

AC Host Canada – Email Setup Guide

To access Email

To access your email accounts you have several options: an email reader program such as Outlook, and the webmail interface. If you are using an email reader program, we suggest you use the IMAP protocol to receive messages due to its integration with the webmail solution. This is due to how IMAP stores messages, it leaves them on the server, so you can access them from another computer or the webmail interface and still have all your messages present, unlike if you had used POP3 which downloads all messages to the local computer by default.

To setup **Outlook Express** to work with your email accounts, following these instructions:

1. Click on the Tools menu, and then select Accounts.
2. Click the add button (right side of panel), then select mail.
3. Enter your name (it will display on all messages you send) and click next.
4. Enter your full email address, and click next.
5. From the incoming mail server dropdown menu, select IMAP, and then enter 'mail.yoursite.com' as the incoming mail server. Enter your ISP's outgoing (SMTP) server as the outgoing server. This server will likely be something similar to smtp.yourisp.com. Click next
6. Enter your full email as the account name, and your password. click next
7. Click finish, and then Close.
8. You will be prompted to download the folders from this account. Select yes.

You may use POP3; just select the POP3 option instead of the IMAP option in step 5.

To setup **Outlook 2002** to work with your email account, following these instructions:

1. Click on the tools menu, then select Email Accounts
2. Click on the option 'Add a new e-mail account', then click next
3. Select IMAP in the list (3rd option), and click next
4. Enter your name, and email in the first two boxes. Enter mail.yoursite.com as the incoming mail server in the respective box, and enter your ISP's outgoing (SMTP) server as the outgoing server. This server will likely be something similar to smtp.yourisp.com. Fill in the Username box with your full email address, and enter your password in the password box. Click next.
5. Click Finnish
6. You will now see an additional set of folders in your folder list, click on the mail.yoursite.com entry to see your messages.

You may use POP3; just click the POP3 option instead of the IMAP option in step 3.

To use the **Webmail** interface, please follow these directions:

1. In your browser navigate to <http://mail.yoursite.com/>
2. Enter your full email as the username, and your password. Click login.
3. You will see your inbox as soon as you login. Click a message title to view it, or click compose to send a new email.
4. Click the Help link near the top of the page for further information on the webmail interface.

Creating, altering and deleting email accounts (including changing passwords)

To create, alter or delete an email account, follow these directions:

1. In your browser navigate to <http://mailadmin.yoursite.com/>
2. Login using
 - To change your password, enter your full email as the username, and your password.
 - To create, edit or delete users enter the full domain, and the domain password.
3. To:
 - Create a new account:
 - Click the New Mailbox Account link near the bottom of the user list
 - Enter the user details into the popup that opens, and click Submit
 - Click Close
 - Edit an account:
 - Click edit beside the users name in the user list
 - Alter the details as needed, and click Submit
 - Click Close
 - Delete an account
 - Click the delete link to the right of the users name
 - Click delete in the popup that opens, then click close

Creating alias's is a similar procedure, just use the links in the alias's box near the bottom of the screen. To setup a 'catch-all' account, click the link near the top of the page, and select the username you wish to use, then click Setup Catch-all, then close.

When you are done, please click logout at the upper right of the page.

Mail Servers

The mail servers and related links for your domain are as follows:

Webmail: <http://mail.yoursite.com/>

Mail Administration: <http://mailadmin.yoursite.com/>

IMAP/POP3 Incoming Server: mail.yoursite.com

SMTP Outgoing Server: Please use your ISP's Outgoing Server