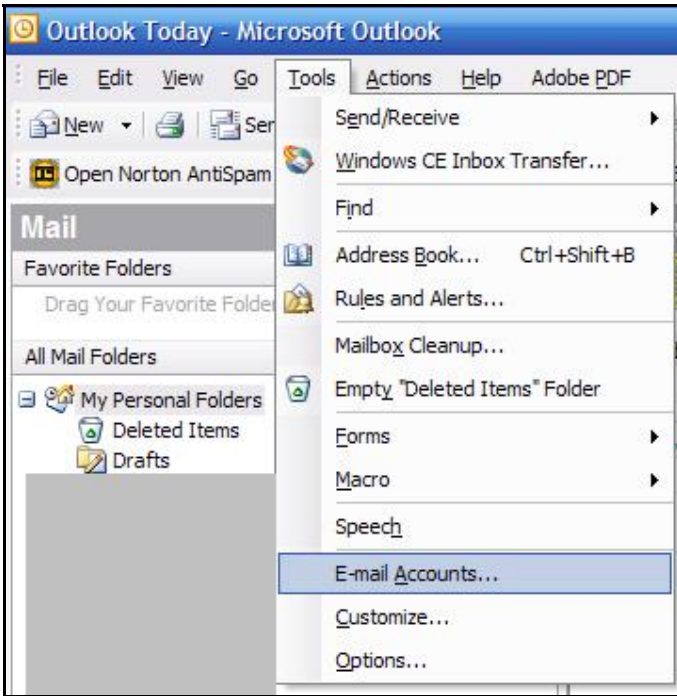


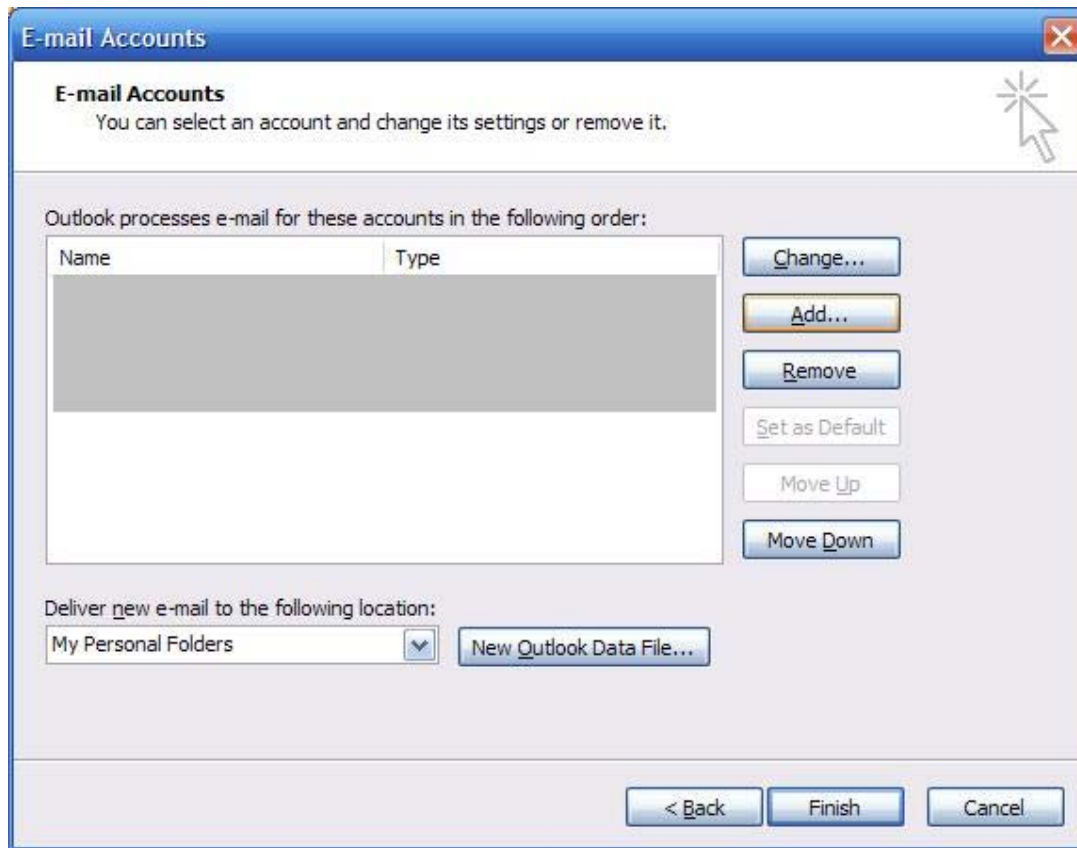
Configuring Email Access for Microsoft Outlook

