E-mail Setup Guide for Microsoft Windows Mail - Vista

Summary of Settings

- Incoming mail server (POP3): *mail.everythinggraphic.com*

- Outgoing mail server (SMTP): *mail.everythinggraphic.com*

- Important: The outgoing server requires authentication to be enabled and set to *"Use same settings as my incoming mail server"*

- Logon User Name: *name@mydomainname.com* (your entire e-mail address)

- Password: As supplied to you by Everything Graphic, remember it is case sensitive and usually all lowercase

- POP3 must remain at the default of port 110

- SMTP can remain at the default port 25. Optionally, it can be set to port 587. This will help those that that travel with their Laptops and portable PCs as port 25 is sometimes blocked at internet cafés and hotel networks.

Webmail Information

The web-mail and e-mail box administration server may be reached by connecting to http://webmail.everythinggraphic.com

Everything Graphic should have provided you with an e-mail address and a corresponding password.

To login:

1. Connect to the web-mail server using your favorite browser (Internet Explorer, Firefox, Safari, Opera etc.) at address http://webmail.everythinggraphic.com.

2. Enter your username which is your e-mail address (i.e. username@mydomainname.com)

3. Enter the provided password (it is case sensitive and usually set to lowercase)

4. The first time you log in, the web-mail server will ask you for your time-zone (i.e. Eastern Standard Time).

