

First of all, the easiest way to log on is via the Web at

[www.pollybutte.net](http://www.pollybutte.net)

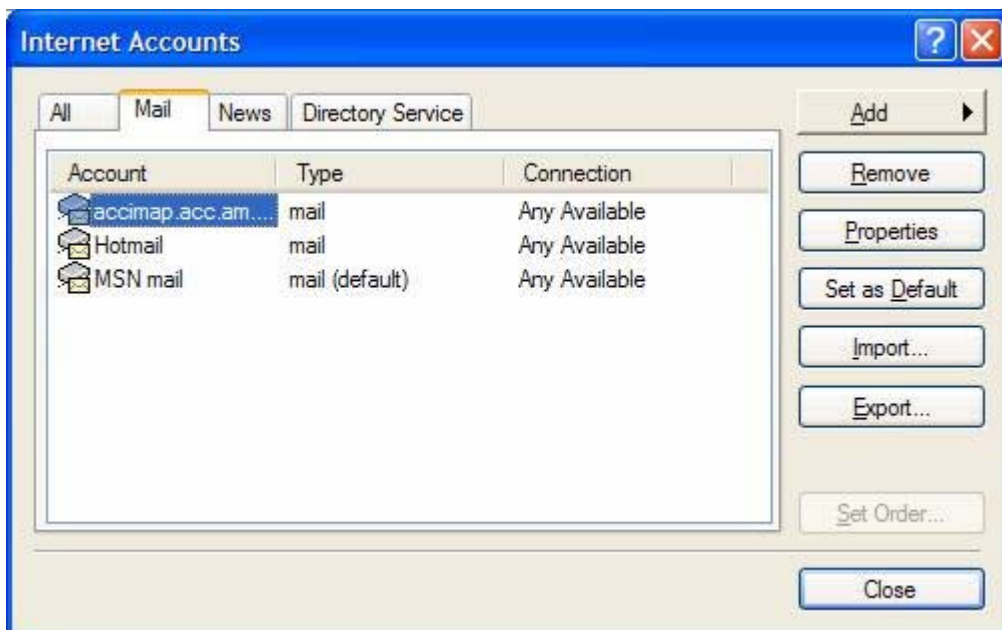
Click on the client webmail link. At the login prompt enter <your name>@pollybutte.net and the password to get into the inbox. Once you have logged on, you can then use the Web tools to view, edit and send your mail.

Try this first to establish that the logon and password are correct before trying to set up Outlook or Outlook Express mail client.

### **Outlook Express via Windows XP:**

Under the Tools menu select **Accounts**

Select the Mail tab and then click the **Add** button



Enter your name and click the **Next >** button



The image shows a screenshot of the 'Internet Connection Wizard' dialog box. The title bar is blue and contains the text 'Internet Connection Wizard' and a close button (X). The main area has a light beige background. At the top left, the text 'Your Name' is displayed. To the right of this text is a mouse cursor icon. Below this, there is a paragraph of text: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Underneath this text is a text input field with the placeholder text 'Your Name'. Below the input field, the text 'For example: John Smith' is shown. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

