



July 07

Outlook

Email configuration for 2002 and 2003

Version 1.0
Everyone.net

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1 Required Settings

Most email programs that support the POP/IMAP and SMTP email standards for sending and receiving email use the following five primary settings.

1. Username - You must enter your complete email address. (Example: user@yourdomain.com)
2. Password - This is the same password that you use to login to Web Mail.
3. Incoming Mail Server
4. Outgoing Mail Server (SMTP)
5. Outgoing Mail Server (SMTP) Authentication

In order to send email, you must set your email software to use authentication when connecting to the outgoing mail server. If your email software asks you to enter a username and password, enter the same username and password that you entered in settings one and two above.

2 Server Settings

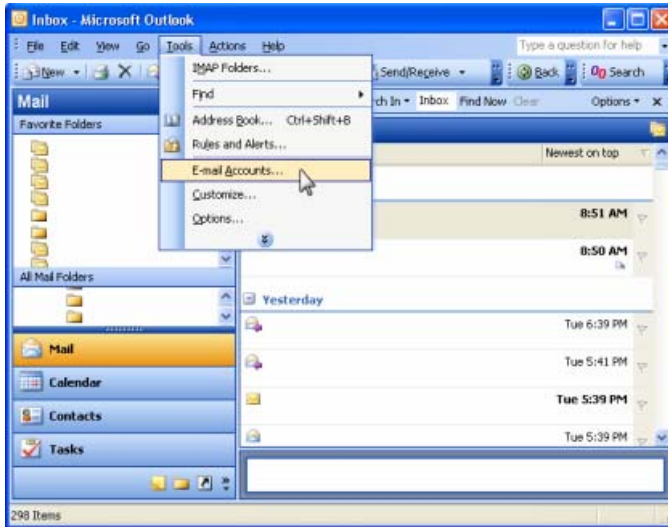
Server Type	Server Name	Port
POP	pop.everyone.net	110
POP with SSL	pop.everyone.net	995
IMAP	imap.everyone.net	143
IMAP with SSL	imap.everyone.net	993
SMTP	smtp.everyone.net	25
SMTP alternative port	smtp.everyone.net	2525
SMTP with SSL	smtp.everyone.net	465

3 Setting up your email account

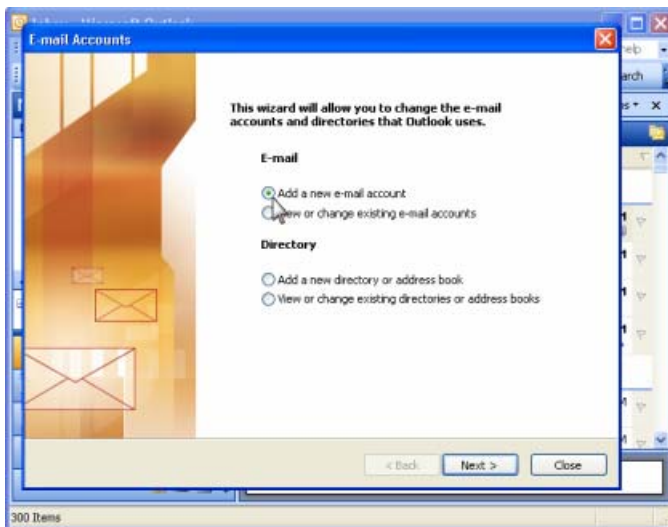
The screen shots below are from Outlook 2003



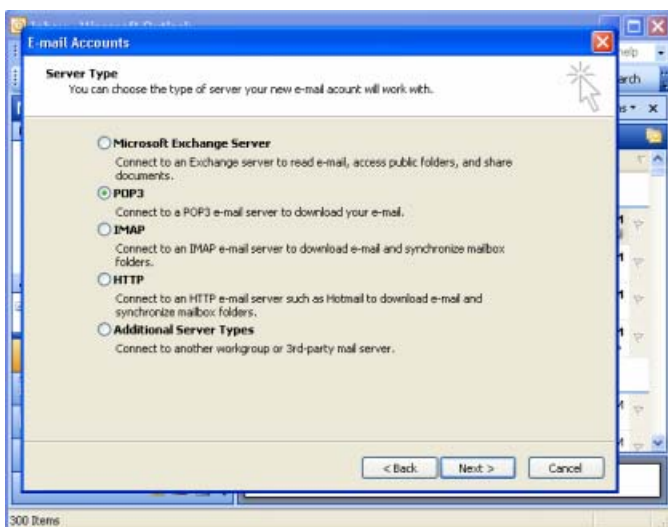
Start Outlook. You can do this by clicking on the icon from your desktop or by selecting this from your Programs Menu



