

## How to Configure Windows Mail for yourdomainname.com E-mail

**Email Type:**  
**@yourdomainname.com**



**Use this document if:**

- You need to configure Windows Mail for yourdomainname.com e-mail.

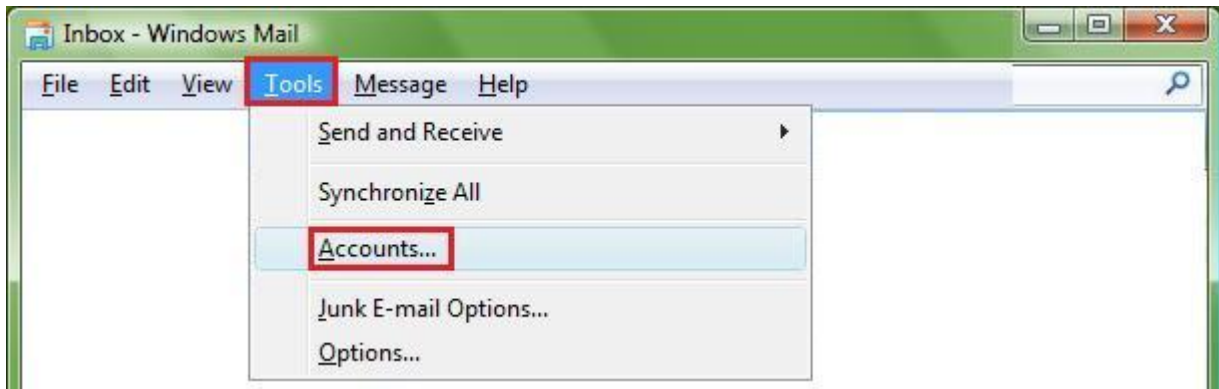
**This document assumes:**

- You know your yourdomainname.com e-mail user name and password.
- You have a working copy of Windows Mail
- You have a working Internet connection.

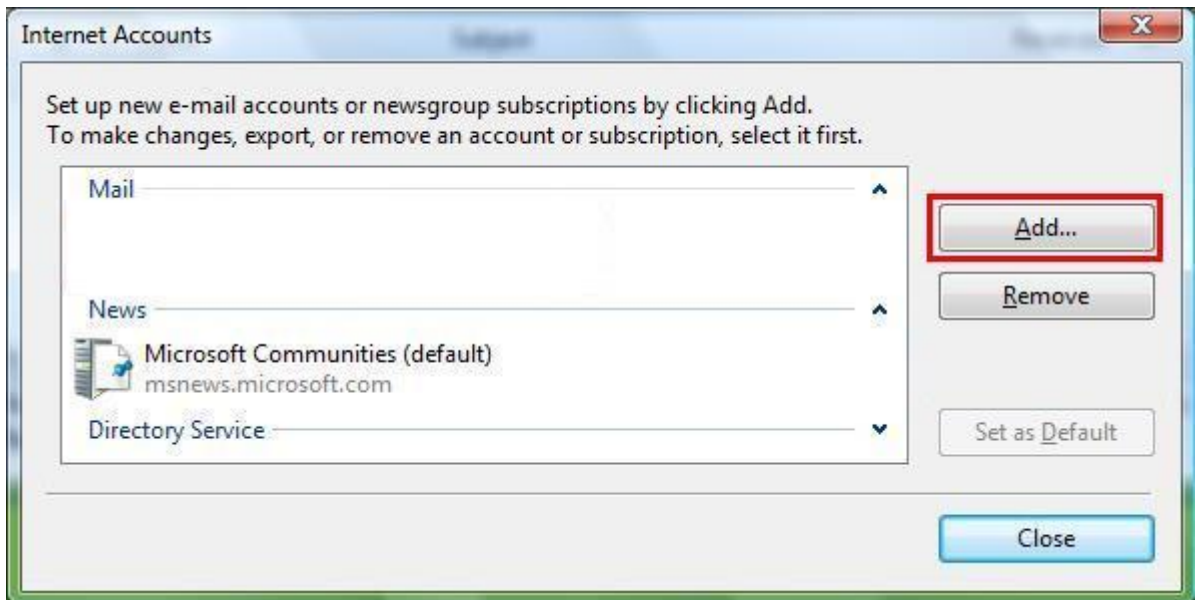
1. Open Windows Mail by using the icon on your desktop or Start menu.



