



# Excalibur Technology Corp.

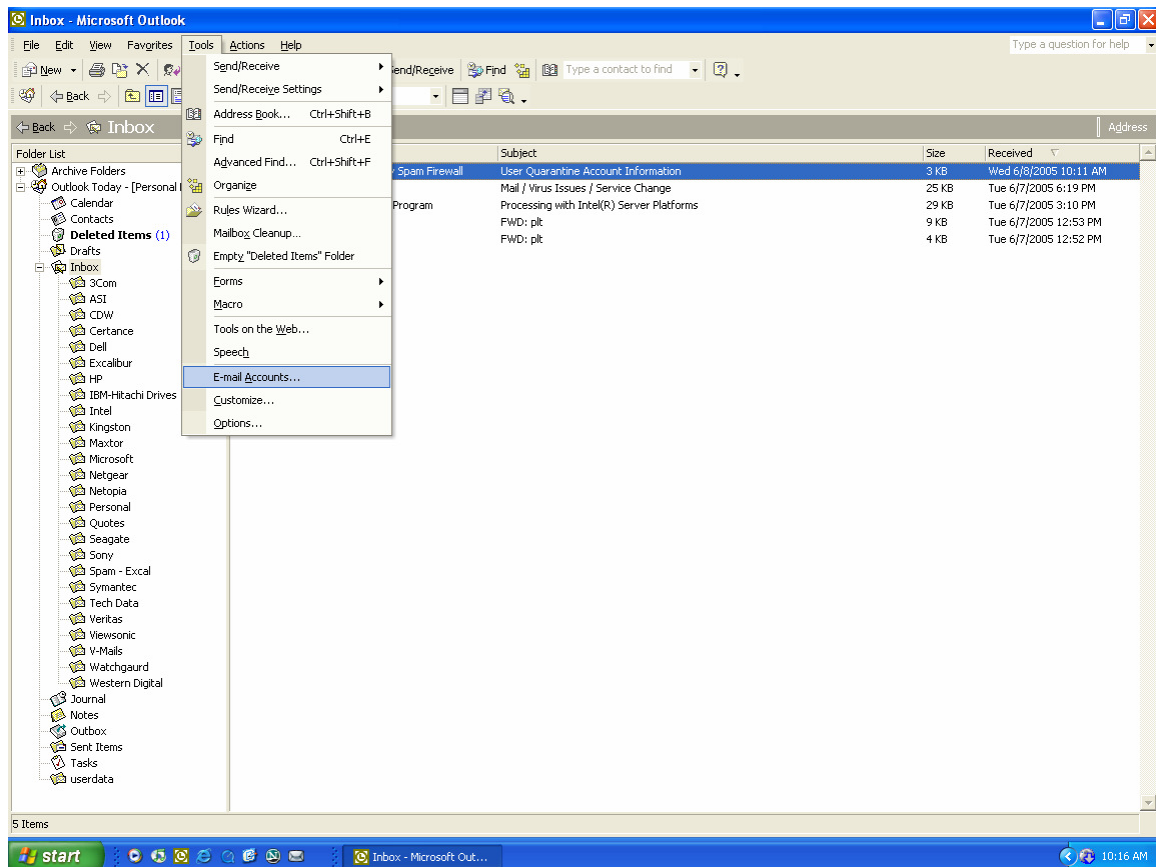
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support@excaltech.com  
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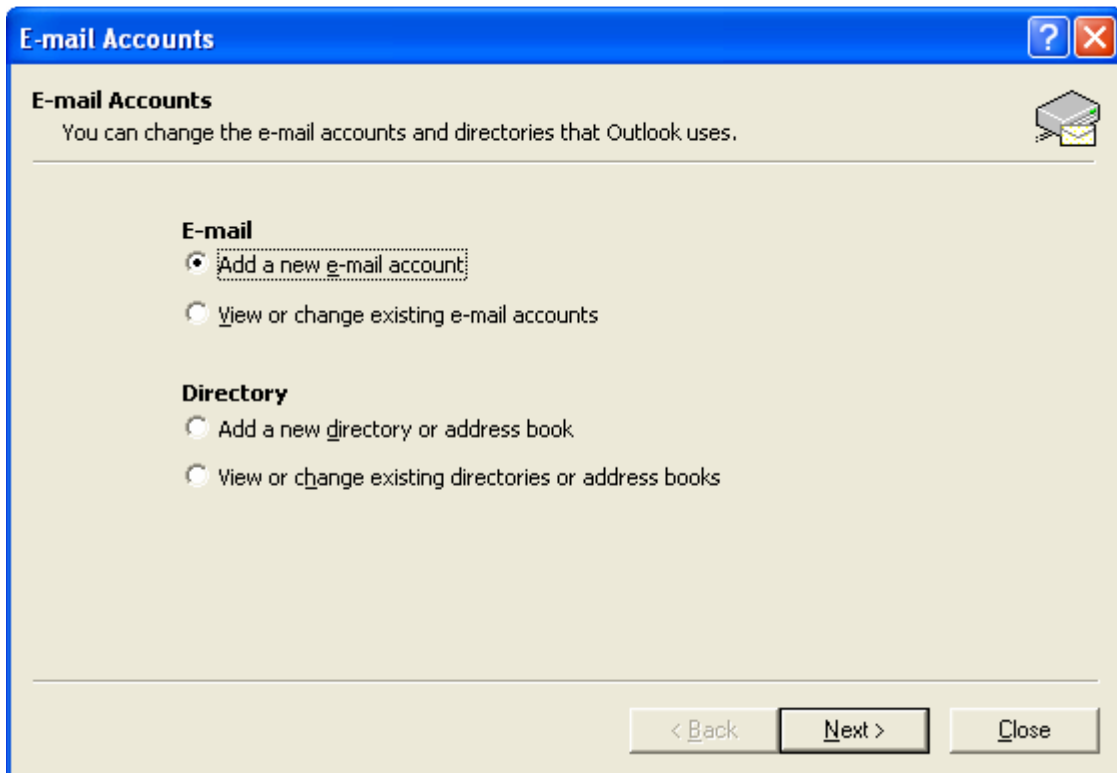