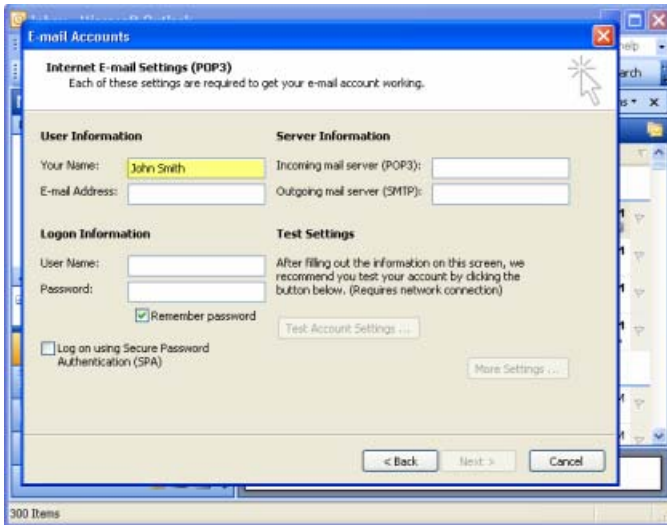
On the **Tools** menu, click **E-mail Accounts**



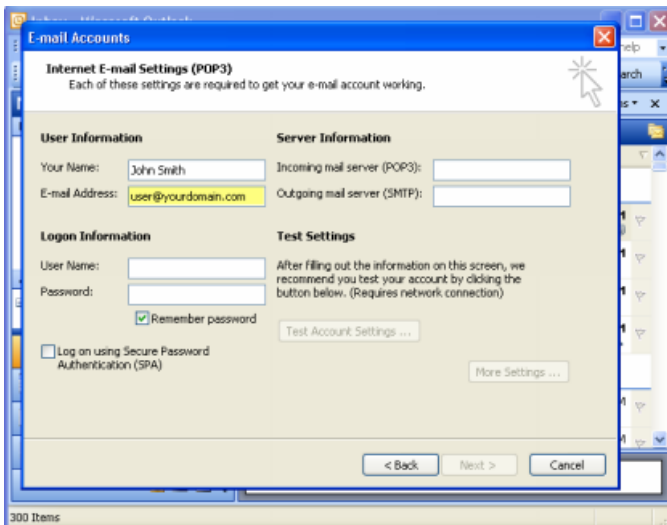
Under **E-mail Accounts**, click **Add a new e-mail account**, and then click **Next**



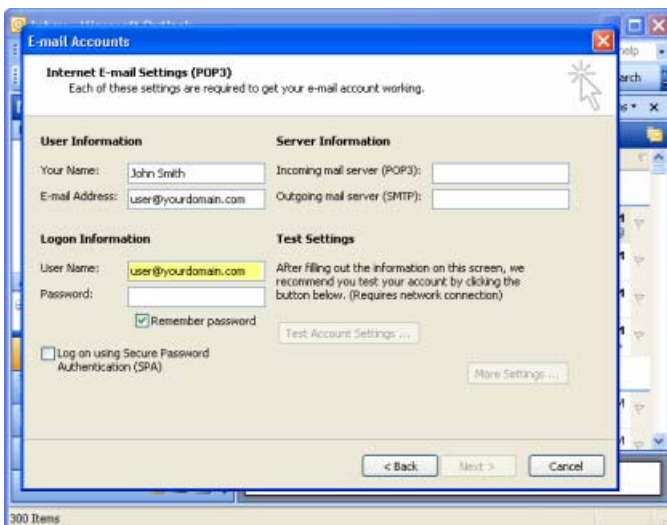
Click **POP** or **IMAP** as the type of account that you are creating, and then click **Next**



In the **Your Name** box, enter your name exactly as you would like it to appear to recipients



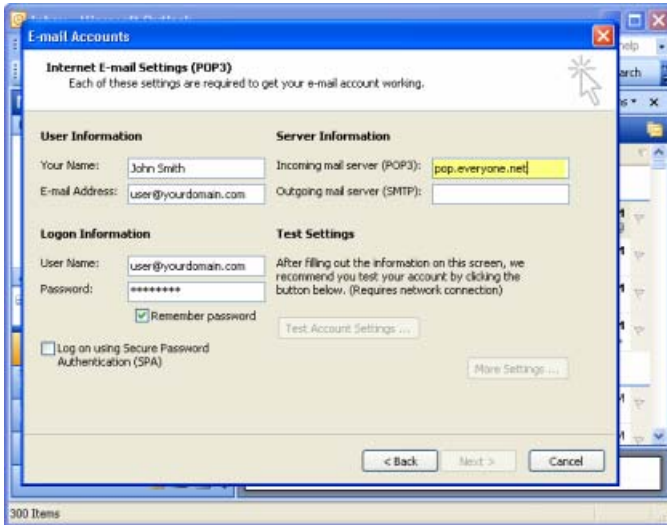
In the **E-mail Address** box, type your e-mail address



In the **User Name** box, type your entire email address (Example: user@yourdomain.com)

In the **Password** box, type your password.

