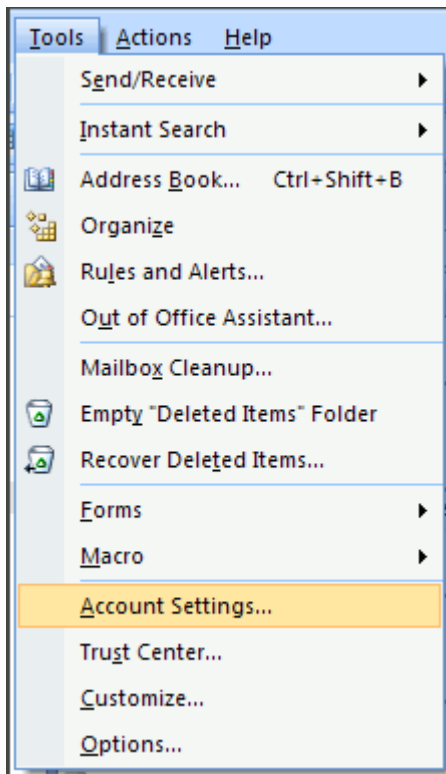


Webmail

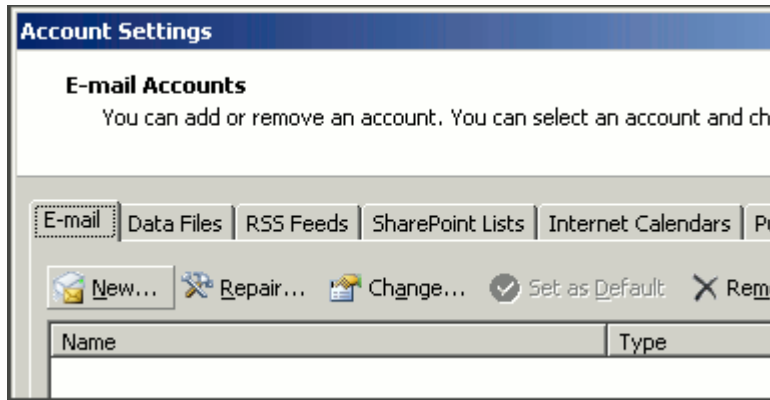
1. Open your browser (ie, Firefox, chrome etc.)
2. Open <http://webmail.yourdomainname> (ex: <http://webmail.mydomain.net>) or <http://yourdomain/webmail> (ex: <http://www.mydomain.com/webmail>)
3. Enter your email id in username
4. Enter the email password in password field.
5. Login to check, read, reply, send emails

Outlook 2007

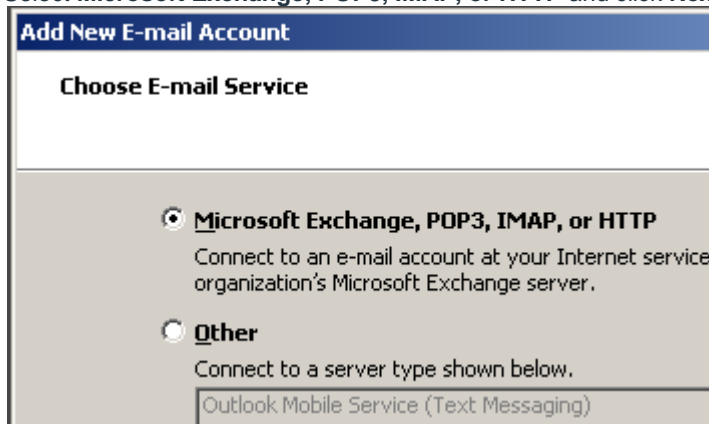
6. In Outlook 2007, from the **Tools** menu, select **Account Settings**.



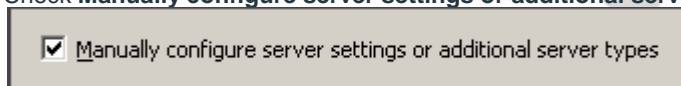
- On the **E-mail** tab, click **New**



- Select **Microsoft Exchange, POP3, IMAP, or HTTP** and click **Next**.



- Check **Manually configure server settings or additional server types** and click **Next**.



- Select **Internet E-mail** and click **Next**.



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Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail and calendar.

