

How to Setup / Access Your Email

#	Title	Pages
0	Table of Contents	01
1	How to Setup Local Email via PC MS Outlook 2004 • Access email from your office computer email software.	02 - 05
2	How to Setup Local Email via PC MS Outlook 2007 • Access email from your office computer email software.	06 - 09
3	How to Setup Local Email via Mac Email OSX10.4 • Access email from your office computer email software. Steps similiar for 10.5, 10.6	10 - 12
4	How to Setup Webmail via Horde, Squirrel, Roundcube • Access email, via the internet <i>without</i> Outlook or Mac Email local software. • Access from your office computer (bypass your local intranet) or away from the office – at home or on the road via remote/internet software.	13 - 14
5	Important note about Email Account Overload / Freezing • Need to set up Spam filters and delete old emails, especially ones with large attachments	15
6	Trouble Emailing? Trouble sending or receiving emails • Need to test computer and/or software	16



GDS only provides help with services and software that we sell and provide to include:

1. Email to the point that it hits our servers and online webmail.
2. Instructions how to operate webmail on our servers.
3. Updating the website.

Non-GDS software / services:

1. As a courtesy...we provide rudimentary Outlook instructions from our online help site.
2. Email software that pulls the email from our servers is the responsibility of the end user that purchased that software.

How to Setup Email through PC MS Outlook 2004

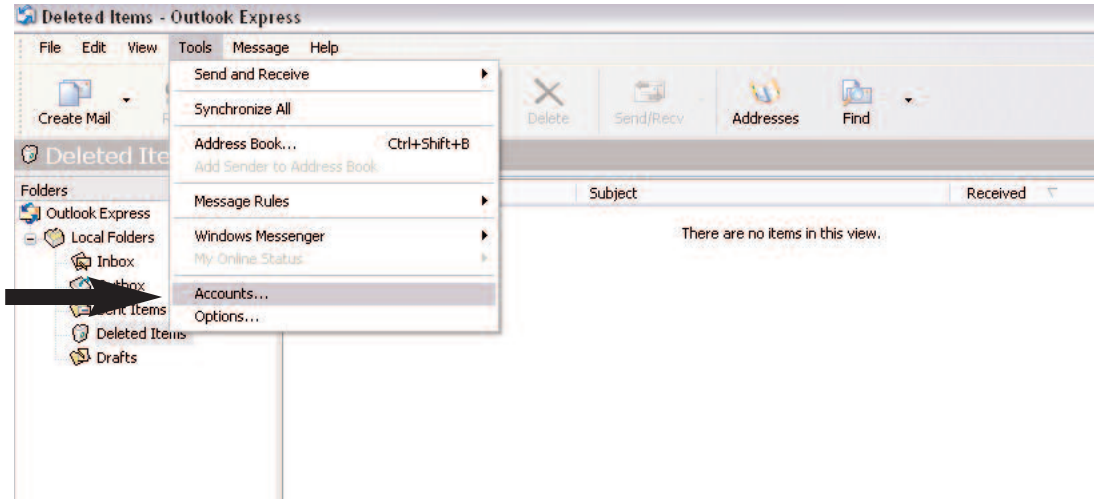
Your website hosting with Garson Design provides email. These instructions will explain how to set up PC MS Outlook to send and receive email via our servers.

• GDS USED/STEPS= SW: PC MS Outlook Version '04 6.00.2900.2180 PC OS SW: MS Windows XP Home Edition, Version 2002, Service Pack 3

• CLIENT USES = SW: _____ Cmptr: _____

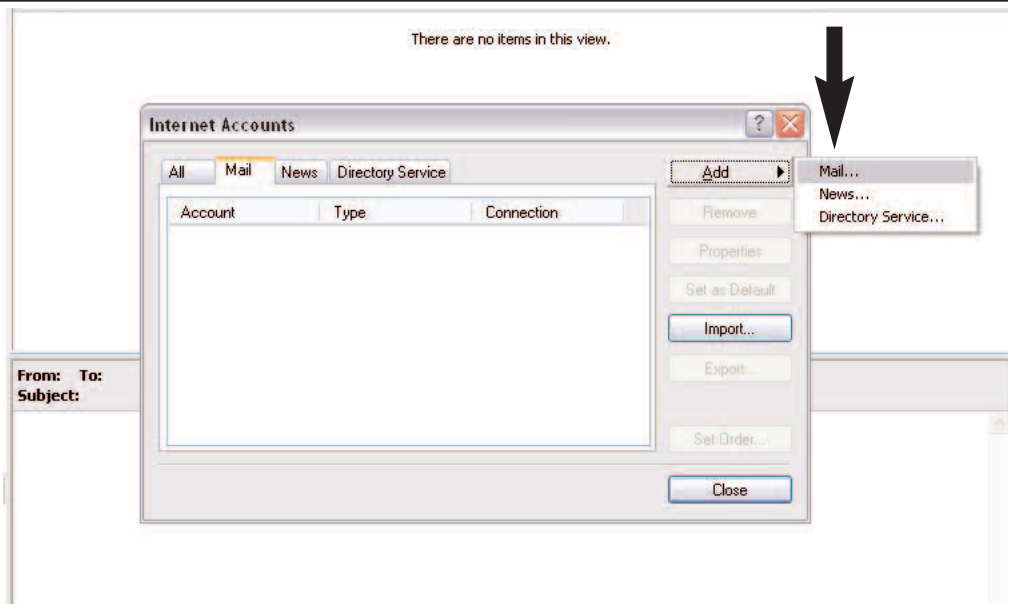
1

Open Outlook
Click on tools from the
menu bar
Select Accounts



2

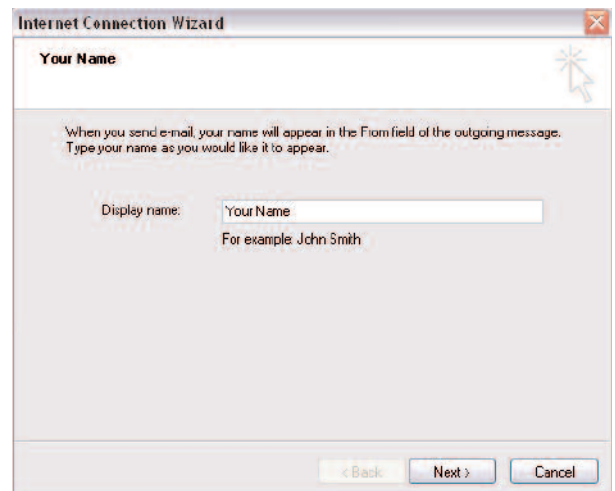
From the accounts menu,
select Add. Then Mail



3

The following menus will
ask for information to set
up the account.

