

ONE85 Email Account Instructions and Getting Started Guide

Welcome to your ONE85 email account! We're pleased to be able to offer this feature to you and hope you will find it useful and practical.

ONE85 email is a full featured email service, offering access not only from your standalone mail program but also from anywhere you can access the WWW. This guide will give you instructions on accessing your mail from the web, as well as configuring Outlook / Outlook Express to automatically send and retrieve mail from your account. This guide shows general settings; for your specific account information please refer to any accompanying documentation.

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- **HELPFUL INFORMATION:**

SMTP SERVER ID: 151.203.190.49 OR _____

POP SERVER ID: 151.203.190.49 OR _____

MY EMAIL ACCOUNT: _____

MY PASSWORD: _____

Accessing your account from the Web

You can access your email account from any web browser just by connecting to our webmail page and logging in! From there, you can save or delete your incoming and outgoing mail and make other changes to your account.

To start, first navigate to our main webmail page at <http://www.one85.com/mail>

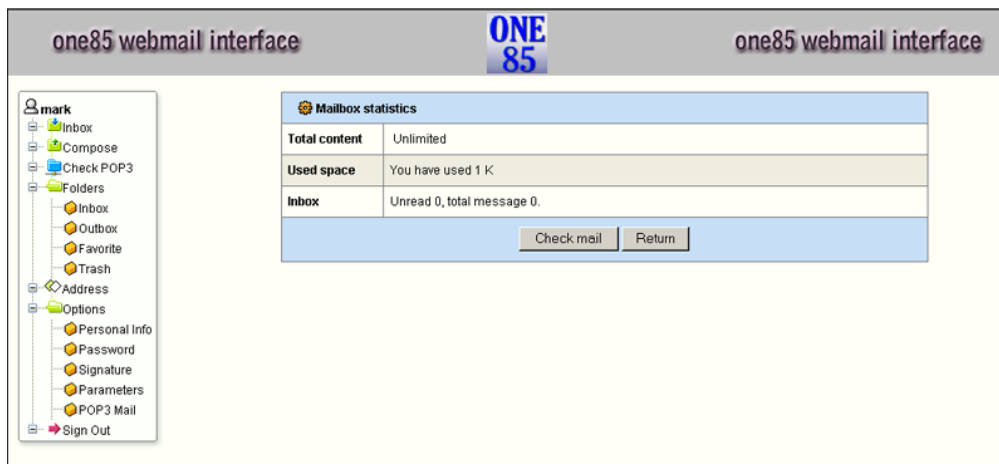
(Note: Your domain may have a different address for the webmail page. Either one will work.)

You will see a login screen similar to this one:



To access your account, type your **full email address** in the “Account” box. Then click in the password box and enter your email account password. You have the option of saving this information for next time you access your mail; this choice is up to you. When you have entered your account ID and password, click the “Login”

button to log in. Assuming your login information was correct, you will see your mail home page:



From this page you can check your incoming mail (INBOX), compose and send outgoing mail (COMPOSE), add names to your address book (ADDRESS), and save and delete old mail messages (FOLDERS). By clicking the “OPTIONS” folder on the left border, you can make changes to your account settings, such as your personal information, password, and manner in which messages are displayed. Advanced users can also configure their ONE85 webmail account to check for mail on their other POP3 mail accounts so they won't have to bounce from one account to another.

Next: Composing New Mail Messages 

Composing New Mail Messages using the Webmail Interface

Sending email from the ONE85 webmail interface is about as easy as it gets! Follow these instructions to get your mail and attachments out without a hitch...