Other
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

11. Enter the requested information:

- **Your Name:** your name
- **Email Address:** the email address the messages will be sent from
- **Account Type:** POP3
- **Incoming Mail server:** mail.domainname.xyz
- **Outgoing Mail server:** mail.domainname.xyz
- **User Name:** the full email address
- **Password:** the password for the email address

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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:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

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)



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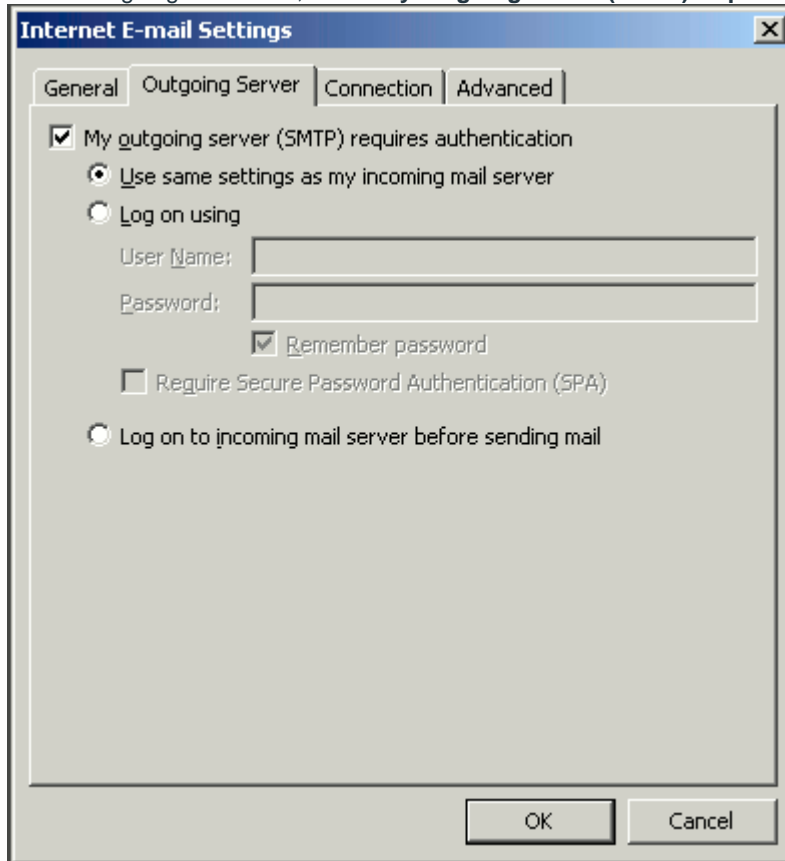
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12. Click **More Settings**.

13. On the Outgoing Server tab, check **My outgoing server (SMTP) requires authentication**.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Under this, the radio button for 'Use same settings as my incoming mail server' is selected. There are also fields for 'User Name' and 'Password', with the 'Remember password' checkbox checked. Other options like 'Require Secure Password Authentication (SPA)' and 'Log on to incoming mail server before sending mail' are not selected. 'OK' and 'Cancel' buttons are at the bottom.

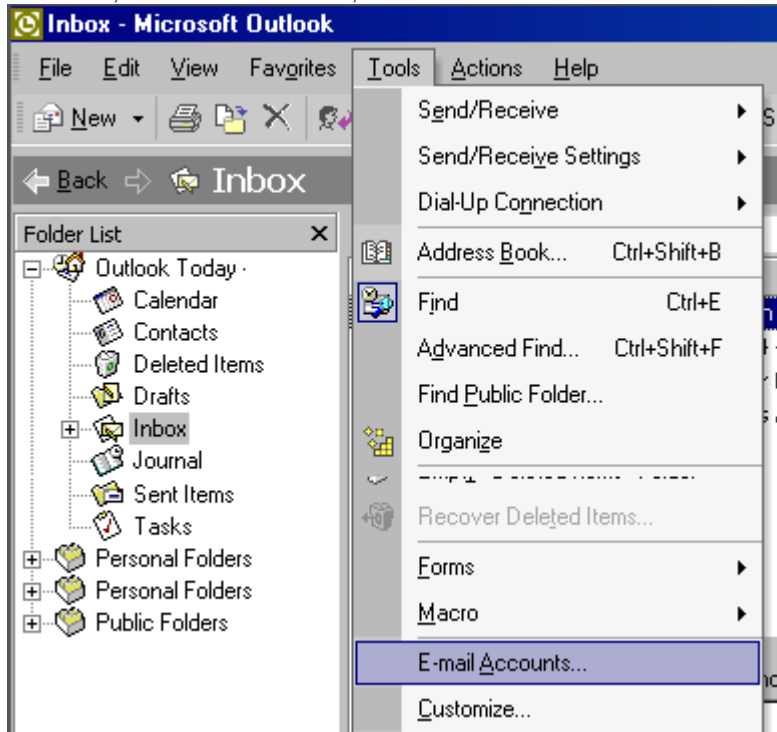
14. Select **Use same settings as my incoming mail server** and click **OK**.

