

1 Your Account Information

Domain Name: www.yourdomainname.co.uk

Email:

info@yourdomainname.co.uk

password: 12345

sarah@yourdomainname.co.uk

password: 12345

2 Accessing Email

2.1 Using web-based email portal

Go to: <http://webmail.yourdomainname.co.uk>

Type in to full email address and the password.

*info@example.co.uk ; password: ******



The screenshot shows the MailEnable webmail sign-in interface. On the left is a banner with the MailEnable logo and a blue sky with clouds. On the right is a 'Sign In' form with the following elements:

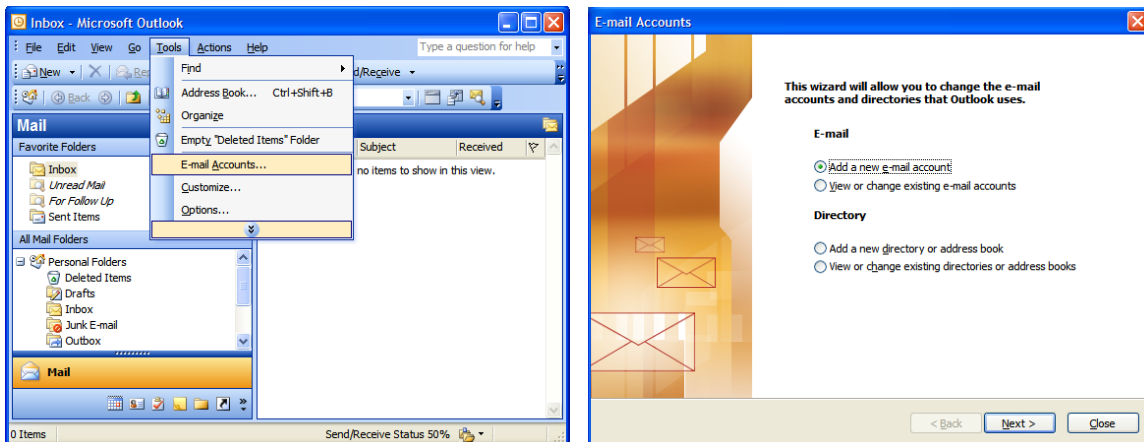
- Username input field
- Password input field
- Language dropdown menu (set to English)
- Skin dropdown menu (set to Pacific)
- Remember my settings for this computer checkbox (unchecked)
- Login button (blue)
- Reset button (grey)
- Forgotten your password? | Mobile Version links at the bottom

© 2014 MailEnable Pty. Ltd.

