



Excaltibur TECHNOLOGY

Email Setup Guide

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Entourage 2008

1. Go to Tools > Accounts...
2. If this is a new account, click on New > Mail... Otherwise, if you are changing an existing account, double click on the account that you want to change and skip to step #5.
3. At the bottom of the window that popped up, click on "Configure Account Manually"
4. From the "Account Type" list, select "POP" and click "OK"
5. You will see the following window:

Edit Account

Account Settings Options Mail Security

Account name: 1

Include this account in my "Send & Receive All" schedule

Personal information

Name: 2

E-mail address: 3

Receiving mail

Account ID: 4

POP server: 5

Password: 6

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

SMTP server: 7

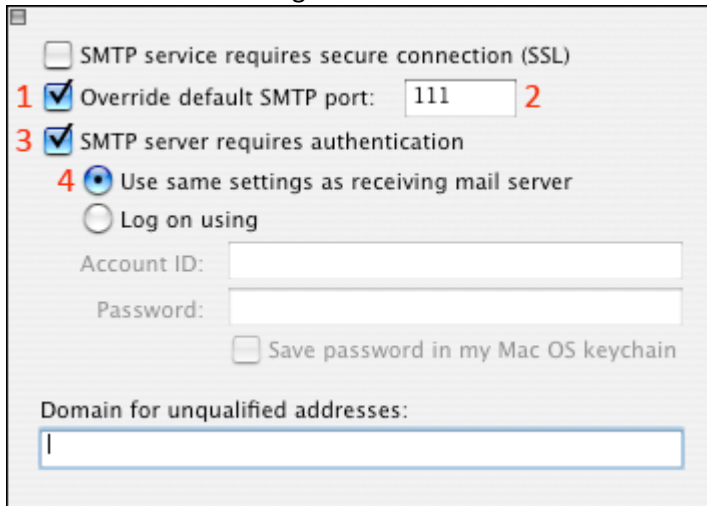
8 [Click here for advanced sending options](#)

Cancel OK

Steps correspond with the numbers in the image.

- (1) Enter the name of this account as you want it to show up in the account list
- (2) Enter your name as you want it to appear on emails
- (3) Enter your email address
- (4) Enter your email address here, as well
- (5) Enter "pop.yourdomainname.com" (example: pop.excaltech.com)
- (6) Enter your password
- (7) Enter "smtp.yourdomain.com" (example: smtp.excaltech.com)
- (8) Click on "Click here for advanced sending options" to continue

6. You will see the following screen:



The screenshot shows an SMTP configuration window with the following elements:

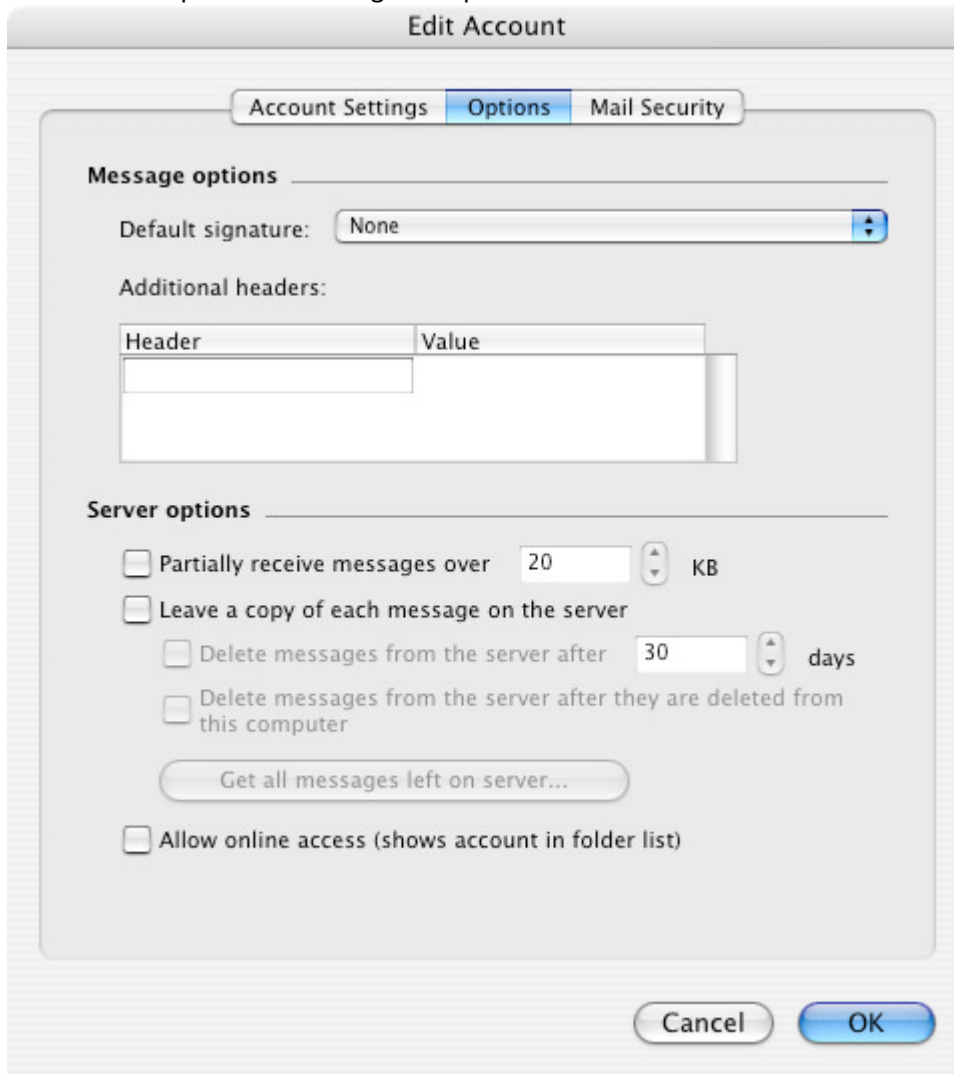
- SMTP service requires secure connection (SSL)
- 1 Override default SMTP port: 2
- 3 SMTP server requires authentication
- 4 Use same settings as receiving mail server
- Log on using
- Account ID:
- Password:
- Save password in my Mac OS keychain
- Domain for unqualified addresses:

Steps correspond with the numbers in the image.

- (1) Check "Override default SMTP port:"
- (2) Change the port number to 111
- (3) Check "SMTP server requires authentication"
- (4) Select "Use same settings as receiving mail server"

Click the button at the top left to close this window.

7. Click on the “Options” tab along the top. You will see this screen:



Uncheck “Leave a copy of each message on the server”

8. Finally, click the “OK” button to save your changes, and close the “Accounts” window.

Outlook 2007

1. Go to Tools > Account Settings
2. On the "Email" tab, either click on "New..." if you are creating a new account, or click on the account that you want to change and click on "Change..." If you are changing an existing account, skip to step #5
3. For a new account, leave "Microsoft Exchange, POP3, IMAP or HTTP" selected and click "Next >"
4. At the bottom of the next screen, check the box that says "Manually configure server settings or additional server types" and click "Next >"
5. Now, you will see a screen similar to this:

Add New E-mail Account

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

User Information

Your Name: 1

E-mail Address: 2

Server Information

Account Type: 3

Incoming mail server: 4

Outgoing mail server (SMTP): 5

Logon Information

User Name: 6

Password: 7

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

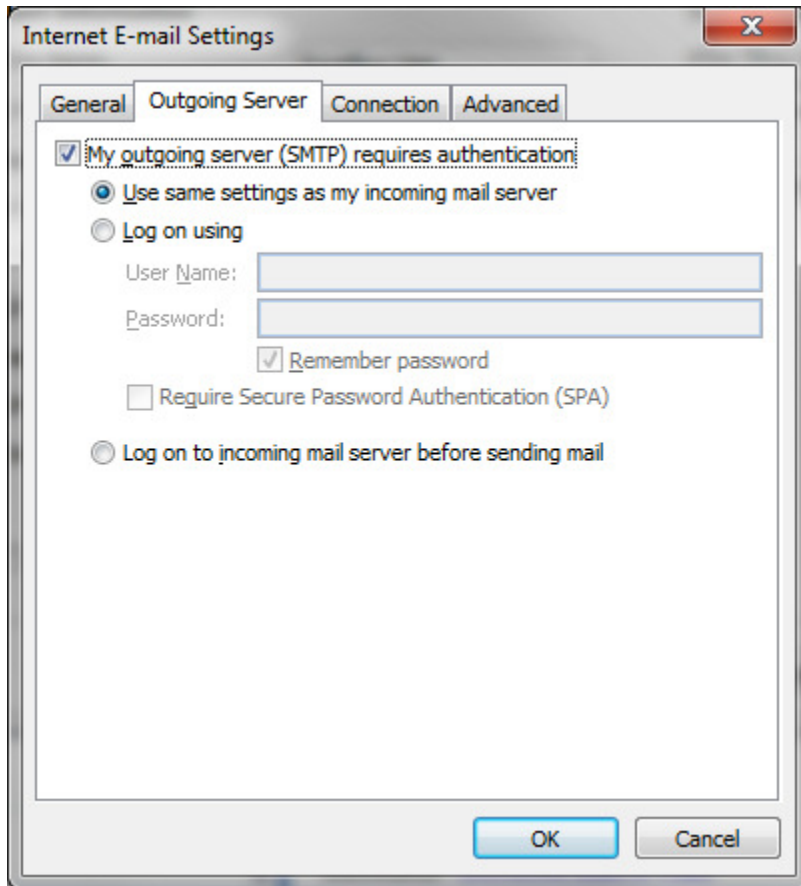
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

8

Steps correspond with the numbers in the image.