**Your Name**

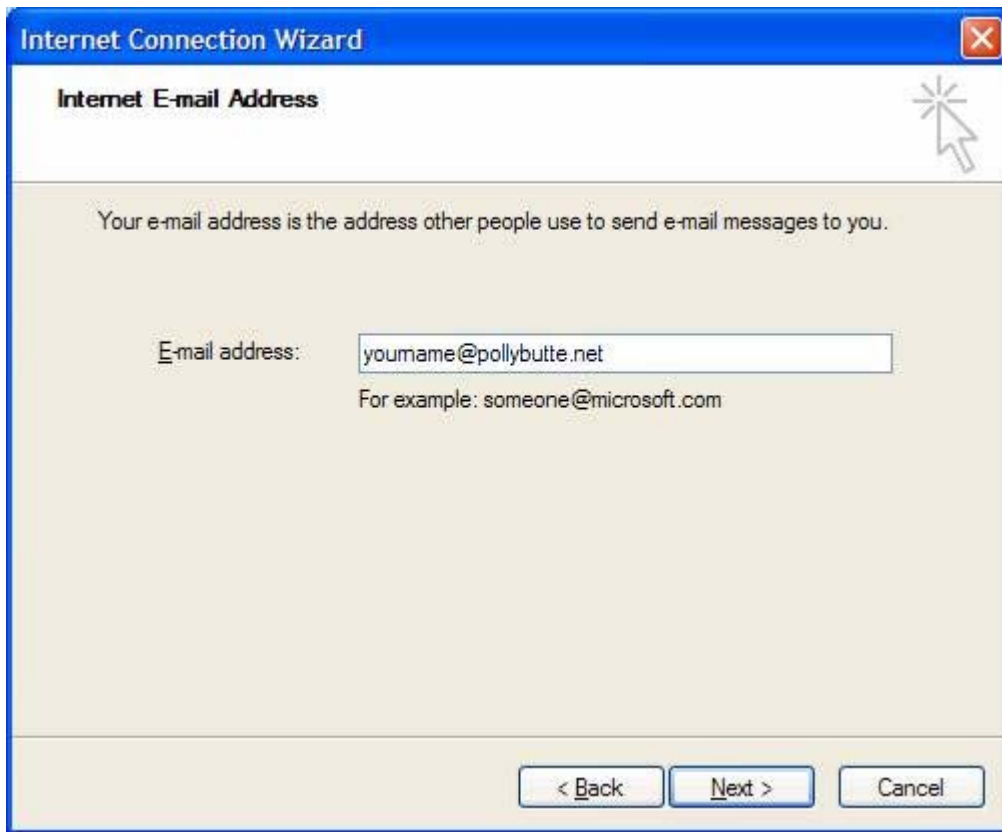
When you send e-mail, your name will appear in the From field of the outgoing message.  
Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back   Next >   Cancel

