

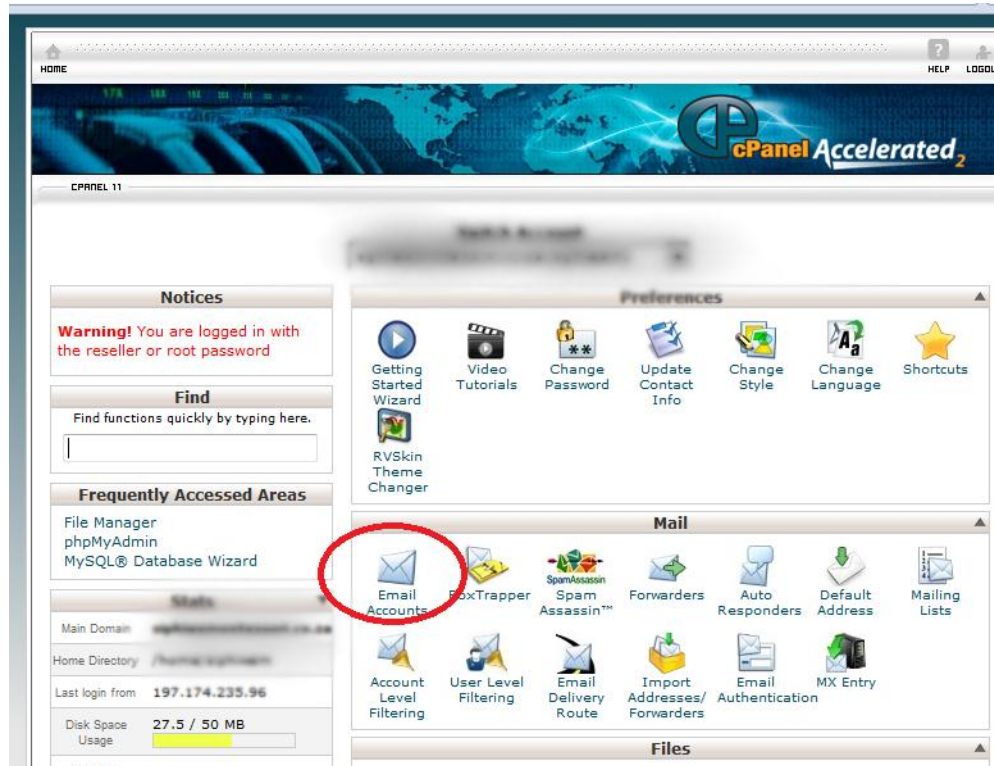
Creating Emails and Accessing them .

Creating your emails in Control panel:

Login into: <https://caddy.websitewelcome.com:2083/>

Use the Username and Password given to you.

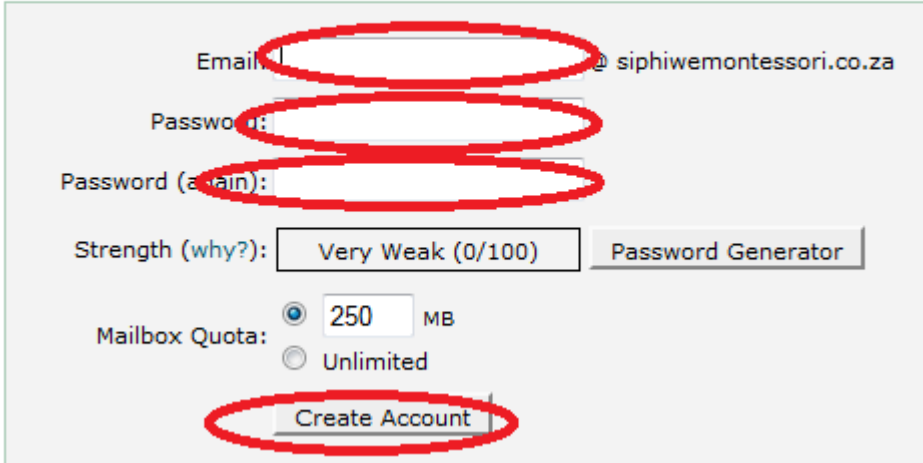
Then click "Email Accounts" as shown below on the screen.



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Email Accounts

In this area you can manage the email accounts associated with your domain.



