

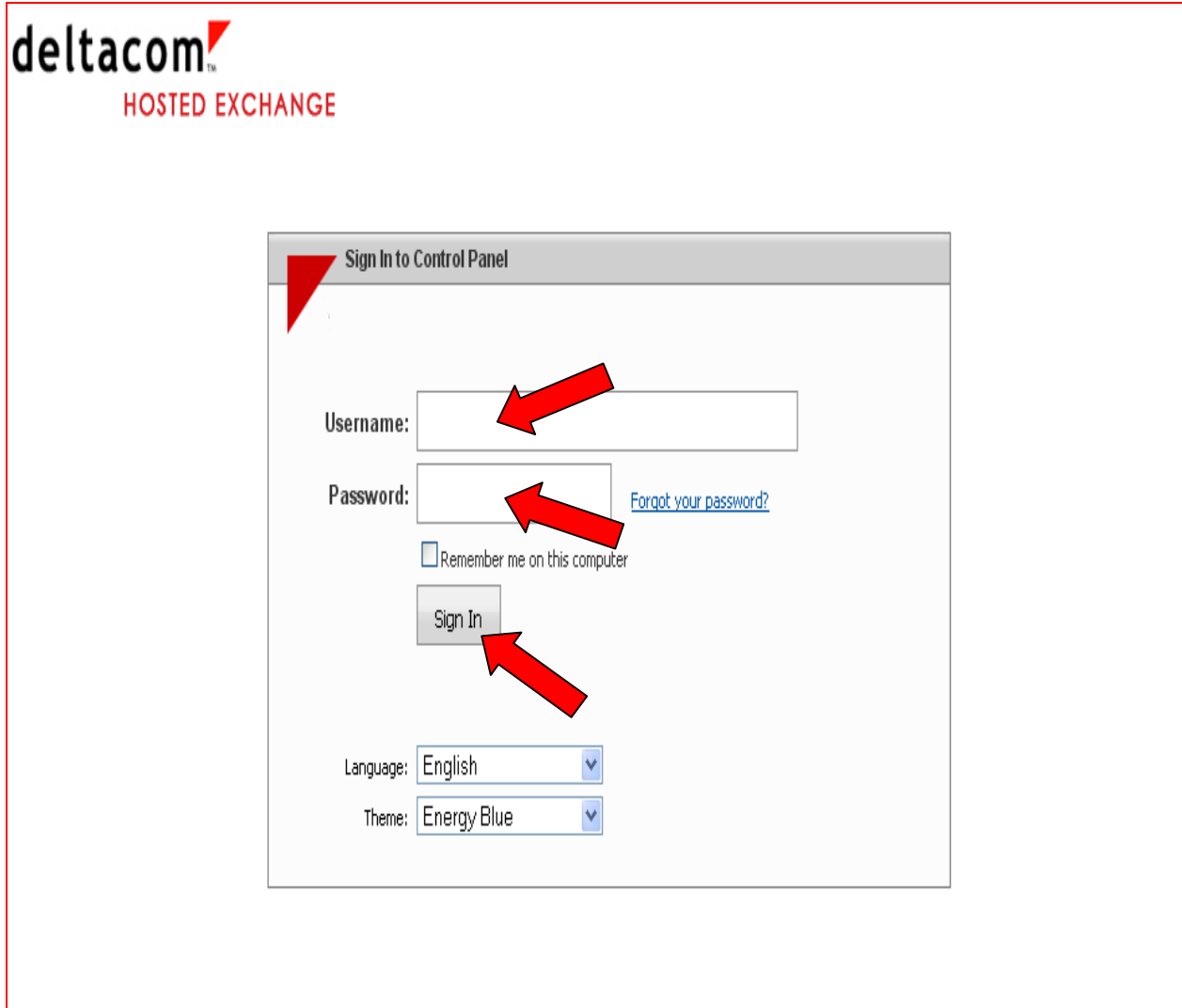


POP Email Setup Instructions

Rev. 4.5, November 4, 2011

****See setup email body for login name and password****

Navigate to <http://hosting.deltacom.com> to begin creating email users/accounts



The screenshot shows the 'Sign In to Control Panel' interface for Deltacom Hosted Exchange. The form includes a 'Username:' field, a 'Password:' field, a 'Remember me on this computer' checkbox, a 'Sign In' button, a 'Language:' dropdown menu set to 'English', and a 'Theme:' dropdown menu set to 'Energy Blue'. Three red arrows point to the Username, Password, and Sign In fields respectively. A blue link for 'Forgot your password?' is located to the right of the Password field.

