

Setting up your email

cmsadvantage comes with web mail that allows you to send and receive your email from any computer. Should you prefer to use another program such as Microsoft Outlook, the instructions below will instruct you how to set up your email program of choice to retrieve your email.

Before setting up your email account make sure you have the following information:

- Your email address
- Your account password
- Your outgoing mail server (SMTP) details.

Your Internet Service Provider (ISP) will provide you with the outgoing mail server (SMTP) details. For example: Bigpond (mail.bigpond.com); iinet (mail.m.iinet.net.au); Optus (mail.optusnet.com.au); AAPT (mail.aapt.com.au).

If you are unsure of these details please contact your Internet Service provider.

Microsoft Outlook Express 6

1. Open Microsoft Outlook Express.
2. Go to **Tools** then **Accounts**.
3. Click the **Mail** tab to open a list of your mail accounts.
4. Click the **Add** button and select the **Mail...** item.
5. Enter your name as you want it to appear in any messages sent from this account and click **Next >**.
6. Enter your email address and click **Next >**. Your email address should already have been provided to you and in most cases will be name@yourdomainname.com. E.g. example@cmsadvantage.com.au.
7. Set **My incoming mail server is a** to **POP3**.
8. Set **Incoming mail server** to **mail.altstudio.info**
9. Set **Outgoing mail server (SMTP)**
10. Click **Next>** to continue.
11. Enter your username (full email address) in the **Account name** box
12. Enter your password. Check the **Remember password** box, unless you want to be prompted to enter your password each time your email program connects to the mail server. Click **Next >**.
13. To complete setting up your e-mail program, click **Finish**.

Microsoft Outlook XP

1. Open Microsoft Outlook XP
2. Click **Tools** then **Email Accounts**
3. Select **Add a new email account**. Click **Next>** to continue.
4. Choose **POP3** and click **Next>**.

5. Enter your name as you would like it to appear on the email that you send into the **Your name** field.
6. Enter your full email address that we provided you, for example name@cmsadvantage.com, into **Email address** field.
7. Set **Incoming mail server (POP3)** to **mail.altstudio.info**
8. Set **Outgoing mail server (SMTP)**
9. Enter your full email address in the **Username** field.
10. Enter your **Password** and check **Remember password** otherwise you will be prompted to enter your password each time your email program connects to the mail server. Click **Next>** to continue.
11. Click **Finish** to complete setting up your email.

Microsoft Outlook 2000

1. Open Microsoft Outlook 2000
2. Click **Tools** then **Accounts**
3. Select **Add** then **Mail**.
4. In the **Display name** field, type your name as you would like it to appear in emails sent from this account. Click **Next>** to continue.
5. Set **Email address** to your unique email address that we provided you with. You need to enter your full email address, for example name@cmsadvantage.com. Click **Next>** to continue.
6. Set **My incoming mail server is a** to POP3.
7. Set **Incoming mail server** to **mail.altstudio.info**
8. Set **Outgoing mail server (SMTP)**. Click **Next>** to continue.
9. Enter your full email address into the **Account name** field.
10. Enter your **Password** and check **Remember password** otherwise you will be prompted to enter your password each time your email program connects to the mail server. Click **Next>** to continue.
11. Choose your connection method and click **Next>**.
12. Click **Finish** to complete setting up your email.

Disable 'Leave Mail on Server' option.

1. Open Microsoft Outlook 2000.
2. Click **Tools** then **Accounts**.
3. Select your account and click **Properties**.
4. Click the **Advanced** tab.
5. In the **Delivery** section uncheck **leave a copy of messages on server**.
6. Click **OK**.

MAC OS X Mail

1. Open Mail.
2. Choose **Mail** then **Preferences**.
3. Click the **Accounts** icon in the Mail Preferences window.
4. Click the + **Create Account** icon.
5. Set the **Account type** to be **POP3**.
6. In the **Account description** field, enter the name you would like to use to identify this account. This name won't appear on your emails.

7. Set **Full name** as you would like it to appear in emails sent from this account.
8. Enter your full email address that was provided to you in the **Email Address** field. Click **Continue**.
9. Set **Incoming Mail Server** to be **mail.altstudio.info**.
10. Enter your full email address into **Username**.
11. Enter your password. Click **Continue**.
12. Set **Outgoing mail server (SMTP)**.
13. Click OK when finished.