

iSelect Internet Email Information

01.02.06

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Table of Contents

General Information	Page 03
Step-By-Step Overview	Page 03
Account Settings	Page 03
Maintaining Your Account	Page 04
WebMail	Page 09
Updating Microsoft Outlook	Page 10
Updating Microsoft Outlook Express	Page 13
Personal Mail	Page 16

General Information

iSelect provides a comprehensive email package. Email includes pop, smtp*, personalmail, spam filtering, virus filtering, forwards, autoresponders and webmail functions. Following are the general setup and use instructions for the iSelect email programs.

*You are not required to use the iSelect SMTP (outbound) server. If you would like to use the iSelect SMTP server, you must enable authentication on your mail client.

Step-By-Step Overview

1. Glance or scan through this document to familiarize yourself with the new programs and procedures.
2. Confirm which email client you are using and make sure you have instructions for that client. We are including instructions for the two most common programs but several other programs are in use. If you use Microsoft Exchange, confirm you are using pop3 mail. Otherwise contact you may contact our office for assistance at 209.334.0496.
3. Confirm your email accounts are setup correctly by logging in to the account maintenance program. (<http://hosting.iselect.net>) Add or remove any accounts necessary and update any passwords. Enable spam filtering or other features if desired.

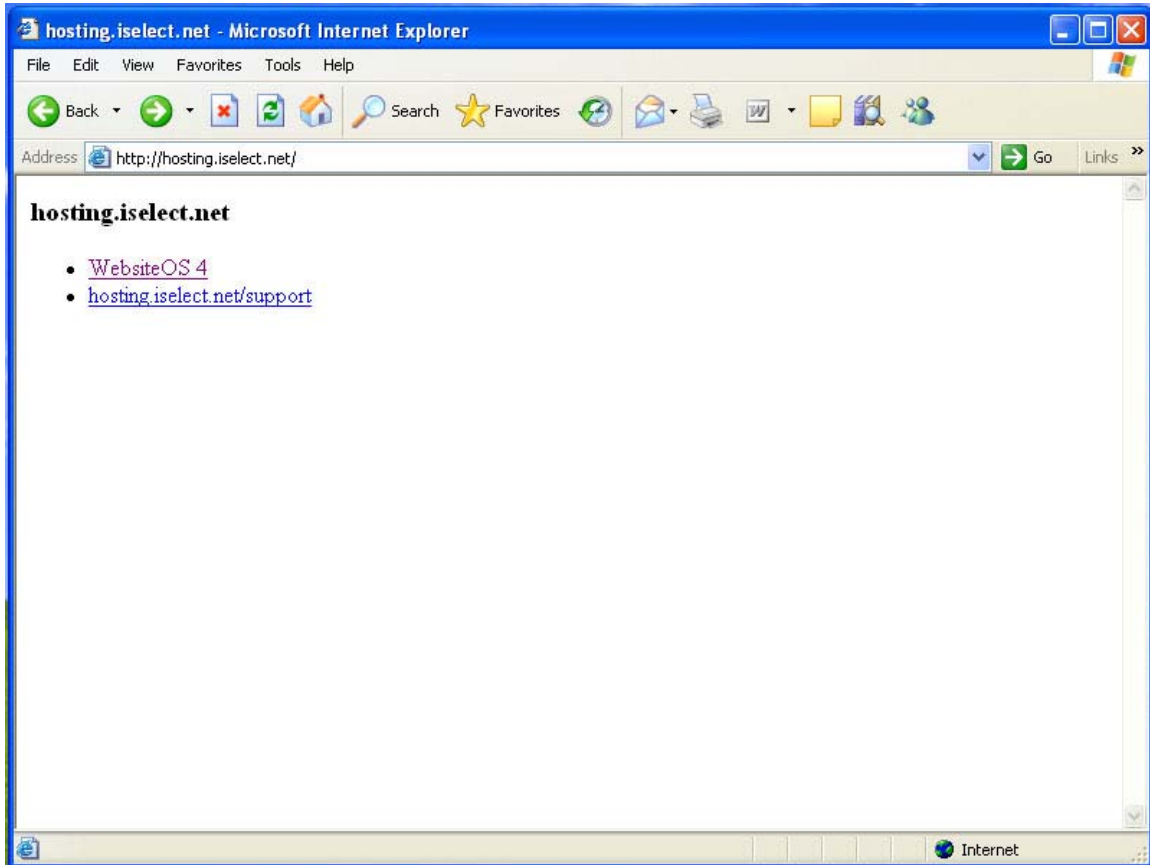
Account Settings and General Info

POP3 Server: mail.yourdomain.com
SMTP Server: mail.yourdomain.com
Username: name.yourdomain.com
Password: value you have set
Webmail Program: <http://webmail.yourdomain.com>
Personalmail Program: <http://personalmail.yourdomain.com>
Administration Program: <http://hosting.iselect.net>

