



MGTEK

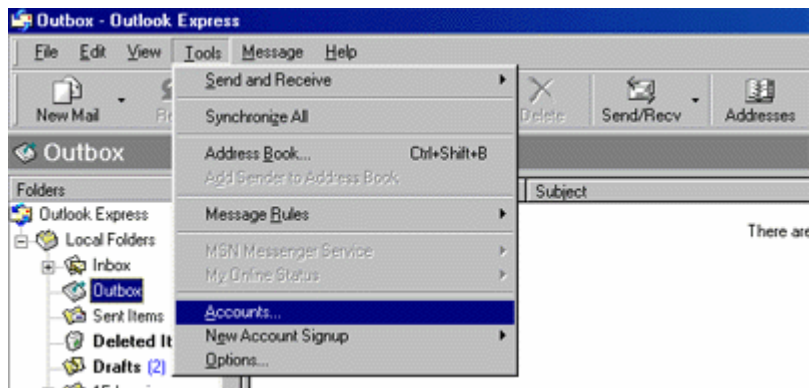
Microsoft Outlook Express Email Setup

Before starting:

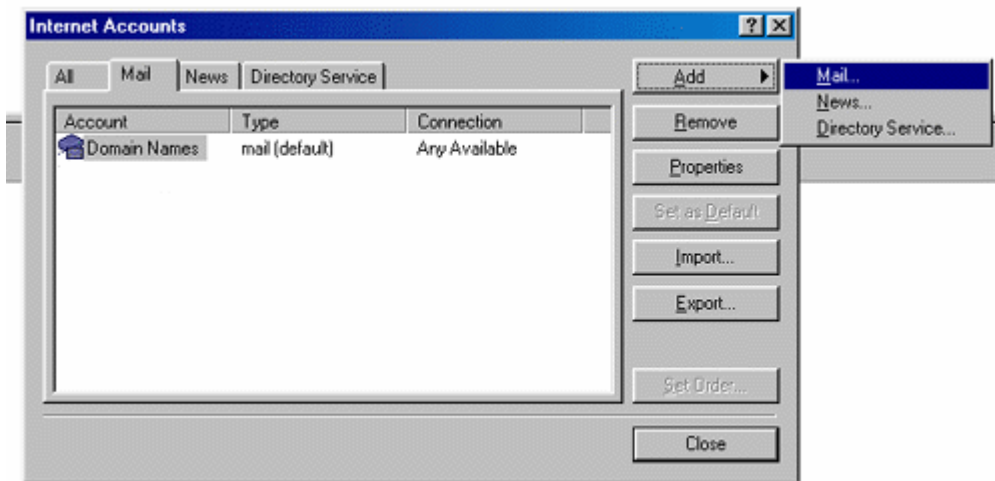
1. Make sure your domain name loads. If it doesn't load your email account won't work.
2. Make sure you have setup your email accounts at yourdomain.com/cpanel .

You are now ready to begin setting up your email accounts.

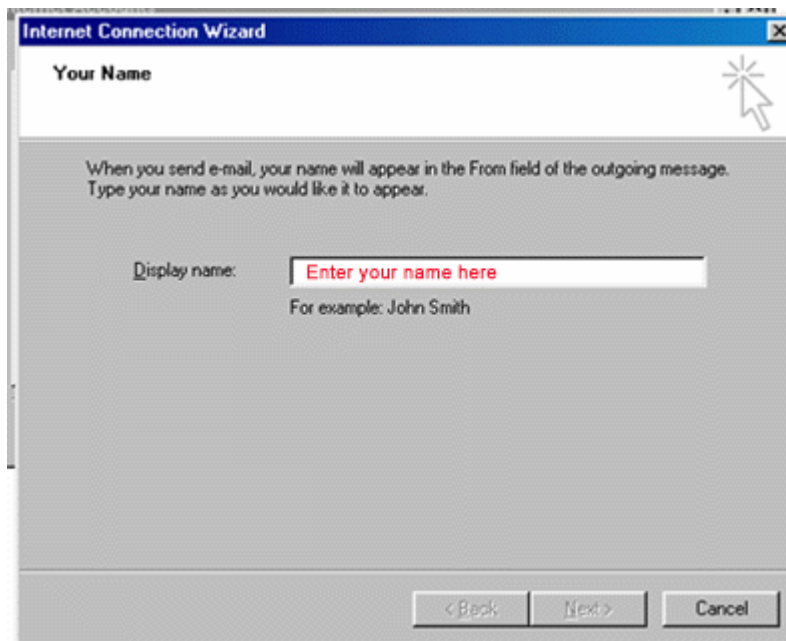
1. Open Outlook Express
2. Go to "**Tools**" and click on "**Accounts**"