2. If this is your first time running Windows Mail, the new account wizard will start automatically. Otherwise, select **Tools**, then **Accounts...**



3. Select **Add**.



4. Type your 'display name' as you would like it to appear on outgoing email. Select **Next**.

**Your Name**

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

**Next** Cancel

5. Type your @yourdomainname.com email address. Select **Next**.

**Internet E-mail Address**

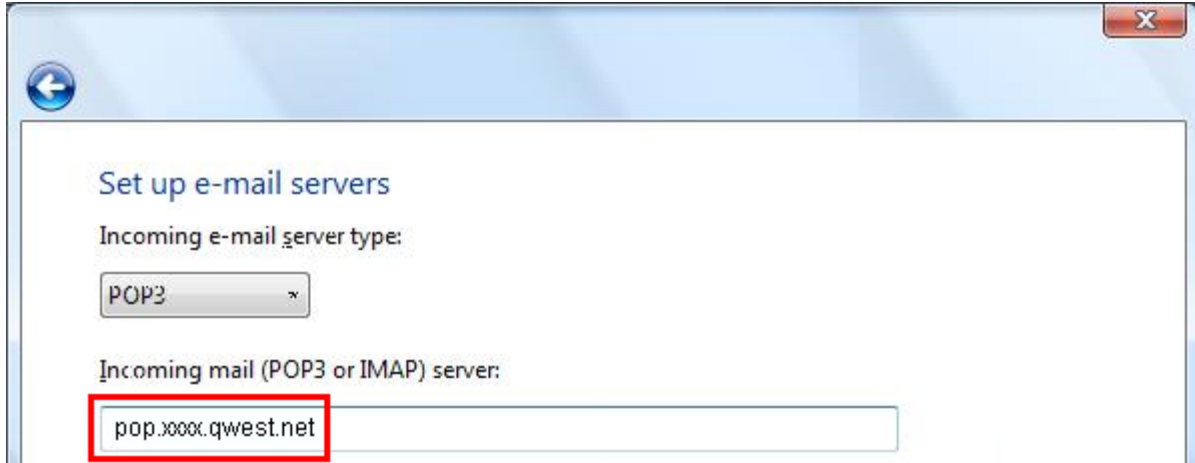
Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

**Next** Cancel

6. Type in 'pop.xxx.qwest.net' for the **Incoming mail (POP3 or IMAP) server**. Refer to the last page in this document to replace the xxx with the closest city code.



Set up e-mail servers

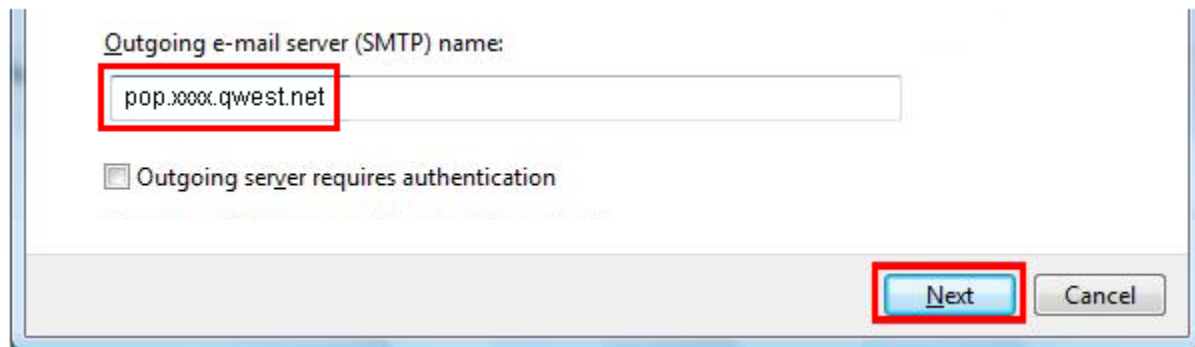
Incoming e-mail server type:

POP3

Incoming mail (POP3 or IMAP) server:

pop.xxx.qwest.net

7. Type in "pop.xxx.qwest.net" for the **Outgoing mail (SMTP) server**. Check **Outgoing server required authentication**. Select **Next**. Refer to the last page in this document to replace the xxx with the closest city code.