Maintaining Your Account

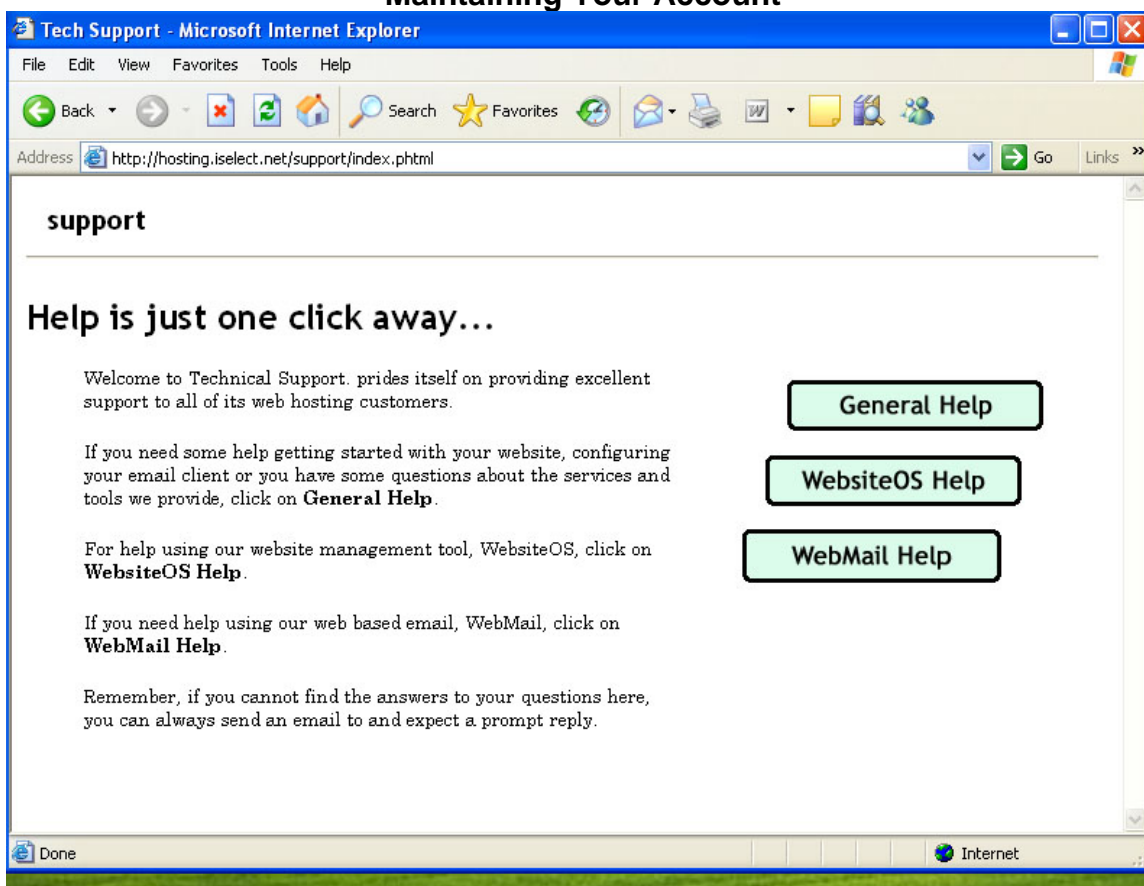
The account maintenance program is web based. To access it open your browser (Internet Explorer) and enter the following in the address:

<http://hosting.iselect.net> you will see this screen displayed.



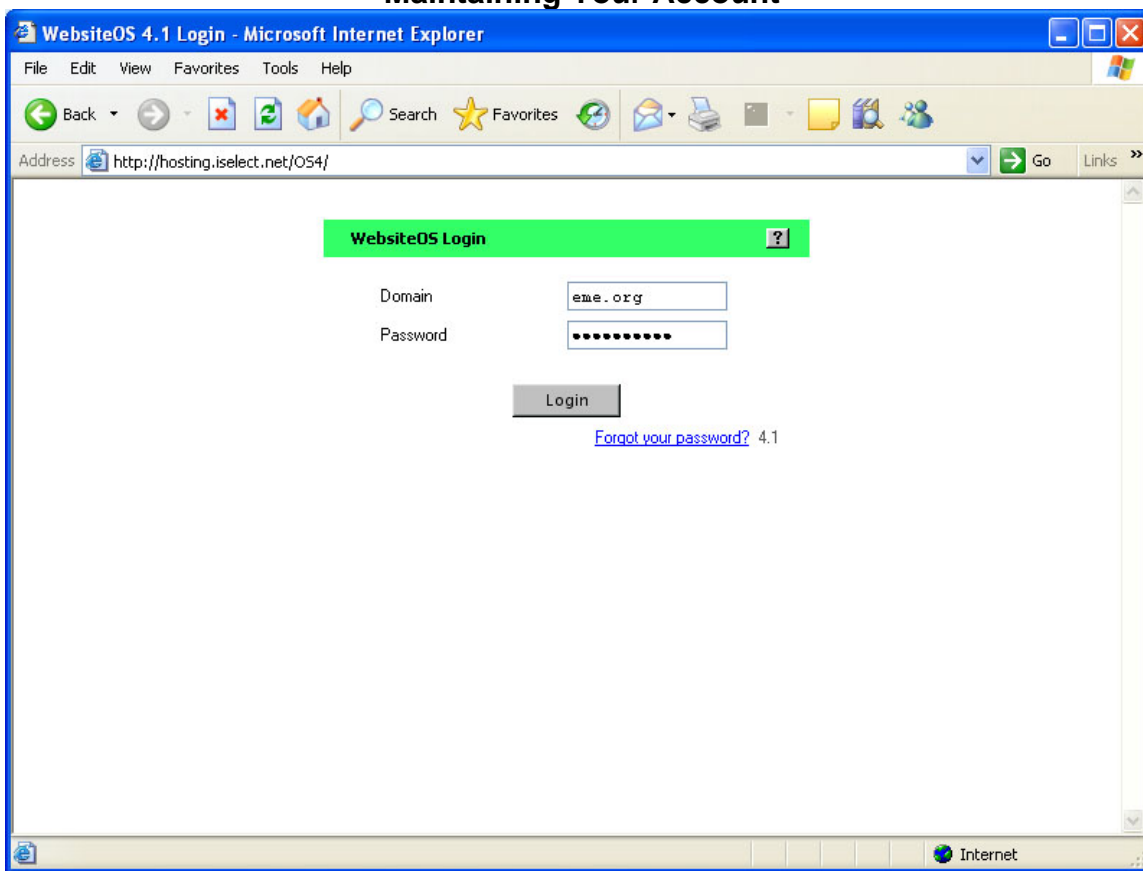
You have two options. If you click on WebsiteOS 4 you will go to the administration logon page. You may click on hosting.iselect.net/support for detailed instructions for all the new programs and procedures. You should at least look through this section to get an idea of the new features.

