



June 08

Email Configuration Guide for IMAP

Outlook Express

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

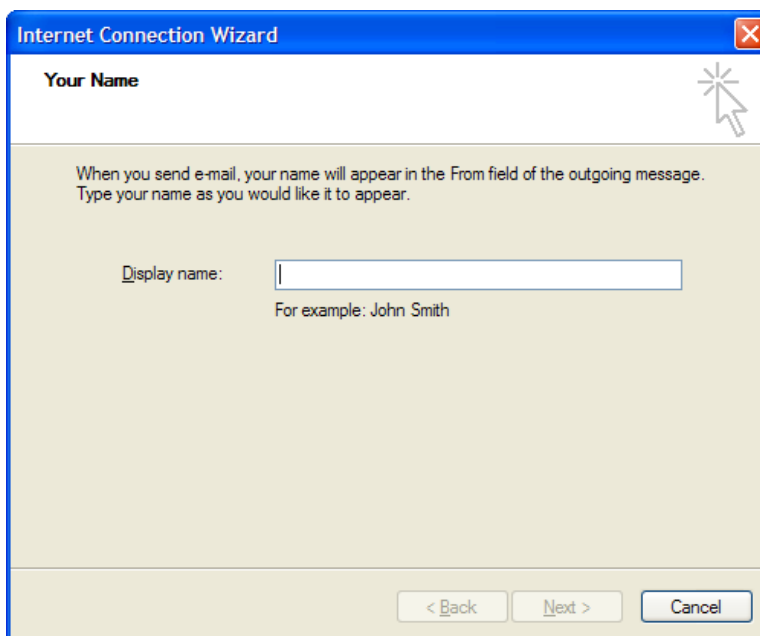
To configure your Everyone.net account to work with Outlook Express, simply follow these steps outlined below.

3.1 Step 1

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

If you have already set up Outlook Express but need to configure your account for Everyone.net then you will need to add an additional account.

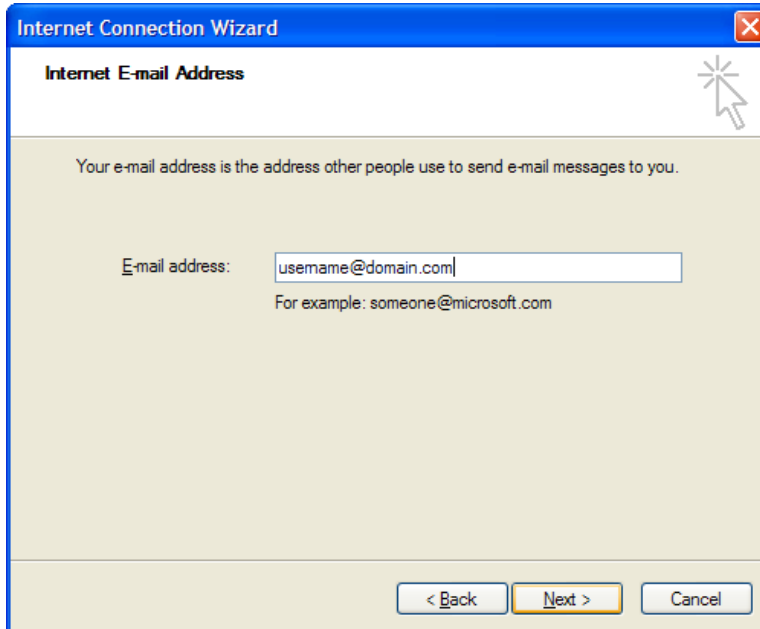
1. Click on **Tools** in the Menu bar
2. Select **Accounts**
3. Select **Mail**
4. Select **Add Mail**
5. Enter Your Full Name and click on Next



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 is a mouse cursor icon. The text 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." There is a text input field labeled "Display name:" with a placeholder example "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

