ComSouth

EMAIL SETUP INSTRUCTIONS

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.

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

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

Outgoing Mail Server	
Host Name	**smtp.comsouth.net**
User Name	**Your full email address (ex: user@comsouth.net)**
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.

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OUTLOOK 2010 SETTINGS

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

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

Verify the settings below

Click More Settings and check the following Tabs.

OUTLOOK 2010 SETTINGS (continued)

Internet E-mail Settings ☒

General | Outgoing Server | Connection | Advanced

☑ My outgoing server (SMTP) requires authentication
  ⦿ Use same settings as my incoming mail server
  ○ Log on using
      User Name: [   ]
      Password: [   ]
          ☑ Remember password
      ☐ Require Secure Password Authentication (SPA)

  ○ Log on to incoming mail server before sending mail

[OK] [Cancel]

Internet E-mail Settings ☒

General | Outgoing Server | Connection | Advanced

Server Port Numbers
  Incoming server (POP3): [110] [Use Defaults]
      ☐ This server requires an encrypted connection (SSL)
  Outgoing server (SMTP): [587]
      Use the following type of encrypted connection: [None ▼]

Server Timeouts
  Short ─┴──────── Long   1 minute

Delivery
  ☐ Leave a copy of messages on the server
      ☑ Remove from server after [14] ⬍ days
      ☐ Remove from server when deleted from 'Deleted Items'
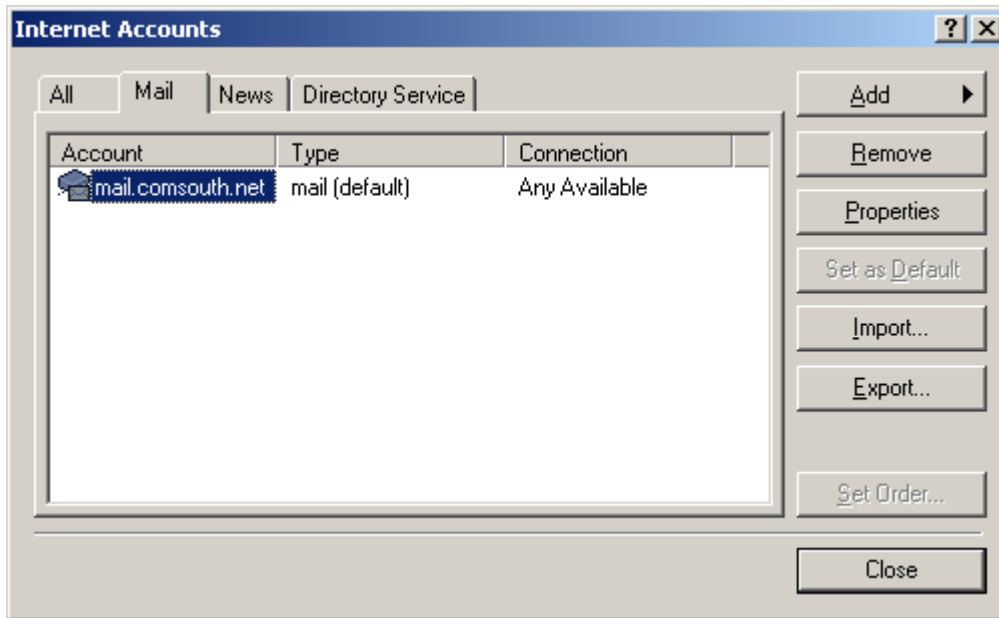
[OK] [Cancel]