Enter your email address and click the **Next >** button

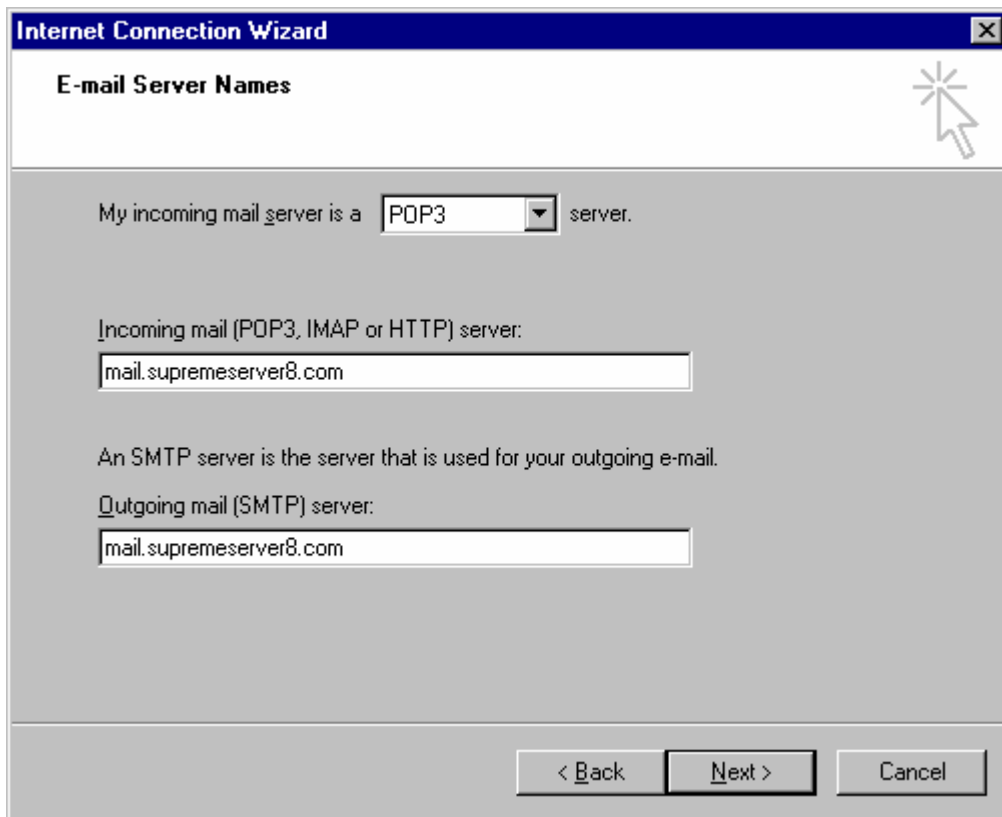


The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. Below the title bar, the text "Internet E-mail Address" is displayed. A mouse cursor icon is positioned over the top right corner of the dialog. The main area contains the instruction: "Your e-mail address is the address other people use to send e-mail messages to you." Below this, there is a label "E-mail address:" followed by a text input field containing "youname@pollybutte.net". Underneath the input field, an example is provided: "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Enter the incoming and outgoing mail servers and click **Next >**

The incoming and outgoing server should be the same.

mail.supremeserver8.com



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "E-mail Server Names". In the top right corner of the dialog area, there is a mouse cursor icon pointing at a starburst symbol. The dialog contains the following text and input fields:

My incoming mail server is a  server.

Incoming mail (POP3, IMAP or HTTP) server:

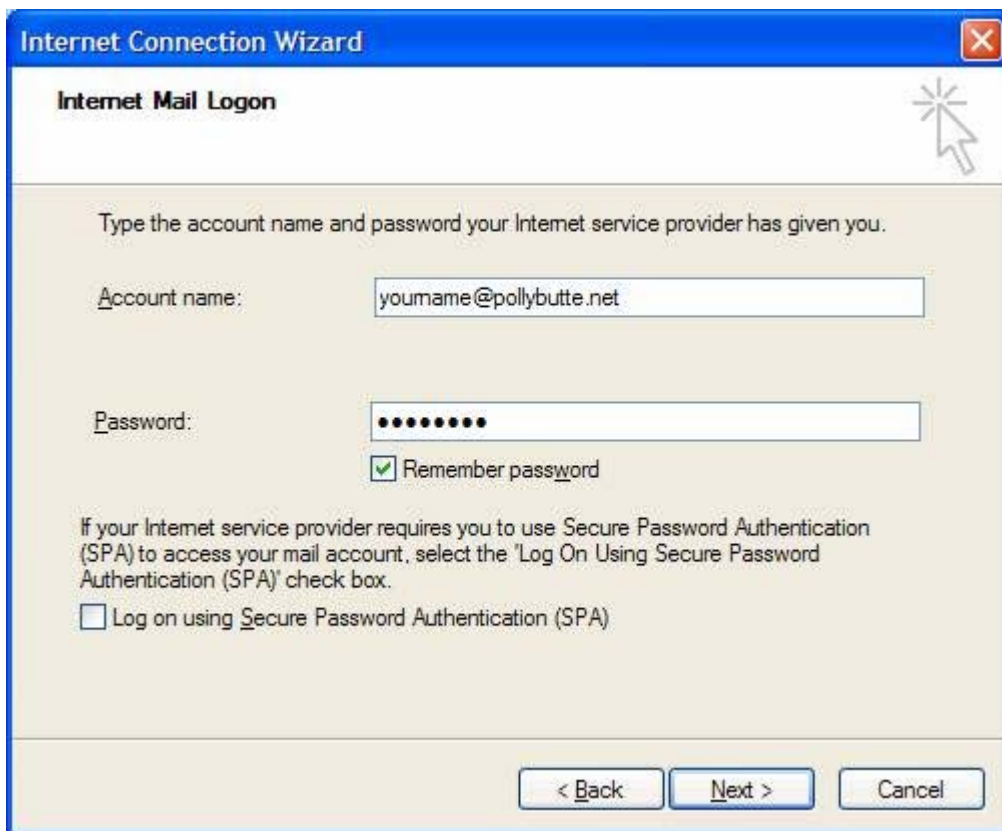
An SMTP server is the server that is used for your outgoing e-mail.  
Outgoing mail (SMTP) server:

