

How To Setup and Configure Your Email Clients



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Before you can officially use email on your domain, you will need to create the email account with your chosen email ID and password. Once that's done, you can access it using either webmail (web-based email) or email client like Windows Mail, Outlook, etc.

Setting Up Email Account

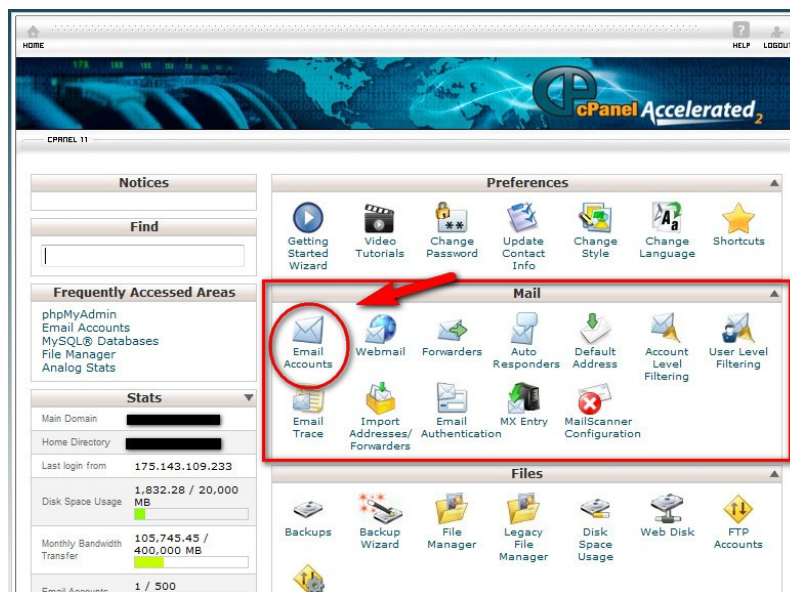
Setting up email account involved a few simple steps.

1. Login to your Hosting Cpanel by pointing your browser to ***yourdomain.com.my/cpanel*** (replace *yourdomain.com.my* with your actual domain name). The username/Password was sent to your registered email when you signed-up for the hosting. If you have changed the password, please make sure you keep it safe and handy for future access.



2. Once you have successfully logged-in to Cpanel, look for “Email Accounts” located under “Mail” section. Click on the “Email Accounts” icon.

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3. Follow the steps depicted in the screenshot below to create your email account. If you need to create more than 1 email accounts, just repeat the same process below.

Email Accounts

In this area you can manage the email accounts associated

Step 1: Enter your desired email ID here

Step 2: Enter your desired password

Step 3 (Optional): You may specify the email quota for this account or use the default setting. (Note: Email quota will be counted towards your total hosting disk space. Make sure total quota you set for email accounts do not exceed the total hosting space provided)

Click "Create Account" button to confirm

ACCOUNT @ DOMAIN	USAGE / QUOTA / %	ACTIONS
	0 / ∞ MB	Change Password Change Quota Delete More ▼

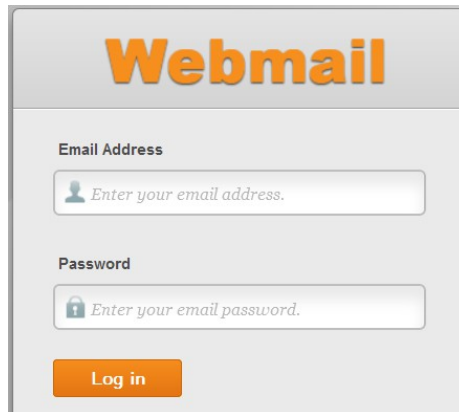
Email creation process is now completed. You can now access your email either using (i) Webmail or (ii) Email clients (eg Windows Mail).



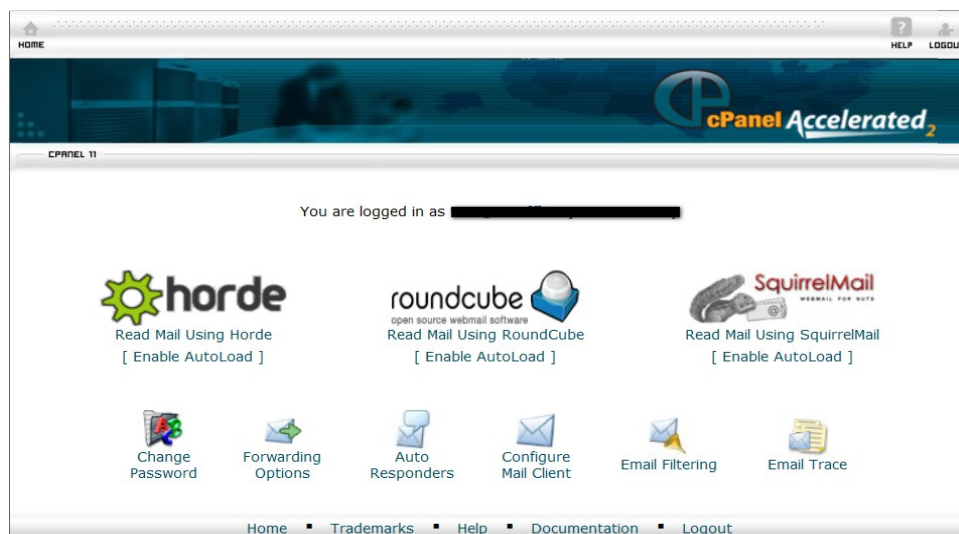
Accessing Your Email

(i) Webmail

Using Webmail is the fastest and easiest way to get access to your email. With webmail, you can get access to your email anywhere, anytime as long as you have an active internet connection. To access to webmail, just go to *yourdomain.com.my/webmail* (replace *yourdomain.com.my* with your actual domain name). Enter your email address and password.

A webmail login interface with a grey header containing the word "Webmail" in orange. Below the header, there are two input fields: "Email Address" with a placeholder "Enter your email address." and "Password" with a placeholder "Enter your email password." and a lock icon. At the bottom is an orange "Log in" button.

You will be prompted with 3 options (i.e Horde, RoundCube, and SquirrelMail) which are “tools” you can use to read your email. We recommend using “Horde”.



(ii) Email Clients

Email clients in layman term referring to software that allows you to read your email by downloading it to your computer. You need an internet connection to connect to the server. This option requires settings in your email clients. Different software has different interface but the core settings are the same.



