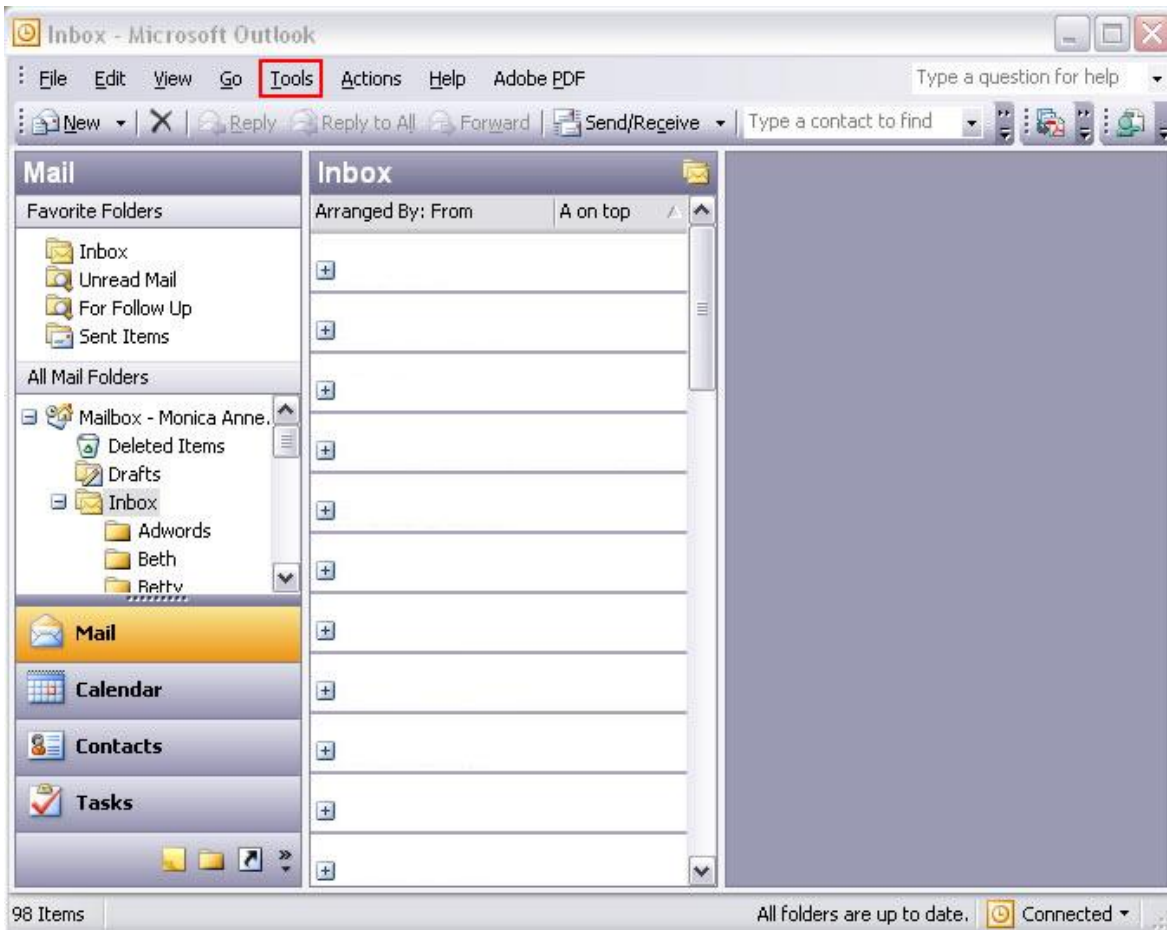


This Help document contains correct e-mail settings for Vision It Hosting. It also contains information on how to log on and use Vision It Hosting webmail from any web browser. Webmail Help begins on page 9.

