

EMAIL ACCOUNTS EXPLAINED

RECEIVING AND SENDING EMAILS: WHAT EMAIL PROGRAM SHOULD I USE?

You can access your new email a variety of ways, almost an unlimited number of ways. The trick is to figure out what method will be the most comfortable for each given person. The best way generally is to centralize your emails as much as possible, so that you don't have to log in to various accounts to get your mail. You can centralize your email accounts two ways:

1. **Gmail**
2. **Outlook or Thunderbird**

This document includes tutorials on how to set up gmail, and Outlook.

Both of these recommended solutions allow you to:

1. **Receive** the mail from multiple email accounts into one centralized place (ie your personal email (ie from yahoo or hotmail) and your business email)
2. **Send** messages from multiple emails, depending on the situation (private or business related)

We recommend Gmail because:

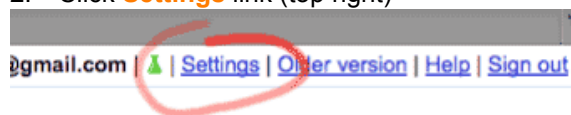
1. **Spam** protection is incredibly powerful
2. Your email can be **accessed from any computer**, not just the computer you have your Outlook installed
3. You can use the **search**, advanced search, and label system to easily manage your mail
4. You can download your mail easily to your blackberry and iphone

GMAIL

SENDING MAIL FROM GMAIL

These steps explain how to **send mail from** a variety of "alias" or a variety of different emails all within gmail.

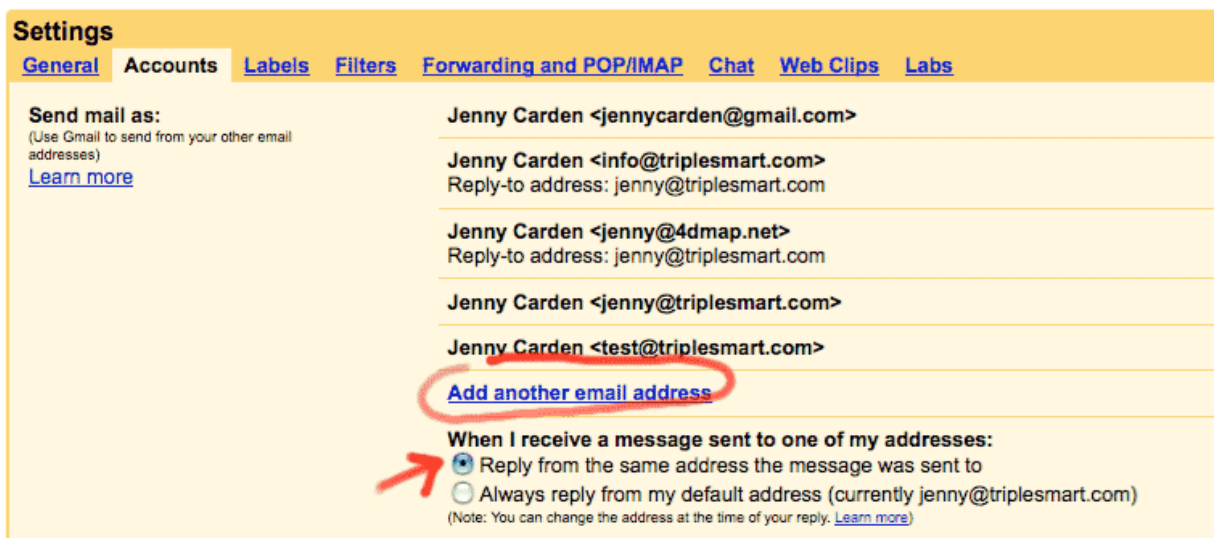
1. Sign in (or create) a Gmail account. <http://www.gmail.com>
2. Click **Settings** link (top right)



