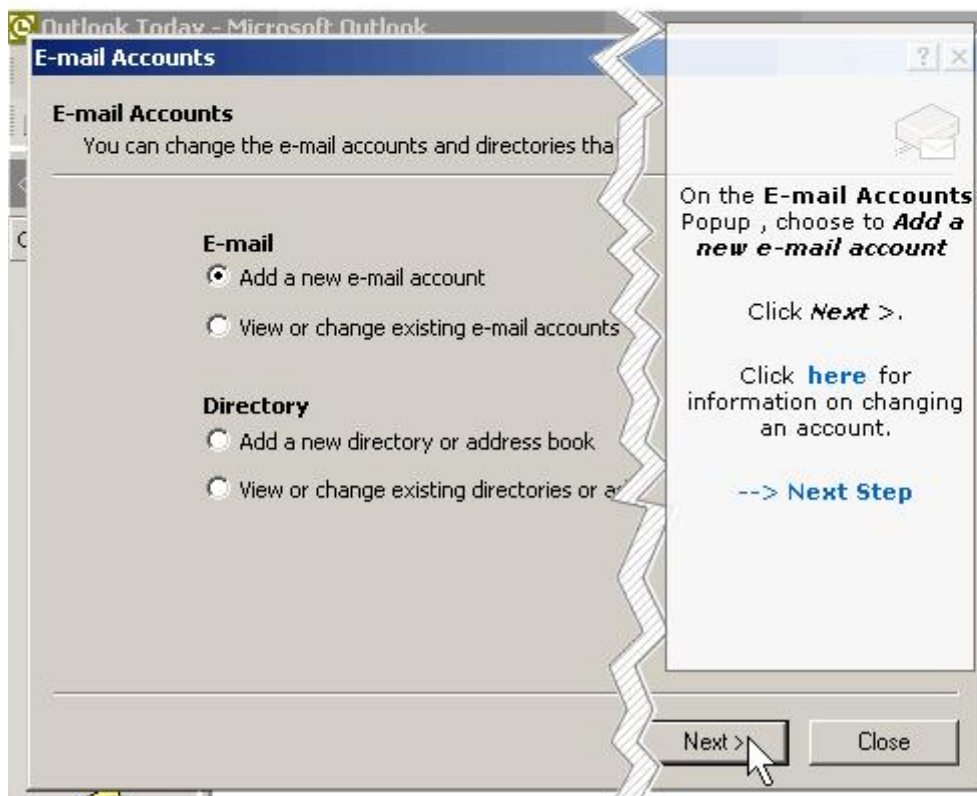


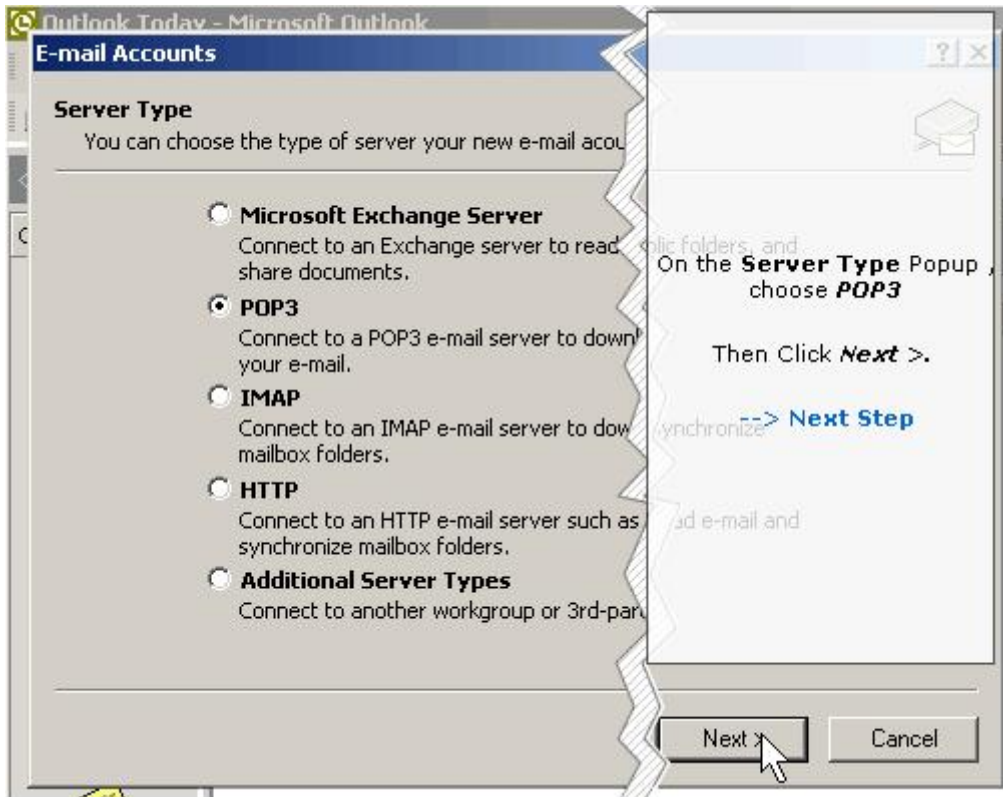
## Outlook XP New Email Account Setup

To check your mail account setup, Click on **Tools** in Outlook XP and scroll down to **E-mail Accounts...**

