

Email Access & Setup

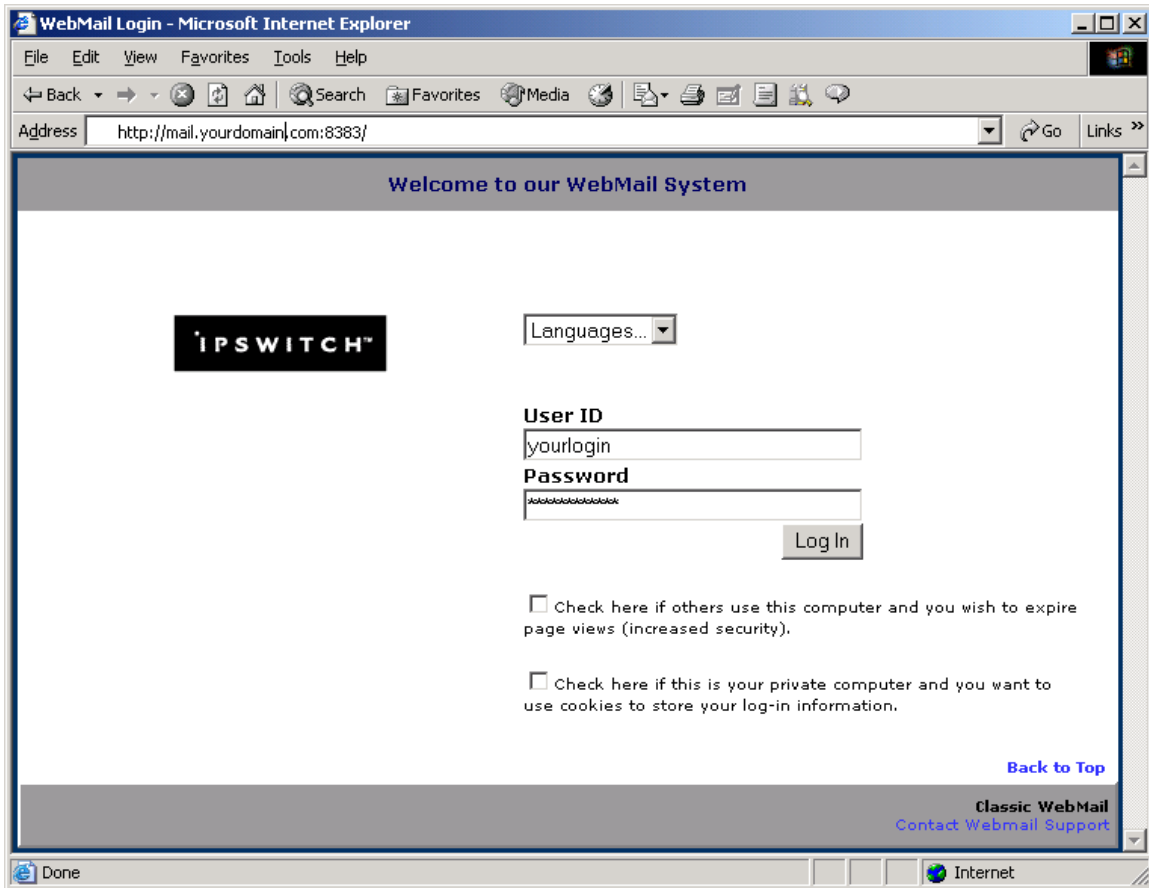
If you do not know your password or have not setup an email account for your domain, please contact the postmaster at Albanese Consulting, Inc. at (866)239-3400 toll-free or (217)522-6164.

Option #1 - Retrieving email using the Albanese Consulting Web Interface

When retrieving email on your computer using the Web Interface, you must have the following information:

- 1 -The email address that was setup for your account
- 2 -The password that you requested for your email account

There is no setup to retrieve email from the Web Interface. Just navigate to <http://mail.yourdomain.com:8383> (the "http://" is required) in your browser. Then, simply enter your full email address (USERID) and the password that you requested for your email account (PASSWORD) and click "Logon".



WebMail Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address <http://mail.yourdomain.com:8383/> Go Links >>

Welcome to our WebMail System

IPSWITCH™

Languages... ▾

User ID
yourlogin

Password
XXXXXXXXXX

Log In

Check here if others use this computer and you wish to expire page views (increased security).