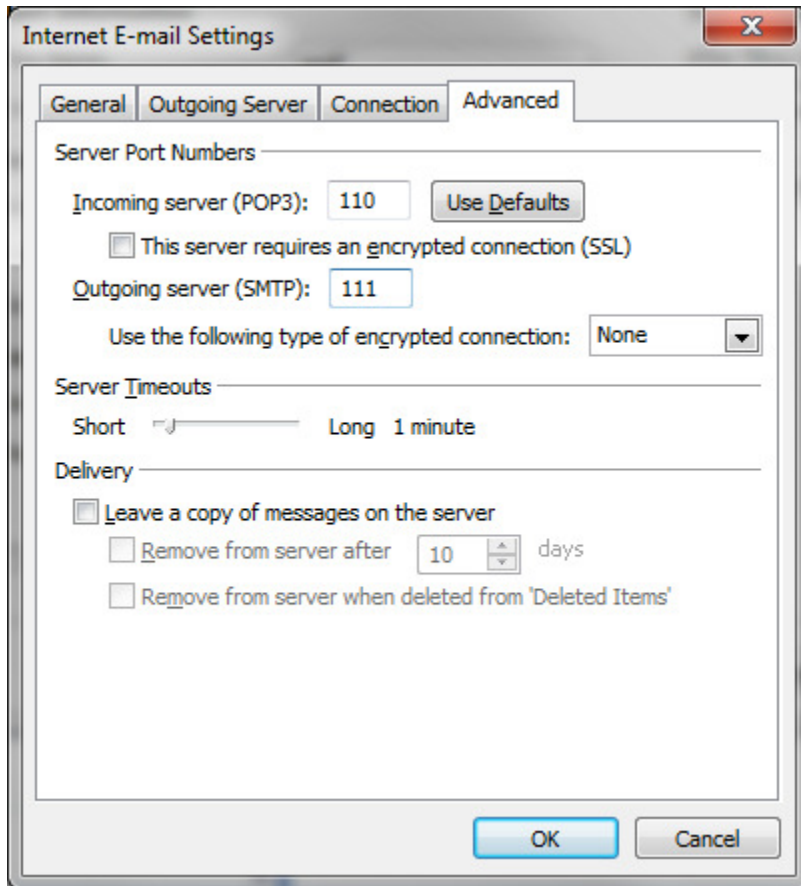
- (1) Enter your name as you want it to appear on emails
- (2) Enter your email address
- (3) For existing accounts, this will be grayed out; for new accounts, select "POP3"
- (4) Enter "pop.yourdomainname.com" (example: pop.excaltech.com)
- (5) Enter "smtp.yourdomain.com" (example: smtp.excaltech.com)
- (6) Enter your full email address
- (7) Enter your password
- (8) Click on "More Settings ..." to continue

6. Once you click “More Settings ...” a screen will pop up. Click on the “Outgoing Server” tab and you will see this:



Make sure that “My outgoing server (SMTP) requires authentication” is checked and “Use same settings as my incoming mail server” is selected.

- Click on the “Advanced” tab, and you will see this:



Change the Outgoing server (SMTP) port to 111
Uncheck “Leave a copy of messages on the server”

- Click “OK”
- Click “Next >”
- Click “Finish”

