



## Email Setup Guide with Global Print

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# Guide to Setting Up Your Email with Global Print.

## Getting Started

This document will help you guide to successfully set up the email account depending on which system you are using:

**Please click a specific system from the list below to directly go to the desired page.**

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## How do I setup mail in Outlook Express (Windows XP User)?

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### Start > Programs > Outlook Express

If a window came asking Your Name then its Ok if not then:

### Tools > Accounts > Mail > Click On Add and Mail

(If you want to check the settings then you can simply select the email account and click on properties)

Now **Display Name:** (as you wish) > **Next** > **Email Address:** email@yourdomain.com > **Next** >

My incoming mail server is a **[POP3]**

Server.Incoming Mail (POP3, IMAP, HTTP) server: **mail.yourdomain.com**

Outgoing Mail (SMTP) server: **mail.yourdomain.com**

**Account Name:** (email@yourdomain.com) (same as email address)

**Password:** as appropriate.

Log in Using Secure Password Authentication is **NOT checked**.

Click **'Next'** and **'Finished'**

Now select your newly created email account and Click **'Properties'** > **'Servers' Tab**

**My Server requires authentication box should be checked ON** Click **'Advanced'** Tab

Outgoing mail SMTP: 26 (Also, you can use 25)

This server requires a secure connection (SSL) : Not checked

Incoming mail POP3: **110**

This server requires a secure connection (SSL) : Not checked

Also "leave a copy of message on server" is checked/enable (this option will leave a copy of mail on server) so you can check remotely/webmail if needed.

**Click Apply, OK, OK** and test the email.

If it does not work Check and Make sure you have all settings as mentioned above.

**Note :** Replace 'yourdomain.com' with your actual domain name.If you still gets mail sending problem then try changing Outgoing mail SMTP port 25 & 26 or Contact your ISP for settings for Sending email (Outgoing mail SMTP).



## How do I setup mail in Microsoft Express 2003?

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### Start > Programs > Microsoft Express 2003

Go to **Tools > Email Accounts > Under E-mail > Click On Add a new e-mail account**

(If you want to check the settings then you can simply click on View or change existing e-mail accounts)

Select **POP3** as your server type, then click **Next**

### Proceed with the following:

Enter your first and last name in the **Your Name**: As you wish

Enter your **email address** in the **E-Mail Address**: email@yourdomain.com

Enter **mail.yourdomain.com** in the **Incoming mail server(POP3)**: mail.yourdomain.com

Enter **mail.yourdomain.com** in the **Outgoing mail server (SMTP)**: mail.yourdomain.com

Enter your **username** in the **User Name**: email@yourdomain.com

Enter your **password** in the **Password**: as appropriate

If you want, place a check in the box next to Remember password

Click **More Settings ...**

Select the **Outgoing Server** tab at the top of the **Internet E-mail Settings** window

Place a check in front of **My outgoing server (SMTP) requires authentication**

Select **Use same settings as incoming mail server**

Click on the **Advanced** tab at the top

With the **Advanced** tab selected at the top of the **Internet E-mail Settings** window

Outgoing mail SMTP: **26** (Also, you can use 25)

This server requires a secure connection (SSL) : **Not checked**

Incoming mail POP3: **110**

This server requires a secure connection (SSL) : **Not checked**

Also "leave a copy of message on server" is checked/enable (this option will leave a copy of mail on server) so you can check remotely/webmail if needed.

**Click Apply, OK,** and Click on **Test Account Settings**

If it does not work Check and Make sure you have all settings as mentioned above.

**Note : Replace 'yourdomain.com' with your actual domain name.If you still gets mail sending problem then try changing Outgoing mail SMTP port 25 & 26 or Contact your ISP for settings for Sending email (Outgoing mail SMTP).**



## How do I setup mail in Microsoft Express 2007?

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### Start > Programs > Microsoft Express 2007

Go to **Tools > Email Accounts >** Under **E-mail >** Click On **New**

(If you want to check the settings then you can simply select the account and click change)

**Please check (ON)** Manually configure server settings or additional server types

Select **Internet E-mail**

### Proceed with the following:

Enter your first and last name in the **Your Name:** As you wish

Enter your **email address** in the **E-Mail Address:** email@yourdomain.com

### Server Information

Account Type : POP3

Incoming mail server (POP3): mail.yourdomain.com

Outgoing mail server (SMTP): mail.yourdomain.com

### Login Information

Enter your **username** in the **User Name:** email@yourdomain.com

Enter your **password** in the **Password:** as appropriate

**Do not check** "Require logon using Secure Password Authentication (SPA)" **OFF**

Click **More Settings ...**

Select the **Outgoing Server** tab at the top of the **Internet E-mail Settings** window