The screenshot shows a form for creating an email account. The fields and elements are as follows:

- Email:** A text input field containing a redacted name followed by "@ siphwemontessori.co.za".
- Password:** A text input field containing a redacted password.
- Password (confirm):** A text input field containing a redacted password.
- Strength (why?):** A dropdown menu showing "Very Weak (0/100)" and a "Password Generator" button.
- Mailbox Quota:** Radio buttons for "250 MB" (selected) and "Unlimited".
- Create Account:** A button at the bottom of the form.

For webmail access you can go to webmail.your-domain.co.za

Setting Up Your POP or IMAP Email Address in Microsoft Outlook

Mail settings: (This can be used in Outlook, gmail.com, or your cellphone)

Mail Server Username: Use complete email address

Password: As given above

Incoming Mail Server: **mail.mydomain.xxx** (eg. mail.octoweb.co.za, mail.khodiso.com), port 110

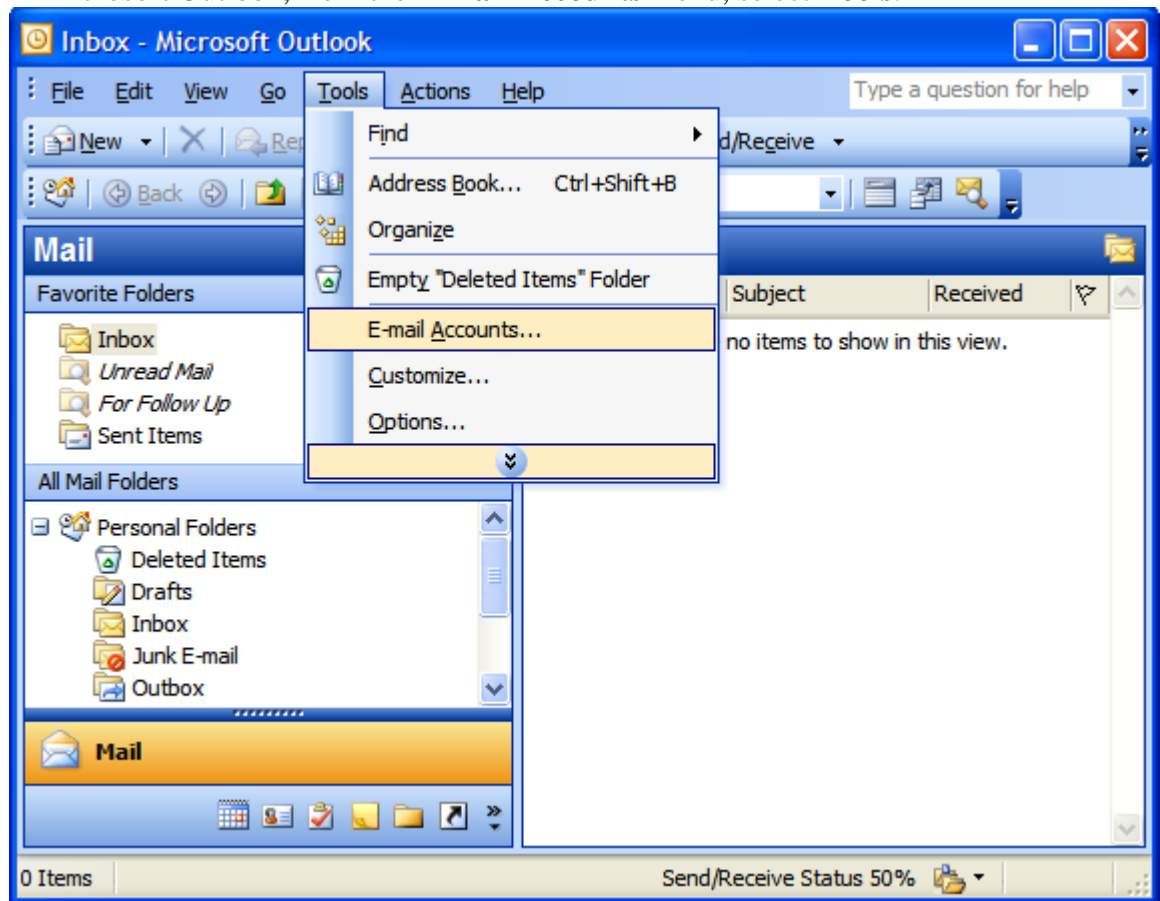
Outgoing Mail Server: **mail.mydomain.xxx** (eg. mail.octoweb.co.za, mail.khodiso.com) (server requires authentication) port 26

Please ensure that in your settings that you tick **off** 'Leave mail on the server' option (This option should **NOT** be ticked).