## Setup of Microsoft Windows Mail - Vista

If this is your first time running Windows Mail, it will initialize the e-mail address setup wizard.   If you are adding a new e-mail box, or it is not the first time you are running Windows Mail, you must first click on **'Tools'** and select the **'Accounts'** button. Then click on the **'Add…'** Button.
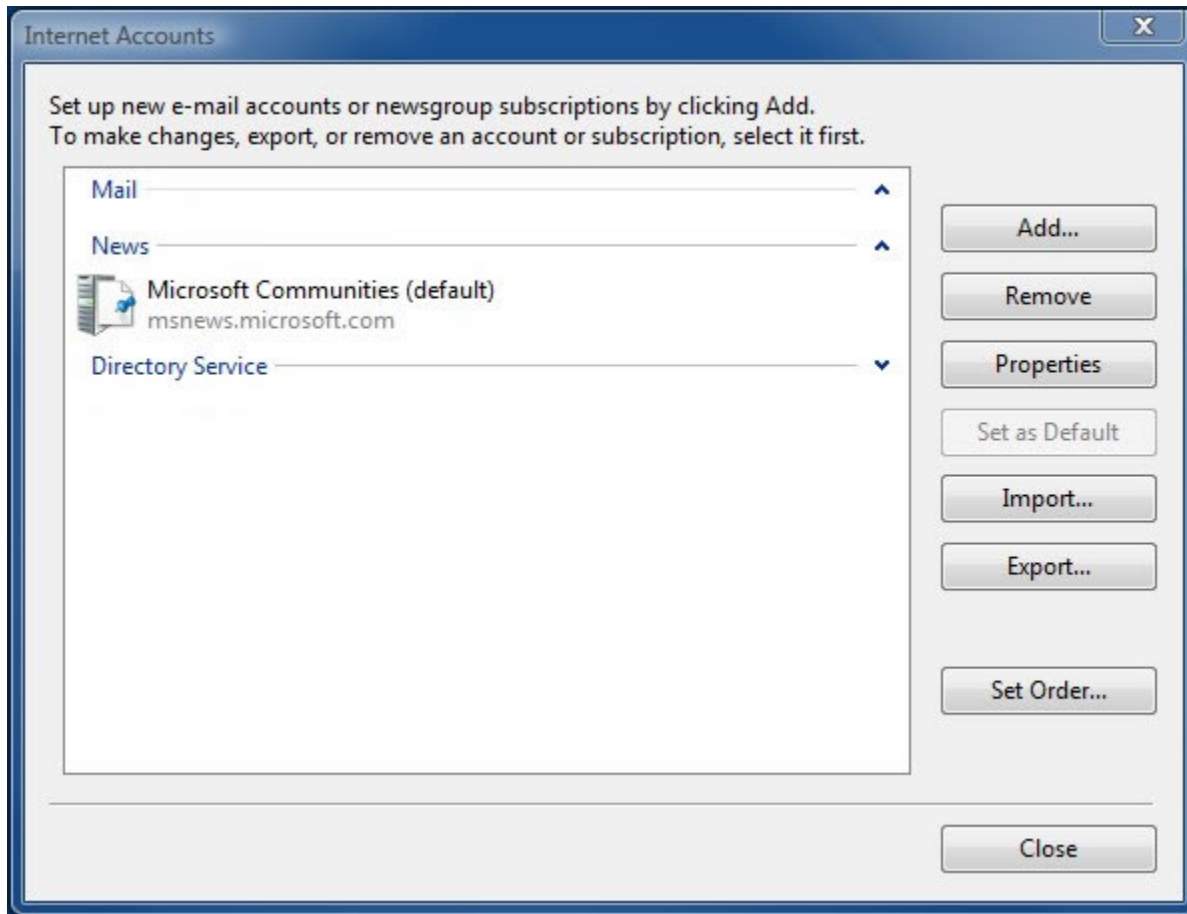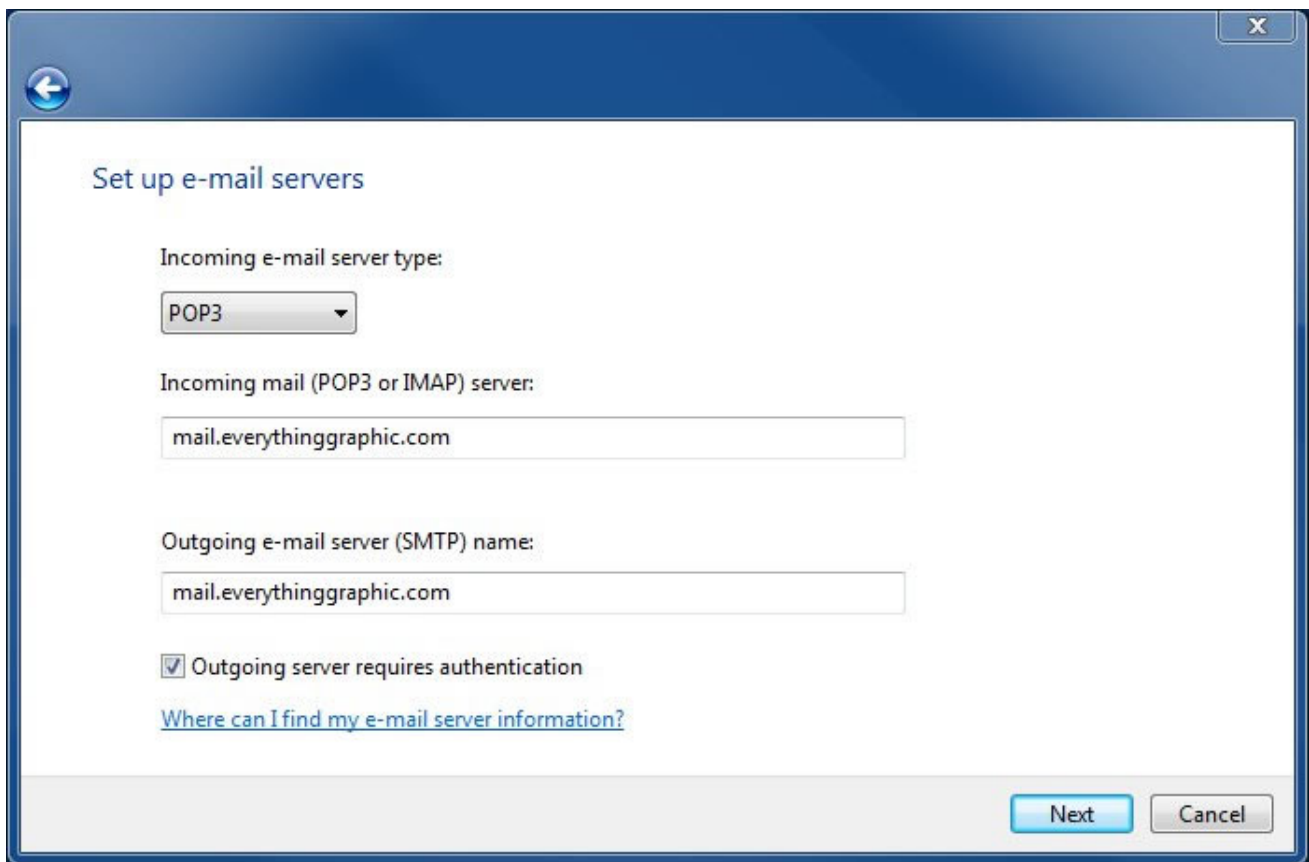
You should see the **'Select Account Type'** window, select **'E-mail Account'** and click **'Next'**
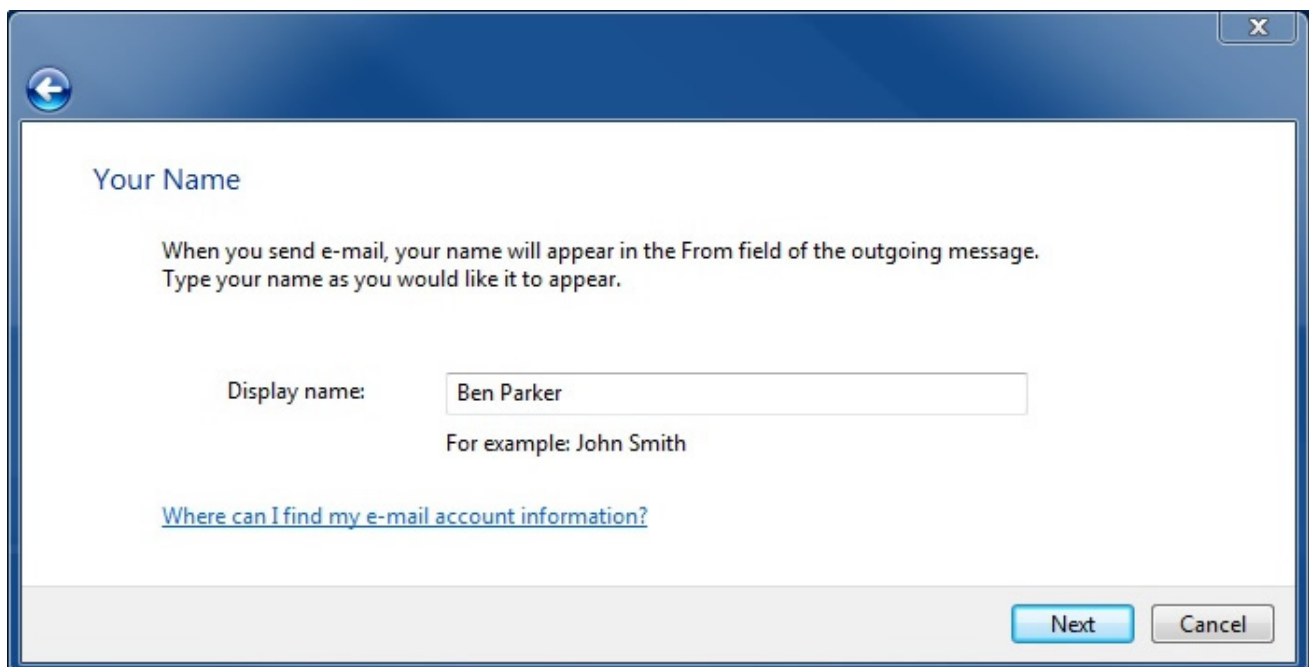
On the 'Your Name' window, type in your name as you would like the recipients of your e-mail to see it and click **'Next'**.
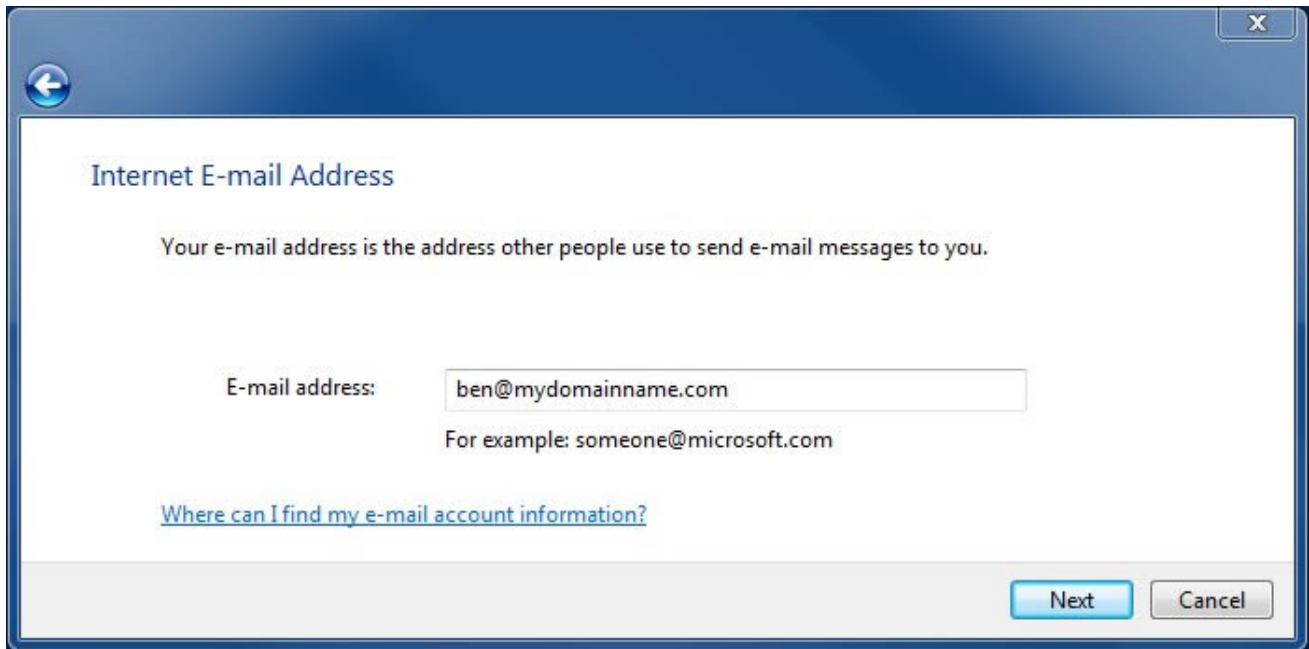
On the **'Internet E-mail Address'** screen , type in your full e-mail address and click **'Next'**