Click **E-mail Accounts...**

--> **Next Step**



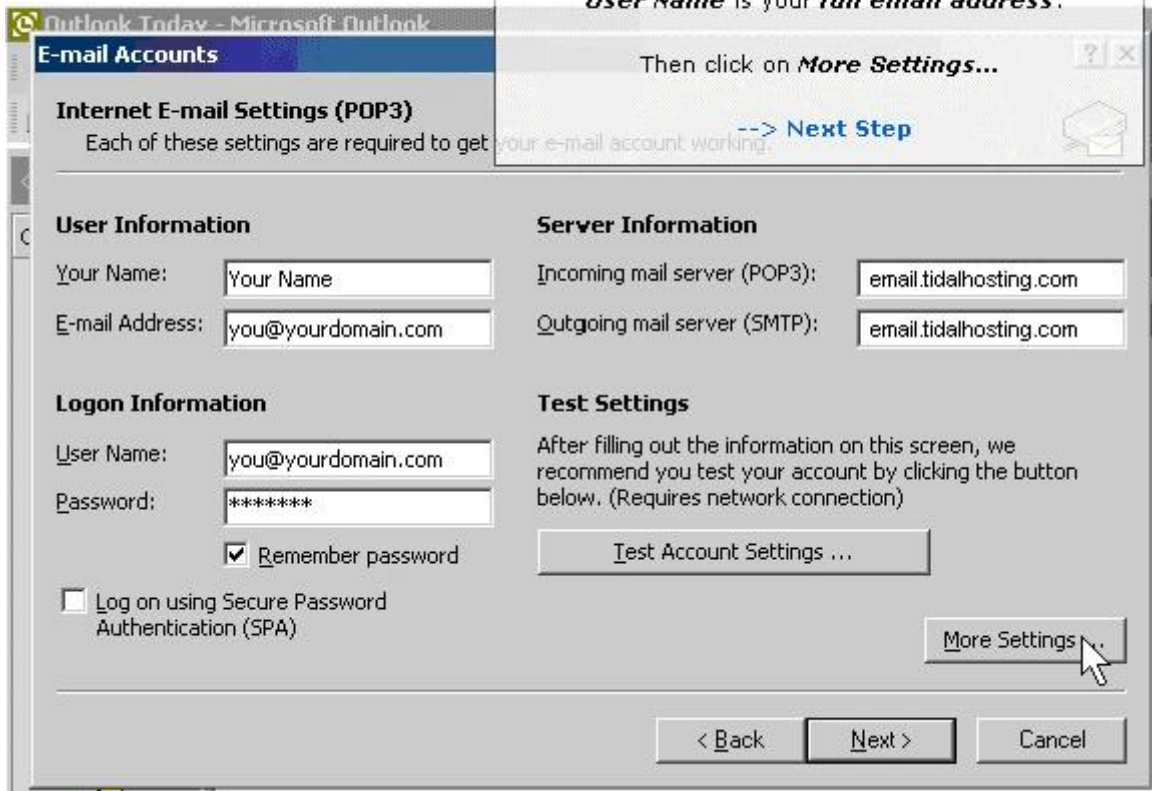


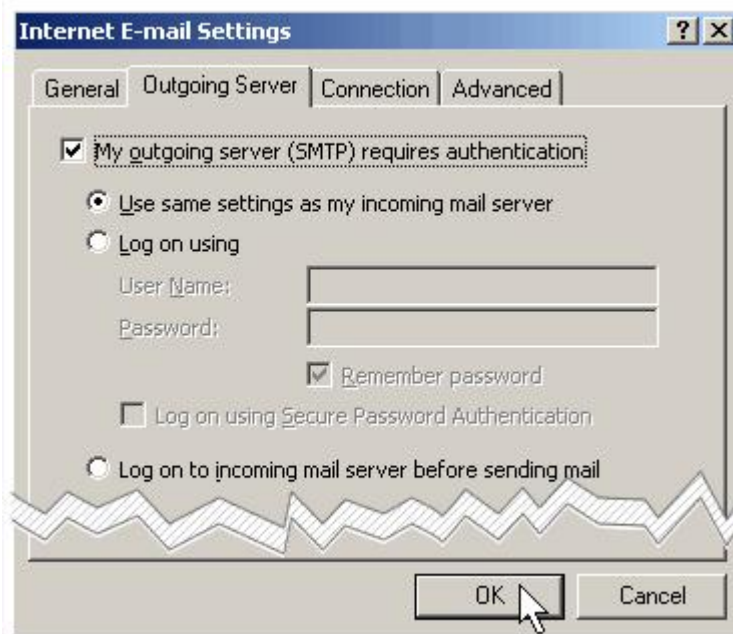
On the **Server Type** Popup, choose **POP3**

Then Click **Next >**.

--> **Next Step**

Make Sure the **Internet E-mail Settings** are correct, check POP3 and SMTP servers, and make sure your **User Name** is your **full email address**.





Click on the Outgoing Server tab. Then make sure the ***My outgoing server (SMTP) requires authentication*** checkbox is checked.

Use the same settings as your incoming mail server as well.

Click **OK**.

--> **Next Step**



### ***To Add a New Account Profile:***

- Open **Outlook**
- Go to **Tools**
- Choose **Accounts**
- Select the **Mail** tab
- Click on **Add**
- Select **Mail**. This will open the **Internet Connection Wizard**.
- Enter your **Name**
- Click **Next**
- Enter your **E-mail Address**
- Click **Next**
- Choose **POP3** and enter **email.tidalhosting.com** in the **Incoming Mail (POP3) or (IMAP) server** field.
- Enter **email.tidalhosting.com \*** in the **Outgoing Mail (SMTP) server** field. (If you choose, you may enter your ISP's SMTP server information in this field instead.)
- Click **Next**
- Enter your **full email address** in the **Account Name** field
- Enter your **password** in the **Password** field
- Choose the method your company uses to connect to the Internet.
- Click **Next**
- Click **Finish**, however **\*if** you are using **email.tidalhosting.com** for your **SMTP server** it is necessary to follow these additional steps.
- Choose the account you have just created from the **Internet Accounts** window.
- Click on **Properties**
- Select the **Servers** tab
- Check the box for **My Server Requires Authentication**
- Click on the **Settings** button
- Select **Use same settings as my incoming mail server**.
- Click **OK**
- Click **Apply**
- Click **OK**

### ***To Update an Account Profile:***

- Open **Outlook**
- Go to **Tools**
- Choose **Accounts**
- Double click on the account you wish to update in the **Internet Accounts** window. This brings up **Properties**.
- Locate the tab which contains the information that needs to be edited, most often this will be **General** or **Servers**.
- Make corrections
- Click **Apply**
- Click **OK**