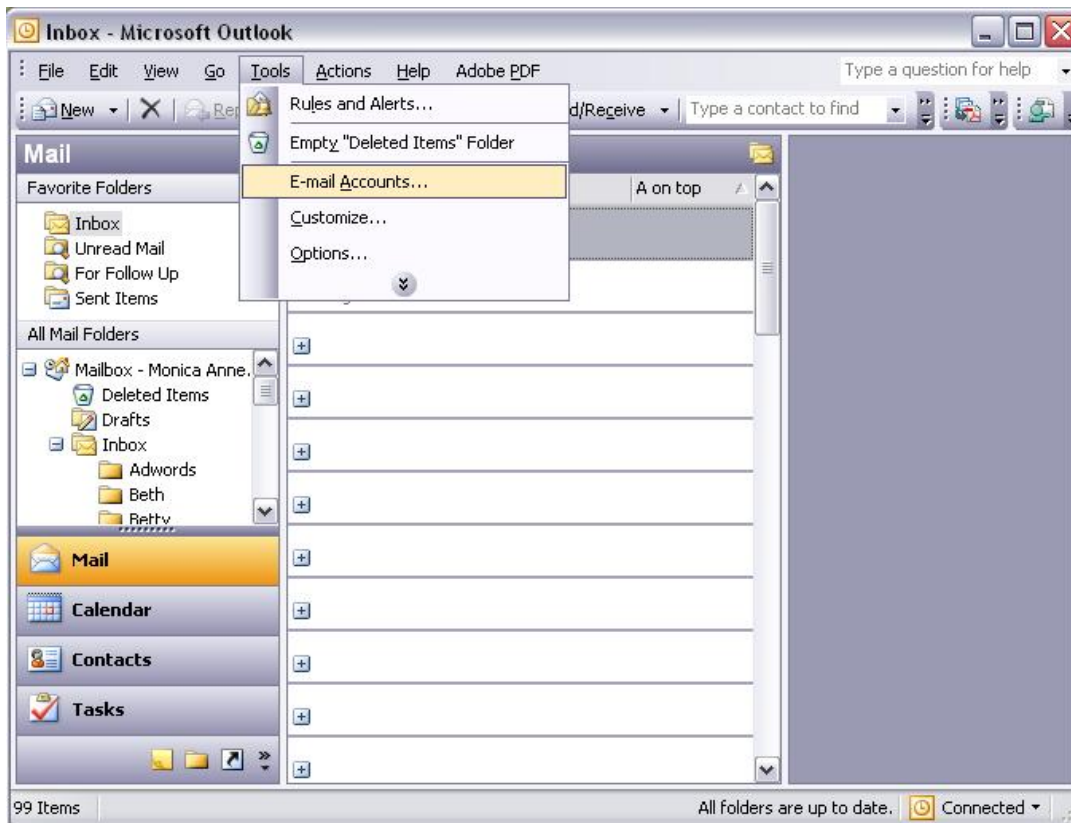
The directions are made using Outlook 2003, but the menus are similar in Outlook 2007. If you are using Outlook Express, directions begin on page 6.

Checking account settings in Microsoft Outlook

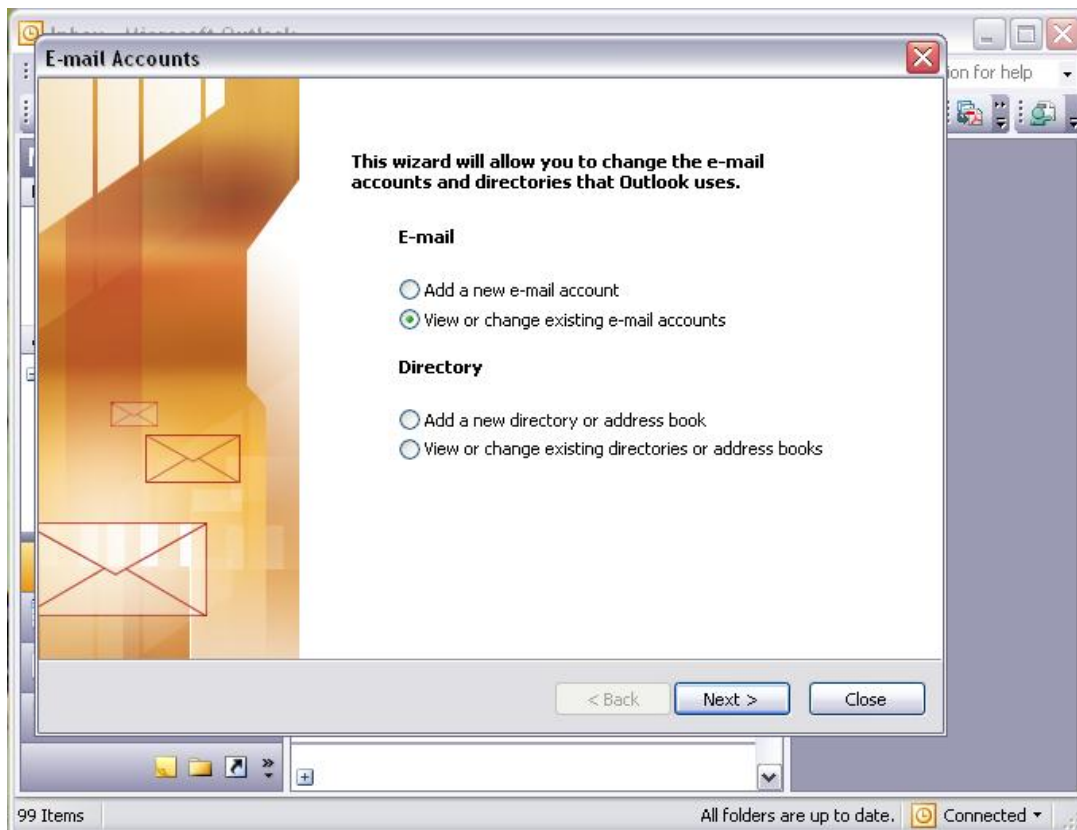
1. Select the Tools menu on the toolbar near the top left corner of your Outlook Interface.



