

---EMAIL SETUP with MkMx Hosting---

There are (2) ways to access your email with your MkMx hosted accounts.

- (1) **WEBMAIL** (access your mail on the internet from any computer with internet access. Much like Gmail, AOL, Optonline, Verizon, Yahoo webmail.)
- (2) **CONFIGURE A MAIL CLIENT ON YOUR PC:** Mail clients are a software program that resides on your local computer systems 'C' drive. Examples are: OUTLOOK, OUTLOOK EXPRESS, WINDOWS MAIL, WINDOWS LIVE MAIL.

Benefits/Limitations to each:

WebMail Access:

THE GOOD:

- 1) Convenient: can access from any computer that has internet access.
- 2) Easy user friendly interface to get started quickly.

THE BAD:

- 1) Not as many features (bells and whistles) as a local mail client program for customization.

Local Mail Client:

THE GOOD:

- 1) More features allow you to look as professional as possible.
- 2) Searching for past emails and calendaring is better than webmail.

THE BAD:

- 1) Mail is 'downloaded' to your local machine each time you open the program so if you are not at this particular computer, you will not have access to your 'old' messages. Mail stays 'local' on that machine.

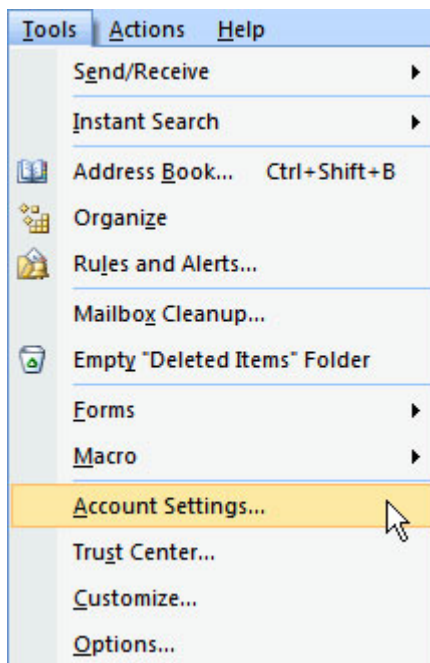
--- How to Access your mailbox with WEBMAIL ---

- Open an internet browser (Internet Explorer, Firefox, Chrome, Safari, or the like)
- Type '**mail.yourdomain.com**' in the top line (substituting 'your domain' for whatever your domain is)*Note do NOT type 'WWW' before it... just simply mail.yourdomain.com.
- **Choose a mail client.** There are (3) offered mail clients on MkMx Hosting. All are very similar and work pretty much the same way. However, there are subtle differences. You can experiment to see which client you like best. We recommend "SQUIRREL MAIL" and find its interface most useful.
- **LOGIN.** Login with your email account as the 'user name' and your assigned 'password'
USER= 'YOU@yourdomain.com'
PASS= your pass