15. Click **Test Account Settings** to verify everything is configured correctly.

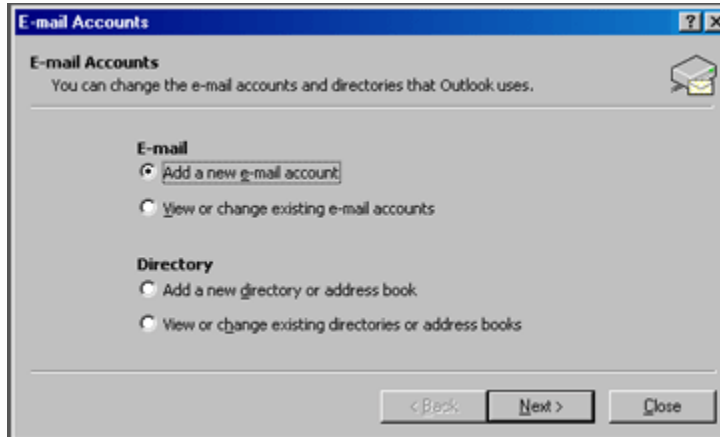
16. Click **Next** and then click **Finish**.

Outlook

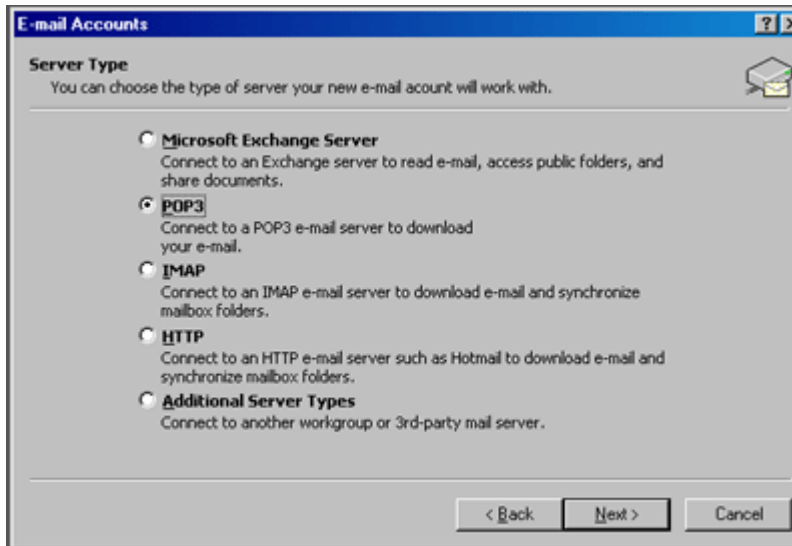
1. In Outlook, from the **Tools** menu, select **Email Accounts**.



2. Select **Add a new email account** and then click **Next**.



3. Select **POP3** and then click **Next**.



4. Enter your email information:

- **Your Name:** your name
- **Email Address:** the email address the messages will be sent from
- **Incoming Mail server (POP3):** mail.domainname.xyz
- **Outgoing Mail server (SMTP):** mail.domainname.xyz
- **User Name:** the email address used to log into the webmail interface
- **Password:** the password for the email address



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E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:
E-mail Address:

Server Information

Incoming mail server (POP3):
Outgoing mail server (SMTP):

Logon Information

User Name:
Password:
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings

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

5. Click on **More Settings** and select the **Outgoing Server Tab**.
6. Check **My outgoing server (SMTP) requires authentication**.
7. Select **Use same settings as my incoming mail server**.

