

Articles :: How-to Guide for Outlook Email Setup (or other POP3 capable program)

This Article applies to ButterJAM.net Hosting Accounts. If you do not know which hosting account you have please contact us at <u>Support@ButterJAM.net</u>.

Below is a screenshot of the basic settings that are needed to configure your local email program to send and receive email for your ButterJAM account.

Basic	Settings:

E-mail Accounts	5			
Internet E-ma Each of the	ail Settings (POP3) se settings are required to g	et your e-mail account working.		ŝ
User Informati	ion	Server Information		
Your Name:	test1	Incoming mail server (POP3):	mail.mydomain.com	
E-mail Address:	test1@mydomain.com	Outgoing mail server (SMTP):	mail.mydomain.com	
Logon Information		Test Settings		
User Name: Password:	test1@mydomain.com	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)		
_	Remember password	Test Account Settings		
Log on using Secure Password Authentication (SPA)			)	
		< Back	Next > Ca	ncel

Substitute "mydomain.com" with your own domain name. Substitute "test1" with your email name. Note that your user name is usually your entire email address. Your email program may have a different interface but should have similar available settings and options.



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Below are additional settings that are important to be able to send and receive email from your ButterJAM account.

Additional Settings:	latarrat E andi Cation
General       Outgoing Server       Connection       Advanced            My outgoing server (SMTP) requires authentication           Why outgoing server (SMTP) requires authentication             With the same settings as my incoming mail server           Log on using             User Name:           Remember password             Log on using Secure Password Authentication (SPA)             Log on to incoming mail server before sending mail	General       Outgoing Server       Connection       Advanced         Server Port Numbers
OK Cancel	OK Cancel

Note that the outgoing server (SMTP) port needs to be specified to be 2525. If your Outlook email client or other email program allows you to "leave a copy of messages on the server," please make sure you have your email client remove the downloaded emails after a short amount of time (such as 10 days). Failure to do so may cause your account to inadvertently reach your allotted disk space quota.



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If your email client has the option to test the account, do so. Otherwise, simply send and receive a few emails from your newly setup account to test it.

Test Results:		
Test Account Settings		
Congratulations! All tests completed succes	sfully. Click Close to continue.	Stop
		Close
Tasks Errors		
Tasks	Status	<u>^</u>
<ul> <li>Establish network connection</li> </ul>	Completed	
✓ Find outgoing mail server (SMTP)	Completed	≡
✓ Find incoming mail server (POP3)	Completed	
✓ Log onto incoming mail server (PO	Completed	
✓ Send test e-mail message	Completed	×

Your email client may raise a similar warning about the security certificate as shown below. Simply click "Yes" or "Trust the server" to continue. This warning is typical and expected.

## Warning:

Internet Security Warning	
⚠	The server you are connected to is using a security certificate that could not be verified.
	A certificate chain processed, but terminated in a root certificate which is not trusted by the trust provider.
	Do you want to continue using this server?
	Yes No

Please feel free to contact us at <u>Support@ButterJAM.net</u> if you still require assistance in setting up your particular email account after using this guide.