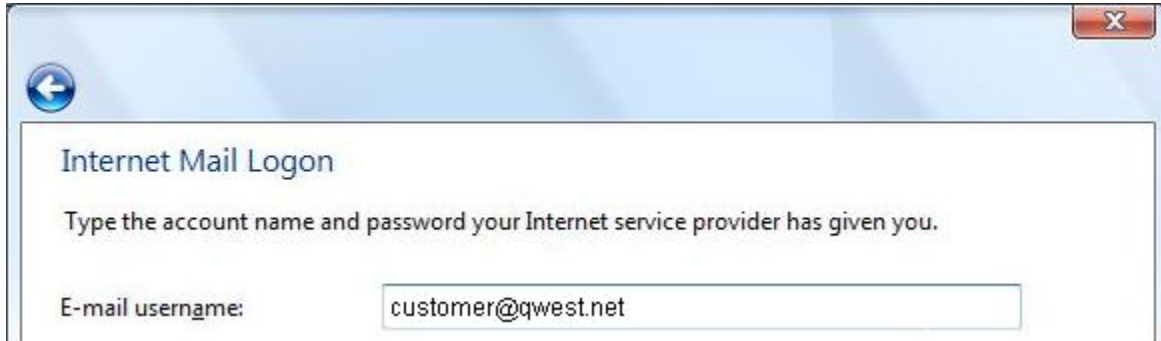
Outgoing e-mail server (SMTP) name:

pop.xxx.qwest.net

Outgoing server requires authentication

Next Cancel

8. Enter your user name in the **E-mail username** field. This is NOT your email address.

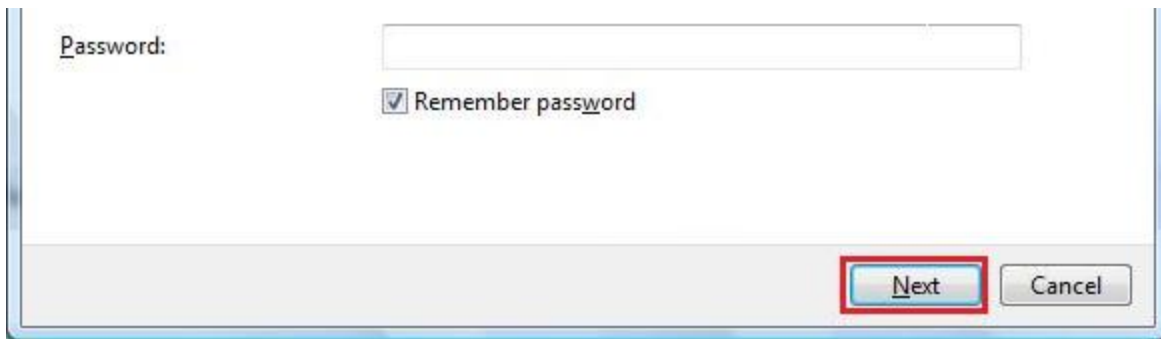


Internet Mail Logon

Type the account name and password your Internet service provider has given you.

E-mail username:

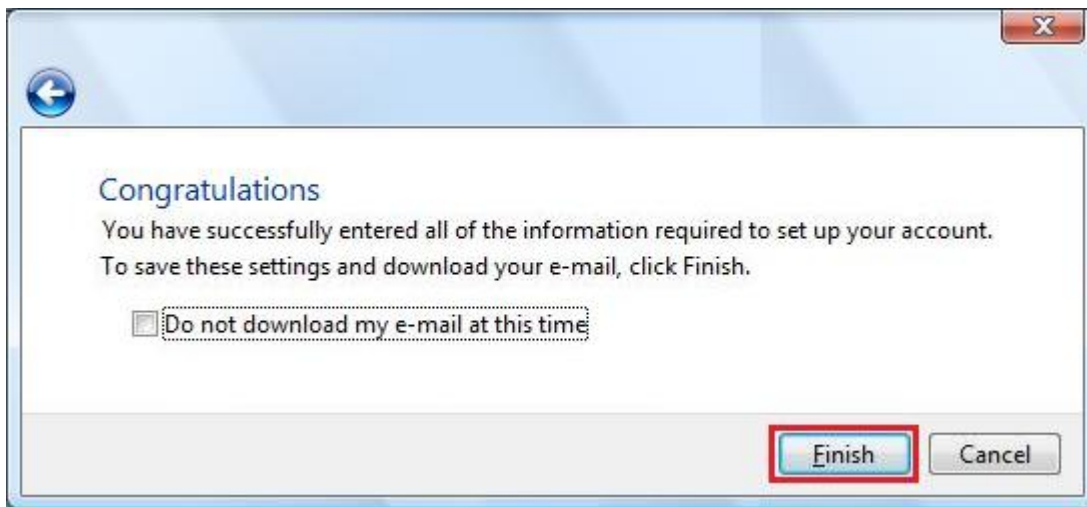
9. Enter your password. Select **Next**.



