



Setup for MS Outlook Express
January 16, 2006

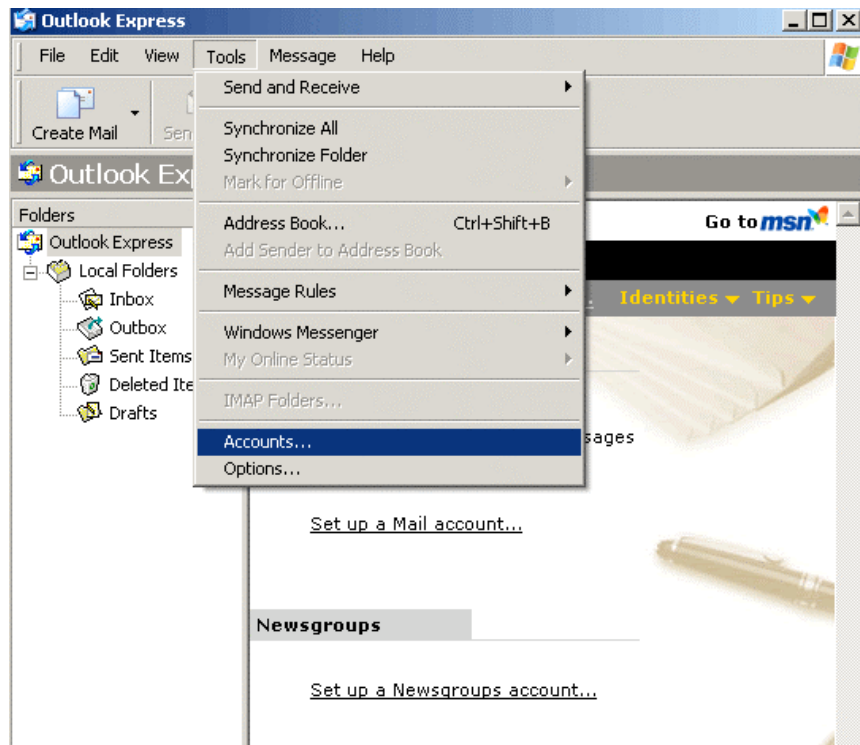
129 Bleachery Blvd, Suite 101
Asheville, NC 28805
(828)-254-9638
www.intervelocity.com

About This Document

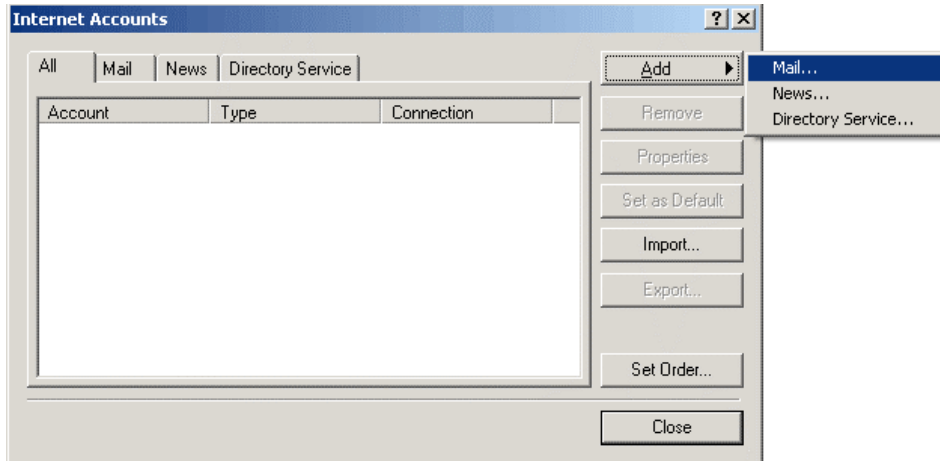
This document is intended to be a reference guide to follow for setting up Microsoft Outlook Express clients to check InterVelocity email accounts. For questions not covered in this document contact InterVelocity support (support@intervelocity.com).