Thank you for choosing Excalibur Technology Corp. to handle your email services. Please find listed below instructions on how to setup your Microsoft Outlook to send and receive email for your new email hosting services.

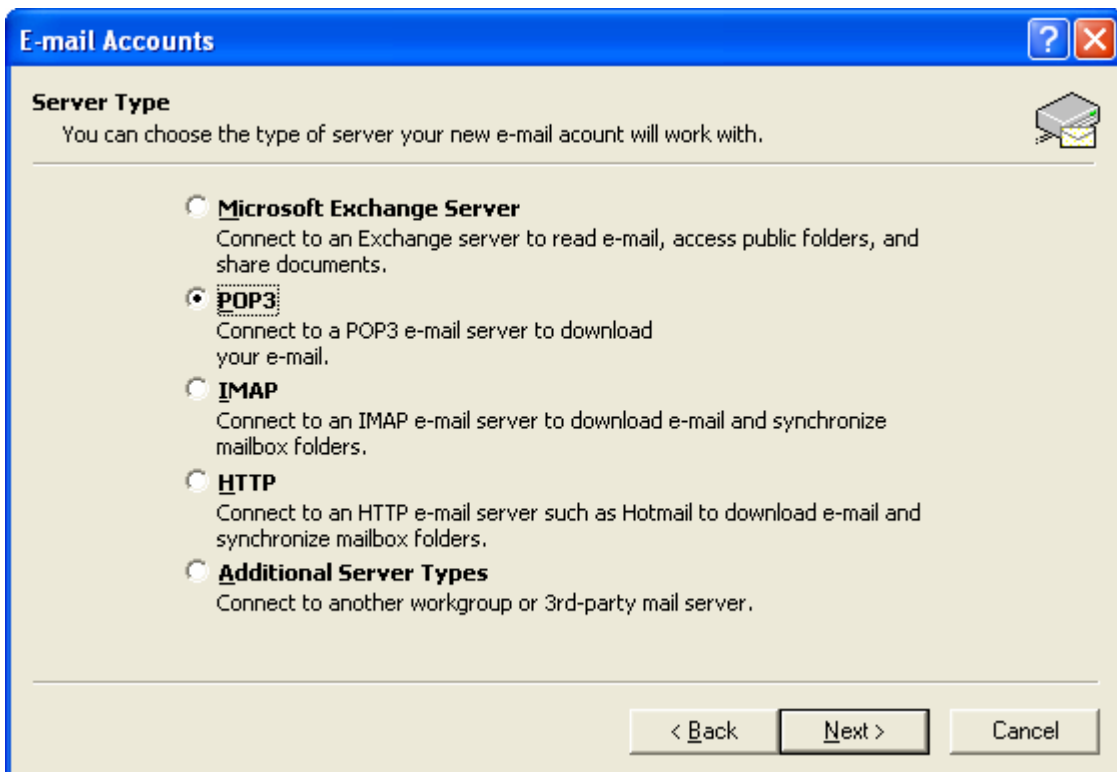
To start you need to open Outlook. Once open go to the tools menu at the top and then “E-Mail accounts”



