



Domainz Mail Client Setup User Guide
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1.0 Setting up Outlook Express

If you already Domainz web site or email only hosting then you will automatically have Domainz Web Mail set up. Domainz Web Mail allows you to easily access your email online anytime anywhere.

However, you may prefer to use an email application such as Outlook Express on your own PC to manage your email.

This booklet includes basic instructions on how to set up Outlook Express to access your Domainz email account. This will cover both the QS Basic emails and our Premier email system as well.

START

Open Outlook Express and go to 'TOOLS' up the top. Under this select 'ACCOUNTS'. To add a new account select 'ADD' on the right followed by 'MAIL'.

STEP ONE

Type in your name, or the name you want listed as the sender of your emails. This is commonly a Company name or your own name (not the email address). You may use Capital letters here if you wish. Then click 'NEXT'.

STEP TWO

Type in the email address you have registered with Domainz. Then click 'NEXT'.



STEP THREE

Quick Start Basic Emails (All plans purchased **after** Feb 2011):

In the box labelled '**incoming mail (POP3, IMAP or HTTP) server**', you will need to

Type in the name of our email server which is **pop3.quickstart.net.nz**

In the box labelled '**outgoing mail (SMTP) server**', you will need to type in the name of our domain name server which is **smtp.quickstart.net.nz**

Quick Start Basic Emails (All plans purchased **before** Feb 2011):

In the box labelled '**incoming mail (POP3, IMAP or HTTP) server**', you will need to

Type in the name of our email server which is **pop3.domainz.net.nz**

In the box labeled '**outgoing mail (SMTP) server**', you will need to type in the name of our domain name server which is **smtp.domainz.net.nz**

Premier Emails:

In the box labelled '**incoming mail (POP3, IMAP or HTTP) server**', you will need to type in the name of our email server which is "**your domain name**". i.e. **example.com**

In the box labelled '**outgoing mail (SMTP) server**', you will need to type in the name of our domain name server which is **SMTP.(your domain name)** i.e. **smtp.example.com**



Once the details are filled in click 'NEXT'.

STEP FOUR

Account Name

QS Basic Emails: The account name is the full emails address i.e.: example@example.com

Premier Emails: The account name is the user ID that you set in your control panel. i.e.:
example

In the box labelled '**password**', you will need to type in the email password that was either emailed to you for QS Basic emails or set by you in the Premier control panel.

Click 'NEXT'. Then click 'FINISH'.

STEP FIVE.

After you have set up the email follow these steps:

1. Select **Tools**, then **Accounts**, then click the **Mail** tab.
2. Select the email address and click **Properties**
3. Click the **Server** tab
4. Down the bottom it says '**my server requires authentication**'. Tick the box next to it and click settings.
5. Ensure the "**Use same settings as my incoming mail server**" is selected.
6. **Do not** tick "Log on using Secure Password Authentication"
7. Select the **Advanced** tab and change the outgoing mail server port number to '**587**' (instead of **25**).
8. Click '**APPLY**' then '**OK**'.



2 Setting Up Outlook

If you already have a Domainz web site or email only hosting then you will automatically have Domainz Web Mail set up. Domainz Web Mail allows you to easily access your email online anytime anywhere.

However, you may prefer to use an email application such as Outlook on your own PC to manage your email.

This booklet includes basic instructions on how to set up Outlook Express to access your Domainz email account. This will cover both the QS Basic emails and our Premier email system as well.

START

Open Outlook Express and go to 'TOOLS' up the top. Under this select 'EMAIL ACCOUNTS'. To add a new account, select 'ADD A NEW EMAIL ACCOUNT' followed by 'POP3'. And click next.

STEP ONE

Type in your name, or the name you want listed as the sender of your emails in the 'Your Name' section. This is commonly a Company name or your own name (not the email address). You may use Capital letters here if you wish.

STEP TWO

Type in the email address you have registered with Domainz.

STEP THREE

QS Basic Emails (All plans purchased **after** Feb 2011):

In the box labelled '**incoming mail (POP3, IMAP or HTTP) server**', you will need to

Type in the name of our email server which is **pop3.quickstart.net.nz**

In the box labelled '**outgoing mail (SMTP) server**', you will need to type in the name

of our domain name server which is **smtp.quickstart.net.nz**

QS Basic Emails (All plans purchased **before** Feb 2011):

In the box labelled '**incoming mail (POP3, IMAP or HTTP) server**', you will need to

Type in the name of our email server which is **pop3.domainz.net.nz**



In the box labeled '**outgoing mail (SMTP) server**', you will need to type in the name of our domain name server which is **smtp.domainz.net.nz**

Premier Emails:

In the box labelled '**incoming mail (POP3, IMAP or HTTP) server**', you will need to type in the name of our email server which is "**your domain name**". i.e. **example.com**

In the box labelled '**outgoing mail (SMTP) server**', you will need to type in the name of our domain name server which is **SMTP.(your domain name) i.e. smtp.example.com**

STEP FOUR

User Name

QS Basic Emails: The account name is the full emails address i.e. example@example.com

Premier Emails: The account name is the user ID that you set in your control panel. i.e.: Example

In the box labelled '**password**', you will need to type in the email password that was either emailed to you (for QS Basic emails) or set by you in the Premier control panel.

Click 'More Settings'.

STEP FIVE.

In the 'More Settings' page:

1. Click the **Outgoing Server** tab
4. At the top it says '**My server requires authentication**'. Tick the box next to it.
5. Ensure the "**Use same settings as my incoming mail server**" is selected.
6. **Do not** tick "Log on using Secure Password Authentication"
7. Select the **Advanced** tab and change the outgoing mail server port number to '**587**' (instead of **25**).
8. Click '**OK**'. Then back in the main page click 'Next' then 'Finish'



2.1 Set Up for Windows 2007

Vista is an updated version of the Outlook mail program and uses most of the same settings as the step 1.1 above. The main difference is in the initial settings.

