

# Email Configuration/Setup

We understand the importance of proper email functionality for business to run smoothly. This is why we have developed several guides for configuring and accessing your email.

## Configuring Your Email

1. Determine what type of email client you wish to use. (Outlook, Outlook Express, Mac Mail, etc.)
2. Determine which type of account is important for you to use: POP3 (recommended) IMAP, or Webmail.
3. Use the information below when asked and continue to the proper guides following this section.

### Important Email Information

**Incoming Mail Server:** mail.domain-name.com (replace domain-name.com with your proper web site address.)

**Outgoing Mail Server:** mail.domain-name.com (Can also be your Internet Service Providers Email Server.)

## What is POP3, IMAP, or Webmail?

Periodically, you (or your client e-mail receiver) check your mail-box on the server and download any mail, probably using POP3. This standard protocol is built into most popular e-mail products, such as Eudora and Outlook Express. It's also built into the Netscape and Microsoft Internet Explorer browsers.

POP3 is designed to delete mail on the server as soon as the user has downloaded it. However, some implementations allow users or an administrator to specify that mail be saved for some period of time. POP can be thought of as a "store-and-forward" service.

An alternative protocol is Internet Message Access Protocol ([IMAP](#)). IMAP provides the user more capabilities for retaining e-mail on the server and for organizing it in folders on the server. IMAP can be thought of as a remote file server.

POP and IMAP deal with the receiving of e-mail and are not to be confused with the Simple Mail Transfer Protocol ([SMTP](#)), a protocol for transferring e-mail across the Internet. You send e-mail with SMTP and a mail handler receives it on your recipient's behalf. Then the mail is read using POP or IMAP.

Webmail provides you with instant access to your email from the server's point of view. Webmail is a web based email program that allows you to receive, store, and send email using a web site address. No software is required to use this format, and can be great for checking email from a computer other than the one you normally use. To use webmail anytime visit: <http://www.domain-name.com/webmail> Enter your username and password and your email will display on the next screen. Remember that if used in combination with POP3 or IMAP not all of your email messages will be displayed.

## What you need to setup additional email features:

1. Administrative Control Panel Address, Username, and Password (Page 2)
2. This Guide

## Forwarding Email

To forward your email to another email account, perform the following:

1. Visit the Administrative Control Panel Address. (Page 2) Then login using the proper username and password.
2. Click the second tab "USERS".
3. Click "Mail" next to the account you wish to modify.
4. Next to the words "Forward Email to:" enter the address you wish to forward email to.
5. Click "Update Email" button at the bottom to finish.

## Setting up a Spam Filter

To setup a spam filter for your email account, perform the following:

1. Visit the Administrative Control Panel Address. (Page 2) Then login using the proper username and password.
2. Click the second tab "USERS".
3. Click "Mail" next to the account you wish to modify.
4. Check the checkbox next to the words "Filter Message through a Spam Filter"
5. Click "Update Email" button at the bottom to save these settings.
6. Then click the "Mail" button again next to the same email account.
7. Now a blue link "Configure" is available. Click this link.
8. You are now at the settings for the Spam Filter.
9. Make sure to set an appropriate score setting for spam filter. (1 = most sensitive, 10 = least sensitive)
10. Then delete the words "spam" from the "folder" box. (This will allow the server to delete the spam messages automatically instead of holding them for you.) **Important.**
11. Then, select the languages you wish to receive.
12. Next, your "Whitelists" is the list of acceptable email addresses you wish to receive, and the "Blacklists" is the lists of email addresses you wish to not receive. *Tip: You can also use: @domain-name.com for an entire domain name to block or receive from.*
13. Click "Update Filters" at bottom to save your settings. You're finished.

## Setting up an Autoresponder

To setup an email account to automatically reply to a senders email, perform the following:

1. Visit the Administrative Control Panel Address. (Page 2) Then login using the proper username and password.
2. Click the second tab "USERS".
3. Click "Mail" next to the account you wish to modify.
4. Check the checkbox next to "Make this account an Autoresponder".
5. Type the message you wish for an automatic reply.
6. Click "Update Email" at the bottom to finish.