The first screen will ask
for your name.



How to Setup Email through PC MS Outlook 2004

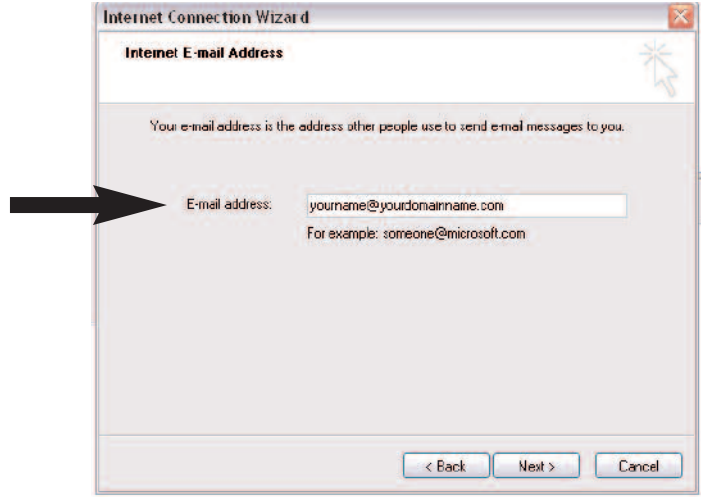
Your website hosting with Garson Design provides email. These instructions will explain how to set up PC MS Outlook to send and receive email via our servers.

- **GDS USED/STEPS= SW: PC MS Outlook Version '04 6.00.2900.2180 PC OS SW: MS Windows XP Home Edition, Version 2002, Service Pack 3**
- **CLIENT USES = SW: _____ Cmptr: _____**

4

The second screen will ask for your email address

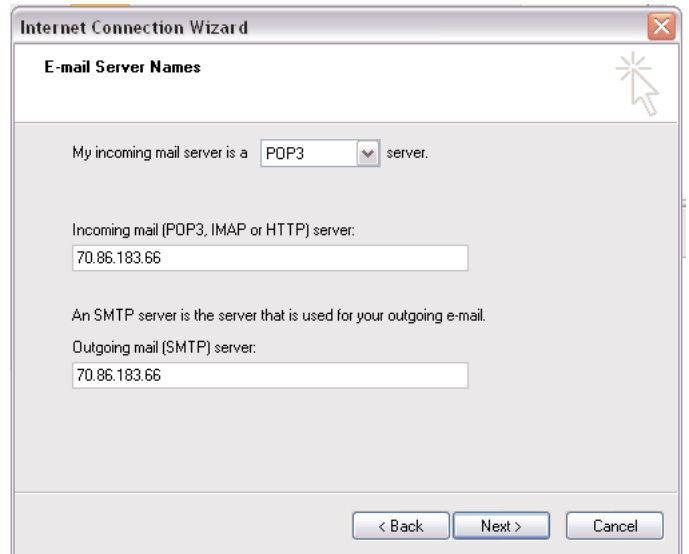
i.e.
 yourname@yourdomainname.com



5

The next screen will ask for the email server information.

the email server is a POP3 server,
 the incoming and outgoing addresses
 are both 70.86.183.66

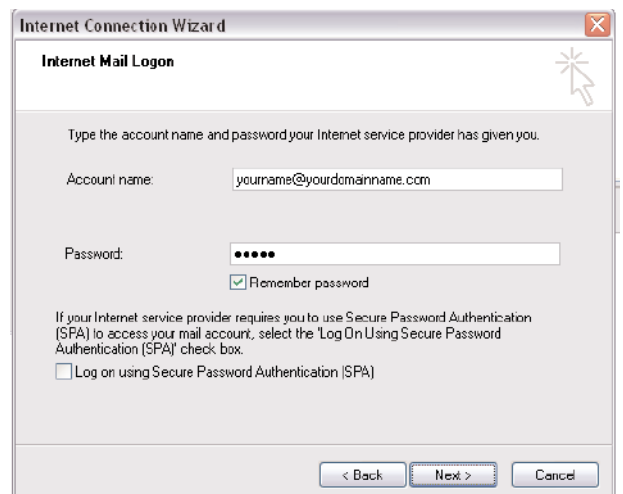


6

The following screen asks for your account name and password to login.

The account name is your email address as entered above in Step 4.

If you do not know your current Garson Design Services provided new password, or would like to change your password, please contact Garson Design Services



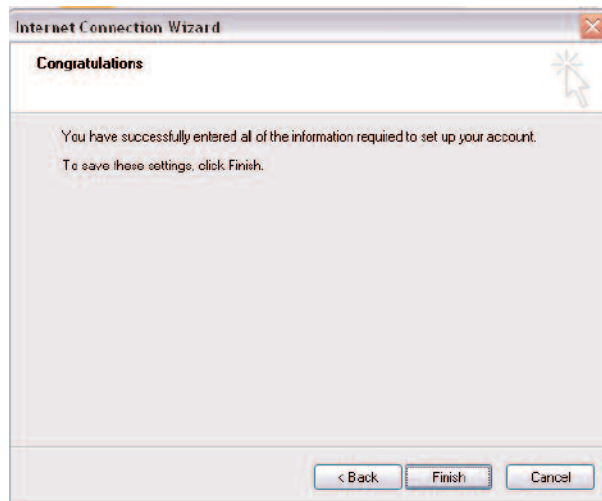
How to Setup Email through PC MS Outlook 2004

Your website hosting with Garson Design provides email. These instructions will explain how to set up PC MS Outlook to send and receive email via our servers.