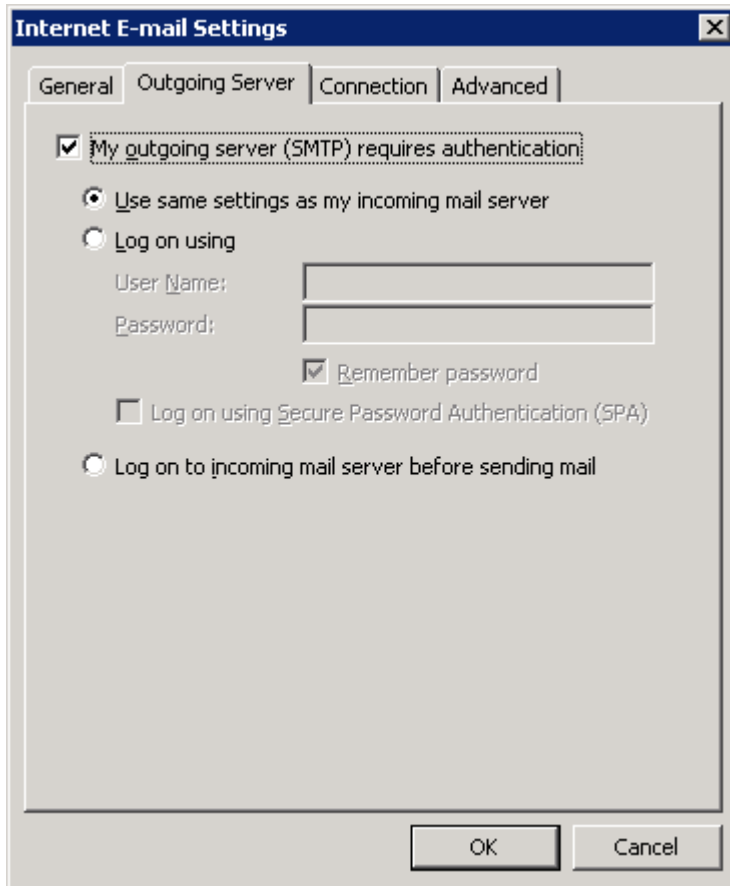
Outlook 2003

1. Go to Tools > Email Settings...
2. If you are adding a new account, select "Add a new e-mail account." If you are changing an existing account, select "View or change existing email accounts." Click "Next >"
3. If you are creating a new account, select "POP3" and click "Next >." Otherwise, select the account that you are changing, and click the "Change..." button.
4. Now, you will see a screen similar to this:

Steps correspond with the numbers in the image.

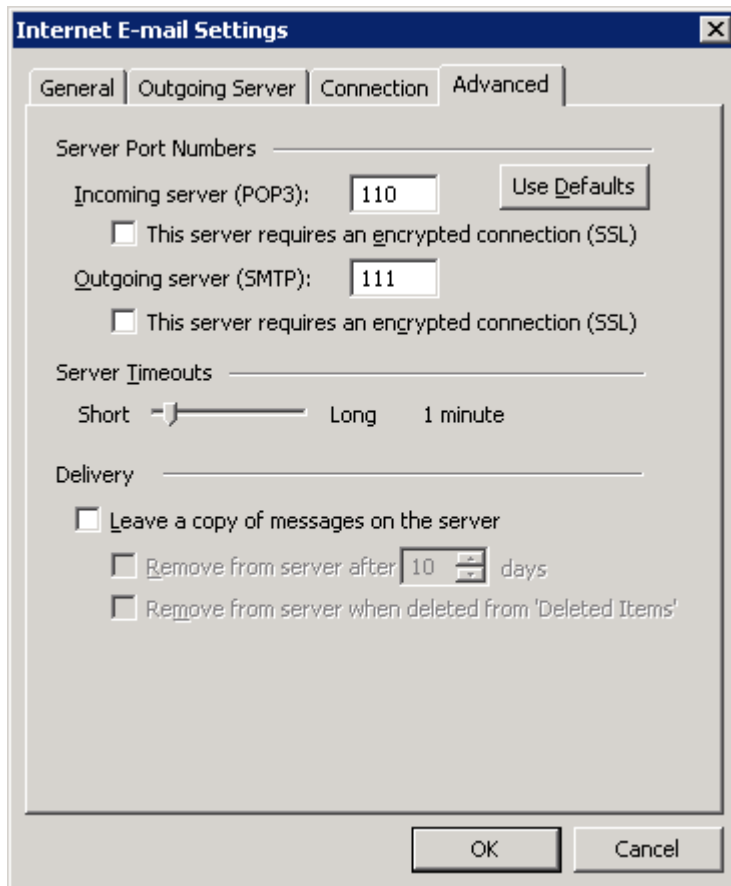
- (1) Enter your name as you want it to appear on emails
- (2) Enter your email address
- (3) Enter "pop.yourdomainname.com" (example: pop.excaltech.com)
- (4) Enter "smtp.yourdomain.com" (example: smtp.excaltech.com)
- (5) Enter your full email address
- (6) Enter your password
- (7) Click on "More Settings ..." to continue

5. Once you click “More Settings ...” a screen will pop up. Click on the “Outgoing Server” tab and you will see this:



Make sure that “My outgoing server (SMTP) requires authentication” is checked and “Use same settings as my incoming mail server” is selected.

6. Click on the “Advanced” tab, and you will see this:



Change the Outgoing server (SMTP) port to 111
Uncheck “Leave a copy of messages on the server”

7. Click “OK”
8. Click “Next >”
9. Click “Finish”

Outlook Express

If you are currently using Outlook Express, Excalibur Technology strongly recommends upgrading to Windows Live Mail. Microsoft has replaced Outlook Express with their new free email program, Microsoft Live Mail – it is essentially an upgraded version of Outlook Express. It includes a number of interface, usability, and security upgrades over Outlook Express.