Setup a new e-mail address

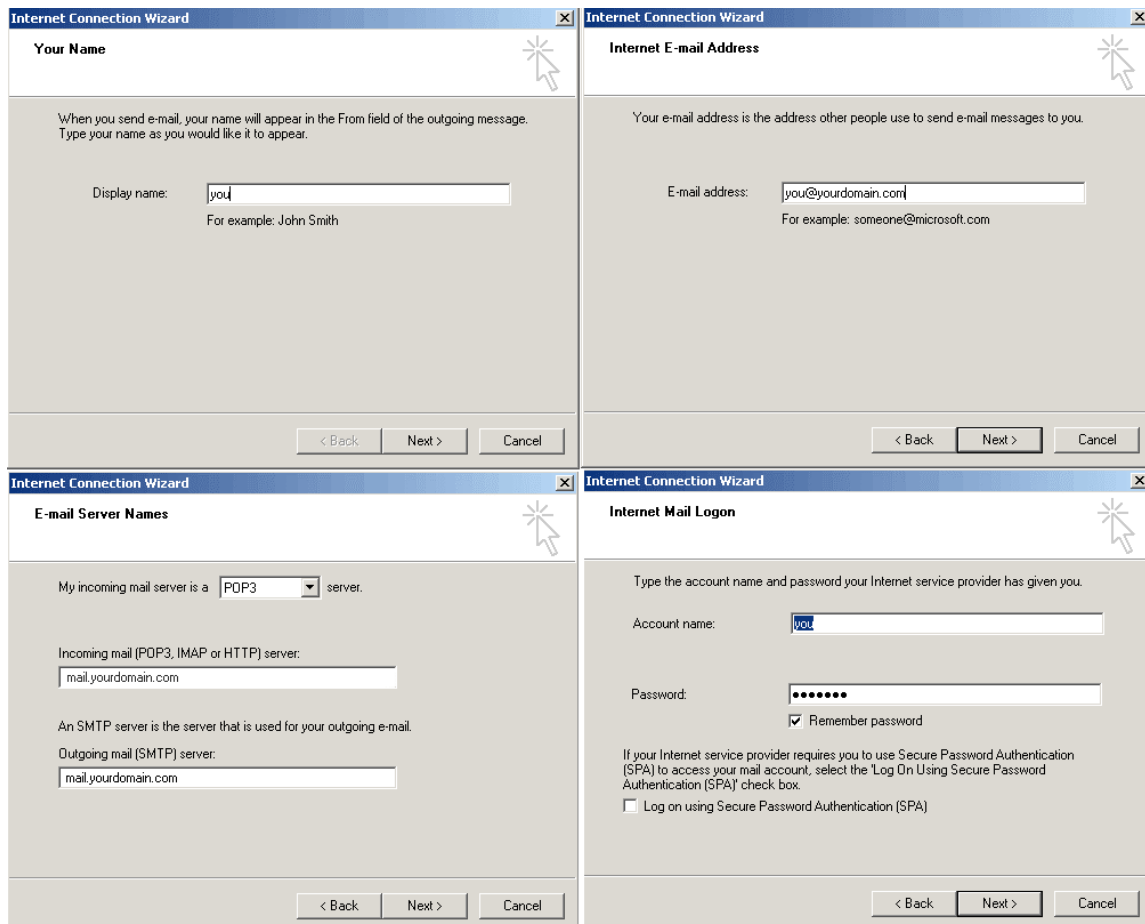
- Open up Outlook, click on **Tools**, and select **Accounts...**



