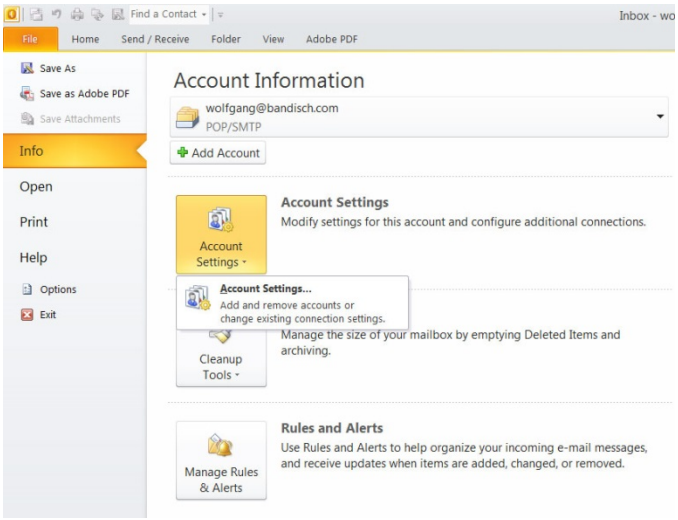
PNGCONNECT
PAPUA NEW GUINEA PREMIER DOMAIN HOSTING

Domain/Web Hosting
Domain Registration
BEST VALUE & SERVICE

P.O. Box 7077 | Boroko NCD 111 | T: 7373 4033 | F: 325 0349 | M: +675 7202 8833
E: support@pngconnect.com | W: www.pngconnect.com

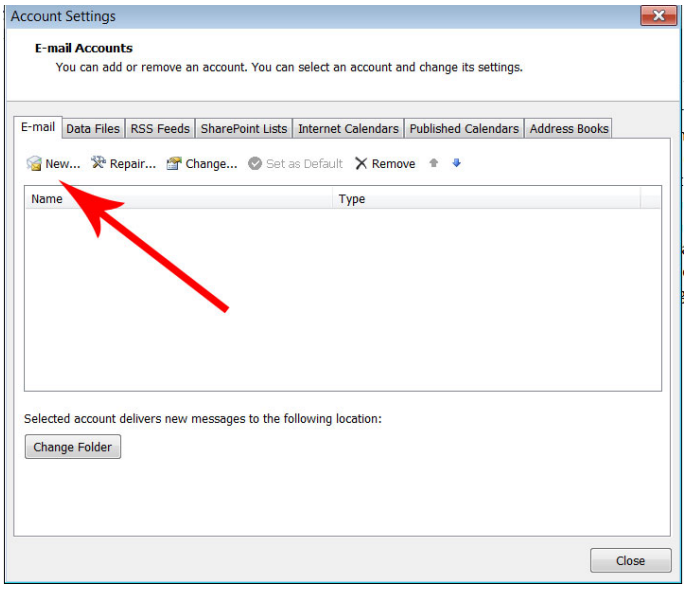
INSTRUCTIONS FOR SETTING UP A MAILBOX IN OUTLOOK

These instructions apply to Outlook 2007, Outlook 2010 and Outlook 2013. The screens are slightly different to get to the account setup but the setup is the same.

