Using

If you have questions or problems, you can email: websupport@teamingenuity.com

 If you can't use email call:

 Mike Scott
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## How to configure Microsoft Outlook Express to use Ingenuity, Inc.'s email services:

NOTE: Before setting up Outlook Express you should access your account via WebMail and change your password from the default. (See the WebMail Instructions document)

- 1. Open Outlook Express.
- 2. Click on the "Tools | Accounts..." menu.
- 3. Click on the "Mail" tab.
- 4. On the left side, click on your mail account.
- 5. On the right side, click on "Properties".
- 6. On the "General" tab use the following settings, substituting your name and email address where appropriate:

😪 mail.yourdomainname.com Properties 🛛 🔺 😭 ? 🗙			
General Servers Connection Security Advanced			
Mail Account			
Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".			
mail.yourdomainname.com			
User Information			
Name: Your Name			
Organization:			
E-mail address: youraddress@yourdomainname.com			
Reply address:			
Include this account when receiving mail or synchronizing			
OK Cancel <u>A</u> pply			

7. On the "Servers" tab use the following settings, substituting your email address and password where appropriate:

💼 mail.yourdomainname.com Properties 🛛 🔺 😭 ? 🗙			
General Servers Connection Security Advanced			
Server Information			
My incoming mail server is a POP3 server.			
Incoming mail (POP3): mail.yourdomainname.com			
Outgoing mail (SMTP): mail.yourdomainname.com			
Incoming Mail Server			
Account name: youraddress@yourdomainname.com			
Password:			
Remember password			
Log on using Secure Password Authentication			
Outgoing Mail Server			
✓         My server requires authentication         Settings			
OK Cancel <u>Apply</u>			

8. Click the "Settings" button in the lower right and use the following setting:

Outgoing Mail Server		<b>▲</b> ₩?×	
Logon Information	is as my incoming mail server	·	
C Log on using			
Account name:			
Password:			
	Remember pass <u>w</u> ord		
Log on using Secure Password Authentication			
	ОК	Cancel	

- 9. Click "Ok".
- 10. Click "Ok" again on the "Servers" tab (all other tabs should be ok with their default settings).