



### **Webmail (web-accessible email)**

To check your email, go to  
<http://<your domain>/webmail>

At the login prompt, enter your supplied user name and password.

Next, you are prompted to select which email program you would like to use. I like "Horde" but you can see which you like better.

On this screen you will also see options to change your password, setup email forwarding, and configure your autoresponder. These are straight forward, but if you need help, please email us.

When ready, select the email program you prefer. Once inside, you can configure your email preferences and options to your liking. Under the "General options", don't forget to enter your email header, footer and signature stuff.

### **Using POP email (i.e., Outlook)**

You can also access email using a POP client such as Outlook or Outlook Express. Enter your user name and password as supplied. Set your Incoming (POP3) Server to mail.<your domain> (i.e., mail.escortwebsitedesign.com). Set your Outgoing (SMTP) Mail Server to mail.<your domain> (i.e., mail.escortwebsitedesign.com). Under the Outgoing server, look for and check the box that says "My outgoing server (SMTP) requires authentication". Supply your user name and password.