

E-MAIL SETUP DOCUMENTATION

CONTENTS

| | |
|--------------------------------|---|
| Quick Access Information | 1 |
| Introduction | 1 |
| Methods of Accessing | 1 |
| Cazarin Webmail | 1 |
| Advanced Tips | 2 |
| Microsoft Outlook | 2 |
| Advanced Tips | 2 |
| Technical Support | 2 |

QUICK ACCESS INFORMATION

- Cazarin Webmail: <http://webmail.cazarin.com>; full e-mail for username required
- POP3 and SMTP: "webmail.cazarin.com"; server authentication required

INTRODUCTION

Cazarin Web Group offers quality e-mail hosting services with advanced customization and spam protection. Please use this guide to access, set up and perform basic troubleshooting of e-mail accounts.

METHODS OF ACCESSING

There are two methods to access your e-mail using Cazarin Web Group: Cazarin Webmail and by an e-mail client like Microsoft Outlook. This documentation will discuss both methods.

CAZARIN WEBMAIL

Please follow these steps to checking your e-mail in Cazarin Webmail:

1. Go to <http://webmail.cazarin.com> in Microsoft Internet Explorer (6.0+) or Mozilla Firefox (2.0+).
2. Use your full e-mail account as the user name, and please enter your password.
3. Please use the following page to access your e-mail account.

ADVANCED TIPS

- Blocking e-mails: After logging in, you may create a “rule” by clicking “Rules” on the left-hand side.
- Out of Office Auto Responder: After logging in, you may click “Preferences” on the left-hand side have e-mails automatically responded to when you will be away from your e-mail for long periods of time.

MICROSOFT OUTLOOK

Please use this guide to set up an e-mail account in Microsoft Outlook with Cazarin Web Group as your e-mail provider. Please note that this information is specific to Outlook 2007, but is fairly similar to Outlook XP, 2000 and 2003.

1. Open Outlook
2. Click “Tools” and “E-Mail Accounts”
3. Click “New” and then “Next” to select “Microsoft Exchange, POP3, IMAP, or HTTP”
4. Please click “Manually configure server settings” (if applicable) and select next
5. Click “next” to select “Internet E-Mail”
6. User Information:
 - a. Your name: your name goes in this section
 - b. E-mail address: your full e-mail address
7. Server Information:
 - a. Account type: POP3
 - b. Incoming mail server: “webmail.cazarin.com”
 - c. Outgoing mail server: “webmail.cazarin.com”
8. Logon Information:
 - a. User Name: your full e-mail address
 - b. Password: your password
9. Require logon using SPA should be unselected
10. Please click “More Settings” and then the “Outgoing Server” tab
11. “My outgoing server (SMTP) requires authentication” should be selected
12. Please verify “Use same settings as my incoming mail server” is selected, and click “OK”
13. Test the e-mail account by clicking “Test Account Settings...”

If you have any difficulties from here, please contact the Cazarin help desk.

ADVANCED TIPS

- To save your e-mails on the server after downloading, in “More settings...” click the “Advanced” tab. On the bottom of the window you will see “Delivery”. In this area, you can set how long you want your e-mails to remain on the server (<http://webmail.cazarin.com>) before they’re deleted after you’ve downloaded them to Outlook.
Important Note: Your e-mail account has a storage and maximum e-mail limit. If e-mails remain on the server for too long, it may cause delivery problems. Please consult the help desk for more information.

TECHNICAL SUPPORT

If you need your e-mail password changed or any other e-mail assistance, please contact the helpdesk by e-mailing helpdesk@cazarin.com, or please call (763) 420-9992 x 206 during business hours (8AM – 5PM, M – F).