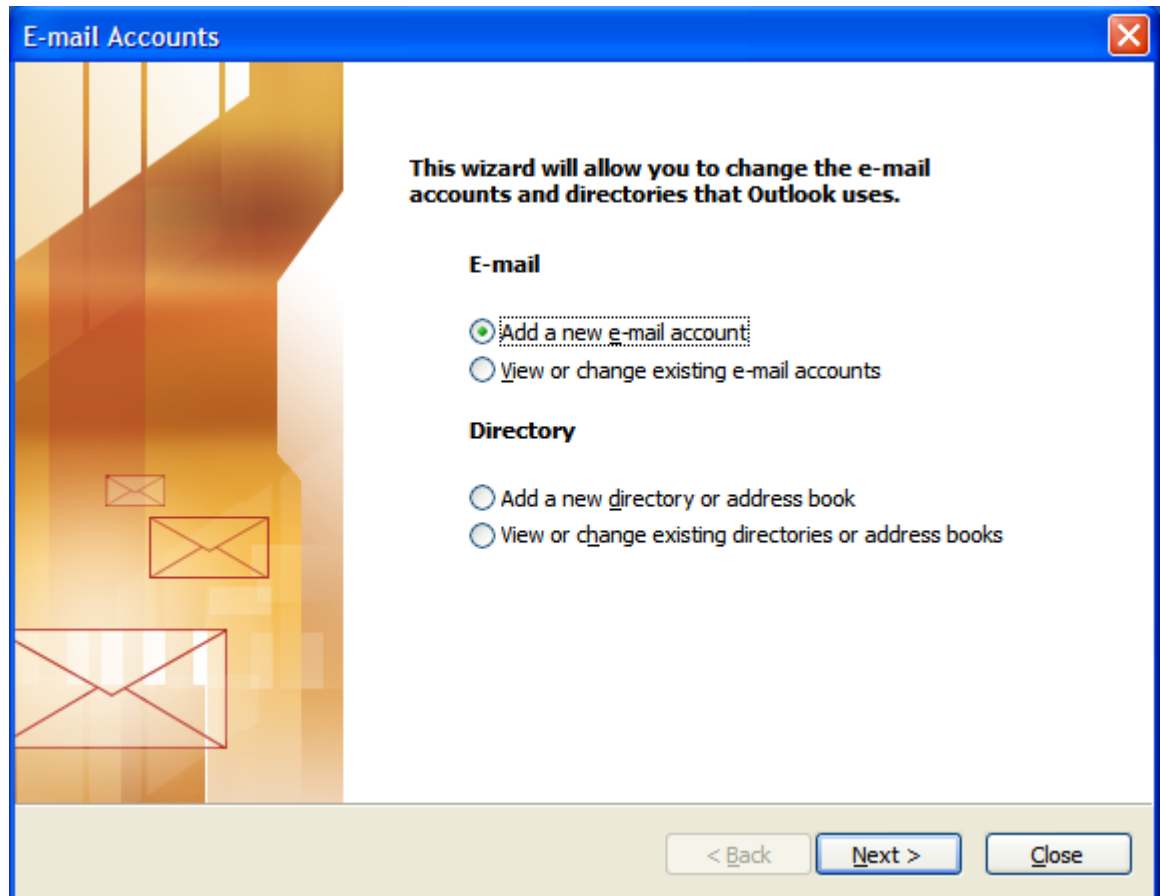
This tutorial shows you how to set up Microsoft Outlook 2003® to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