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

Enter your account name and password and click **Next >**

This should be your logon name, for example:

[dean@pollybutte.net](mailto:dean@pollybutte.net)



The image shows a screenshot of the "Internet Connection Wizard" dialog box, specifically the "Internet Mail Logon" step. The window has a blue title bar with the text "Internet Connection Wizard" and a close button (X) in the top right corner. Below the title bar, the text "Internet Mail Logon" is displayed in bold. A mouse cursor is pointing at a starburst icon in the top right corner of the dialog. The main area of the dialog contains the following text and controls:

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

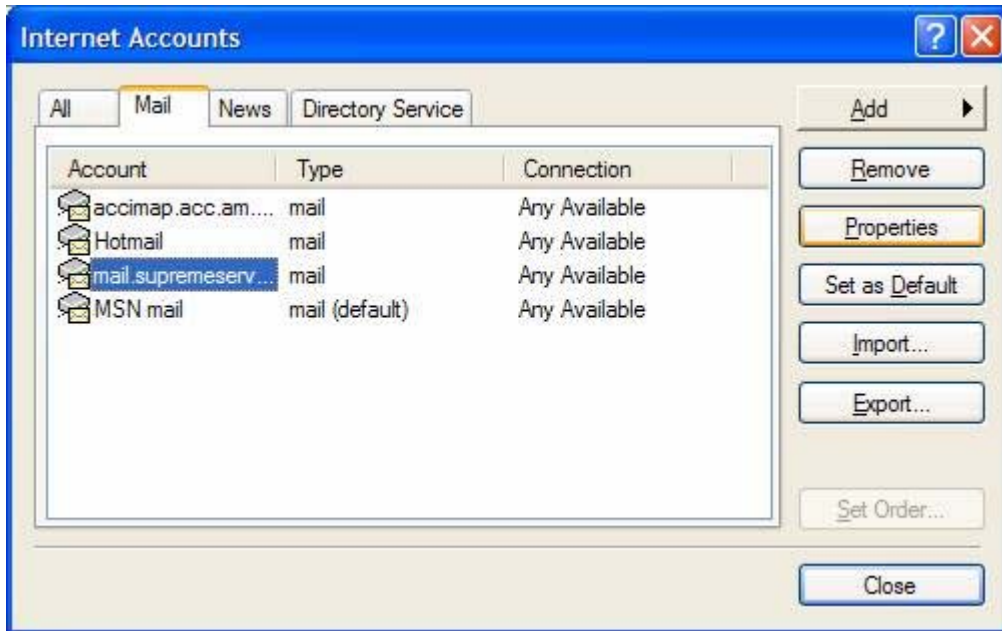
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

