



MGTEK

Microsoft Outlook Email Setup

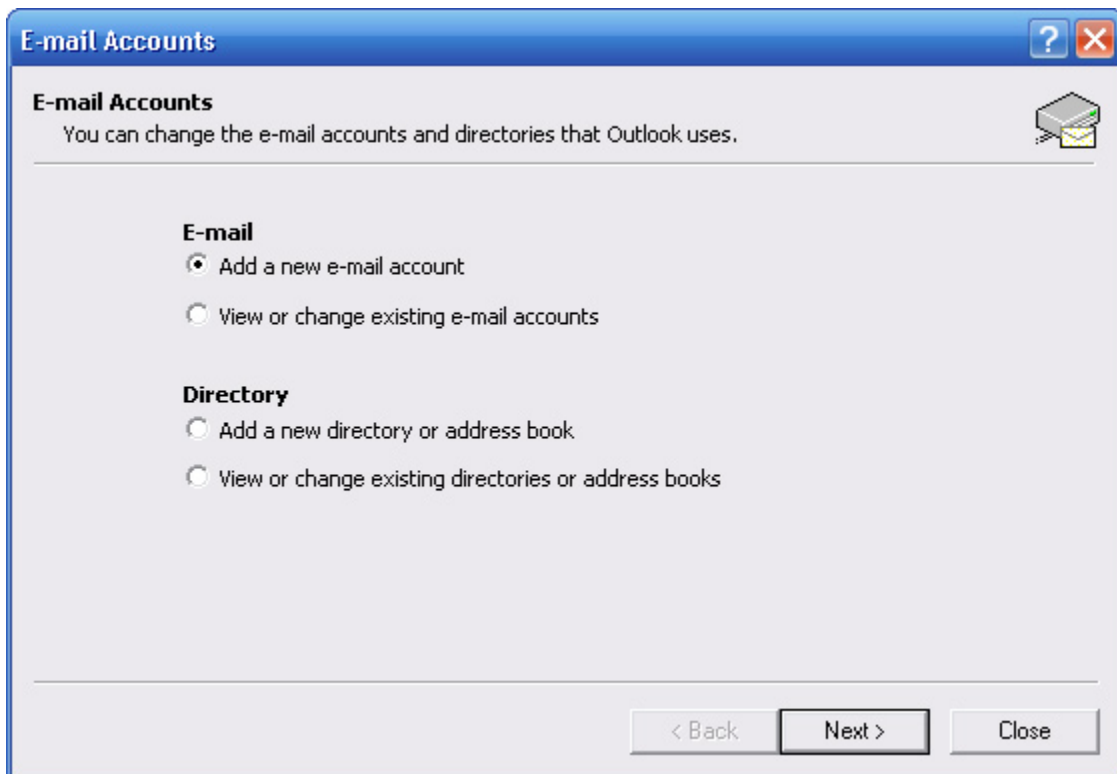
The following setup instructions are for Microsoft® Outlook® 2002. Setup for previous and future versions of Outlook should be similar.

Before starting:

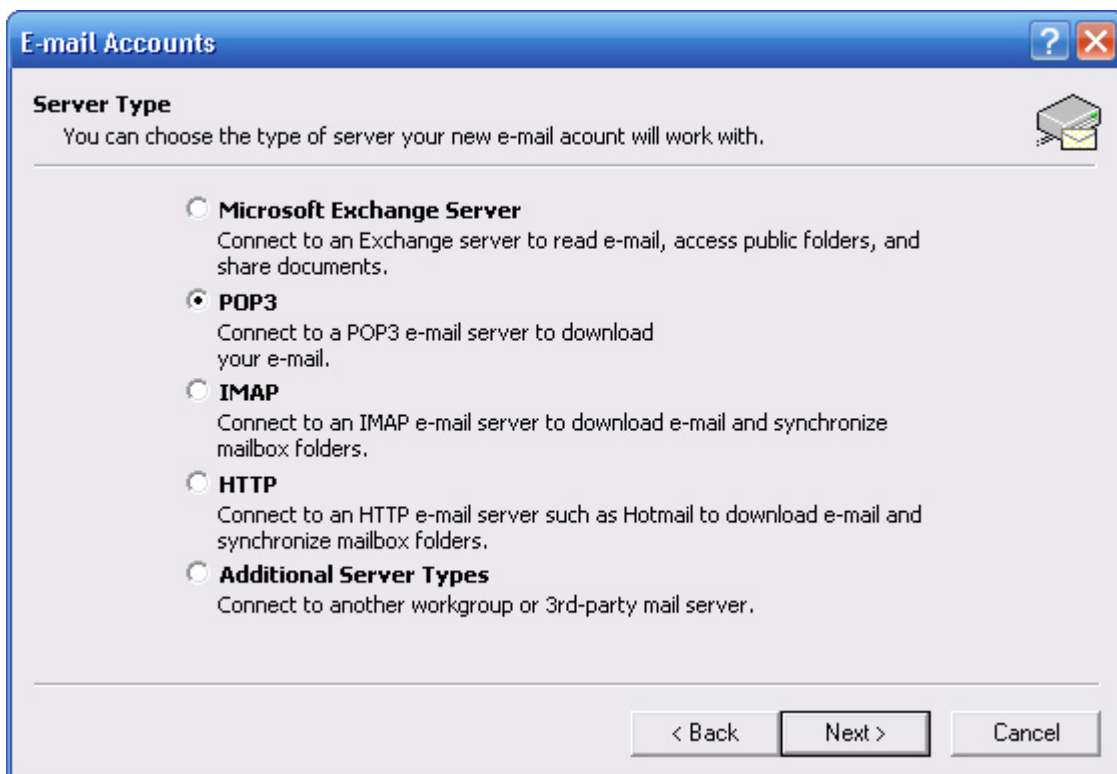
1. Make sure your domain name loads. If it doesn't load your your email account wont work.
2. Make sure you have setup your email accounts at yourdomain.com/cpanel. We will have already done this for you if requested.