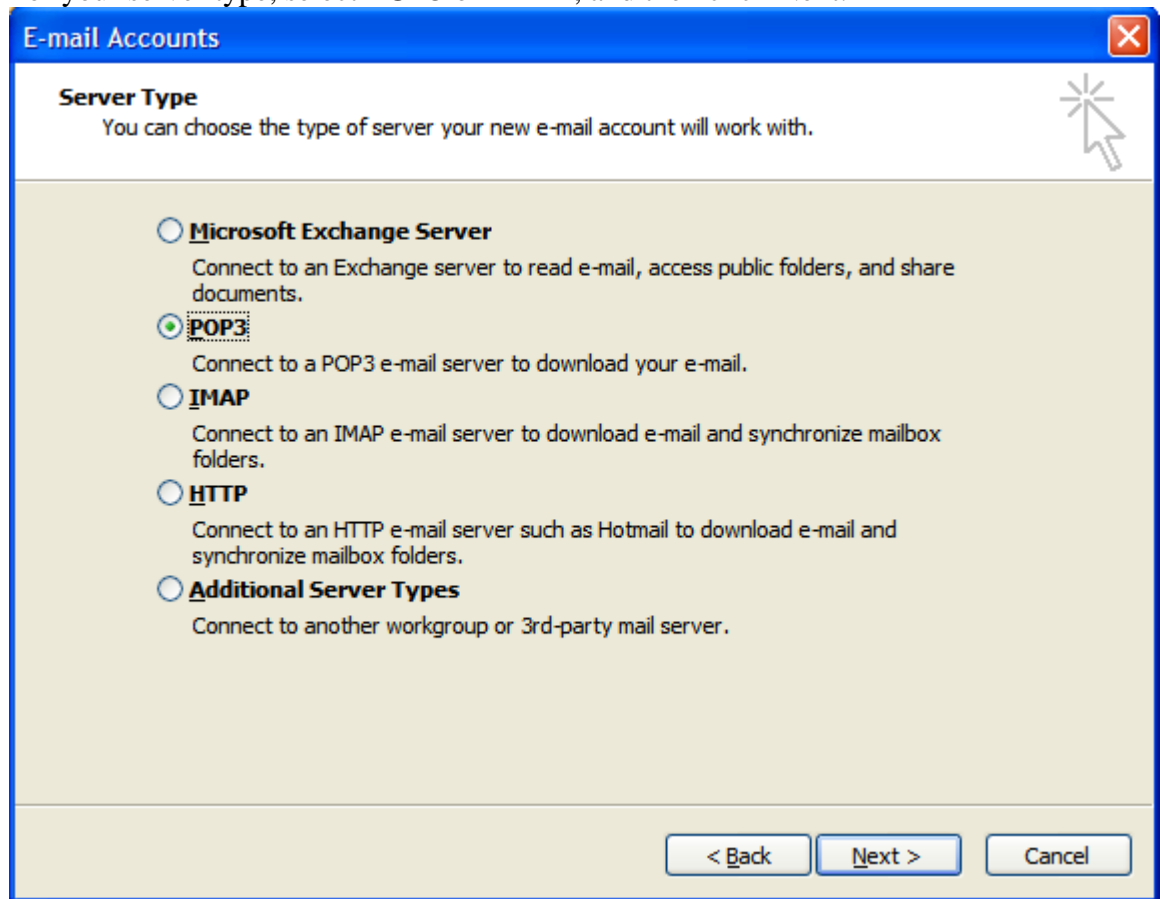
1. In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.



2. On the E-mail Accounts wizard window, select **Add a new e-mail account**, and then click **Next**.



3. For your server type, select **POP3** or **IMAP**, and then click Next.



4. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as shown on the next picture.

E-mail Accounts [Close]

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

User Information **Server Information**

Your Name: Incoming mail server (POP3):

E-mail Address: Outgoing mail server (SMTP):