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

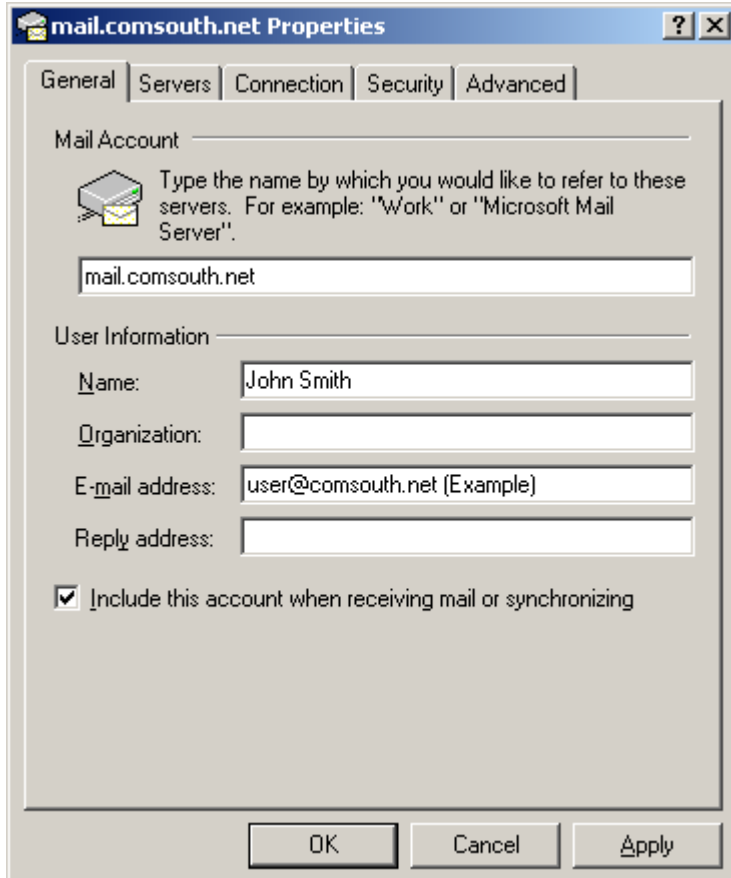Remember to make sure your internet is connected.

OUTLOOK EXPRESS INSTRUCTIONS

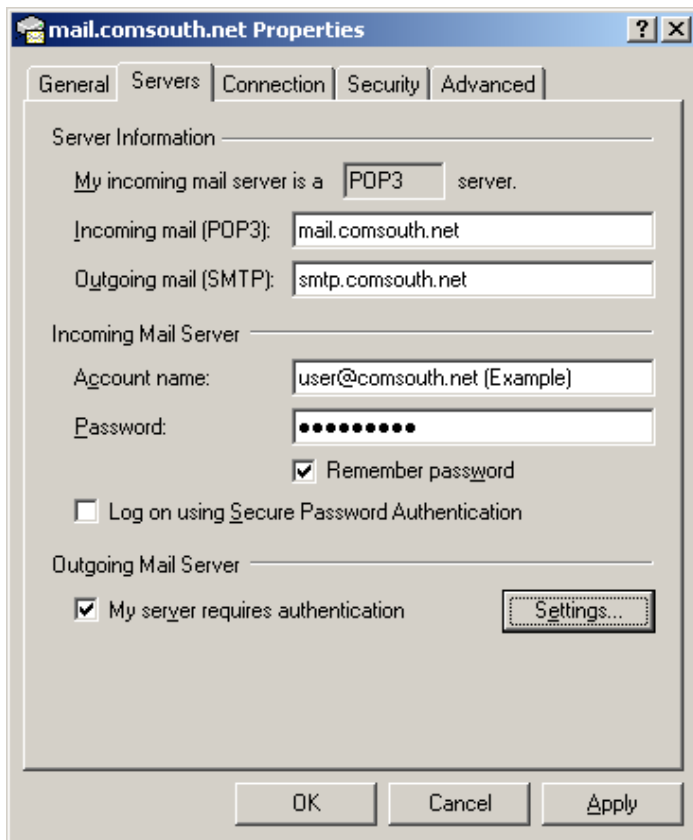Open Outlook Express and Select **Tools** then **Accounts...**