- **GDS USED/STEPS= SW: PC MS Outlook Version '04 6.00.2900.2180 PC OS SW: MS Windows XP Home Edition, Version 2002, Service Pack 3**
- **CLIENT USES = SW: _____ Cmptr: _____**

7

This screen will confirm that you have entered all your information.



8

The last step steps are:

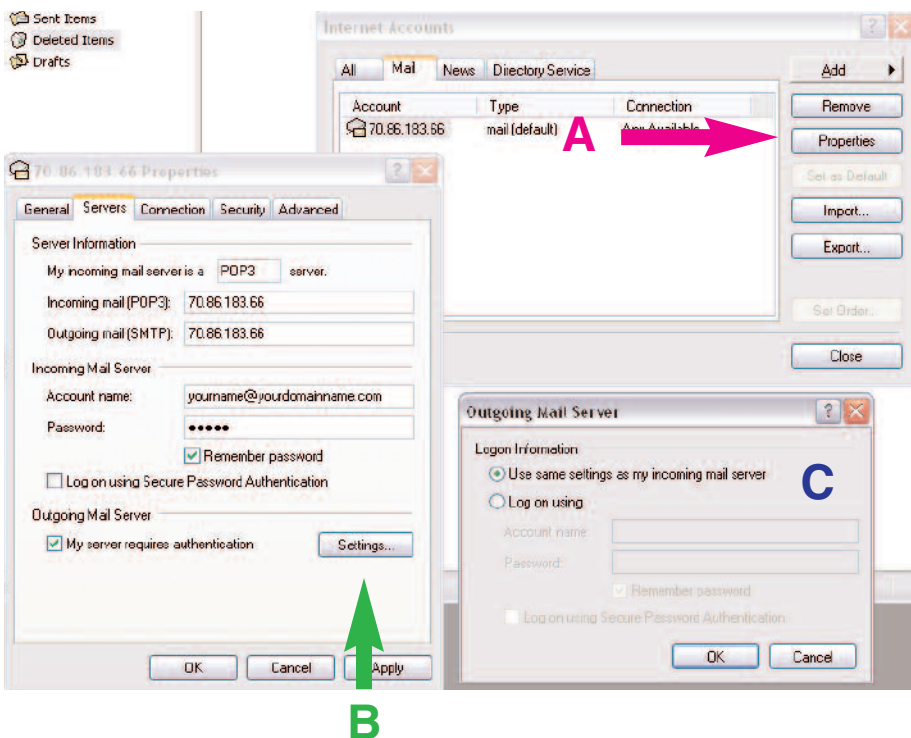
A from the Internet Accounts menu, select the account you just set up and click Properties.

B from the properties menu, click the check box that says “My server requires authentication”, then click on settings.

C Verify that the “Use same settings as incoming mail server” option is chosen.

Click Ok on the windows to close them.

You are now ready to send and receive email.



How to Setup Email through **PC MS Outlook 2004**

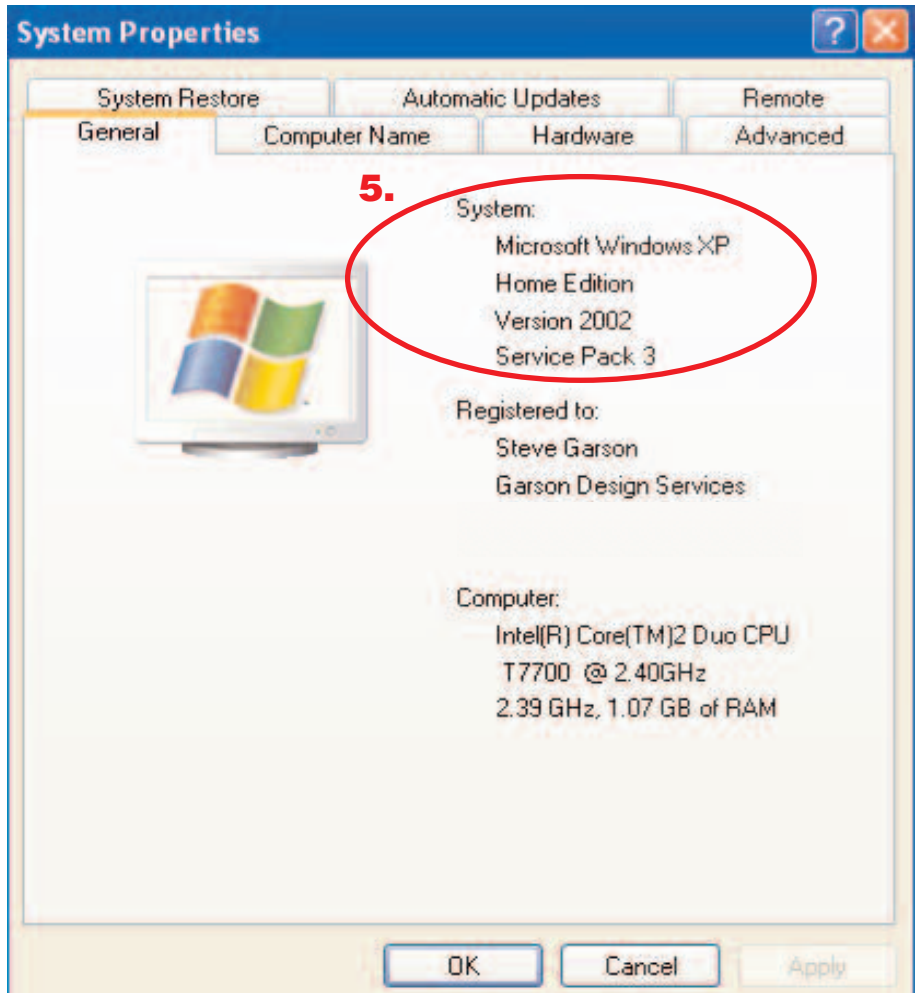
Your website hosting with Garson Design provides email. These instructions will explain how to set up **PC MS Outlook** to send and receive email via our servers.

