



Setting up POP3 email accounts

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Setting up your email account

1. Login to your control panel by accessing yourdomain.com/cpanel/ and entering your username and password. When loaded, click on the link marked 'Add/Remove Emails'.



Add / Remove E-mails

Any accounts already setup will be listed. To add a new account click the 'Add Account' link.

[\[Add Account \]](#)

2. Fill in the details marked in the screenshot below. This picture shows the items needed if your domain is 'domain.com' and you want to create the email address 'myname@domain.com'. Replace the text with details specific to your own account/email address.

When done, click the button marked 'Create'.

HINT: Outlook (Express) AutoConfig only works with windows-based systems.

The screenshot shows a form titled 'Add POP email account'. It has five numbered annotations in blue:






1. Enter first part of email here (points to the 'myname' input field)
2. Select domain if you have more than one (points to the 'domain.com' dropdown menu)
3. Type the password you choose for this account (points to the 'password' input field)
4. Then the space allocation (3-5 Mb should be fine) (points to the '3' input field in the 'Quota' section)
5. Click here when done! (points to the 'Add' button)

3. The email address will now be created and you should see a confirmation screen. Take note of the details on this page because they are the settings you need to setup your new account in your email program.

The screenshot shows a confirmation screen titled 'Account Created'. Below the title, it says 'Setup your email client using following information:'. The information provided is:

- POP Account: **myname+domain.com**
- Password: **password**
- POP-Server: **mail.domain.com**
- SMTP-Server: **mail.domain.com**

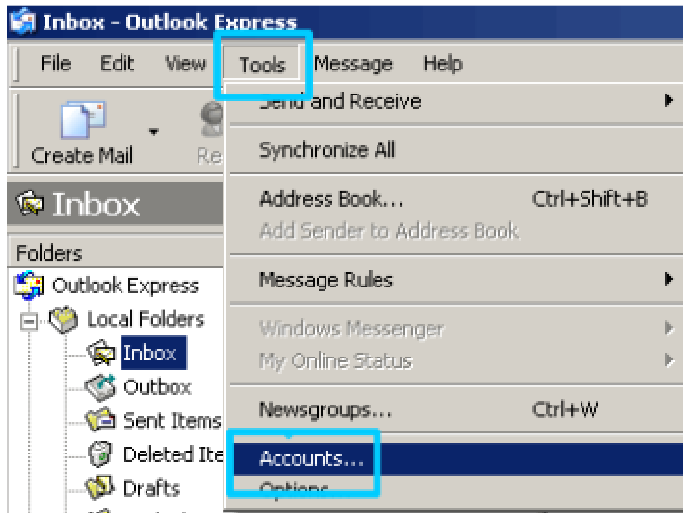
The email account is now setup on the server and you can return to the Add/Remove email section to manage the account. The account will be shown as below. You can use the 'Oulook Express Autoconfig' to automatically install this account into Outlook but below is a guide on doing it manually. The process should be similar for other email programs.

myname+domain.com  domain 23.47 50.00     [Outlook \(Express\) AutoConfig](#)

You can also access the email account using webmail by going to www.yourdomain.com/webmail. You will then be asked for a username and password. Username is the email address of the account you want to view. The password is the password that you set when creating the account.

Setting up your email client (Outlook Express)

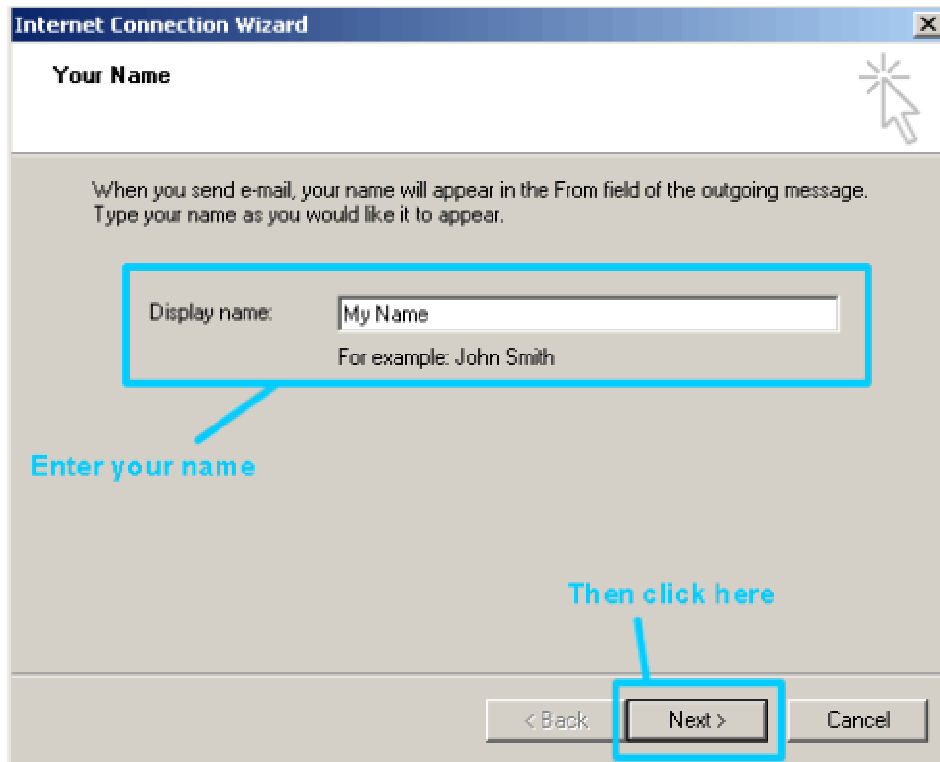
1. Open Outlook and click on the 'Accounts' section in the 'Tools' menu.