Password:

Remember password

10. Check **Do not download my e-mail at this time**. Select **Finish**.

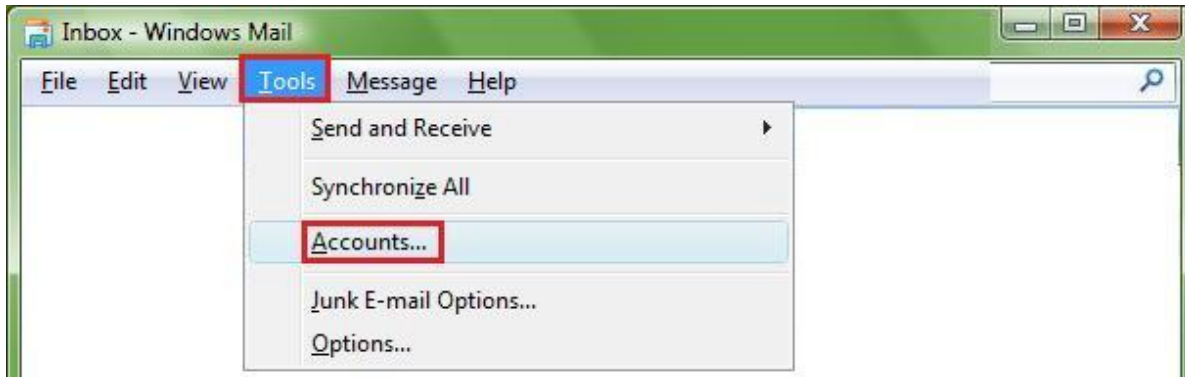


Congratulations

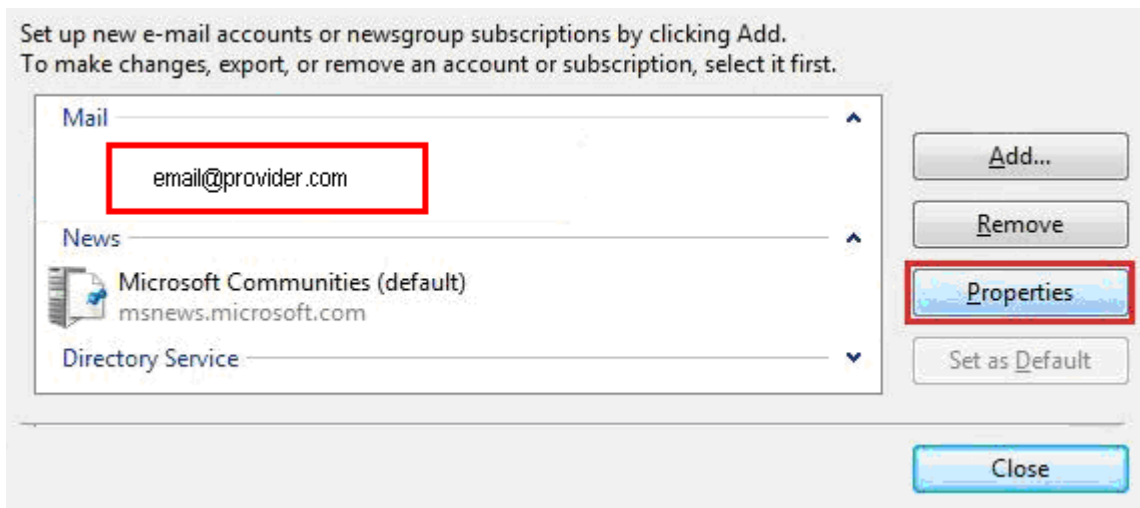
You have successfully entered all of the information required to set up your account. To save these settings and download your e-mail, click Finish.