- **GDS USED/STEPS= SW:** **PC MS Outlook Version '04** 6.00.2900.2180 **PC OS SW:** **MS Windows XP Home Edition, Version 2002, Service Pack 3**
- **CLIENT USES = SW:** _____ **Cmptr:** _____

Computer

On your PC:

1. Start
2. Control Panel
3. System
4. General Tab
5. This will tell you which system your are running off of.



How to Setup Email through PC MS Outlook 2007

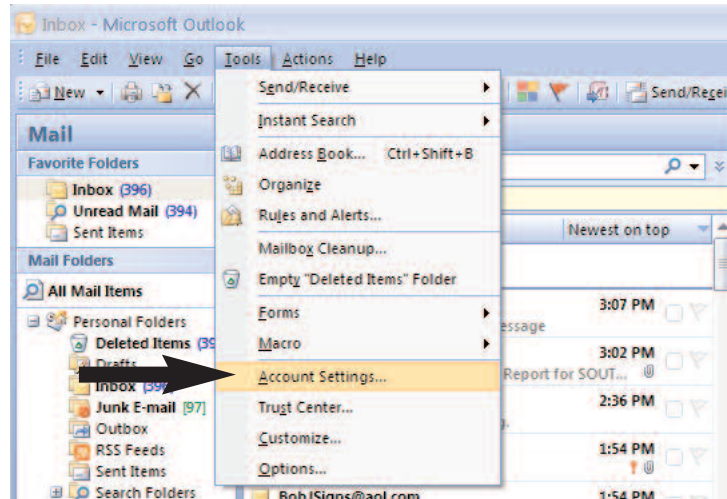
Your website hosting with Garson Design provides email. These instructions will explain how to set up PC MS Outlook to send and receive email via our servers.

• GDS USED= SW: PC MS Outlook Version '07 12.0.4518.1014 PC OS SW: MS Windows XP Home Edition, Version 2002, Service Pack 3

• CLIENT USES = SW: _____ Cmptr: _____

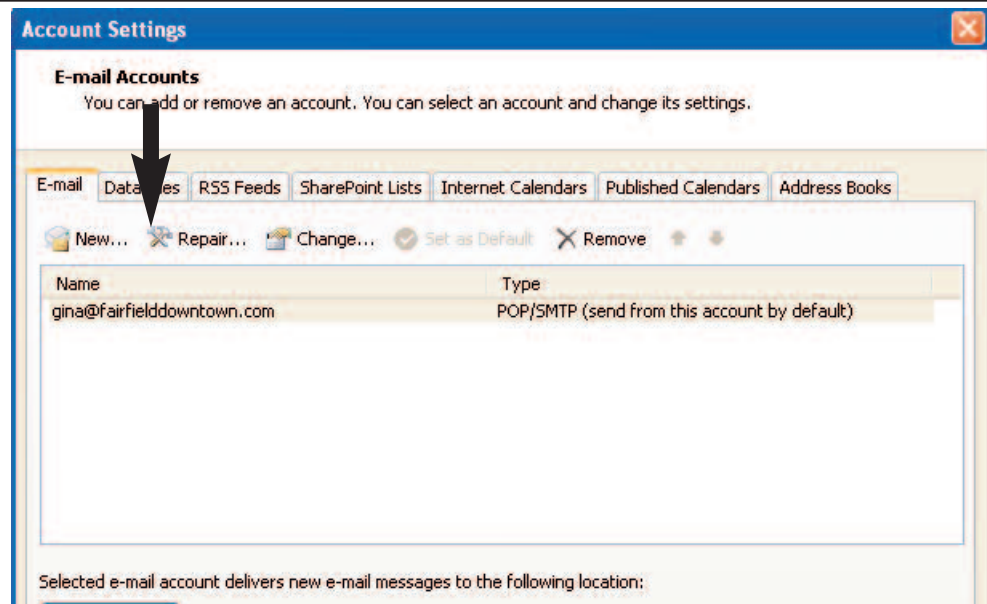
1

Open Outlook
Click on tools from the
menu bar
Select Accounts



2

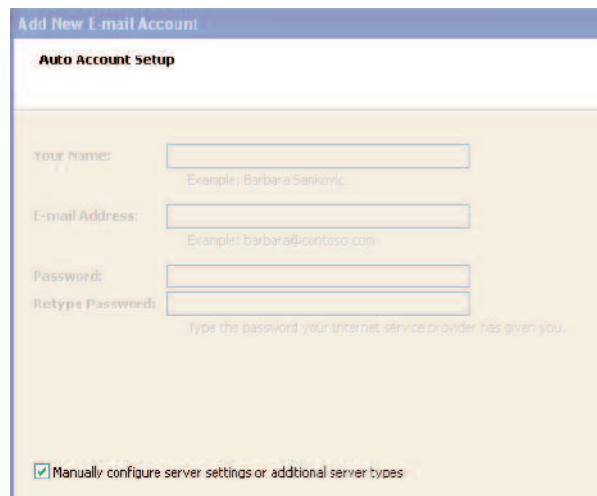
From the accounts menu,
select Email. Then New.



3

The following menus will
ask for information to set
up the account.

The first screen will ask
for you name. Find the
box at the bottom to
'Manually Configure' and
select this option.
Click Next.



How to Setup Email through PC MS Outlook 2007

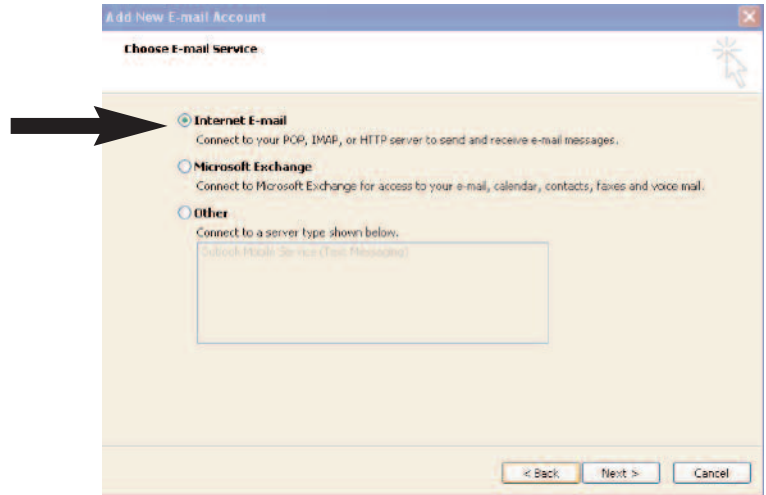
Your website hosting with Garson Design provides email. These instructions will explain how to set up PC MS Outlook to send and receive email via our servers.

