

Email Update Instructions

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Email Client Settings – The Basics

The following settings must be checked within an email client so an email account will work with the new email infrastructure.

- The username format is the full email address. This is the login portion that is located along with the subscriber's password.
- In the images, your_domain.com is the part of your email address that follows the "@" sign.
- The new incoming mail server (POP 3) is now "mail.catskill.net".
- The new outgoing mail server (SMTP) is now "mail.catskill.net".
- "Outgoing server requires authentication" needs to remain checked.
- Uncheck "This server requires a secure connection (SSL)"

Outlook 2013

1. Open Outlook

- 2. Click the File tab
- 3. Select Account Settings

4. On E-mail tab select account and click **Change**



E-ma	ail Account	s or remove an	account. You can	select an account and	change its settings	
					i change no occango.	
-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books

5. Change the following:

Incoming mail server: mail.catskill.net Outgoing mail server (SMTP): mail.catskill.net Require logon using Secure Password Authentication (SPA): Leave this option unchecked.

6. Click More Settings



7. Select the **Outgoing Server** tab

Verify **My outgoing server (SMTP) requires** authentication is checked and select **Use same** settings as my incoming mail server.

Internet E-mail Settings	25
General Outgoing Server Advanced	
Why outgoing server (SMTP) requires authentication	
Ose same settings as my incoming mail server	
Log on using	
User Name:	
Password:	
✓ Remember password	
Require Secure Password Authentication (SPA)	
Log on to incoming mail server before sending mail	
ОК	Cancel

- 8. Click the Advanced tab
- 9. Click the **Use Defaults** button
- 10. Click **OK**
- 11. Click Next
- 12. Click Finish

ternet E-mail Settings	23
General Outgoing Server Advanced	
Server Port Numbers	
Incoming server (POP3): 110 Use Defaults	
This server requires an encrypted connection (SSL)	
Outgoing server (SMTP): 25	
Use the following type of encrypted connection: None	•
Server Timeouts	
Short Long 1 minute	
Delivery	
Leave a copy of messages on the server	
Remove from server after 14 🚔 days	
Remove from server when deleted from 'Deleted Items'	
OK Cance	1

Outlook 2007

1. Open Outlook.

2. Click the **Tools** menu, and select **Account Settings...**

3. On the **E-mail** tab, select your POP account and click **Change...**

4. Change the following fields:
POP server: mail.catskill.net
SMTP server: mail.catskill.net
Require logon using Secure Password
Authentication (SPA): Leave this option unchecked.

5. Click the More Settings... button

6. Select the **Outgoing Server** tab.

7. Verify **My outgoing server (SMTP)** requires authentication is selected and select **Use same settings as my incoming** mail server.

8. Click the Advanced tab

9. Enter 110 in the Incoming Server (POP3)

10. Uncheck This server requires an encrypted connection (SSL).

11. Enter 25 in the Outgoing Server (SMTP)

12. Use the following type of encrypted connection should be set to None.

13. Click **OK**

14. Click Next

15. Click Finish





Internet E-mail Settings
General Outgoing Server Connection Advanced
Server Port Numbers
Incoming server (POP3): 110 Use Defaults
his server requires an encrypted connection (SSL)
Outgoing server (SMTP): 25
Use the following type of encrypted connection: TLS
Server Timeouts
Short 🗘 Long 1 minute
Delivery
Leave a copy of messages on the server
Remove from server after 10 👶 days
Remove from server when deleted from 'Deleted Items'

Outlook Express

- 1. Open Outlook Express.
- 2. Click the Tools menu, and select Accounts...

3. Click the Mail tab, select your POP account and click **Properties**.

4. Click on the Servers Tab and change the following fields:
POP server: mail.catskill.net
SMTP server: mail.catskill.net
Verify My server requires authentication is checked

- 5. Click the **Advanced** tab.
- 6. Enter 25 in the Outgoing Server (SMTP)

7. Uncheck This server requires an encrypted connection (SSL).

8. Enter 110 in the Incoming Mail (POP3)

9. Uncheck This server requires an encrypted connection (SSL).

10. Click **OK**.

eneral Servers Con	nection Security Advanced
Server Information	verie a POP2 cenver
My incoming mail ser	
Incoming mail (POP3): mail.your_domain.com
O <u>u</u> tgoing mail (SMTF	?): mail.your_domain.com
Incoming Mail Server -	
Account name:	username@your_domain.com
Password:	•••••
	Remember pass <u>w</u> ord
Log on using <u>S</u> ec	cure Password Authentication
Outgoing Mail Server	
My server require	s authentication 📂 Settings

aeneral	Servers	Connection Se	cunty Juv		
Server	Port Numbe	ers	-		
Outg	oing mail (S	SMTP): 25		Use Defau	ults
	his server r	equires a secure	connection (SSL)	
Incor	ning mail (F	OP3): 110			
	his server r	equires a secure	connection (SSL	
	T			/	
Server	Timeouts				
Short		Long	1 minute		
Sending					76
B	reak apart	messages larger t	han 60	🗘 KB	
Delivery	ı ——				-
	eave a cop	y of messages or	n server		
	Remove f	rom server after	5 0	day(s)	
	Remove f	rom eenver when	deleted from	"Dolatari kome"	
	incinove i		dorotod morn	LINE COLORING	
		OK	Cance		ohr

Windows Mail

- 1. Open Windows Mail.
- 2. Click the Tools menu, and select Accounts...

