Outlook Express Email Setup

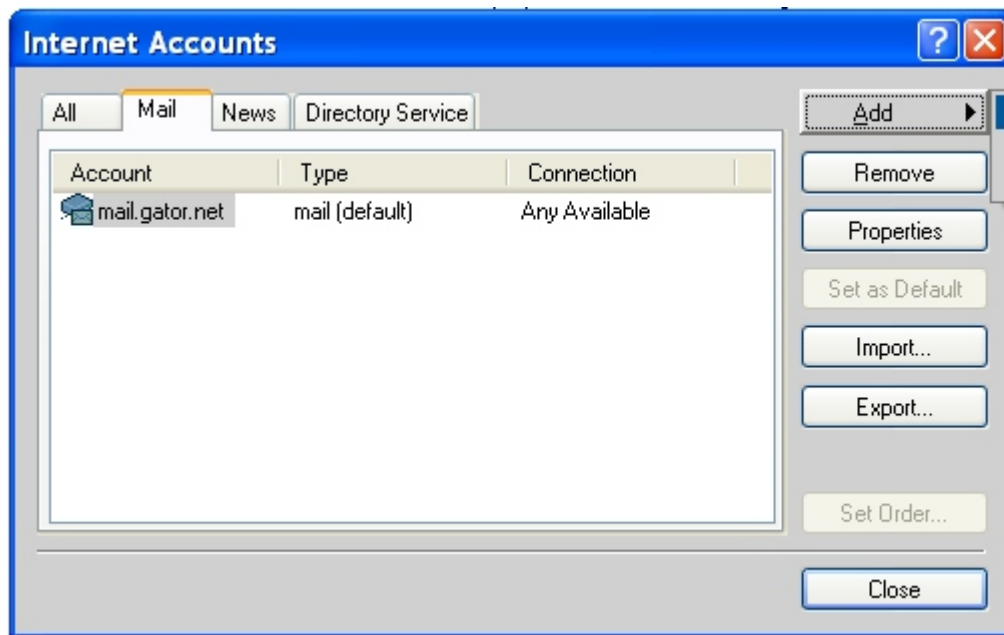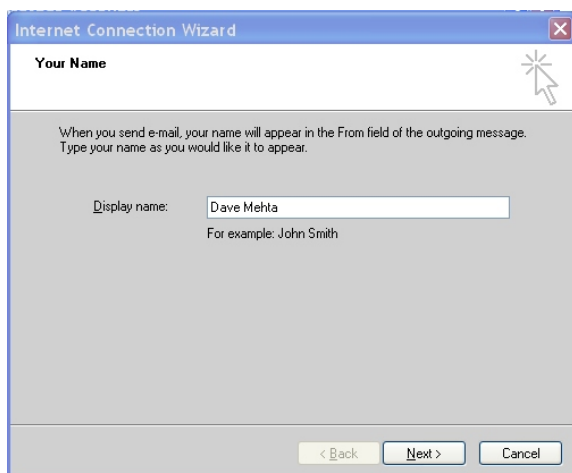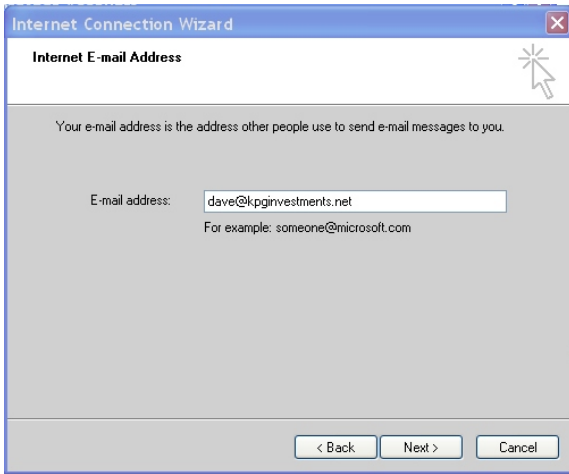**PANGEA**
W E B H O S T I N G

1. Under the tools menu select Accounts.

2. To add a new mail account click Add > Mail. If you just want to edit your existing settings then just double-click the account name.
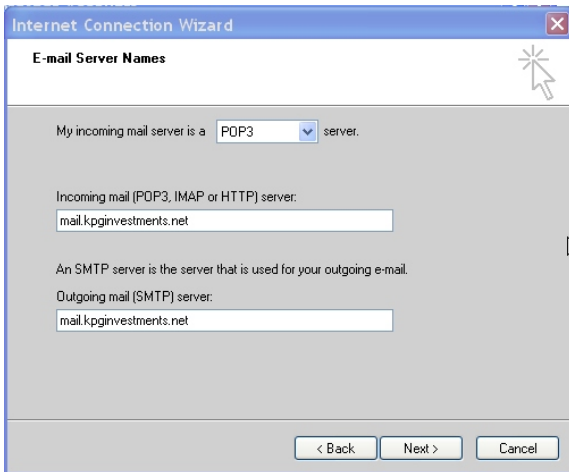

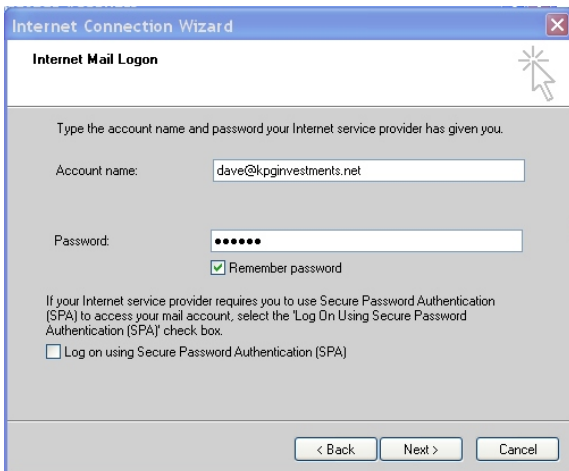3. Enter the name you want to appear when sending emails.