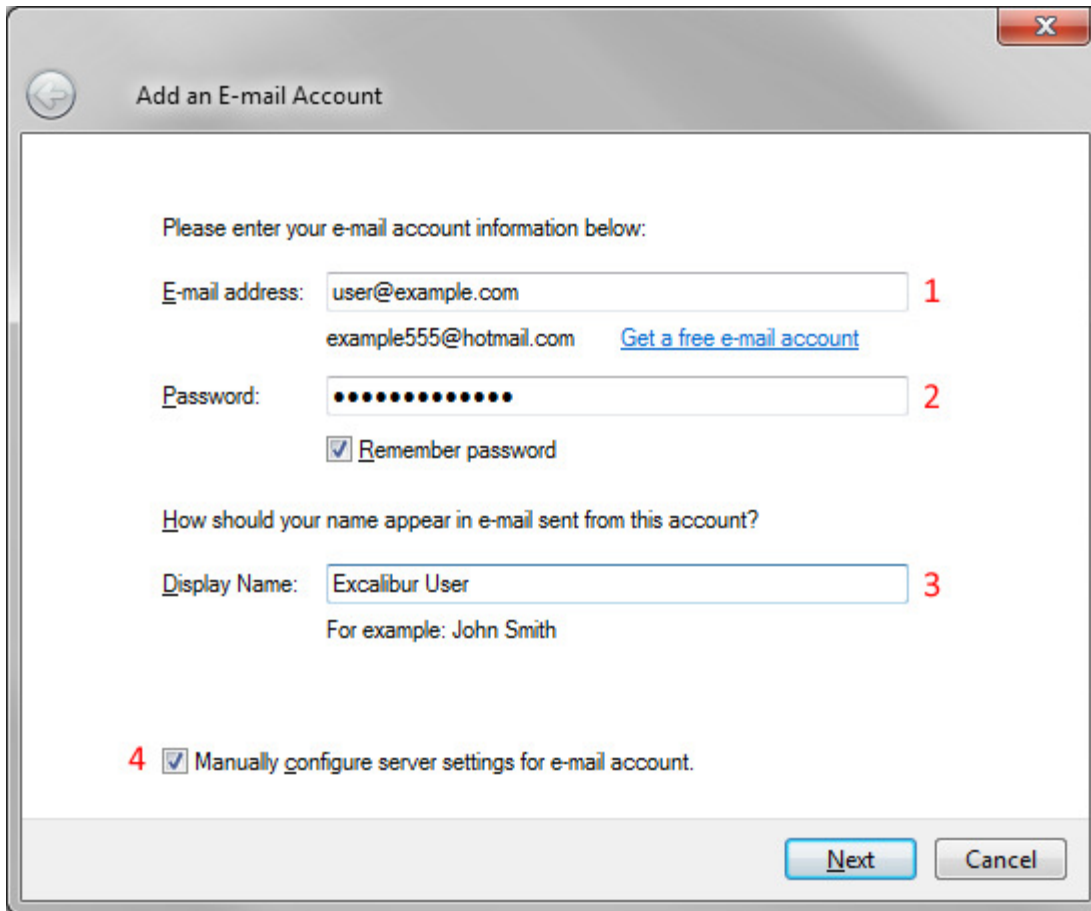
Live Mail comes preinstalled on Windows 7, and is offered as a free download from Microsoft for Windows XP and Windows Vista. You can download Windows Live Mail for free from <http://download.live.com/wlmail>.

For instructions on how to configure Windows Live Mail for use with your Excalibur-hosted email service, please reference the Windows Live Mail setup section included in this document.

Windows Live Mail

New account setup (for changing an existing account, go to page 15)

1. Along the left side of the screen, click on “Add e-mail account” and you will see this screen:



The screenshot shows a dialog box titled "Add an E-mail Account". It contains the following elements:

- A title bar with a back arrow and a close button (X).
- Text: "Please enter your e-mail account information below:"
- E-mail address field: "user@example.com" with a red "1" to its right. Below it, "example555@hotmail.com" and a link "Get a free e-mail account".
- Password field: "••••••••••" with a red "2" to its right.
- Checkbox: Remember password
- Text: "How should your name appear in e-mail sent from this account?"
- Display Name field: "Excalibur User" with a red "3" to its right. Below it, "For example: John Smith".
- Checkbox: Manually configure server settings for e-mail account. with a red "4" to its left.
- Buttons: "Next" and "Cancel" at the bottom right.

Steps correspond with the numbers in the image.