START.

Open the mail program and go to 'TOOLS' up the top. Under this select 'ACCOUNT PREFERENCES' and take the option to add a new account.

STEP 1.

Once a new account is started, select 'INTERNET EMAIL' and then click 'NEXT'.

STEP 2

On this screen you will be asked to supply your name and email address. Instead of doing this, select the option: 'CONFIGURE ACCOUNT MANUALLY'. Then click 'NEXT'.

STEP 3

The rest of the set up for this program is the same as for Outlook, above.



3 Mozilla Thunderbird

Mozilla Thunderbird is an easy to use, free alternative to the Microsoft range of Mail Clients.

STEP ONE

Open Thunderbird and click on 'TOOLS' up the top. Under 'TOOLS' select the 'ACCOUNT SETTINGS' option. In the screen select 'ADD ACCOUNT' from the bottom left hand corner.

STEP TWO

Select 'EMAIL ACCOUNT' as the option. Then click 'NEXT'.

STEP THREE

In the fields here you will need to put in:

YOUR NAME: the user's name or company name

EMAIL ADDRESS: the email address that is being set up

Click 'NEXT'.

STEP FOUR

In the new screen you will need to select the account type 'POP'.

The 'INCOMING MAIL' server will depend on the package you have with Domainz.

QS Emails:

Quick Start Basic Emails (All plans purchased **after** Feb 2011):

In the box labelled '**incoming mail (POP3, IMAP or HTTP) server**', you will need to

Type in the name of our email server which is **pop3.quickstart.net.nz**

Quick Start Basic Emails (All plans purchased **before** Feb 2011):

In the box labelled '**incoming mail (POP3, IMAP or HTTP) server**', you will need to

Type in the name of our email server which is **pop3.domainz.net.nz**



Premier Emails:

The incoming mail server is your domain name i.e. example.com

At this stage it may also ask you for the 'OUTGOING MAIL' server. This also depends on you package with Domainz.

Quick Start Emails (all plans purchased after Feb 2011):

The outgoing mail server is **smtp.quickstart.net.nz**. This server requires password authentication. The username and password are the full email address (i.e. example@example.com) and the password supplied by Domainz. The default port number is also changed from '25' to '587'.

Quick Start Emails (all plans before Feb 2011):

The outgoing mail server is **smtp.domainz.net.nz**. This server requires password authentication. The username and password are the full email address (i.e. example@example.com) and the password supplied by Domainz. The default port number is also changed from '25' to '587'.

Premier Emails:

The outgoing mail server is **smtp.yourdomainname.com**. In the rest of the settings, the Premier server does not require password authentication, but still uses the port '587' as above.

Once complete, select 'NEXT'.



STEP FIVE

This page requests the username for incoming and outgoing mail:

Quick Start Emails:

The username in both cases is the FULL email address i.e. example@example.com.

Premier Emails:

The username for both is the USERID that you have set in the CONTROLPANEL for the user.

Select 'NEXT'.

STEP SIX

ACCOUNT NAME: just put in the email address that you have set up.

Once all the steps above have been followed click on the 'GET MAIL' button in the top right hand corner of the main screen for Thunderbird. The first time that you do a send/receive the system will ask you for the password for the new email address.

Quick Start Emails:

This password will have been sent to you by Domainz.

Premier Emails:

The password for the user will have been set by you in the CONTROLPANEL when you created the user.



4 Mac Mail 3.0

STEP 1

Choose 'FILE' and then select 'ADD ACCOUNT'

STEP 2

Type in your name, or the name you want listed as the sender of your emails . This is commonly a Company name or your own name (not the email address). You may use Capital letters here if you wish

Mail will step you through the rest of the process and provide information automatically wherever possible – which never works. Deselect the 'AUTOMATICALLY SET UP ACCOUNT' checkbox.

STEP 3

Enter information about the incoming mail server. Specify the account type as POP.

Enter the name of the incoming mail server:

Quick Start Basic Emails (All plans purchased **after** Feb 2011):

- '**pop3.quickstart.net.nz**'

Quick Start Basic Emails (All plans purchased **before** Feb 2011):

- '**pop3.domainz.net.nz**

- Premier Email incoming mail server is the domain name for the account; i.e. example.com

Add your user name and password for the mail server.

- QS Email username and password are the full email address and the password sent out by Domainz.

- Premier Email username and password will have been set by your administrator in the Control Panel.

STEP 4

Enter information about the outgoing mail server.

- QS Email (purchased **after** Feb 2011)

Outgoing mail server is '**smtp.quickstart.net.nz**'. This server requires authentication so put in the username and password for the email address and change the outgoing mail server port number from '25' to '587'



- QS Email (purchased **before** Feb 2011)

Outgoing mail server is 'smtp.domainz.net.nz'. This server requires authentication so put in the username and password for the email address and change the outgoing mail server port number from '25' to '587'.

- Premier Email out going mail server is 'smtp.domainname.com' i.e. smtp.example.com. This server does not require authentication (but can use it),. It also requires the outgoing mail server port number to change from '25' to '587'

STEP 5 Review the account summary and click Create.

5 iPhone email setup guide

Please click the following link to view the email setup guide for your IPHONE using the Quickstart hosting service:

<http://static.domainz.net.nz/repository/user-guides/quickstart-iphone-guide>.

Thank you for choosing Domainz Limited

These guides are available for you to print out and keep alongside your PC, or you can save them into your Internet favourite for easy access.

For further assistance don't hesitate to contact us

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