

We welcome you to AJT's Web Hosting services! This document will assist you in setting up your mail program to send/receive e-mail via your domain. If you haven't already, be sure to first setup your accounts via the web hosting control panel. If you need support, feel free to visit www.ajtsupport.com or click on the "Support" icon in your web hosting control panel which can be accessed online at <https://www.ajthost.com:8443>.

To setup your e-mail program, follow the instructions below. The screenshots/examples are from Outlook 2003. Your version may vary slightly.

Under the TOOLS tab, then EMAIL ACCOUNTS select the account you would like to setup or edit. Enter in the information per the below screen shot, but for your particular account. Note under "LOGON INFORMATION" your username is the first part of your email address as it has been setup via the web hosting control panel.

Both incoming and outgoing mail servers will be set to mail.yourdomain.com – substituting your actual domain here.

When you are done here, click "MORE SETTINGS" (or "ADVANCED" on some older versions of Outlook)



The screenshot shows the 'E-mail Accounts' dialog box in Outlook 2003, specifically the 'Internet E-mail Settings (POP3)' tab. The window title is 'E-mail Accounts' with a close button. Below the title bar, it says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' There is a mouse cursor pointing to a star icon in the top right corner.

The dialog is divided into four sections:

- User Information:** 'Your Name:' with a text box containing 'Your Full Name'; 'E-mail Address:' with a text box containing 'Your Full Email Address'.
- Server Information:** 'Incoming mail server (POP3):' with a text box containing 'mail.yourdomain.com'; 'Outgoing mail server (SMTP):' with a text box containing 'mail.yourdomain.com'.
- Logon Information:** 'User Name:' with a text box containing 'Your Full Email Address'; 'Password:' with a text box containing '*****'; a checked checkbox for 'Remember password'; and an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'.
- Test Settings:** A text box containing 'Test Account Settings ...'; a text box containing 'Click on this "MORE SETTINGS" button when done on this screen.'; and a button labeled 'More Settings ...'.

At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

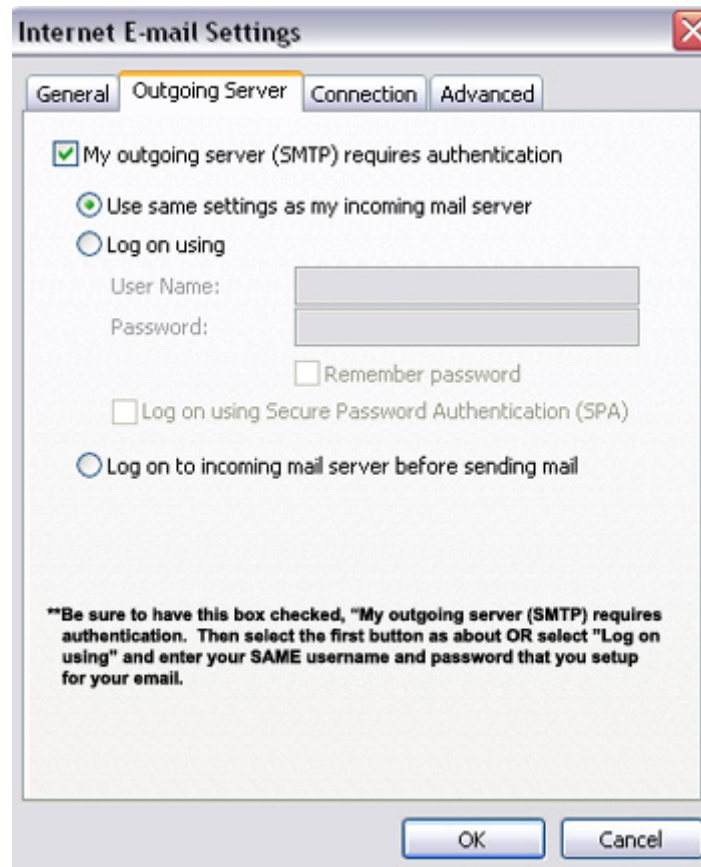
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The screen will display (below) when you have clicked “MORE SETTINGS” or “ADVANCED”.

Select the “OUTGOING SERVER” tab, and then follow the instructions on the screenshot below. Check the first box, “MY OUTGOING SERVER (SMTP) REQUIRES AUTHENTICATION” then select “USE SAME SETTINGS AS MY INCOMING MAIL SERVER”.

Some older versions of Outlook will not have that box, if your version doesn’t have this box, you may also select “LOGON USING” and enter your username and password exactly as you entered on the previous screen then select the “REMEMBER PASSWORD” box.

When you are done be sure to “OK” and “SAVE”.



THAT'S IT!!!

Pretty painless – but if you have any questions, please contact AJT’s Support Team!