



Setup a new email account

Outlook: go to Tools, E-mail Accounts:

1) Select *Add a new e-mail account*. Click *Next*. Select **POP3**. Click *Next*.

2a) **User Information:**

Your Name: type your full name or the name you wish to see displayed on sent mail.

E-mail Address: type your assigned e-mail address.

2b) **Server Information:**

Incoming mail server (POP3): mail.yepublishing.com.

Outgoing mail server (SMTP): setting is dependent on whether you use a cable or DSL provider. For a cable provider, you must set outgoing mail to their specification (ex. mail.optonline.net or smtp.suscom.net). For most DSL providers, you may use mail.yepublishing.com.

Note: If outgoing mail does not send consistently with DSL using this setting, it may be necessary to obtain a DSL (ex. Verizon) account name and password in order to send mail. In this case, the DSL providers' account name and password would be entered at the *Outgoing Server* tab under the *More Settings* button and the outgoing mail server would be set to the DSL provider (ex. outgoing.verizon.net).

2c) **Logon Information:**

User Name: your assigned login_name@domain_name.

Password: your assigned password.

See the sample screenshot on the following page.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

3) Click the **More Settings ...** button then the **Advanced** tab:

4) Look at the top section labeled **Server Port Numbers**. There is a checkbox located below [Incoming server \(POP3\)](#) and to the left of [This server requires an encrypted connection \(SSL\)](#). Please check this box. Notice that the number 110 changes to **995**.

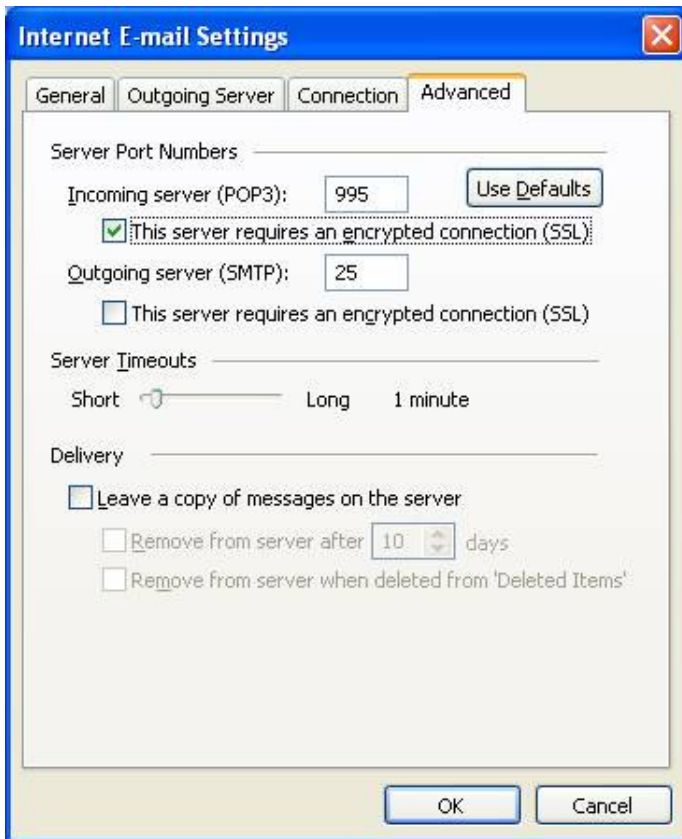
Note: If you previously set the [Outgoing mail server \(SMTP\)](#) to mail.yepublishing.com in step 2b then check the box below [Outgoing server \(SMTP\)](#), as well. Otherwise, leave this box unchecked. See the screenshot on the following page.

***Possible Issues-** Internet Security Suites:

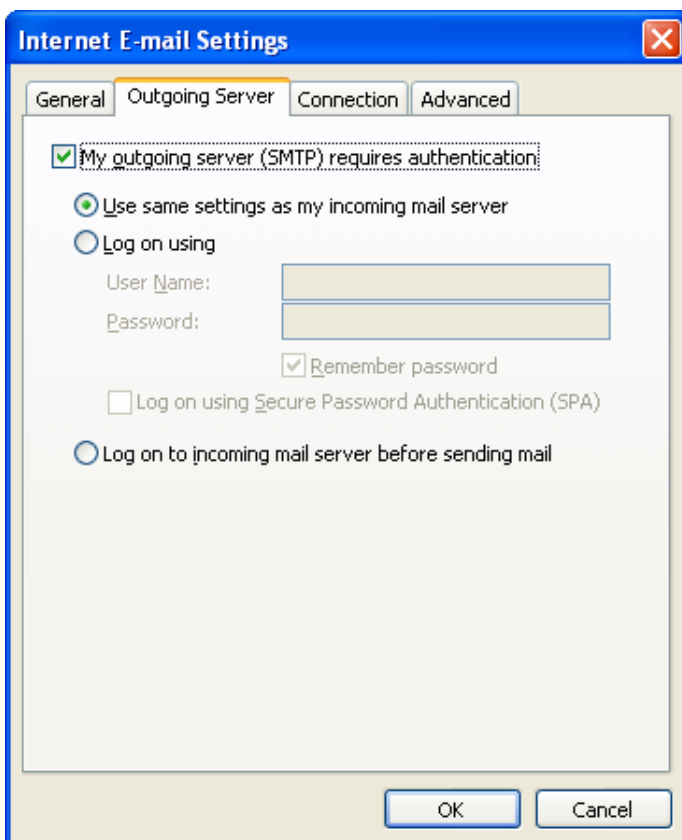
Internet Security suites generally incorporate an email scanner as well as a main antivirus scanning engine that checks every file that will be written to disk. Many of these email scanners are unable to check encrypted email, which is what Yorktown ePublishing uses. What happens is that sending and receiving email may fail with a message popup from the internet security suite. For example, all releases of Norton Internet Security older than the 2007 version will be unable to process encrypted email. In these cases, the email scanner will need to be turned off. This will not turn off the main antivirus scanner of your security suite. In addition, all email is scanned by us before being sent to your mailbox. You will receive a daily junk mail report on all email that was quarantined by our system.