• **GDS USED= SW: PC MS Outlook Version '07 12.0.4518.1014** **PC OS SW: MS Windows XP Home Edition, Version 2002, Service Pack 3**

• **CLIENT USES = SW: _____ Cmptr: _____**

4

The second screen will ask for how you want to connect. Select 'Internet E-Mail' Next.

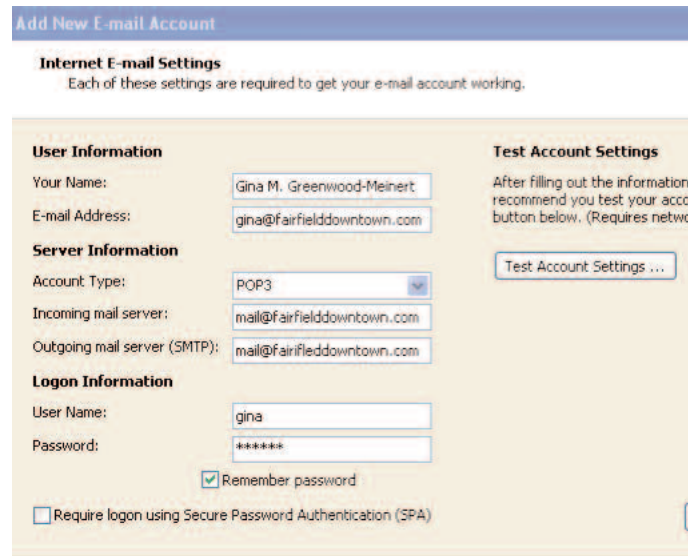


5

The next screen will ask for User info, Server info, and Logon info.

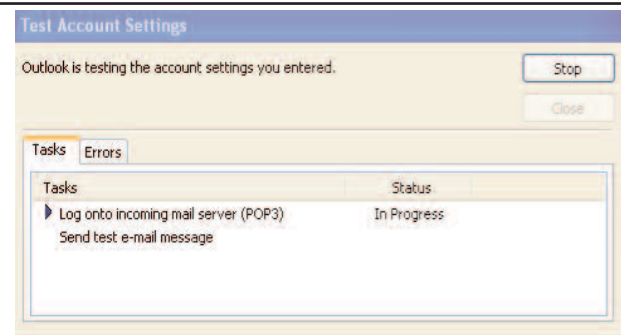
Your server for both incoming and outgoing is: mail.fairfielddowntown.com

After all info is entered, select 'Test Account Settings' to make sure all info is correct.



6

The following is testing servers.



How to Setup Email through **PC MS Outlook 2007**

Your website hosting with Garson Design provides email. These instructions will explain how to set up **PC MS Outlook** to send and receive email via our servers.

• **GDS USED= SW: PC MS Outlook Version '07 12.0.4518.1014 PC OS SW: MS Windows XP Home Edition, Version 2002, Service Pack 3**

• **CLIENT USES = SW: _____ Cmptr: _____**

7

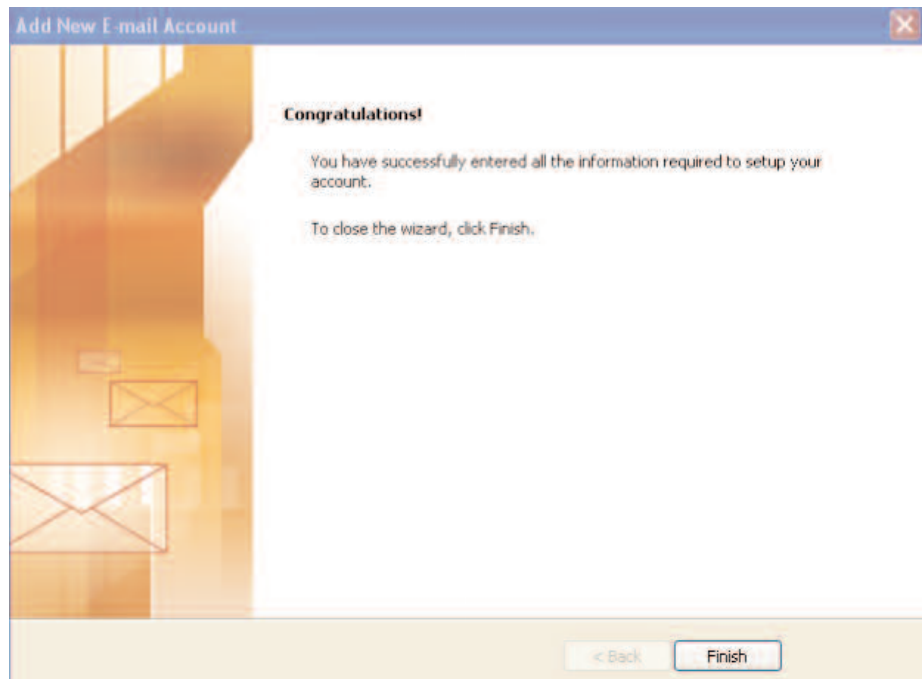
This screen will ask that you confirm your username and password (same as you use for webmail log-in).



8

Click Ok on the windows to close them.

You are now ready to send and receive email.



How to Setup Email through **PC MS Outlook 2007**

Your website hosting with Garson Design provides email. These instructions will explain how to set up **PC MS Outlook** to send and receive email via our servers.