Do not download my e-mail at this time

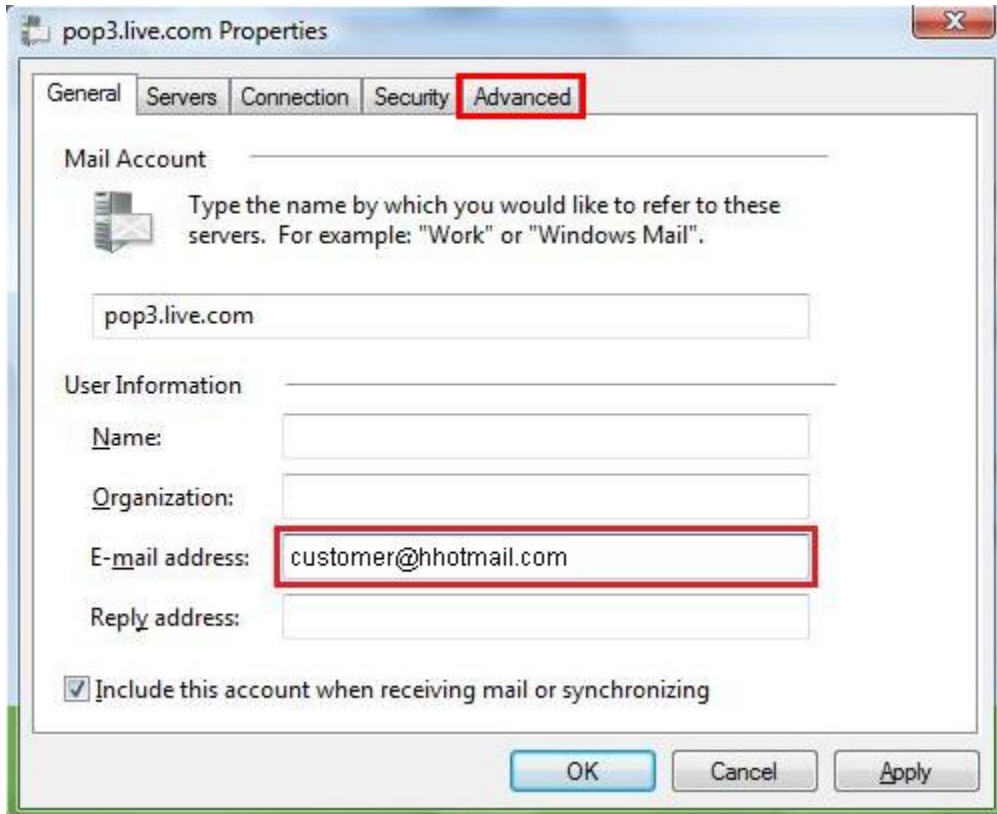
11. Select **Tools**, then **Accounts**.



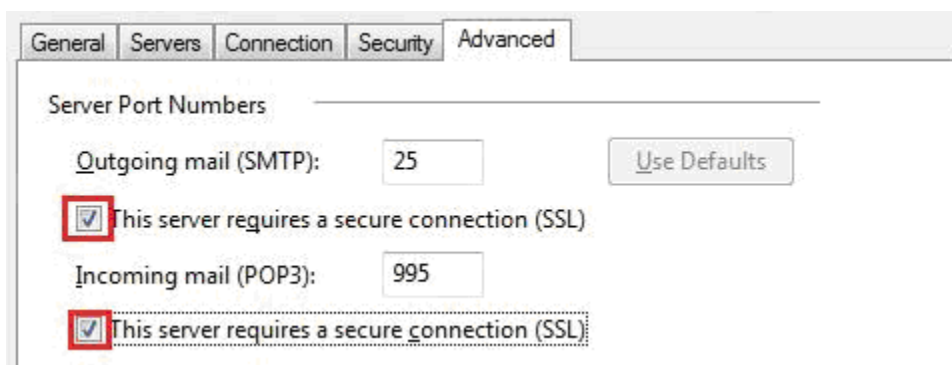
12. Highlight the account you just created. Select **Properties**.