Check here if this is your private computer and you want to use cookies to store your log-in information.

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Done Internet

Option #2 – Setting up & retrieving email using a POP3 email client

When setting up email on your computer using a POP3 client, such as Microsoft Outlook Express, Eudora, etc., you must have the following information:

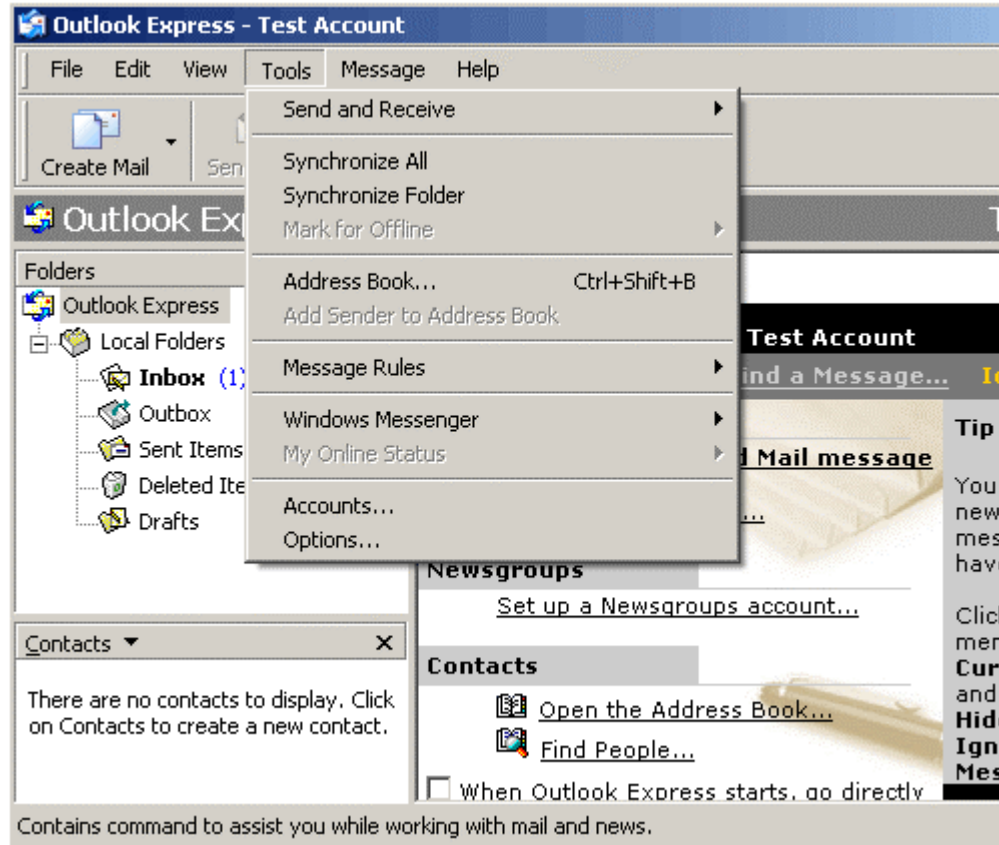
- 1 -The email address that was setup for your account
- 2 -The password that you requested for your email account
- 3 –Incoming mail server (**mail.yourdomain.com**)
- 4 –Outgoing mail server (**mail.yourdomain.com**)