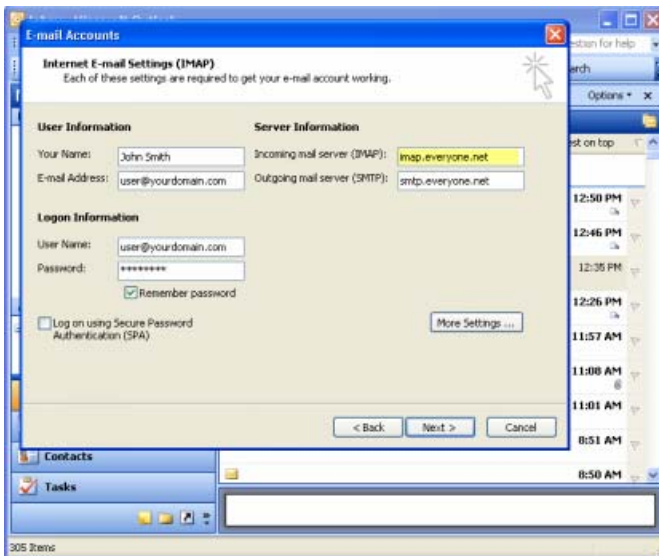
If you would like Outlook to remember your password, please check the box labeled **Remember password**



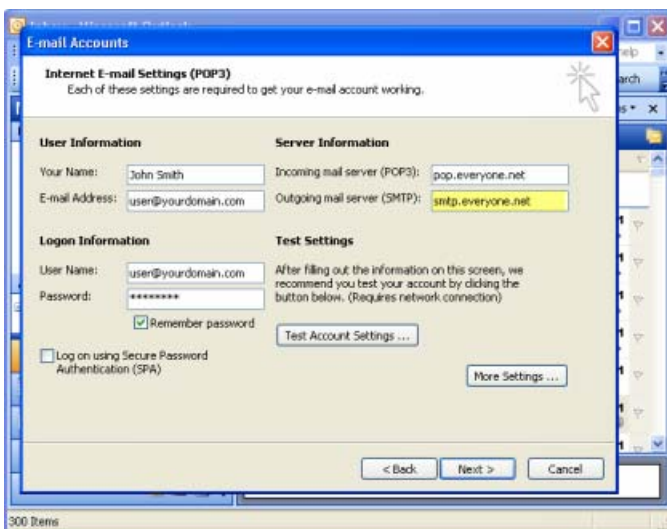
In the **Incoming mail server**, type the appropriate server setting for the Account Type you selected in step 4.

If you chose **POP** enter:
pop.everyone.net

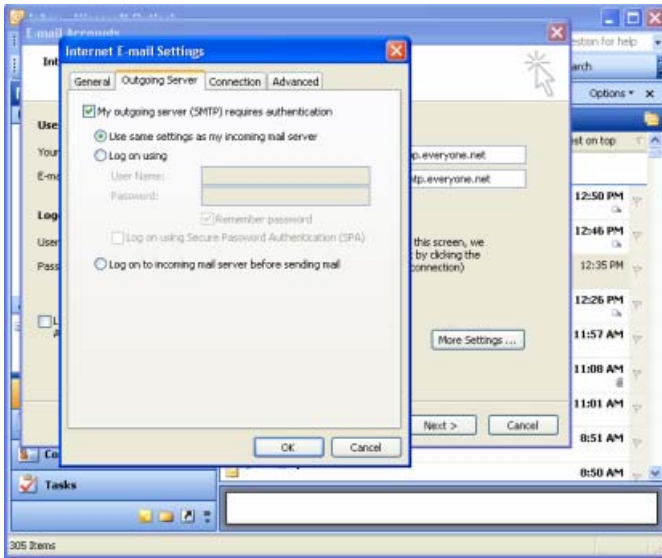
For IMAP see below



If you chose **IMAP** enter:
imap.everyone.net



In the **Outgoing mail server (SMTP)** box, type smtp.everyone.net

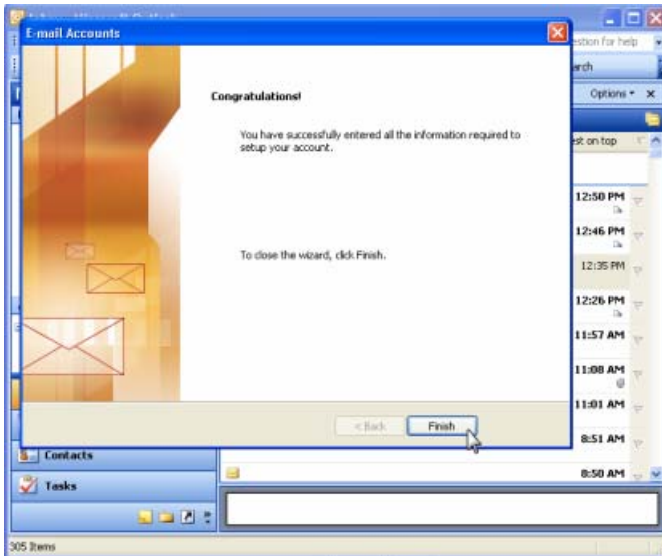


Click on **More Settings**

Select the **Outgoing Server** tab

Check the box labeled “My Outgoing Server Requires Authentication”

Ensure the first radio button is checked which will use the same settings as your incoming mail server



Click **Next** after you have completed entering this configuration information, and then click **Finish**.

4 Support

You can contact our support group to provide you with assistance for your email service. However for questions on how to use Microsoft Outlook, please visit the Microsoft support site.

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

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