- Click **Add** and select **Mail...**

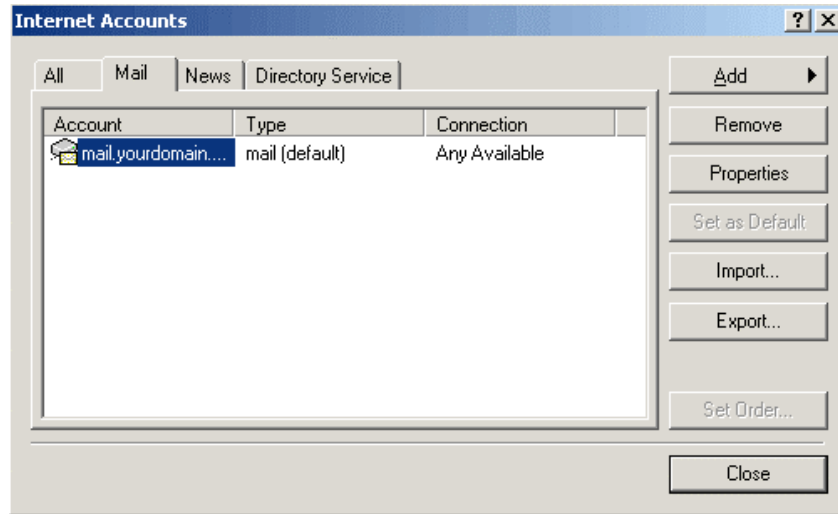


- The Internet Connection Wizard will start.
- Your incoming and outgoing servers should both be set to mail.yourdomain.com
- Your account name is your E-mail name.

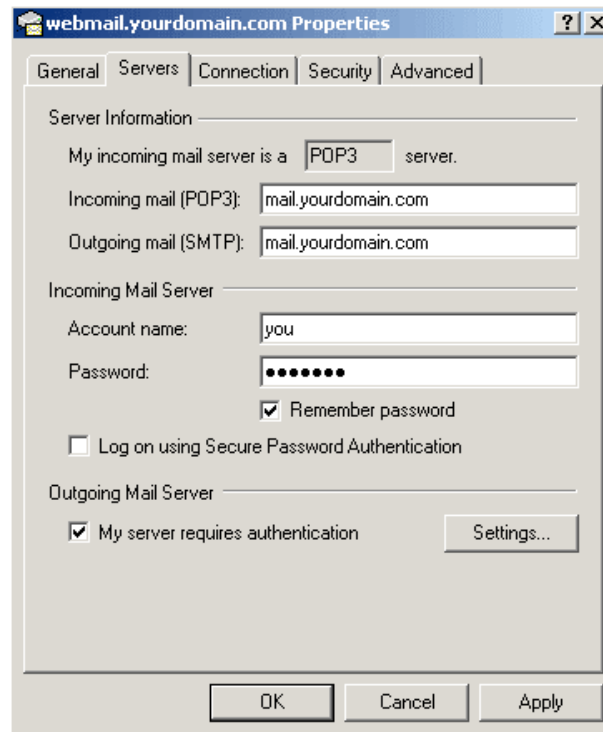


- Click **Next** and then **Finish** to end the wizard and save the information.

- Select the account you just created and click **Properties**.



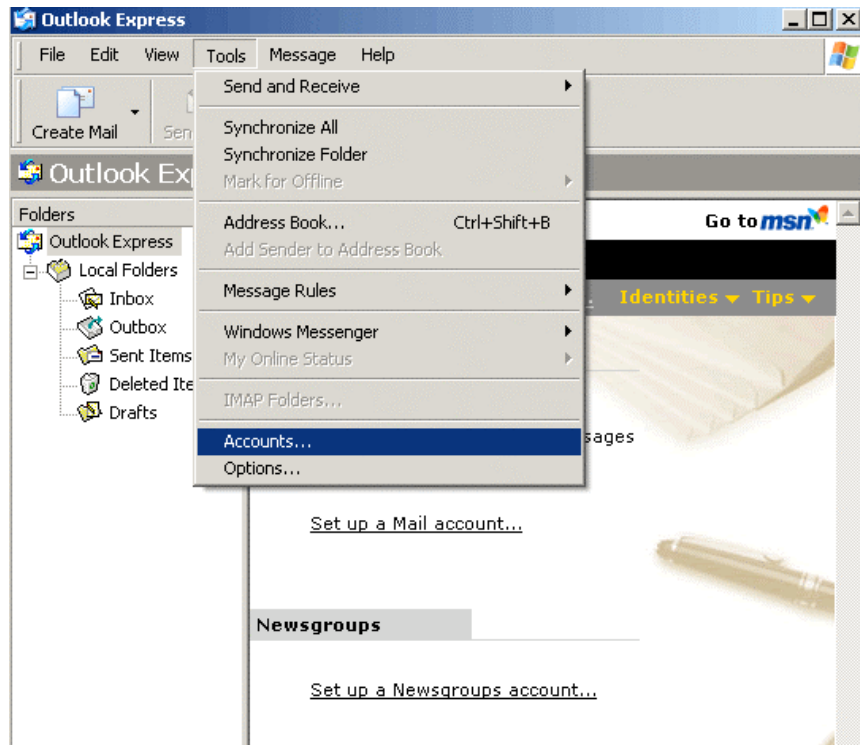
- Select the servers tab and under Outgoing Mail Server check "My server requires authentication." Click **OK**.