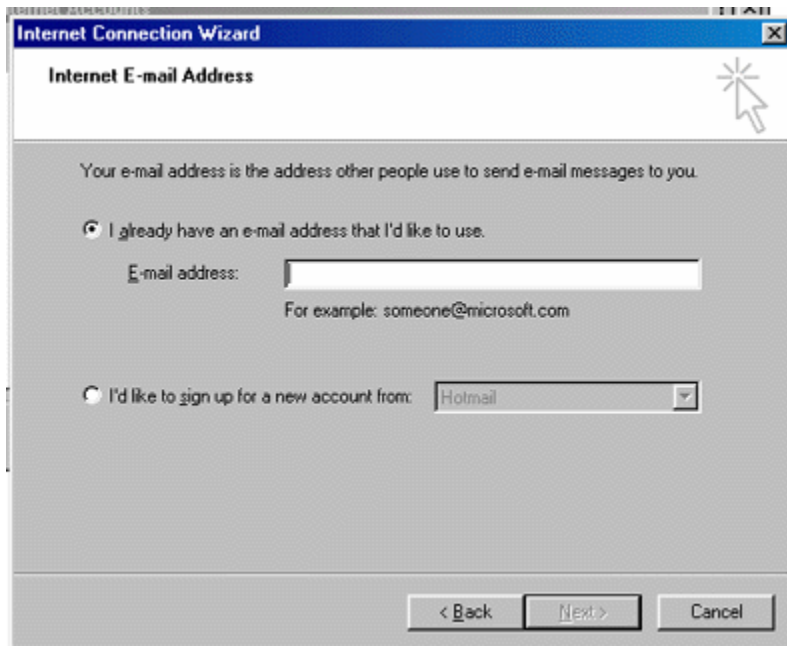
3. A "**Internet Accounts**" screen will pop up. Click on "**Add**", then click on "**Mail**".



4. This will start up Internet Connection Wizard. Enter your name where it says "**Display name:**" and click "**Next**" at the bottom right.



Enter your Email address in the input box. This does NOT have to be your username@yourdomain.com. You may be setting up multiple accounts so use a name like sales, marketing, service etc. Then click **Next**.



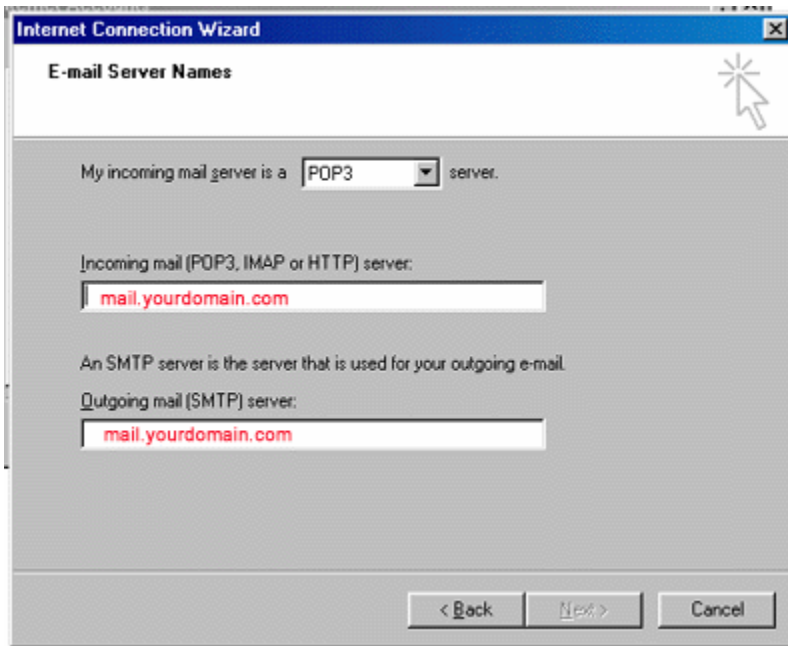
We recommend setting the Outgoing mail server (SMTP) to your Internet Service Provider (ISP) server as discussed below.

