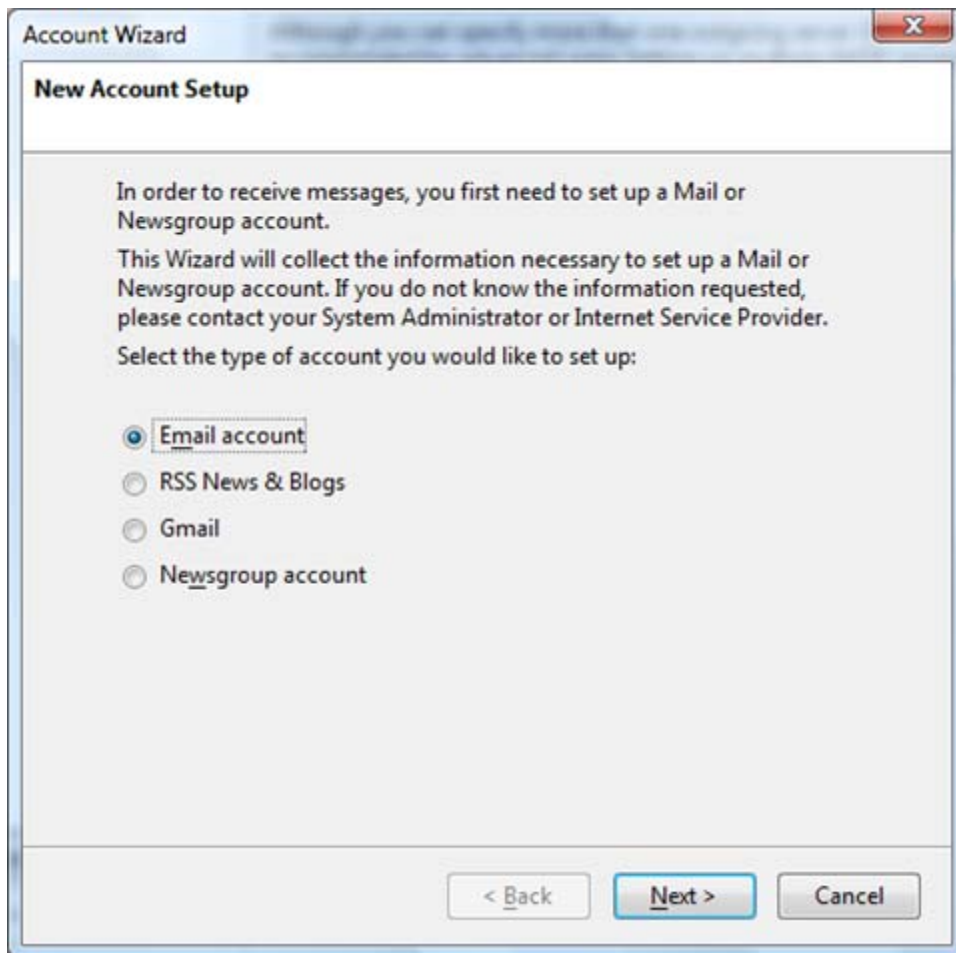


Mozilla Thunderbird

- In Mozilla Thunderbird, select **Tools->Account Settings**. The following window is displayed. Select **Add Account...** and click **Next**.



- Select **Email Account** and click **Next**.



- Enter your name and e-mail address. And click **Next**.

Account Wizard

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back Next > Cancel

- Select either *IMAP* (preferred) or *POP3* as the type of incoming server you are using. Enter the name of the incoming and outgoing mail servers. Click **Next**.

Account Wizard

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

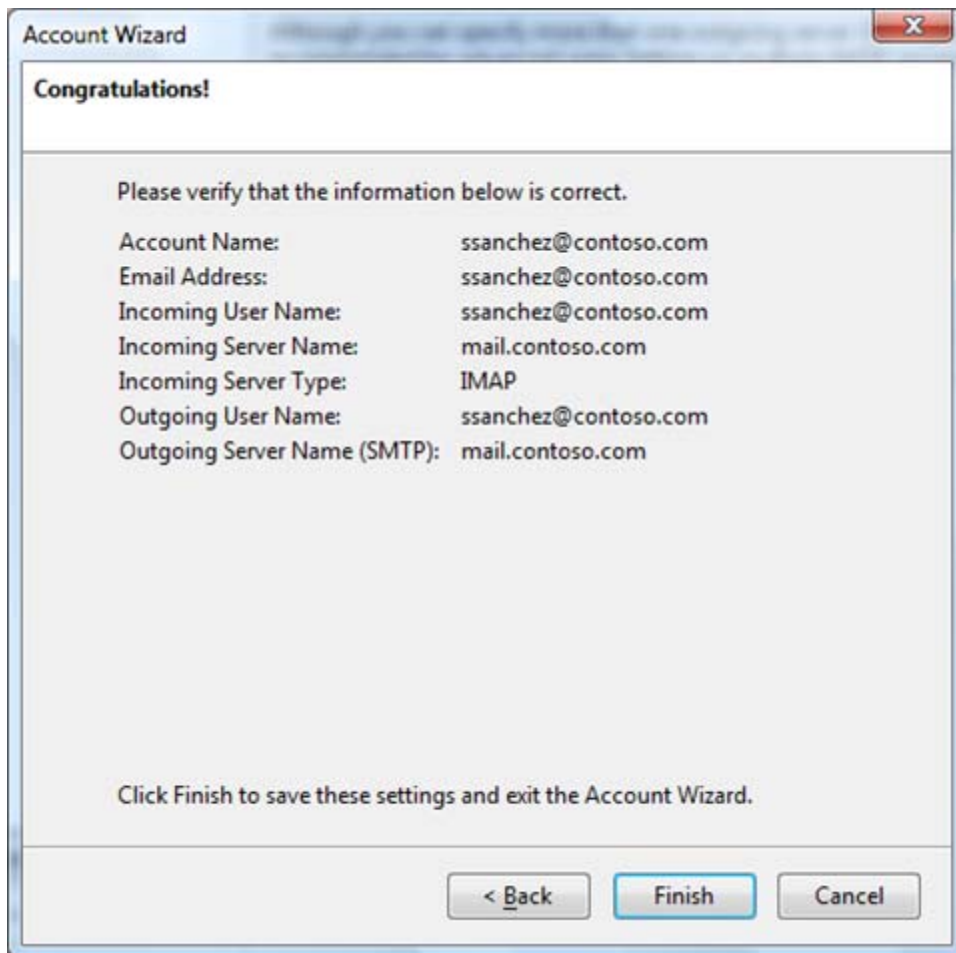
Outgoing Server:

< Back Next > Cancel

- Enter your e-mail address for the *Incoming User Name*. Click **Next**.

The image shows a screenshot of a Windows-style dialog box titled "Account Wizard". The window has a standard title bar with a close button (X) in the top right corner. The main content area is titled "User Names" and contains the following text: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." Below this is a text input field labeled "Incoming User Name:" containing the text "ssanchez@contoso.com". Further down, there is a paragraph: "Your outgoing (SMTP) server, 'mail.contoso.com', is identical to your incoming server, your incoming user name will be used to access it. You can modify outgoing server settings by choosing Account Settings from the Tools menu." At the bottom of the dialog, there are three buttons: "< Back", "Next >" (which is highlighted with a blue border), and "Cancel".

- Verify your account information and click **Finish**.



- When checking email, Thunderbird will ask for your password as shown below. Optionally, you may choose to have your password remembered. If you do so, a warning message will be displayed detailing the security implications. Click **OK**.

