



MH1 Web Design & Hosting

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Instructions for set-up of new POP3 email accounts using Microsoft Outlook

These steps will walk you through the set-up process for new email accounts using MS Outlook or Outlook Express.

Your new email account will be hosted on MH1 Web Design servers and downloaded to your hard drive via MS Outlook or Outlook Express.

If you are currently using “webmail”, please be certain to back-up or save any emails residing in your current Inbox as they might be lost once your website hosting with MH1 Web Design is initiated.

Step 1 Once your domain begins “pointing” to MH1’s host servers instead of your current host servers, your old email account should no longer work. This is the time to open Outlook and create your new account.

Step 2 Go to Tools > Email Accounts > Add a new email account.

Step 3 Select “POP3” for server type.

Step 4 The next window that opens is “Internet Email Settings (POP3)”. (See diagram #1 below for example). Use the following information to complete the required fields:

User Information

Your name: *first & last name*

Email address: *your email address*

Server Information

Incoming Mail Server (POP3): *mail.mh1webdesign.com*

Outgoing Mail Server (SMTP): *mail.mh1webdesign.com**

Logon Information

User name: *your company email address*

Password: *assigned by MH1 Web Design*

Note: Be sure the Secure Password Authentication (SPA) checkbox is left “unchecked”.

* Many ISP’s run anti-SPAM software that might require you to use their Outgoing SMTP setting. Check with your Internet Service Provider for details.

Diagram #1

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

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 ...

More Settings ...

< Back Next > Cancel

Step 5 Test Settings and note any sending and receiving errors, if any. There are multiple versions of MS Outlook and Outlook Express. Larger companies with several emails and an IT expert on staff or retainer should seek additional assistance with any persisting problems.

Small business owners experiencing difficulties with set-up, particularly sending email, should consult their Internet Service provider (ISP) to ensure you are using the correct ISP SMTP/outgoing server setting and ports. This issue is fairly common as most ISP's are engaging aggressive spam filtering techniques to fight junk mail.

Step 6 You may wish to occasionally login while on vacation or a business trip and you are away from your computer. To be sure that you leave copies of incoming emails on the server for webmail access, click on the More Settings button (see diagram #1 above), then the Advanced tab. You must check the "Leave a copy of messages on server" option on the Advanced window. Also select "Remove from server after ___ days". Choose 5-7 days to avoid using too much server storage capacity.

Note: After setting up a new email account, closing the email program and re-opening again is necessary to refresh your new account settings.

How to Use MH1 Webmail

MH1 Hosting customers also have the choice of using webmail. This stores duplicates of your inbox emails on our server so you can access them from any computer with Internet access. Just go to: *<http://www.yourwebsiteaddress.com/webmail>*. The account holder must enter their login (the email address) and their email password to access this MH1 webmail account.

There are two webmail formats offered for your convenience.. Horde Mail and Squirrel Mail. We prefer Horde but the choice is yours. To learn more about setting up and managing your MH1 Hosting email accounts, visit:
<http://www.cpanel.net/docs/cpanel/cp11/cPanel-11-User-Manual.htm>.

Further questions may be sent to hosting@mhlwebdesign.com.