

Configuring Outlook Express to Pull Email off Web Hosting Server

Note: See Page 2 for Server 4 settings (after March, 2017)

1. Open Outlook Express
2. Under Tools drop down menu, click Accounts
3. In the Internet Accounts dialog box click the Mail tab
4. Then click Add and select Mail
5. Enter the display name you would like your recipients to see in the from field of your outgoing message
6. Then click Next
7. Enter your full Email Address (example: steph@offthepagecreations.com)
8. Then click Next
9. Incoming mail server: select either **POP3 server** or **IMAP** (see below for the differences and what's best for you). If prompted for **Port numbers**, enter 110 for incoming mail server for POP3, or 143 for incoming mail server for IMAP. For outgoing mail server enter port number 587 for SMTP.
10. Under Incoming Mail (POP3, IMAP or HTTP) server: enter **webmail.yourdomainname.com** (where yourdomainname is your actual domain name)
11. Under Outgoing Mail (SMTP) server: enter **webmail.yourdomainname.com** (where yourdomainname is your actual domain name)
12. Click Next
13. Under Account Name type full email address (example: steph@offthepagecreations.com)
14. Enter password (use the password that was given to you when email set up on server)
15. Make sure Remember Password is checked so you don't have to enter it every time you check your email on Outlook (unless you want to)
16. Click Next
17. Click Finish
18. If problems arise when attempting to send email, you may have to go into 'tools' - 'accounts' and select your email from the list, click 'properties', click the 'servers' tab, and check the box that reads 'my server requires authentication'. Click 'ok' to accept.

**You may need to check with your email provider to find out what your incoming and outgoing mail server should be set at if you're not hosting with us.*

POP3 Versus IMAP

POP3

POP3 downloads all email messages into an email program on your computer.

Advantage: Simpler to delete emails from your computer. You can store as many emails as your computers hard drive will handle, which is normally a lot more than a hosting server.

Disadvantage: If you open your email from a different computer you will only see new emails coming in, not all the old emails that are current.

IMAP

IMAP not only downloads all email messages into an email program on your computer, but it allows the user to keep all messages on the server and synchs the e-mail program with the server to display all emails that are currently there.

Advantage: You will be able to access email in the inbox from any computer or smart phone (work computer, laptop, and smart phone, for example), and you will see the same email on all.

Disadvantage: Emails will need to be cleaned out from the server as most hosting servers have a limit to how much email can be stored there.

We recommend the IMAP settings if you want to be able to check your email on multiple devices.

Newest Server 4 Email Settings *(after March, 2017)*

Secure SSL/TLS Settings

(Recommended)

Username: **name@yourdomainname.com**

Password: **Use the email account's password.**

Incoming Server: **host.offthepagehosting4.com**

- IMAP Port: **993**
- POP3 Port: **995**

Outgoing Server: **host.offthepagehosting4.com**

- SMTP Port: **465**

Authentication is required for IMAP, POP3, and SMTP.

Under Advanced Settings choose SSL for both incoming and outgoing

When Prompted to 'view certificate' choose yes