To set up Outlook for you're new email account, follow these steps:

1. Open the application Microsoft Outlook
2. In the top menu bar, choose "*Tools > Email Accounts*" and the screen below will appear.



3. Select "Add a new email account" and click the "Next >" button and the screen below will appear.



4. Choose "POP3" from the Server Type list and click the "Next >" button and the screen below will appear.

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. Enter your account settings as shown below. Replace the items in this screen with the information supplied in your setup email.

We recommend setting the Outgoing mail server (SMTP) to your Internet Service Provider (ISP) server as discussed below.

Note: Many major ISP's are blocking outgoing emails. The reason they do this is to prevent you from using their internet connection for spamming purposes. You will still be able to send emails, but only by using your ISP'S outgoing mail server. Every ISP's outgoing mail address is different, but for the most part they will be mail.ISPname.com For example. If you had hosting with bigpond.com, their outgoing mail server would look like this: mail.bigpond.com. If mail.ISPname.com does not work and you are still unable to send emails, you will need to call your internet service provider to find out what their outgoing mail server is.

E-mail Accounts [?] [X]

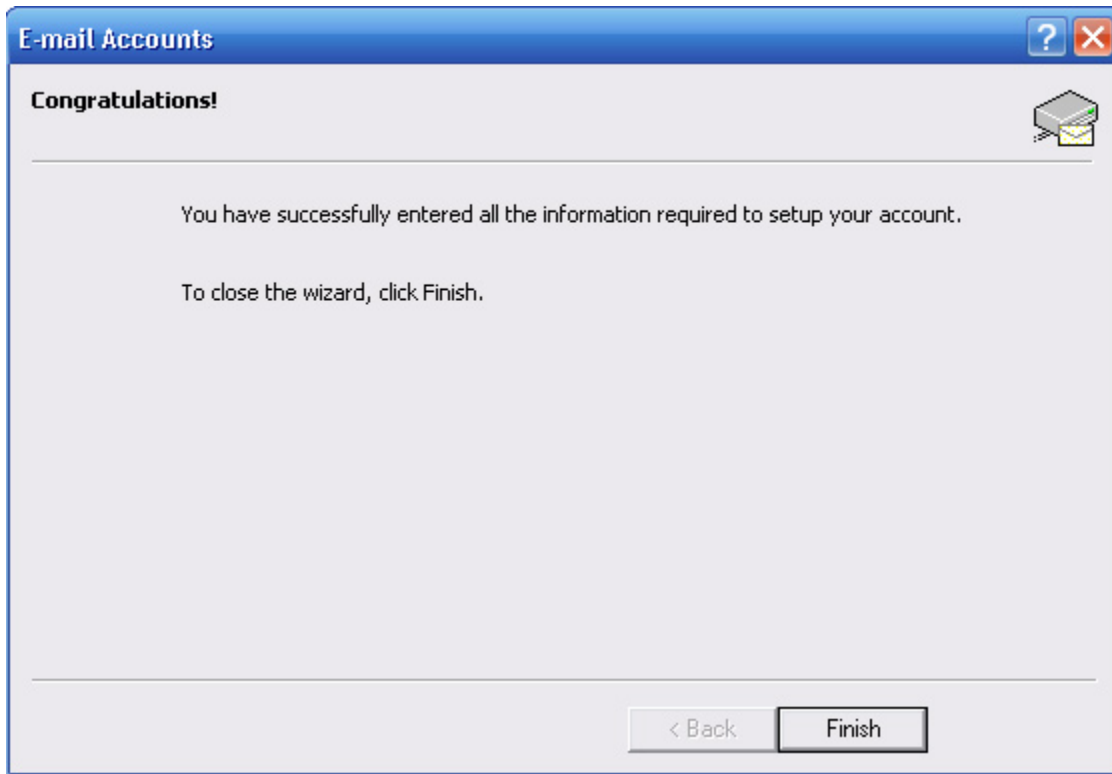
Internet E-mail Settings (POP3) 
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="your name"/>	Incoming mail server (POP3): <input type="text" value="mail.yourdomain.com"/>
E-mail Address: <input type="text" value="you@yourdomain.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.ISPname.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="you@yourdomain.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

6. If you want, you can click the "Test Account Settings..." button to verify your connection and settings

7. Click the "Next >" button to continue



8. Click the "*Finish*" button

Outlook is now configured to retrieve and send your email.

To add additional email accounts follow the steps for each email account.

For Trouble shooting your email setup refer to our FAQ page at our web site <http://www.mgtek.com.au/faq.htm> or email us at info@mgtek.com.au