Enter username and password and click “Sign In” to access administrator functions.

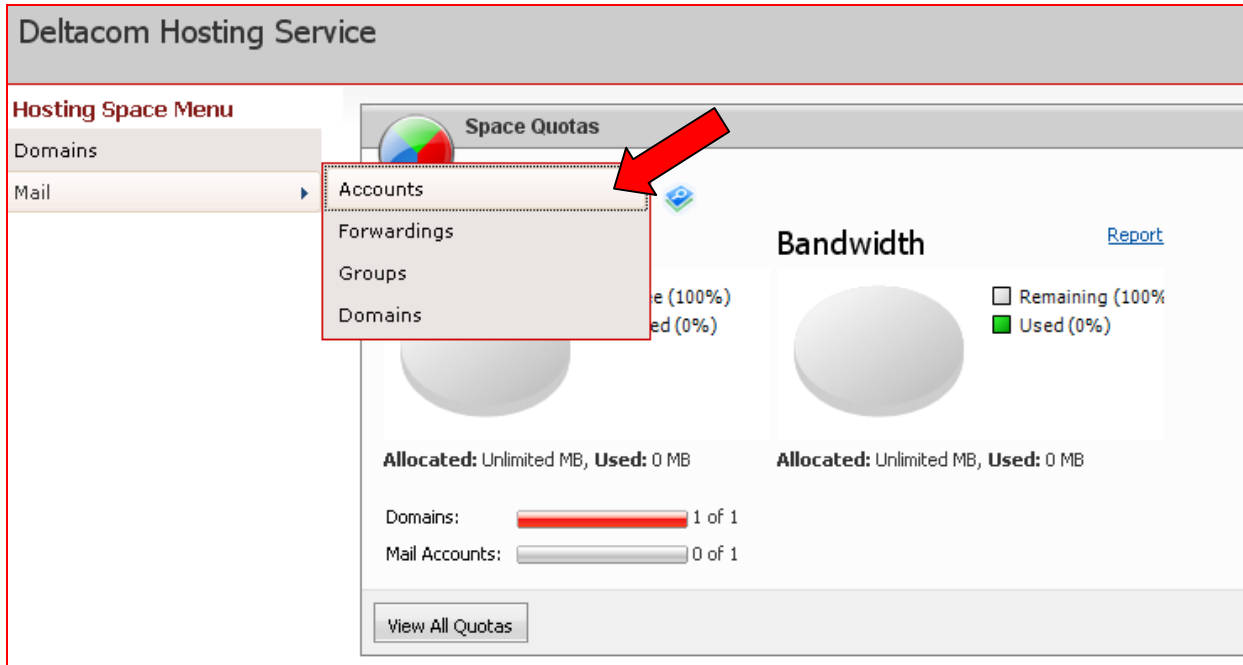
The screenshot shows the top navigation bar with 'Account Home' and a user profile. On the left is an 'Account Menu' with links for 'Spaces', 'Peers', and 'Audit Log'. The main content area has a 'Hosting Spaces' section with a blue globe icon and a link for 'Deltacom Hosting Service' highlighted by a red arrow. Below it are 'Domains' and 'Mail' links. The 'User Account Notes' section shows 'No comments added' and an 'Add Notes' button. On the right edge, a partial sidebar shows 'de', 'Full', 'E-M', 'Role', 'Cre', 'Upd', 'View', 'Edit', 'Cha', and 'Stat'.