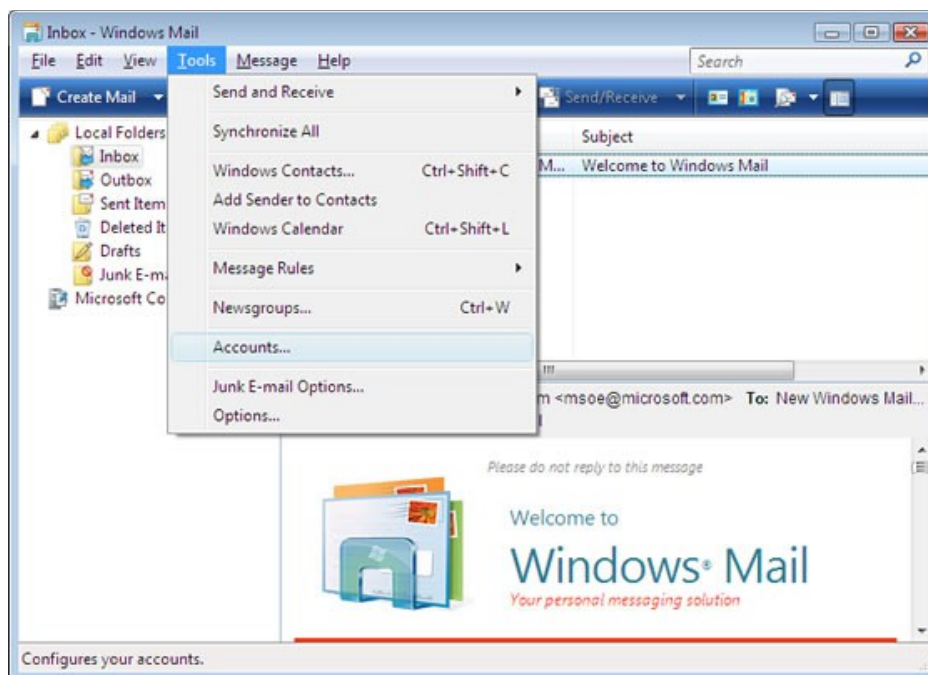
Configuring Email Clients

Below are the steps to configure email clients:

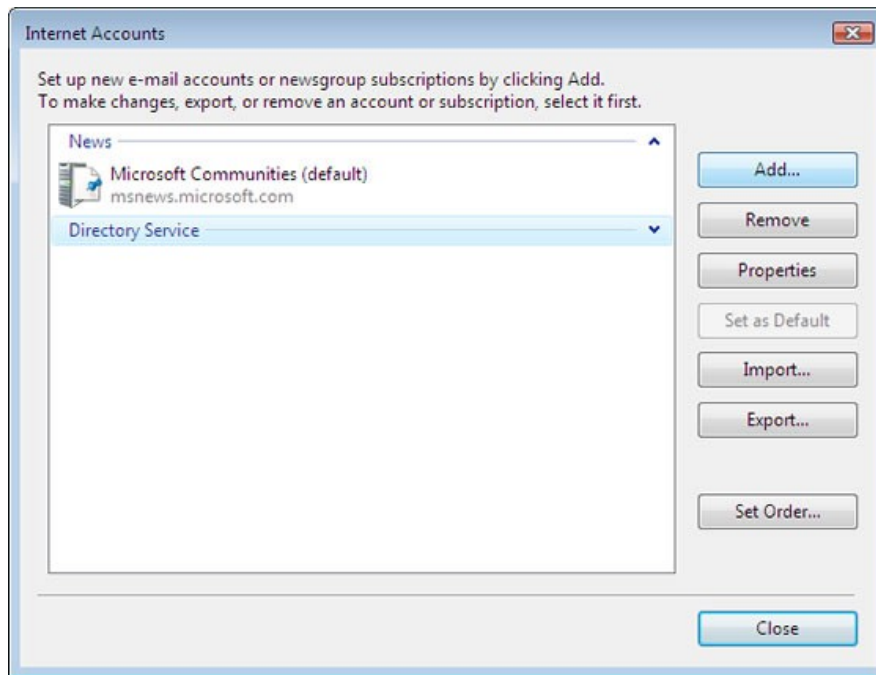
- (a) Windows Mail
- (b) Outlook Express
- (c) Microsoft Outlook 2010

(a) Windows Mail

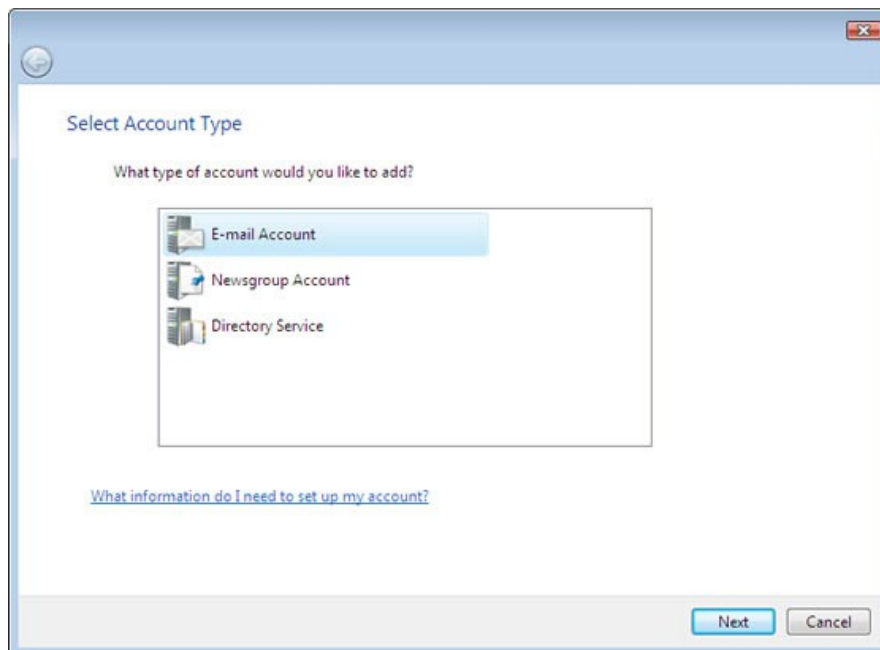
1. On the **Tools** menu, click **Accounts**.



