

Configuring Email Software

Configuring Outlook in XP

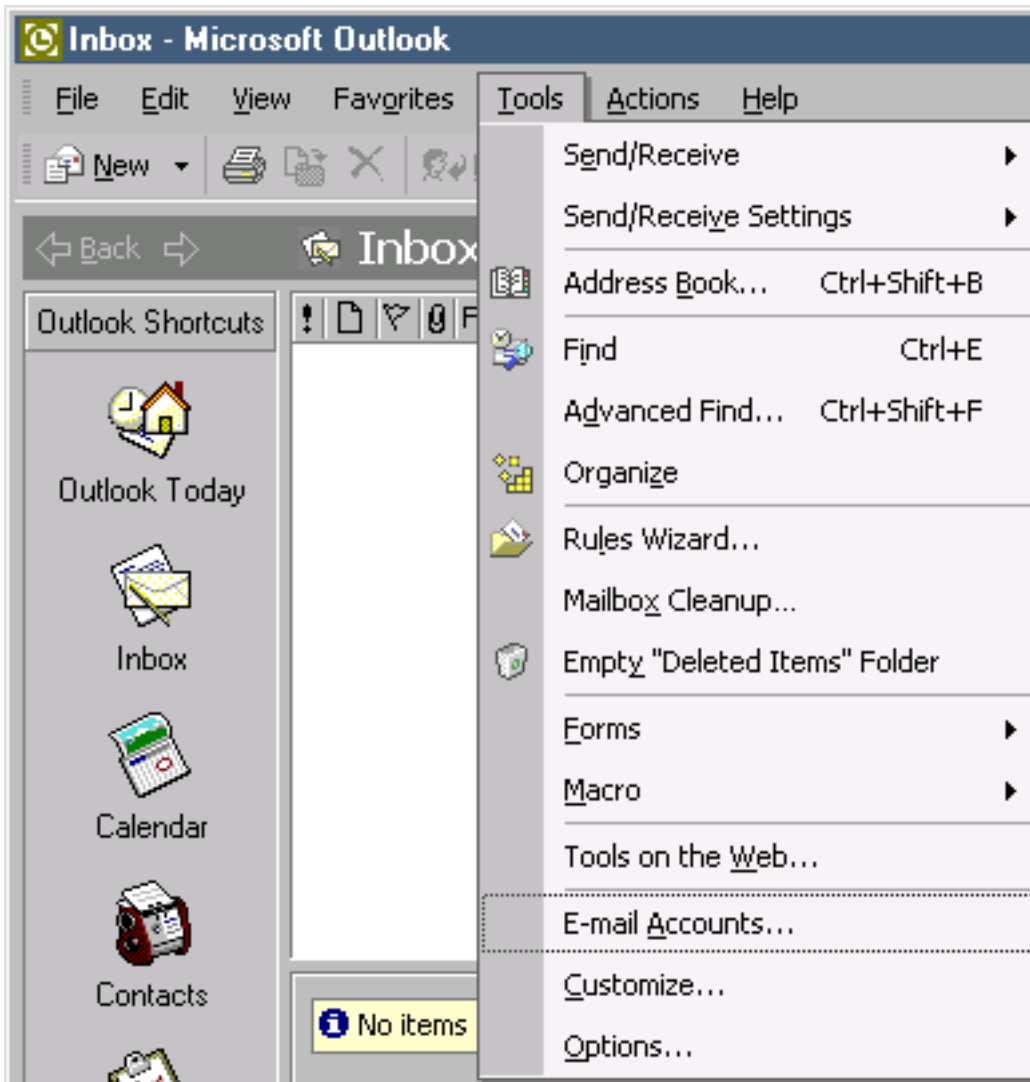
This document will help you configure Microsoft Outlook XP/2002 to manage your Iglou E-Mail account.

Step 1

Open Microsoft Outlook.

Step 2

On the Tools menu, select E-Mail Accounts. The E-Mail Accounts dialog will appear.



Under E-Mail, select Add a new E-Mail account. Click Next.

Configuring Email Software

E-mail Accounts

You can change the e-mail accounts and directories that Outlook uses.

E-mail

- Add a new e-mail account
- View or change existing e-mail accounts

Directory

- Add a new directory or address book
- View or change existing directories or address books

< Back Next > Close

Step 3
Select a Server Type of POP3. Click Next.

E-mail Accounts

Server Type

You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

< Back Next > Cancel

Configuring Email Software

Step 4

Under "User Information", enter your name as you would like it to appear on messages you send out. When someone receives your mail, it will show that it came from whatever is entered here. Also under "User Information", enter your full E-Mail address (ex. username@iglou.com).

Under "Logon Information", enter your User Name and Password. Your User Name is the first part of your E-Mail address (everything before the @ symbol). We do not use Secure Password Authentication, so do not check this box.

Under "Server Information", enter the information shown below.

