



Setting up Outlook and web mail with new mail server

Web Mail

This is a new program by VM Ware called Zimbra. It offers many of the features as Outlook does. We have loaded it on our new mail servers which are much bigger and faster. Capacity for new mail users on line will start at 1 GB.

All web mail address to get to your mail box will be: mail.yourdomain.com so if your domain for your web site was www.mycompany.com then the web mail address for every user of that domain name would be; mail.mycompany.com

User and Password

The new program now uses your email address as the user. Also the first time you go to the web mail address for your domain it will ask you to select a new password.

Log In

Zimbra

Administration Console

Username:

Password:

Log In

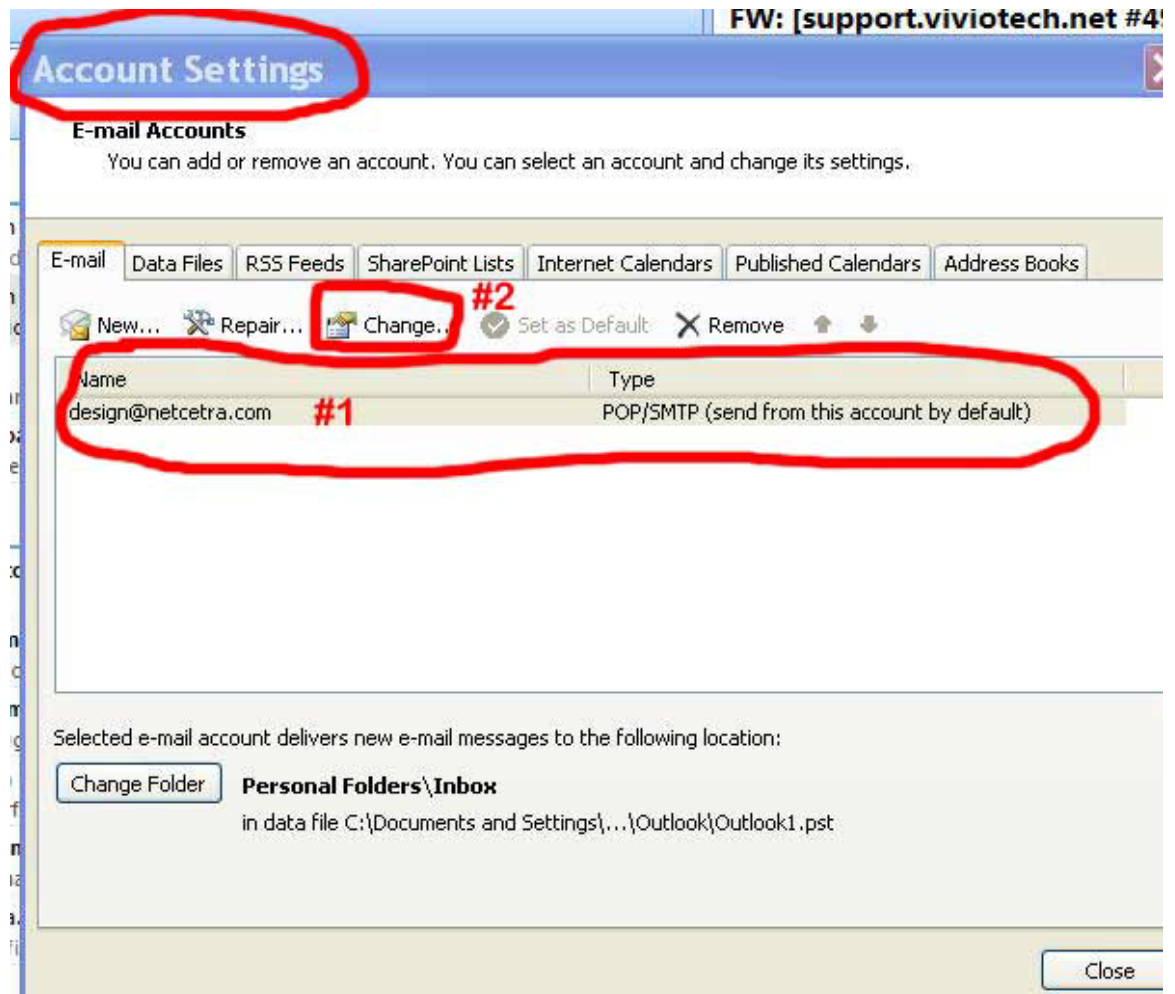
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Outlook

Before you set up your Outlook be sure to go to web mail to reset up your password to what you want.

Go to **Tools** then **Account Settings** then

- 1- **Email address** highlight it
- 2- Then click on **change**



- 3- Your POP3 (**receiving**) mail server to: mail.yourdomain.com
- 4- **ONLY** change your smtp (**send**) mail server to: sunfire2.netcetra.com If you have: sunfire1.netcetra.com in there otherwise you should NOT change it
- 5- You must change: your **user** to email address
- 6- You must also check off : require login using **Secure Password Authentication**
- 7- Be sure do to a **test** when you have completed it.

Change E-mail 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: #3
Outgoing mail server (SMTP): #4

Logon Information
User Name: #5
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA) #6

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)
 #7