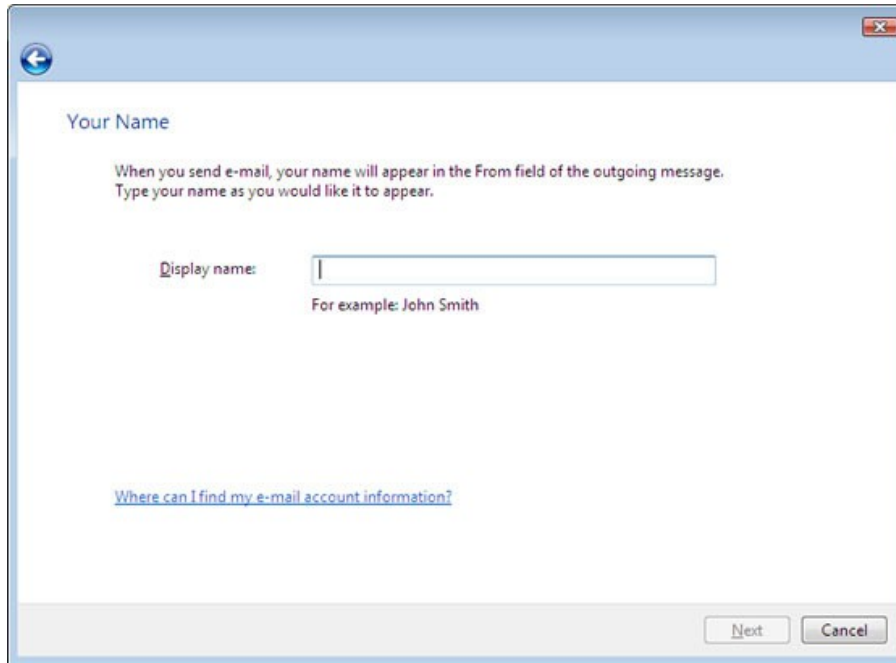
2. Click **Add**.



3. Click **E-mail Account** then click on **Next**.

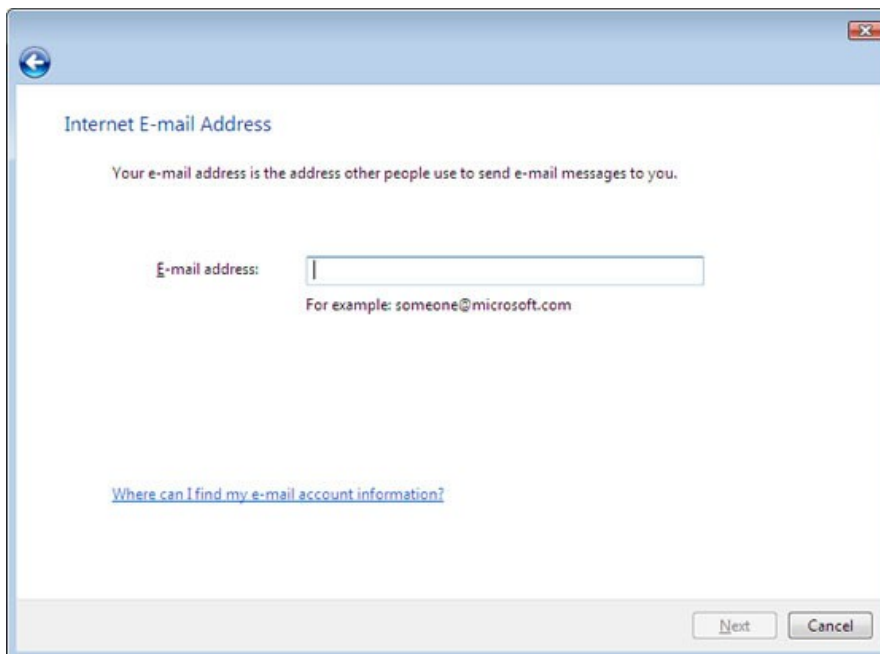


4. In the **Display name** box, type the name you would like others to see when they receive messages from you. Click **Next**.



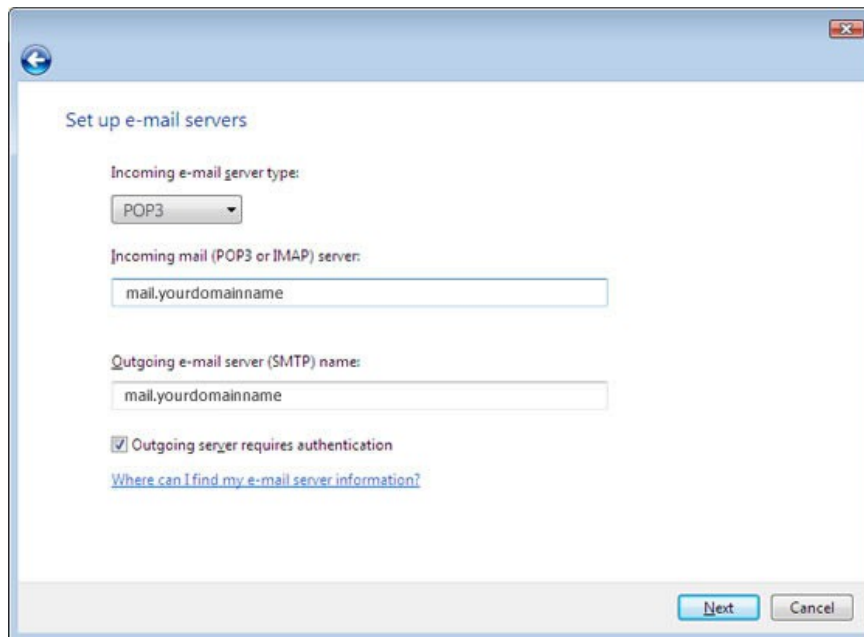
This screenshot shows a window titled "Your Name" with a blue header bar. Below the title, there is a text box for entering a display name. The text inside the window reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this is a label "Display name:" followed by a text input field. Underneath the input field, it says "For example: John Smith". At the bottom of the window, there is a link that says "Where can I find my e-mail account information?" and two buttons: "Next" and "Cancel".