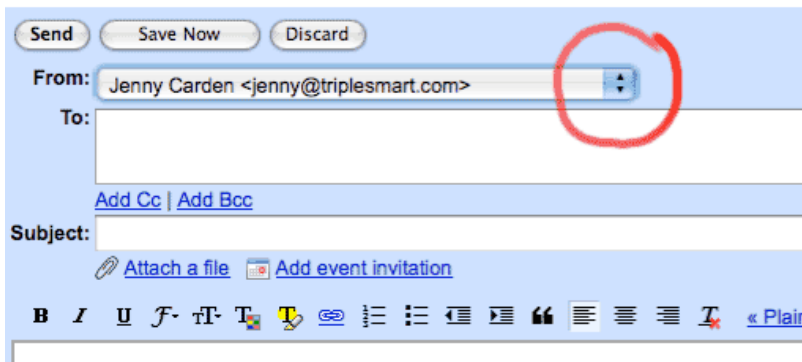
3. Click the **Accounts** tab (second tab)

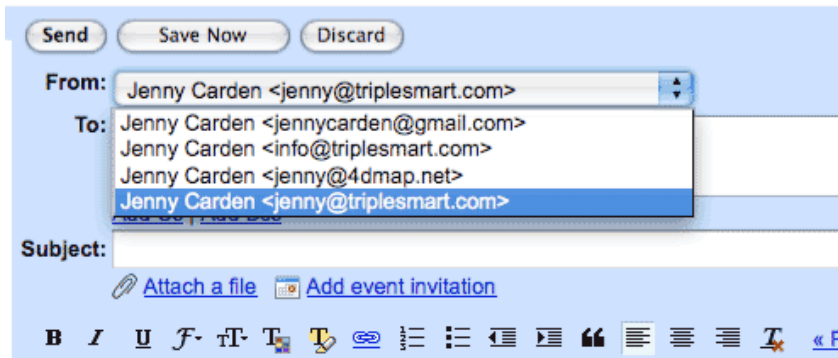


4. Under Send mail as, click **Add another email address**.



5. In the Name field, enter your full name. In the Email address field, **enter the email** address you'd like to send from.
6. Click Next Step >> and then click **Send Verification**. Gmail will send a verification message to your other email address to confirm that you own it.
7. Open your other account and either click the link in the message Gmail sent or enter the **confirmation** code in the Accounts section of your Gmail settings.
8. You can now send mail from your newly added email account by using the **drop down tab** in the from portion of your email.





RECEIVING MAIL FROM GMAIL

You can receive mail into your gmail account in one of two ways.

1. **Forward your mail** to your gmail account by setting up a forwarding account.
2. Ask Gmail to **Get mail from other accounts** . This means every 15 minutes Gmail will ask for your mail from your hosting or personal email (yahoo, hotmail etc.) *Note: AOL in particular does not allow you receive your mail through gmail, however most other providers do.*

We prefer forwarding the account because it will be forwarded instantaneously rather than every 15 minutes. **If you would like to set up a forwarding account for the email account attached to your new website, simply send us your gmail account name and we will set up the forwarder for you with BlueHost.**

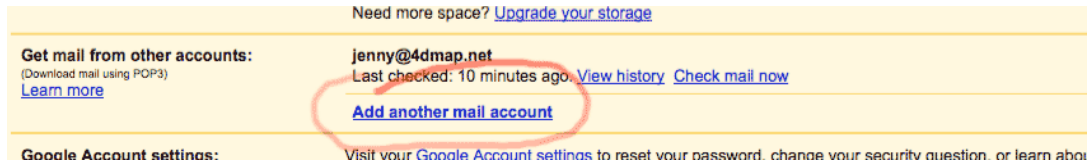
If you want to forward from other email accounts such as yahoo, or verizon etc. Search for tutorials or help pages on how to do that directly from your email provider.

To use the second option "Get mail from other accounts", follow the instructions below or skip to the next step (sending mail from your gmail account).

1. Log in to your gmail account or sign up for an account
2. Click the **Settings** link (top right of your screen)
3. Select the Accounts tab.



4. In the Get mail from other accounts section, click **Add another mail account.**



4. **Enter the full email address** of the account you'd like to access, then click Next Step.
5. Gmail will populate sample settings, but if you have problems you can check with your other provider to learn the correct server name and port. **Enter your Password.**
6. Decide whether to:

Leave a copy of retrieved messages on the server

If you'd like to keep a copy of each message Gmail retrieves in your other mail accounts, select the Leave a copy of retrieved messages on the server checkbox. This way, you can access mail in your other accounts and see the messages, and you can see the messages in Gmail.

If you'd rather delete copies of messages that Gmail retrieves, leave this option unchecked. Gmail will delete the messages from the other account as those messages are retrieved, meaning you'll only be able to read them in Gmail.

