



## **EMAIL SETUP INSTRUCTIONS**

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# ANDROID INSTRUCTIONS

## To add a new email account on Your Android-based Device Using POP3

1. Go to **Settings**, Select **email** under the **accounts** section.
2. Select **Add Account**
3. Enter **your full email address** and **password** and select **manual setup**.
4. Select **POP3**
5. Enter the settings below for your incoming server, then select **Next**:

POP3	
Username	Your full email address (ex: user@comsouth.net)
Password	Enter your email account password.
POP3 server	mail.comsouth.net
Port	110
Security Type	None
Authentication method	Password
Delete email from server	Never

6. Enter the settings below for your outgoing server, then select **Next**:

SMTP (Outgoing Mail Server)	
SMTP server	smtp.comsouth.net
Port	587
Security type	None
Require sign-in	Box should be checked
Authentication method	LOGIN
Username	Your full email address (ex: user@comsouth.net)
Password	Enter your email account password.

7. Keep defaults on the next screen and select **Done**:
8. Enter a name for this account (Usually the full email address) and How you want your name to appear (Usually first and last name) Select **Next**.

That's it. If everything is working OK, you should see some email messages. To make sure you can send messages, go ahead and compose an email and send it to yourself.

## To verify your Email settings on Your Android-based Device Using POP3

1. Go to **Settings**, Select **email** under the **accounts** section.
2. If you already have a comsouth.net email then select account settings and select your comsouth.net email account.
3. Select **Incoming settings**
4. Verify the settings below for your incoming server, then select **Done**:

POP3	
Username	Your full email address (ex: user@comsouth.net)
Password	Enter your email account password.
POP3 server	mail.comsouth.net
Port	110
Security Type	None
Authentication method	Password
Delete email from server	Never

5. Select **Outgoing Settings**:
6. Verify the settings below for your outgoing server, then select **Done**:

SMTP (Outgoing Mail Server)	
SMTP server	smtp.comsouth.net
Port	587
Security type	None
Require sign-in	Box should be checked
Authentication method	LOGIN
Username	Your full email address (ex: user@comsouth.net)
Password	Enter your email account password.

7. Then exit the settings menu.

# APPLE INSTRUCTIONS

## CONTINUED ON PAGE 3

### To verify your POP3 Email settings on Your iPhone or IPAD

1. Go to **Settings**, Select **mail**, **Contacts**, **Calendars**.
2. If you already have a comsouth.net email then select the **ComSouth account**.
3. Verify the settings below for your incoming server, then select **Done**:

POP Account Information	
Name	Your name goes here
Email	Your full email address (ex: user@comsouth.net)
Description	Whatever you want it to be (Work, Home, etc...)

Incoming Mail Server	
Host Name	mail.comsouth.net
User Name	Your full email address (ex: user@comsouth.net)
Password	Enter your email account password.

Outgoing Mail Server	
SMTP	smtp.comsouth.net

4. Click on **advanced**:
5. Verify the advanced settings below for your incoming server, then select **Done**:

Move Discarded Message Into:	
Deleted Mailbox	Should have a check mark
Archive Mailbox	Should be blank

Deleted Messages	
Remove	After one week

Incoming Settings	
Use SSL	No
Authentication	Password
Delete from Server	Never
Server Port	110

S/MIME	
S/MIME	Off

6. Exit the advanced settings then select **Outgoing Mail Server**.
7. Select **Primary Server** (ex: smtp.comsouth.net)
8. Verify the settings below

Outgoing Mail Server	
Server	Make sure it is ON
Host Name	smtp.comsouth.net
User Name	Your full email address (ex: user@comsouth.net)
Password	Enter your email account password.
Use SSL	No
Authentication	Password
Server Port	587

9. Select **Done**, then go back to main account screen selecting **Done** when ask.

### To verify your IMAP Email settings on Your iPhone or IPAD

1. Go to **Settings**, Select **mail**, **Contacts**, **Calendars**.
2. If you already have a comsouth.net email then select the **ComSouth account**.
3. Select **Account** under **IMAP** (Ex: user@comsouth.net)
4. Verify the settings below for your incoming server, then select **Done**:

IMAP Account Information	
Name	Your name goes here
Email	Your full email address (ex: user@comsouth.net)
Description	Whatever you want it to be (Work, Home, etc...)

Incoming Mail Server	
Host Name	mail.comsouth.net
User Name	Your full email address (ex: user@comsouth.net)
Password	Enter your email account password.