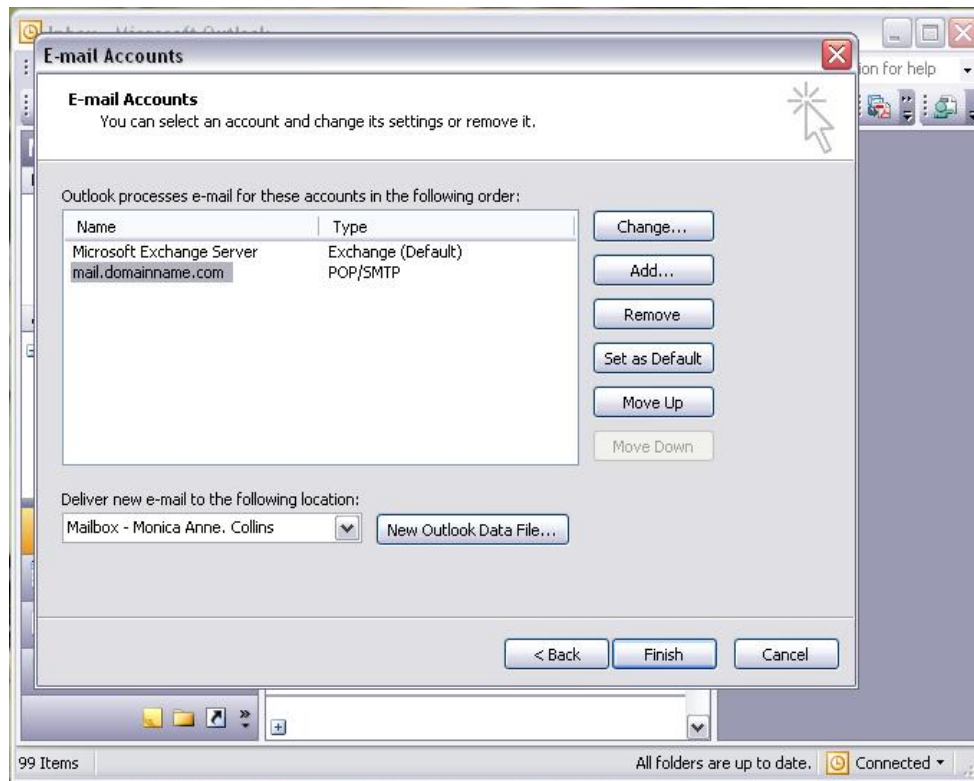
2. Select Accounts or E-mail Accounts from the menu.



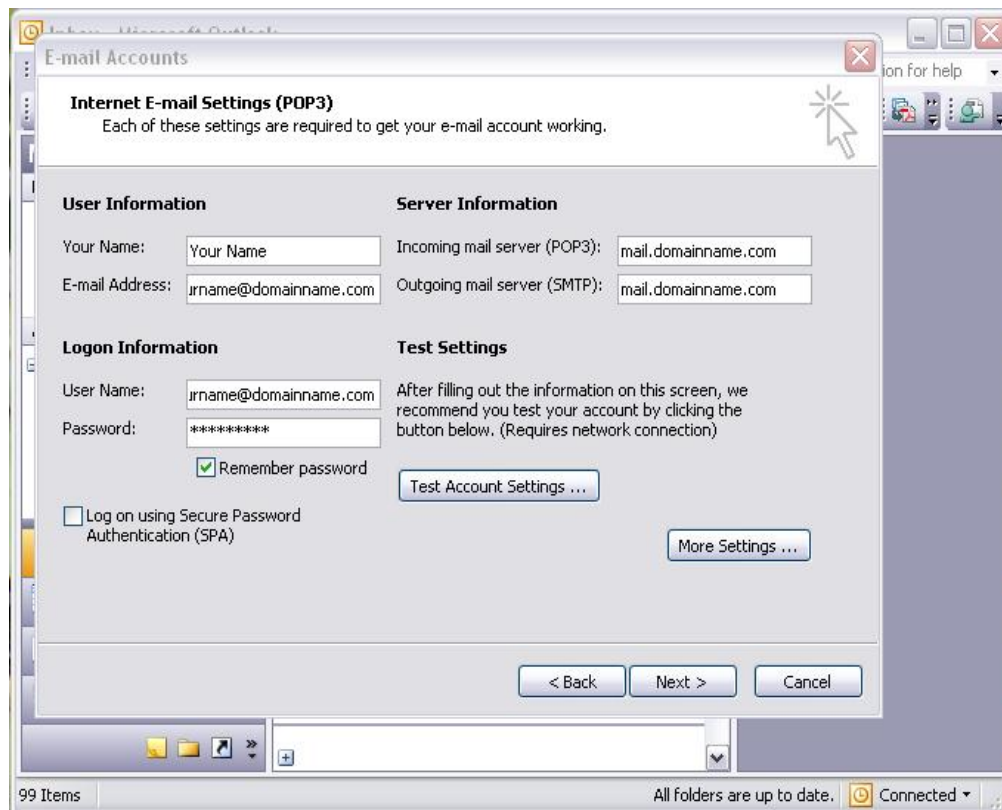
3. For Outlook 2003, Select View or change existing e-mail accounts and click Next.