Place a check in front of **My outgoing server (SMTP) requires authentication**

Select **Use same settings as incoming mail server**

Click on the **Advanced** tab at the top

With the Advanced tab selected at the top of the **Internet E-mail Settings** window

Incoming server POP3: **110**

This server requires an encrypted connection (SSL): **Not checked**

Outgoing server SMTP: 26 (Also, you can use 25)

Use the following type of encrypted connection: **None**

Also "leave a copy of message on server" is checked/enable (this option will leave a copy of mail on server) so you can check remotely/webmail if needed.

**Click OK,** and Click on **Test Account Settings**

If it does not work Check and Make sure you have all settings as mentioned above.

**Note :** Replace 'yourdomain.com' with your actual domain name.If you still gets mail sending problem then try changing **Outgoing mail SMTP port 25 & 26** or **Contact your ISP for settings for Sending email (Outgoing mail SMTP).**



## How do I setup mail in Windows Mail? (Vista Users)

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### Start > Programs > Windows Mail

If a window came asking Your Name then its Ok if not then Go to **Tools > Accounts >** Under **Internet Accounts >** Click On **Add** (If you want to check the settings then you can simply select the account and click properties)

### Select **Account Type > E-mail Account**

#### **Proceed with the following:**

Enter your name in the **Your Name:** As you wish

Enter your email address in the **E-Mail Address:** email@yourdomain.com

#### **Set up e-mail Servers**

Incoming e-mail server type: POP3

Incoming mail server(POP3): mail.yourdomain.com

Outgoing mail server (SMTP): mail.yourdomain.com

Place a check in front of **Outgoing server requires authentication**

#### **Internet Mail Login**

**E-mail username :** email@yourdomain.com

**Password:** as appropriate

Finish

Now select the account and Click **Properties**

Click on the **Advanced** tab at the top right

With the **Advanced** tab selected at the top of the **E-mail Properties** window

Server Port Numbers

Outgoing mail (SMTP) **26** ( Also, you can use 25)

This server requires an secure connection ( SSL) : **Not checked**

Incoming mail (POP3): **110**

This server requires an secure connection ( SSL) : **Not checked**

Also"leave a copy of message on server" is checked/enable ( this option will leave a copy of mail on server) so you can check remotely/webmail if needed.

**Click OK** and test it.

If it does not work Check and Make sure you have all settings as mentioned above.

**Note :** Replace 'yourdomain.com' with your actual domain name.If you still gets mail sending problem then try changing **Outgoing mail SMTP port 25 & 26** or **Contact your ISP for settings for Sending email (Outgoing mail SMTP).**



## How do I setup mail in Apple Mac Mail OS X (10.2)?

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1. Open Mail.
2. From the Mail menu, choose Preferences.
3. Click the Add Account button.
4. Click on the Account Information tab.
5. Click the arrow box on the Account Type pop-up list and choose POP.
6. In the Description field, type your full email address (e.g., email@yourdomain.com).
7. In the Email Address field, type your full email address (e.g., email@yourdomain.com).
8. In the Full Name field, type your name.
9. In the Incoming Mail Server field, type your Incoming (POP) mail server (mail.yourdomain.com)
10. In the User Name field, type your full email address (e.g., email@yourdomain.com) in all lowercase for accounts you have created or the cpanel username only to access the cpanel username email account.
11. In the Password field, type your email password.

**Note: Your password is case sensitive! Make sure CAPS LOCK is off when typing it.**

12. Click the arrow box on the Outgoing Mail Server pop-up list and choose Add server.
13. In the Outgoing Mail Server field, type mail.yourdomain.com.
14. Click the arrow box on the Authentication pop-up list and choose Password.
15. In the User Name field, type your full email address (e.g., email@yourdomain.com).
16. In the Password field, type your password.
17. Click the OK button.
18. Click the OK button.
19. Close the Accounts window.

