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Setting Up Your E-Mail

OUTLOOK 2007

- Go to the **Tools** menu, click **Account Settings**.
- On the **E-mail** tab, click **New**.
- In the **Add New E-mail Account** dialog box, click **Microsoft Exchange, POP3, IMAP, or HTTP**, and then click **Next**.
- Configure the new e-mail account. manually, by following these steps in the **Add New E-mail Account** dialog box:
  - Click to select the **Manually configure server settings or additional server types** check box, and then click **Next**.
  - Click **Internet E-mail**, and then click **Next**.
  - Under **User Information**, follow these steps:
- In the **Your Name** box, type your full name
- In the **E-mail Address** box, type your full e-mail address YourName@YourDomain.ca is your email address and your Username
- Under **Server Information**, click the type of e-mail account that you have in the **Account Type** box.
  - o For **POP3** or **IMAP** in the **Account Type** box, follow these steps:
    - In the **Incoming mail server** pop.dynaworx.com
    - In the **Outgoing mail server (SMTP)** box, smtp.dynaworx.com
    - IMAP is imap.dynaworx.com
  - o In the **User Name** box, type your user name. That is your email address YourName@YourDomain.ca
  - o In the **Password** box, 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 is later on in this document.
- You want Outlook to remember your e-mail account password, click to select the **Remember password** check box.
- Click **Test Account Settings**. This feature calls a dialog box that displays, in a step-by-step manner, each phase of the testing of the configuration that you entered. A test message is sent. This message explains any changes that Outlook made to the initial setup.
- **Final Important Steps** - If these last two steps are not done your email will not work properly
  - o Click on **More Settings** to open the **Internet E-mail Settings** dialog box.. A box will come up with 4 tabs.
    - Click on the "Outgoing Server" tab, you will need to find a check box and tick it off that says "my outgoing mail server requires authentication"
    - Click on the "Advanced" tab, go to the SMTP outgoing server and change the port from 25 to 366

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 that 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_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
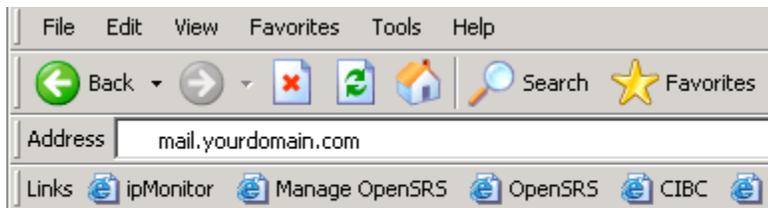Password: Passw0rd (case sensitive and the "o" is a zero)
Incoming Mail: IMAP.dynaworx.com (port 143)
Outgoing Mail: SMTP.dynaworx.com (port 366)

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 form this folder. Details of how this works are also on our website with other useful information at: http://www.dynaworx.com/Documents.htm

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