Maintaining Your Account



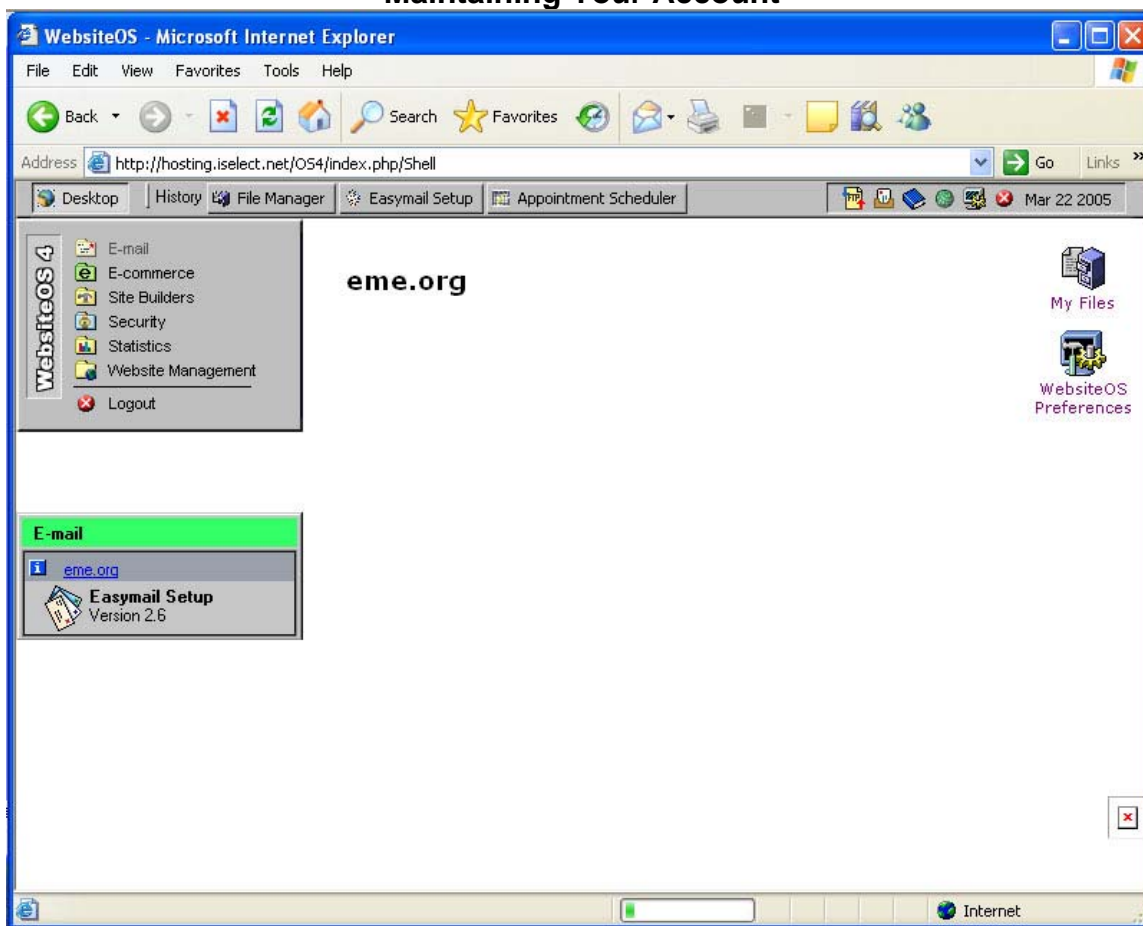
Selecting support displays this screen. You may choose from the three options shown.

