

Web Mail

1. Open Internet Explorer or any other web browser you use. Go to: mail.yourwebsite.com you do not need to put the www in front like you would a normal site. For example if your website is “www.bobthelawyer.com” the you would go to “mail.bobthelawyer.com”
2. You should see a Network Solutions email login that looks like this just with your website name instead of ours:

NetworkSolutions.

E-mail Login for nmsphotodesigns.com

To access your e-mail, login below.
Guest users, click [here](#). | [What is a guest?](#)

E-mailbox name: @ nmsphotodesigns.com

Password:

[Help](#)

Use secure connection (SSL)

3. In the E-mailbox name field, enter your email address without using the @website.com portion, as you can see it is entered for you. So if your email is “bob@bobthelawyer.com” then you would enter just “bob” since @thelawyer.com is already there for you.
4. Enter your password in the password field. This should be the same as your old password if you provided it to us, if not check for information we sent you regarding your new password. When filled in it should look like this:

NetworkSolutions.

E-mail Login for nmsphotodesigns.com

To access your e-mail, login below.
Guest users, click [here](#). | [What is a guest?](#)

E-mailbox name: @ nmsphotodesigns.com

Password:

[Help](#)

Use secure connection (SSL)

5. Click login. After a few seconds you will be presented with your home mail screen from which you can access all of your emails and exciting new features provided with your new email such as calendars and address book. If you have any questions about how to use these features, you will find

a help tab towards the bottom of the left hand side of the screen, or contact your NMS rep for any questions.

Configuring Outlook or other email client software.

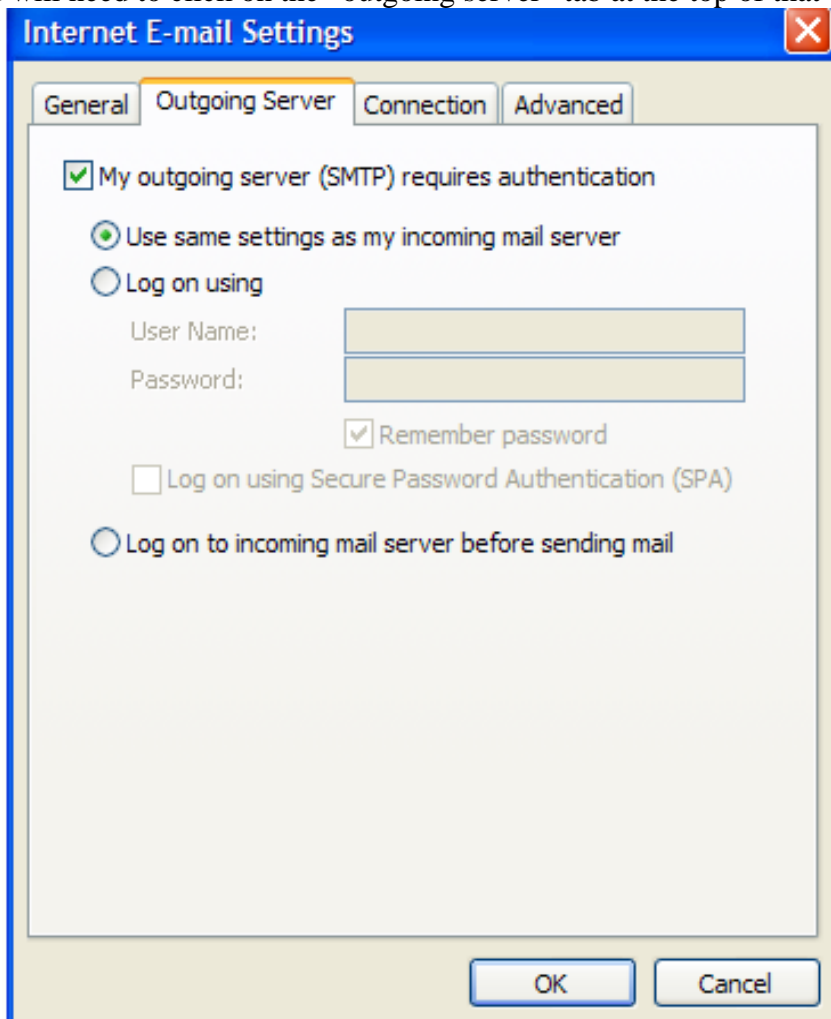
1. Open your email client. We will use Microsoft's Outlook for our example here but other programs will be very similar.
2. Go to the tools menu and select email accounts.
3. Then select view or change existing email account to update your email to the new servers or new if you are setting up a new email. If new choose POP in the next window.
4. Choose your email out of the list and click the change button.
5. The screen will look like this:

The screenshot shows the 'E-mail Accounts' dialog box with the following sections and fields:

- Internet E-mail Settings (POP3)**: Each of these settings are required to get your e-mail account working.
- User Information**:
 - Your Name: [Your Name]
 - E-mail Address: [Your Email Address]
- Server Information**:
 - Incoming mail server (POP3): [mail.yourwebsite.com]
 - Outgoing mail server (SMTP): [mail.yourwebsite.com]
- Logon Information**:
 - User Name: [Your Email Address]
 - Password: [*****]
 - Remember password
 - Log on using Secure Password Authentication (SPA)
- Test Settings**:
 - After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
 - [Test Account Settings ...]
 - [More Settings ...]
- Navigation buttons at the bottom: [**< Back**] [**Next >**] [**Cancel**]

6. Fill out the fields as labeled. Include your name, your email address, your user name which is your full email address, your password, and your server information. Both your incoming mail server and your outgoing mail server are the same and will be "mail.yourwebsite.com" for example if your website is "bobthelawyer.com" then your mail servers are "mail.bobthelawyer.com"

7. Next you will need to click on the “more settings” button. This will bring up another window and you will need to click on the “outgoing server” tab at the top of that window. It will look like this:



8. Make sure that the box is checked next to “My outgoing server requires authentication”. Then make sure that “use same settings as my incoming mail server” is selected. This will send your user name and password to the server when you send an email.
9. You can then click ok, then next, then finished to close all the windows. And your all set!

Don't forget if you have any questions or problems, don't hesitate to contact your NMS representative for further assistance. 856-582-8269