

In order to open your email accounts, there are 2 ways that allow you to do that.

The first one is using email clients such as MS Outlook and Outlook Express. And the other one is by logging in through website (Web-Based Mail interface).

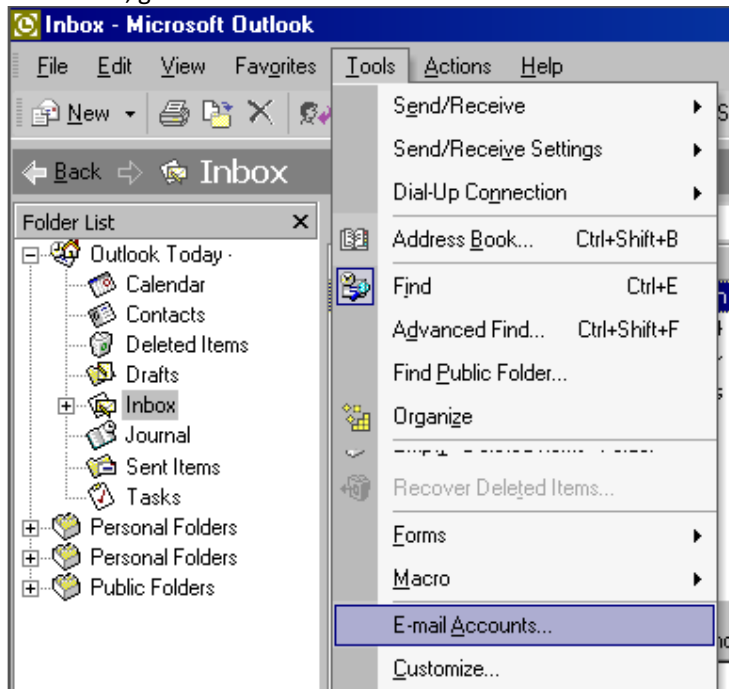
Below is a guide on how to retrieve your emails by using both of the two methods:

1.0) HOW TO CONFIGURE OUTLOOK & OUTLOOK EXPRESS

a) Microsoft Outlook



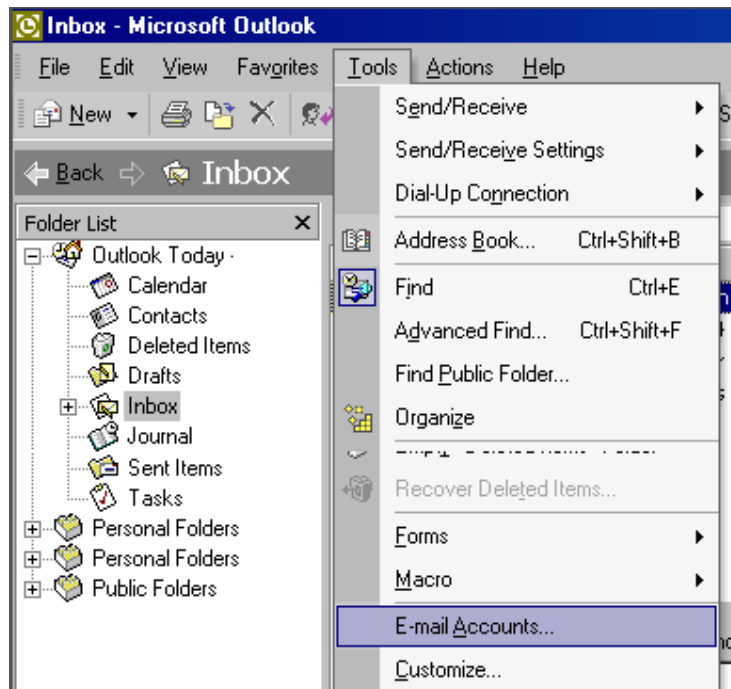
- i) In Outlook, go to the Tools menu and click on Email Accounts.



ii) Select Add a new email account and then click Next.



iii) Select **POP3** and then click **Next**.



iv) Enter your email information:

- Your Name: your name.
- Email Address: the email address the messages will be sent from.
- Incoming Mail server (POP3): mail.NAMA-DOMAIN.com
- Outgoing Mail server (SMTP): mail. NAMA-DOMAIN.com
- User Name: your email address used to log in.
- Password: the password for the email address



