

## Configuring IncrediMail to use your new e-mail account

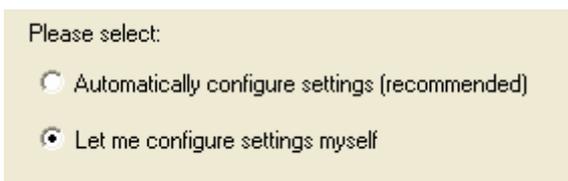
IncrediMail is a popular e-mail program available for Microsoft Windows. The following instructions provide a walk through on setting up IncrediMail to use your e-mail account.

What you need to know:

- Your e-mail address (Our example will use jsmith@mydomain.com.au)
- Your password
- Your e-mail server address (Our example will use mail.mydomain.com.au)

*Note: You may elect to use your Internet Service Providers outgoing e-mail server to send your e-mail. In this case you will need to also know the ISP outgoing (SMTP) server name as well.*

1. Start IncrediMail.
2. If you have previously added an e-mail account you will need to go to the Tools menu and select Accounts, then choose Add. Otherwise you will be taken immediately to the configuration wizard.
3. Choose 'Let me configure settings myself'.



Please select:

Automatically configure settings (recommended)

Let me configure settings myself

4. Enter your name, or what you prefer people to see when they receive e-mail from you. This is most commonly your first name followed by your last name.

Enter your e-mail address.

Click Next to continue.



**Name and email address**

**Please enter your name, just as you would like it to appear in the emails you send.**

Your name is:   
For example: Bart Simpson

**Please enter your email address. Your email address is the address other people use to send email messages to you.**

Your email address:   
For example: paul@isp.com

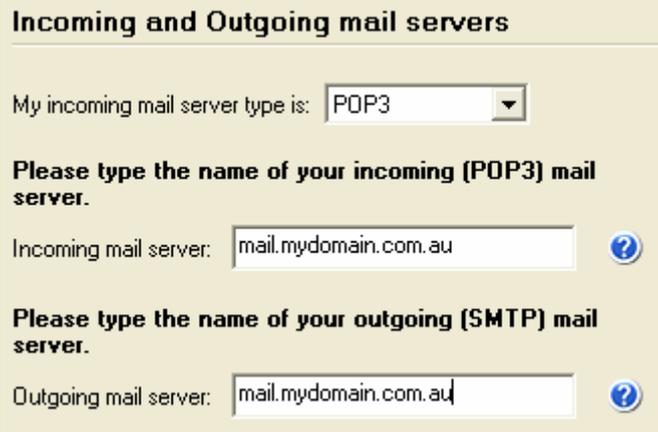
5. Select POP3 from the drop down list for your incoming mail server type.

Enter your e-mail server address into the incoming mail server. Your incoming mail server is mail. followed by your domain name. For our example the domain is mydomain.com.au, so this means that our incoming mail server is mail.mydomain.com.au

You have two options for your outgoing (SMTP) mail server. You may use the same address as your incoming mail server, or you may use your Internet Service Providers (ISP) mail server.

Some people find that their ISP may block mail being sent to other mail servers, so in this situation they need to use their ISP's mail server instead. The ISP mail server is generally mail. followed by the ISP's domain name. So for example if we take Bigpond who do require this configuration to be used, you enter mail.bigpond.com as your outgoing mail server.

Click Next to continue.



**Incoming and Outgoing mail servers**

My incoming mail server type is:

**Please type the name of your incoming (POP3) mail server.**

Incoming mail server:  ?

**Please type the name of your outgoing (SMTP) mail server.**

Outgoing mail server:  ?

6. Enter your e-mail address as your Username and then enter your password.

Click Finish when ready, and then OK.



**User Name and Password**

**Please enter the Username and Password as provided by your Internet Service Provider (ISP)**

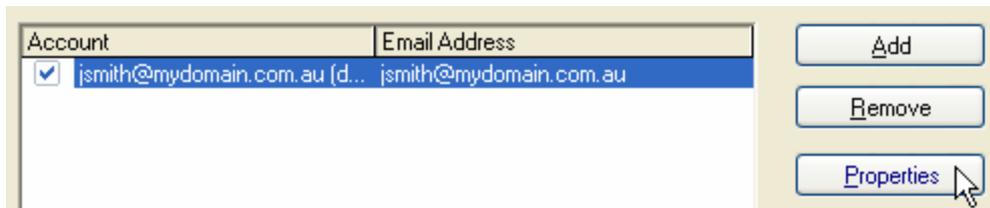
Username:  ?  
If your email address is "barts@yourisp.com", your user name is probably barts.

Password:  ?

[Forgot your password? Click here](#)

7. **If you entered your ISP's e-mail server as your outgoing mail server** skip to point 9, otherwise if you used your new mail server ie. mail.mydomain.com.au continue on.

Select your newly added e-mail account from the list and click the Properties button.



8. Choose the Servers tab from the row of tabs along the top of the window.

Place a tick in the option at the bottom of the window titled 'My server requires authentication'.

Then click OK.

9. Click Close on the Mail Accounts window and you are now ready to use your e-mail.

You may send an e-mail to your own e-mail address to test if it is working. Wait about 30 seconds and then click the Send/Receive button to see your test e-mail arrives in your inbox.

## Important Information

Your new mail server features security to prevent unauthorised access and spamming.

When using your new e-mail server as the outgoing mail server in IncrediMail (ie mail.mydomain.com.au), the e-mail address you enter into the account settings of IncrediMail must match your username.

For example if your username is jsmith@mydomain.com.au you must enter your e-mail address as jsmith@mydomain.com.au.

If your e-mail address does not match your username, the server will refuse to send your outgoing e-mail messages.

For example your username is jsmith@mydomain.com.au but you enter jsmith@somewhereelse.com.au as your e-mail address.

This does not apply if you are using your ISP's mail server as your outgoing e-mail server.