In the “E-Mail Accounts” window select “Add new email account” and click next  
(Note: If you already have an email account setup, select the “view or change existing e-mail accounts” option and jump to the next page.)



In the next window select “POP3” as the server type and click next.



In the next window you need to fill out all the info listed. Obviously you will need to use your name, email and user name. The Incoming and Outgoing servers for you are **mail.domainname.com** (For example, if our domain is excaltech.com so we use mail.excaltech.com for our incoming and outgoing servers)

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name:   
E-mail Address:

**Server Information**  
Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**  
User Name:   
Password:   
 Remember password  
 Log on using Secure Password Authentication (SPA)

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

Once you fill out the info above you need to click the “More Settings ...” button, in the new window, select the “Outgoing Server” tab at the top and check the box that says “My outgoing (SMTP) server requires authentication. Once done, click the “OK” button.

**Internet E-mail Settings**

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

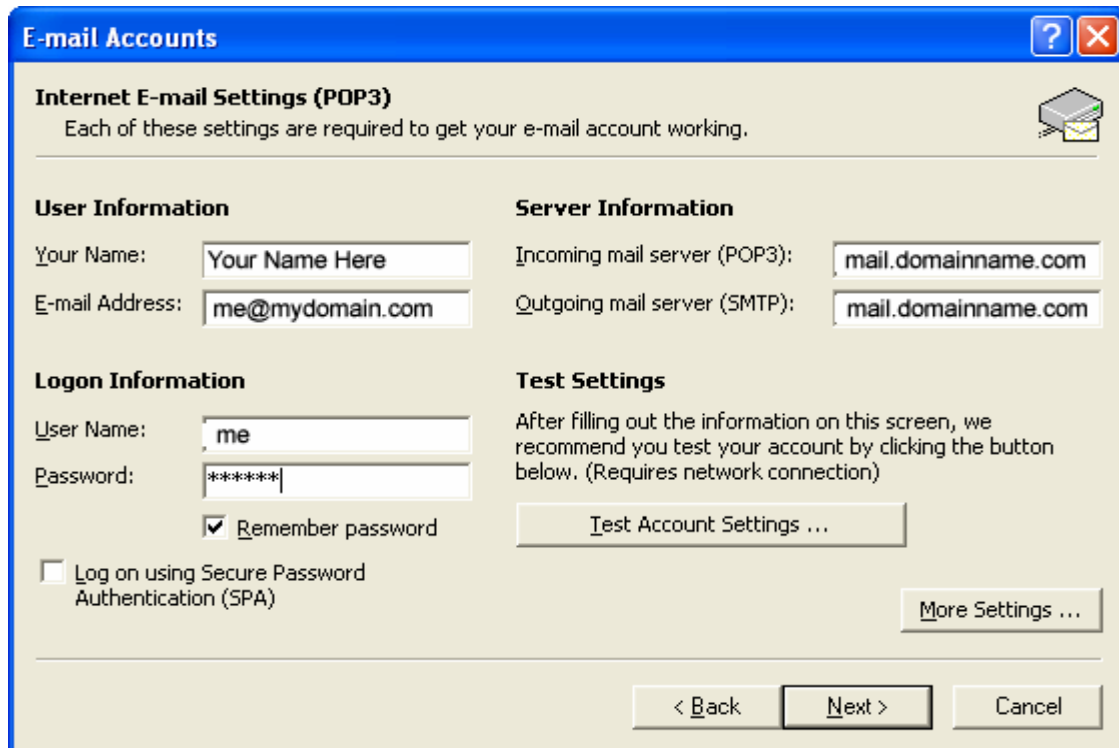
User Name:   
Password:

Remember password

Log on using Secure Password Authentication

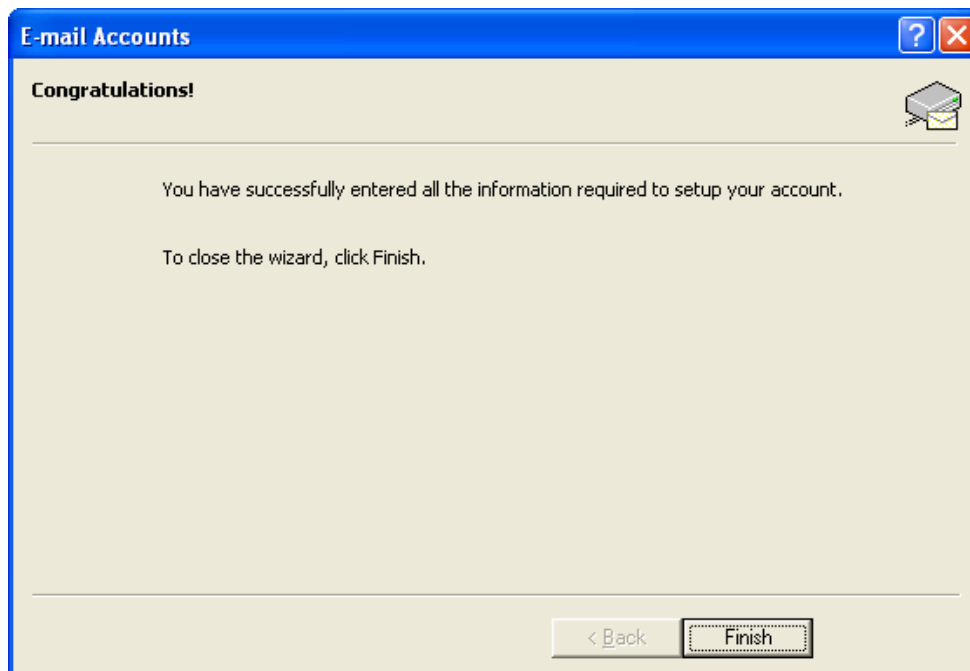
Log on to incoming mail server before sending mail

You should now be back at the “E-Mail Accounts” window. Click on “Next”



The screenshot shows the 'E-mail Accounts' window with the title bar 'E-mail Accounts'. The main heading is 'Internet E-mail Settings (POP3)' with a sub-heading 'Each of these settings are required to get your e-mail account working.' and an envelope icon. The window is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' includes 'Your Name' (Your Name Here) and 'E-mail Address' (me@mydomain.com). 'Server Information' includes 'Incoming mail server (POP3)' (mail.domainname.com) and 'Outgoing mail server (SMTP)' (mail.domainname.com). 'Logon Information' includes 'User Name' (me), 'Password' (masked with asterisks), a checked 'Remember password' checkbox, and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. 'Test Settings' includes a 'Test Account Settings ...' button and a 'More Settings ...' button. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

Then “Finish”



The screenshot shows the 'E-mail Accounts' window with the title bar 'E-mail Accounts'. The main heading is 'Congratulations!' with a sub-heading 'You have successfully entered all the information required to setup your account.' and an envelope icon. Below this is the instruction 'To close the wizard, click Finish.' At the bottom are '< Back' and 'Finish' buttons.

Your account is now setup. Your passwords for your account should be supplied by your manager.

Should you require assistance in completing this setup, please call Excalibur Technology Corp. @ 847-842-9570.