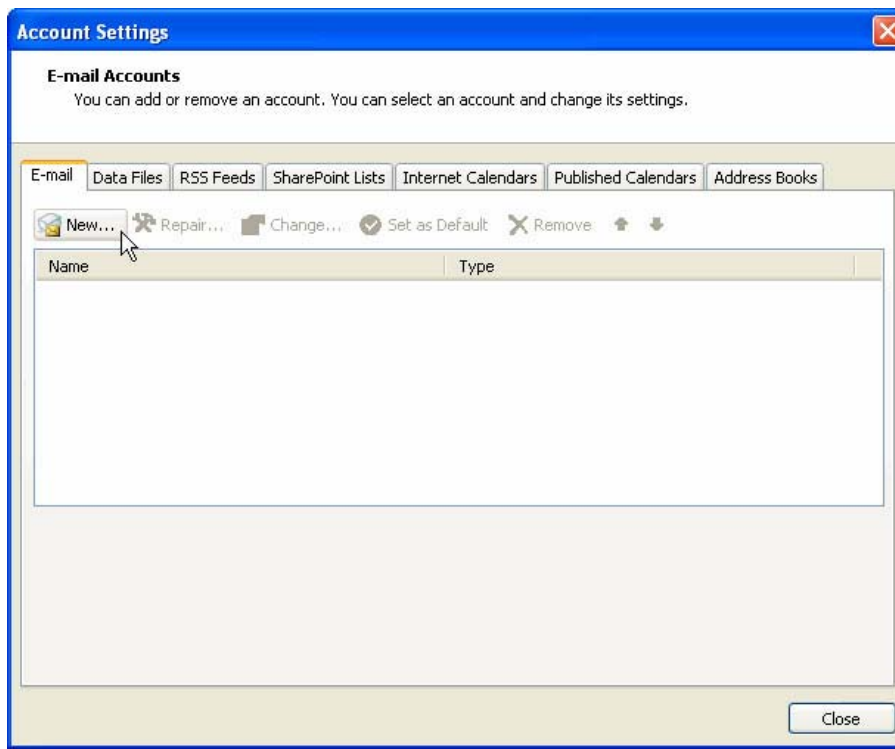
And your mailbox should then come up and you can get to work!

--- How to Set Up Outlook 2007 for Windows to Send and Receive Email ---

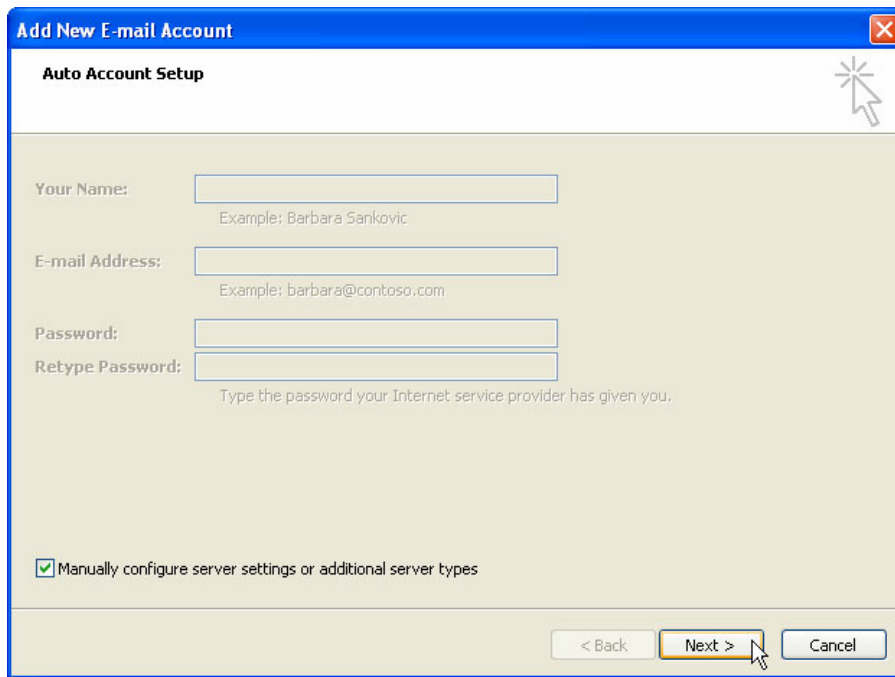
1. Open Outlook. Select **Account Settings...** from the **Tools** menu.



