

## Email Client Setup

How do I configure my email client so I can retrieve my email?

The settings you need for your email client (MUA) are as follows:

username: your username (i.e. user.domain) (Note: Don't forget the dot between your name and the domain!)

password: your password

incoming server (POP3): mail.yourdomain.com

outgoing server (SMTP): mail.yourdomain.com

outgoing server requires authentication: yes How do I configure my email client if I use Microsoft Outlook?

Open Outlook and click Tools and then Email Accounts from the menu.

The Email Accounts Wizard will open. Select View or change existing email accounts and click Next.

Click New or Add and a new dialog will open asking you to select the type of mail server. Select POP3 and then click Next.

Fill out the POP3 server details on the following page: your name, your email address, your username (remember name.domain) and finally, the incoming and outgoing mail server (mail.yourdomain.com for both). Click More Settings and then check My outgoing server (SMTP) requires authentication and click OK. Now click Next. You should see your new account on the following page, after which, you may click Finish.