

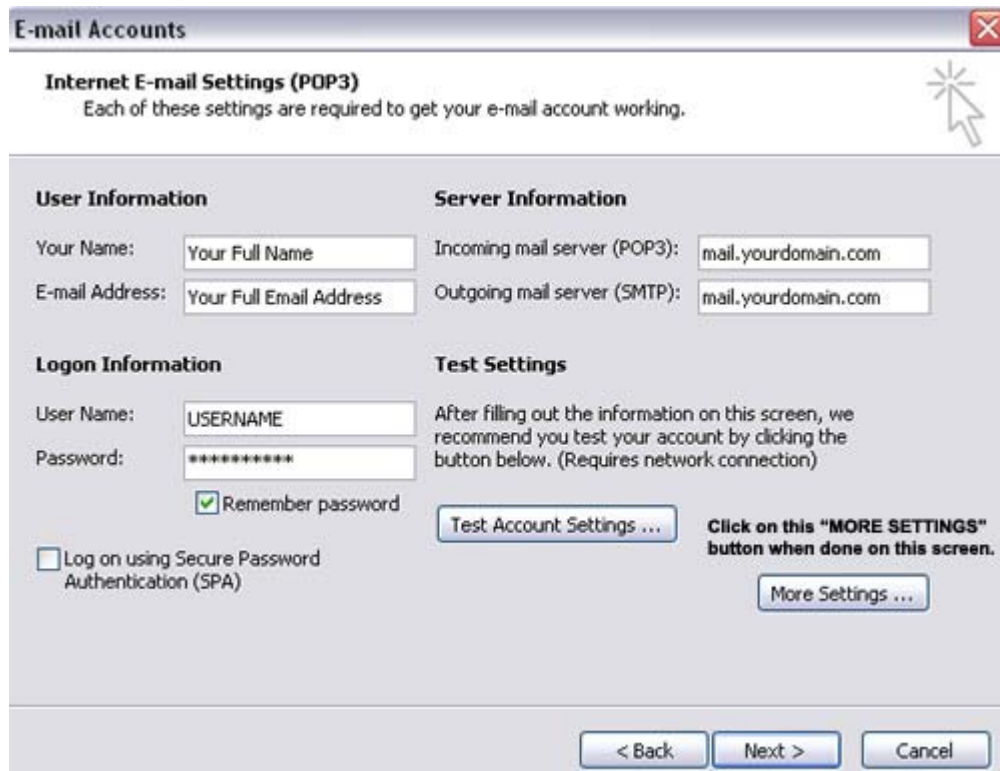
We welcome you to Christian World Hosting! This document will assist you in setting up your mail program to send/receive e-mail via your domain. If you haven't already, be sure to first setup your accounts via the web hosting control panel (Mail Manager). A separate document is available should you require assistance with the Mail Manager. If you need support, feel free to email support@ChristianWorldHosting.com or click on the "Support" icon in our website at www.ChristianWorldHosting.com.

To setup your e-mail program, follow the instructions below. The screenshots/examples are from Outlook 2003. Your version may vary slightly.

Under the TOOLS tab, then EMAIL ACCOUNTS select the account you would like to setup or edit. Enter in the information per the below screen shot, but for your particular account. Note under "LOGON INFORMATION" your username is the first part of your email address as it has been setup via the web hosting control panel.

Both incoming and outgoing mail servers will be set to mail.yourdomain.com – substituting your actual domain here.

When you are done here, click "MORE SETTINGS" (or "ADVANCED" on some older versions of Outlook)



The screenshot shows the 'E-mail Accounts' dialog box in Outlook 2003. The title bar reads 'E-mail Accounts' with a close button. Below the title bar, it says 'Internet E-mail Settings (POP3)' and a note: 'Each of these settings are required to get your e-mail account working.' There are four main sections: 'User Information' with fields for 'Your Name' (containing 'Your Full Name') and 'E-mail Address' (containing 'Your Full Email Address'); 'Server Information' with fields for 'Incoming mail server (POP3):' (containing 'mail.yourdomain.com') and 'Outgoing mail server (SMTP):' (containing 'mail.yourdomain.com'); 'Logon Information' with fields for 'User Name:' (containing 'USERNAME') and 'Password:' (containing '*****'), a checked 'Remember password' checkbox, and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox; and 'Test Settings' with a 'Test Account Settings ...' button and a note: 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)'. At the bottom right, there is a 'More Settings ...' button with a note: 'Click on this "MORE SETTINGS" button when done on this screen.' At the very bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

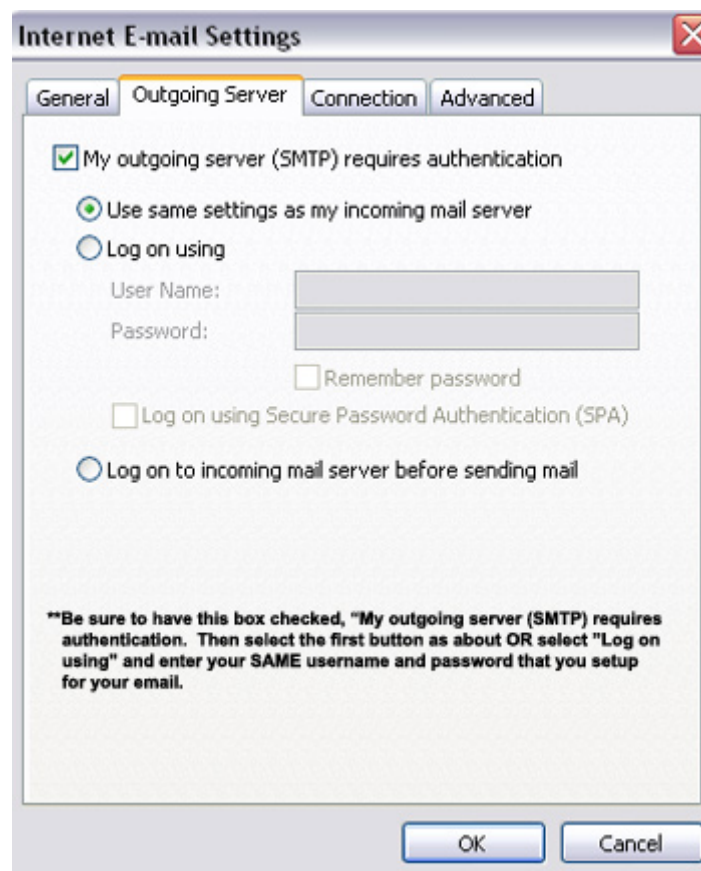
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The screen will display (below) when you have clicked “MORE SETTINGS” or “ADVANCED”.

Select the “OUTGOING SERVER” tab, and then follow the instructions on the screenshot below. Check the first box, “MY OUTGOING SERVER (SMTP) REQUIRES AUTHENTICATION” then select “USE SAME SETTINGS AS MY INCOMING MAIL SERVER”.

Some older versions of Outlook will not have that box, if your version doesn’t have this box, you may also select “LOGON USING” and enter your username and password exactly as you entered on the previous screen then select the “REMEMBER PASSWORD” box.

When you are done be sure to “OK” and “SAVE”.



THAT'S IT!!!

Pretty painless – but if you have any questions, please contact Christian World Hosting’s Support Team online at www.ChristianWorldHosting.com.