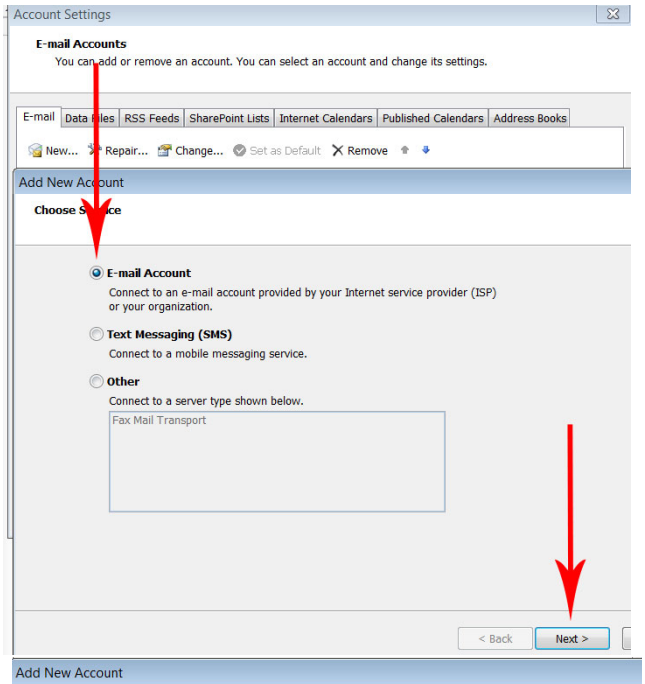


Select File >> Info >> Account Settings >> then click on

Add and remove or change existing connection settings

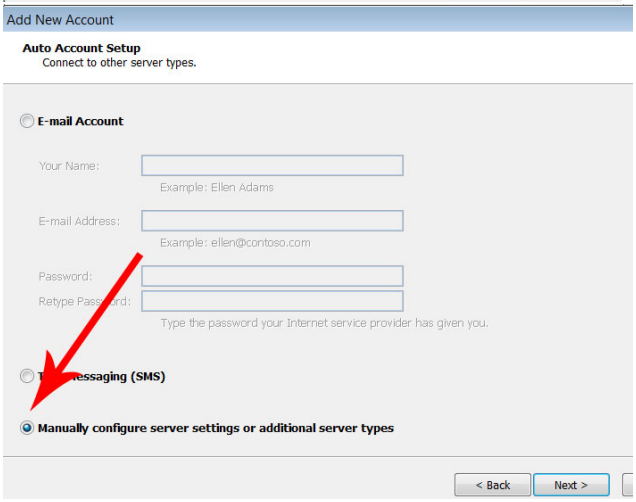


Click on 'New'

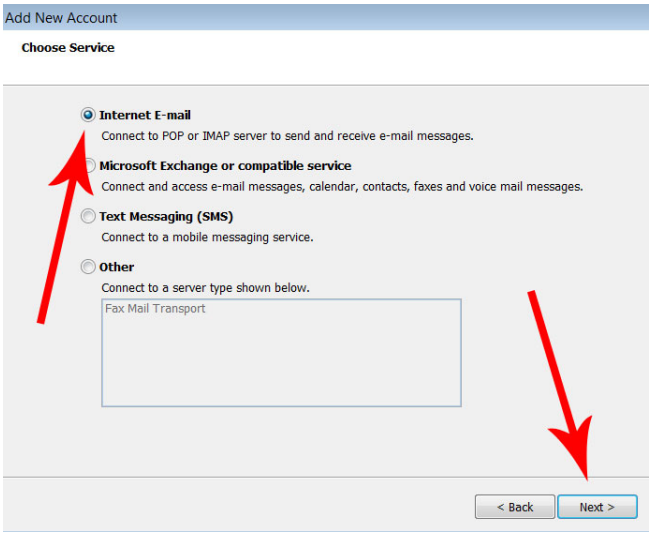


Select ‘E-mail Account’

Click ‘Next’

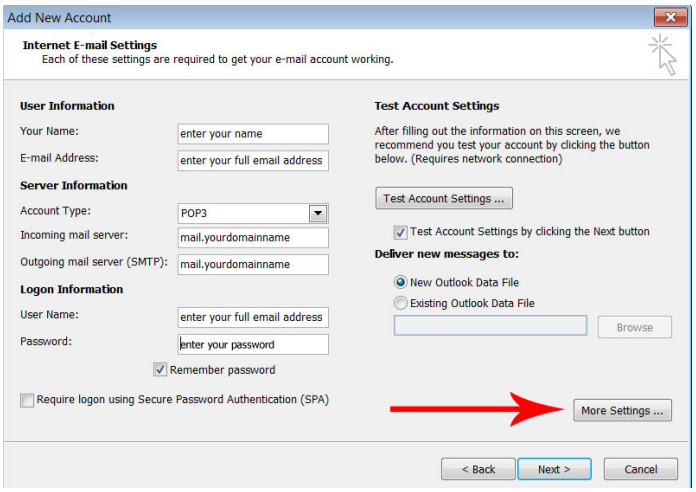


Click on ‘Manually configure server settings or additional server types



Select ‘Internet E-mail’, the default setting

Click next

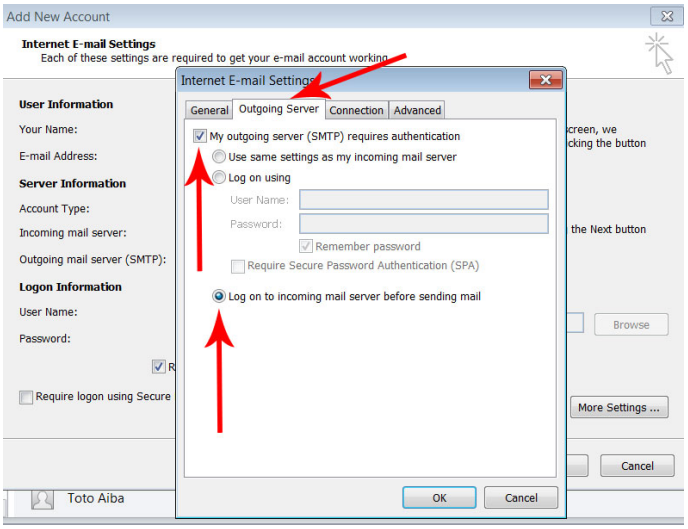


Enter your name

Enter your full email address

Select POP3 (default)