Click the “Deltacom Hosting Service” link

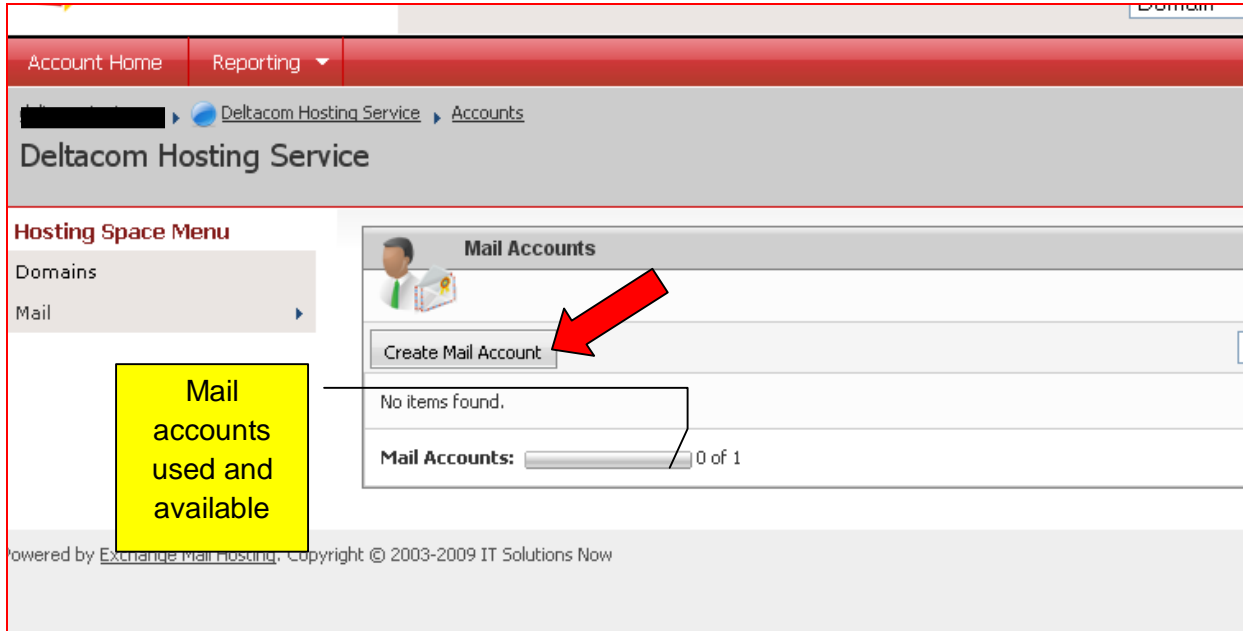
Locate the Hosting Space Menu on the left

The screenshot displays the 'Deltacom Hosting Service' page. On the left, a cyan textured box highlights a menu area, with a red arrow pointing to it. The main content area is titled 'Space Quotas' and features two circular gauges: 'Disk Space' and 'Bandwidth'. Both show 'Free (100%)' and 'Used (0%)' status. Below the gauges, it states 'Allocated: Unlimited MB, Used: 0 MB'. At the bottom, there are progress bars for 'Domains: 1 of 1' and 'Mail Accounts: 0 of 1', along with a 'View All Quotas' button.

Hold cursor over the “Mail” item and a pop-out menu will appear; choose the “Accounts” item to enter creation module



Account module



Click “Create Mail Account”

Note – The Mail Accounts available and used are displayed by the status bar directly below the “Create Mail Account” button

The screenshot shows the 'Mail Account Properties' form. It includes fields for E-mail Address, Password, Confirm password, Mailbox Size Limit, First Name, Last Name, Reply to Address, and Signature. There are also sections for Autoresponder and Mail Forwarding. A red arrow points to the 'Save' button at the bottom left. Yellow callouts 1 through 5 point to the E-mail Address, Password, Confirm password, and Mailbox Size Limit fields respectively.

- 1) Email address
- 2) Click dropdown to choose email account domain
- 3) Enter desired password for account (***When creating email boxes, for security reasons, please use secure passwords consisting of at least 8 characters (upper and lower case letters, numbers)**)
- 4) Re-enter desired password (verification match)
- 5) Enter desired mailbox size (**valid entries from 1 to 250**) *size is in mb*

The remaining fields are optional only.

Save the new email account by clicking the Save button.

This action will direct back to the email account creation module where further accounts can be created.

Additional Information

Email client instructions:

- In your email program, access the account setup section
 - If using the same email address, you will edit/ change the existing account
 - If using a new email address (or first time setup), choose to add a new account
- In both scenarios, use the following information:
 - Login will be your full email address (ex: john@smith.com)
 - Password will be the password for the particular email account
 - Email servers:
 - Incoming – mail10.deltacom.net; port 110
 - Outgoing – mail10.deltacom.net; port 25
 - For the outgoing server, outbound/smtp authentication must be on and set to use same settings as incoming server

Note: Earthlink POP email does not use SPA or SSL so ensure these are not turned on.

Webmail access available at <http://mail10.deltacom.net>