On the **'Set up e-mail server'** window, make sure that **'POP3'** is selected as the e-mail server type, both the Incoming (POP3) and Outgoing (SMTP) e-mail servers need to be set to 'mail.everythinggraphic.com'.   Also the **'Outgoing server requires authentication'** check-box must be selected.   Then click **'Next'**.

On the **'Internet Mail Logon'** window, enter your entire e-mail address as the **'E-mail username'** and enter the password as supplied to you by Everything Graphic (it is case sensitive and usually all lower case).   Click **'Next'.**

You should now see the **'Congratulations'** screen.   Click **'Finish'** to exit the wizard.

Your e-mail address should now be setup and should work.

# Some optional settings that may enhance your user experience:

Click on **'Tools'** and select the **'Accounts'** button. Then select your e-mail address that you have previously setup and click the **'Properties'** Button.
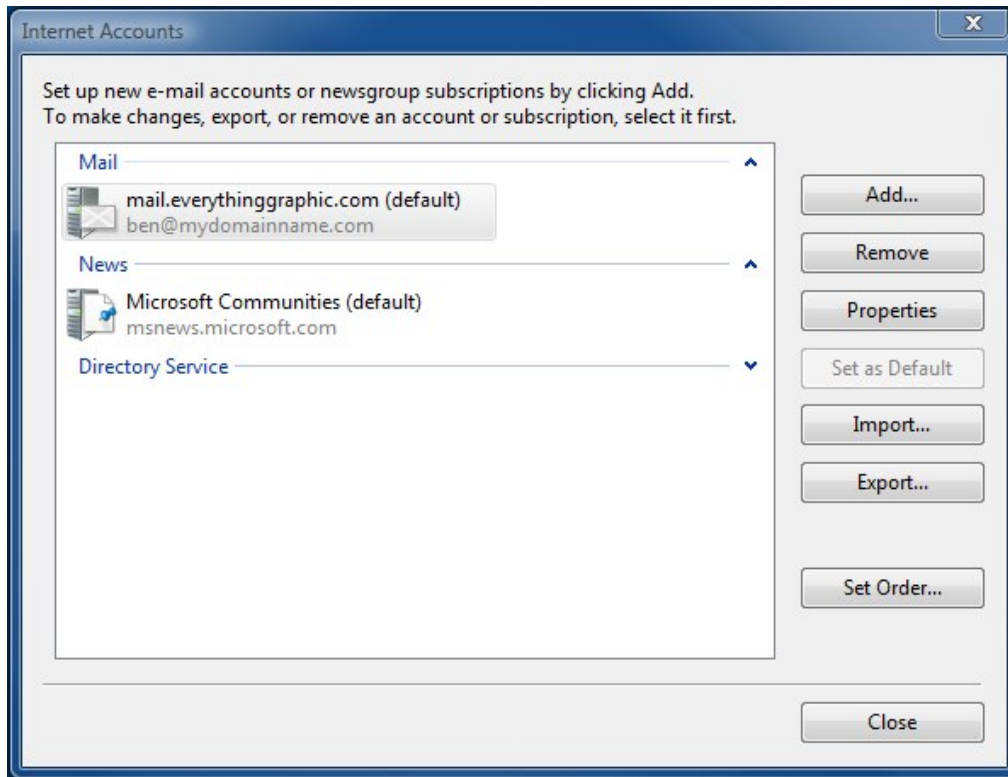
Select the **'Advanced'** tab and change the 'Incoming server (POP3) port number from 25 to 587 (recommended, not required).