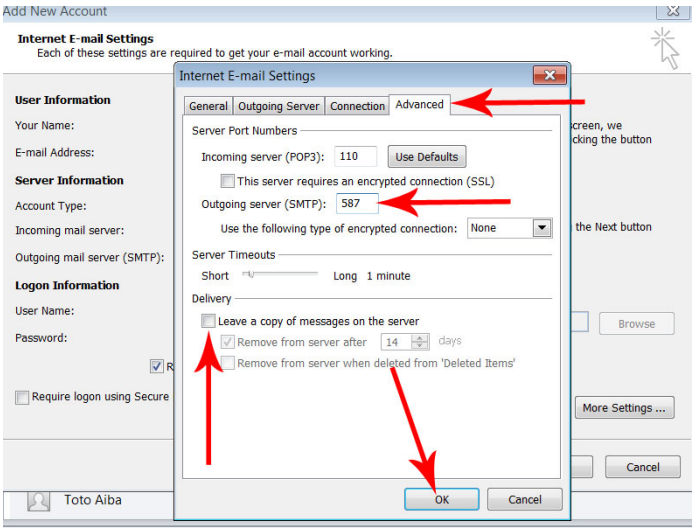
Your mail servers, both POP3 and SMTP are mail.yourdomainname
We provide the name for you.
Enter your FULL email address as the user name
Enter your password as provided by us
Click on 'More Settings'



Click tab 'Outgoing Server'

Select 'My outgoing server (SMTP) requires authentication'

Select 'Log on to incoming mail server before sending mail'

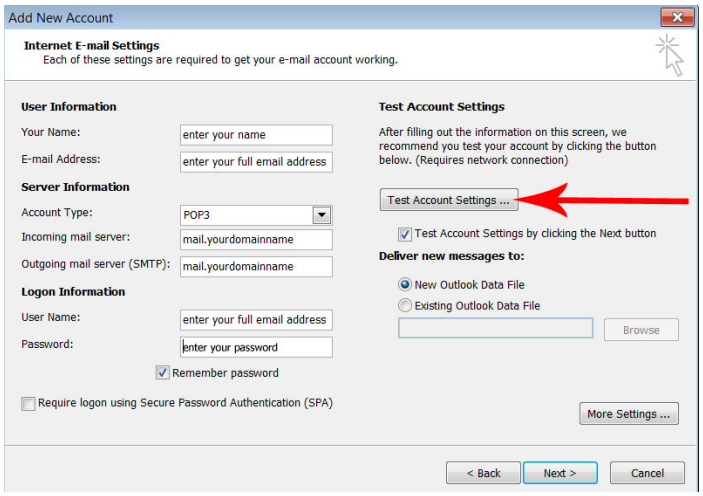


Click the 'Advanced' tab

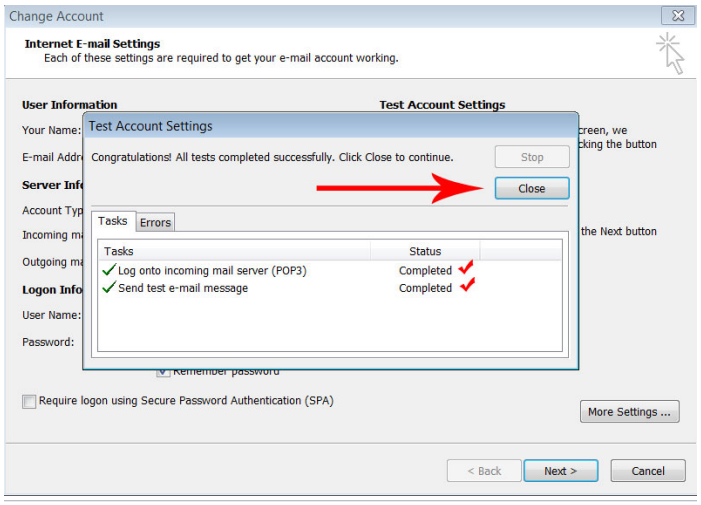
Change the Outgoing server (SMTP) port settings from the default (25) to port 587

UNCLICK 'Leave a copy of messages on the server'. This does not work in Outlook. Messages will remain on the server if this is ticked and NOT removed ever.