3.2 Step 2

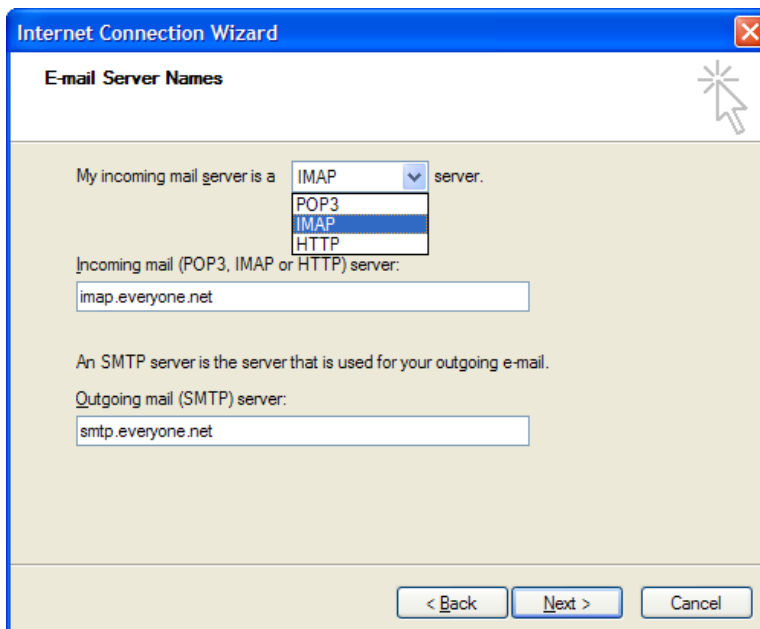
1. Enter your **full e-mail address** and click **Next** to continue.



The screenshot shows the "Internet Connection Wizard" dialog box with the "Internet E-mail Address" step selected. The window title is "Internet Connection Wizard". The main heading is "Internet E-mail Address". Below the heading, there is a text box containing "username@domain.com" and a note: "Your e-mail address is the address other people use to send e-mail messages to you." Below the text box, it says "E-mail address:" followed by the text box and "For example: someone@microsoft.com". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

3.3 Step 3

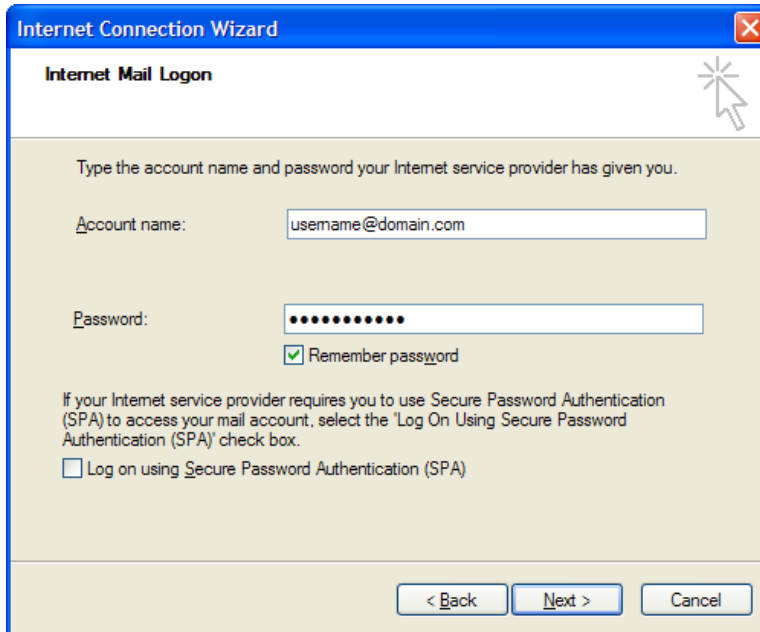
1. Choose **IMAP** as your incoming mail server from the drop down menu
2. Enter your Incoming mail server as: **imap.everyone.net**
3. Enter your Outgoing mail server as: **smtp.everyone.net**
4. Click **Next** to continue



The screenshot shows the "Internet Connection Wizard" dialog box with the "E-mail Server Names" step selected. The window title is "Internet Connection Wizard". The main heading is "E-mail Server Names". Below the heading, there is a text box containing "imap.everyone.net" and a note: "My incoming mail server is a IMAP server." Below the text box, there is a dropdown menu with the following options: POP3, IMAP (selected), and HTTP. Below the dropdown menu, it says "Incoming mail (POP3, IMAP or HTTP) server:". Below that, there is a text box containing "smtp.everyone.net" and a note: "An SMTP server is the server that is used for your outgoing e-mail." Below the text box, it says "Outgoing mail (SMTP) server:". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

