

Outlook

Email configuration for 2002 and 2003

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.

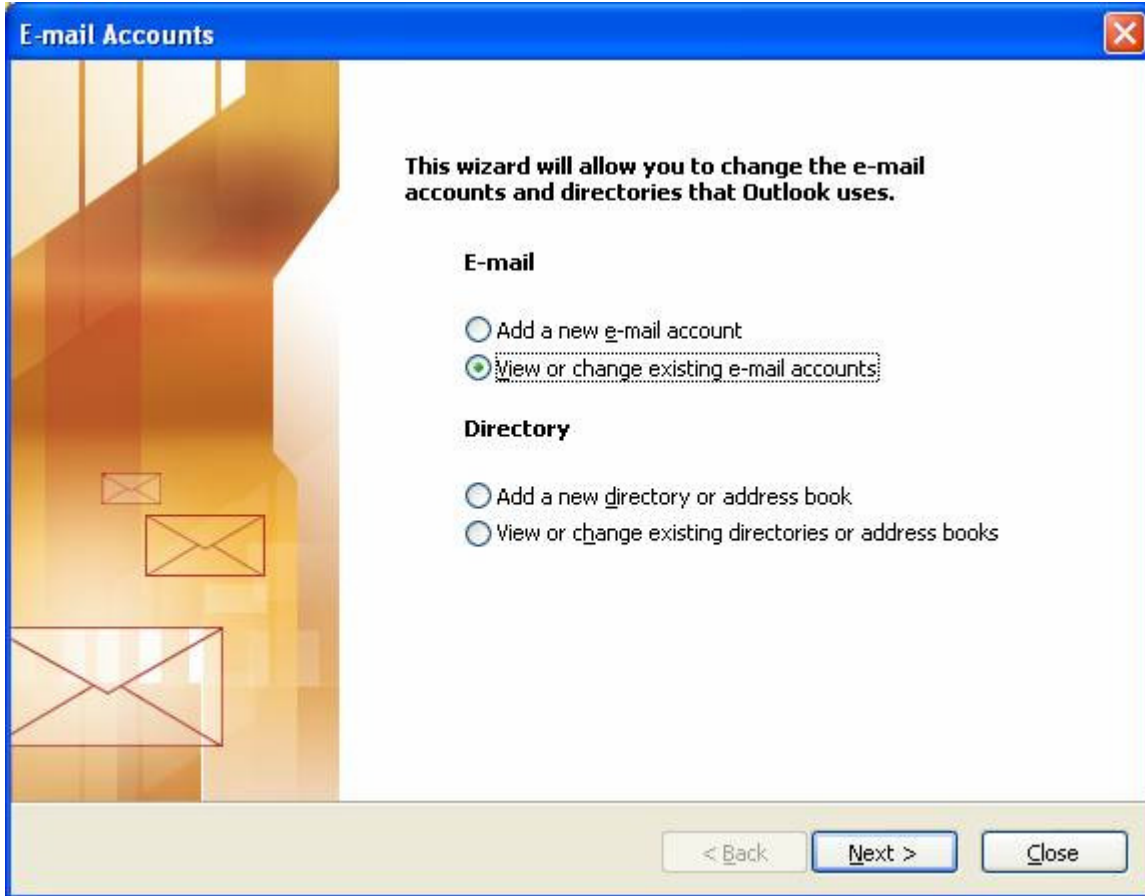
1. Username - You must enter your complete email address. (Example: user@yourdomain.com)
2. Password - This is the same password that you use to login to Web Mail.
3. Incoming Mail Server
4. Outgoing Mail Server (SMTP)
5. Outgoing Mail Server (SMTP) Authentication

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 Setting up your email account

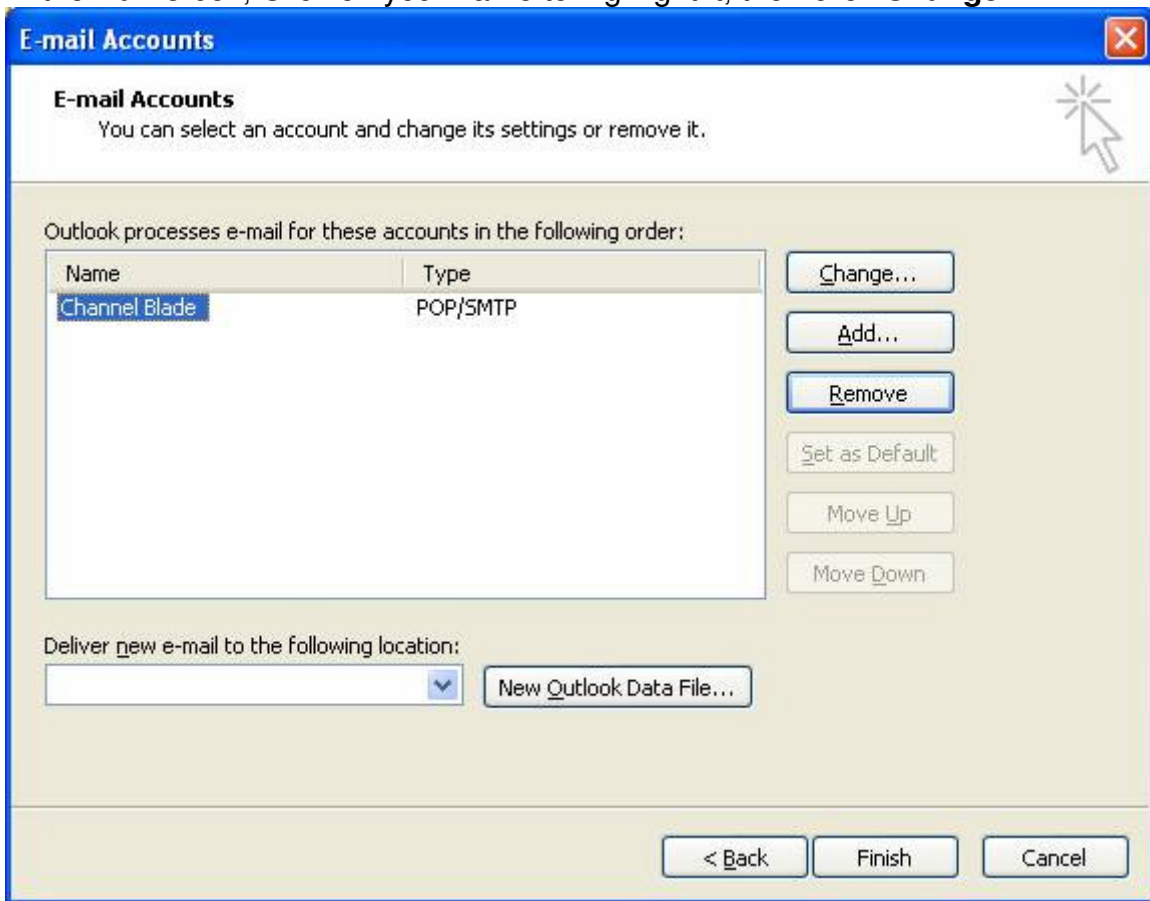
The screen shots below are from Outlook 2003 Start Outlook. You can do this by clicking on the icon from your desktop or by selecting this from your Programs Menu.