1. Go to **Tools > E-mail Accounts...**



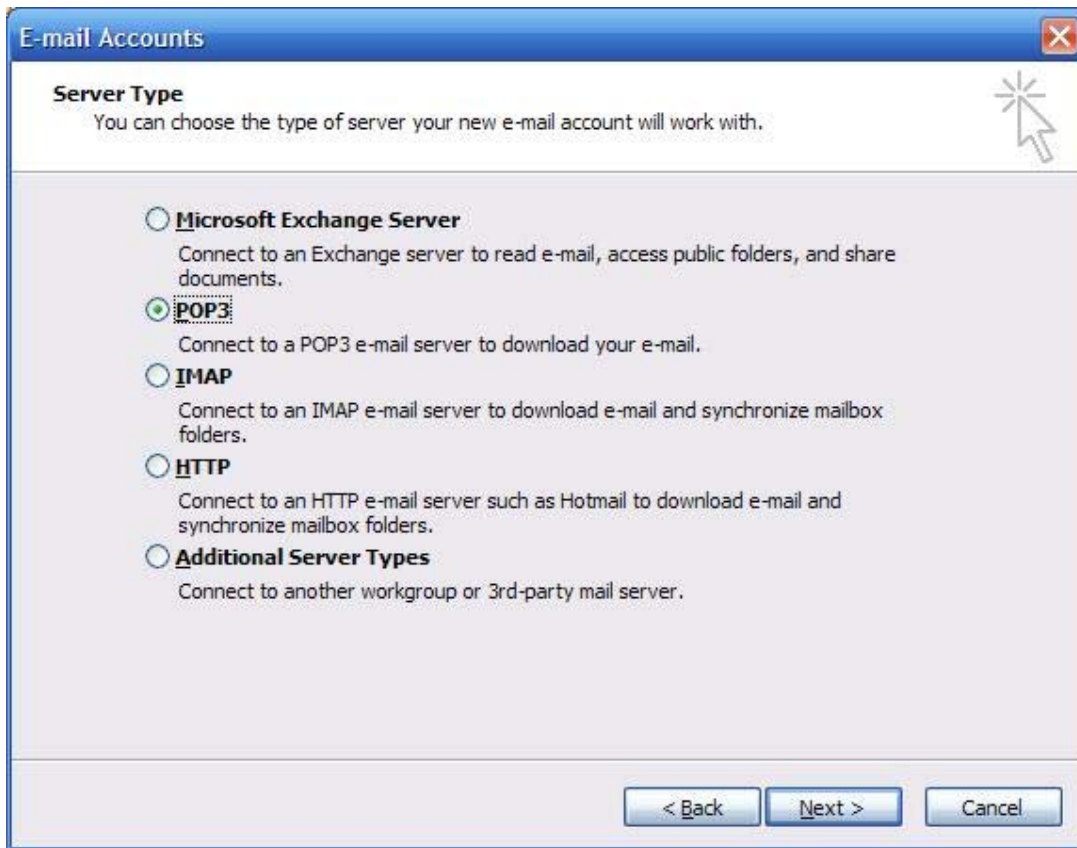
Left-click on **E-mail Accounts...** to access the Email Account Configuration Screen.

2. Right-click on **Add**



You may select and Existing Email Account & click **Change...** to modify it's settings. Go to Point 4.

3. Select **POP3**



This will set your email account type for POP3 Access.

4. Configure Your Accounts Settings

The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings (POP3)" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right corner of the window.

The window is divided into four main sections:

- User Information:** Includes fields for "Your Name:" (containing "Jackson Tan") and "E-mail Address:" (containing "jackson@sgcube.com").
- Server Information:** Includes fields for "Incoming mail server (POP3):" (containing "mail.sgcube.com") and "Outgoing mail server (SMTP):" (containing "mail.sgcube.com").
- Logon Information:** Includes fields for "User Name:" (containing "jackson@sgcube.com") and "Password:" (containing "*****"). There is a checked checkbox for "Remember password" and an unchecked checkbox for "Log on using Secure Password Authentication (SPA)".
- Test Settings:** Includes a text box with the instruction: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this text are two buttons: "Test Account Settings ..." and "More Settings ...".

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Enter the required information.

Your Name: > Your preferred name.

Email Address: > Your email address which you setup with cPanel.

User Name: > Your email address.

