



EMAIL SET-UP WITH OUTLOOK

	<i>Example</i>	<i>My Email</i>
Username	<i>sample@mydomain.com</i>	
Password	<i>example</i>	

Please substitute the username and password that have been sent to you.

Open Outlook; click on **Tools** (top bar).
Select **Account Settings** from the drop down menu.
Select **Email** tab; then select **New**.
Select **POP3**; click **Next**.
Enter the following information:

- Your name: your choice
- Email address: *sample@mydomain.com*
- Password: *example*; re-enter password, then click **Next**.

If the test is NOT successful, select **Next** to continue with an unencrypted connection. If email configuration is now successful, click on **Next**, then **Finish**.

MANUAL SETTINGS, IF NEEDED:

Incoming Mail Server: mail.mydomain.com

Outgoing Mail Server: mail.mydomain.com (*server requires authentication*), **port 26**

If there are still issues, call 443-249-0610 or 931-684-8370 for assistance.

WEBMAIL

To access your email from any computer:

- Open the web browser (Internet Explorer, Mozilla Firefox, etc.)
- Enter *mydomain.com/webmail* in the address bar.
- Now enter your FULL email address (username) and password.

PLEASE SAVE FOR FUTURE REFERENCE.