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication:

Use same settings as my incoming mail server
 Log on using

User Name:
Password:

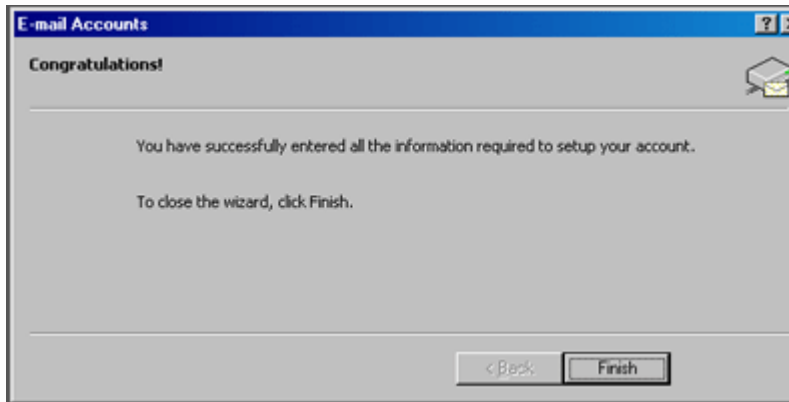
Remember password
 Log on using Secure Password Authentication
 Log on to incoming mail server before sending mail

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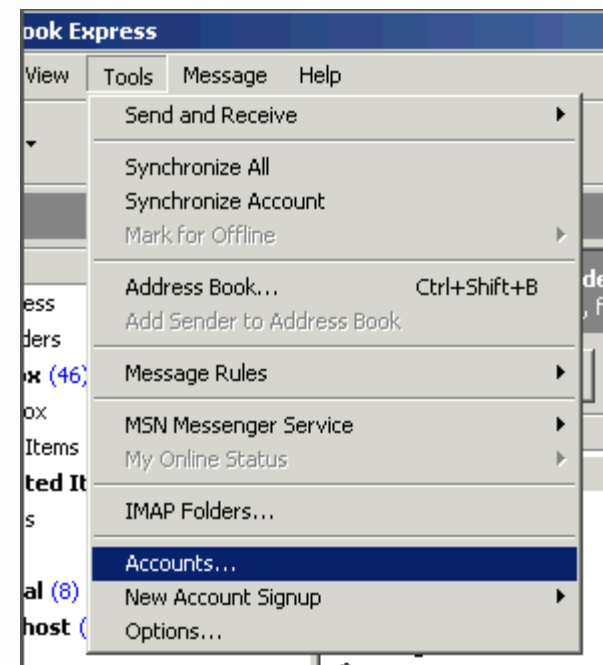
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8. Click **Ok**. Click **Next**. Click **Finish**.



Outlook Express

1. In Outlook Express, from the **Tools** menu, select **Accounts**



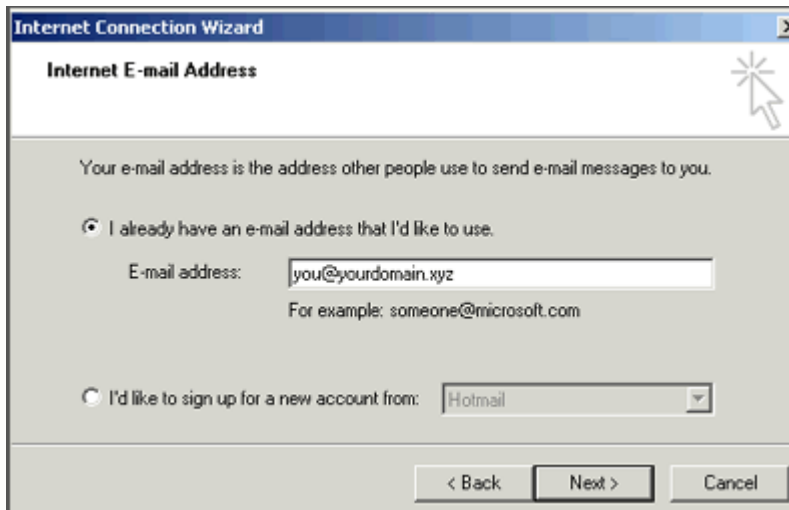
2. A box will appear. Click **Add** and select **Mail**