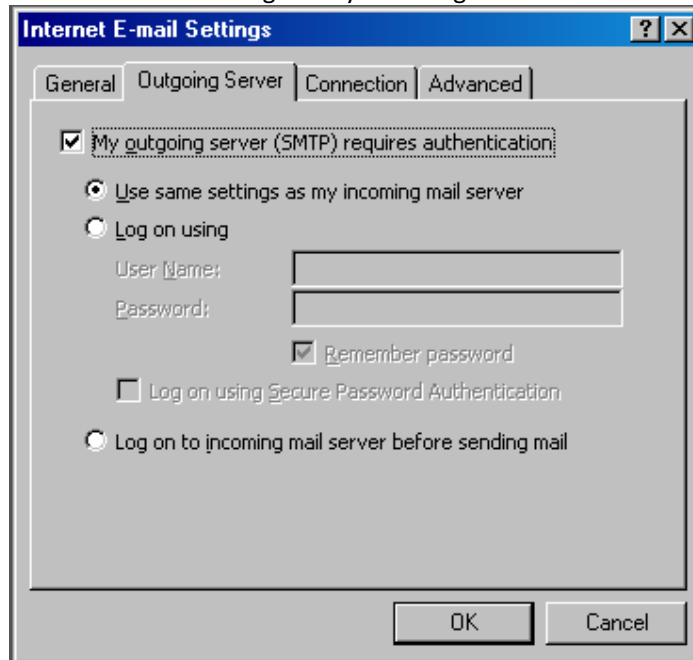
The screenshot shows the 'E-mail Accounts' dialog box with the following fields and options:

- User Information:** Your Name: [your name], E-mail Address: [email@domainname.xyz]
- Server Information:** Incoming mail server (POP3): [mail.domainname.xyz], Outgoing mail server (SMTP): [mail.domainname.xyz]
- Logon Information:** User Name: [email@domainname.xyz], Password: [*****], Remember password, Log on using Secure Password Authentication (SPA)
- Test Settings:** After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection). [Test Account Settings ...]
- Buttons: < Back, Next >, Cancel, More Settings ...

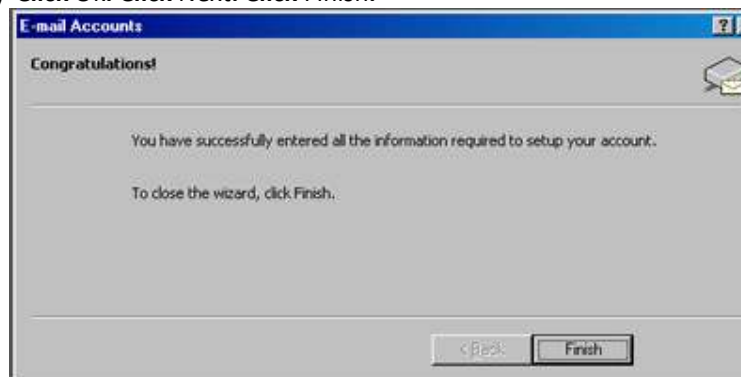
v) Click on More Settings and select the Outgoing Server Tab.

vi) **Check** My outgoing server (SMTP) requires authentication.

vii) **Select** Use same settings as my incoming mail server.

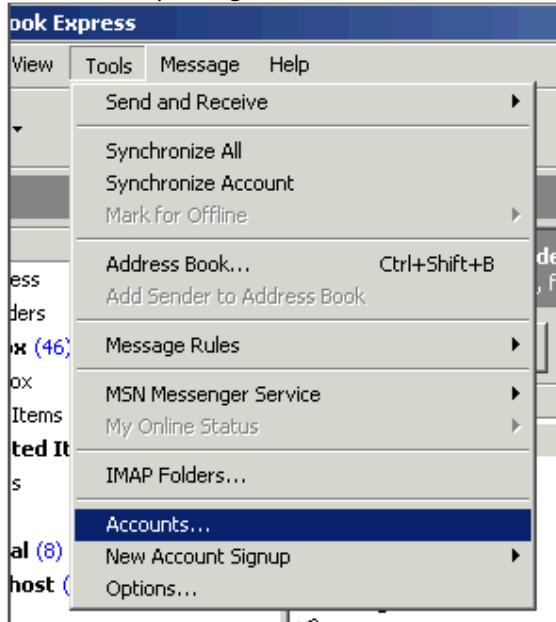


viii) **Click** Ok. **Click** Next. **Click** Finish.



b) Outlook Express 

- i) In Outlook Express, go to the Tools menu. Click on Accounts...