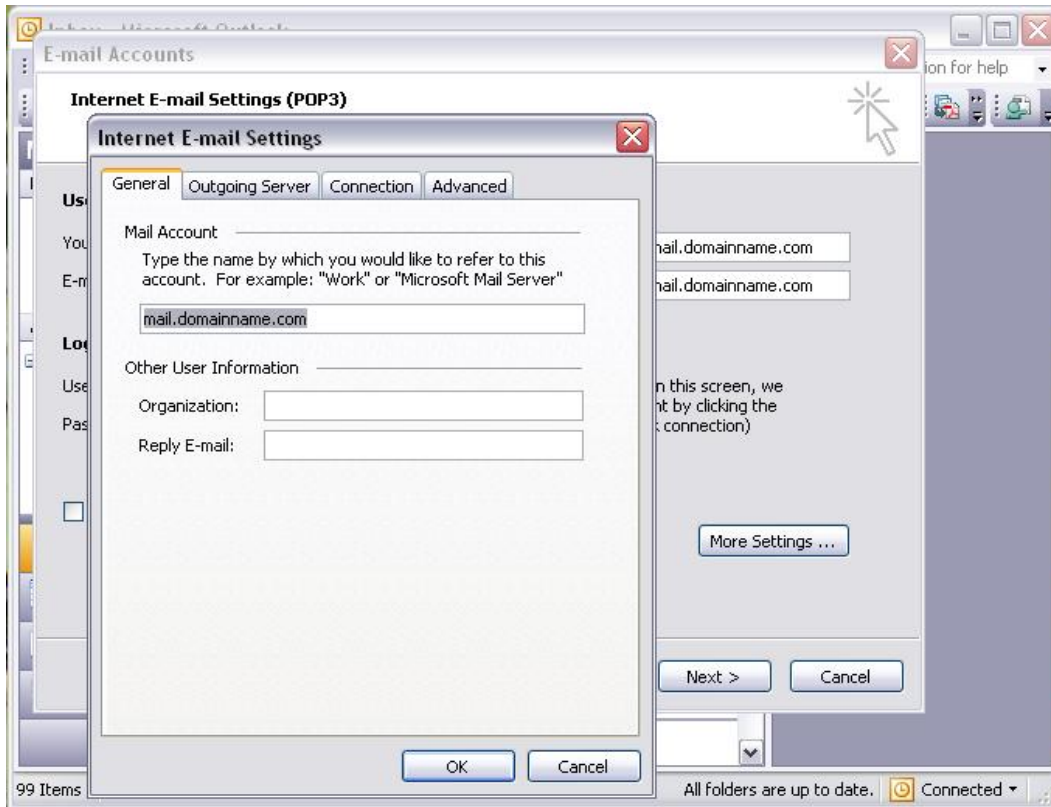
4. In Outlook 2003 and 2007, double click on your e-mail account to select it.



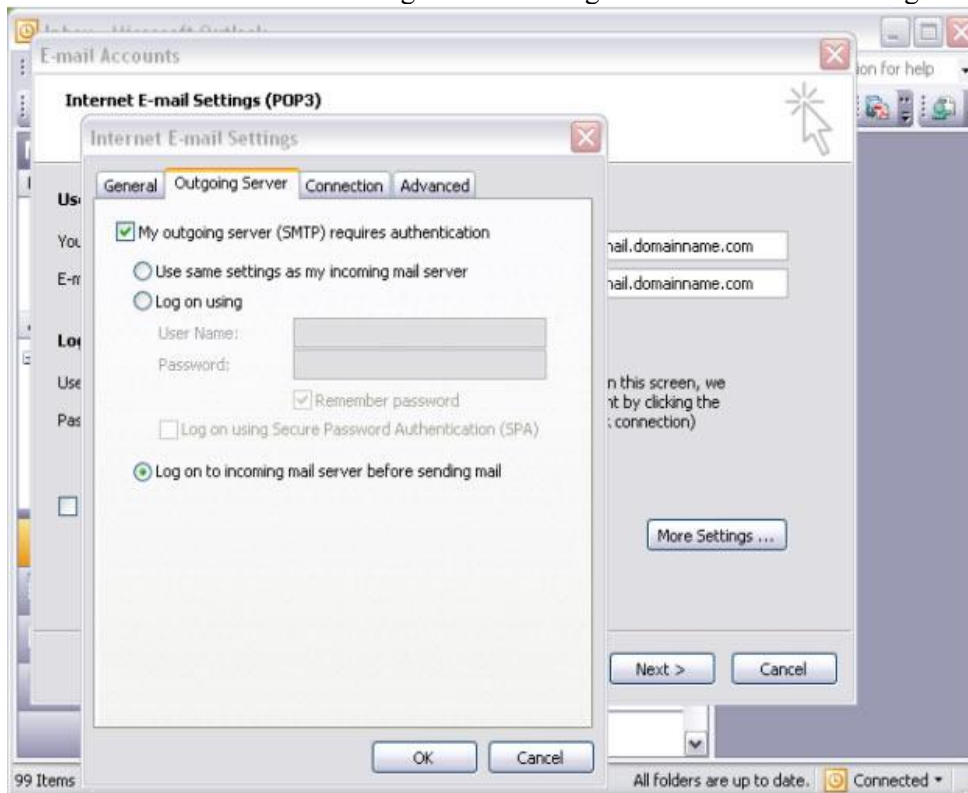
5. Check your Internet E-mail Settings. Your Incoming mail server should be mail.yourdomainname.com, where yourdomainname.com is your website. For instance, mine might be mail.visionitnow.com. Your Outgoing mail server should be the same as your Incoming mail server. Your User Name should be your entire e-mail address.



