



June 08

Email Configuration Guide

POP3 & IMAP

Outlook 2007

Version 2.4
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: username@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

To configure your Everyone.net account to work with Outlook 2007, simply follow these steps outlined below.

3.1 Step 1

The first step is to Launch Outlook. If this is the first time you have used Outlook, you will be brought to the Startup Wizard.

1. Click **Next**

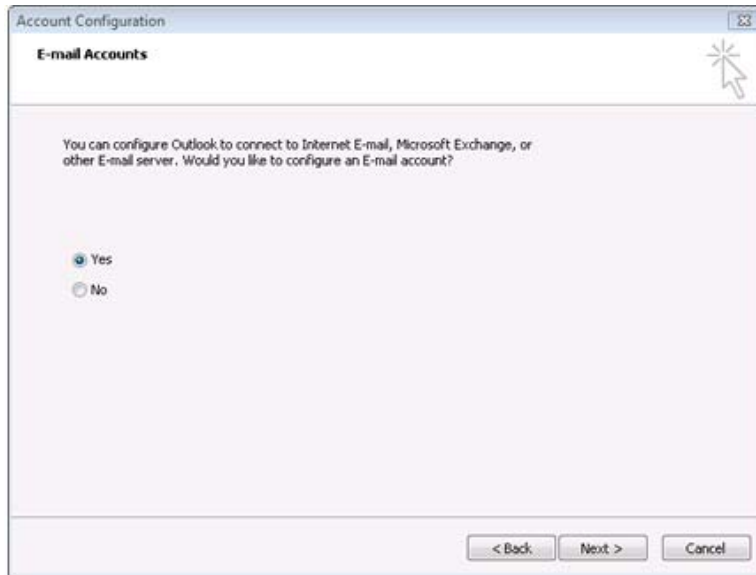


If the Startup Wizard doesn't automatically display

1. Click on **Tools** in the Menu bar
2. Select **Account Settings**
3. Proceed to **Step 3**

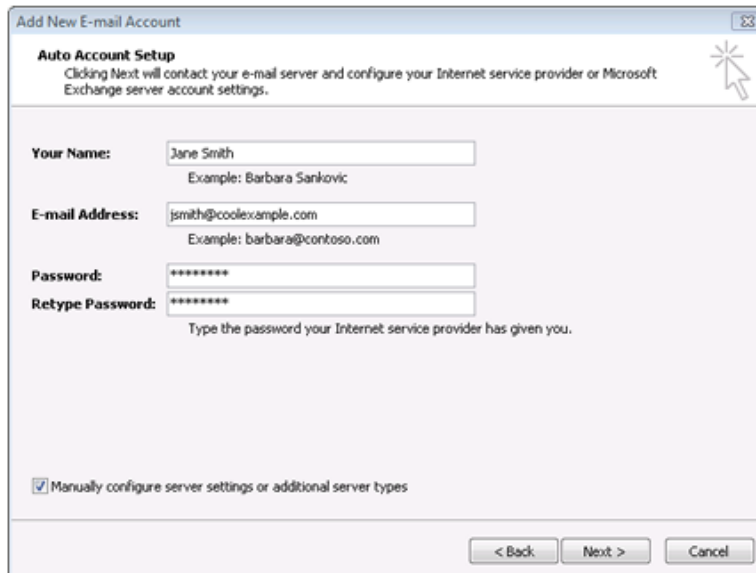
3.2 Step 2

1. Select **Yes**