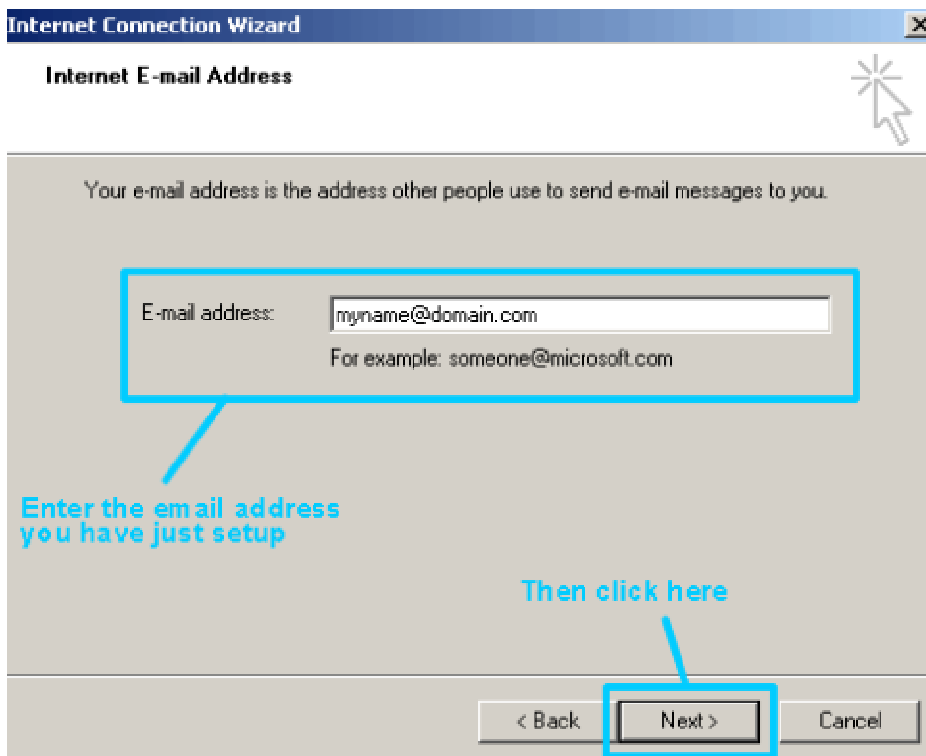
2. Next, make sure the tab marked 'Mail' is selected and click 'Add' > 'Mail...' as shown in the screenshot below.