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



Under **E-mail Accounts**, click **View or Change existing e-mail accounts**, and then click **Next**.

In the **Name** box, Click on your name to highlight it, then click **Change**.



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)

NOTE: Replace channelblade.com with your domain name.

Your Name displays how your recipients will see it.

In the **E-mail Address** box, your complete e-mail address should show.

In the **User Name** box, your entire email address is here as well. (Example: [user@<yourdomain>](#))

In the **Password** box, your password should remain unchanged.

In the **Incoming mail server**, type pop.<yourdomainname>

If you use **IMAP** enter: imap.<yourdomainname>

In the **Outgoing mail server (SMTP)** box, type smtp.<yourdomainname>

*****IMPORTANT: If the you send your outgoing mail through your Internet Service Provider (ISP), which is something other than mail.<dealer domain name>, then you will not change your outgoing mail server. *****

Now, click on **More Settings**.

Select the **Outgoing Server** tab.

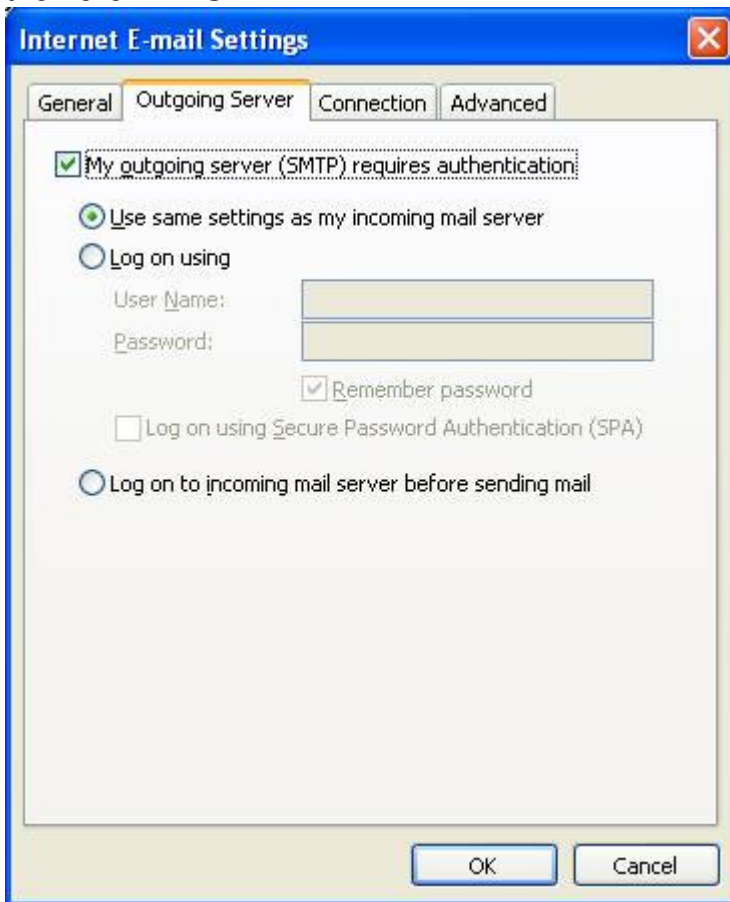
Check the box labeled "My Outgoing Server Requires Authentication."

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

incoming mail server (unless you send outgoing mail through your ISP).

Click **OK**.

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



The image shows a screenshot of the 'Internet E-mail Settings' dialog box, specifically the 'Outgoing Server' tab. The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar are four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is selected and highlighted. The main content area contains the following options:

- 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 (SPA)
- Log on to incoming mail server before sending mail

At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

**If you need assistance,
Please contact Channel Blade Support
1-866-233-8314
askus@channelblade.com**

**Our hours of operation:
Monday – Friday
8:30 AM EST to 5:30 PM EST**