- ii) A box will appear. Click Add and select Mail.



- iii) Enter your name as you want it to appear on your emails and click **Next**.



- iv) Put in your email address. And then click **Next**.
Example: nama@ NAMA-DOMAIN.com



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet E-mail Address' step. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads 'Internet E-mail Address'. A mouse cursor is pointing at the top right corner. The main content area contains the following text: 'Your e-mail address is the address other people use to send e-mail messages to you.' There are two radio buttons. The first is selected and labeled 'I already have an e-mail address that I'd like to use.' Below it is a text box containing 'you@yourdomain.xyz' and the example 'For example: someone@microsoft.com'. The second radio button is labeled 'I'd like to sign up for a new account from:' and has a dropdown menu showing 'Hotmail'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- v) Set the server type as **POP3**.
- vi) For both incoming and outgoing mail servers, enter **mail. NAMA-DOMAIN.com**



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads 'E-mail Server Names'. A mouse cursor is pointing at the top right corner. The main content area contains the following text: 'My incoming mail server is a POP3 server.' The 'POP3' is selected in a dropdown menu. Below this is a text box containing 'mail.yourdomainname.com'. The text 'Incoming mail (POP3, IMAP or HTTP) server:' is above this box. Below that is another text box containing 'mail.yourdomainname.com'. The text 'An SMTP server is the server that is used for your outgoing e-mail.' is above this box. The text 'Outgoing mail (SMTP) server:' is above this box. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- vii) Click on **Next**.

- viii) Enter your email address for the **Account Name** (Ex: nama@ NAMA-DOMAIN.com). Enter the password of your email account.

Note: Do NOT check the box "Log on using Secure Password Authentication".



The screenshot shows the "Internet Mail Logon" dialog box. It contains the following fields and options:

- Account name: user@yourdomainname.com
- Password: [masked]
- Remember password
- Log on using Secure Password Authentication (SPA)

Buttons at the bottom: < Back, Next >, Cancel.

- ix) Click **Next** and then click **Finish**. After you click **Finish**, you should see the following window. If not, go to the **Tools** menu, and click on **Accounts**. After clicking **Accounts** the window will appear. In this window, click on your domain until it is highlighted, then click on **Properties**.

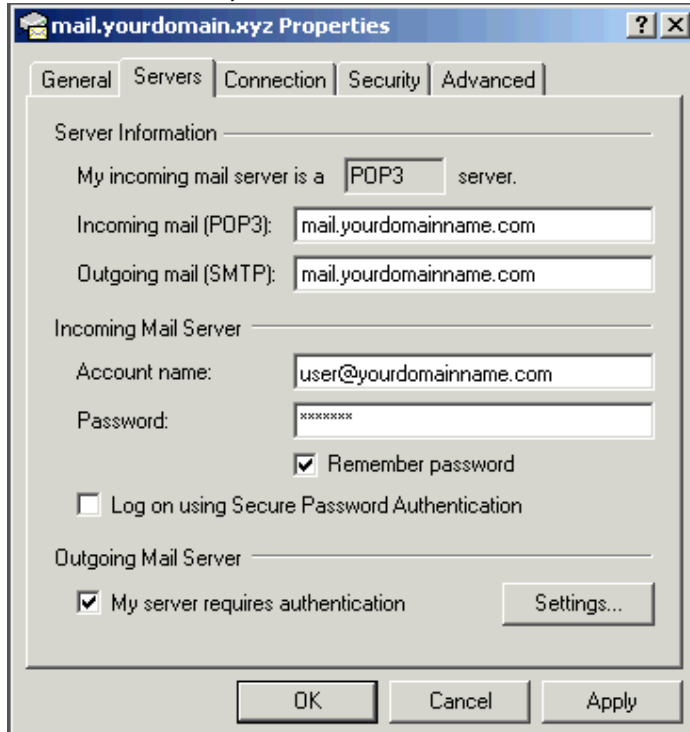


The screenshot shows the "Internet Accounts" dialog box. It contains the following elements:

- Buttons: Add, Remove, Properties, Set as Default, Import..., Export..., Set Order..., Close
- Table:

Account	Type	Connection
mail.yourdomainname.com	mail	Any Available

- x) When the next screen appears, click on the **Servers** tab. Under Outgoing Mail Server, check the box next to **My server requires authentication**. Click **Okay**. **Note:** You MUST do this step so you can send mail from your domain.