3.4 Step 4

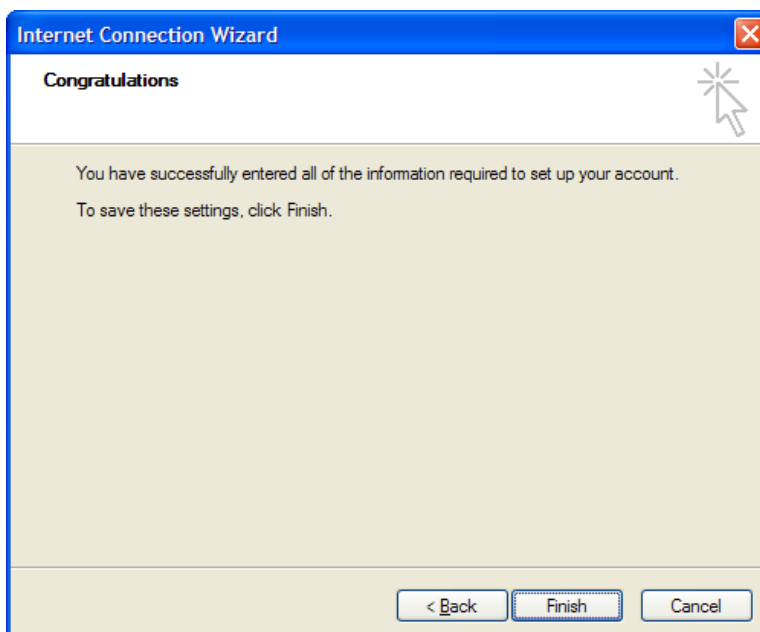
1. Enter your full **email address**, username@domain.com, in the Account name field
2. Enter your **password** (this is the password you chose when you setup your account)
3. **Check** "Remember Password"
4. Click **Next** to continue



The screenshot shows the "Internet Connection Wizard" dialog box, specifically the "Internet Mail Logon" step. The window title is "Internet Connection Wizard" and the subtitle is "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" with the text "username@domain.com" and "Password:" with a masked password of ten dots. A checked checkbox labeled "Remember password" is located below the password field. At the bottom, there is a paragraph of 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." followed by an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

3.5 Step 5

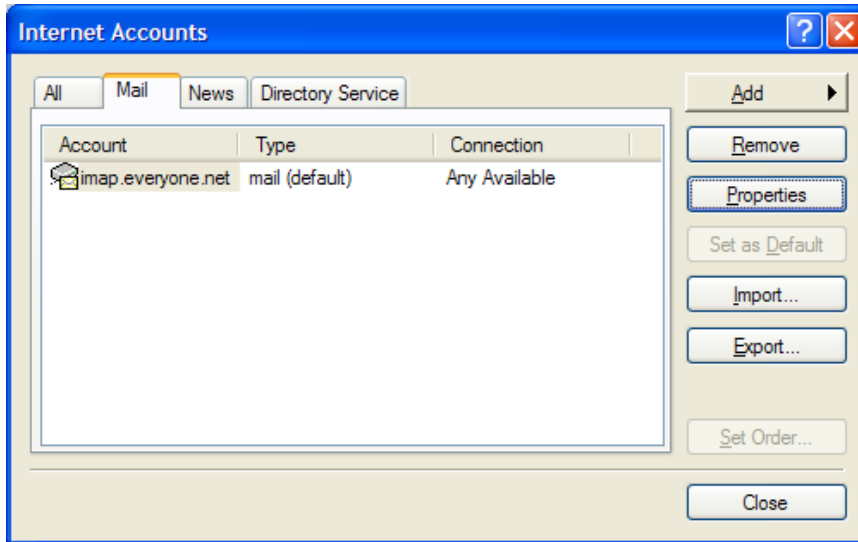
1. Click **Finish**



The screenshot shows the "Internet Connection Wizard" dialog box, specifically the "Congratulations" step. The window title is "Internet Connection Wizard" and the subtitle is "Congratulations". The main text reads: "You have successfully entered all of the information required to set up your account. To save these settings, click Finish." At the bottom right, there are three buttons: "< Back", "Finish", and "Cancel".