2.2 Using Microsoft Outlook

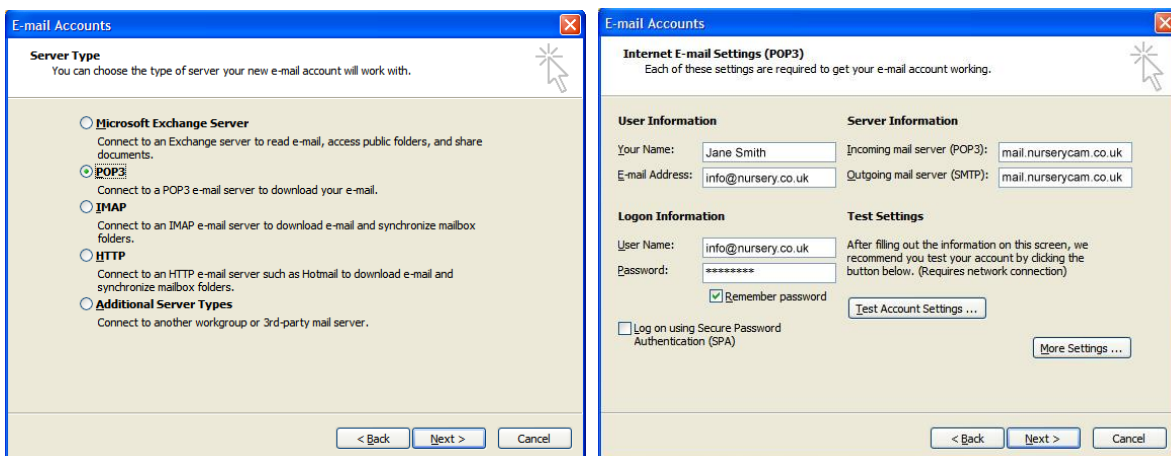
Go to Outlook menu

STEP 1: Select Tools -> Email Accounts



STEP 2: Select "Add a new email account" and press "next" button

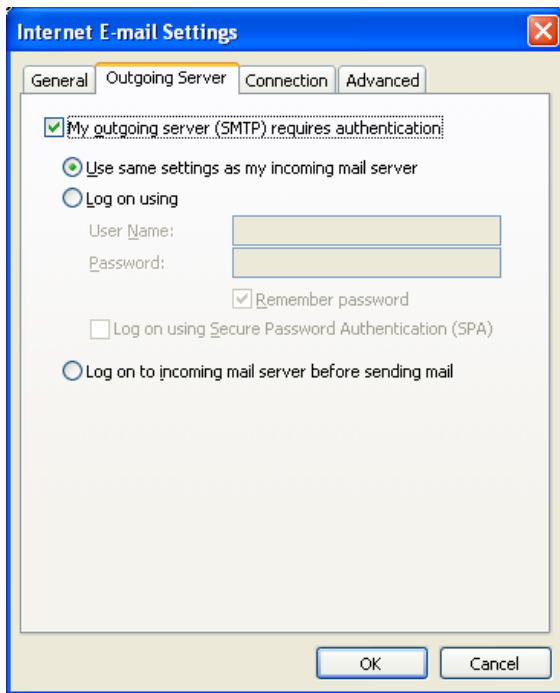
STEP 3: Select "POP3" and press "next" button



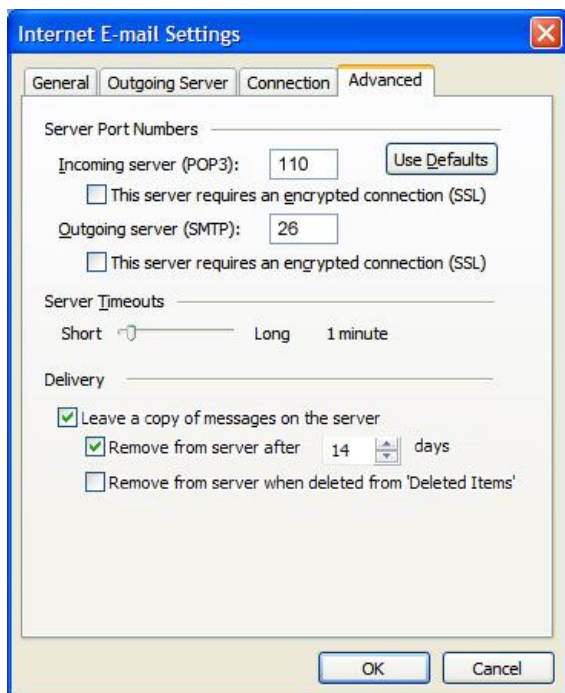
STEP 4: Enter

- i) your name
- ii) email_address (full, eg. your@yourdomain.co.uk – see the first section of this document)
- iii) User Name - it is your email (full, e.g. your@yourdomain.co.uk – see the first section of this document) and your email password (see the first section of this document)
- iv) Incoming mail server (POP3): **mail.nurserycam.co.uk**
- v) Outgoing mail server (SMTP): **mail.nurserycam.co.uk** (NOTE: due to the increasing spamming activities on the internet, some Internet Service Providers now block all 3rd party outgoing email server such as ours. If this is the case, please ask your ISP for the "SMTP outgoing mail server address for 3rd party email account")

NurseryCam Email Account Handover Document



STEP 5: Click “More Settings” button -> go to “Outgoing Server” tab, and “tick” the box of “My outgoing server (SMTP) requires authentication”



STEP 6: Go to the “Advanced” tab,

STEP 7: Change port numbers

- i) Incoming server (POP3) port: **110**
- ii) Outgoing server (SMTP) port: **26**

STEP 8: “tick” the box of “Leave a copy of messages on the server” and “remove from server after 14 days” , and press “OK” button to “finish”