Note: Many major ISP's are blocking outgoing emails. The reason they do this is to prevent you from using their internet connection for spamming purposes. You will still be able to send emails, but only by using your ISP'S outgoing mail server. Every ISP's outgoing mail address is different, but for the most part they will be mail.ISPname.com For example. If you had hosting with bigpond.com, their outgoing mail server would look like this: mail.bigpond.com. If mail.ISPname.com does not work and you are still unable to send emails, you will need to call your internet service provider to find out what their outgoing mail server is.

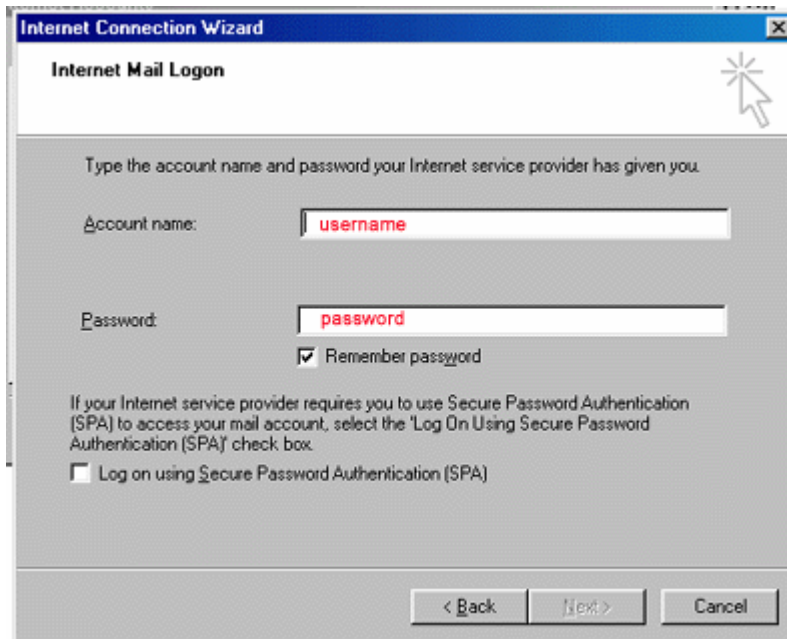
5. In the **Incoming mail** (POP3?) field type mail.yourdomain.com
6. In the **Outgoing mail** (SMTP)? field type mail.yourdomain.com

We recommend setting the Outgoing mail server (SMTP) to your Internet Service Provider (ISP) server as discussed below.

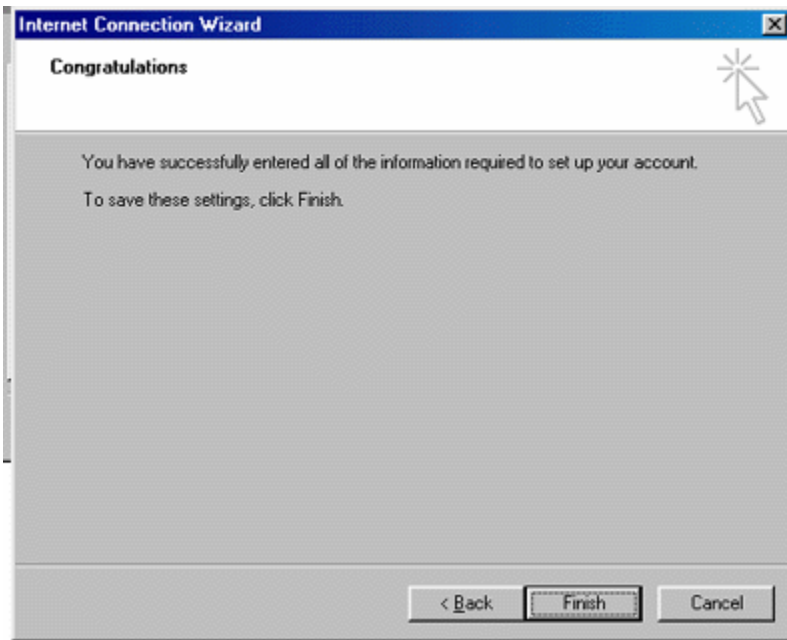
Click **Next**.



7. Now type in your username and password that you have setup from cpanel or in your setup email using the following format: yourusername@yourdomain.com and your password and check the remember password box.



8. Just click Finish and you're done!



Outlook Express is now configured to retrieve and send your email.

To add additional email accounts follow the steps for each email account.

For Trouble shooting your email setup refer to our FAQ page at our web site <http://www.mgtek.com.au/faq.htm> or email us at info@mgtek.com.au