E-mail Information

To: Cazarin Web Group Clients

From: Cazarin Web Group, Inc.

Re: E-mail setup

Pages: 2

Please store the following information in a safe place:

User Information

Use this area to write down your email username and password.
If you do not know them contact your Project Manager at (763)-420-9992

Username:
Password:

Check your email via the internet:

http://webmail.cazarin.com:8383
(Use your user Information to log in)

Settings Information

Incoming (POP3) server: webmail.cazarin.com
Outgoing (SMTP) server: webmail.cazarin.com

***NOTE: Some ISP's (Internet Service Providers) require you to use their SMTP server to send outgoing email. Consult with your ISP for details.

Server Authentication

A 2003 FTC study of state anti-spam laws showed that only 2 percent of email was compliant. Another study of theirs showed that 66% of spam is fraudulent. The main problem is that email has a security hole. In fact, with the current Simple Mail Transfer Protocol (SMTP) in use, anyone can easily disguise their identity. That's why spammers break the law. They think they're untouchable and unfortunately it is easy to do.

ACTION:

Cazarin Web Group employs "server authentication" on our mail server which will eliminate this issue and eliminate any problems of sending and receiving email.

WHAT THIS MEANS TO YOU:

In order to use our mail server you will need to follow the steps below when setting up your email software. We have provided the steps for MS Outlook and MS Outlook Express users. Most other email programs should have similar settings.
Note that these steps are for people with accounts already set up in MS-Outlook or Outlook Express. If you need help setting up your email account please consult the "Help" menu in your email software.

STEPS – Server Authentication for Microsoft Outlook

1. **Open MS-Outlook**
2. **Select the TOOLS menu**
3. **Click "EMAIL ACCOUNTS"**
4. **Select "VIEW OR CHANGE EXISTING ACCOUNTS," click "NEXT"**
5. **Highlight your mail account, click "CHANGE…"**
6. **Click "MORE SETTINGS…"**
7. **Select the "OUTGOING SERVER" tab**
8. **Check the checkbox that reads "My Server Requires Authentication"**
9. **Select "Use same settings as my incoming mail server", click "OK"**

STEPS – Server Authentication for Microsoft Outlook Express

1. **Open Outlook Express**
2. **Select the "TOOLS" menu**
3. **Click "ACCOUNTS"**
4. **Select the "MAIL" tab**
5. **Highlight your mail account, click "PROPERTIES"**
6. **Select the "SERVERS" tab**
7. **Select the checkbox that reads "My Server Requires Authentication"**
8. **Click the "SETTINGS…" button**
9. **Select "Use same settings as my incoming mail server"**