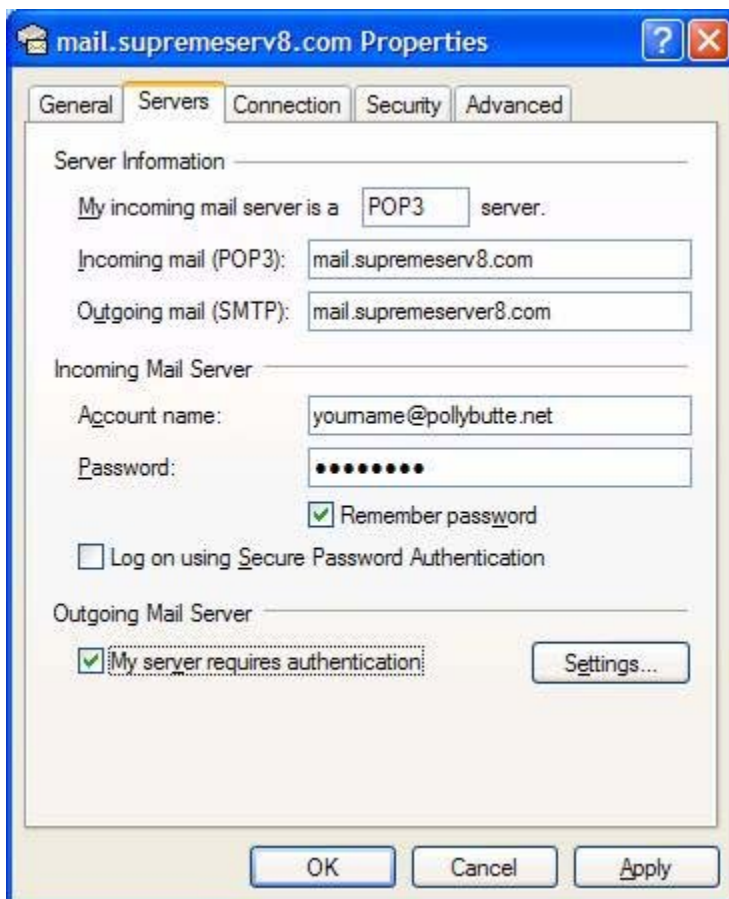
At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Click the **Finish** button

Select the account you just created and click the **Set as Default** button.  
Click the **Properties** button.



Select the **Servers** tab, and then check the box "My server requires authentication,"  
Click the **Settings** button.



Click on the radio button for “Log on using”

Enter yourname and password

Click the **OK** button



Outgoing Mail Server

Logon Information

Use same settings as my incoming mail server

Log on using

Account name: youname@pollybutte.net

Password: ●●●●●●●●

Remember password

Log on using Secure Password Authentication

OK Cancel

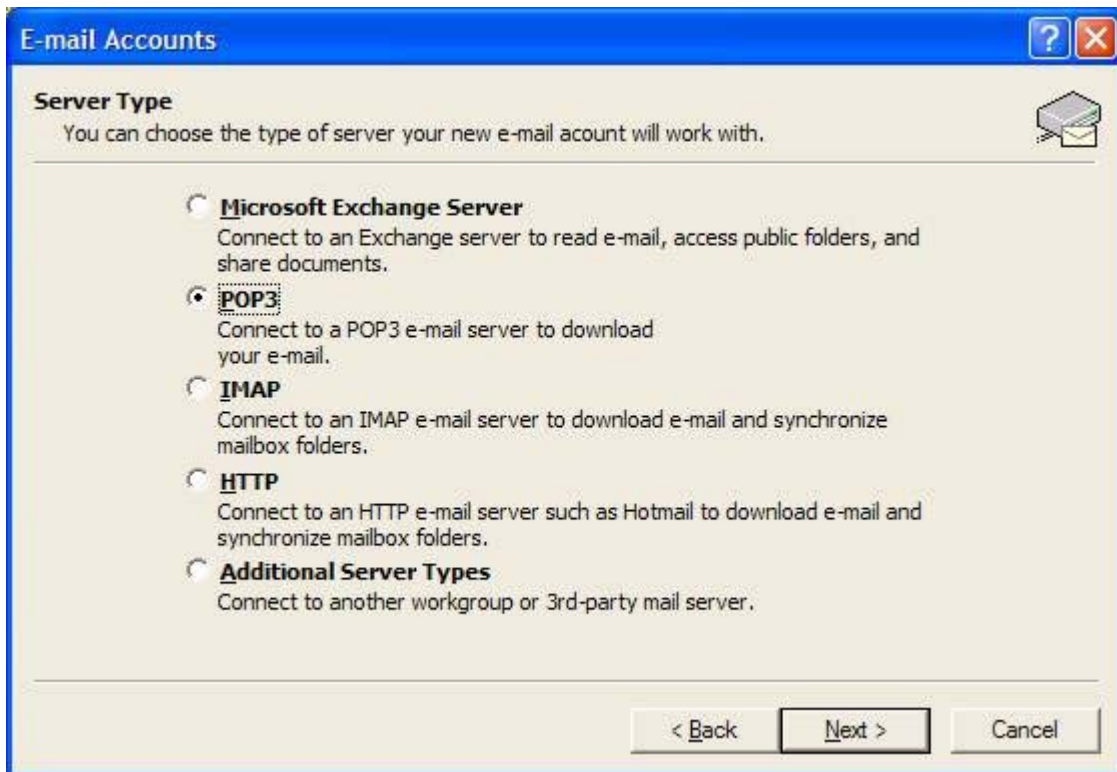
Click the **Apply** button in the next window. Close or OK out of all of the remaining windows, and then send yourself a test email.