3. Enter your name as you want it to appear on your emails and click **Next**.

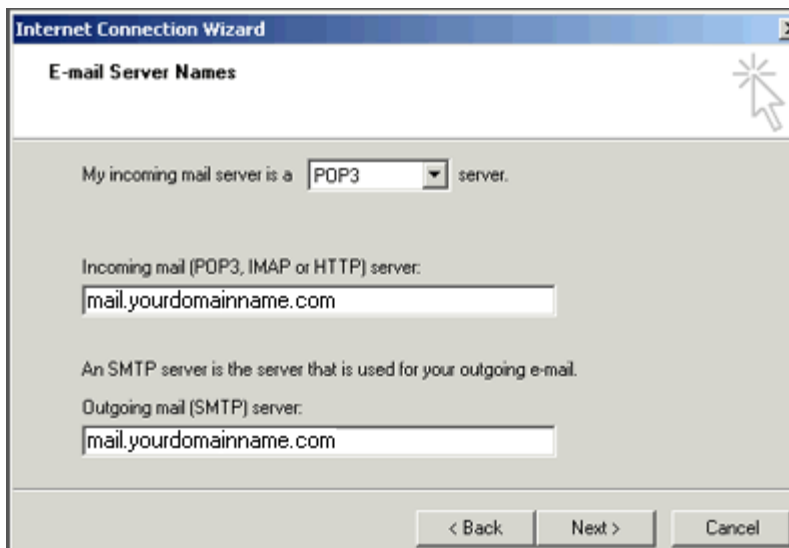


- Put in your email address, in the form of user @sriasiametals.com, and click **Next**.



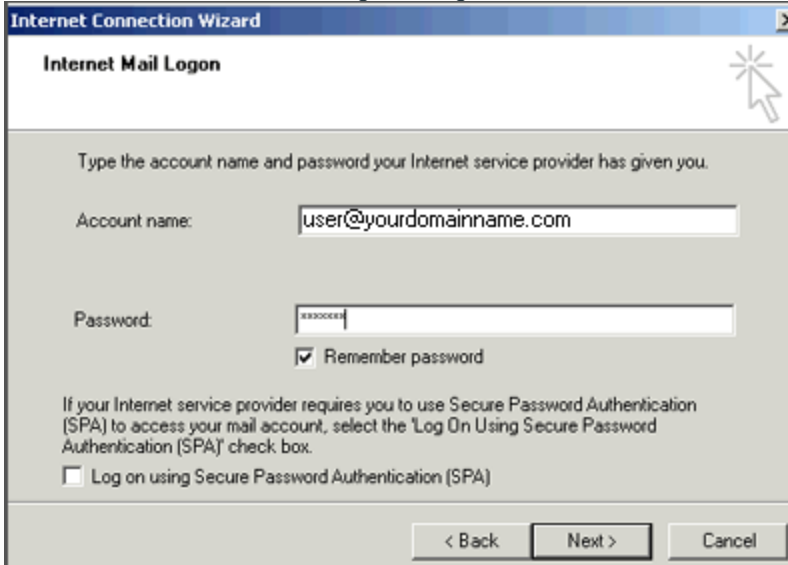
The screenshot shows the 'Internet Connection Wizard' window, specifically the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box with the instruction: 'Your e-mail address is the address other people use to send e-mail messages to you.' There are two radio button options. The first option, 'I already have an e-mail address that I'd like to use.', is selected. Below this option is a text input field containing 'you@yourdomain.xyz' and a subtext 'For example: someone@microsoft.com'. The second option, 'I'd like to sign up for a new account from:', is unselected and followed by a dropdown menu showing 'Hotmail'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- Set the server type as **POP3**.
- For incoming and outgoing mail servers, enter mail.yourdomain.xyz (where yourdomain.xyz is your domain name and extension such as .com). Click on **Next**.



The screenshot shows the 'Internet Connection Wizard' window, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a text box with the instruction: 'My incoming mail server is a POP3 server.' The dropdown menu shows 'POP3'. Below this, there is a text input field for the 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.yourdomainname.com'. Below that, there is a text input field for the 'Outgoing mail (SMTP) server:' containing 'mail.yourdomainname.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

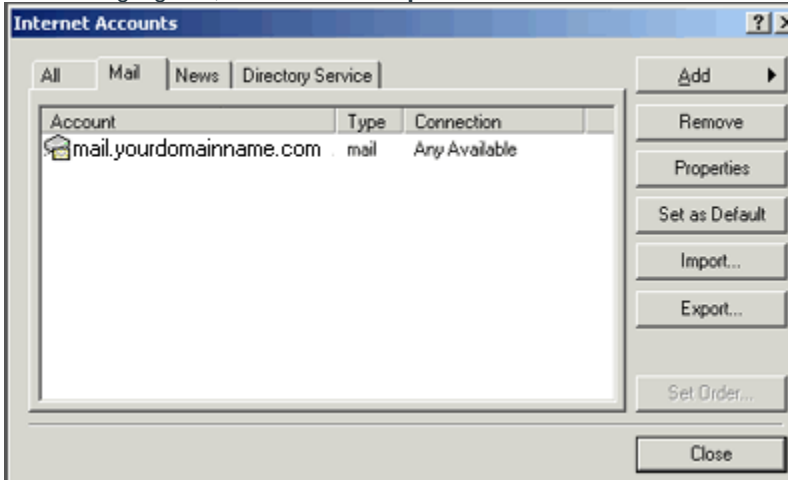
7. Enter your email address for the **Account Name**. Enter the password you set for this account.
Note: Do NOT check the box "Log on using Secure Password Authentication".



