



MH1 Web Design & Hosting

Professional web design and development

Private hosting, email, and domains

Search engine marketing

MH1 Web Hosting Tutorial

Set-up instructions for POP 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.

Step 1: Open Outlook, and click on the **Tools** menu. Select **E-mail Accounts**.

Step 2: Select the option **Add a new e-mail account**. Click 'Next'

Step 3: Select the type of account you would like to create (choose POP3)

Step 4: Fill in the Internet E-mail Settings fields as follows:

User Information

Your name: *first & last name*

Email address: *your email address*

Server Information

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

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

Logon Information

User name: *your company email address*

Password: *assigned by MH1 Web Design*

* Your Internet Service Provider (ISP) might run anti-SPAM software that requires you to use their Outgoing SMTP setting instead of MH1's. Check with your Internet Service Provider for details. You will need to contact your ISP for this SMTP setting.

If required to use your ISP's outgoing/SMTP setting,
please skip Step 5 below.

Step 5: Click on the **More Settings...** button (only if using MH1's outgoing/SMTP setting)

1. Choose the **Outgoing Server** tab and check the 'My outgoing server (SMTP) requires authentication' checkbox.
2. Check the option 'Use same settings as my incoming server.'

Step 6: Only if you will use MH1's **webmail** service,

Choose the **Advanced** tab

1. Here you can choose if you wish to 'Leave a copy of the messages on the server' or not. This is required if you intend to use MH1 webmail.
2. If you do check this box, select **7 days**.
3. Please do not use secure authentication.

Step 7: 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.

Often you can find this setting with a simple Google search such as "Comcast SMTP setting Houston" or "SMTP mail setting SBCGlobal", etc..

Step 8: After setting up a new email account, close the email program and open it again to refresh your new account settings.

Using MH1 Web mail

MH1 Hosting customers also have the choice of using webmail. This application stores duplicates of your 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 (email address) and individual email password to access this MH1 webmail account.

There are two webmail formats offered for your convenience: Horde Mail and Squirrel Mail. Select one and click "login". (We prefer Horde webmail)

Further questions may be sent to hosting@mh1webdesign.com.

Using MH1 Email with your Mobile Phone

When setting up your mobile phone to connect with your MH1 Hosting email account, use the following settings:

Your Account

Username: *your full MH1 pop email address, e.g. joe@mycompany.com*

Password: *your individual pop email password*

POP Server Settings

Incoming: *mail.yourdomainname.com*

Outgoing: *mail.yourdomainname.com*

Port number settings

Incoming: 110

Outgoing: 25

Print this PDF and bring with you to your cellular service provider.

Make sure you know your MH1 POP email address and password.

For information: (281) 362-2884 or hosting@mh1webdesign.com.