- (1) Enter your email address
- (2) Enter your password
- (3) Enter your name as you want it to appears on emails
- (4) Check “Manually configure server settings for e-mail account” and click “Next”

2. You should see the following screen:

Where can I find my e-mail server information?

Incoming Server Information

My incoming mail server is a POP3 server.

1 Incoming server: pop.example.com Port: 110

This server requires a secure connection (SSL)

Log on using: Clear text authentication

Login ID (if different from e-mail address):

2 user@example.com

Outgoing Server Information

3 Outgoing server: smtp.example.com Port: 111 4

This server requires a secure connection (SSL)

5 My outgoing server requires authentication

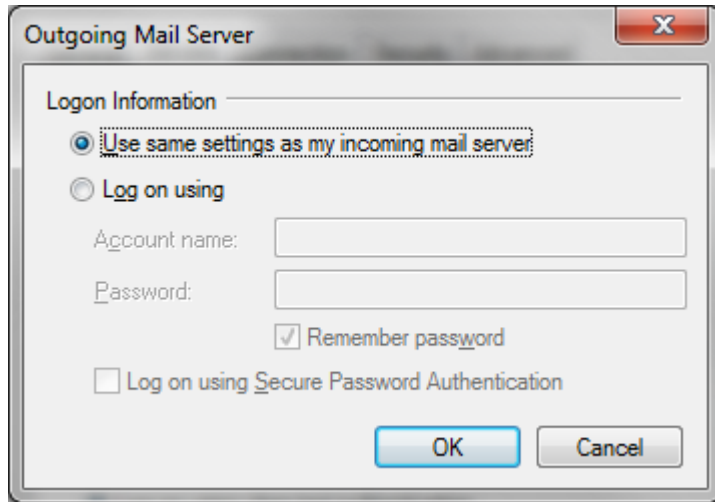
Next Cancel

Steps correspond with the numbers in the image.

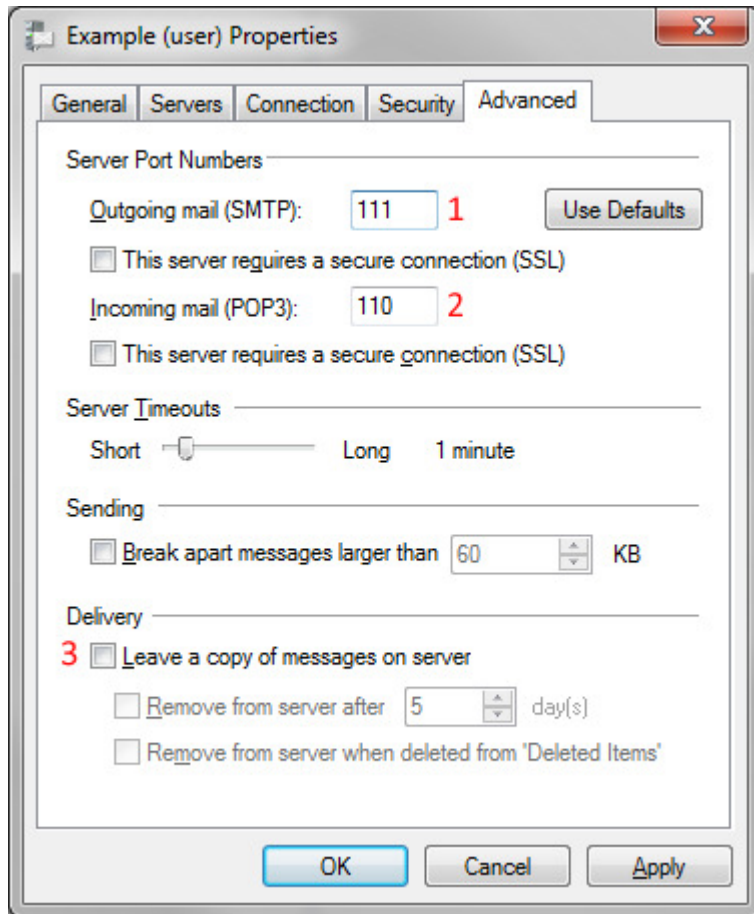
- (1) Enter "pop.yourdomainname.com" (example: pop.excaltech.com)
- (2) Enter your email address
- (3) Enter "smtp.yourdomain.com" (example: smtp.excaltech.com)
- (4) Enter 111 for the port
- (5) Check "My outgoing server requires authentication"

Click the "Next" button, and then "Finish" to finish.