2. Click **Next**



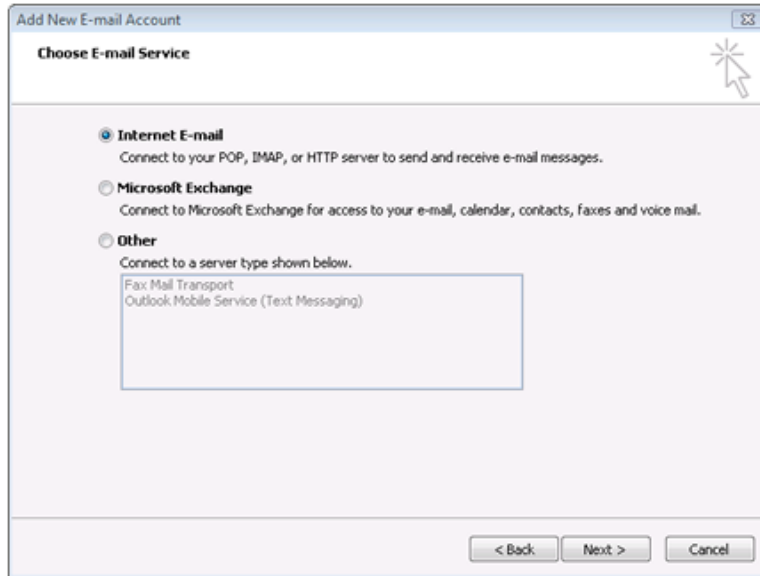
3.3 Step 3

1. Enter your **first and last name**
2. Enter your full **email address**; username@domain.com
3. Enter the **password** you created for your email account
4. Retype **password**
5. Check the box “**Manually configure server settings or additional server types**”
6. Click **Next** to continue



3.4 Step 4

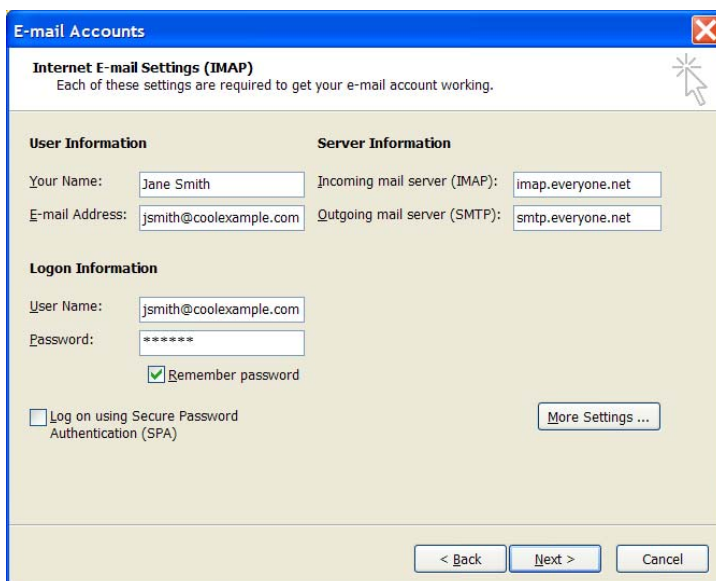
1. Select **Internet E-mail**
2. Click **Next** to continue



3.5 Step 5 (For POP or IMAP)

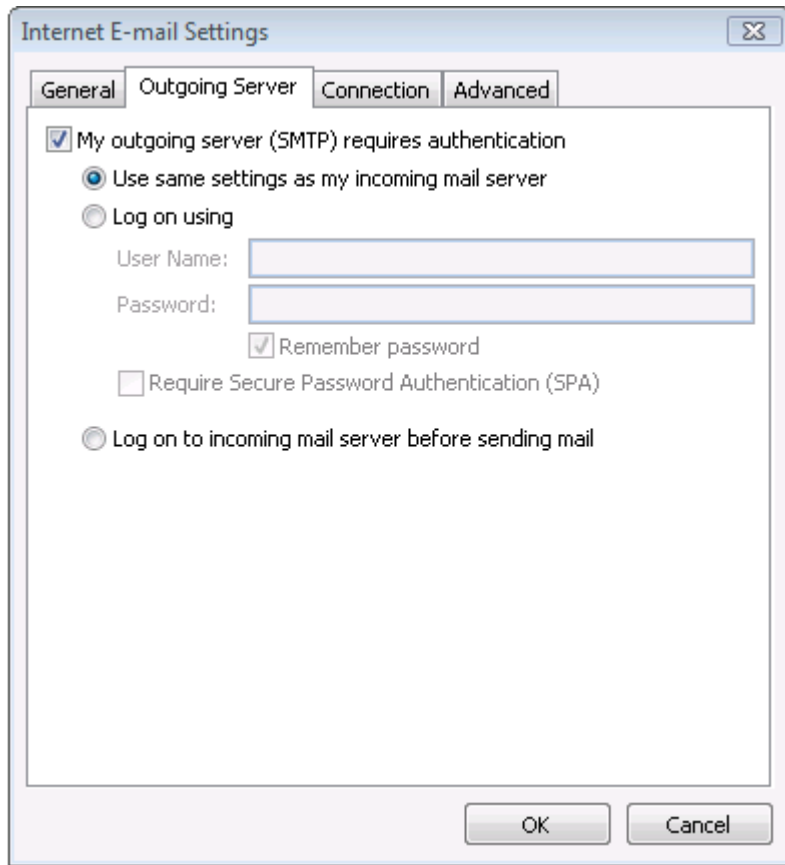
Use POP3 if you want to download messages to your email client, use IMAP if you want to leave the messages on your server and access mail using multiple email devices.