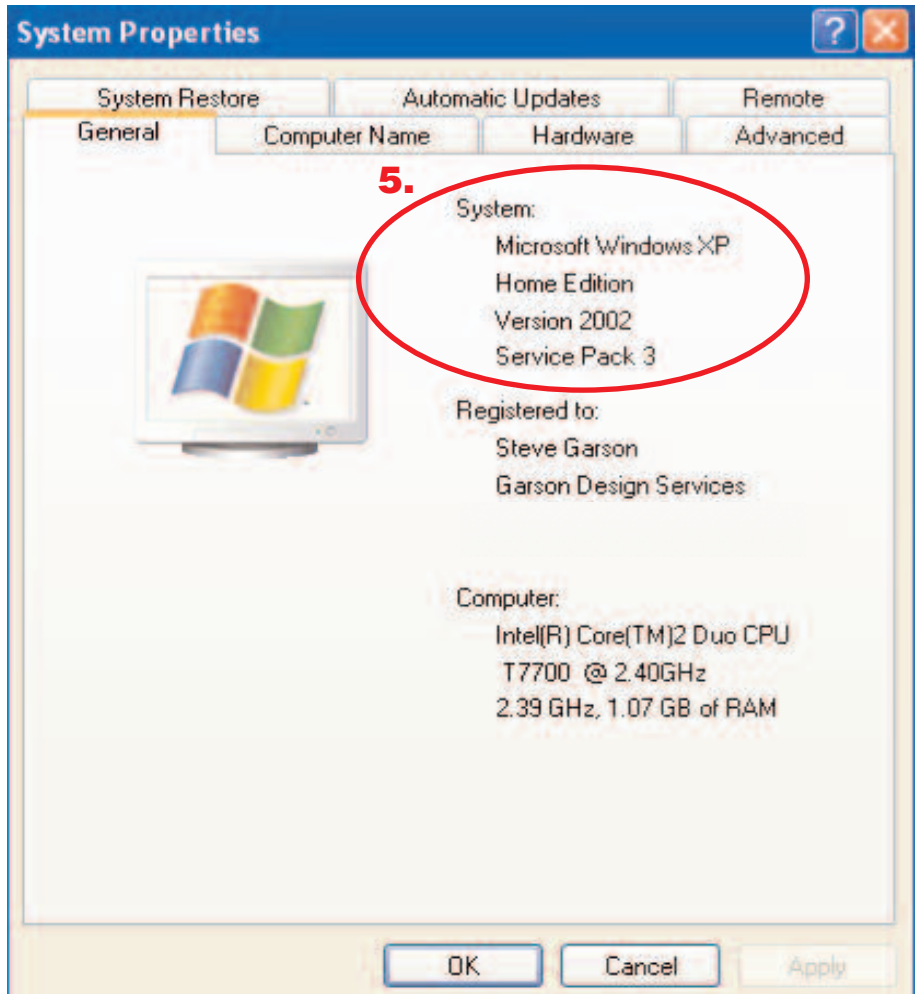
• **GDS USED= SW: PC MS Outlook Version '07 12.0.4518.1014 PC OS SW: MS Windows XP Home Edition, Version 2002, Service Pack 3**

• **CLIENT USES = SW: _____ Cmptr: _____**

Computer

On your PC:

1. Start
2. Control Panel
3. System
4. General Tab
5. This will tell you which system your are running off of.



How to Setup Email through Mac OS X 10.4

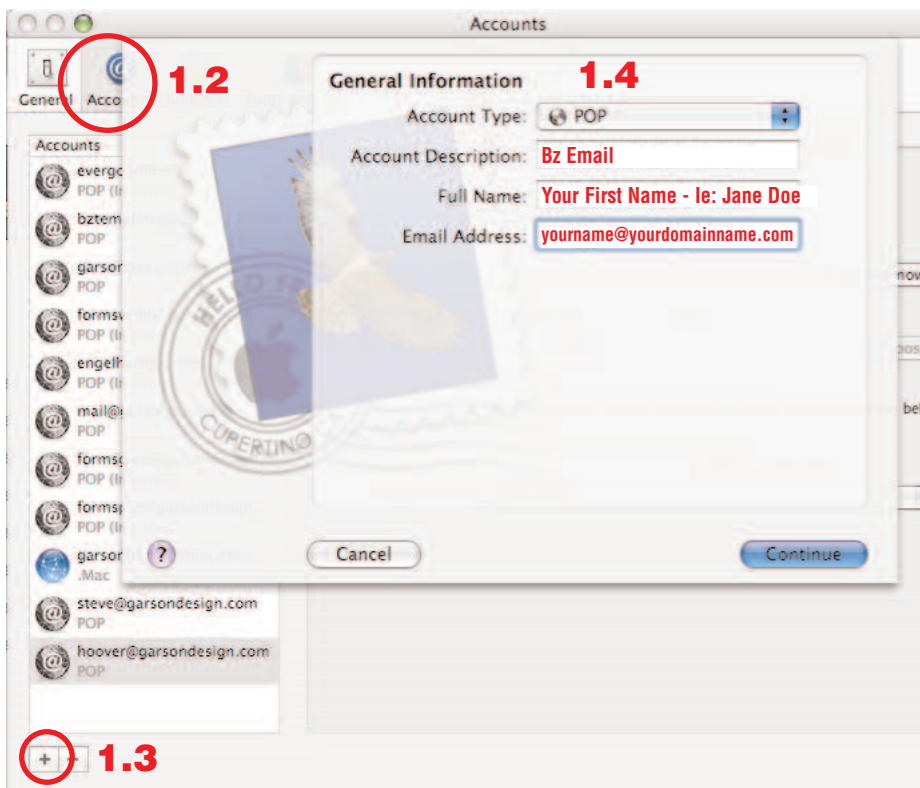
Your website hosting with Garson Design provides email. These instructions will explain how to set up PC MS Outlook to send and receive email via our servers.

