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604 408 7480 TELEPHONE
604 408 9480 FACSIMILE
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Setting Up Your Mac Mail

Before you configure Mail:

- [Use Software Update](#) to install the latest available updates.

Manually configuring Mail

- Open Mail (click it on the Dock or open it from the Applications folder).
- If the "Welcome to Mail" assistant does not appear, choose **Add Account** from the **File** menu.
- Fill in the Full Name, Email address, and Password fields. Your default password is - **Passw0rd** (case sensitive and the o is a zero) – you **MUST** change this once you have set it all up to something more secure. The instructions for changing your password are later on in this document.
Note: Your email account password will be stored in Keychain to allow you to automatically log in to your email account when you open Mail.
- Deselect "Automatically set up account" if it is enabled. Click Continue to proceed.
- Choose the proper Account Type. POP or IMAP
- Give your account a useful description, such as "Anne's Dynaworx Mail". It can be called whatever you want.
 - Enter your Incoming Mail Server - **pop.dynaworx.com** ,
 - User Name - [yourname@yourdomain.com](#) and
 - Password. Click Continue to proceed. **Passw0rd** (case sensitive and the o is a zero) – you **MUST** change this once you have set it all up to something more secure. The instructions for changing your password are later on in this document.
- If prompted, enter your Incoming Mail Security settings **pop.dynaworx.com**. Click Continue to proceed.
- For Outgoing Mail Server, **smtp.dynaworx.com** a useful description such as "Dynaworx Outgoing Mail Server"
- Enter the Outgoing Mail Server details **smtp.dynaworx.com**.
- Select "Use Authentication" and enter your User Name and Password. Click Continue to proceed.
- If prompted, enter your Outgoing Mail Security settings. Click Continue to proceed.
- Verify your settings in the Account Summary. Check "Take account online". Click "Create" to complete the process.
- After completing these steps you should be able to send and receive email via this account. If you can't send or receive email, contact Dynaworx for more assistance.

HIGH PERFORMANCE WEB SOLUTIONS

WWW.DYNAWORX.COM :: SALES@DYNAWORX.COM
Dynaworx Useful Information - <http://www.dynaworx.com/Documents.htm>



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OUTLOOK SECURE MAIL

We have SSL capabilities on our email so if you wish to secure your email and encrypt your mail you will need to follow the steps as above from 1 to 6 however you will need to make some small additional changes on the "Advanced Tab"

Use Secure (SSL) on

- SMTP with port 465
- POP with port 995
- IMAP with port 993

SMART PHONES

If you are setting your account up on your blackberry, iPhone, or a similar device you need to be sure to use IMAP rather than POP settings. If you use POP you may encounter conflicts with your outlook or secondary email client. If you ONLY access your email from your smart phone you may use POP but we still advise the use of IMAP.

Blackberry: We recommend using the web interface to set up your account.

http://na.blackberry.com/eng/support/blackberry101/setup.jsp#tab_email gives you additional help.

iPhone: use your iPhone to set up the account.

<http://support.apple.com/kb/HT1385> gives you additional help.

Username: Your email address

Password: Passw0rd (case sensitive and the "o" is a zero)

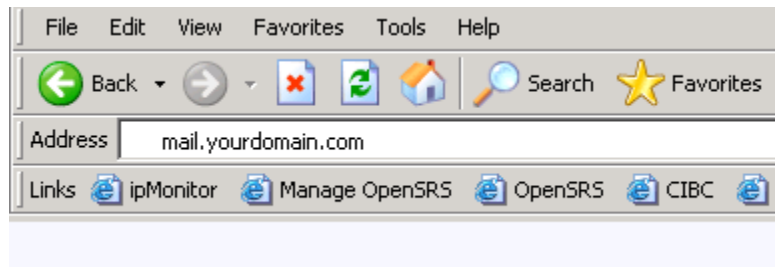
Incoming Mail: IMAP.dynaworx.com (port 143)

Outgoing Mail: SMTP.dynaworx.com (port 366)

WEBMAIL

Here you have two choices of the URL to type in (please remember there is no www at the beginning of this URL).

1. <http://mail.dynaworx.com> - this will work for all emails
2. <http://mail.yourdomain.com> - this is probably easier for you to remember as it is your domain name. It will redirect you to the mail.dyanaworx.com.



Then all you need to do is put in your user name and password

1. Your username is your email address (i.e. info@yourdomain.com)
2. Your password is Passw0rd (case sensitive and the "o" is a zero)

SPAM

Within your webmail there is a spam folder in that folder is where your junk mail goes. If you do not receive a piece of mail you were expecting, that is the first place to look. Please note that emails 14 days or older are removed from this folder. Details of how this works are also on our website with other useful information at: <http://www.dynaworx.com/Documents.htm>

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CHANGING YOUR PASSWORD

We strongly suggest that you change your password once you have set up your email account. To do this you will need to log into the web interface, per the instructions above.

1. Once logged in click on "Options" on the bottom left side of the screen.
2. You should default to the screen where you can change your password on it, at the top of the page
3. If not there click on "Personalize" and it will bring you to the page you need.
4. Your new password must contain at least 1 capital letter, 1 number, 1 lowercase letter and be at least 7 characters long

NB: Message left on webmail (on the server) older than 300 days are automatically deleted unless otherwise specified by email to dnsadmin@dynaworx.com

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