Change the **'Server Timeouts'** from the default of 1 minute to 3 minutes (recommended but not required)

Select the three check boxes under **'Delivery'** and change the days to 14, as show in the screenshot above.
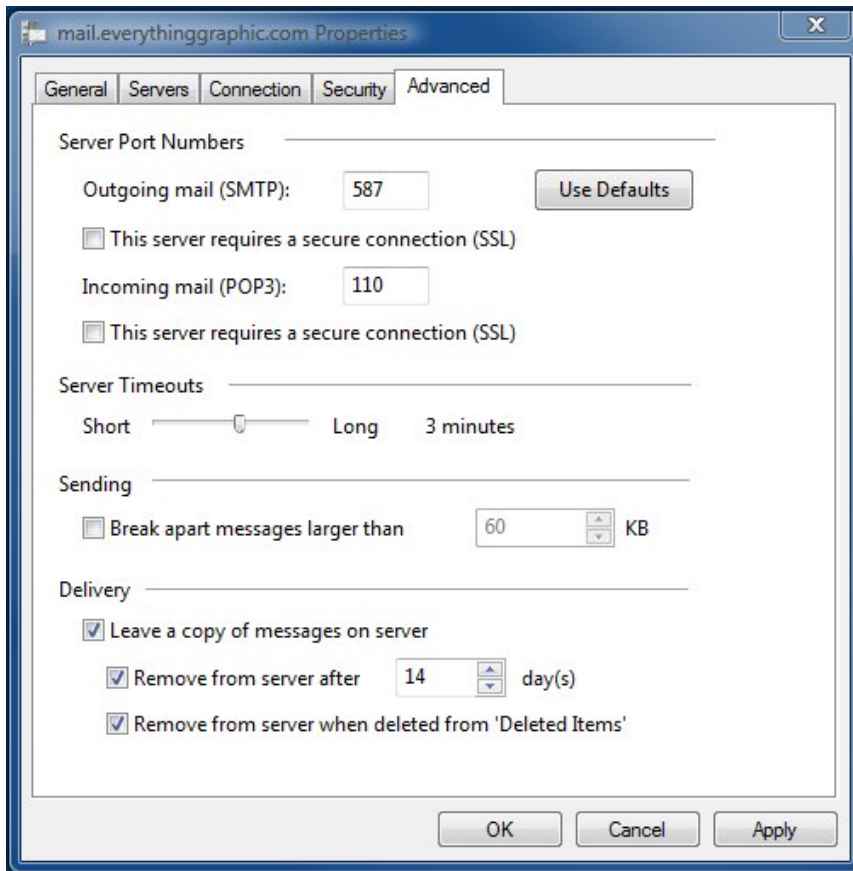
That's it, click **'OK'** to close the **'Properties'** window, and click **'Close'** to finish.

For more information or technical questions please contact Everything Graphic, Inc. via e-mail at support@everythinggraphic.com, via phone at 727.937.2022. We are available to answer your questions or reset lost or forgotten passwords from 8 am – 6 pm EST.