***This should be ready to use now.***

**Note: Replace 'yourdomain.com' with your actual domain name. If you still gets mail sending problem then try changing. Outgoing mail SMTP port 25 & 26 or Contact your ISP for settings for Sending email (Outgoing mail SMTP).**



## How do I setup mail in Apple Mac Mail OS X (10.3)?

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1. Open Mail.
2. In the Full Name field, type your name.
3. In the Email Address field, type your full email address (e.g., email@yourdomain.com).
4. In the Incoming mail server field, type your Incoming mail server (POP) (mail.yourdomain.com).
5. Click the arrow box on the Account Type pop-up list and choose POP.
6. In the User Name field, type your full email address (e.g., email@yourdomain.com).
7. In the Password field, type your email password.
8. In the Outgoing Mail Server (SMTP) field, type mail.yourdomain.com.
9. Click the OK button.

**Note: At this point, Mail will attempt to contact the mail server. If it fails, click the Continue button on the warning message that appears to continue with the set up.**

10. Click the No button.
11. Click the No button.
12. From the Mail menu, choose Preferences.
13. Click the Accounts icon.
14. Click the arrow box on the Outgoing Mail Server (SMTP) pop-up list and choose Add Server.
15. In the Outgoing Mail Server field, type mail.yourdomain.com.
16. Click the arrow box on the Authentication pop-up list and choose Password.
17. In the User Name field, type your full email address (e.g., email@yourdomain.com).
18. In the Password field, type your password.
19. Click the OK button.
20. Close the Accounts window.
21. Click the Save button.

**Note : Replace 'yourdomain.com' with your actual domain name. The port numbers are 110 for POP and 25 for SMTP. If 25 is blocked by your ISP and you are getting problem with sending mail then you might try 26 instead.**



## How do I setup mail in BlackBerry?

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Here is the settings you should be having there.

1. From your BlackBerry home screen, select the BlackBerry Set-up icon, then choose Personal Email Set-up. (On older devices, just look for the Personal Email Set-up icon.)
2. Select Personal Email Set-up.
3. Accept Terms and Conditions.
4. On the 'Email Account Set-up' page, enter your full email address (including @yourdomainname.com) but leave the 'Password:' field blank. Select Next.
5. You'll see a screen that says 'We were unable to configure [email@yourdomainname.com].' Select I will provide the settings to add this email account, then Next.
6. Select Internet Service Provider Email (POP), then Next.
7. Select I will provide the settings to add this email account, then Next.
8. You'll see 'The BlackBerry Internet Service could not configure (you@yourdomainname.com) email account.' Select Provide The Settings to continue.
9. In the 'User name:' field, enter your full email address (you@yourdomainname.com). Then enter your password in the 'Password:' field.
10. In the 'Email server:' field, enter 'mail.yourdomainname.com' then select Next.
11. If POP access was successfully configured, select OK.
12. Below your newly added you@yourdomainname.com address, select Edit.
13. Select Advanced Settings at the bottom.
14. Make sure the port is set to '110 for POP, 26 or 25 for SmtP and 'Use SSL' is set to 'NO.'
15. Select Save.

There should now be a new mailbox icon on your BlackBerry home screen labeled with your you@yourdomainname.com address. Once you see this icon, follow these steps to ensure proper configuration:

1. Open the mailbox icon.
2. Open the menu by pressing the jog wheel or BlackBerry menu button, then select Options.
3. Select Email Reconciliation.
4. Confirm the following settings:
  - \* Delete On: Mailbox & Handheld
  - \* Wireless Reconcile: On
  - \* On Conflicts: Mailbox Wins
5. Select Save.
6. Check our recommended client settings, and adjust your client's settings as needed.





## How do I setup mail in iPhone?

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1. If this is the first email account you're setting up on your iPhone, tap Mail. Otherwise, from the Home screen, tap Settings.
2. On the Settings screen, tap Mail, Contacts, Calendars.
3. On the Mail screen, under Accounts, tap Add Account.
4. On the Welcome to Mail screen, tap Other.
5. Enter your account information using your keypad.

#

### **Name**

Enter your name as you want it to display on email messages you send.

### **Address**

Enter your email address.

### **Password**

Enter your password for your email account.

### **Description**

Enter a description of this email address. The description displays in your email account list on your iPhone.

6. Tap Save.

7. Select POP.

8. Enter your Incoming Mail Server information.

### **Host Name**

Enter mail.yourdomainname

### **User Name**

Enter your full email address as your user name.

### **Password**

Enter your password for your email account.

# Enter your Outgoing Mail Server (SMTP) information.

### **Host Name**

Enter mail.yourdomainname

### **User Name**

Enter your full email address as your user name.

### **Password**

Enter your password for your email account.