• **GDS USED= SW: MAC/APPLE EMAIL Version 10.4**

• **CLIENT USES = SW: _____ Cmptr: _____**

1

- 1.1 Open Email
- 1.2 Go to Accounts tab
- 1.3 Click “+”
- 1.4 General Info window opens
 - 1.4.1 Select POP
and fill in info noted
- 1.5 Click Continue



2

- 2.1 Incoming (Receiving) Mail Server window opens
- 2.2 Type in: **70.86.183.66**
- 2.3 Type in your email address
- 2.4 Type in **password** you were provided.
If you do not know your new password Garson Design Services provided, or would like to change your password, please contact Garson Design Services
- 2.5 Click Continue



How to Setup Email through Mac OS X 10.4

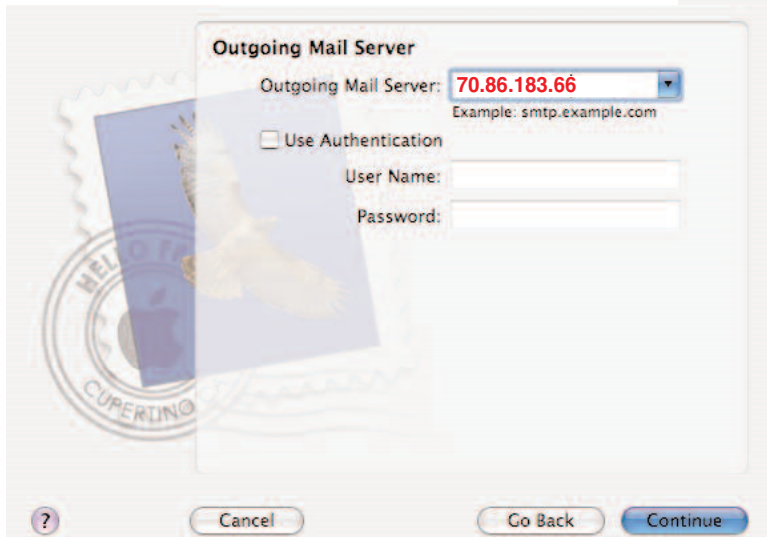
Your website hosting with Garson Design provides email. These instructions will explain how to set up PC MS Outlook to send and receive email via our servers.

• **GDS USED= SW: MAC/APPLE EMAIL Version 10.4**

• **CLIENT USES = SW: _____ Cmptr: _____**

3

- 3.1 Incoming Mail Security window opens
Default is Password - keep it there
- 3.2 Click Continue



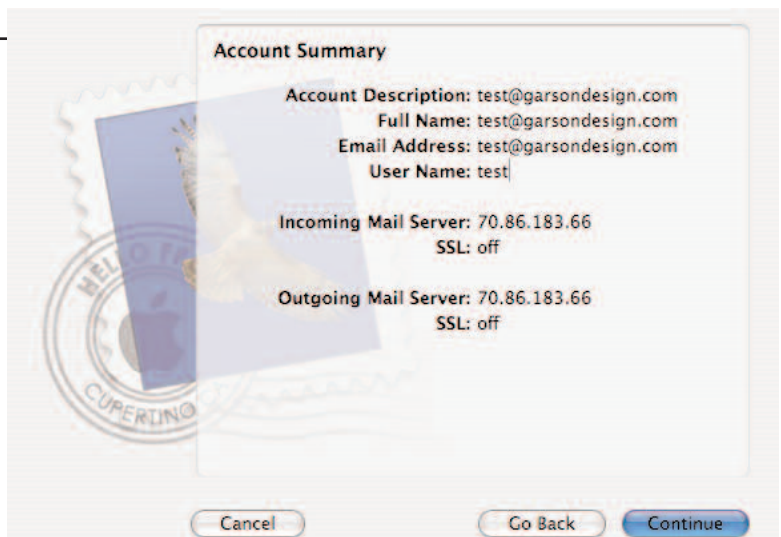
4

- 4.1 Outgoing Mail Server window opens
- 4.2 Type in: **70.86.183.66**
- 4.3 Click Continue

5

- 5.1 Account Summary window opens
- 5.2 Click Continue

You are now ready to send and receive email! Your Apple Mac manual may have email setup instructions also.



How to Setup Email through Mac OS X 10.4

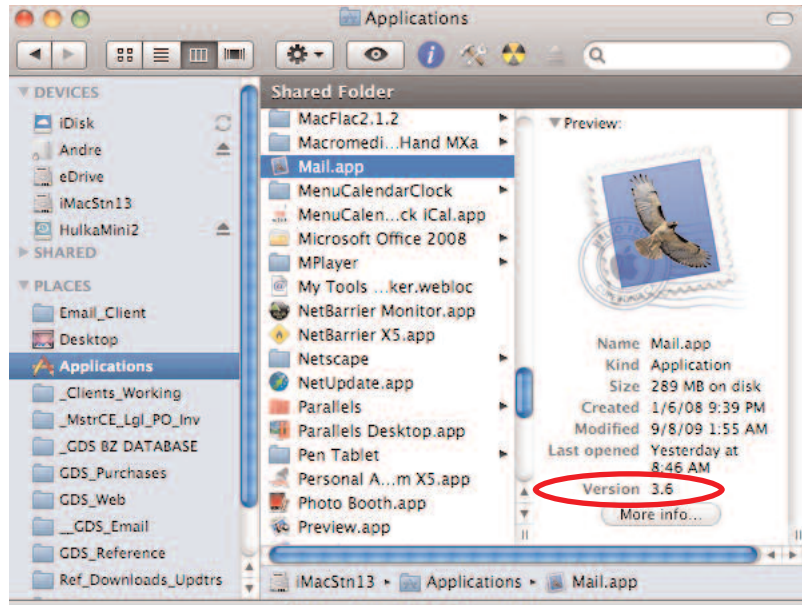
Your website hosting with Garson Design provides email. These instructions will explain how to set up PC MS Outlook to send and receive email via our servers.

• **GDS USED= SW: MAC/APPLE EMAIL Version 10.4**

• **CLIENT USES = SW: _____ Cmptr: _____**

6

What Email Software (SW) do I have?