- 1** Enter your E-Mail address. (ex. username@iglou.com)
- 2** Your incoming mail server is: pop.iglou.com
- 3** Your outgoing mail server is: smtp.iglou.com

Click More Settings when finished.

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: John Doe
E-mail Address: **1**

Server Information

Incoming mail server (POP3): **2**
Outgoing mail server (SMTP): **3**

Logon Information

User Name: johndoe
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)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

Step 5

Click the "Outgoing Server" tab. Place a check mark in the box next to, "My outgoing server (SMTP) requires authentication". Now select the "Log on using" option.

Enter your full E-Mail address for the "User Name" and the password that you use to sign on with for the "Password".

- 4** Enter your E-Mail address. (ex. username@iglou.com)

Click OK when you are done with this screen, then click Next.

Configuring Email Software

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'General' tab is also visible. The 'Log on using' radio button is selected, and the 'User Name' field contains the number '4'. The 'Password' field is masked with asterisks. The 'Remember password' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom.

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

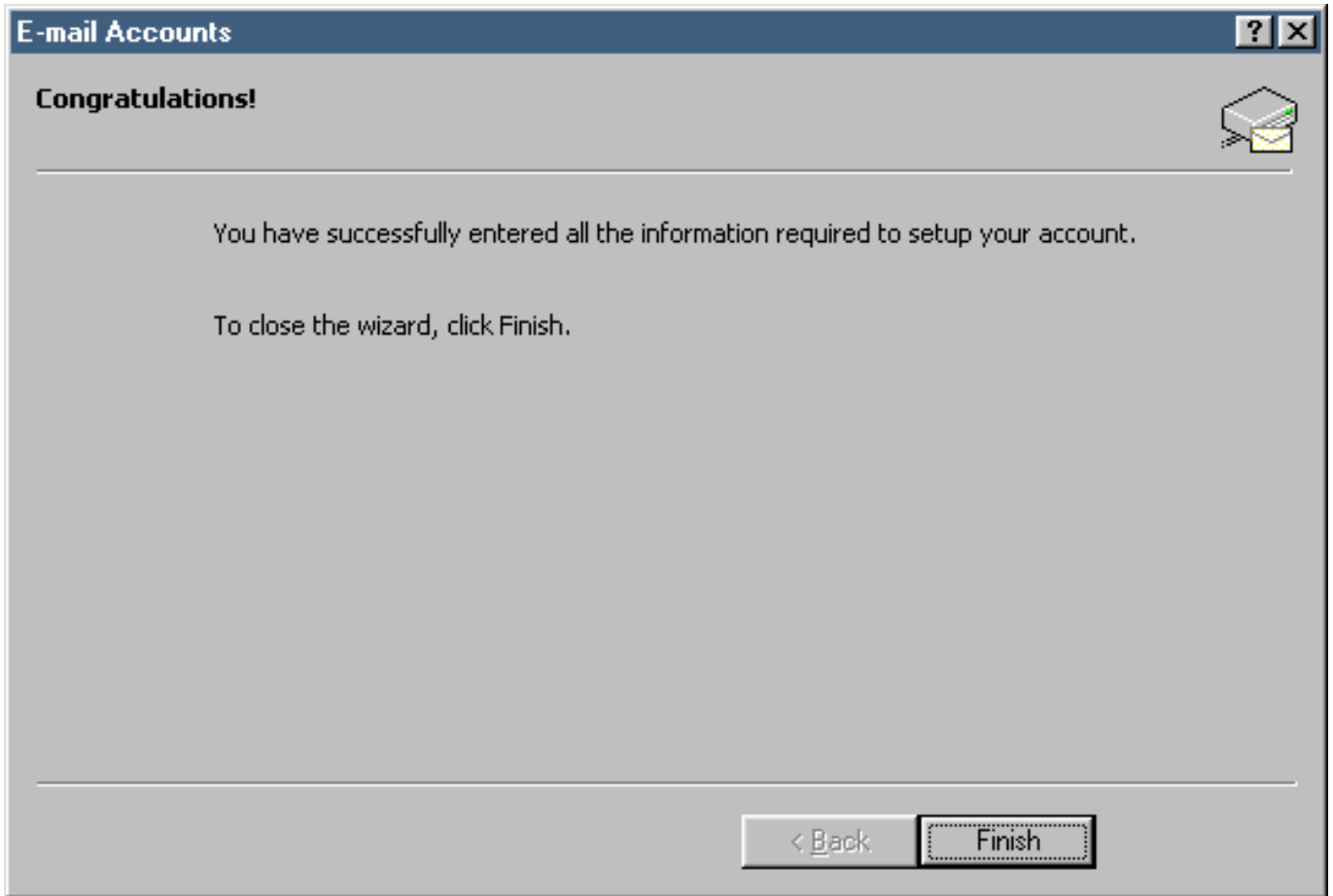
Log on using Secure Password Authentication

Log on to incoming mail server before sending mail

OK Cancel

Step 6
Now, click Finish to save all of your information.

