

Process to Check & Configure your Mail

Your site: <http://www.sitename.com/>

Url where you can check your mail: <http://mail.sitename.com/>

SMTP and POP3 info:

SMTP : mail.sitename.com

POP3 : mail.sitename.com

Steps to Check Mail on WebServer:

1. Open New Explorer window (any browser you have)
2. give this url: <http://mail.sitename.com/>
3. You will be redirected to "Ice Wrap" web mail
4. Here in the provided Login area – give your User Name & Password and login
 - o User Name – info@sitename.com
 - o Password – pwdinfo
5. Rest all will be same as in any web based mailing client. You will have clear & easy navigation with all the features.

Steps to Configure your mail Id to Outlook:

1. Go to **MS Outlook**
2. From the Menu Bar of Outlook select **Tools**
3. In the Tools drop down menu select **Options** tab present at the bottom.
4. This will open an Options Dialog box
5. From this dialog box, select 2nd tab that is... **Mail Setup**
6. Now Select **E-Mail Accounts** tab
7. this tab will open a New Dialog Box, named **E-mail Accounts**
8. Here select the first radio button... **Add a new e-mail account** and click on **Next** tab
9. You will have to select Server type
10. Now select **POP3** and click on Next.
11. this will open the following window:

E-mail Accounts

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

User Information	Server Information
Your Name: <input type="text"/>	Incoming mail server (POP3): <input type="text"/>
E-mail Address: <input type="text"/>	Outgoing mail server (SMTP): <input type="text"/>
Logon Information	Test Settings
User Name: <input type="text"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

a.

- b. User Information
 - i. Your Name: Name
 - ii. E-mail Address: info@sitename.com
 - c. Login Information
 - i. User Name: info@sitename.com
 - ii. Password: pwdfinfo
 - iii. Select the check box saying **Remember Password**.
 - d. Server Information
 - i. Incoming Mail Server (POP3): mail.sitename.com
 - ii. Outgoing Mail Server (SMTP): mail.sitename.com
12. Fill the above information in relevant fields and click on Next.

Steps to follow to change password on web mail:

1. Go to address bar of Internet Explorer page and type <http://mail.sitename.com/>
2. Login to Web mail by entering User Name and Password.
3. Click on **"Settings"** that's visible on the navigation bar.
4. Page opens with personalities heading.
5. On the left menu select **"Accounts"**.
6. In the accounts page, you find "Add", "Modify", "Delete" options. Click on **"Modify"**.
7. Enter data in the fields provided and click on **Save Changes**.