Maintaining Your Account



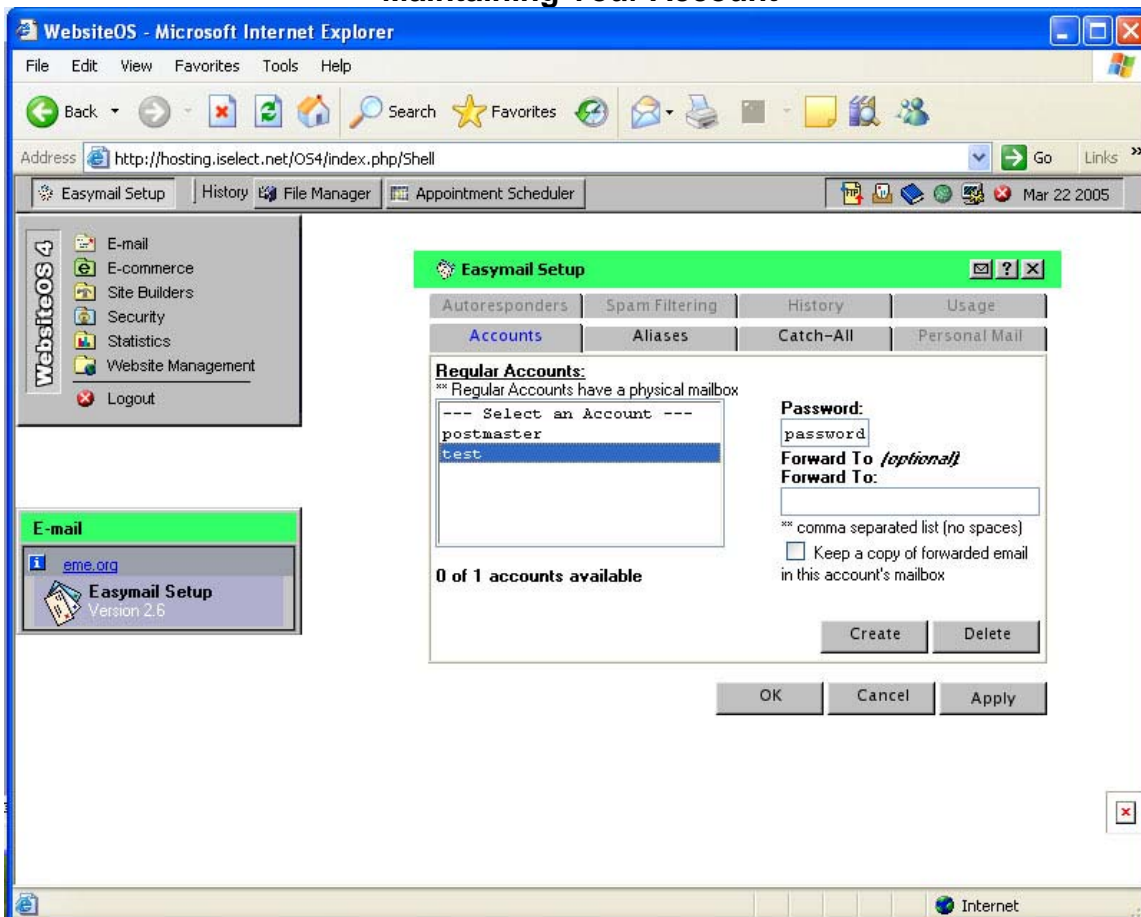
We will show you a sample admin session with the domain eme.org as an example. Enter your domain name (including the extension) and your password. This is also your new FTP username and password. Click the Login button to continue. If you have forgotten your password, click on the forgot password link to have it emailed to your administrator.

Maintaining Your Account



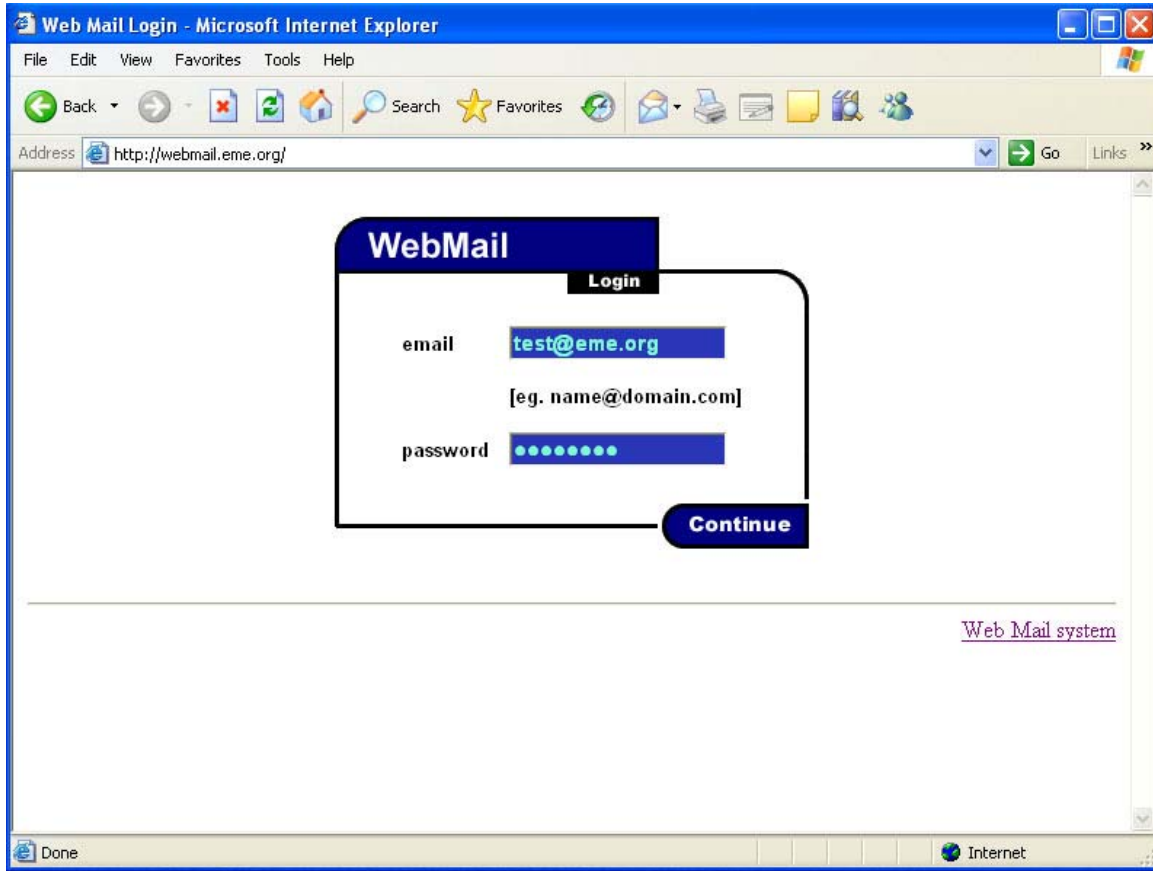
This is the screen you get after logging in. You may choose any of the options but should exercise care as you could make changes which would prevent access to the domain. For the example, click on Email.