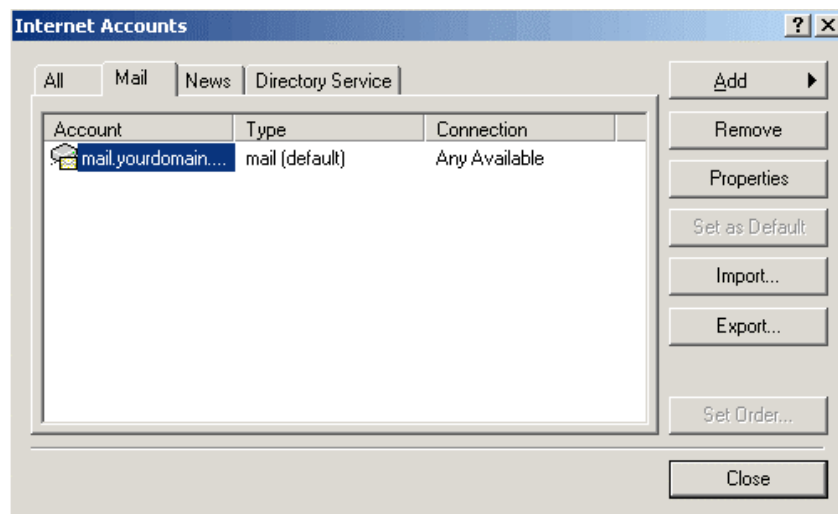
- Click **Close** to exit the Internet Accounts Window.
- **Note:** Some ISP's (BellSouth for example) will block port 25 for outgoing mail. To fix this, select the **Advanced** tab, and change the outgoing port to "2505" and click **OK**.

Editing an existing e-mail address

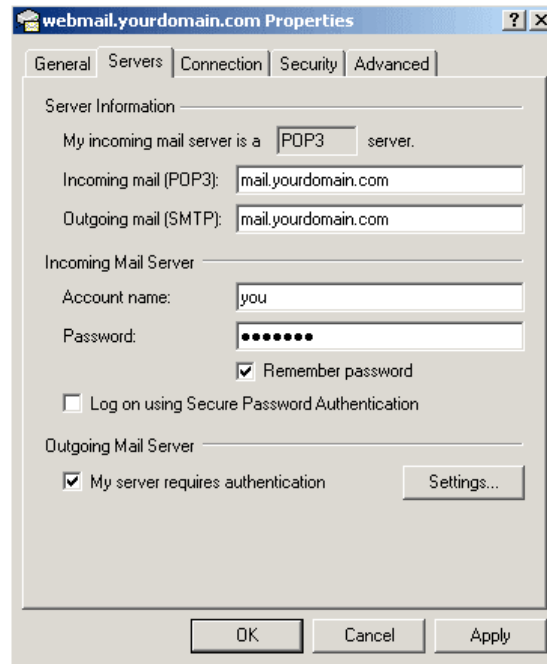
- Open up Outlook, click on **Tools**, and select **Accounts...**



- Select the account you wish to edit and push **Properties**.



- Select the servers tab. Set Incoming mail (POP3) and Outgoing mail (SMTP) to *webmail.yourdomain.com*. Under Outgoing Mail Server check "My server requires authentication." Click **OK**.



- Make sure the password is set to your new password.
- Click **Close** to exit the Internet Accounts Window.
- **Note:** Some ISP's (BellSouth for example) will block port 25 for outgoing mail. To fix this, click the **More Settings...** button and select the **Advanced** tab, and change the outgoing port to "2505" and click **OK**.