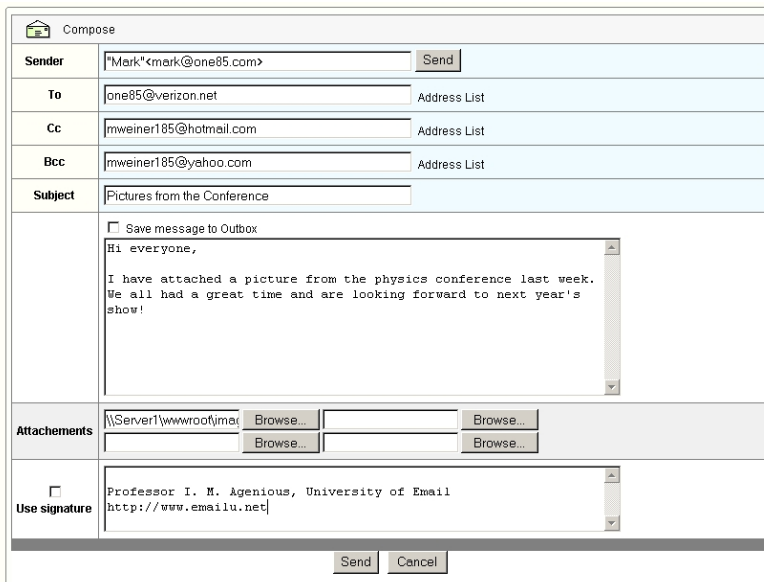
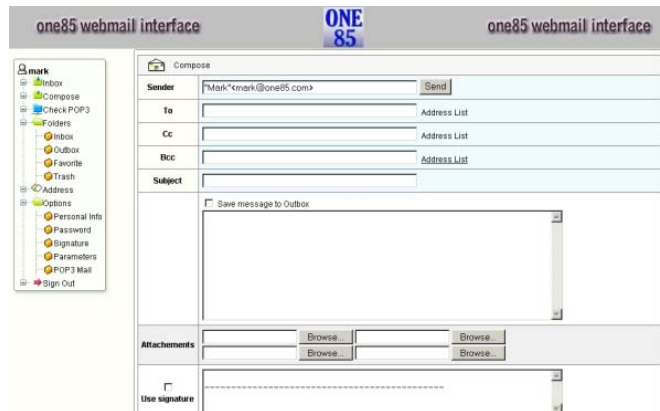
First, select “Compose” from the menu list on the left border of the webmail page. This screen will appear:

Your “FROM” address should be prefilled. There is normally no need to change this field. Enter the recipient’s email address in the “TO” field. Separate multiple recipients with a comma.

Additional recipients may be placed in the “CC” or “BCC” fields. If you have addresses in your Address List, you can click the button to the right of the field and select names to be added.

When you have added all your recipients, type the subject of the message in the “Subject” field, then the body of the message in the large space below the subject line.

If you have file attachments to add to your message, such as pictures or documents, click on one of the “Browse” buttons in the “Attachments” area. You can then navigate to the file on your computer and select it for attachment. Repeat for up to 4 files. When you send the message, these files will be uploaded to the mail server and sent to your recipients. **Note: Make sure the total file size of your attachments will not exceed your allocation on the server! Also, be sure that the files will not exceed your recipient’s mailbox size quota!** If you have a signature set up in your profile, you can click the “Use Signature” box to append it to the end of your outgoing mail. You can also type in a single-use signature line.



When your message is ready, click on the “Send” button to get it on its way! If you have attached files to your message, there will be a delay while the files are uploaded to the mail server from your computer.

You will see a message from the mail server that indicates that your mail was sent successfully.

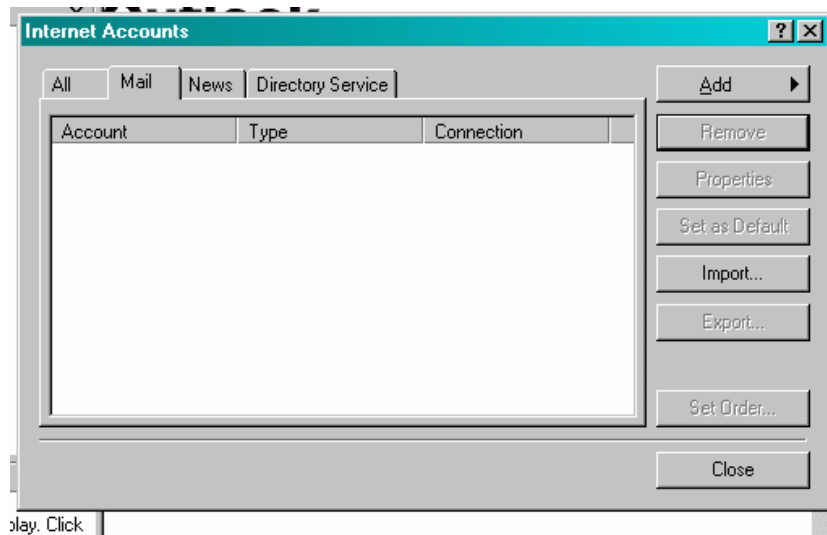
Accessing Your Account with Outlook

If you have Microsoft Outlook or Outlook Express installed on your computer, you can use these programs to access your ONE85 email account, even if you already have a mail service set up on these programs!