The screenshot shows the 'mail.yourdomain.xyz Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section indicates the incoming mail server is a POP3 server. The 'Incoming Mail Server' section shows the account name as 'user@yourdomainname.com' and the password field is masked with asterisks. The 'Remember password' checkbox is checked. The 'Outgoing Mail Server' section has the checkbox 'My server requires authentication' checked. There are 'OK', 'Cancel', and 'Apply' buttons at the bottom, and a 'Settings...' button next to the 'My server requires authentication' checkbox.

- xi) Now, you're ready to send and receive mail. To set up multiple accounts, follow these steps again.

2.0) HOW TO ACCESS EMAILS THROUGH YOUR WEB BROWSER

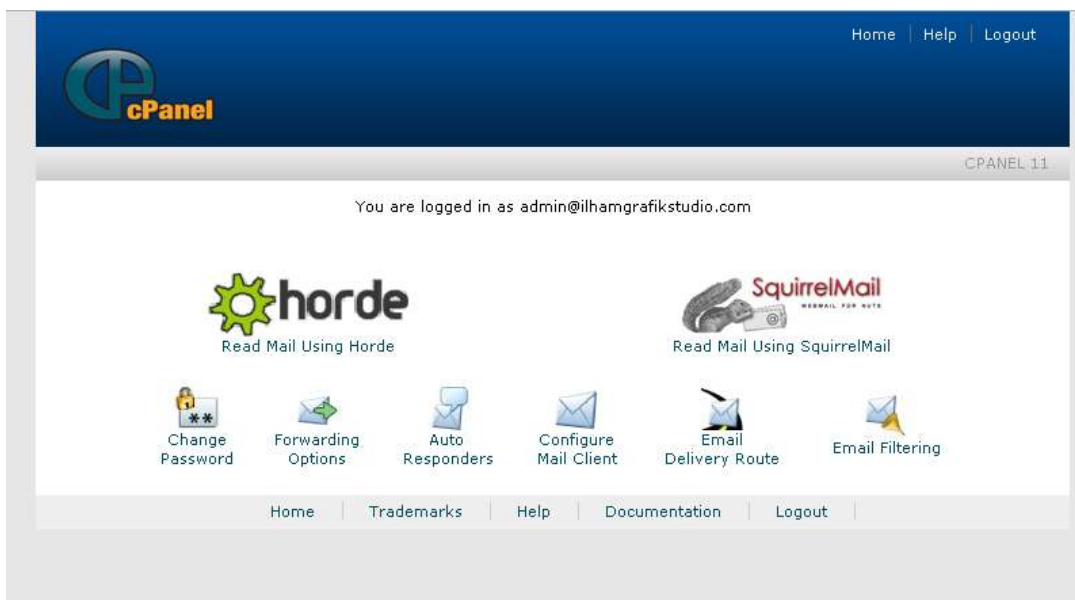
You are also allowed to access your emails through your web browser.

All you need to do is just type this URL in your favorite web browser (such as Internet Explorer):

[http://www. NAMA-DOMAIN.com/webmail](http://www.NAMA-DOMAIN.com/webmail)

A popup will be appeared and **enter your Email Address in User Name field** and key in your password. Hit **Enter** on keyboard.

You should be redirected to a page like something below:



Please take note that **Horde and SquirrelMail** is just 2 applications that allowed you to access your email through the web based.

IT MEANS, YOU CAN CLICK ON ANY OF IT TO ACCESS YOUR MAILBOX.

THE DIFFERENCES IS BOTH OF THEM JUST PROVIDE DIFFERENT INTERFACES ONLY.

After you've click on any of it, now you will see your mailbox.

*** On Horde, it requires you to click the Log In button.**

You'll see a page like below is you are using **Horde**.



Click on **Inbox** menu on the left side to go to your Inbox.