5. In the **E-mail address** box, type your complete email address. Click **Next**.



This screenshot shows a window titled "Internet E-mail Address" with a blue header bar. Below the title, there is a text box for entering an email address. The text inside the window reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a label "E-mail address:" followed by a text input field. Underneath the input field, it says "For example: someone@microsoft.com". At the bottom of the window, there is a link that says "Where can I find my e-mail account information?" and two buttons: "Next" and "Cancel".

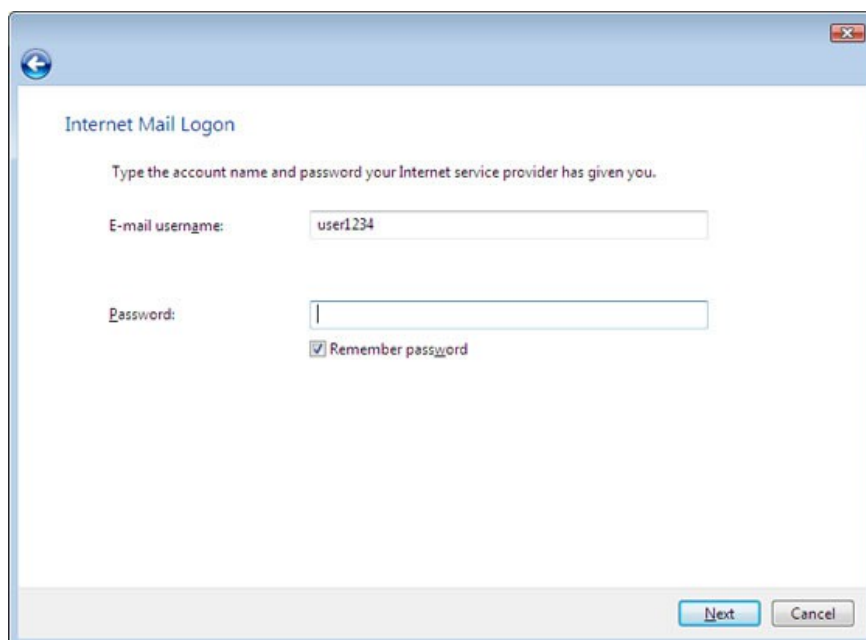
6. Ensure that the **Incoming mail** type is set to **POP3**. In both the **Incoming mail** and **Outgoing mail** boxes, type **mail.yourdomainname** (i.e. **mail.firstonline.net**). Click **Next**.



The screenshot shows a window titled "Set up e-mail servers". It contains the following fields and options:

- Incoming e-mail server type:** A dropdown menu with "POP3" selected.
- Incoming mail (POP3 or IMAP) server:** A text box containing "mail.yourdomainname".
- Outgoing e-mail server (SMTP) name:** A text box containing "mail.yourdomainname".
- Outgoing server requires authentication:** A checked checkbox.
- [Where can I find my e-mail server information?](#)
- Buttons:** "Next" and "Cancel" at the bottom right.

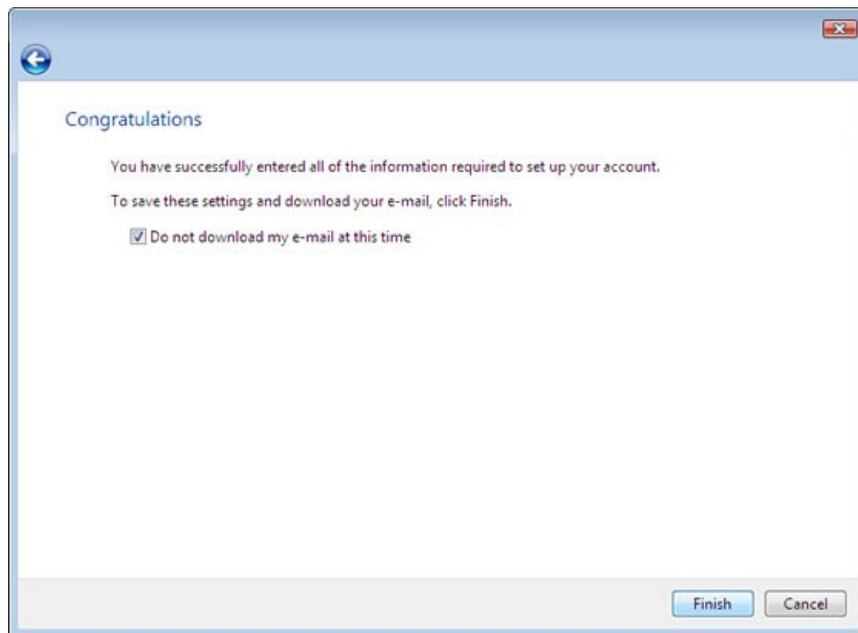
7. In the **Password** box, type your email address password. Click **Next**.



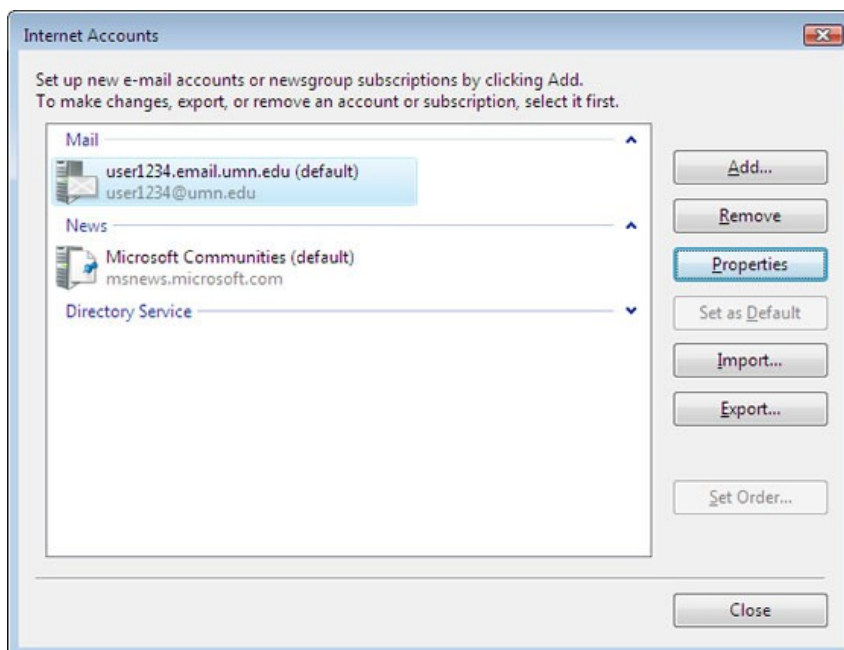
The screenshot shows a window titled "Internet Mail Logon". It contains the following fields and options:

- Type the account name and password your Internet service provider has given you.**
- E-mail username:** A text box containing "user1234".
- Password:** A text box with a vertical cursor.
- Remember password:** A checked checkbox.
- Buttons:** "Next" and "Cancel" at the bottom right.