Logon Information **Test Settings**

User Name: After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

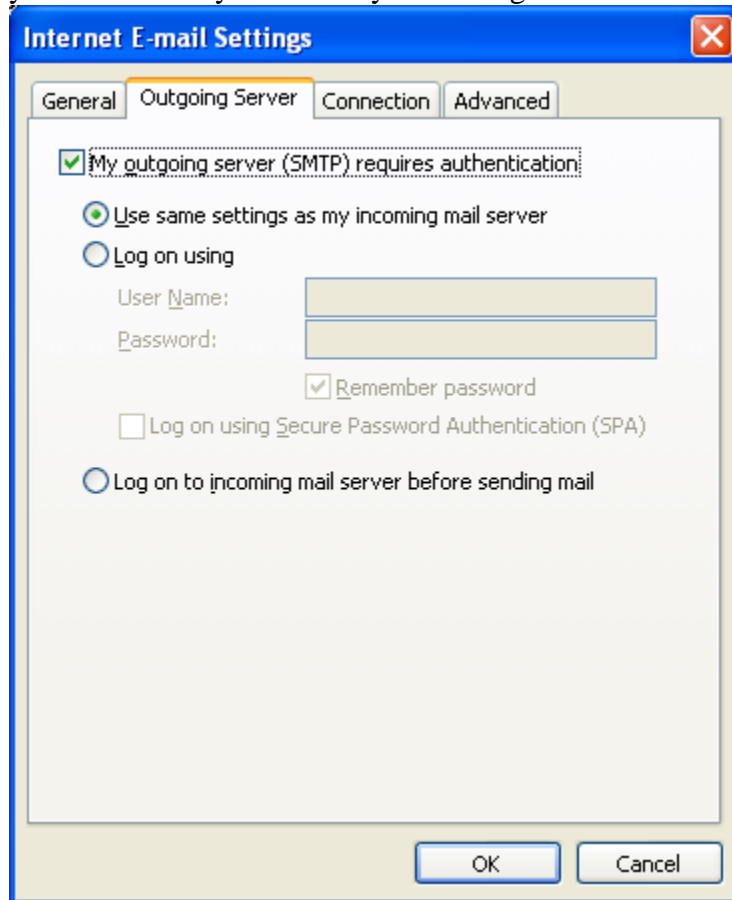
Password:

Remember password

Log on using Secure Password Authentication (SPA)

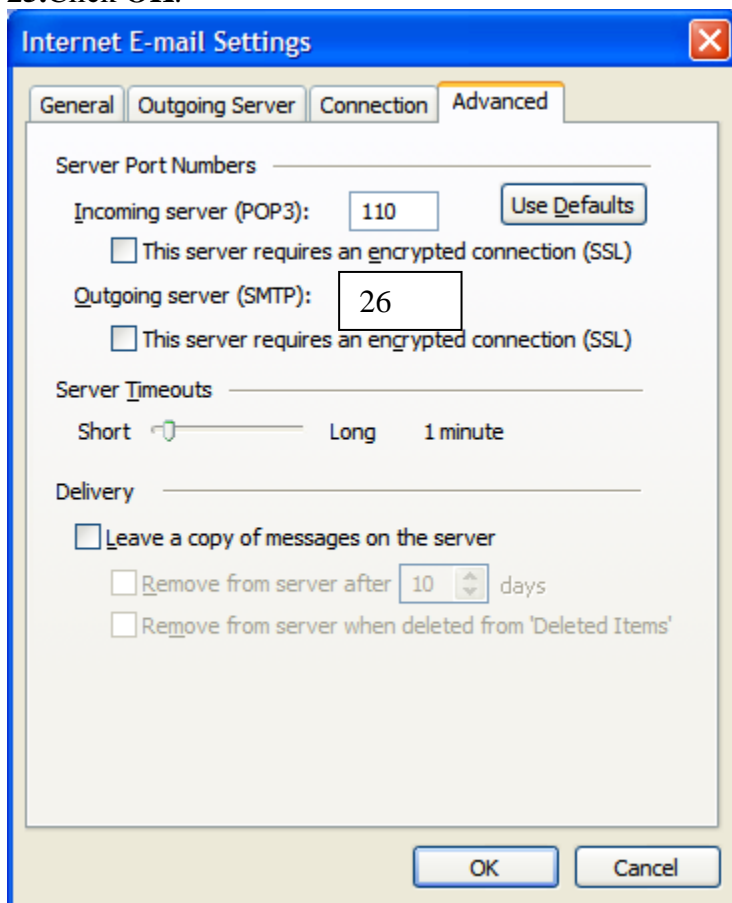
5. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
6. Select **My outgoing server (SMTP) requires authentication**.

7. If you did not change the SMTP relay section, select **Use same settings as my incoming mail server**. If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select **Log on using** and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.



8. Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **26**. **You need to change this to port 25 if you are not able to send emails using**

25. Click **OK**.



9. Click **Next**.

10. Click **Finish**.

