

Microsoft Outlook

Ensure you have created an email account on your Hosting Control Panel (or utilise the email account Hosting Impact created for you – refer to your Welcome Email for username and password information)

- Open up Microsoft Outlook
- Click on Tools - Refer to Fig A below

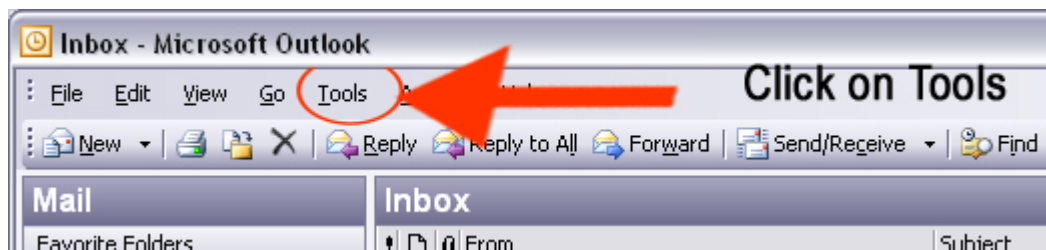


Fig A

- Click on Email Accounts – Refer to Fig B below:

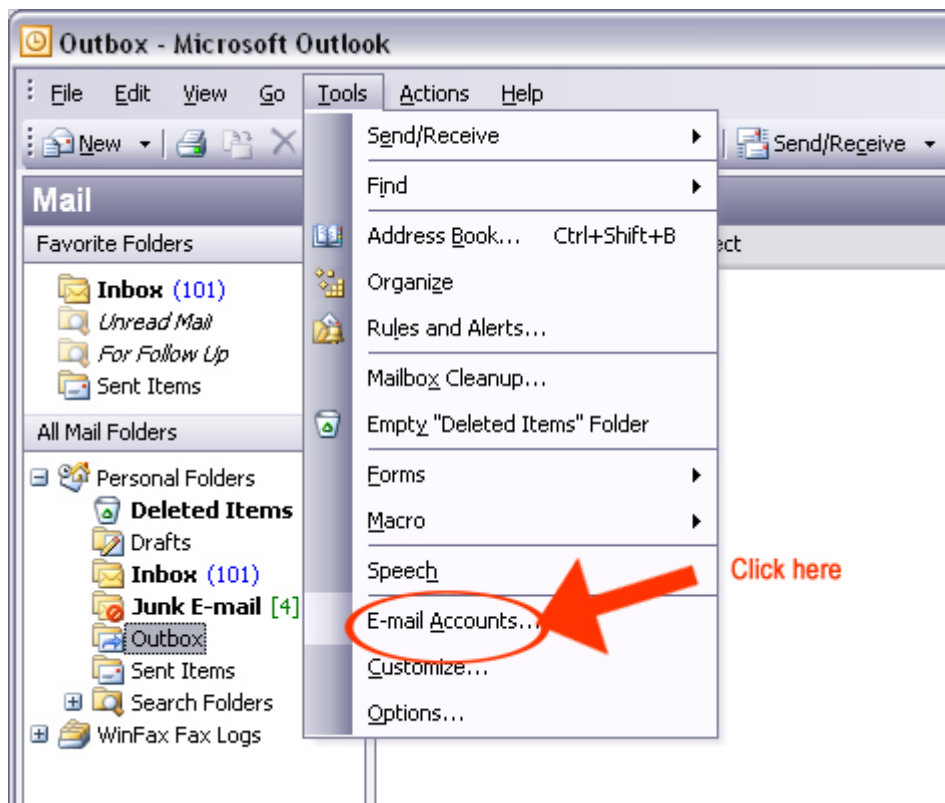


Fig B

- Click on Add new account - Refer to Fig C

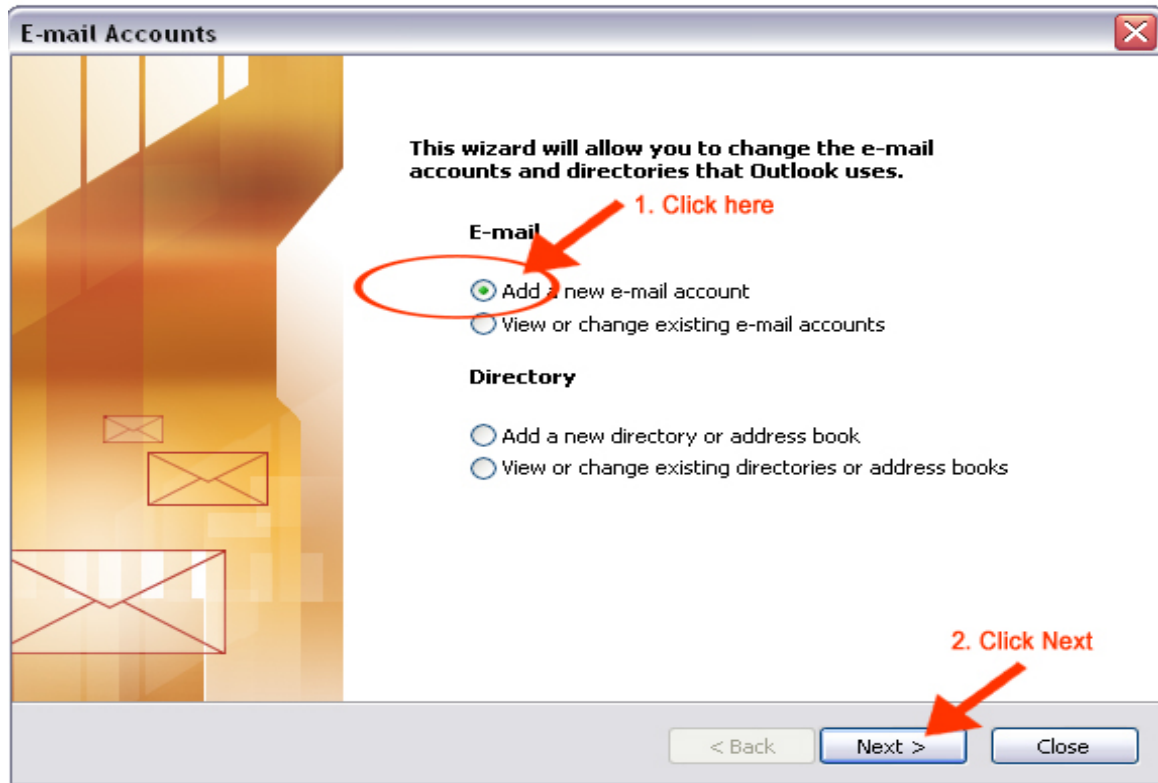


Fig C

- Click on Pop 3 – Refer to Fig D

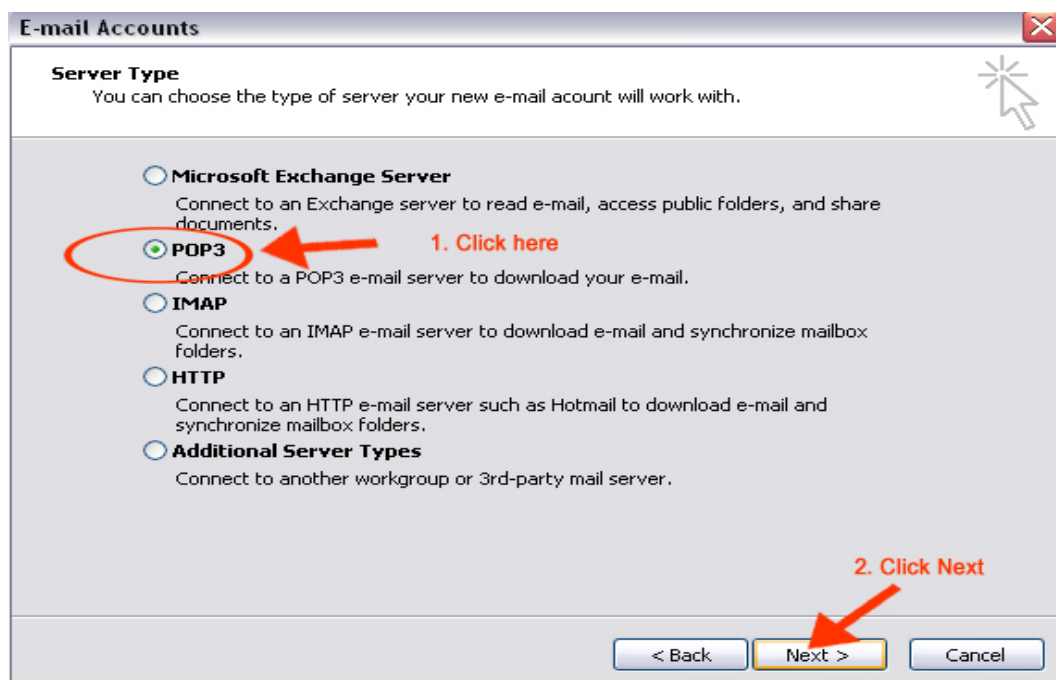


FIG D

- Change all circled “your domain” for your domain name.
- Type in your password
- Change the SMTP server information to your ISP (the company you utilise for your internet access) eg mail.optusnet.com.au Please refer to SMTP information guide for more information on how to find this.
- Click on Test account settings.
- You should have all ticks come up. If not read the error message and double check all your information. (Some Bigpond users may be required to put in their username and password for bigpond the first time you send an email)
- Click next
- Congratulations !!! you have set up your email account.
- Ref to Fig E below:

E-mail Accounts

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

User Information

Your Name: info@yourdomain.com
E-mail Address: info@yourdomain.com

Logon Information

User Name: info@yourdomain.com
Password: *****
 Remember password
 Log on using Secure Password Authentication (SPA)

Server Information

Incoming mail server (POP3): mail.yourdomain.com
Outgoing mail server (SMTP): smtp.dodo.com.au

Test Settings

Paste Your ISP Outgoing server Info here

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

Test Account Settings ...

More Settings ...

< Back Next > Cancel

Change all "yourdomain" to your domain name (circled)

2. Click test.. All ticks should come up if not double check all the above.

Fig E