

To set up your email account in Outlook 2007:

1. Open Microsoft Outlook.
2. Go to tools → Account Settings
3. Select New
4. Select **Microsoft Exchange, POP3, IMAP, or HTTP**, and click "Next".
5. Check "Manually configure server settings", and Click Next.
6. Select Internet E-mail, and Click Next.
7. Enter Your Name, and your email address.
8. The incoming and outgoing mail servers are both: mail.yourdomainname.com
9. The username is your entire email address. The password is one you chose during the setup of your email.
10. Click on "More Settings".
11. Select the checkbox for 'My Outgoing server (SMTP) Requires Authentication'.
12. Click on "Use same settings as my incoming mail server" then click "OK".
13. Click the test settings button. If it completes the test you're good to go.
14. Click "Next" and "Done" and the setup is complete.

To set up your email account in Outlook 2003:

1. Open Microsoft Outlook.
2. Go to tools → E-mail Accounts.
3. Select Add a new e-mail account.
4. Select **POP3**, click "Next".
5. On the Internet E-mail Settings (POP3/IMAP) window, Enter Your Name, and your email address.
6. The username is your entire email address. The password is one you chose during the setup of your email.
7. The incoming and outgoing mail servers are both: mail.yourdomainname.com
8. Click on "More Settings".
9. Select the checkbox for 'My Outgoing server (SMTP) Requires Authentication'.
10. Click on "Use same settings as my incoming mail server" then click "OK".
11. Click the test settings button. If it completes the test you're good to go.
12. Click "Next" and "Done" and the setup is complete.

To set up your email account in Outlook Express:

1. Open Microsoft Outlook Express.
2. From the Tools menu, select Accounts.
3. Go to the Mail tab and from the Add menu, select Mail.
4. In the Display Name field, enter your full name and click Next.
5. In the E-mail address field, enter your email address and click Next.
6. On the E-mail Server Names page. Select "POP3" from the "My incoming mail server is" drop-down menu.
7. The incoming and outgoing mail servers are both: mail.yourdomainname.com
8. The username is your entire email address. The password is one you chose during the setup of your email.
9. On the setup confirmation page, click Finish.
10. On the Mail tab, select the account you just created, and then click Properties.
11. Go to the Servers tab.
12. Select My server requires authentication, and then click Apply.

If you have any questions about your new site, please email websupport@naaleads.com.