Configuring Email Software

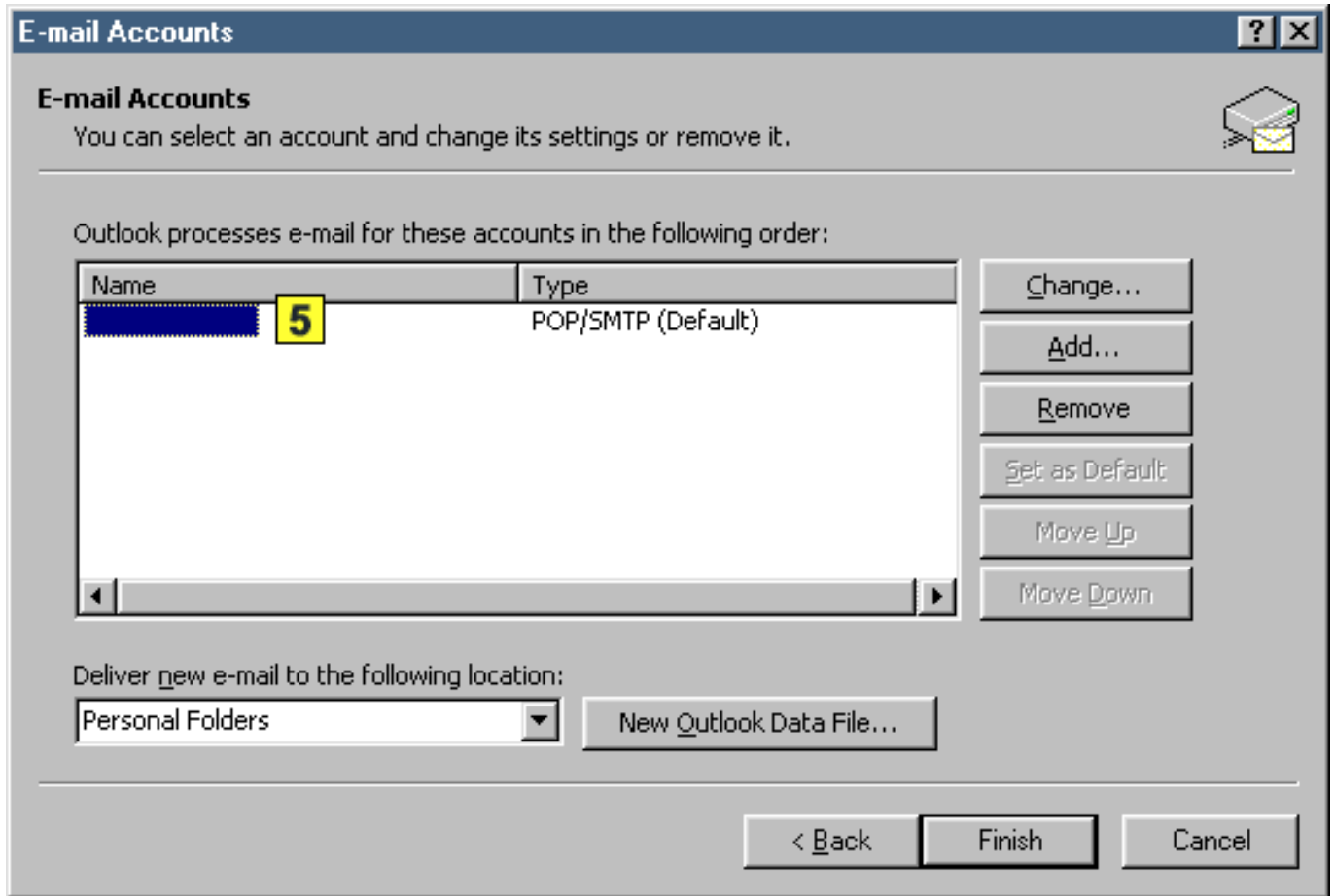


Step 7

You'll notice that the Internet Accounts dialog box now shows our mail server as being installed. Click Finish. Your Outlook E-Mail is now configured to work with our mail server.

5 This will indicate the name of your mailbox in Outlook.

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Helpful Pointers for using Outlook:

Outlook automatically checks for new messages periodically while the program is open and you are connected to our service. If at any given time you want to force the software to check for messages immediately, simply click the Send and Receive button in Outlook.

If Outlook seems to hang while sending and receiving messages, you can restart that process by telling it to Stop and then click Send and Receive again.

To write a new message, simply click on the New button. Make sure you enter in the full Internet E-Mail address correctly to ensure the message gets where it's supposed to go.

When replying to a message, just click the normal Reply button. This will send your reply to the author of the message that you're replying to.

If a message you're replying to was sent to a group of people, you can click the Reply to All button to send your reply to everyone on the list, but it is advised that you do this only when necessary.

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