Maintaining Your Account



Choose Easymail Setup. From here you may add, delete or change passwords of your email accounts. If your domain package has spam filtering, you may administer the settings here. The spam filter is turned off by default. To enable spam filtering, choose the tab for spam filtering, select the account, click enable, then advanced. Review the settings on the advanced screen and click ok. This enables spam filtering with the settings you have chosen.

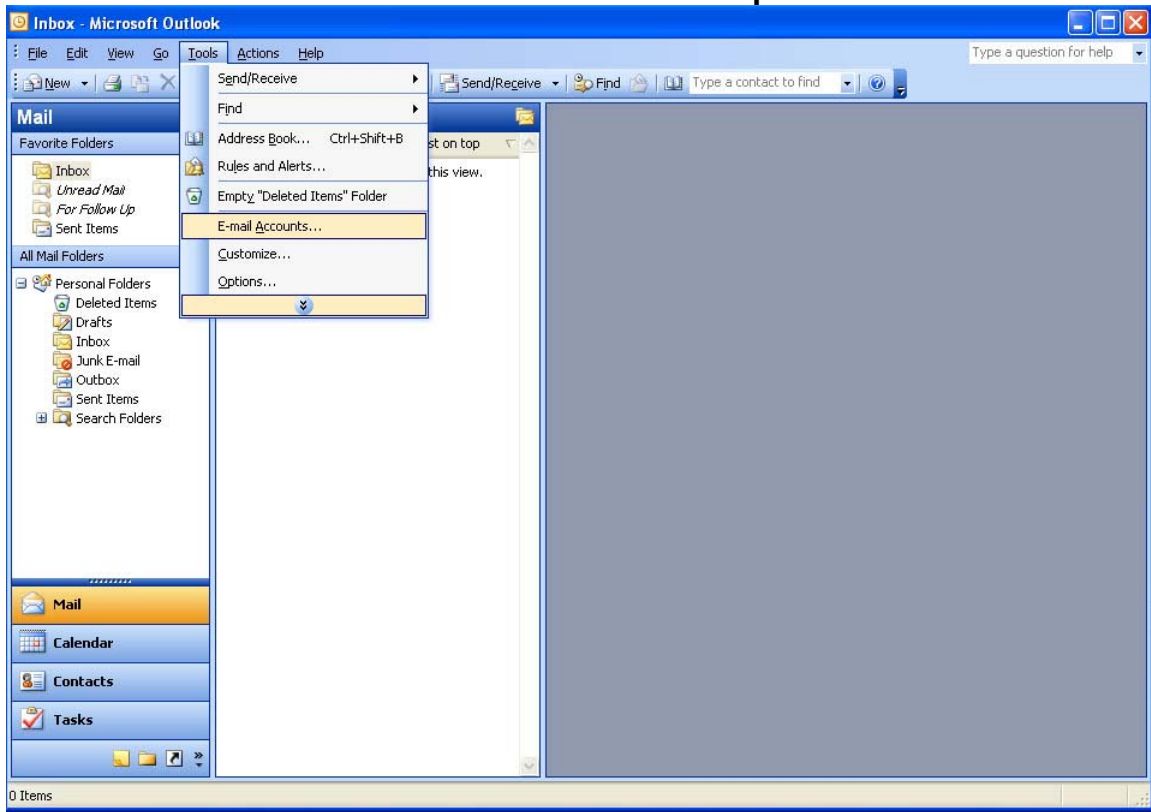
WebMail



This screen shows the WebMail program. You can access it from any location where you can gain access to the internet on a regular browser (Internet Explorer, Netscape, Etc.) This allows you to process your email from home or while traveling.