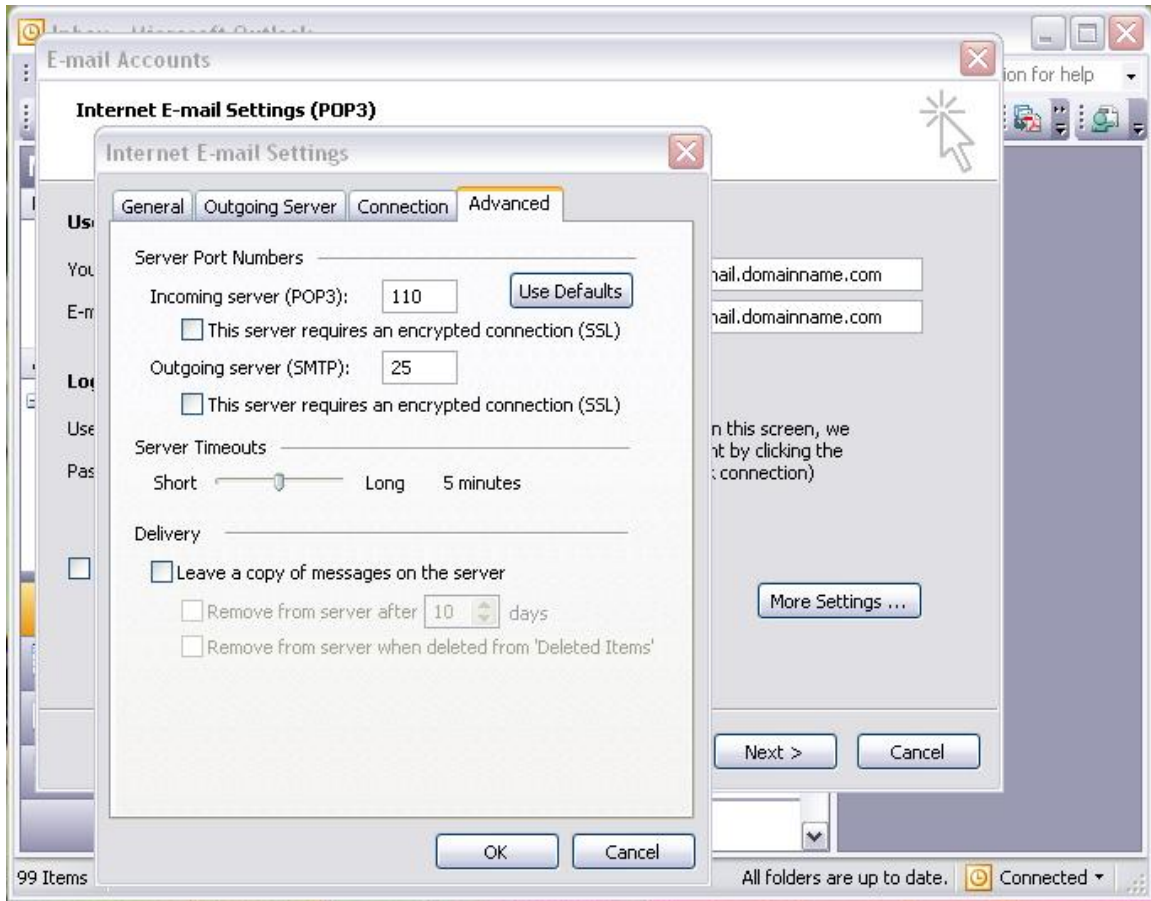
6. Do **NOT** check Log on using Secure Password Authentication (SPA). Click More Settings.