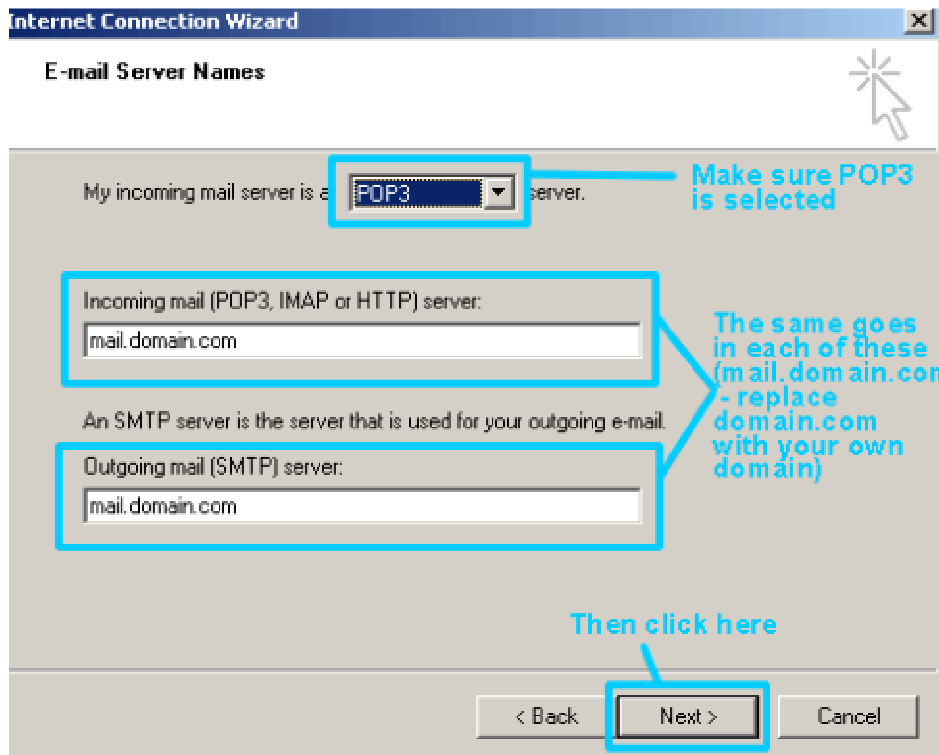
3. Enter your name then click 'Next'



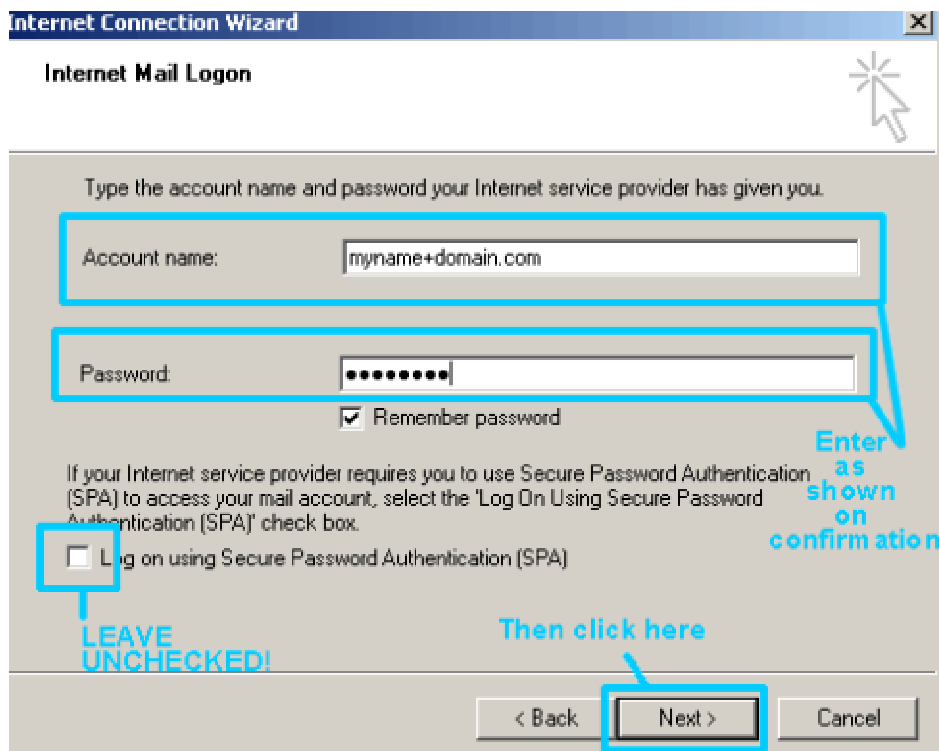
4. Enter your new email address then click 'Next'. See the confirmation screen shown earlier in your control panel if you cannot remember is exactly.