3. Click the Mail tab, select your POP account and click **Properties**.

4. Click the Servers tab and change the following fields:
POP server: mail.catskill.net
SMTP server: mail.catskill.net
Verify My server requires authentication is checked

General Servers Connection Security Advanced
Server Information
My incoming mail server is a POP3 server.
Incoming mail (POP3): mail.your_domain.com
Outgoing mail (SMTP): mail.your_domain.com
Incoming Mail Server
E-mail username@your_domain.com
Password:
Remember password
Log on using Secure Password Authentication
Outgoing Mail Server
☑ My server requires authentication Settings
OK Cancel Apply

5. Click the **Advanced** tab.

6. Enter 25 in the Outgoing Server (SMTP)

7. Uncheck This server requires an encrypted connection (SSL).

8. Enter 110 in the Incoming Mail (POP3)

9. Uncheck This server requires an encrypted connection (SSL).

10. Click **OK**.

General Servers Connection Security Advanced
Server Port Numbers
Outgoing mail (SMTP): 25 Use Defaults
This server requires a secure connection (SSL)
Incoming mail (POP3): 110
This server requires a secure connection (SSL)
Server Timeouts
Short 🐨 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

Thunderbird 3

1. Open Thunderbird.

2. Click the **Tools** menu, and select **Account Settings...**

3. Click Server setting in the left-hand pane.

4. Enter mail.catskill.net in the Server Name field

5. Enter 110 in the Port field



6. Click **Outgoing Server (SMTP)** in the left-hand pane.

7. Select your account and click Edit...

8. Enter **mail.catskill.net** in the **Server Name** field.

9. Enter **25** in the **Port** field.

10. Under **Security and Authentication** put a check mark in **Username and password**.

11. Click the **Connection security** dropdown and select **none**.

12. Click **OK** in the *SMTP Server* window

13. Click **OK** in the Account Settings window

Junk Settings Disk Space Buschare Buschare Buschare Space Buschare Server Settings Copies & Rolders Composition & Addressing Junk Settings Disk Space Return Receipts Security Outgoing Server (SMTP) Outgoing Server (SMTP) Disk Space Return Receipts Security Outgoing Server (SMTP) Disk Space Return Receipts Security and Authentication Use name and password Use name and password Use name and password Use secure authentication Cognection security: Inone View OK Cancel	E Local Folders	Outgoing Server (SMTP) Settings	
Copies & Folders Composition & Addressing Junk Settings Disk Space Return Receipts Security Outgoing Server (SMTP) Outgoing Server (SMTP)	Junk Settings Disk Space El username@your_domain.com Server Settings	Although you can specify more than one outgoing server (SM recommended for advanced users. Setting up multiple SMTP s when sending messages.	TP), this is only ervers can cause erro
Disk Space Return Receipts Security Outgoing Server (SMTP) Settings Description: Server Name: mail.your domain.com Server Name: mail.your domain.com Server Name: mail.your domain.com Settings Description: Server Name: mail.your domain.com Settings Description: Server Name: mail.your domain.com Settings Description: Settings	Copies & Folders Composition & Addressing Junk Settings	SMTP Server	Edit
Security and Authentication Use name and password User Name: Username@your_domain Use secure authentication Cognection security: none OK Cancel	Disk Space Return Receipts Security Outgoing Server (SMTP)	Settings Qescription: Server Name: mail.your domain.com Port: 25 Default: 465	Set Defau
Cognection security: none Cancel		Security and Authentication Use name and password User Name: username@your_domair Use secure authentication	
		Cognection security: none Cancel	

Apple Mail

- 1. Open Apple Mail.
- 2. Click Mail, and select Preferences...

3. Open the **Accounts** tab and select your existing account in the left panel.

4. Change the Incoming Mail Server to: mail.catskill.net

5. At the bottom of the right panel click the arrow to the right of Outgoing Mail Server (SMTP) and click "Edit SMTP Server List …" from the dropdown.

000	Accounts	
General Accounts RSS	Junk Mail Fonts & Colors View	ving Composing Signatures Rules
Accounts	Account Information M	ailbox Behaviors Advanced
POP POP	Account Type:	POP
	Description:	username@your_domain.com
	Email Address:	username@your_domain.com
	Full Name:	Your Name
	Incoming Mail Server:	mail.your_domain.com
	User Name:	username@your_domain.com
	Password:	•••••
	Outgoing Mail Server (SMTP):	mail.your_domain.com
		☑ Use only this server
		6

- 6. Click the **Advanced** tab
- 7. Verify Use default port (25, 465, 587) is selected
- 8. Uncheck Use Secure Sockets Layer (SSL)
- 9. Click OK

Description	Server Name	In Use By Account
mail.your_domain.com	mail.your_domain.com	Your_Domain
+ -		
	Account Informati	on Advanced
	 Use default p Use custom p 	orts (25, 465, 587) ort:
	Use Secure So	ckets Layer (SSL)
Authenticatio	n: Password	•
User Nam	e: username@your_	domain.com
Passwor	d: [••••••	
0		(Cancel) (OK

10. On the Account page select the **Advanced** tab



- 11. Enter **110** in the **Port** field
- 12. Uncheck Use SSL

13. Verify *Authentication* is set to **Password**

14. Close the window to save