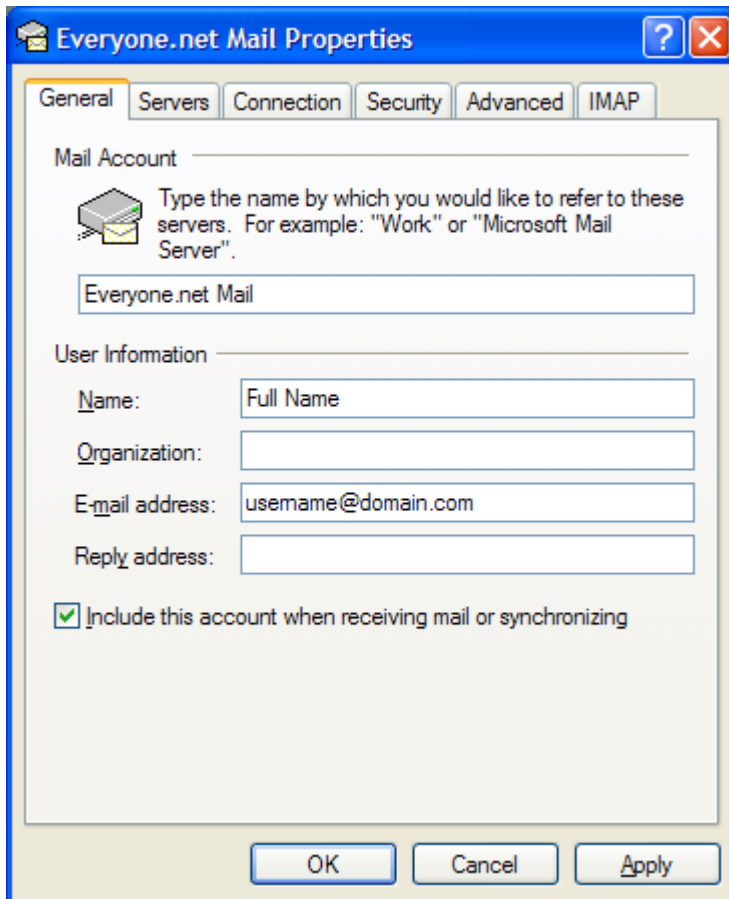
3.6 Step 6

1. Highlight `imap.everyone.net` under Account and click on **Properties** to continue to configure your account.



3.7 Step 7

1. Click on the **General** tab, confirm your Name & Email address information are correct



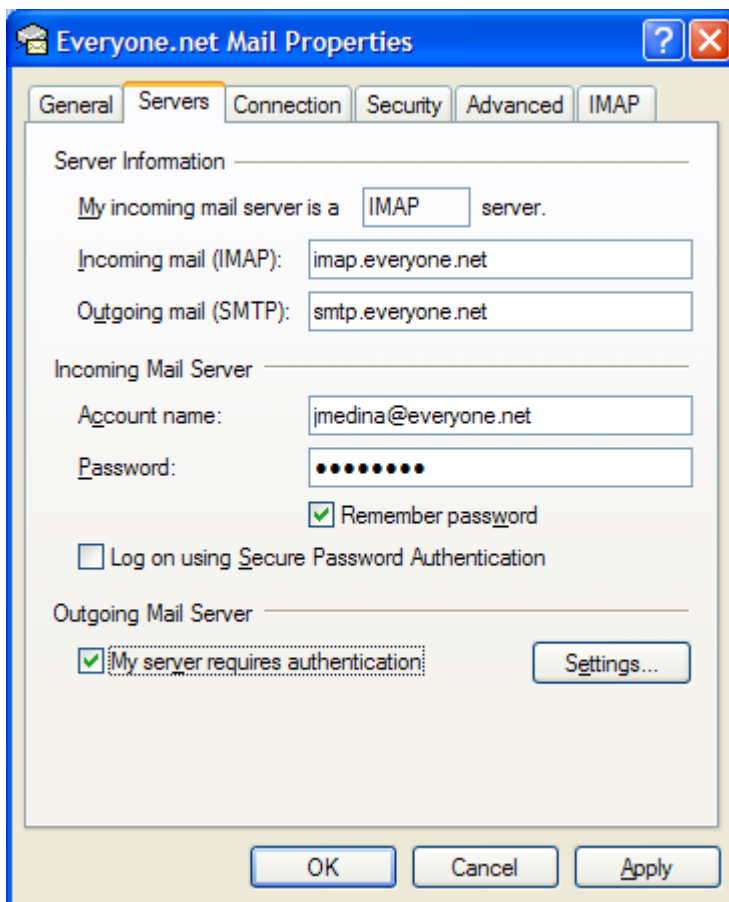
The screenshot shows the 'Everyone.net Mail Properties' dialog box with the 'General' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are tabs for 'General', 'Servers', 'Connection', 'Security', 'Advanced', and 'IMAP'. The 'General' tab contains the following fields and options:

- Mail Account:** A text box containing 'Everyone.net Mail'. Above it is a small icon of a mail folder and a text instruction: 'Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".'
- User Information:**
 - Name:** A text box containing 'Full Name'.
 - Organization:** An empty text box.
 - E-mail address:** A text box containing 'username@domain.com'.
 - Reply address:** An empty text box.
- Include this account when receiving mail or synchronizing:** A checked checkbox.