7

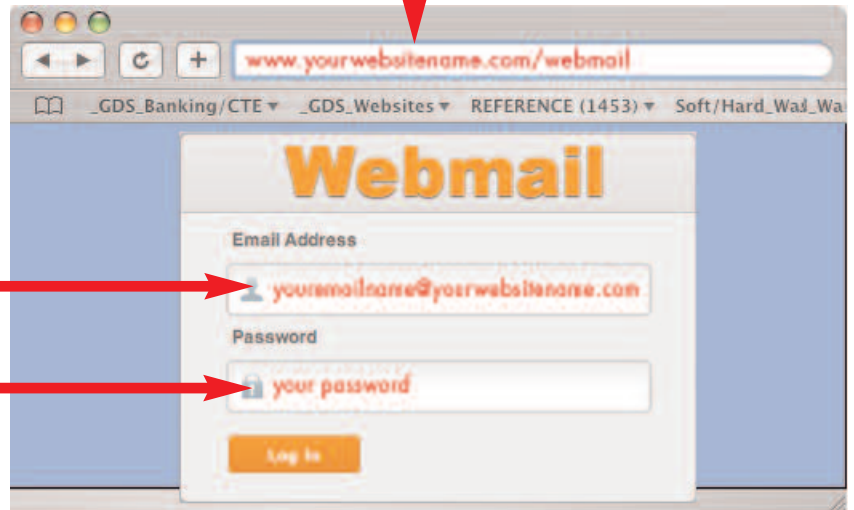
What Computer Mac OS do I have?

How to Setup Webmail

How to access your email via your web browser.

Your website hosting with Garson Design provides Webmail. Webmail is access to your email via your web browser (not your computers email program like Outlook). You can also use Webmail from any other computer at any other location. These instructions will explain how to do so.

- 1** Open your browser and enter your website, then add: /webmail
- 2** A Webmail window will pop up.
- 3** At Name enter your email address you which to access - ie: steve@garsondesign.com
- 4** Enter your email password



- 1** Choose your webmail program



Note the extra Webmail features.

How to Setup Webmail

How to access your email via your web browser.

Your website hosting with Garson Design provides Webmail. Webmail is access to your email via your web browser (not your computers email program like Outlook). You can also use Webmail from any other computer at any other location. These instructions will explain how to do so.

Webmail Programs:



Horde is the most full featured webmail program with a robust address book, spam filters, file management, etc. Only drawback when you email with an attachment and hit send it's hard to tell if anything is happening, it is! So just let it go. Note: Horde WebMail has "help" features to access for the programs particular features.

<http://www.horde.org/> 081109rev081209



The WebMail with the funny name "WebMail For Nuts" is a program for when you don't need all the extra features of Horde getting in the way. Simple but effective program.

Note: Squirrel WebMail has "help" features to access for the programs particular features.

<http://squirrelmail.org/> or <http://www.squirrelmail.org/docs/user/user.html> 081109rev081209



This webmail program is for when you don't need all the extra features of Horde getting in the way. Simple but effective program. Note: Roundcube WebMail doesn't seem to have a "help" feature but there website has a lot of good info:

<http://roundcube.net/> 081109rev081209

Note on all WebMails programs:

You can send multiple files at once.

If you are sending more than 5 attachments it is best to compress the files or folder(s) via zip.

This will save you a lot of time of having to post each separate file (can not post a folder).

File size limit on all is: 50mb

Previous page shows the cPanel landing web page after you log-in to your WebMail:

Note the cPanel extra features at the bottom.

Click on the email program you want to use or to check out it's features.

How to Setup Webmail

How to access your email via your web browser.

Your website hosting with Garson Design provides Webmail. Webmail is access to your email via your web browser (not your computers email program like Outlook). You can also use Webmail from any other computer at any other location. These instructions will explain how to do so.

IMPORTANT EMAIL ACCOUNT NOTE!

Problem:

Your Webmail account (and, if you are using, Local Email ie: Outlook) will fill up if you are not running spam protection or not deleting old files especially emails with large attachments in your Webmail. Eventually your account will go over quota and possibly freezing your account! :(

Solution:

To prevent this you will need to go into your **WebMail** and...

1. Setup spam protection filters
2. Periodically clean through and delete old email, especially emails with large attachments, and junk mail.
3. Request an increase in your email box size from GDS.
There may be an extra charge for the increase in disk space.

NOTE: Following are other items online at garsondesign.com/help that may be useful for you.

GDS Master Steps for Clients

EMAIL

1. To Access Email You First You Need To Access Your cPanel (Control Panel)
2. How to Setup Email: PC MS Outlook, Mac Email
3. How to Access WebMail (for email access while you are on the road or at home - away from the office)
4. How to Setup an Auto Responder (for when you are out of the office - ie: vacation)
5. How to Add a Forwarder (forward from your company email account to another - ie: yahoo or an aol account)
6. Trouble emailing? (Trouble sending or receiving emails....here are some possible solutions)

Trouble Emailing?

Trouble sending or receiving emails....here are some possible solutions.

1. If you are using local software, ie: Outlook, MacEmail, etc.) your emergency alternative is to use... Webmail (remote, online email software we provide)
 - 1.1 If webmail is working then the problem is with your computer and/or your computers email program.
2. Test emailing from a different computer — could be trouble with your computer and/or its email program.
 - 2.1 If email worked from the other computer by using a different email address....
Add your email to that computer (if not on there already) as a emergency alternative and test.
If the above was successful could be trouble with your computer and/or email program, then do....
 - 2.2 Run computer repair software — on a PC run Disk Cleanup — on a Mac run TechTools or similar repair program.
 - 2.3 Make sure you are running (or buy to use) Norton Anti-Virus or similar anti-virus software.
3. Call Best Buy's "Geek Squad" for onsite tech support — your computer could be riddled with bugs and/or spyware or other technical problems : (

4. Problem:

Your email account will fill up if you are not running spam protection or not deleting old files especially emails with large attachments.

Eventually your account will go over quota and possibly freezing your account! : (

Solution:

To prevent this you will need to go into your WebMail and...

- 4.1 Setup spam protection filters
- 4.2 Periodically clean through and delete old email, especially emails with large attachments, and junk mail.
- 4.3 Request an increase in your email box size from GDS. We may notice in advance and automatically increase for you.



151 Del Loma Ct., Vacaville, CA 95687
707.439.5323/p
mail@garsondesign.com
www.garsondesign.com

How to Setup Junk Email Filters

Your website hosting with Garson Design provides webmail. Webmail is access to your email remotely away from your office or not using office computers Email Software (ie: Outlook). These instructions will explain how to do so.