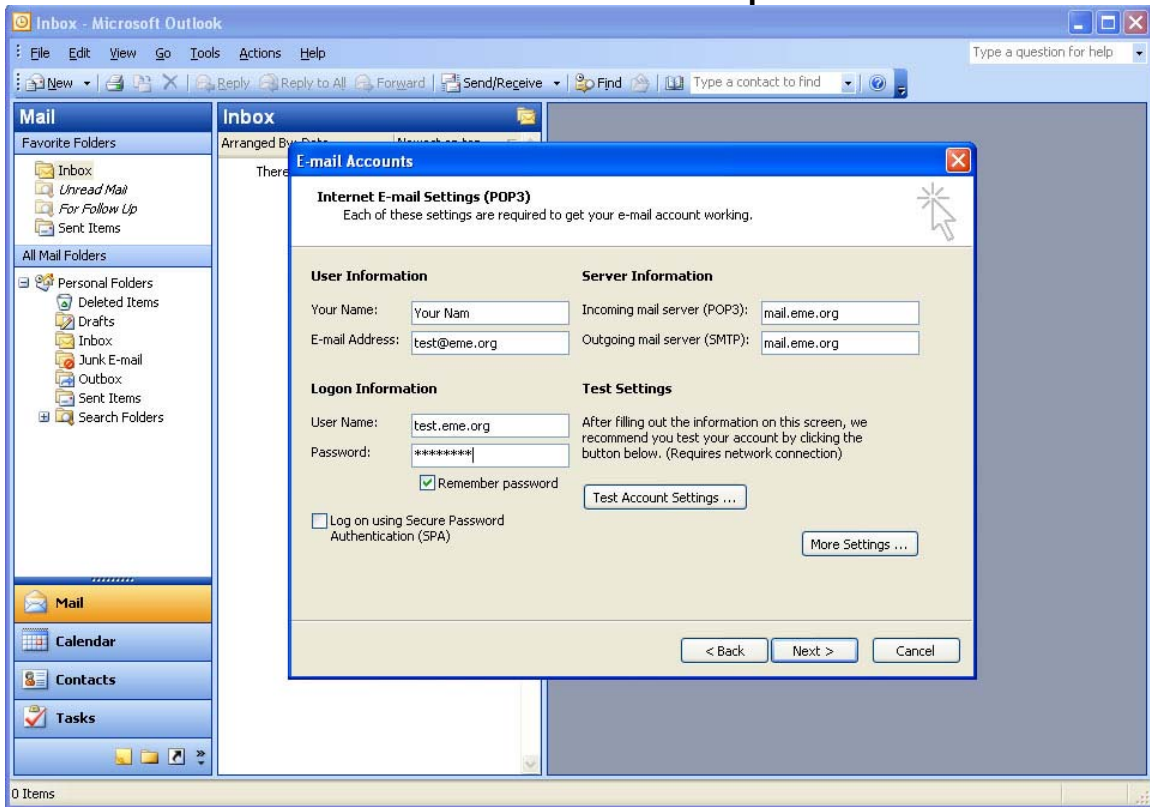
Type in the following address: <http://webmail.yourdomain.com> where yourdomain.com is the name of your domain. Enter your full email address and password to gain access.

Microsoft Outlook Setup



Microsoft Outlook is part of the Microsoft Office Suite. Most computers use either Outlook or Outlook Express as the mail client. There are several versions of Microsoft Outlook in use, including 2000, XP and 2003. The version we are using in the example is 2003, other versions are similar. Open Microsoft Outlook, select tools, then email accounts.

Microsoft Outlook Setup



Select update the information for each account on each computer you use to retrieve domain email. You will need to add or update the username, password and the pop3 server name. If you wish to use the iSelect SMTP (outgoing) mail server you will also need to press the more settings button to setup authentication.

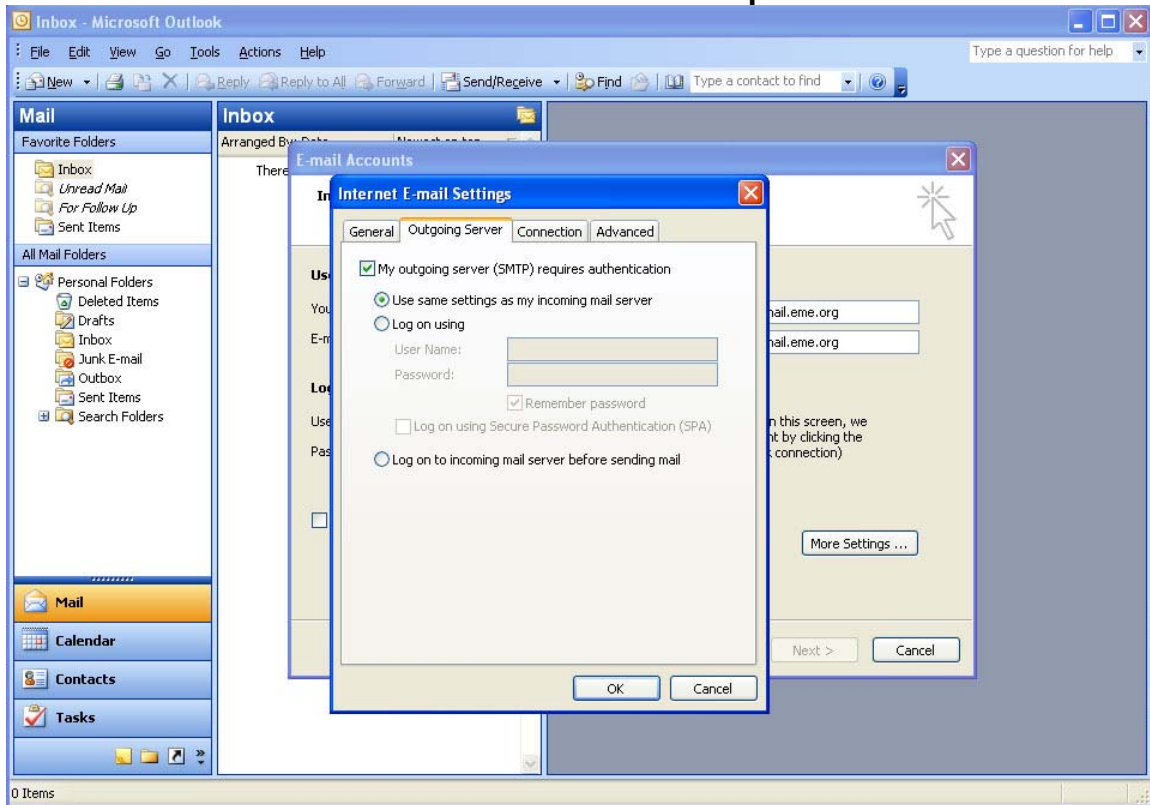
Username will be in the format: name.domain.com. If your password does not work or you would like to change it., follow the instructions for managing your account.