3. Once you are back at the main screen, right click on the mail account, and select “Properties”
4. On the screen that pops up, click on the “Servers” tab, and at the bottom, under “Outgoing Mail Server,” click on the “Settings” tab. On the following screen, select “Use same settings as my incoming mail server”



5. Click “OK” and then click on the “Advanced” tab. You will see the following screen:



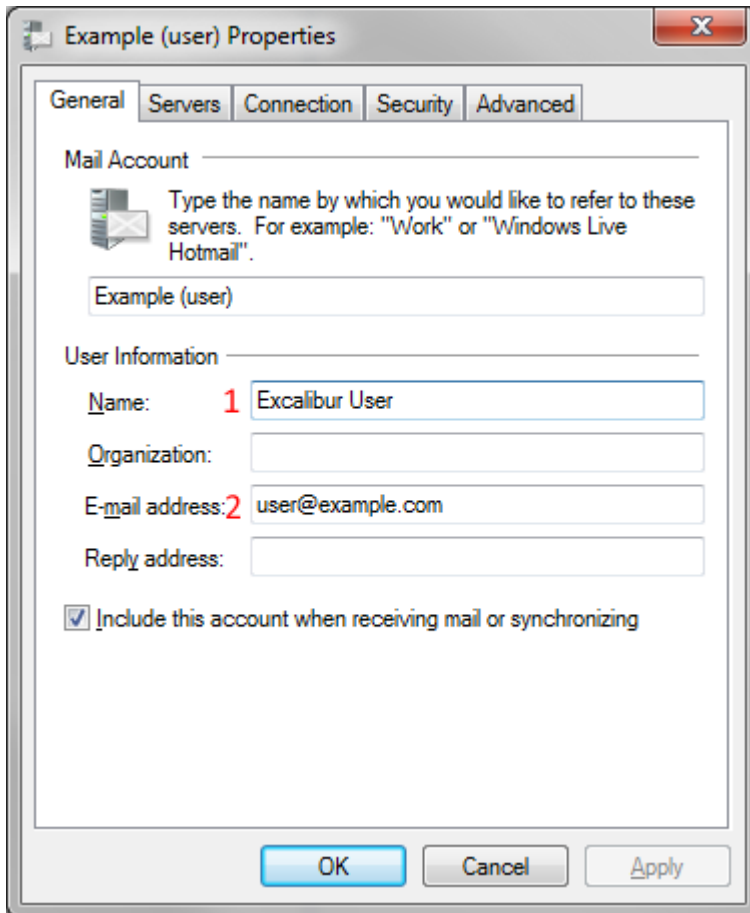
Steps correspond with the numbers in the image.

- (1) Set the Outgoing mail (SMTP) port to 111
- (2) Set the Incoming mail (POP3) port to 110
- (3) Uncheck “Leave a copy of messages on server”

6. Click “OK” to finish.

Change existing account

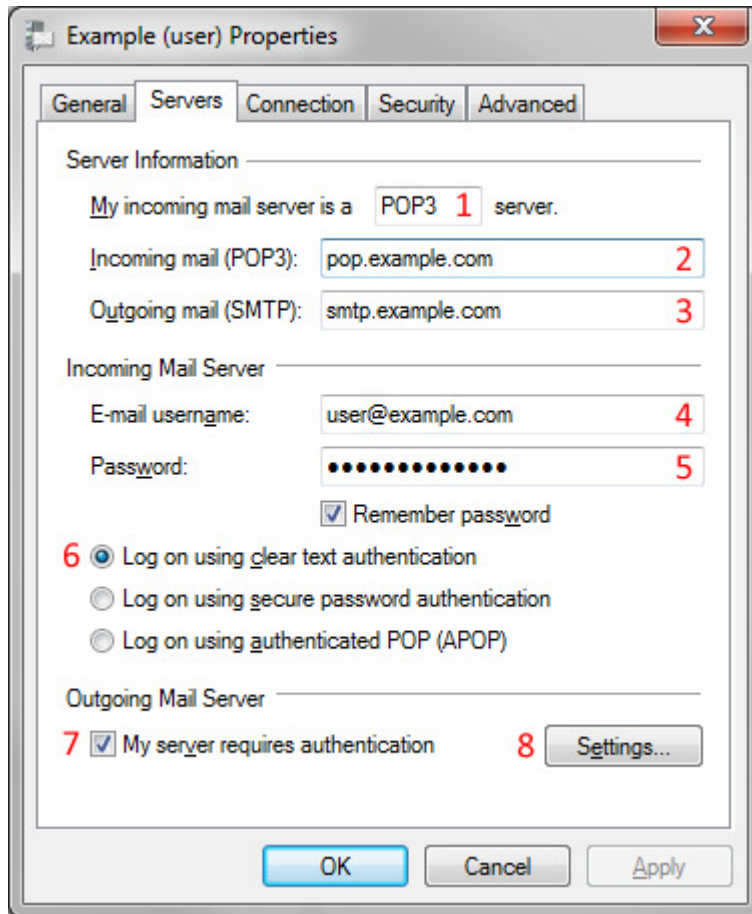
1. On the main screen, right click on the mail account you want to change, and select “Properties”



Steps correspond with the numbers in the image.