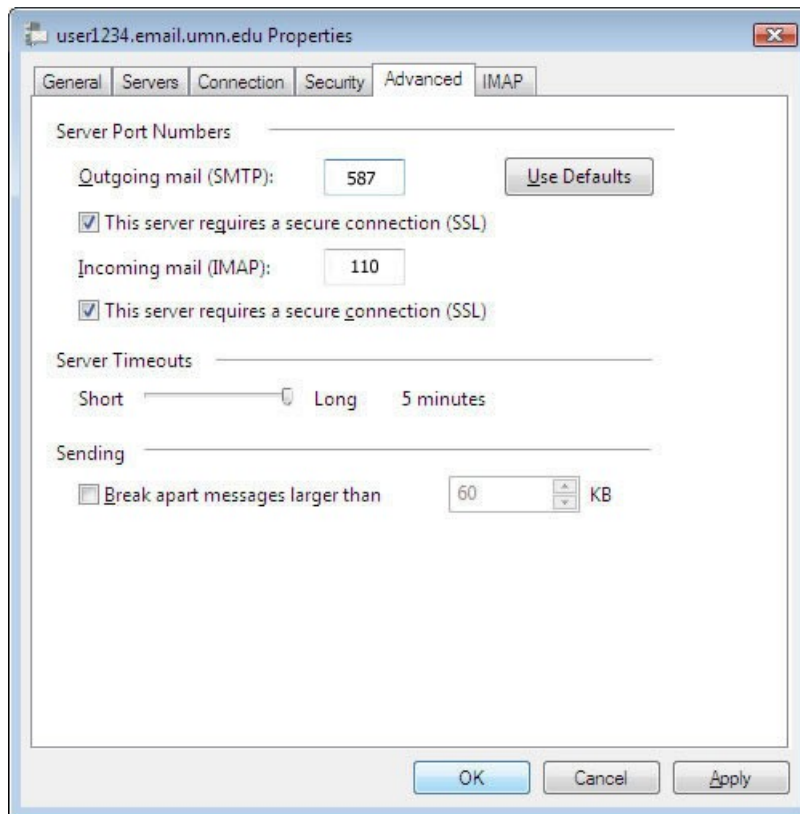
8. You should see the following screen; check the **Do not download my e-mail and folders at this time** box, then click **Finish**.



9. You should now end up at the **Internet Accounts** screen; double-click on your e-mail account.



10. At the top of the **Properties** window that appears, click on the **Advanced** tab and verify your settings are the same as in the image below.



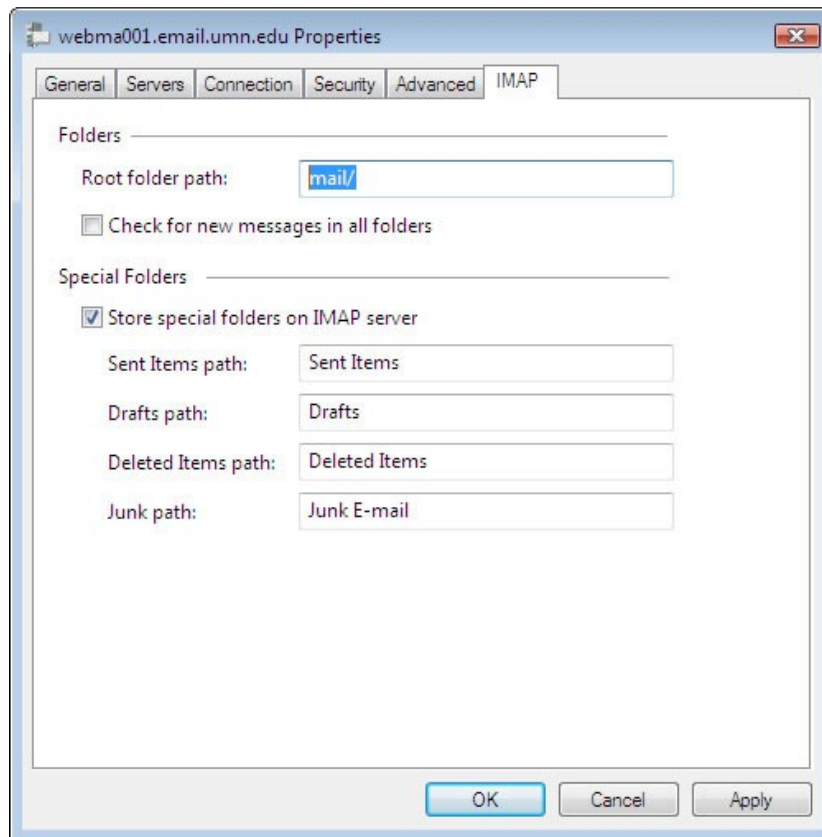
***Outgoing Mail (SMTP):**

Streamyx, Celcom & P1 users: 587

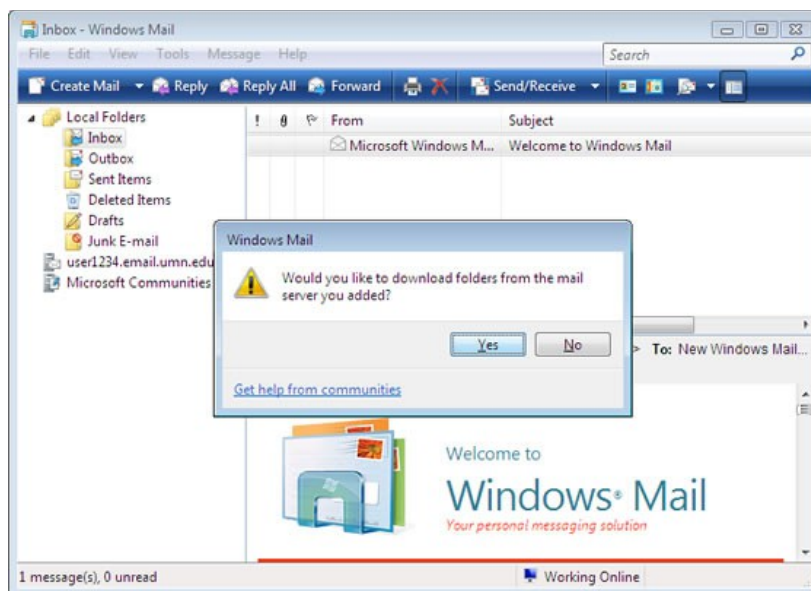
Digi & Maxis users: 25

11. Now click on the **IMAP** tab and, in the *Root* folder path: blank, enter **mail/**. Also uncheck the box for Check for new messages in all folders.

