

All accounts hosted with Stellar Systems need to be configured properly to send and receive email. Here are some guidelines to follow when using Outlook Express 6:

- 1. Open Outlook Express, to create a new account, go to step 2. To edit account settings, go to step 10.
- 2. Click Tools, select accounts
- 3. Click the Mail tab, click add and select Mail

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4. Enter your Name, click next

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5. Enter your full email address, click next

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6. Select My incoming mail server is a **POP3** server and enter mail.domainname.com in both the incoming mail server (POP3) and outgoing mail server (SMTP). Example – mail.ssinet.com Click Next

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7. Enter your full email address in Account name box and type in the password that was provided to you by Stellar Systems, Inc. Check remember password box. Click next

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8. The following screen should appear to let you know your account has been created, click finish.

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9. Verify settings by checking the account settings starting in step 10

10. To Edit/View account settings, click on mail tab, click on account name, click properties

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11. Under General tab, Account Name and email address are listed

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12. Under Servers Tab, verify settings for POP3 and SMTP mail servers and account name and password information is correct. Also select check box next to "My server requires authentication"

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13. Click the settings tab and verify that "Use same settings as my incoming mail server" is selected Click OK

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14. On connections tab, check the box next to "always connect to the account using Local Area Network" Click OK

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15. On the advanced tab, SMTP port is set to 25, POP3 port is set to 110, click OK

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*In some cases, certain ISP's will require to change the SMTP port to 366