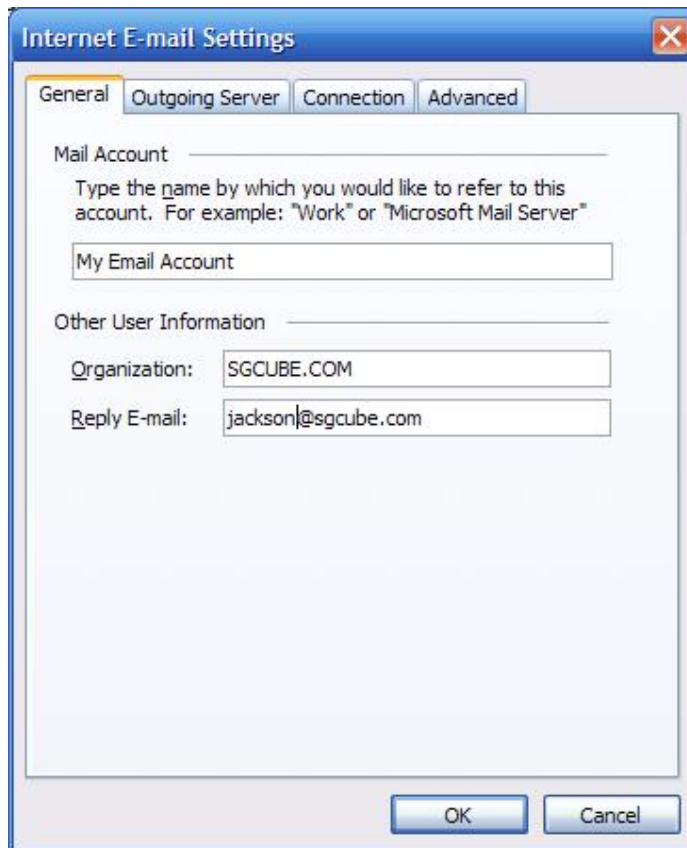
Password: > Your password which you specify in cPanel.

Incoming Mail Server (POP3): > mail.yourdomainname.com

Outgoing Mail Server (SMTP): > mail.yourdomainname.com

Click on **More Settings ...** to setup advance settings

5. Internet Email Settings



The screenshot shows a dialog box titled "Internet E-mail Settings" with a close button (X) in the top right corner. The dialog has four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "General" tab is selected and highlighted. Inside the "General" tab, there are two main sections: "Mail Account" and "Other User Information".

Mail Account

Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

My Email Account

Other User Information

Organization: SGCUBE.COM

Reply E-mail: jackson@sgcube.com

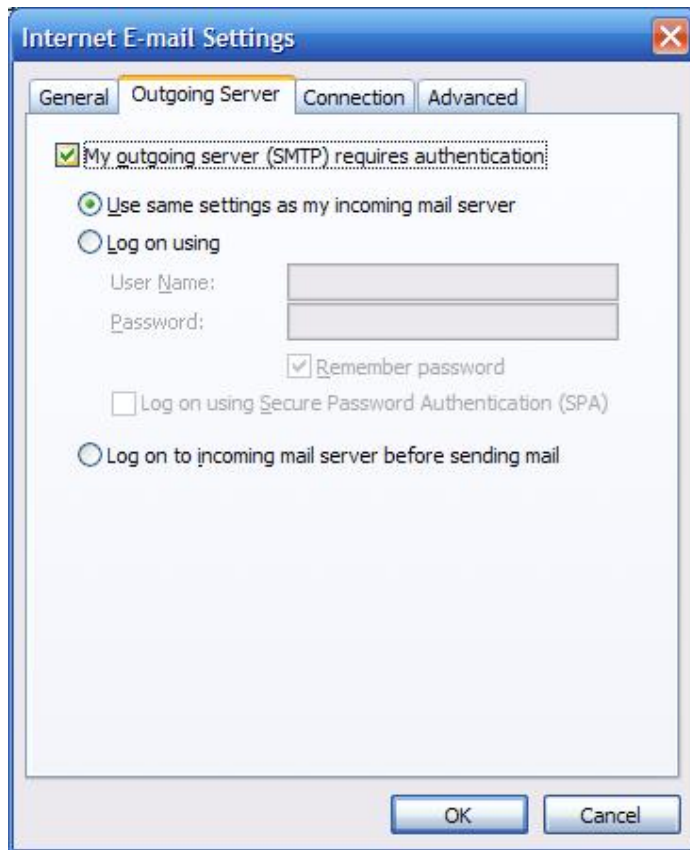
At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Mail Account: > Key in anything to name your email account.