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

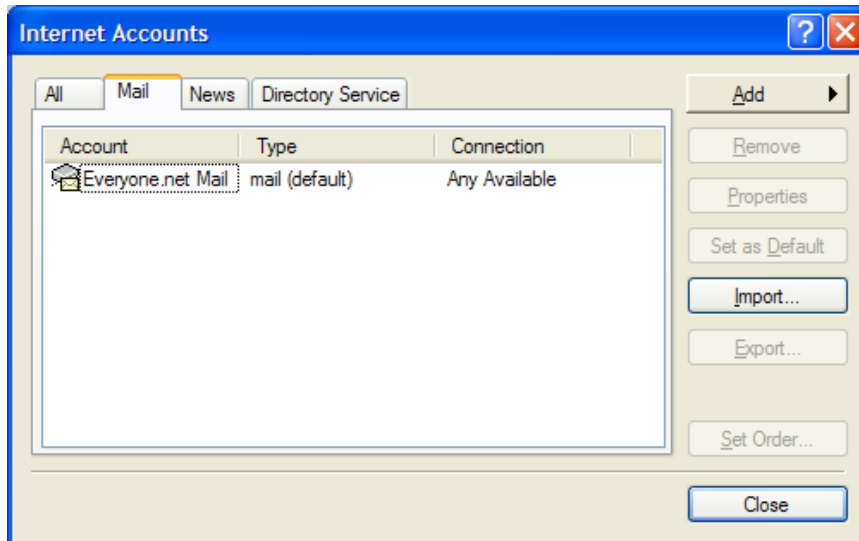
3.8 Step 8

1. Click on **Servers** tab
2. Check **My server requires authentication**
3. Confirm your server information is correct
 - 3.1. Incoming mail: **imap.everyone.net**
 - 3.2. Outgoing mail: **smtp.everyone.net**
 - 3.3. Account name: **Your full e-mail address**
 - 3.4. Password: **Your password**
 - 3.5. Remember password is **checked**
4. Make sure **My server requires authentication** is checked
5. Click OK to save your configurations