Make sure the POP3 server is set to mail.yourdomain.com

You may change the SMTP if you like but don't forget to turn on authentication if you do. You may choose to use the SMPT provided by your internet provider.

Most email programs also have a wizard for setting up new accounts. If you go through the wizard just answer the questions using the information above or from page 3 – General Information.

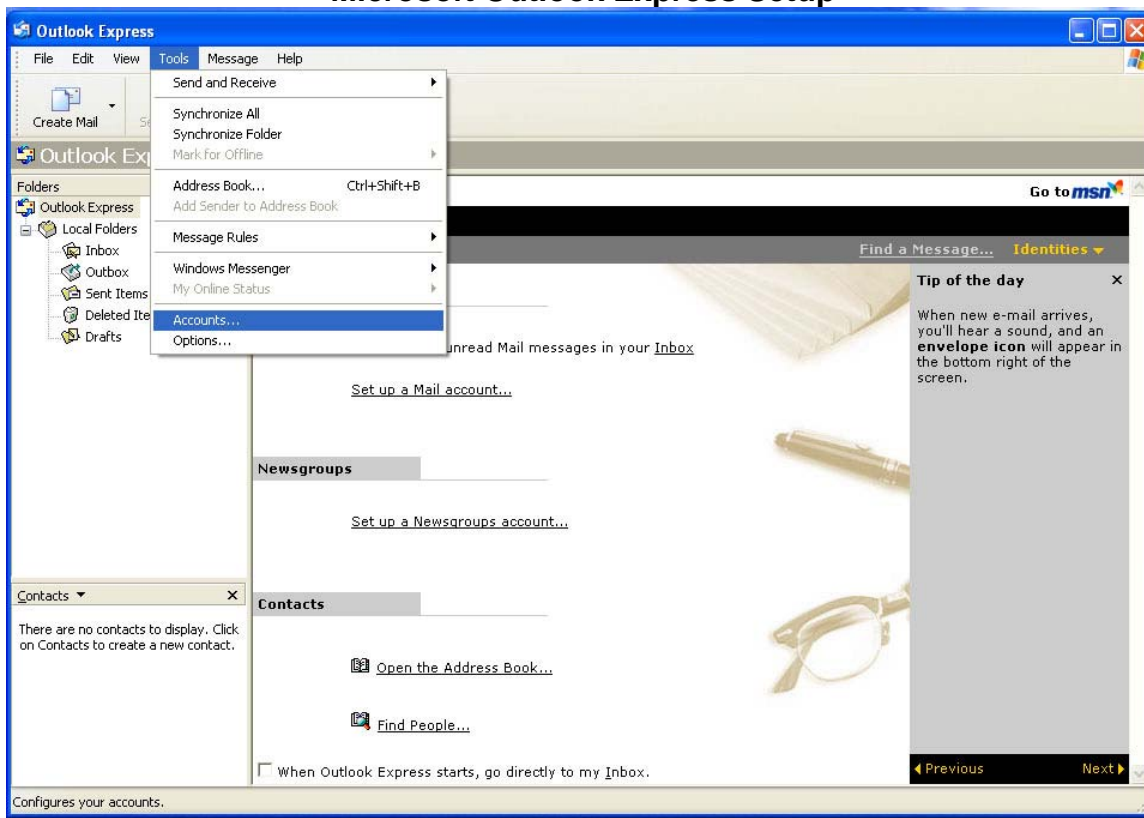
Microsoft Outlook Setup



This is the screen to enable authentication for the SMTP server. Turn on authentication and select the option to use same settings as incoming mail.

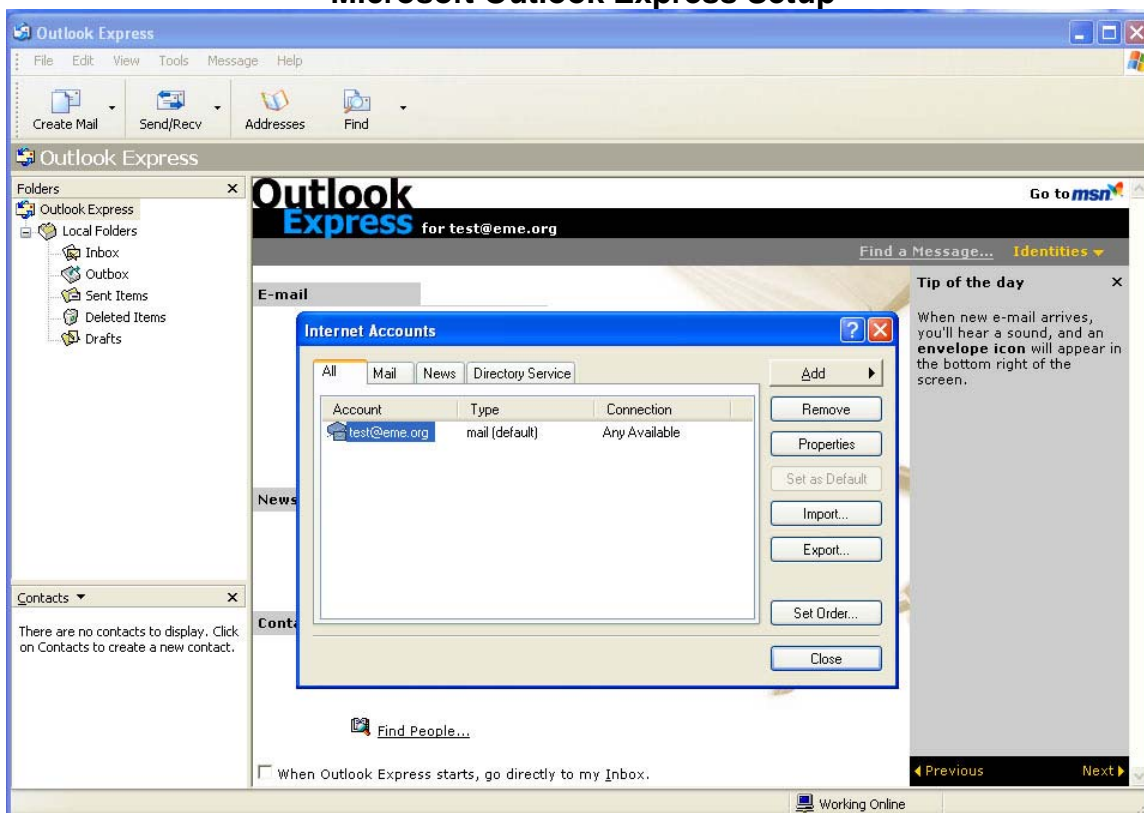
We require authentication to prevent unauthorized users (usually spammers) from using our servers. When unauthorized users abuse outgoing mail servers it usually results in them getting listed on an "open relay" or bad guy database. This can result in interruptions in mail service.