- (1) Enter your name as you want it to appear on emails
- (2) Enter your email address

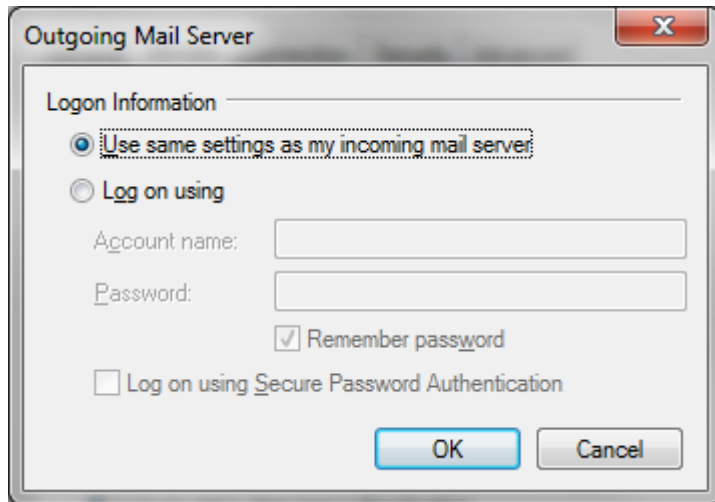
2. Click on the “Servers” tab and you should this:



Steps correspond with the numbers in the image.

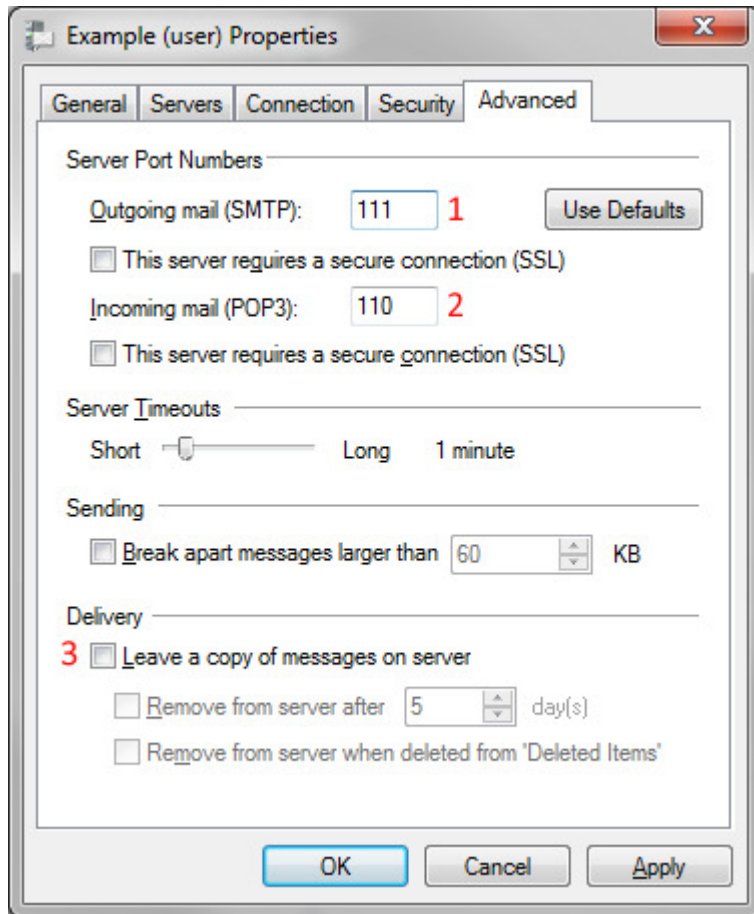
- (1) Make sure that the incoming server is set to “POP3”
- (2) Enter “pop.yourdomainname.com” (example: pop.excaltech.com)
- (3) Enter “smtp.yourdomain.com” (example: smtp.excaltech.com)
- (4) Enter your email address
- (5) Enter your password
- (6) Select “Log on using clean text authentication”
- (7) Check “My outgoing server requires authentication”

3. Click on the “Settings” button under “Outgoing Mail Server,” and you will see this:



Select “User same settings as my incoming mail server” and click “OK”

4. Click on the “Advanced” tab, and you’ll see this:



Steps correspond with the numbers in the image.

- (1) Set the Outgoing mail (SMTP) port to 111
- (2) Set the Incoming mail (POP3) port to 110
- (3) Uncheck “Leave a copy of messages on server”

5. Click “OK” to finish