

## Using Your New E-Mail Address

To use your new e-mail address, just follow the instructions below. Make sure to substitute your actual information for the placeholders in the instructions below, as indicated:

**yourdomain.com:** Your full domain name, without the “www”, such as “callactive.com”  
**youremailaddress:** Your full e-mail address, such as “example@callactive.com”  
**yourpassword:** Your e-mail account password

### Webmail

**You may use webmail from any browser (such as Microsoft Internet Explorer, Mozilla Firefox, Safari, Opera, etc.), on any computer at the following address:**

<http://www.yourdomain.com/webmail/>

When prompted, enter the following information:

**User Name:** youremailaddress@yourdomain.com      **Password:** yourpassword

Once you are logged in, click on SquirrelMail, Horde, or RoundCube. You may choose a different one any time, so feel free to try them all and see which one you prefer.

### Configuring your e-mail in Outlook

1. Open Outlook
2. Click on the “Tools” menu and then select “E-mail Accounts...”
3. From “Internet Accounts” select “Add” and “Mail”; You may also edit an existing account
4. When the “Internet Connection Wizard” opens, type the name you want displayed on your email messages in the text box (i.e. John Smith) and click next
5. On the “Internet Email Address” screen, enter your email address in the text box (emailaddress@yourdomain.com) and click next
6. On the “E-mail Server Names” screen, select POP3 as your server type in the pull-down Enter your incoming mail (POP3) server (mail.yourdomain.com) and outgoing mail (SMTP) server (mail.yourdomain.com) in the appropriate text boxes and click next
7. Type in your account name (youremailaddress) and password (yourpassword)
8. Check “use the same settings as my incoming mail server.”
9. Click “Finish.”

**If you have configured everything correctly, you should be able to “send and receive” with no errors.**

### Manual Settings – Advanced Users Only

**Mail Server Username:** youremailaddress@yourdomain.com  
**Incoming Mail Server:** mail.yourdomain.com  
**Incoming Mail Server:** (SSL) mail.yourdomain.com  
**Outgoing Mail Server:** mail.yourdomain.com (server requires authentication) port 587  
**Outgoing Mail Server:** (SSL) mail.yourdomain.com (server requires authentication) port 587  
**Supported Incoming Mail Protocols:** POP3, POP3S (SSL/TLS), IMAP, IMAPS (SSL/TLS)  
**Supported Outgoing Mail Protocols:** SMTP, SMTPS (SSL/TLS)