Outgoing Mail Server	
SMTP	smtp.comsouth.net

5. Click on **advanced**:
6. Verify the advanced settings below for your incoming server.:

Mailbox Behaviors	
Drafts Mailbox	Drafts
Sent Mailbox	Sent
Deleted Mailbox	Trash

Deleted Messages	
Remove	After one week

Incoming Settings	
Use SSL	ON
Authentication	Password
IMAP Path Prefix	/
Server Port	993

S/MIME	
S/MIME	Off

7. Exit the advanced settings then select **Outgoing Mail Server**.
8. Select **Primary Server** (ex: smtp.comsouth.net)
9. Verify the settings below

Outgoing Mail Server	
Server	Make sure it is ON
Host Name	smtp.comsouth.net
User Name	Your full email address (ex: user@comsouth.net)
Password	Enter your email account password.
Use SSL	No
Authentication	Password
Server Port	587

10. Select **Done**, then go back to main account screen selecting **Done** when ask.

That's it. If everything is working OK, you should see some email messages. To make sure you can send messages, go ahead and compose an email and send it to yourself.

# APPLE INSTRUCTIONS Continued from Page 2

## To add a POP3 Email account on Your iPhone or IPAD

1. Go to **Settings**, Select mail, **Contacts**, **Calendars**.
2. Under Add Account select **Other** then **Add Mail Account**.
3. Enter the settings below for your incoming server, then select **Next**:

POP Account Information	
Name	Your name goes here
Email	Your full email address (ex: <a href="mailto:user@comsouth.net">user@comsouth.net</a> )
Password	Enter your email account password.
Description	Whatever you want it to be (Work, Home, etc...)

Select **POP**, then verify the Incoming and Outgoing Mail Server settings below.

Incoming Mail Server	
Host Name	<a href="mailto:mail.comsouth.net">mail.comsouth.net</a>
User Name	Your full email address (ex: <a href="mailto:user@comsouth.net">user@comsouth.net</a> )
Password	Enter your email account password.

Outgoing Mail Server	
Host Name	<a href="mailto:smtp.comsouth.net">smtp.comsouth.net</a>
User Name	Your full email address (ex: <a href="mailto:user@comsouth.net">user@comsouth.net</a> )
Password	Enter your email account password.

4. Click on **Save** and click **Yes** to try setting up the account without SSL. Click Continue if asked.

That's it. If everything is working OK, you should see some email messages. To make sure you can send messages, go ahead and compose an email and send it to yourself.

## To add a IMAP Email account on Your iPhone or IPAD

1. Go to **Settings**, Select mail, **Contacts**, **Calendars**.
2. Under Add Account select **Other** then **Add Mail Account**.
3. Enter the settings below for your incoming server, then select **Next**:

POP Account Information	
Name	Your name goes here
Email	Your full email address (ex: <a href="mailto:user@comsouth.net">user@comsouth.net</a> )
Password	Enter your email account password.
Description	Whatever you want it to be (Work, Home, etc...)

Select **IMAP**, then verify the Incoming and Outgoing Mail Server settings below.

Incoming Mail Server	
Host Name	<a href="mailto:mail.comsouth.net">mail.comsouth.net</a>
User Name	Your full email address (ex: <a href="mailto:user@comsouth.net">user@comsouth.net</a> )
Password	Enter your email account password.

Outgoing Mail Server	
Host Name	<a href="mailto:smtp.comsouth.net">smtp.comsouth.net</a>
User Name	Your full email address (ex: <a href="mailto:user@comsouth.net">user@comsouth.net</a> )
Password	Enter your email account password.

4. Click on **Save** and Click Continue if asked.

That's it. If everything is working OK, you should see some email messages. To make sure you can send messages, go ahead and compose an email and send it to yourself.

# OUTLOOK 2010 SETTINGS

Open Outlook and Select **File** then **Account Settings** and **Account Settings** again.

Select the **Account** (Ex: [user@comsouth.net](mailto:user@comsouth.net)) and then select **Change**

Verify the settings below

**Change Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: Your Name (Not email)  
E-mail Address: Ex: user@comsouth.net

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.comsouth.net  
Outgoing mail server (SMTP): smtp.comsouth.net

**Logon Information**  
User Name: Ex: user@comsouth.net  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account 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 ...  
 Test Account Settings by clicking the Next button

More Settings ...

< Back   Next >   Cancel

Click More Settings and check the following Tabs.