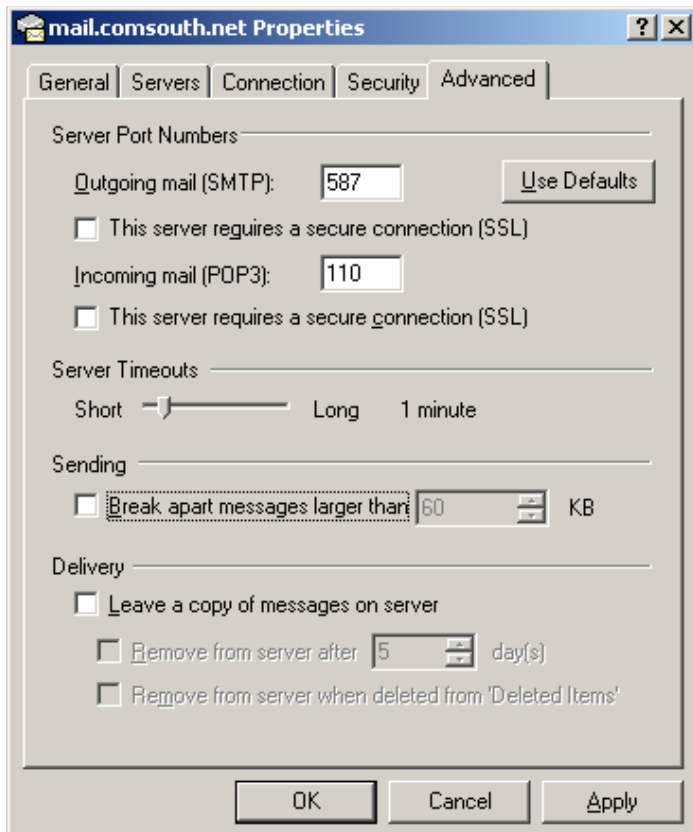Select the **Account** (Ex: mail.comsouth.net) and then select **Properties**

Verify the settings below under each tab:

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
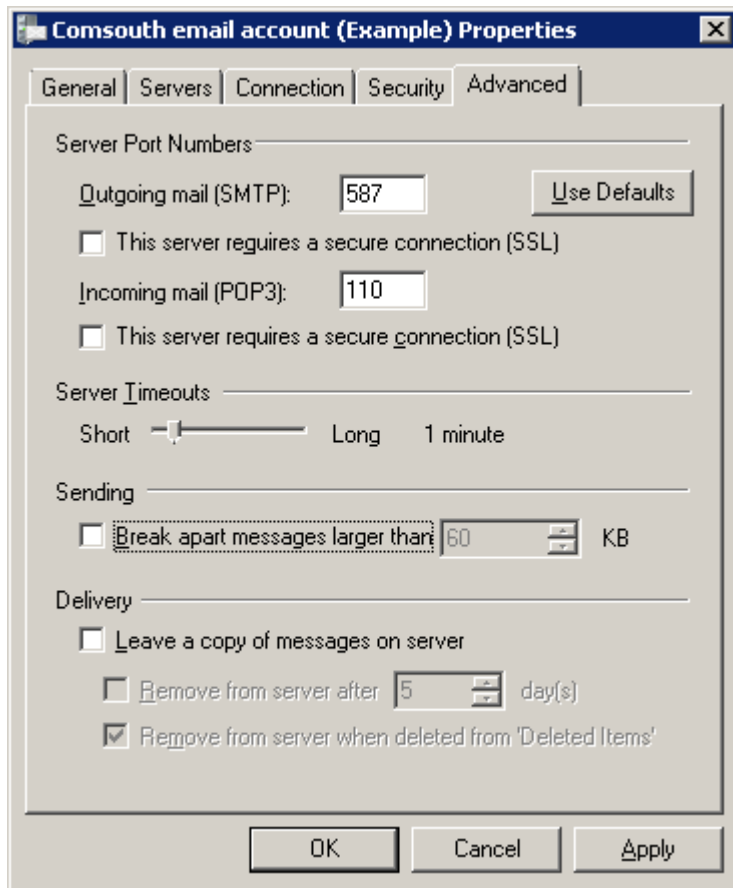
Verify the settings below under each tab:

Comsouth email account (Example) Properties

General | Servers | Connection | Security | Advanced

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Windows Live Hotmail".

Comsouth email account (Example)

User Information

Name: John Smith

Organization:

E-mail address: user@comsouth.net (Example)

Reply address:

☑ Include this account when receiving mail or synchronizing

OK | Cancel | Apply

Comsouth email account (Example) Properties

General | Servers | Connection | Security | Advanced

Server Information

My incoming mail server is a POP3 server.

Incoming mail (POP3): mail.comsouth.net

Outgoing mail (SMTP): smtp.comsouth.net

Incoming Mail Server

E-mail username: Your full email address (EX: user@coms

Password: ••••••••

☑ Remember password

⊙ Log on using clear text authentication

○ Log on using secure password authentication

○ Log on using authenticated POP (APOP)

Outgoing Mail Server

☑ My server requires authentication   Settings...

OK | Cancel | Apply

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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.

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