Microsoft Outlook Express Setup



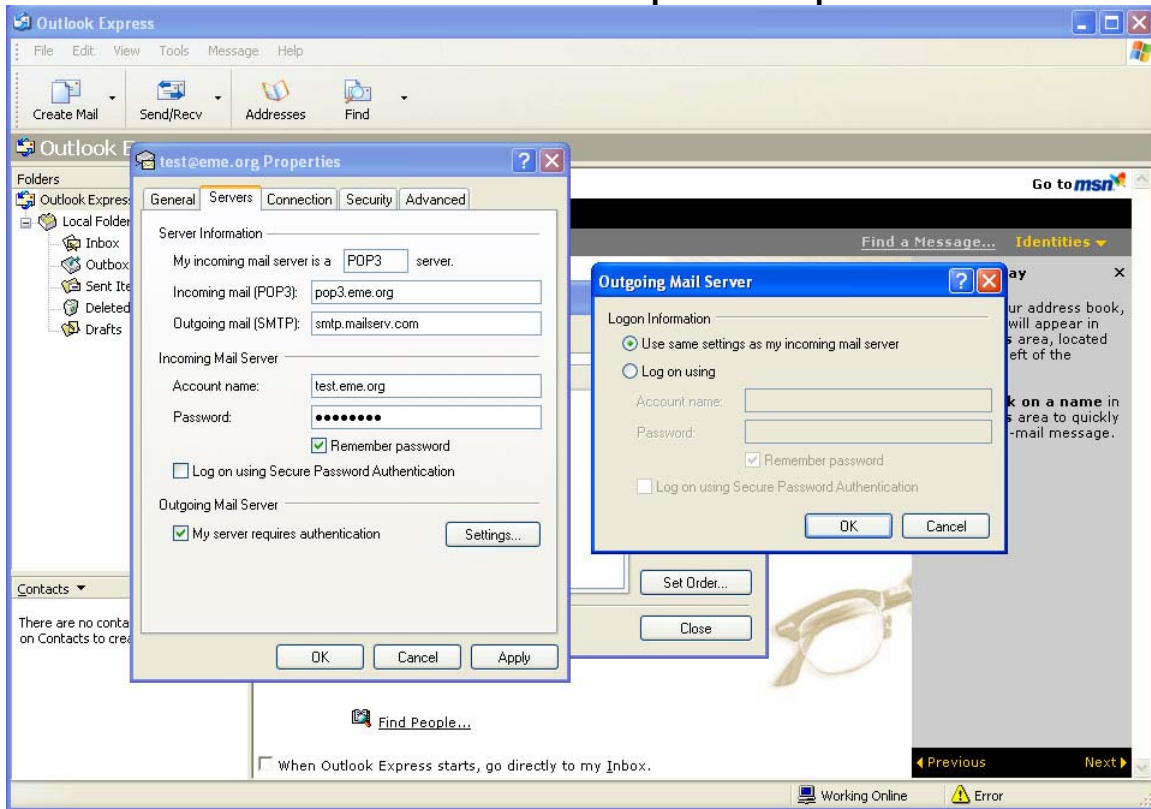
If you use Microsoft Outlook Express as your email client, open it, click on tools than accounts.

Microsoft Outlook Express Setup



Highlight your account and click on properties.

Microsoft Outlook Express Setup



Click on the servers tab. Update the information for Incoming mail (pop3), Outgoing mail (SMTP). Update your username (username.yourdomain.com) If you wish to use the iSelect SMTP server you must also click on the my server requires authentication and the use same setting box. Otherwise you can use your internet providers SMTP service.

Most email programs also have a wizard for setting up new accounts. If you go through the wizard just answer the questions using the information above or from page 3 – General Information.

Personal Mail Utility

We have included a utility program allowing individual users to maintain their own auto-responders, spam filtering, passwords and forwarding. To use the program, go to personalmail.yourdomain.com (where yourdomain.com is your domain name) log in using the user email address and password. Select from one of the four options.