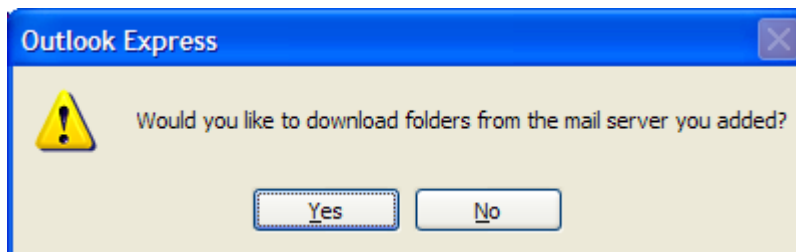
3.9 Step 9

1. Click on **Close**



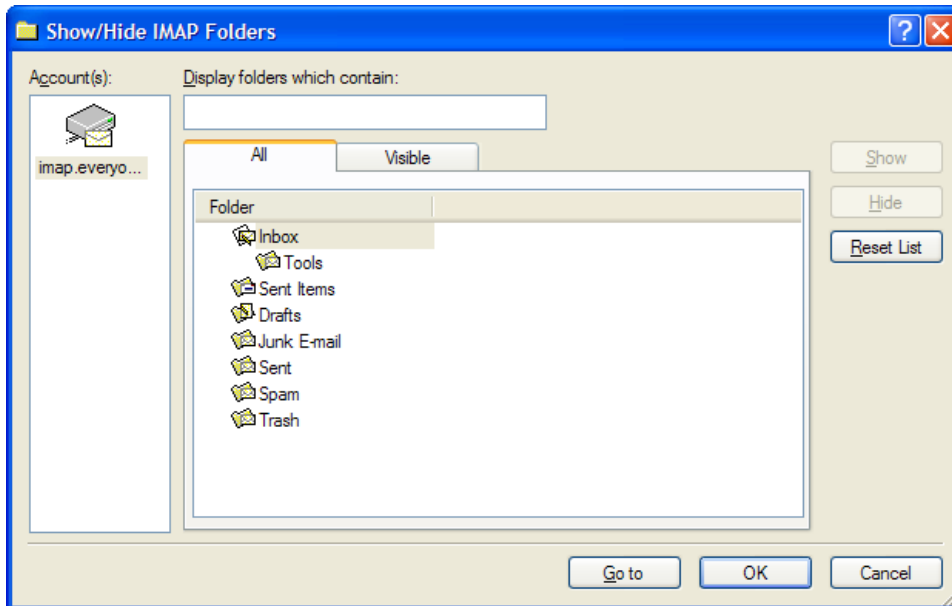
3.10 Step 10

1. Click **Yes**



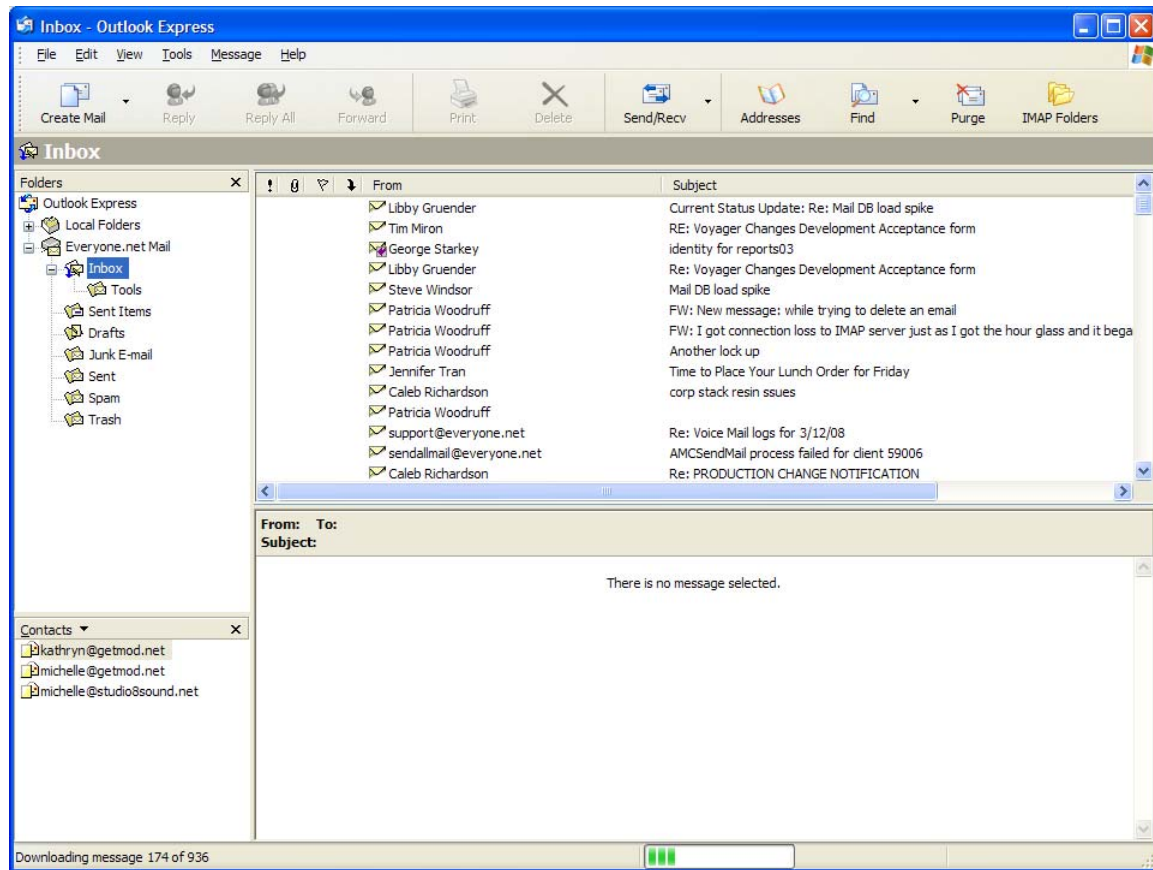
3.11 Step 11

1. Click **OK** when the folders finishing downloading



3.12 Step 12

1. Click on your **Inbox** to begin downloading your e-mail messages.



4 Support

If your service your purchased from 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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