1. Enter your **first and last name**
2. Enter your full **email address**; [username@domain.com](#)
3. Select **POP3** or **IMAP** from the pull down
4. Enter **pop.everyone.net** or **imap.everyone.net**
5. Enter **smtp.everyone.net**
6. Enter your full **email address**; [username@domain.com](#)
7. Enter your **password**
8. Check **Remember password** box
9. Click **More Settings**



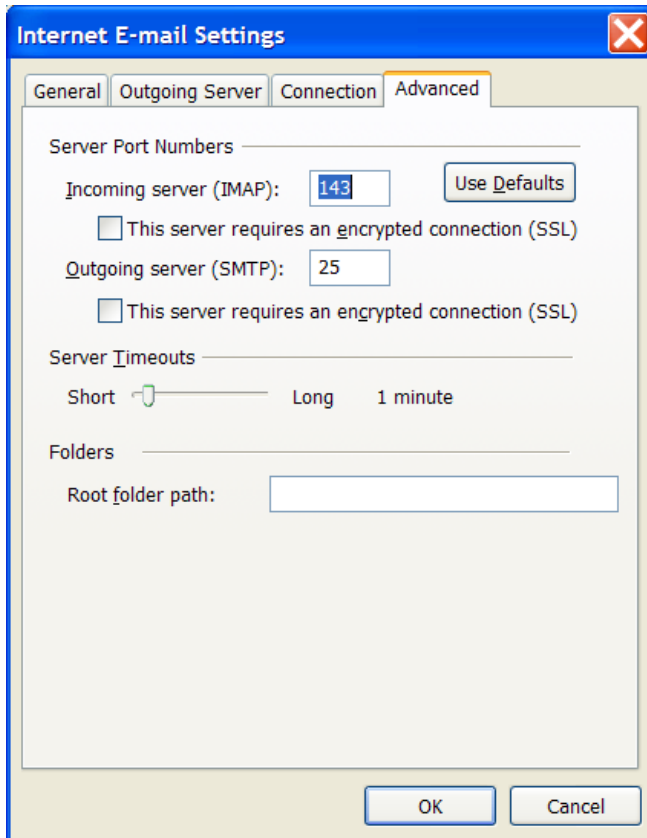
3.6 Step 6

1. Select **Outgoing Server** tab
2. Check **My outgoing server (SMTP) requires authentication**
3. Select **Use same settings as my incoming mail server**
4. Click **Advanced** tab



3.7 Step 7 (optional)

1. Verify Incoming server (IMAP): **143**
2. Verify Outgoing server (SMTP): **25**
3. Click **OK**



Note: Please check the table in section 2 of this document for all of the server port setting choices. If you are having trouble sending email, try alternate port 2525 instead of 25. Many ISPs block port 25 traffic.

3.8 Step 8

1. Click **Test Account Settings**
 - 1.1. Microsoft Outlook will send itself a message to test your incoming and outgoing capabilities
2. Click **Next**

The screenshot shows the 'Add New E-mail Account' wizard window. The title bar reads 'Add New E-mail Account'. The main heading is 'Internet E-mail Settings' with a sub-note: 'Each of these settings are required to get your e-mail account working.' The window is divided into two columns. The left column contains three sections: 'User Information' with fields for 'Your Name' (Jane Smith) and 'E-mail Address' (jsmith@coolxample.com); 'Server Information' with a dropdown for 'Account Type' (POP3), and fields for 'Incoming mail server' (pop.secureserver.net) and 'Outgoing mail server (SMTP)' (smtpout.secureserver.net); and 'Logon Information' with fields for 'User Name' (jsmith@coolxample.com) and 'Password' (masked with asterisks), plus a checked 'Remember password' checkbox and an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox. The right column is titled 'Test Account Settings' and contains the text: 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)' and a 'Test Account Settings ...' button. At the bottom right is a 'More Settings ...' button. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

3.9 Step 9

1. Click **Finish**

The screenshot shows the 'Add New E-mail Account' wizard window at the final step. The title bar reads 'Add New E-mail Account'. The main heading is 'Congratulations!' followed by the text: 'You have successfully entered all the information required to setup your account. To close the wizard, click Finish.' The left side of the window features a decorative graphic with a vertical gradient and several envelope icons. At the bottom of the window are two buttons: '< Back' and 'Finish'.

4 Support

If the service you purchased with Everyone.net provides technical support, you may contact Everyone.net support 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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