Organization: > Optional Field

Reply E-mail: > Optional Field

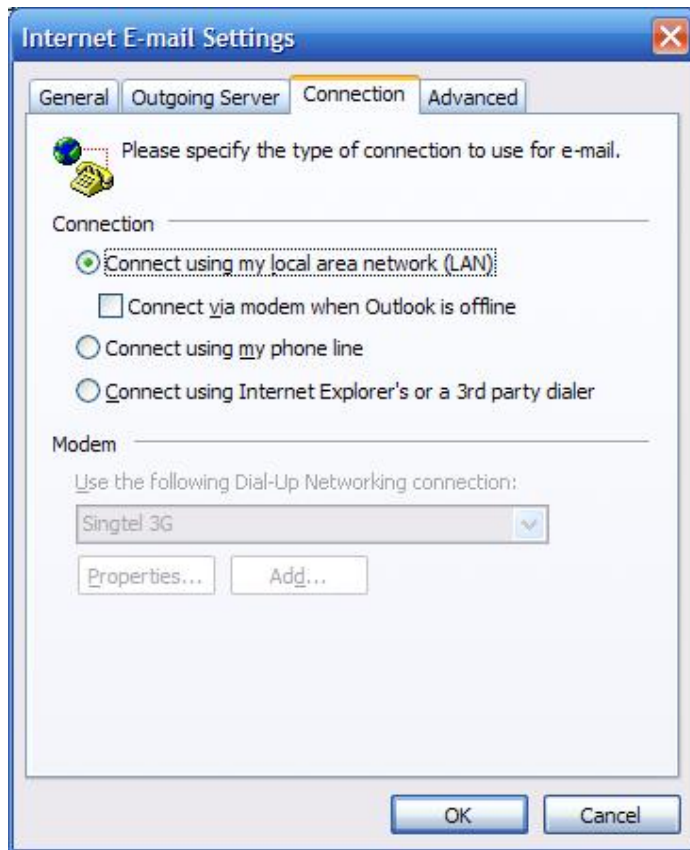
6. Outgoing Server



Click on My outgoing server (SMTP) requires authentication

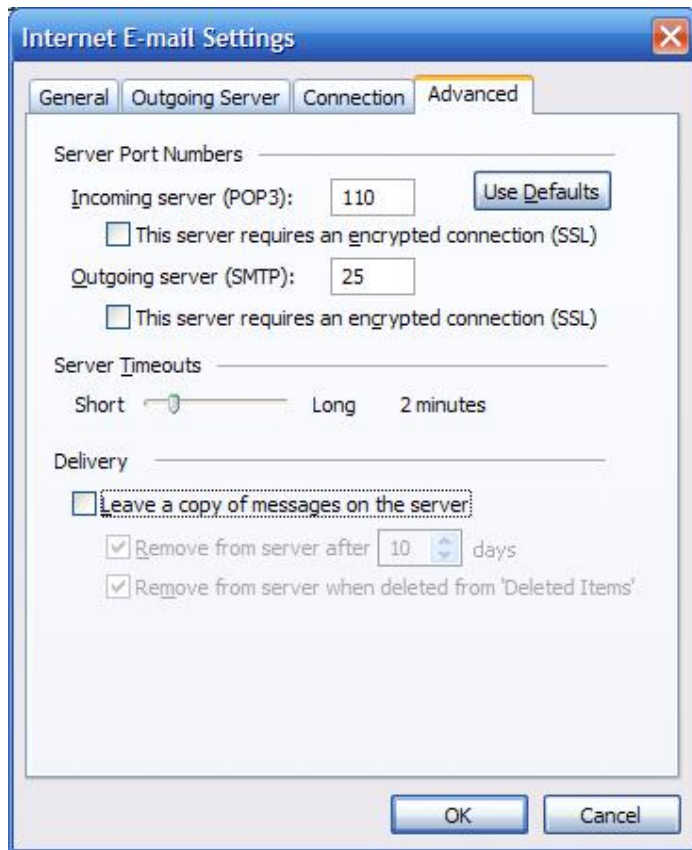
Select Use same settings as my incoming mail server

7. Connection



Leave as default unless you use Dial-up Connection to access your internet.

8. Advanced



Make sure the Server Port Numbers are as shown above.

Select Leave a copy of messages on the server if you require access to your emails via webmail. Please note that leaving emails on the server will take up your webspace allocated. You will not be able to receive any new email once the quota is reached. Customers is highly advice to allocated enough mailbox space depending on usage patterns and access method.

Example:

Normal User – 10mb to 20mb with Leave Mail on Server Option Turn Off.

Mobile User – 20mb to 100mb with Leave Mail on Server Option Turn On & Remove from Server when Deleted Turn On.