## **Outlook Express 6.0**

### ***To Add a New Account Profile:***

- Open **Outlook Express**.
- Go to the **Tools** menu.
- Choose **Accounts**.
- Choose the **Mail** tab.
- Select **Add** to add an account profile.
- This opens **Internet Connection Wizard**
- Enter your **Name**.
- Click **Next**.
- Enter your **E-mail Address**.
- Click **Next**.
- Your incoming mail is a **POP3** server.
- In the **Incoming Mail (POP3, IMAP or HTTP) Server** box, enter Enter **email.tidalhosting.com**.
- In the **Outgoing Mail (SMTP) Server** box, enter **email.tidalhosting.com** \* (If you choose, you may enter your ISP's SMTP server information in this field instead.).
- In the **Account Name** box, enter your **full email address**.
- In the **Password** box, enter your password.
- Click **Next**.
- Click **Finish**, \* however there are additional steps if you are using **email.tidalhosting.com** for your **SMTP server**.
- Choose the account you have just created from the **Internet Accounts** window
- Click on **Properties**
- Select the **Servers** tab
- Check the box for **My Server Requires Authentication**
- Click on the **Settings** button
- Select **Use same settings as my incoming mail server**.
- Click **OK**
- Now choose the **Connection** tab in the **Properties** window.
- Check the box next to **Always connect to this account using:**
- Choose the method your company uses from the drop down list.
- Click **Apply**
- Click **OK**

#### ***To Update an Account Profile:***

- Open **Outlook Express**
- Go to **Tools**
- Choose **Accounts**
- Double click on the account you wish to update in the **Internet Accounts** window.  
This brings up **Properties**.
- Locate the tab which contains the information that needs to be edited, most often this will be **General** or **Servers**.
- Make corrections
- Click **Apply**
- Click **OK**

#### **Netscape 7**

- Open **Netscape**.
- Open **Mail & News Groups**.
- Choose **Mail & News Groups Account Settings**.

- Choose **Add Account**. This will launch the **Account Wizard**.
- Select **Email Account** if it is not already selected.
- Click on the **Right Arrow >** button to continue.
- Enter **Your Name** and **Email Address** in the appropriate fields.
- Click on the **Right Arrow >** button to continue.
- Select **POP** if it has not been pre-selected.
- In the **Incoming Server** field enter **email.tidalhosting.com**.
- Click on the **Right Arrow >** button to continue.
- Enter your **Account User Name (full email address)** in the **User Name** field.
- Click on the **Right Arrow >** button to continue. This will bring you to the **Congratulations!** page, check the list to see that all your settings are correct.
- If any, except the **Outgoing Server (SMTP)** setting, are incorrect, use the **< Left Arrow** to go back and change them.
- Check the **Outgoing Server (SMTP)** setting, if it is not **email.harbourlight.com** or your ISP's SMTP server information, then there will be additional steps.
- When all settings above the **Outgoing Server (SMTP)** line are correct click on **Finish** to complete this step.

### ***Changing the Outgoing Server (SMTP) setting in Netscape 7***

- Open **Mail & News Groups Account Settings** if it is not already open.
- Locate **Outgoing Server (SMTP)** in the accounts list and click on it. To the right you will now see the settings for the default SMTP server.
- If this is not **email.tidalhosting.com** or your ISP's SMTP server information, then click on the **Advanced** button to the right. This will open the **Advanced Outgoing Server (SMTP)** window.
- Click **Add**
- Under **Server Name** enter **email.tidalhosting.com** (or your ISP's SMTP server information).
- The **Use name and password box** should be checked **on** if you are using **email.tidalhosting.com** as your SMTP server.
- Enter your **Account User Name (full email address)** in the **User Name** field.
- Click **OK** to continue.
- Return to **Mail & News Groups Account Settings**
- Locate the name of the account you just set up in the list and click on it. This will bring up **Account Settings** to the right.
- Click on **Advanced**. This will bring up the **Advanced Account Settings** window with a list of the SMTP servers that have been created.
- Choose **email.tidalhosting.com** (or your ISP's SMTP server information from the list.)
- Click **OK**
- If you wish this account and SMTP setting to be the **Default Account**, select it from the list to the left in the **Mail & News Groups Account Settings** window and click **Set As Default**.
- Click **OK** to finish.