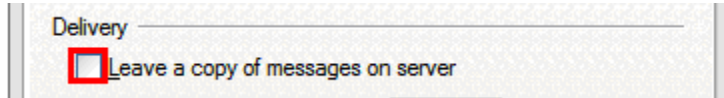
13. Correct the spelling of hhotmail, by removing the extra h. Select the **Advanced** tab.



14. For both Outgoing and Incoming mail, place a check next to **this server requires a secure connection (SSL)**.

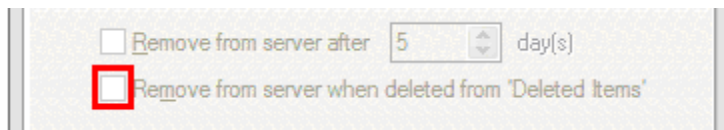


15. If you would like Qwest to maintain a backup copy of your email on its e-mail server:
- Check the box next to **Leave a copy of messages on the server**. Otherwise, Outlook will download all e-mail to your local computer and remove it from the Qwest server. Once downloaded, these e-mails can no longer be obtained or viewed using another computer.

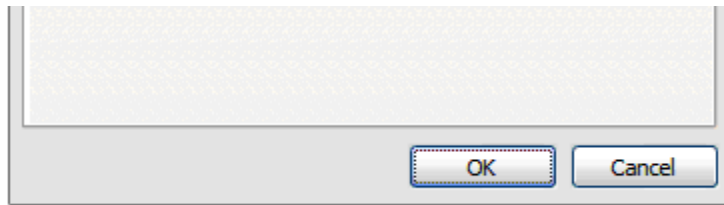


Read this if you checked the box in **19a**.

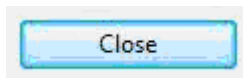
- Checking the box next to **Remove from server when deleted from 'Deleted Items'** tells the remote Qwest e-mail server to delete the server copy of a particular e-mail when deleted from your local computer. If left unchecked, the Qwest e-mail server will maintain a backup copy of deleted e-mails, and will still be viewable using another computer.



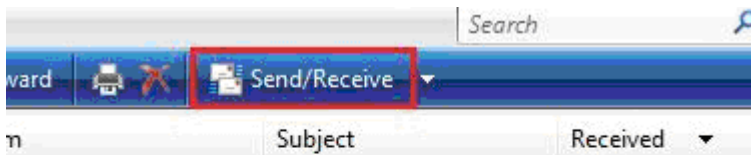
16. Select **OK**.



17. Select **Close**.



18. Select **Send/Receive** to complete the process.





## **\*Qwest Mail Servers**

### **Arizona**

- Tucson- pop.tcsn.qwest.net
- Phoenix- pop.phnx.qwest.net

### **Colorado**

- Colorado Springs- pop.clsp.qwest.net
- Denver- pop.dnvr.qwest.net

### **Idaho**

- Boise- pop.bois.qwest.net

### **Iowa**

- Des Moines- pop.desm.qwest.net
- Cedar Rapids- pop.cdrr.qwest.net
- Davenport- pop.dvnp.qwest.net

### **Minnesota**

- Duluth- pop.dlth.qwest.net
- Minneapolis/St. Paul- pop.mpls.qwest.net
- Rochester- pop.roch.qwest.net
- Saint Cloud- pop.stcd.qwest.net

### **Montana**

- Billings- pop.blng.qwest.net
- Missoula- pop.mssl.qwest.net

### **Nebraska**

- Omaha- pop.omah.qwest.net

### **New Mexico**

- Albuquerque- pop.albq.qwest.net

### **North Dakota**

- Bismarck- pop.bsmr.qwest.net
- Fargo- pop.farg.qwest.net

### **Oregon**

- Eugene- pop.eugn.qwest.net
- Portland- pop.ptld.qwest.net

### **South Dakota**

- Sioux Falls- pop.sxfl.qwest.net

### **Utah**

- Salt Lake City- pop.slkc.qwest.net

### **Washington**

- Seattle- pop.sttl.qwest.net
- Spokane- pop.spkn.qwest.net

### **Wyoming**

- Cheyenne- pop.chyn.qwest.net