Always use a secure connection (SSL) when retrieving mail

If the email account being retrieved from supports Secure Sockets Layer (SSL) encryption, you can select this option to have all information sent through a secured connection.

If you select this option, and your email provider doesn't support it, Gmail will let you know that your configuration failed. Clicking Show error details will likely reveal a Protocol error in this case. You'll need to uncheck this selection before continuing.

7. Click **Add Account.**

GMAIL TIPS

Search: You can search for emails by using the top search box. You can for example search from:jenny and see all the mails I have sent you. Or you can search for the word "triplesmart", or search for to: lucas. You can also select the advanced search tab and look for a variety of things.

Labels: You can also create labels to organize your mail. These act like search folders. You can click the edit labels button to add new labels. You can also create filters. You could for example create a filter for a certain client or set of clients, and set up a filter to automatically file mails into this label when archived.

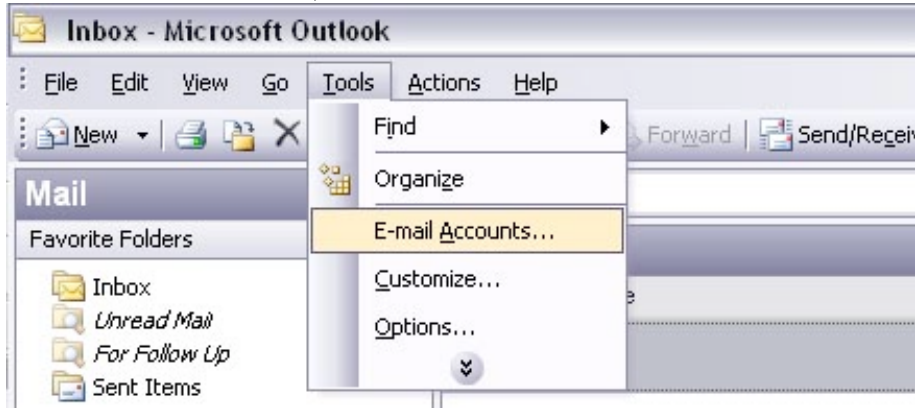
Archive: You can hit the archive button to remove mail from your inbox. To view the mail, simply do a search, view the label, or view all mail.

To give yourself an overview spend a half an hour reviewing the features you have available.
<http://mail.google.com/mail/help/about.html>

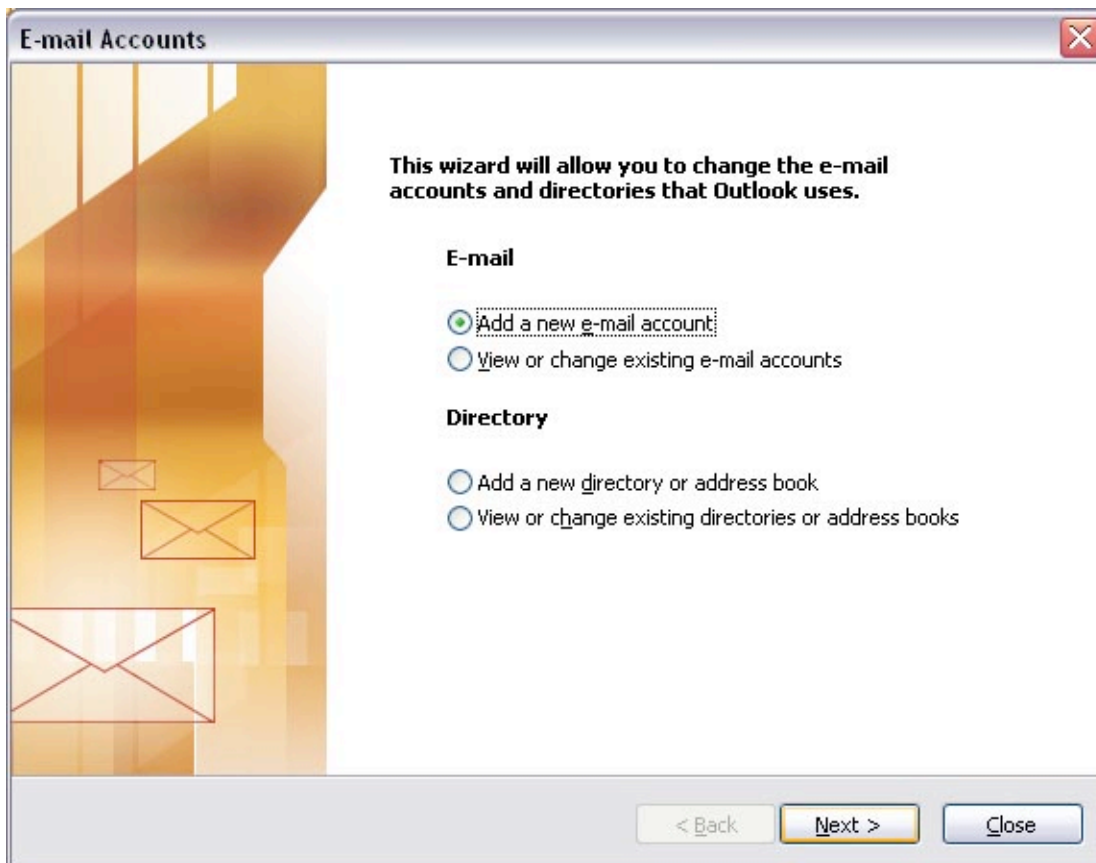
HOW TO SEND AND RECEIVE MAIL FROM OUTLOOK