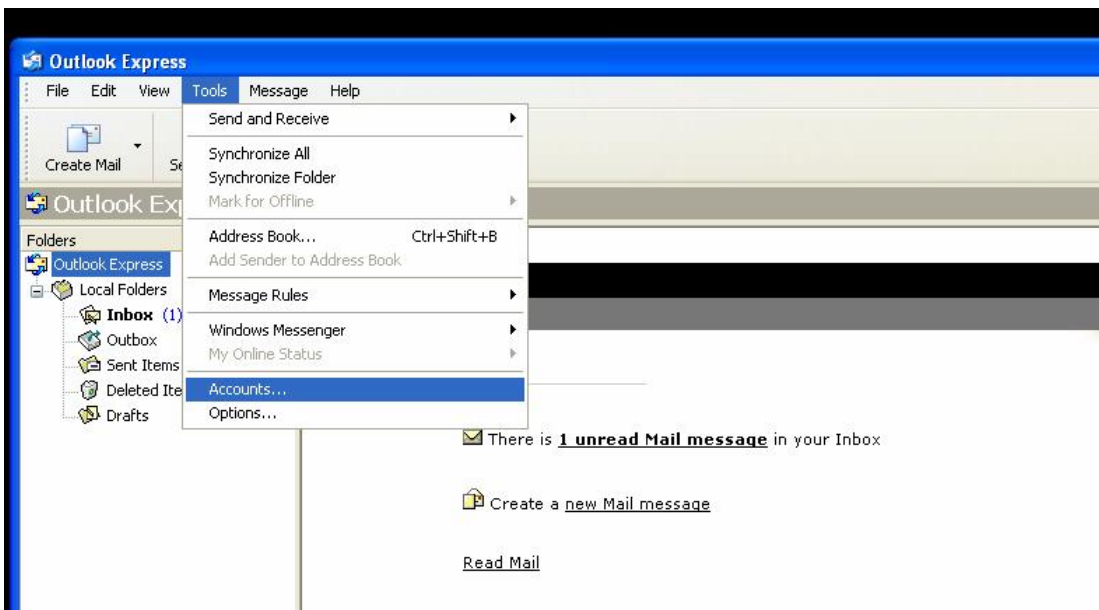
7. Select the Outgoing Server Tab. Make sure that the checkbox labeled My outgoing server (SMTP) requires authentication is checked. Make sure that Log on to incoming mail server before sending mail is selected.



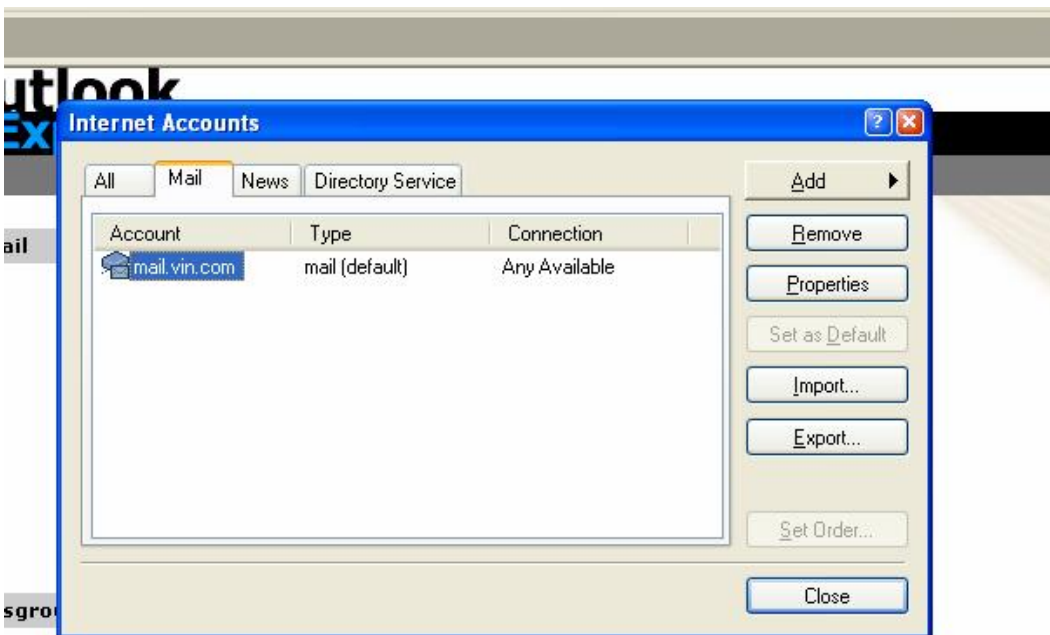
8. Select the Advanced tab. Make sure that your Incoming server (POP3) is set to 110. Make sure that your Outgoing server (SMTP) is 25. It is recommended that you increase your Server Timeouts setting to 5 minutes by sliding the arrow to the middle of the selection bar.



If you are using Outlook Express, click on Tools > Accounts



Select the Mail tab > Select Add to create a new account or your email account to make changes to your settings. Creating a new mail account in Outlook is similar to creating a new account in Outlook. Your account should be mail.yourdomain.com. To change your settings highlight your mail click and click properties.



[Set up a Newsgroups account...](#)