***Possible Issues-** Cell Phones/PDA's:

We have found one case where an older version of a cell phone/PDA was unable to process encrypted email. There was, unfortunately, no workaround. A device upgrade was the only solution.



5) Skip this step if Outgoing Mail is NOT set to mail.yepublishing.com. If it is, click the **Outgoing Server** tab. Check the box next to [My outgoing server \(SMTP\) requires authentication](#).



Click OK. You can now test your settings by clicking the [Test Account Settings](#) button. Click [next](#) and [finish](#). You can also test at any time by clicking the send/receive button at the top center of Outlook.

Outlook Express:

1) Start Outlook Express. Go to [Tools, Accounts](#). Click the [Mail](#) tab. Click [Add](#), then [Mail](#).

2) In the [Display name](#) field, type your name as you would like it to appear in sent mail. Click the [Next](#) button. Type your assigned e-mail address. Click the [Next](#) button. The **Incoming mail (POP3)** needs to be set to [mail.yepublishing.com](#). The **Outgoing mail server (SMTP)** setting is dependent on whether you use a cable or DSL provider. For a cable provider, you must set outgoing mail to their specification (ex. mail.optonline.net or smtp.suscom.net). For most DSL providers, use [mail.yepublishing.com](#).

Note: If outgoing mail does not send consistently with DSL using this setting, it may be necessary to obtain a DSL (ex. Verizon) account name and password in order to send mail. In this case, the DSL providers' account name and password would be entered at the *Settings* button under the *Servers* tab and the outgoing mail server would be set to the DSL provider (ex. outgoing.verizon.net).

3) Click [Next](#). Type your assigned Account Name in the format name@domainname as well as your password. Click [Next](#). Click [Finish](#). This will return you to the Internet Accounts screen. Click the [Properties](#) button to open your newly created account.

4) Click the **Advanced** tab. Look at the top section labeled **Server Port Numbers**. There is a checkbox located below **Incoming Mail (POP3)** and to the left of "*This server requires a secure connection (SSL)*". Please check this box. Notice that the number 110 changes to **995**.

Note: if outgoing mail is set to mail.yepublishing.com, check the box below Outgoing Mail (SMTP), as well. Otherwise leave this box unchecked.

5) If outgoing mail is NOT set to mail.yepublishing.com, skip this step. If it is, click the **servers** tab. Under the **Outgoing Mail Server** section, there is a box labeled *My server requires authentication*. Check this box.

Note: This is where you would find the *settings* button, as well, to add a DSL account name and password, if needed.

See the sample screenshots on the following page:

internic Properties [?] [X]

General Servers Connection Security **Advanced**

Server Port Numbers

Outgoing mail (SMTP): 25 [Use Defaults]

This server requires a secure connection (SSL)

Incoming mail (POP3): 995

This server requires a secure connection (SSL)

Server Timeouts

Short [Slider] Long 1 minute

Sending

Break apart messages larger than 60 KB

Delivery

Leave a copy of messages on server

Remove from server after 5 day(s)

Remove from server when deleted from 'Deleted Items'

OK Cancel Apply

administrator & hostmaster Properties [?] [X]

General Servers Connection Security **Advanced**

Server Information

My incoming mail server is a POP3 server.

Incoming mail (POP3): mail.yepublishing.com

Outgoing mail (SMTP): ****see text****

Incoming Mail Server

Account name: name@domain_name

Password: ●●●●●●

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication [Settings...]

OK Cancel Apply

Click [Apply](#) then [OK](#). Click [Close](#).

Click the Send/Receive button to test new settings. The button is located at the top center of the menu.

[Internet Explorer \(or other browser\):](#)

Type <http://mail.yepublishing.com> in the address line, click GO or tap the Enter key. You will see the following sign-in screen:



In the Username box, type your assigned [name@domain_name](#) as well as your password. Click the Log In button.

Note: This would be the method to cleanout your mailbox on our server. You can check the amount of space being used by clicking on the [name@domain_name](#) link at the upper left of the primary mail screen.

Please call or e-mail with any questions or concerns.

Thank you.

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