



Using Whoomail Clients

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Configuring email clients to work with Whoomail

Types of Email Clients

Webmail Client

A webmail client is a web page hosted by an email provider that allows you to manage email on the server. If possible, you should only use this as a convenience when you do not have access to your email client. Email managed this way is not accessible when your computer is off-line. Webmail client providers include Yahoo, Gmail, MSN, Google and others including us!

Email Client

An email client is a program that you run on your computer to send and receive email. Using an email client is the BEST way to manage your email. The email client gives you secure, local storage of your messages and off-line access to sent and received messages. There are a number of different **email clients** including Microsoft Outlook and Outlook Express, Eudora, Opera, Incredimail and many more.

Setting up your email client

Basic Settings

There are certain settings that must be used to access your Whoomail account. All POP-3 compliant email clients allow you to set up email accounts that will use these settings. If you are familiar with setting up email accounts using your preferred email client the information below is all you will need to get started.

Account Type: POP3

Display Name: YOUR NAME

Email Address: YOUR FULL EMAIL ADDRESS (name@domain.ext)

POP3 Server (incoming): Pop3.whoomail.com

SMTP Server (outgoing): Smtplib.whoomail.com

Account Name: YOUR FULL EMAIL ADDRESS (name@domain.ext)

Password: YOUR PASSWORD

Outgoing Mail: REQUIRES AUTHENTICATION

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Setting up Microsoft Outlook 2007

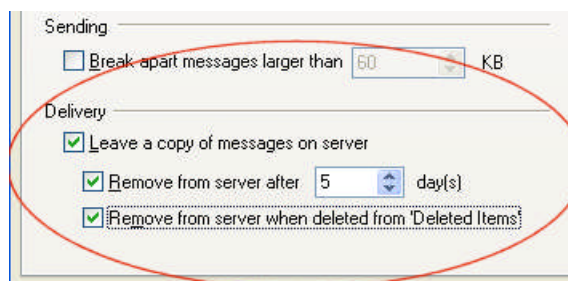
1. Choose the TOOLS, ACCOUNT SETTINGS option from the main menu...
2. This will bring up the ACCOUNT SETTINGS window. Click the E-MAIL tab, click the NEW button.
3. Next, a series of windows will open asking for account information. Complete all of the entries as shown in the table above, clicking next as each property page is completed. Click FINISH when all entries are completed. At this point the wizard will finish and close, returning you to the INTERNET ACCOUNTS window, but there is another option that must be set in order to send mail.
4. DOUBLE CLICK on your newly created email account in the Internet accounts window. This brings up the account properties window.
5. Click the MORE SETTINGS button. Click the OUTGOING SERVER tab, check the option that says *my outgoing server requires authentication* and *use Same Settings as my incoming mail server*.
6. Click the ADVANCED tab, then click the three check boxes at the bottom of the property sheet
 - Leave a copy of message on server
 - Remove from server after... (Recommended: 10 days for removal)
 - Remove from server when deletedThis is important since Outlook downloads all the messages from the server to your PC when you get mail unless this is set. Setting this option allows you to check mail from more than one computer system while leaving message copies on the server for web-based mail access.
7. Click OK to close the Settings Window and return to the 'Change Window'
8. Click the TEST ACCOUNT SETTINGS button to be sure the account works correctly.
9. Click the NEXT button, then the FINISH button.
10. CLOSE the account settings window.

Setting up Microsoft Outlook Express

1. Choose the TOOLS, ACCOUNTS option from the main menu...
2. This will bring up the INTERNET ACCOUNTS window.
3. Click the MAIL tab, then the ADD button, then the MAIL menu option.
4. Next, a series of windows will open asking for account information. Complete all of the entries as shown in the table above, clicking next as each property page is completed. Click FINISH when all entries are completed. At this point the wizard will finish and close, returning you to the INTERNET ACCOUNTS window, but there is another option that must be set in order to send mail.
5. DOUBLE CLICK on your newly created email account in the Internet accounts window. This brings up the account properties window.
6. Click the SERVERS tab at the top of the account properties window. At the lower portion of the SERVERS property sheet check the option that says *My Server requires authentication*. **Note:** Do NOT check the box that says *Log on using secure password Authentication*.
7. Click the APPLY button to save the outgoing mail settings.
8. Click the ADVANCED tab at the top of the account properties window.
9. At the bottom of the ADVANCED properties page, check the options to
 - Leave a copy of message on server
 - Remove from server after... (Recommended: 5 days for removal)
 - Remove from server when deleted...

This is important since Outlook downloads all the messages from the server to your PC when you get mail unless this is set. Setting this option allows you to check mail from more than one computer system while leaving message copies on the server for web-based mail access.

10. Click the APPLY button to save the advanced account settings.
11. Click the OK button to close the properties window.
12. Click the CLOSE button to complete your account setup process.



Configuring email clients to work with Whoomail

Using Webmail Access

The web-based portion of your whoomail.com account allows you to check your email from any Internet browser. It is also here that you set and change other parameters. To access the system Internet Explorer, and go to the whoomail.com web page: <http://whoomail.com>. Click the MAIL icon in the upper right-hand portion of the page and the server access page will launch.



open
CHECK



Enter your email address and password and click the button. When the email page is displayed click the SETTINGS menu option.



LOGIN

From here you can set a number of parameters:

PASSWORD: This is the only place that you can change your password. If you DO change it here, be sure to update the settings in your email client (i.e. Outlook) as well.

FORWARD ADDRESS: This setting causes your email to be forwarded to another address.

KEEP COPIES: Used with the forward address function to retain copies of the forwarded messages in the mailbox. Only use this function if you are going to check both accounts. If you ONLY use the account that you are forwarding messages to, this should be set to 'N'.

RETURN ADDRESS: This is displayed as your return address on all messages you send.

AUTORESPONDER IS ENABLED: If checked, everyone that sends you a message will get an automatic reply with the SUBJECT and DATA you enter in those fields. This is useful for 'out of the office' messages.

When you are done changing your email parameters, click the **UPDATE** button to save your settings.