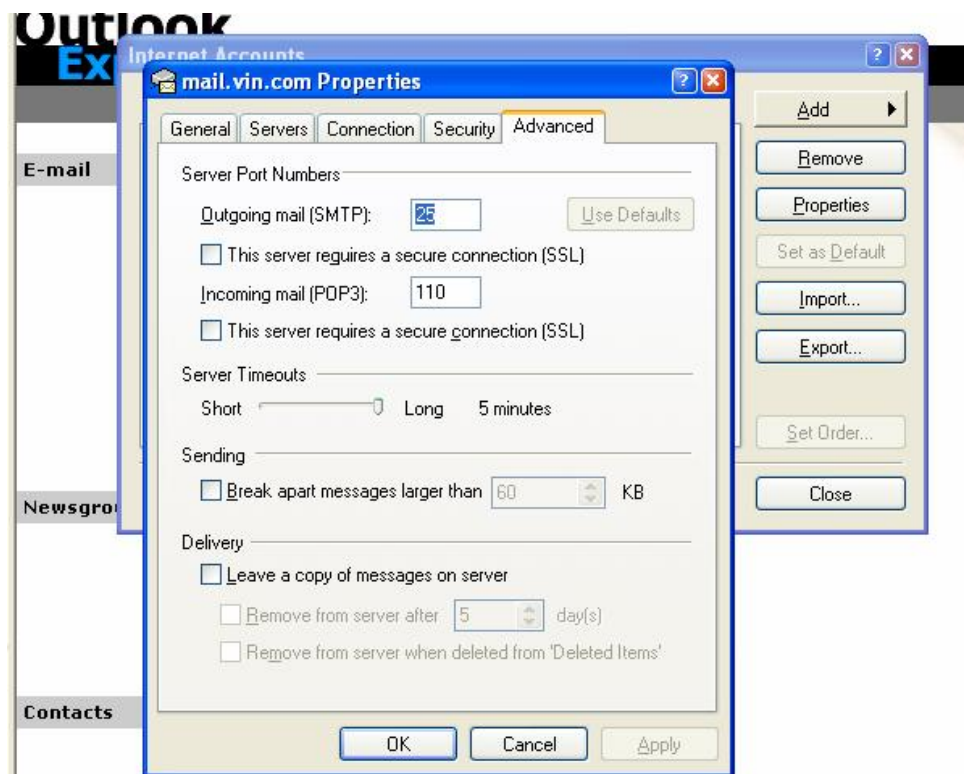
acts

Click Properties > Servers



Open the Address Book

The remaining steps are the same as the steps when using Outlook. Click Ok when all steps are completed.

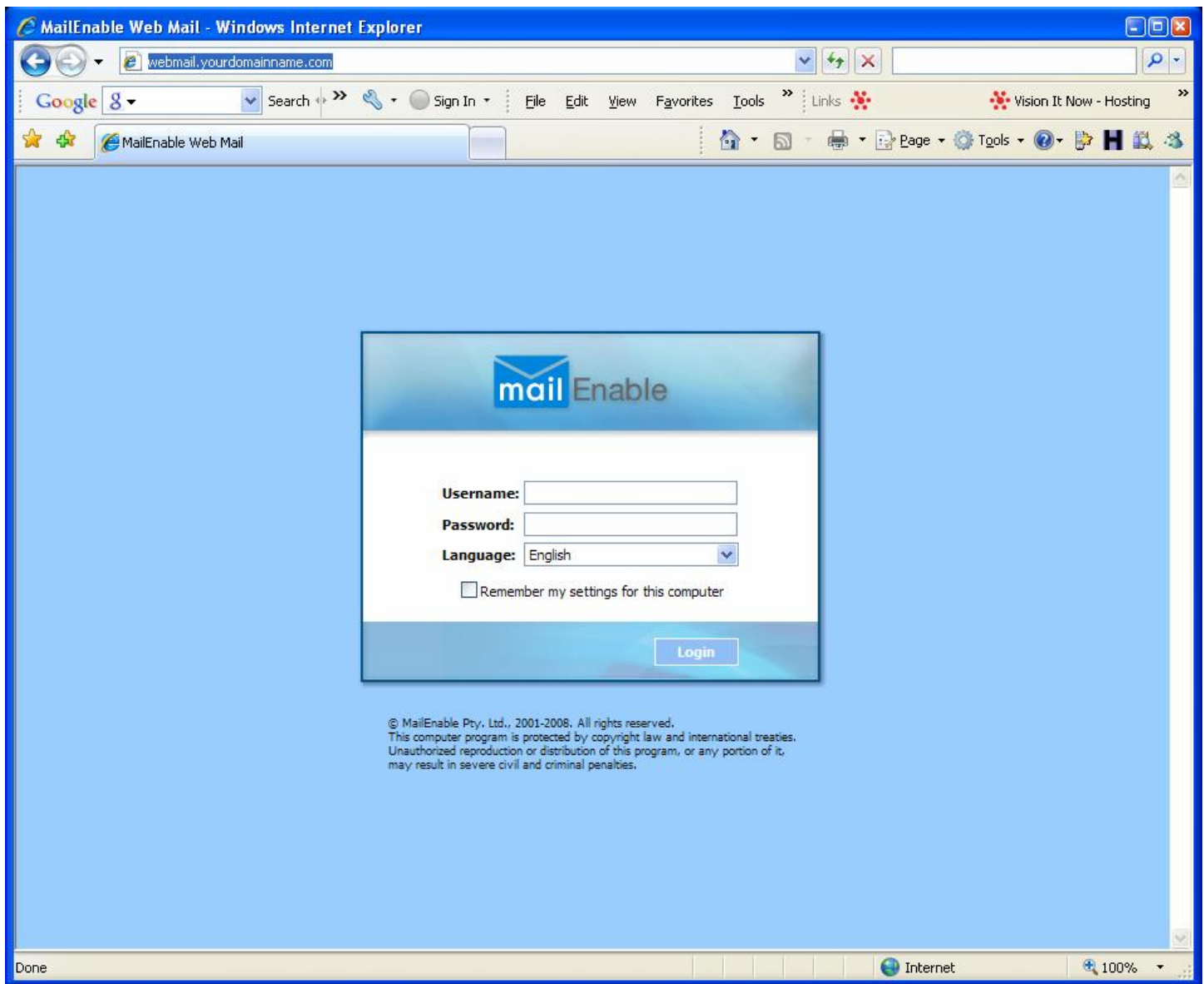


Open the Address Book...