Steps for setting up your mail account in Outlook Express

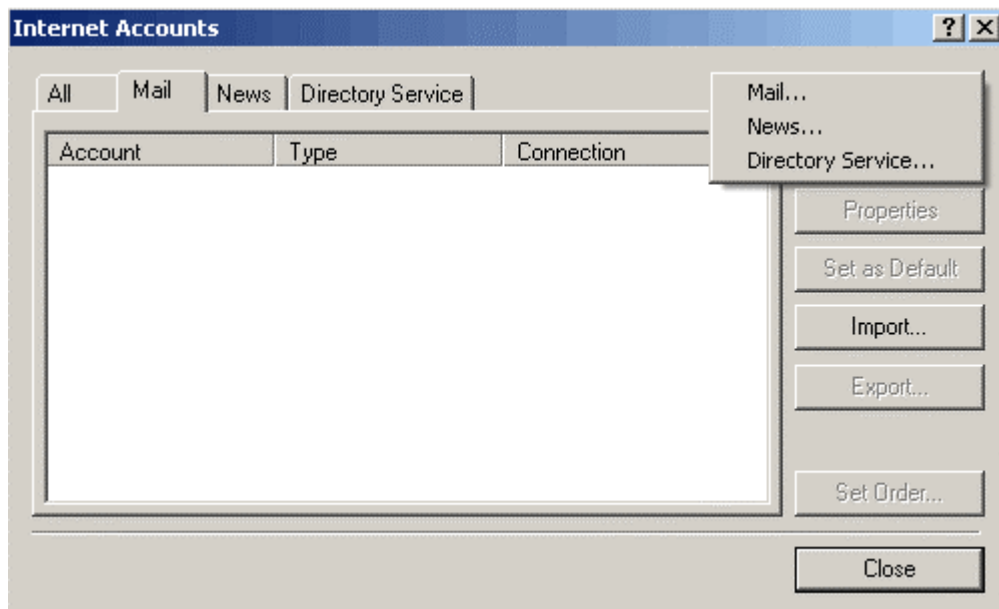
- 1 - Open Outlook Express



2 - Click on the "Tools" Menu, then click "Accounts..."



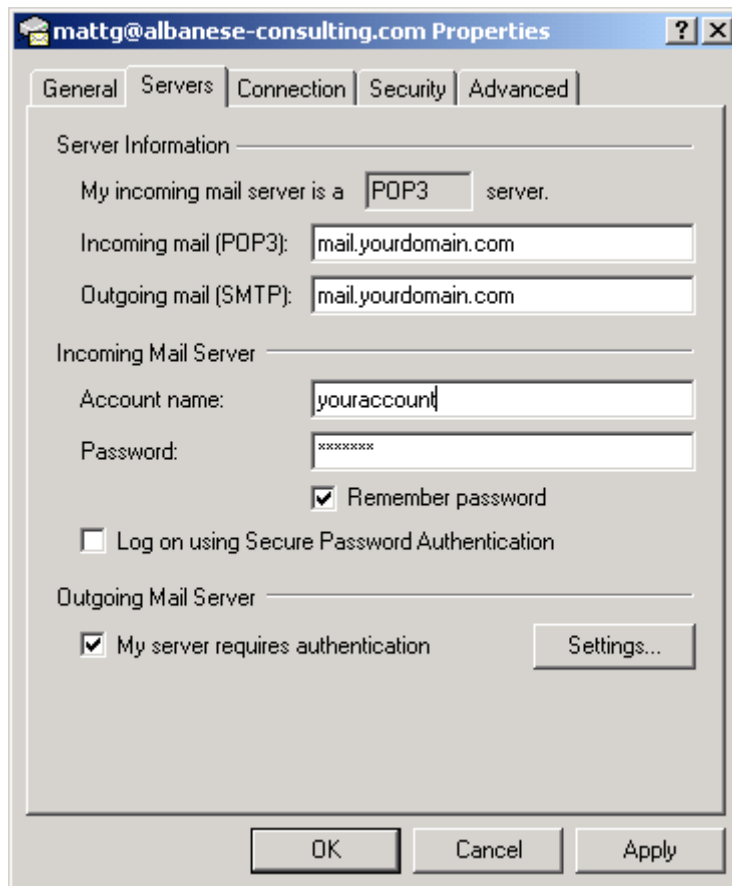
3 - The Internet accounts screen appears.



4 - Click the "Add" button at the top right of the Internet Accounts Screen. The wizard will walk you through setting up your mail and will ask you for your required information.

(Remember that your **POP3** incoming and outgoing mail servers are *mail.yourdomain.com*)

5 – After the wizard finishes, you will be back at the Internet Accounts screen. Highlight the account that you just setup and click the Properties button on the right. Go to the Servers Tab at the top and be sure that there is a checkbox next to "My Server Requires Authentication", as shown in the following figure.



6 – Click the "Apply" Button, the "OK" button, then close the Internet Accounts Screen.

Testing Your Email

It is suggested to test your mail account by sending yourself an email. Compose a new email, sending it to your new email address. Click the "Send/Recv" button in Outlook to send the email. About 20-30 seconds later click the "Send/Recv" button again to retrieve that email. This is always a good test to make sure that you setup the account properly.