

# Configuration of Email Clients

In order to read and send email from an email client such as Eudora, Microsoft Outlook or Outlook Express you need to configure them to connect to MailEnable. The POP3 and SMTP server should be the server name you are running MailEnable on. Email clients have to be able to resolve this server name to an IP address.

The username needs to be the full logon name for the mailbox. Remember that this is formatted as mailboxname@postofficename. You will not be able to retrieve email if you do not use the full username, unless you have specified a default post office.

## 1.1 Netscape Messenger

1. Start Netscape
2. Select Edit then Preferences from the menu bar
3. Click on the '+' symbol on the right of Mail & Group
4. Click Mail Server option
5. Enter values in the input boxes
6. If you don't want to re-enter your password every time you check email click More Options, then tick Remember mail password
7. Click on Identity
8. Type in your full name or business name in Your Name: input box
9. Type in the email address you would like people to contact you with (e.g. info@mydomain)
10. Type in your reply email address (e.g. info@mydomain)
11. Click OK to accept new settings.

## 1.2 Microsoft Outlook Express

1. Open Outlook Express.
2. Click on 'Tools | Accounts...'.  
3. Click on the 'Mail' tab.
4. On the right side, click on 'Properties'.
5. Now click on the 'Servers' tab.

Make sure the POP Logon name is the same as the Account name (username) that is used by mail clients when they connect to the server to retrieve email. Eg: mailbox@postoffice. If you have enabled SMTP Authentication on your server, you should check the option instructing Outlook Express that your outbound server requires authentication. The checkbox to do this is labelled **my server requires authentication**.

For assistance in setting up other mail clients, please refer to the MailEnable web site.

## 1.3 Microsoft Outlook

1. Access the Tools | Accounts menu.
2. Select the Mail tab and click Add | Mail.
3. Enter an appropriate display name.
4. Enter your e-mail address.
5. Specify your incoming and outgoing mail servers. Eg: mail.[mydomainname].com.
6. Specify your Account Name and Password. Your Account Name is formatted as Account@Postoffice.
7. Specify how you connect to your mail server.
8. Click Finish