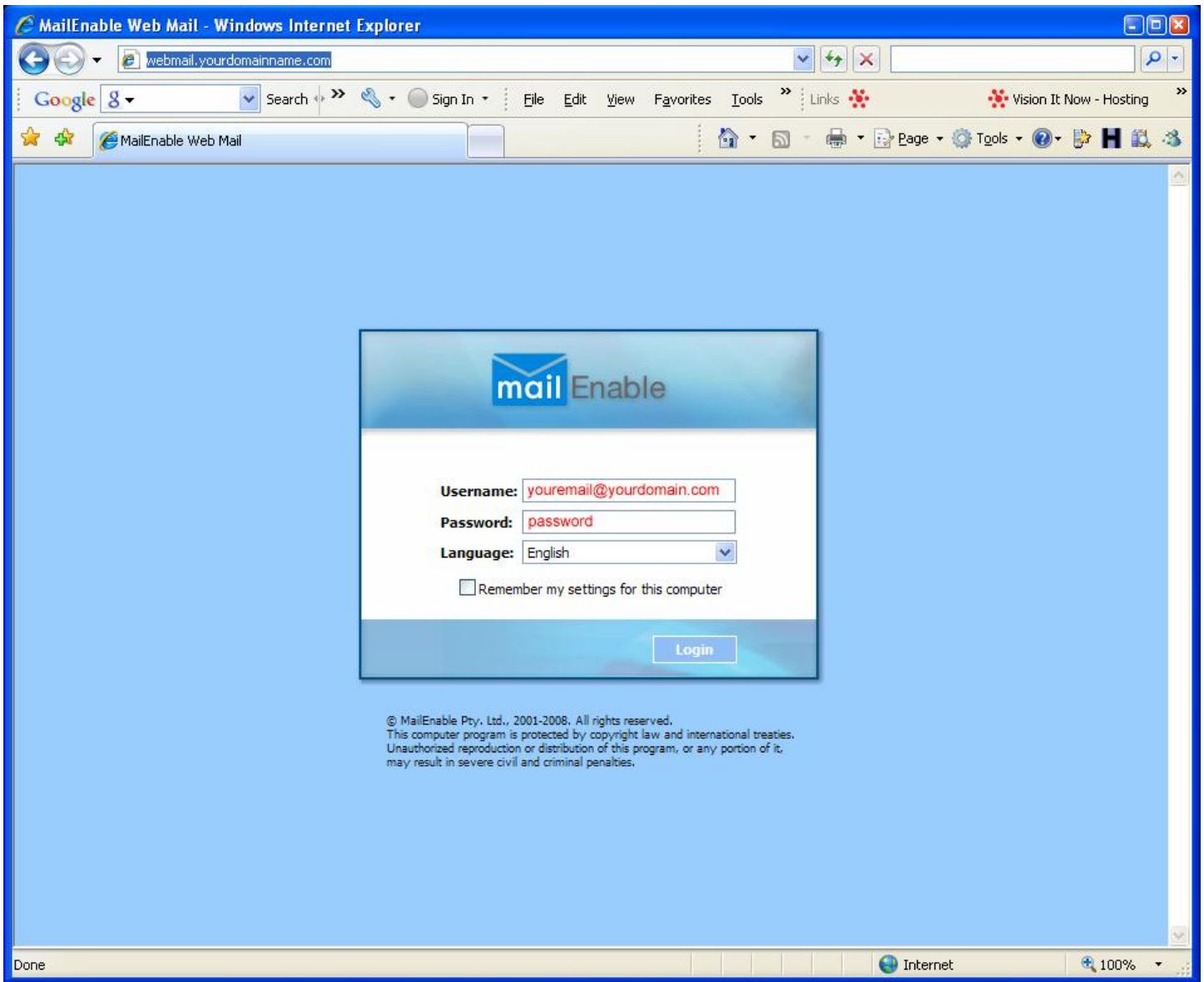


Accessing Webmail

1. Open a browser, such as Internet Explorer or Mozilla Firefox.
2. Type `webmail.yourdomainname.com` into your browser's address bar, where `yourdomainname.com` is your website address. For instance, mine might be `webmail.visionitnow.com`.



3. Your username is your entire e-mail address, yourusername@yourdomainname.com. The password for webmail is the same as the password for your regular e-mail address.



4. Click Log in! You can send and receive e-mails through this webmail interface from any computer, no matter your location.

If you have any questions, please call 574-268-9800 or e-mail support@visionitnow.com. Thank you!