**Internet E-mail Settings**

General   Outgoing Server   Connection   Advanced

Mail Account  
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"  
user@comsouth.net

Other User Information  
Organization: Comsouth Glitch Guys  
Reply E-mail: user@comsouth.net

OK   Cancel

# OUTLOOK 2010 SETTINGS (continued)

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'General' tab is also visible. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Under this, the 'Use same settings as my incoming mail server' radio button is selected. There are also options for 'Log on using' with fields for 'User Name' and 'Password', and a 'Remember password' checkbox. Other options include 'Require Secure Password Authentication (SPA)' and 'Log on to incoming mail server before sending mail'. 'OK' and 'Cancel' buttons are at the bottom.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3)' set to 110 and 'Outgoing server (SMTP)' set to 587. There is a 'Use Defaults' button for POP3. The 'Use the following type of encrypted connection' dropdown is set to 'None'. The 'Server Timeouts' section has a slider for 'Short' and 'Long' (1 minute). The 'Delivery' section has a checkbox for 'Leave a copy of messages on the server' which is unchecked. Below it, 'Remove from server after 14 days' is checked, and 'Remove from server when deleted from 'Deleted Items'' is unchecked. 'OK' and 'Cancel' buttons are at the bottom.

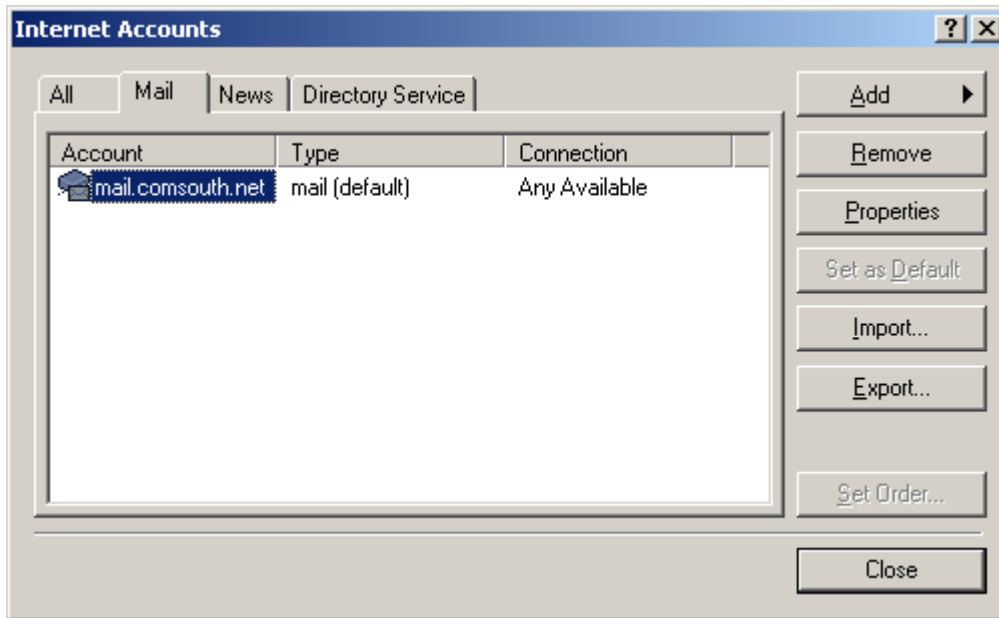
Click **OK** and then click **Next** and **Finish**. Email should be working.

Remember to make sure your internet is connected.