## Outlook via Windows XP:

Open Outlook and click the Tools menu. Select E-mail accounts.  
Click on the radio button for "Add a new e-mail account" and click **Next >**



Select POP3 and click **Next >**



The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section selected. The title bar reads 'E-mail Accounts' and includes help and close buttons. Below the title bar, the section is titled 'Server Type' with a sub-header 'You can choose the type of server your new e-mail account will work with.' and an icon of a mail folder. There are five radio button options:

- Microsoft Exchange Server**  
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**  
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**  
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**  
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**  
Connect to another workgroup or 3rd-party mail server.

At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter Your Name, Password, Incoming and Outgoing mail server info as shown here:



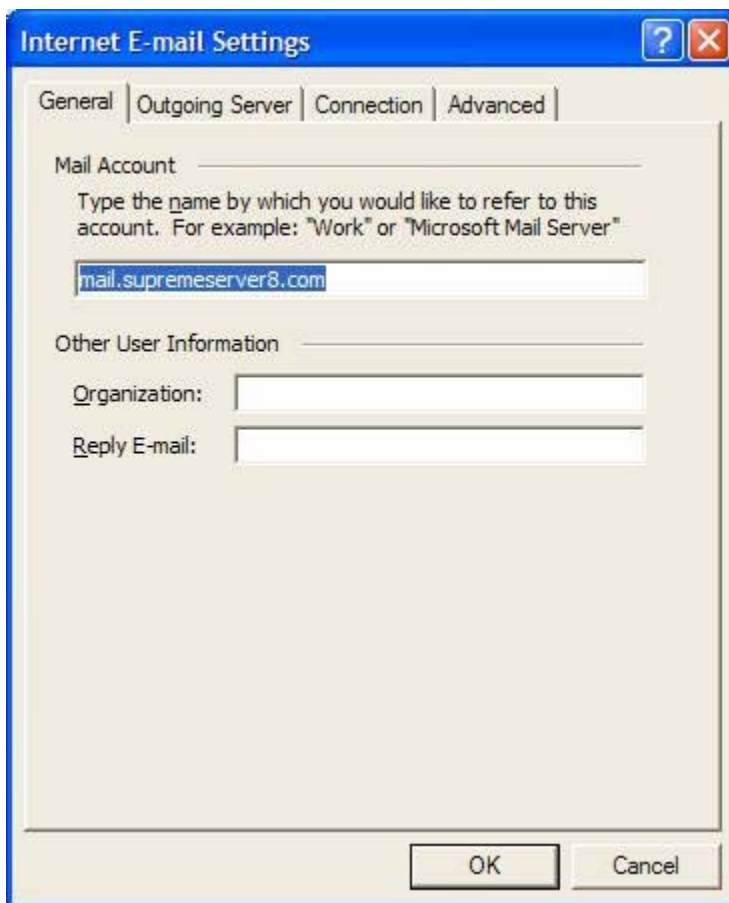
The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' section selected. The title bar reads 'E-mail Accounts' and includes help and close buttons. Below the title bar, the section is titled 'Internet E-mail Settings (POP3)' with a sub-header 'Each of these settings are required to get your e-mail account working.' and an icon of a mail folder. The settings are organized into four columns:

- User Information**  
Your Name: [Your Name]  
E-mail Address: [yourname@pollybutte.net]
- Server Information**  
Incoming mail server (POP3): [mail.supremeserver8.com]  
Outgoing mail server (SMTP): [mail.supremeserver8.com]
- Logon Information**  
User Name: [yourname@pollybutte.net]  
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 ...]