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12. Click **Ok** to save all of these settings, then **Close** to exit the **Internet Accounts** window. Windows Mail will now ask you if you would like to retrieve your mail.

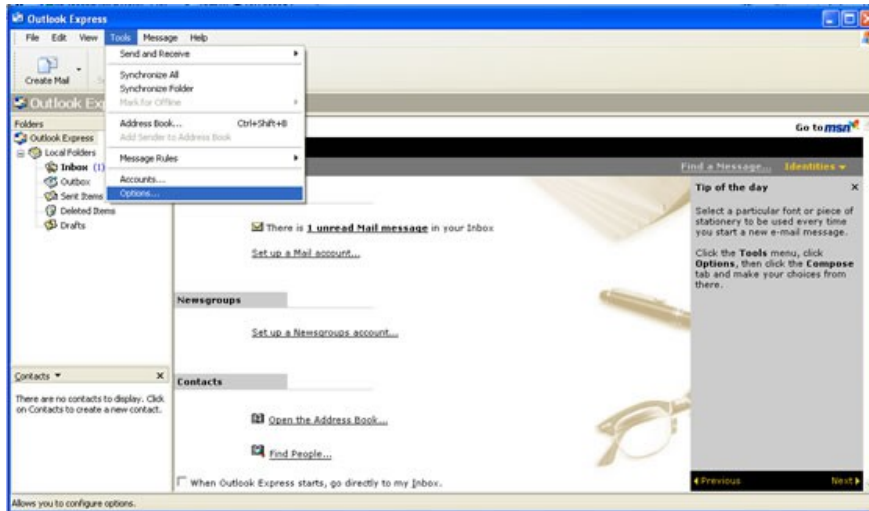


Congratulations, you have successfully set up Windows Mail to handle your e-mail!

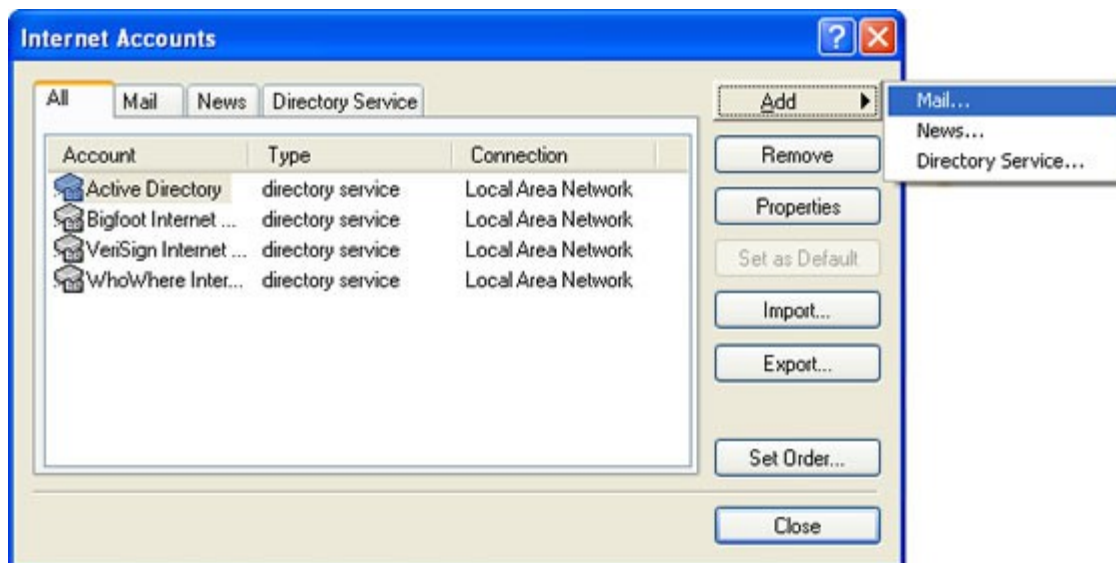


(b) Outlook Express

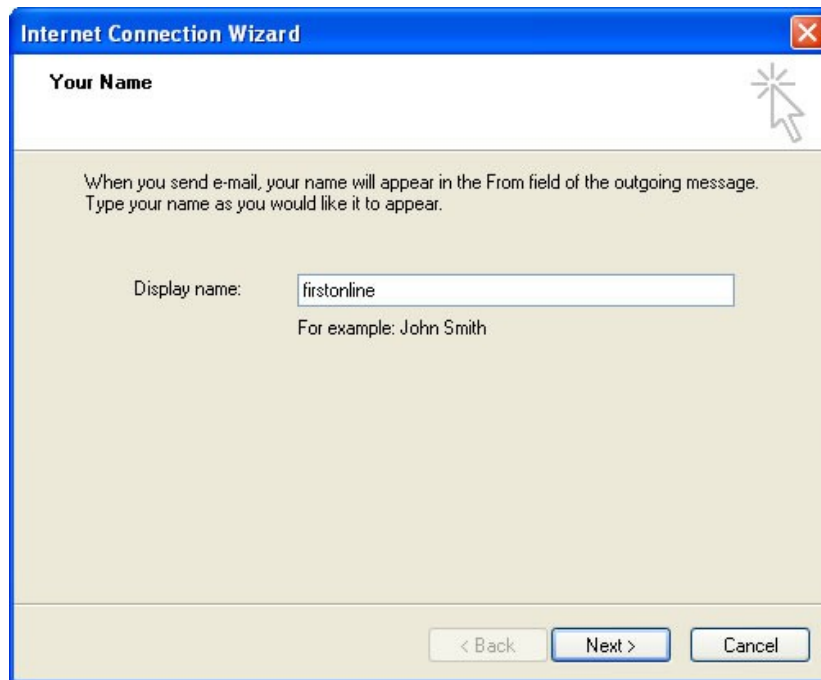
1. Start Outlook Express, and on the **Tools** menu, click **Accounts**.
If the **Internet Connection Wizard** starts up automatically, skip ahead to step 3.



2. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.

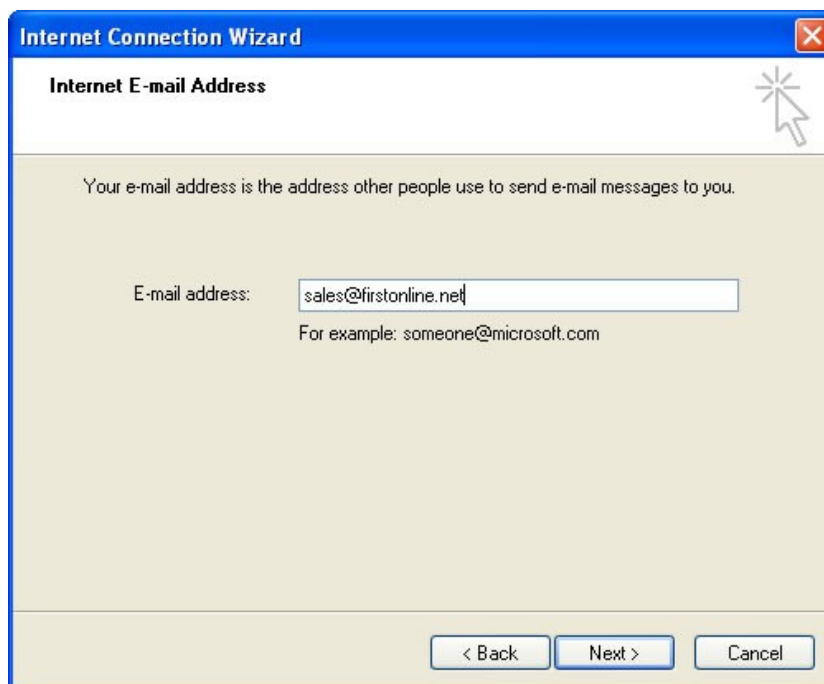


3. On the **Your Name** page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then click **Next**. Most people use their full name, but you can use any name—even a nickname—that people will recognize.



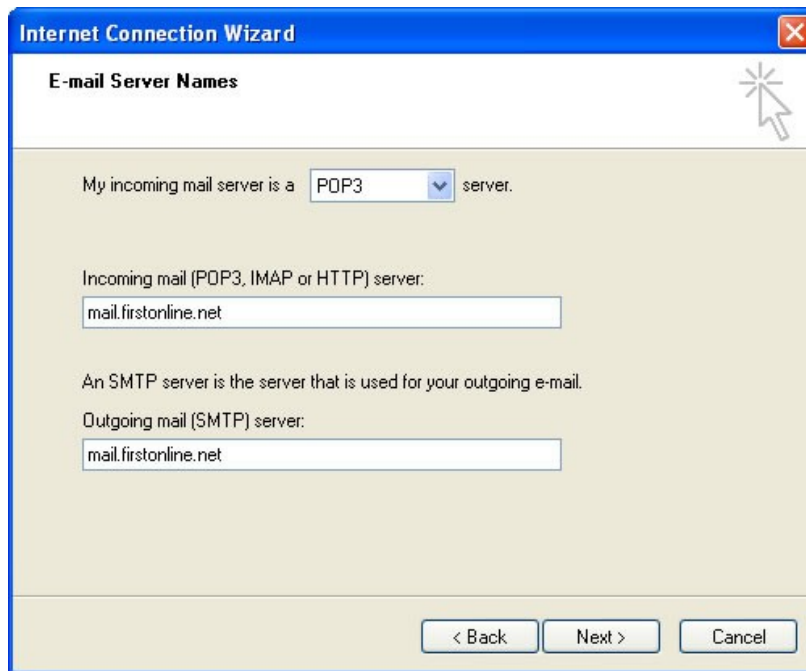
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window has a blue title bar with the text 'Internet Connection Wizard' and a close button. Below the title bar is a header area with the text 'Your Name' and a help icon. The main area contains instructions: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this is a text input field labeled 'Display name:' containing the text 'firstonline'. Underneath the field is an example: 'For example: John Smith'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

4. On the **Email Address** page, type your e-mail address, and then click **Next**.



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window has a blue title bar with the text 'Internet Connection Wizard' and a close button. Below the title bar is a header area with the text 'Internet E-mail Address' and a help icon. The main area contains instructions: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this is a text input field labeled 'E-mail address:' containing the text 'sales@firstonline.net'. Underneath the field is an example: 'For example: someone@microsoft.com'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

5. On the **E-mail Server Names** page, fill in your ISP information, and then click **Next**.



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window has a blue title bar and a standard Windows XP-style interface. The main area is light beige. It contains the following text and controls:

- Header: 'E-mail Server Names' with a help icon (mouse cursor over a star) on the right.
- Text: 'My incoming mail server is a server.'
- Text: 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'mail.firstonline.net'.
- Text: 'An SMTP server is the server that is used for your outgoing e-mail.'
- Text: 'Outgoing mail (SMTP) server:' followed by a text box containing 'mail.firstonline.net'.
- Footer: Three buttons: '< Back', 'Next >', and 'Cancel'.