The screenshot shows the "Internet Connection Wizard" dialog box, specifically the "Internet Mail Logon" step. It contains the following elements:

- Title bar: "Internet Connection Wizard" with a close button (X).
- Section header: "Internet Mail Logon" with a mouse cursor icon.
- Instruction: "Type the account name and password your Internet service provider has given you."
- Account name field: "Account name:" with the text "user@yourdomainname.com".
- Password field: "Password:" with masked characters "xxxxxxx".
- Remember password checkbox: Remember password.
- Secure Password Authentication (SPA) section: "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." with a checkbox Log on using Secure Password Authentication (SPA).
- Navigation buttons: "< Back", "Next >", and "Cancel".

8. Click **Next** and then click **Finish**. After you click **Finish**, you should see the following window. If not, go to the **Tools** menu, and click on **Accounts**. After clicking **Accounts** the window will appear. In this window, click on your domain until it is highlighted, then click on **Properties**.



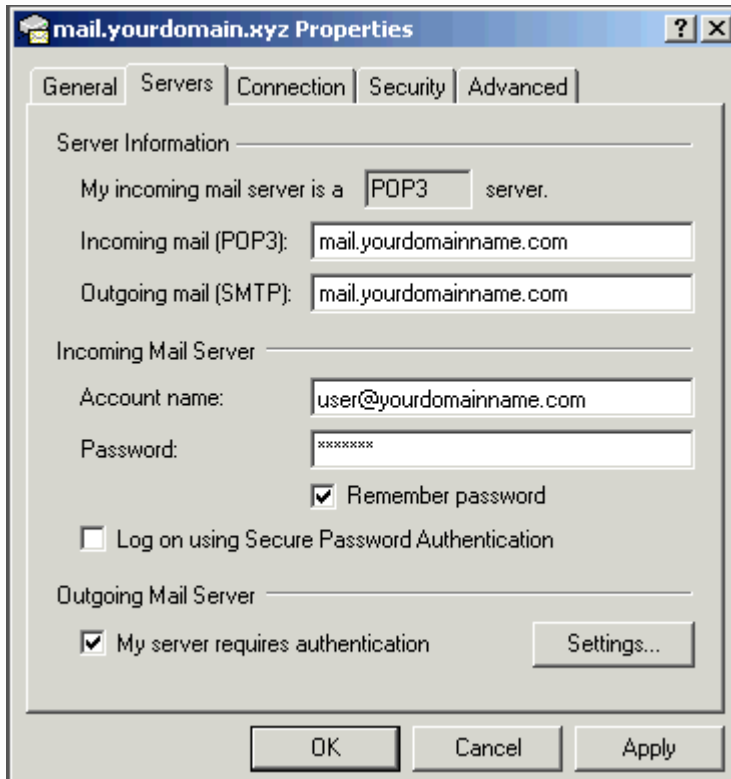
The screenshot shows the "Internet Accounts" dialog box. It features a list of accounts and a set of action buttons on the right.

Account	Type	Connection
mail.yourdomainname.com	mail	Any Available

Buttons on the right side of the dialog:

- Add
- Remove
- Properties
- Set as Default
- Import...
- Export...
- Set Order...
- Close

- When the next screen appears, click on the **Servers** tab. Under Outgoing Mail Server, check the box next to **My server requires authentication**. Click **Okay**. **Note:** You MUST do this step so you can send mail from your domain.



mail.yourdomain.xyz Properties

General Servers Connection Security Advanced

Server Information

My incoming mail server is a server.

Incoming mail (POP3):

Outgoing mail (SMTP):

Incoming Mail Server

Account name:

Password:

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

- Now, you're ready to send and receive mail. To set up multiple accounts, follow these steps again.