



## **inConcert Tutorials**

### *Using Your New Email Accounts*



## Table of Contents

<b>I. Accessing Your Email</b> .....	<b>3</b>
<b>II. Configuring Outlook</b> .....	<b>3-4</b>
1. <b>Server Information</b> .....	<b>3</b>
2. <b>More Settings</b> .....	<b>4</b>
<b>III. SPAM</b> .....	<b>5</b>
<b>IV. Access to Email Options</b> .....	<b>5</b>

## inConcert Tutorials

### Using Your New Email Accounts

This tutorial describes how to access your email via the web, configure Outlook, deal with spam, and access your email's control panel. The version of Outlook used to write this tutorial is Outlook 2007. If you have a different version, these instructions may not follow exactly. Consult the online help for your version of Outlook for further assistance on any of the options. If you go through this document and find you still do not understand something, feel free to give us a call and we'd be happy to walk you through it.

## I. Accessing Your Email via The Web

1. Go to <http://www.YourDomain.com/webmail> and fill in your email address and password.



2. **Choose Mail Client:** Choose Horde, Squirrelmail, or RoundCube to view your email. (Once you choose the email program you like you can set that program to Autoload for future access.)

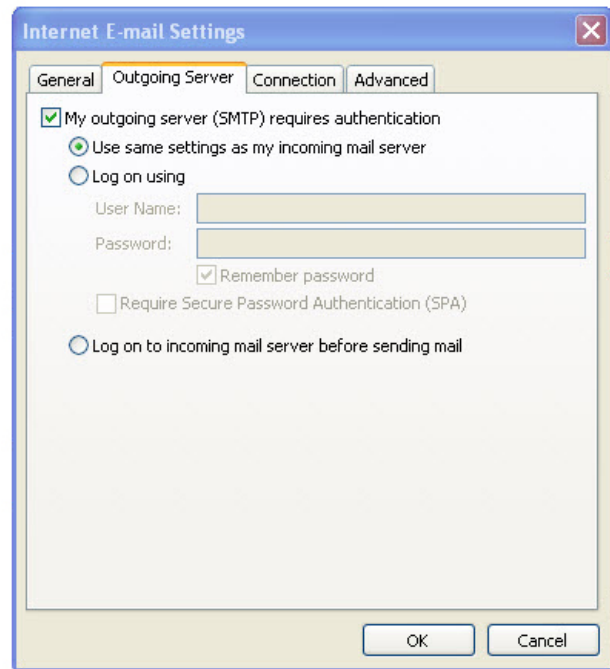


**II. Configuring Outlook:** **Note:** Your username is the same as your FULL email address.

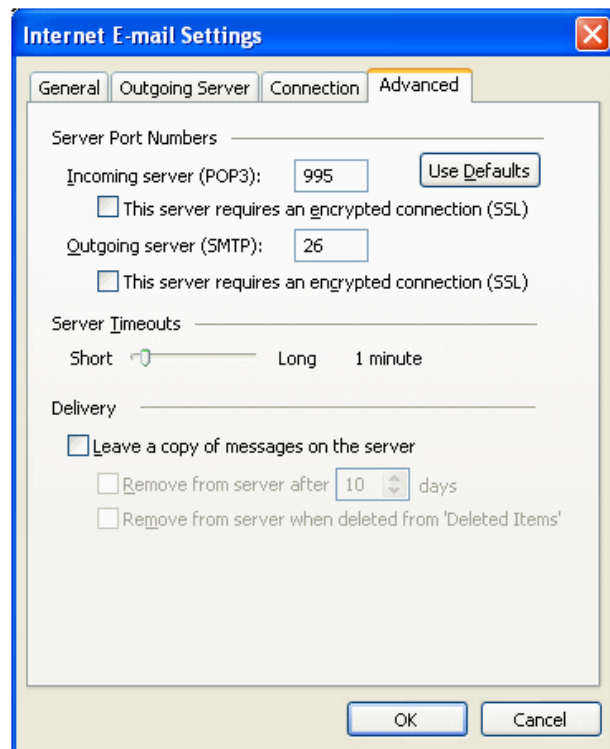
1. **Server Information:**
  - a. **Incoming Mail Server (POP):** mail.yourdomain.com
  - b. **Outgoing Mail Server (SMTP):** mail.yourdomain.com

## 2. More Settings:

- a. Our **Outgoing Mail Server (SMTP)** requires authentication
- b. The username and password required are the same as your login information



- c. Depending on your ISP this may need to be set to your ISP account information, please check with your ISP regarding outgoing e-mails. **If your ISP Blocks Port 25 for Outgoing (SMTP) Mail** our Outgoing Mail Server (SMTP) will also support using **port 26** instead of port 25. So, if your ISP blocks port 25, simply change it to port 26 and you should be able to send mail.
- d. Delivery - If you choose to "Leave a Copy of Messages on the Server", be sure to also select to "Remove from server after 10 to 30 days" so that your mailbox does not fill up.



### III. SPAM: We utilize **Spam Experts** and currently have it enabled.

1. Access the settings for the Spam software through your Control Panel.
2. To access your control panel go to: [www.YourDomain.com/cpanel](http://www.YourDomain.com/cpanel) then login with your admin username and password. Contact us if you need this login information.



### IV. Access to Email Options

1. Log in to: [www.YourDomain.com/webmail](http://www.YourDomain.com/webmail)
2. Here you can edit autoresponders, vacation messages, and forwarding. You can also change your password here as well.