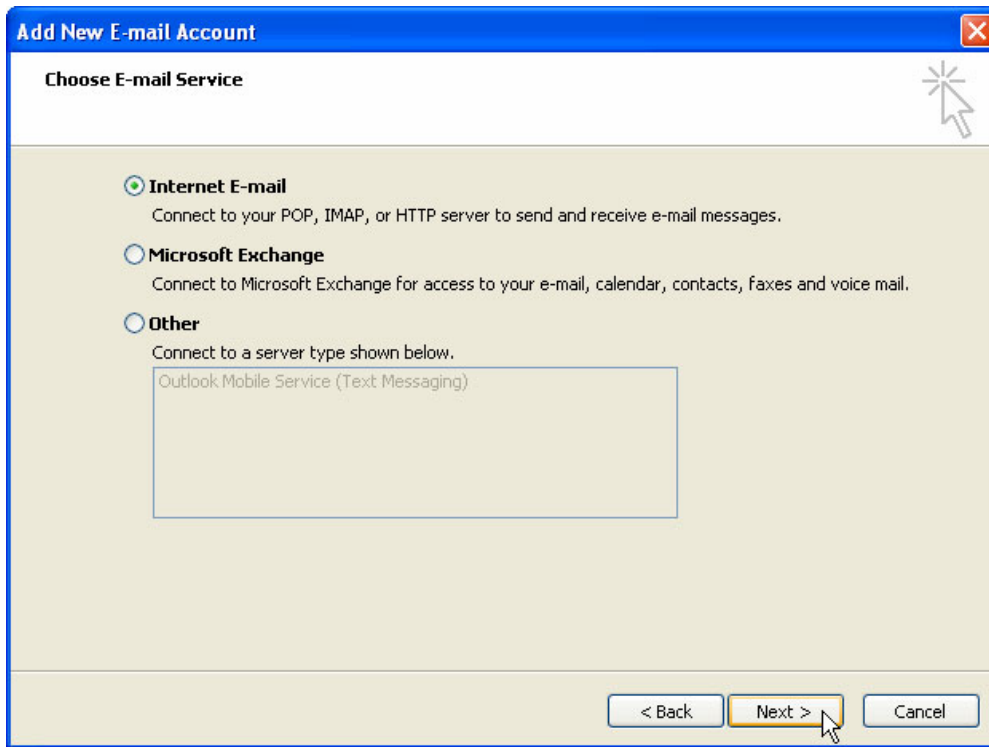
2. On the E-mail tab, click **New**.



3. Select "Manually configure server settings or additional server types" and click **Next >**.



4. Select **Internet E-mail** and click **Next >**.



5. Enter the following information for E-mail Accounts.

- **Your Name:** Enter the name you wish recipients to see when they receive your message.
 - **Email Address:** This is the address that your contacts' email program will reply to your messages. This is also the address that will get recorded in your contacts' address book if they add you as a contact. Enter your email Address ie.) [You@yourdomain.com](#)
 - **Account Type:** POP3
 - **Incoming mail server:** Enter [mail.YOURDOMAIN.com](#)
 - **Outgoing mail server (SMTP):** Enter [mail.YOURDOMAIN.com](#)
**Note about SMTP...depending on your ISP (internet service provider), a custom setting may need to be entered here to allow for SENDING of email. If you are unable to SEND but RECV works...then contact us with the name of your ISP and we'll find out which setting they require.*
 - **User Name:** Enter your full email address [You@yourdomain.com](#)
 - **Password:** Enter [your chosen password](#).
- Also, check the box labeled **Remember Password**.

Add New E-mail Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

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

Note... This setting may vary depending on your Internet Service Provider (ISP). If Test shows Mail Incoming Passes, but Mail Outgoing Fails, then you may need a custom setting here. Let us know who your ISP is, and we will assist to get the proper setting.

6. Click **TEST ACCOUNT SETTINGS**

- 7.** If your account is configured properly, you should receive ALL CHECKMARKS. If you receive any 'X's' (errors) please report what the error was to us and we will assist.

NOTE: The Other LOCAL MAIL CLIENTS (Outlook Express, Windows Mail, Windows Live Mail) are configured with these same settings above....however the menus to get to these pages above may be slightly different on each version.

If you have any problem, email support@mkmx.com and let us know and we will try to assist. Please include the following information in your email to us:

- 1) Your domain name.
- 2) Your email address.
- 3) Your internet provider (Verizon, Comcast, Optonline, etc).
- 4) What program you will be using to access your mail and we will assist you.
- 5) The version of the program you are using (2003, 2007, 2010, etc.).

We hope you enjoy your new MkMx Web & Email Hosting account!