At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A 'More Settings ...' button is also present in the bottom right area.

Click the **More Settings...** button

Select the **Outgoing Server** tab



The image shows a screenshot of the 'Internet E-mail Settings' dialog box, specifically the 'Outgoing Server' tab. The dialog box has a blue title bar with the text 'Internet E-mail Settings' and standard window control buttons (help, close). Below the title bar are four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is selected. The main area of the dialog is divided into two sections: 'Mail Account' and 'Other User Information'. The 'Mail Account' section has a text input field containing 'mail.supremeserver8.com'. Below this is a label 'Other User Information' followed by two text input fields: 'Organization:' and 'Reply E-mail:'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

Mail Account

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

mail.supremeserver8.com

Other User Information

Organization:

Reply E-mail:

OK Cancel

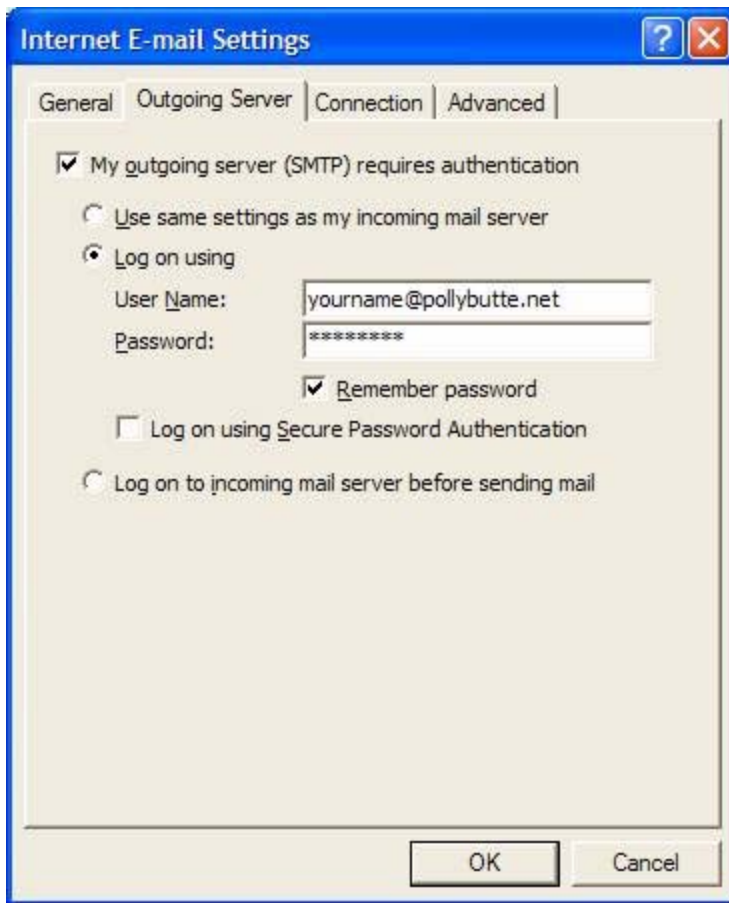
Check the box “My outgoing sever requires authentication” and the radio button for “Log on using”

The image shows a screenshot of the 'Internet E-mail Settings' dialog box, specifically the 'Outgoing Server' tab. The dialog has a blue title bar with a question mark and a close button. Below the title bar are four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is selected. The main area contains several options:

- My outgoing server (SMTP) requires authentication
- Use same settings as my incoming mail server
- Log on using:
  - User Name:
  - Password:
  - Remember password
- Log on using Secure Password Authentication
- Log on to incoming mail server before sending mail

At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Enter your login name and password. Don't forget to include @pollybutte.net in your logon.



**OK** or close all of the windows.

Test the account settings by sending yourself a test e-mail. Click the send receive button.

Your test mail should be in the inbox.

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