To configure your Outlook or Thunderbird accounts, simply go to your account settings and add your new email with the account settings which were sent to you in your email account settings email from Triple Smart. These instructions are for Outlook 2003, but should be similar for all versions.

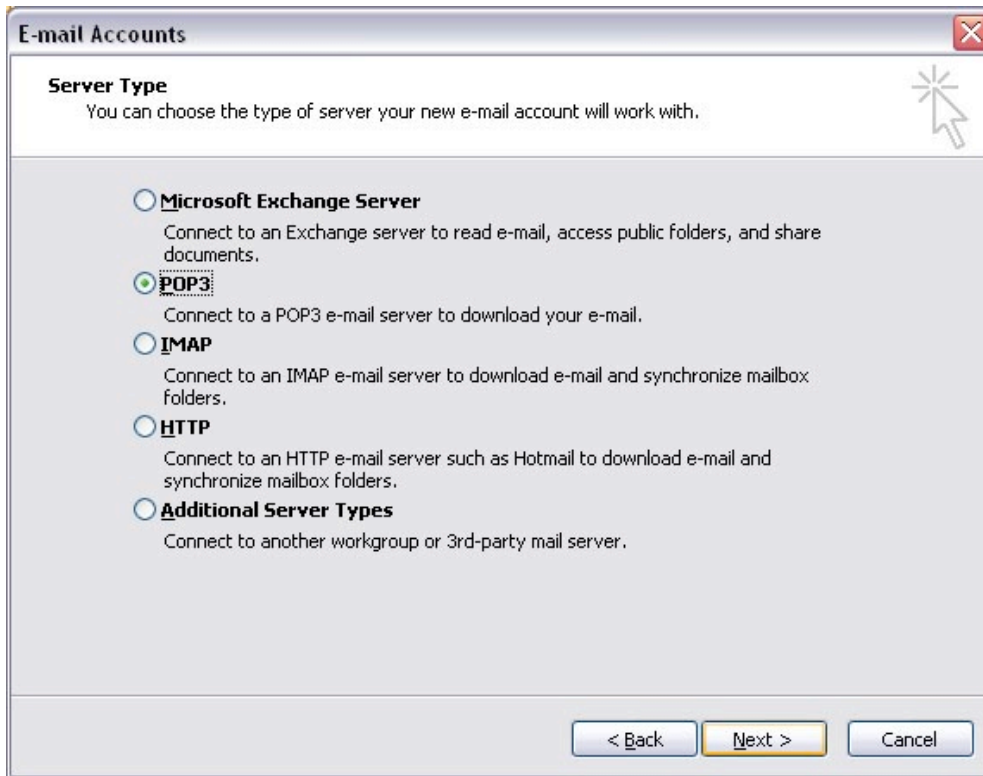
1. Open Outlook 2003.
2. Click the 'Tools' menu, and select 'Email Accounts.'