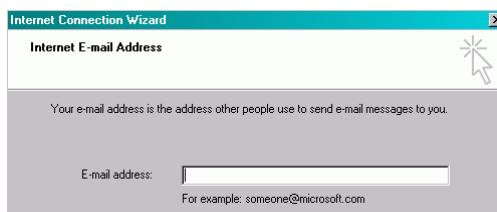
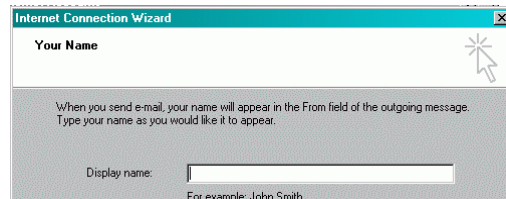
Follow the step-by-step instructions below to set up a mail profile for ONE85 mail. You will need specific information concerning your ONE85 account to set up this profile; if you do not have your Account ID or password handy, let us know or you won't be able to complete the setup.

Ready? Let's go!

1. First off, make sure that your Outlook program is up-to-date. As time goes on, various patches and fixes are made available for these programs. Go to <http://windowsupdate.microsoft.com> and run the utilities there to be sure you're protected.
2. Next, you'll need to open your Microsoft Outlook or Outlook Express program. Since the two programs are substantially the same, we'll let you know if there are any differences to be aware of.
3. You should be in your main Outlook window right now. Look along the top toolbar for the "Tools" dropdown option. Click on the "Tools" button, and then look for the "Accounts..." option near the bottom of the list. Click on the "Accounts" option. A new window will open. Click on the "Mail" tab if it isn't already selected...



4. There may already be some mail accounts listed, just ignore them. Click on the "Add" button on the upper right.
5. You'll see a name prompt. Enter your name as you'd like to see it on your outgoing mail. Then click the "Next" on the bottom of the screen.

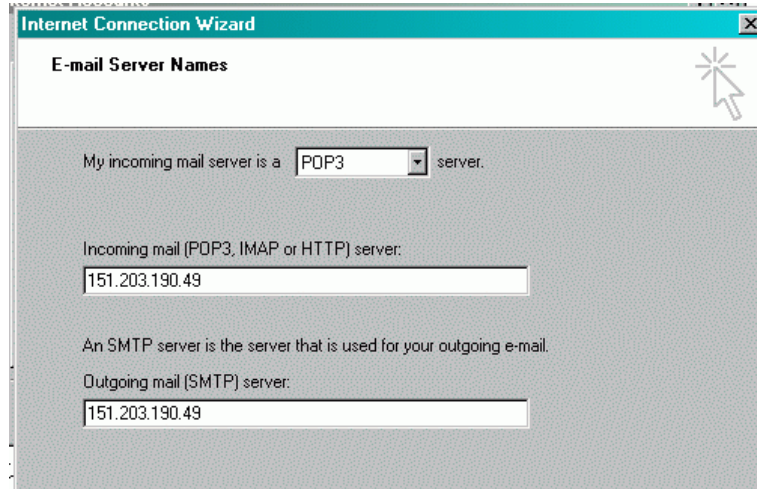


6. The next prompt will be for your email address. Since this is used for account validation, you will need to use your full ONE85 email address. Type it in, and press "Next".

Still with us? Great—on the next page we'll set up your servers and that's about it!

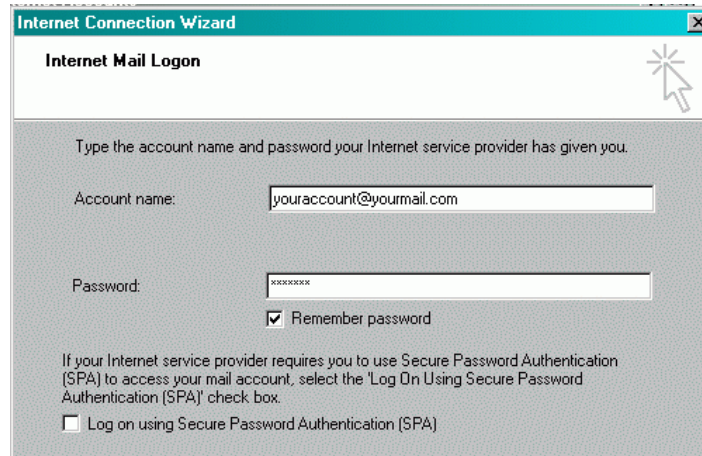
Accessing Your Account with Outlook (continued)

OK, now's the part where we set up your mail servers. This tells Outlook where to find your incoming mail and send your outgoing mail. This may seem complicated but it's actually quite simple, just follow the steps...you should be looking at this screen:



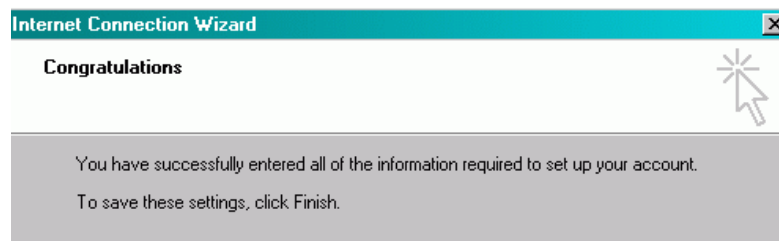
The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu for 'My incoming mail server is a' set to 'POP3'. Below that, there are two text input fields. The first is labeled 'Incoming mail (POP3, IMAP or HTTP) server:' and contains the IP address '151.203.190.49'. The second is labeled 'Outgoing mail (SMTP) server:' and also contains '151.203.190.49'. A mouse cursor is pointing at a star icon in the top right corner of the window.

In this picture, the necessary information is already filled in. Make sure your incoming mail is a POP3 server. Then enter the address **151.203.190.49** into both incoming and outgoing server boxes. Click "Next" to enter your login information..



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text input field for 'Account name:' containing 'youraccount@yourmail.com'. Below that is a text input field for 'Password:' containing '*****'. There is a checked checkbox for 'Remember password'. At the bottom, there is a checkbox for 'Log on using Secure Password Authentication (SPA)' which is unchecked. A mouse cursor is pointing at a star icon in the top right corner of the window.

Your Account name is your full email address. Your password is well, your password! It's easier to select "remember password" unless you're afraid someone will come along and mess with your email. Don't check off the Secure Password box, we don't need that. Click "Next" and...

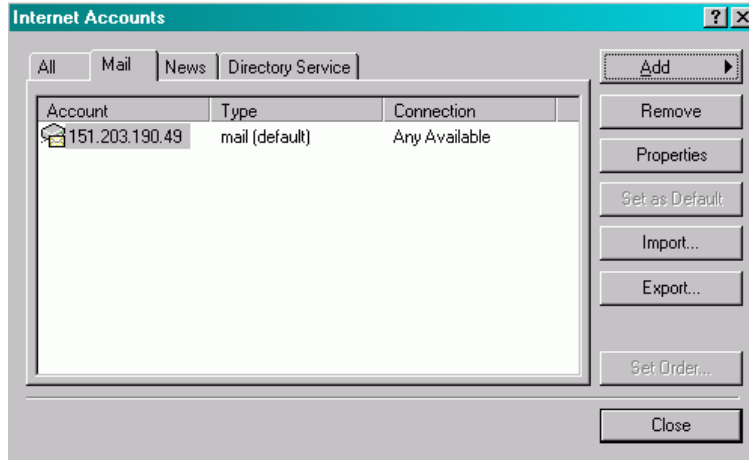


The screenshot shows the 'Internet Connection Wizard' window with the 'Congratulations' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Congratulations'. Below the heading, there is a text box containing the message: 'You have successfully entered all of the information required to set up your account. To save these settings, click Finish.' A mouse cursor is pointing at a star icon in the top right corner of the window.

We're **ALMOST** there, just a couple more things to do...

Accessing Your Account with Outlook (continued)

All the necessary information has been entered into your new profile, now we just need to get Outlook to authenticate with our servers and we'll be there. When you clicked "Finish", you were brought back to the main accounts screen, with your new addition:



Now for some fine-tuning. First, make sure your new account is selected and click "Properties". A new window will open with a number of tabs up top. Starting with the "General" tab, make the following changes all are optional unless they are in **boldface**.

- You can rename the Account to something other than 151.203.190.49. Try "ONE85 Mail" or "Work Mail", whatever is easy for you to remember. Not required, but helpful, especially if you are running multiple email accounts in Outlook.
- You can change your name or organization, but **do not change the email address** or you will be unable to authenticate!

Now go on to the "servers" tab:

- On the bottom, you'll see a checkbox which reads, "Outgoing Mail Server: My server requires authentication". Your server does require authentication. **Click to select this box**. Then click on the Settings... button to verify that it is using the same settings as the incoming server. Click OK to go back to the server properties page.

Those should be all the changes you need to make! If you have more than one mail account set up, Outlook will check your ONE85 mail when it checks your other mail. You can select "Set as Default" in the Accounts page if you want your ONE85 mail account to be your primary account. You can learn more about default mail accounts by reviewing your Outlook documentation or contacting us here at ONE85.