4. Enter your email address. In this example we use dave@kpginvestments.net

Be sure to use your domain name whenever we reference kpginvestments.net.

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address: dave@kpginvestments.net

For example: someone@microsoft.com

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5. Enter your mail servers which is just mail.yourdomain.com

As in our example we type in mail.kpginvestments.net as both our mail servers.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a POP3 server.

Incoming mail (POP3, IMAP or HTTP) server:

mail.kpginvestments.net

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

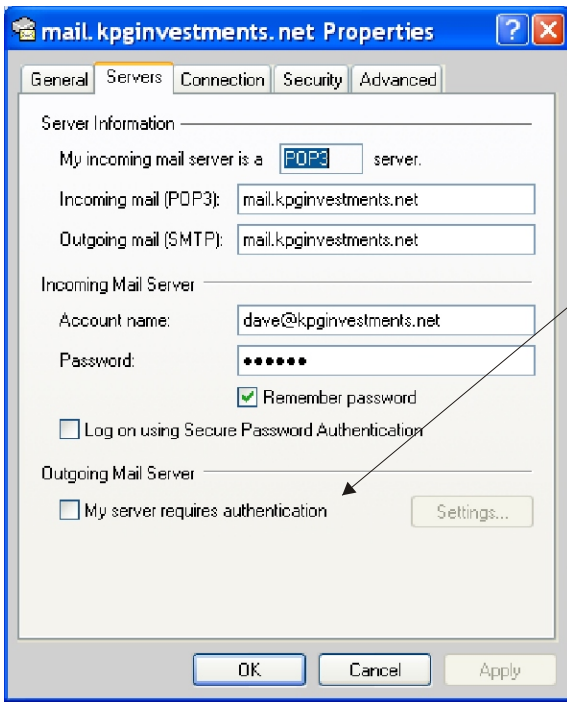mail.kpginvestments.net

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6. Enter your username which is your FULL email address and also enter your password.

For our example the username would be dave@kpginvestments.net

After doing this it will say you have completed account setup and click finish which will take you back to the accounts screen. There is still one more thing we must do before being finished.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name: dave@kpginvestments.net

Password: ●●●●●●

☑ Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

☐ Log on using Secure Password Authentication (SPA)

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7. Double click the newly created email account to edit it's properties.

Internet Accounts

All | Mail | News | Directory Service

Account	Type	Connection
mail.gator.net	mail (default)	Any Available
mail.kpginvestments.net	mail	Any Available

Add ▶
Remove
Properties
Set as Default
Import...
Export...
Set Order...
Close

8. Click on the servers tab and select the checkbox that says "My server requires authentication".

9. After selecting that checkbox your will be able to click on the settings button to the right.

This dialog is then displayed. Please ensure that "Use same settings as my incoming server" is selected and then click OK.

Click 'OK' on the previous dialog box to accept all the changes and then close out of the email account management box.

Congratulations! Your email account is now setup for use. Please check your email by having someone send you a message as well as sending someone a test message to ensure eveything is working properly.

Webmail instructions

Open a webbrowser and go to http://www.yourdomain.com:2095. As an example we will use the domain kpginvestments.net.
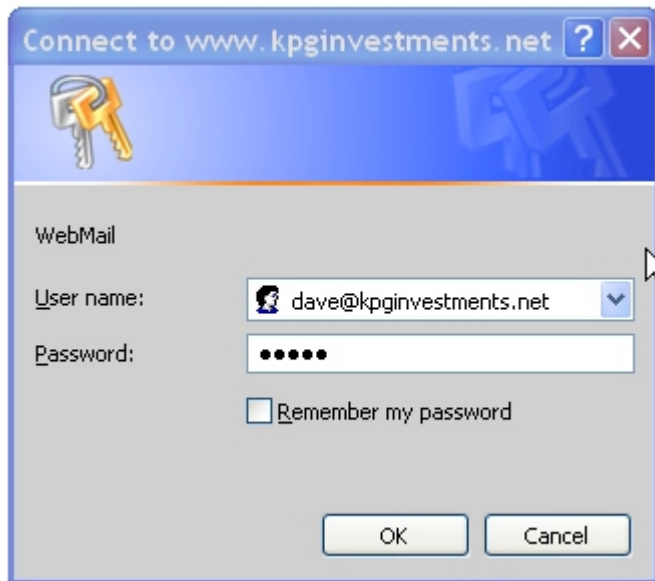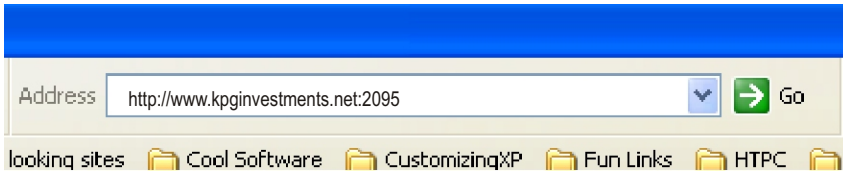
Enter your full email address as the username and also enter your password. Then click OK.

If your login was successful you will see the screen below.

For here you can do such things as change your password, setup mail forwarding options or setup an extended absence auto-responder.

To view your email click on the webmail program you wish to use. We recommend Squirrel Mail