3. Select 'Add a new e-mail account,' then click 'Next.'



4. Select 'POP3,' then click 'Next.'



5. Setup the Account.

- * Enter 'Your Name' as you would like it to appear.
- * Enter your 'E-mail Address' in the form of 'username@yourdomain.com' (replace with your e-mail address).
- * Enter 'mail.yourdomain.com' (replace yourdomain.com with your domain) in the 'Incoming Mail Server' (POP3) field.
- * Enter 'mail.yourdomain.com' (replace yourdomain.com with your domain) in the 'Outgoing Mail Server' (SMTP) field.
- * Enter your full e-mail address (in the form of username@yourdomain.com) in the 'User Name' field.
 - Enter your password in the 'Password' field.

The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, there is a section titled "Internet E-mail Settings (IMAP)" with a sub-header "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The settings are organized into three sections: "User Information", "Server Information", and "Logon Information".

User Information		Server Information	
Your Name:	Support Technician	Incoming mail server (IMAP):	mail.domain.ext
E-mail Address:	username@domain.ext	Outgoing mail server (SMTP):	mail.domain.ext

Logon Information

User Name: username@domain.ext
Password: *****
 Remember password

Log on using Secure Password Authentication (SPA)

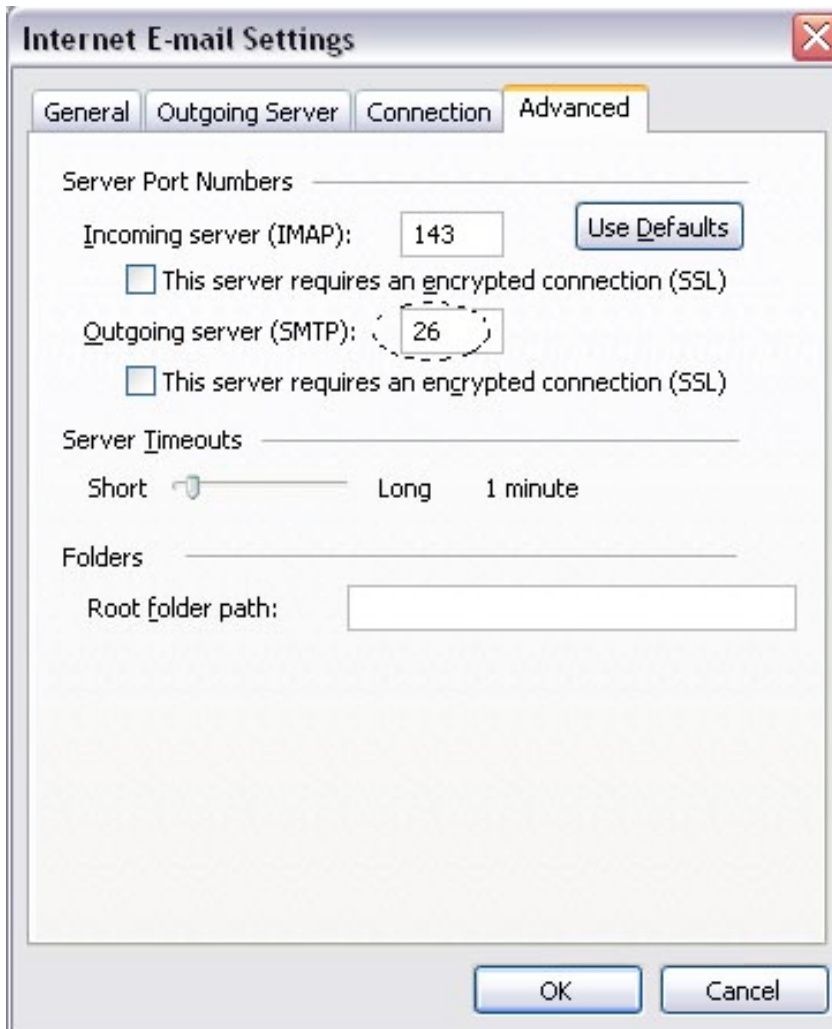
More Settings ...

< Back Next > Cancel

6. Click 'More Settings.'
7. Click on the 'Outgoing Server' tab.
8. Put a check next to 'My outgoing server (SMTP) requires authentication.' Make sure that 'Use same settings as my incoming mail server' is selected.



9. Click the 'Advanced' tab.
10. Change the 'SMTP' port to be 26.



11. Click 'OK.'
12. Click 'Next.'
13. Click 'Finish.'

That's it, you're done!