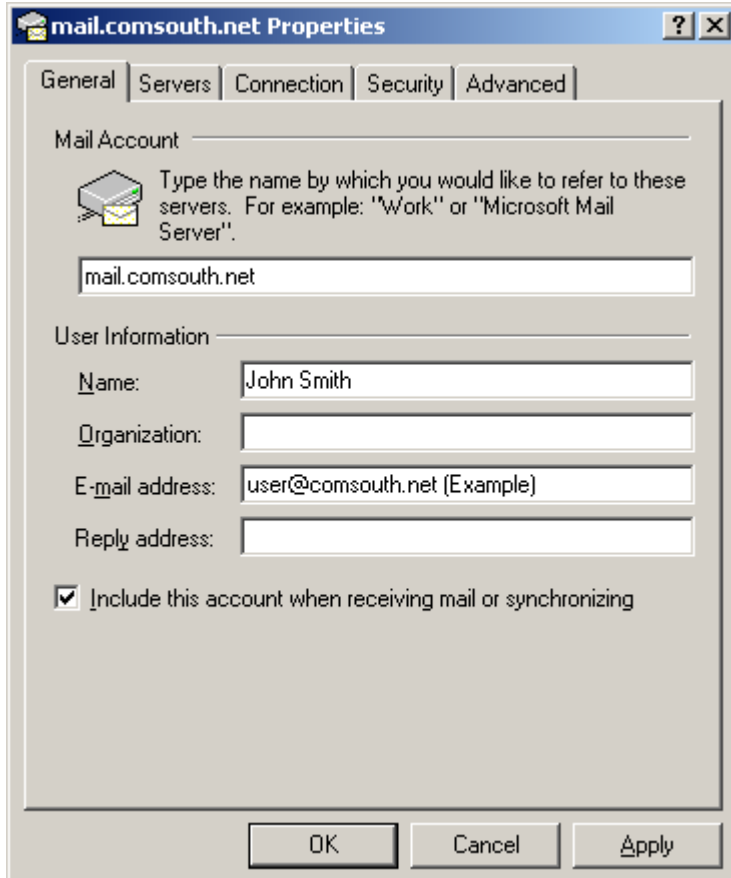
# OUTLOOK EXPRESS INSTRUCTIONS

Open Outlook Express and Select **Tools** then **Accounts...**

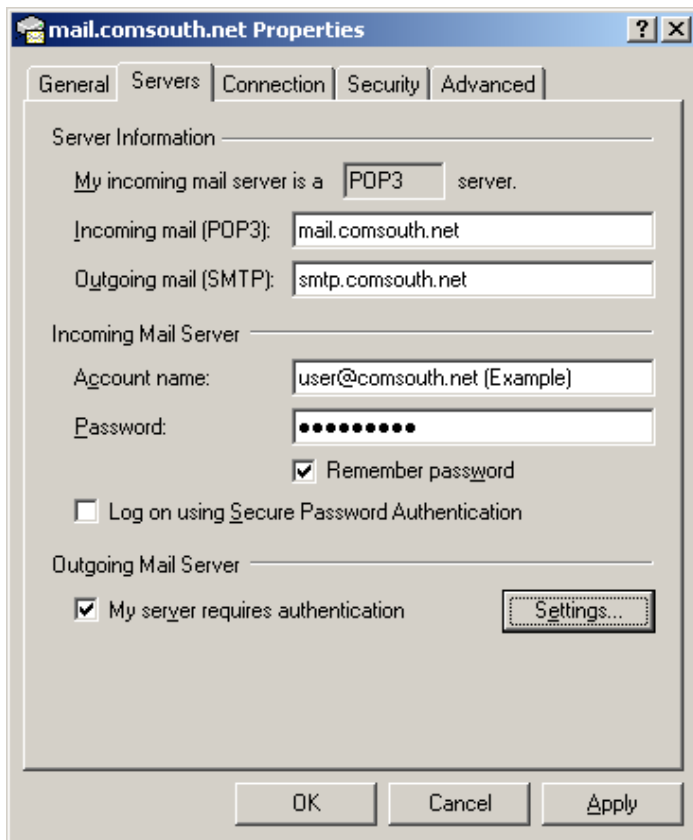
Select the **Account** (Ex: mail.comsouth.net) and then select **Properties**



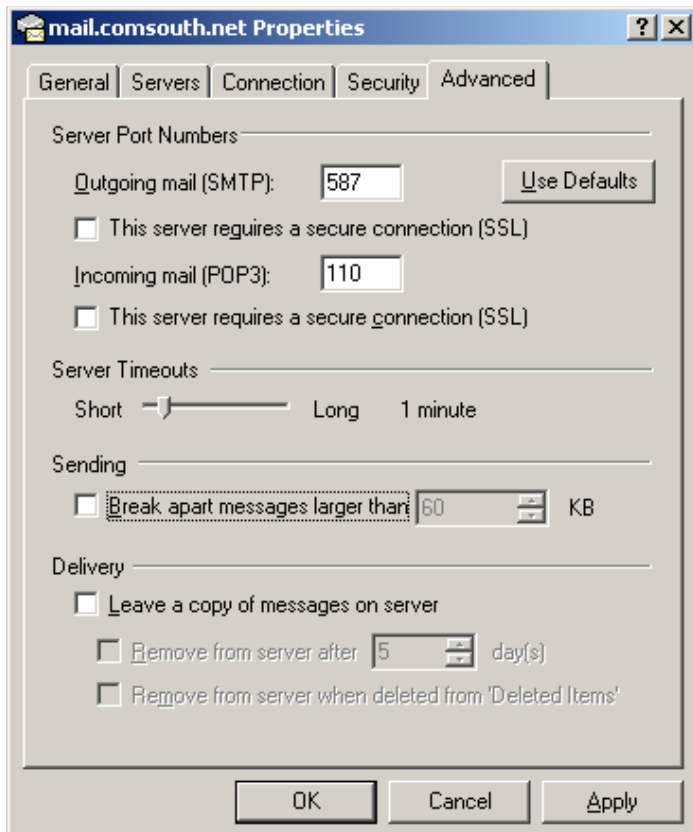
Verify the settings below under each tab:



# OUTLOOK EXPRESS INSTRUCTIONS (continued)



Skip the Connection and security tabs (Defaults will be fine)



Click **OK** and then click **Close**. Email should be working.

Remember to make sure your internet is connected.



# WINDOWS LIVE MAIL SETTINGS

Open Windows Live Mail and **right click** the **email account** (Should be listed

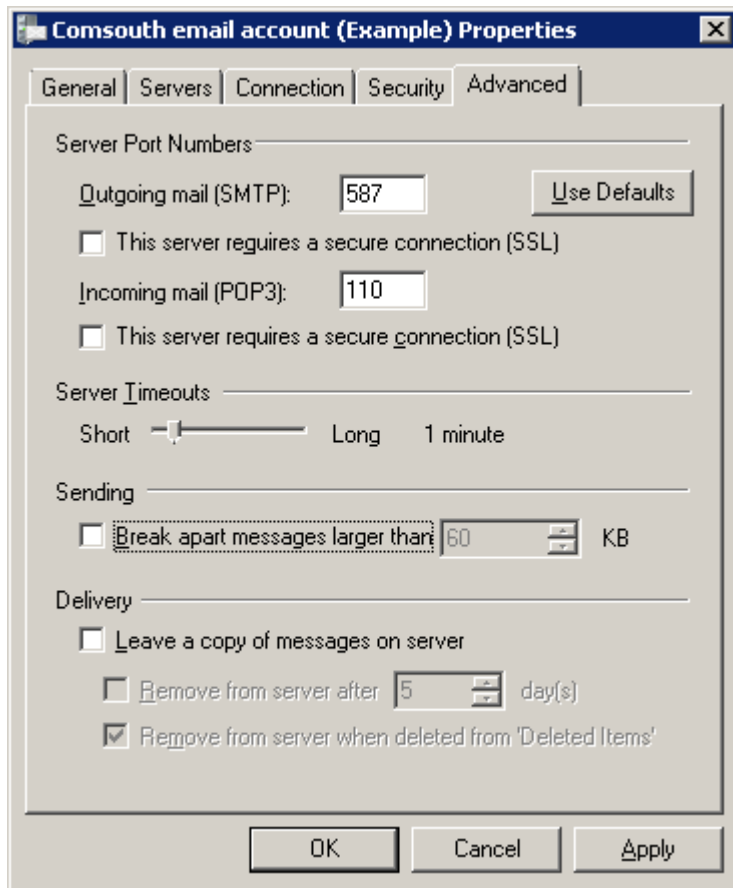
Verify the settings below under each tab:

The screenshot shows the 'Comsouth email account (Example) Properties' dialog box with the 'General' tab selected. The 'Mail Account' field contains 'Comsouth email account (Example)'. The 'User Information' section includes fields for Name (John Smith), Organization, E-mail address (user@comsouth.net (Example)), and Reply address. A checkbox labeled 'Include this account when receiving mail or synchronizing' is checked. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

The screenshot shows the 'Comsouth email account (Example) Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section shows 'My incoming mail server is a POP3 server.' with fields for Incoming mail (POP3) set to 'mail.comsouth.net' and Outgoing mail (SMTP) set to 'smtp.comsouth.net'. The 'Incoming Mail Server' section has an 'E-mail username' field with the placeholder 'Your full email address (EX: user@coms...' and a 'Password' field with masked characters. A 'Remember password' checkbox is checked. Three radio buttons are present: 'Log on using clear text authentication' (selected), 'Log on using secure password authentication', and 'Log on using authenticated POP (APOP)'. The 'Outgoing Mail Server' section has a 'My server requires authentication' checkbox checked and a 'Settings...' button. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

# WINDOWS LIVE MAIL SETTINGS (continued)

Skip the Connection and security tabs (Defaults will be fine)



Click **OK** and then click **Close**. Email should be working.

Remember to make sure your internet is connected.