Incoming Mail Server: *mail. yourdomainname* (i.e. mail. firstonline.net)

Outgoing Mail Server: *mail. yourdomainname* (i.e. mail. firstonline.net)

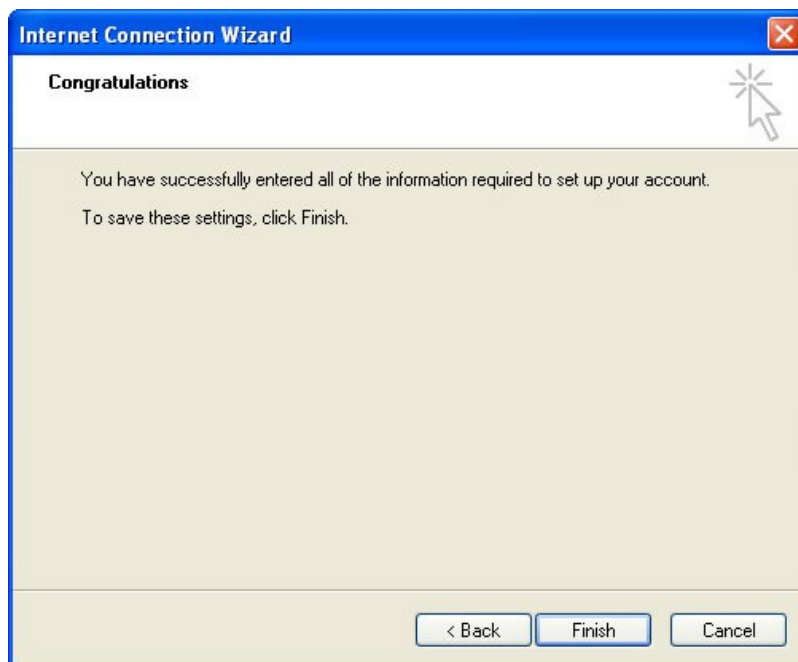
6. On the **Internet Mail Logon** page, type your **account name** and **password**.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window has a blue title bar and a standard Windows XP-style interface. The main area is light beige. It contains the following text and controls:

- Header: 'Internet Mail Logon' with a help icon (mouse cursor over a star) on the right.
- Text: 'Type the account name and password your Internet service provider has given you.'
- Text: 'Account name:' followed by a text box containing 'sales'.
- Text: 'Password:' followed by a text box with masked characters (dots).
- Text: A checked checkbox labeled 'Remember password'.
- 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.'
- Text: An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.
- Footer: Three buttons: '< Back', 'Next >', and 'Cancel'.

7. Click **Next**, and then click **Finish**.



You're ready to send your first e-mail!

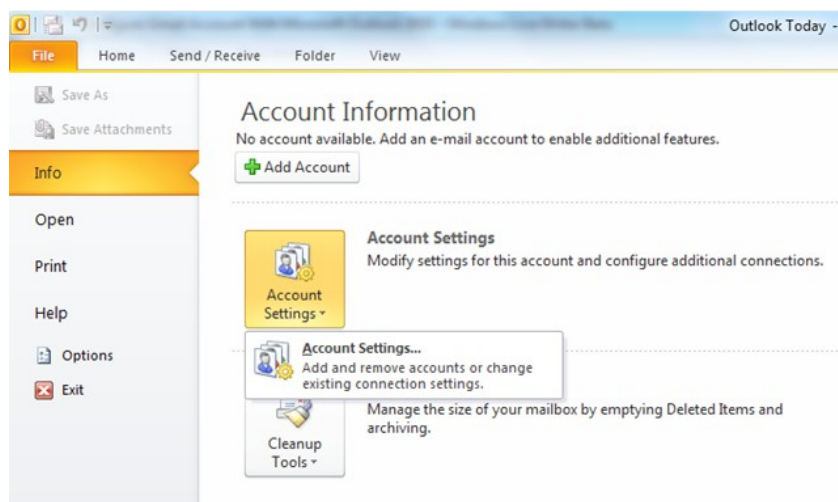


(c) Microsoft Outlook 2010

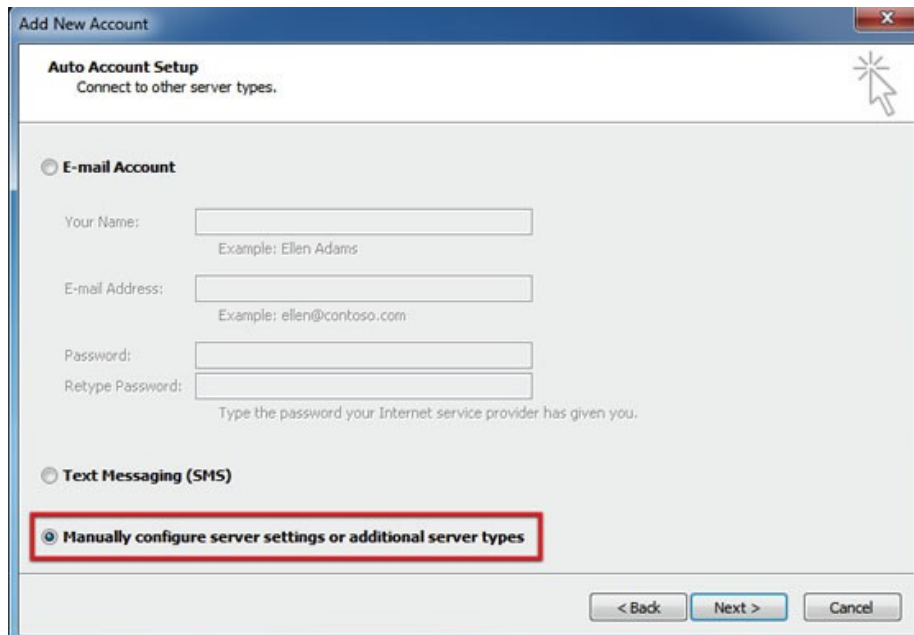
1. First of all launch MS Outlook 2010 application from the start button.



2. Navigate to **File > Info** category, here from the **Account Settings** option, click the drop down button and choose **Add Account** button.



3. Select "**Manually configure server settings or additional server types**"



Add New Account

Auto Account Setup
Connect to other server types.

☐ **E-mail Account**

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

☐ **Text Messaging (SMS)**

☒ **Manually configure server settings or additional server types**

< Back Next > Cancel

4. Fill-in the blank with the following info (replace with your email ID).

Your Name

The name that appears on the messages you send.

E-mail address

YourInternetID@yourdomainname (*i.e. sales@firstonline.net*)

Account Type

POP3

Incoming mail server

mail.yourdomainname (*i.e. mail.firstonline.net*)

User Name

Full Email Address (*i.e. sales@firstonline.net*)

Password

your email password

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
☒ Remember password
☐ Require logon using Secure Password Authentication (SPA)

Test Account 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 by clicking the Next button

Deliver new messages to:
☒ New Outlook Data File
☐ Existing Outlook Data File

5. Click at "More Settings" and check this box **"My Outgoing server (SMTP) requires authentication"**

Then click at **"Advanced"** to configure Incoming & Outgoing Server.

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
☐ Require Secure Password Authentication (SPA)
☐ Log on to incoming mail server before sending mail