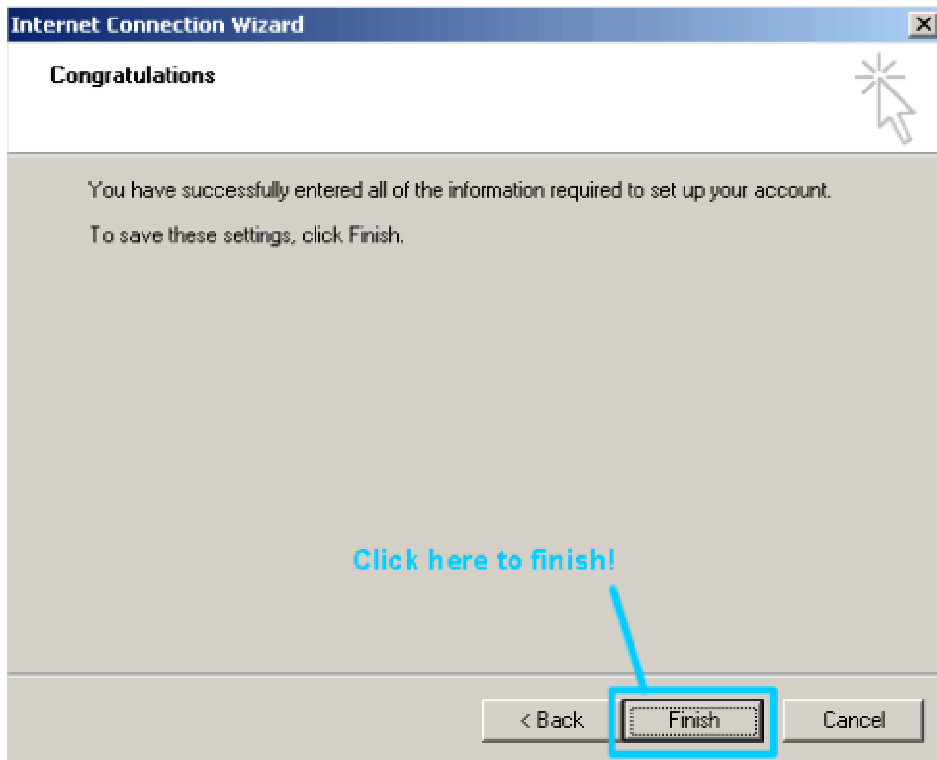
5. Enter the details as shown in the screenshot below. The specific details for your account were shown on the confirmation screen earlier when you created the account.



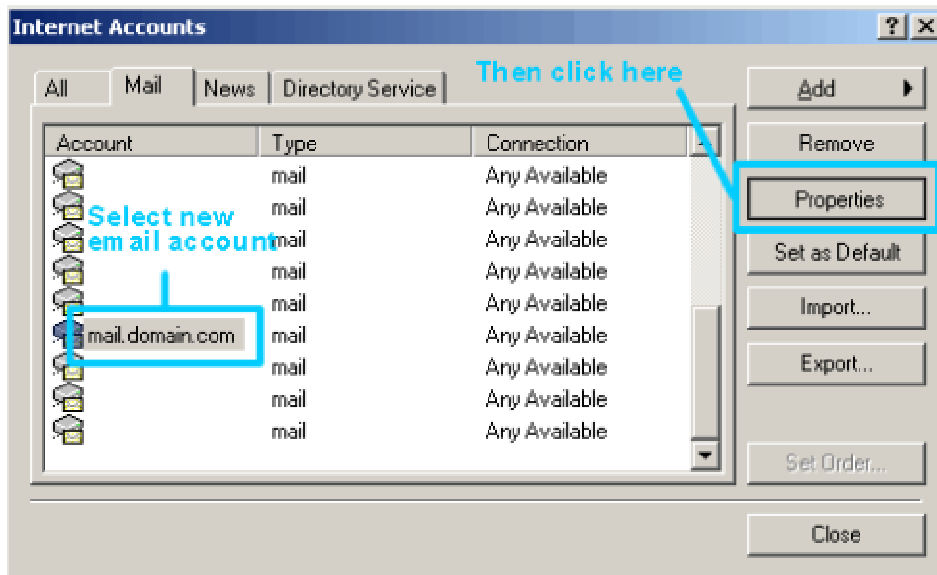
6. Next enter the username for this account followed by a + sign and your domain. If this is the default email account you need not enter the '+domain.com'. The password you specified earlier goes in the next box. Click Next when done.



7. Nearly done now - click finish on the next screen.



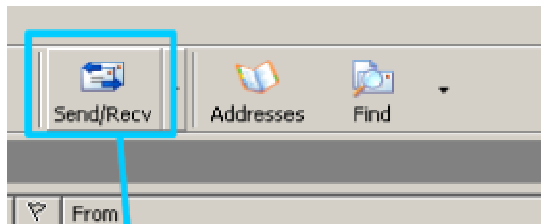
8. Next we need to alter one setting. Select the new email account and click Properties (screenshot below has other email accounts blanked out which explains the white boxes - you may just have one account setup).



9. For the email address to work properly the email program must be told that our server requires authentication. Click on the tab marked 'Servers' then put a tick in the box at the bottom as shown on the screenshot below. Click 'OK' when done.



10. We're now finished. Test the settings by clicking the button shown below on the main Outlook screen. You should see the new email account being checked and no errors should appear. You could also try sending an email to the email address from a different domain and see if you receive it.



Click here and you should see the new email account being checked.