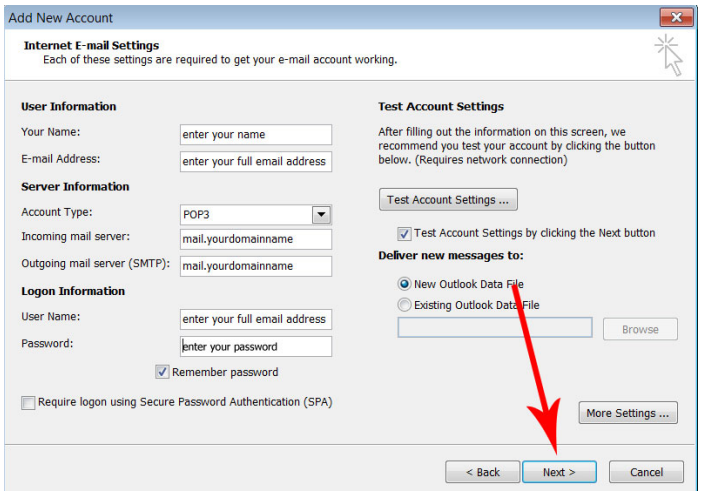
Click 'OK'



Click on 'Test Account Settings'



Click 'Close' once both tests are completed



Click 'Next'

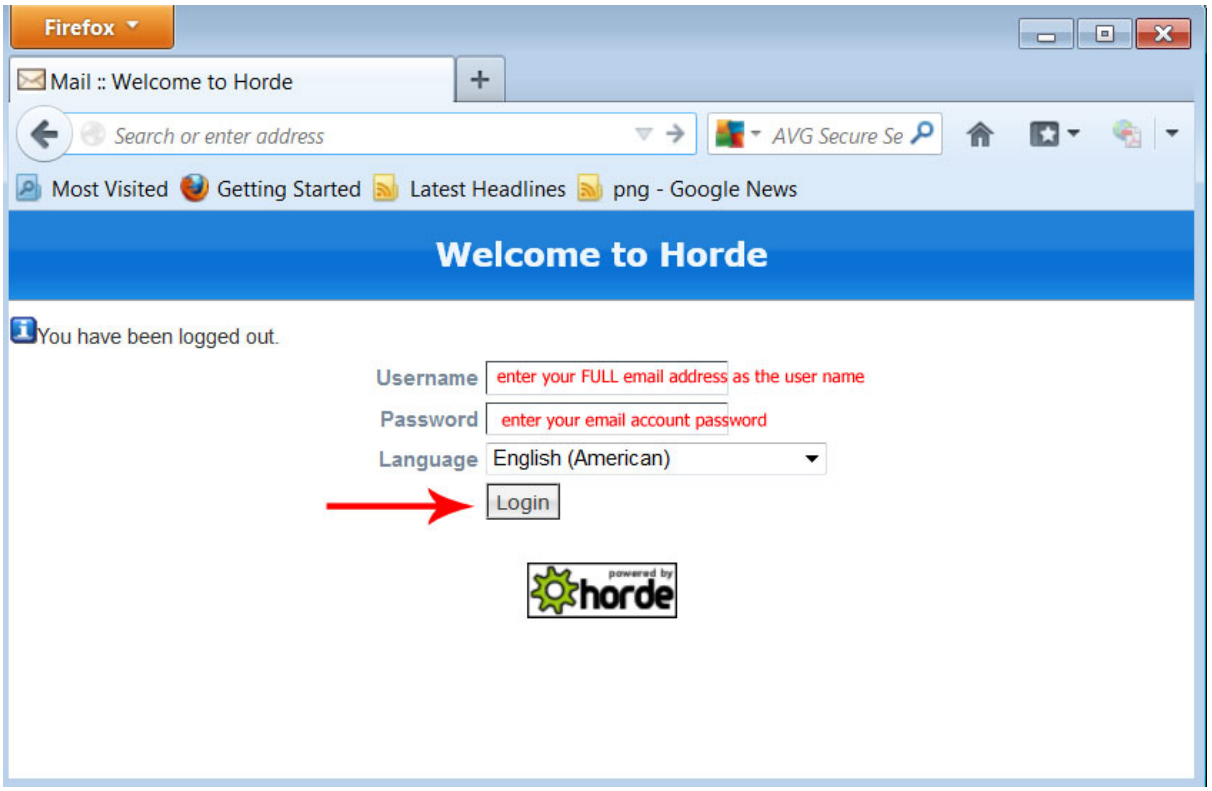
Your mailbox setup is complete!

CHECK YOUR MAIL USING OUR WEBMAIL FEATURE

You can check your mailbox from any computer connected to the Internet with our webmail feature.

This is also helpful if you seem to have problems getting your mail with Outlook.

1. Open a browser window and type in “mail.yourdomainname.com(.pg)” and click enter.
2. Enter your FULL email address as the user name
3. Enter the corresponding password



Once you are logged in you can manage your mailbox, read your mail, reply to your mail, delete mail (do not forget to click on ‘purge deleted’ in the upper right hand corner.

For more help email us on support@pngconnect.com!