

*Gold Core Networks, its partners and its affiliates do not take responsibility for your e-mail once you have downloaded it, so please make sure and do regular backups from your PC where your e-mail client is set up whether that is Outlook, Netscape, or some other e-mail client.*

Start by opening your e-mail program. Choose Tools on the menu on top. From the tools menu, choose Account, Account Settings, or E-mail Accounts, depending on your version of Outlook.

If the set up does not work, there may be an issue with your internet service provider. Some providers allow for the connection to outside service providers. Others would prefer that the mail be relayed through their server. If this is the case, it may require that you either look up what the settings should be on the company's support page or call them and have them walk you through it. Most of the time the issue comes with sending, not receiving.

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## Outlook 2000 and 2003



**Internet Connection Wizard** [X]

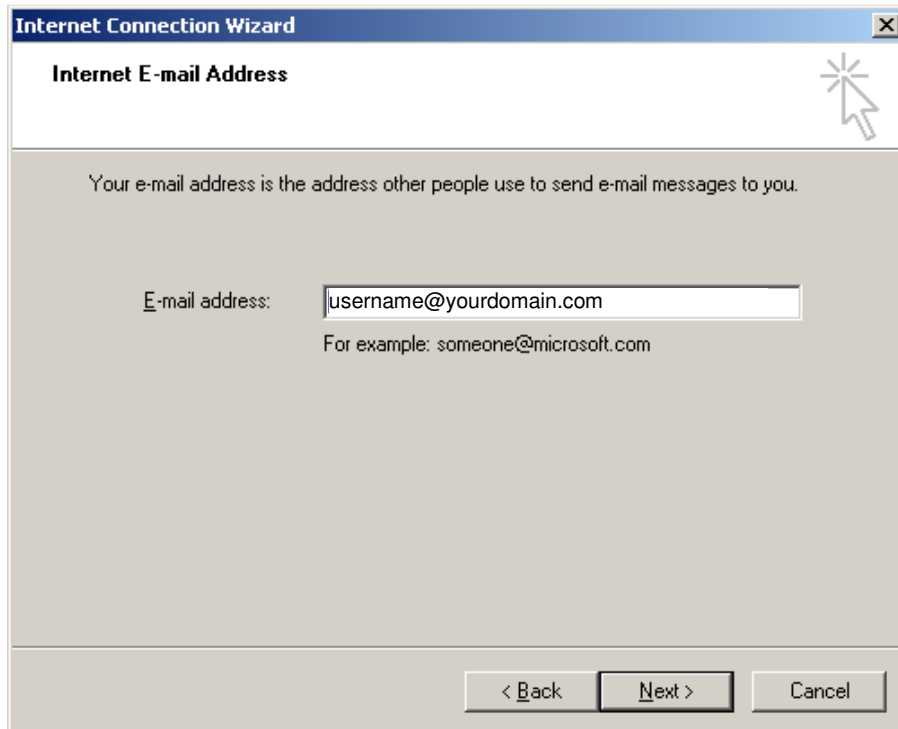
**Your Name**

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

< Back   Next >   Cancel



**Internet Connection Wizard** [X]

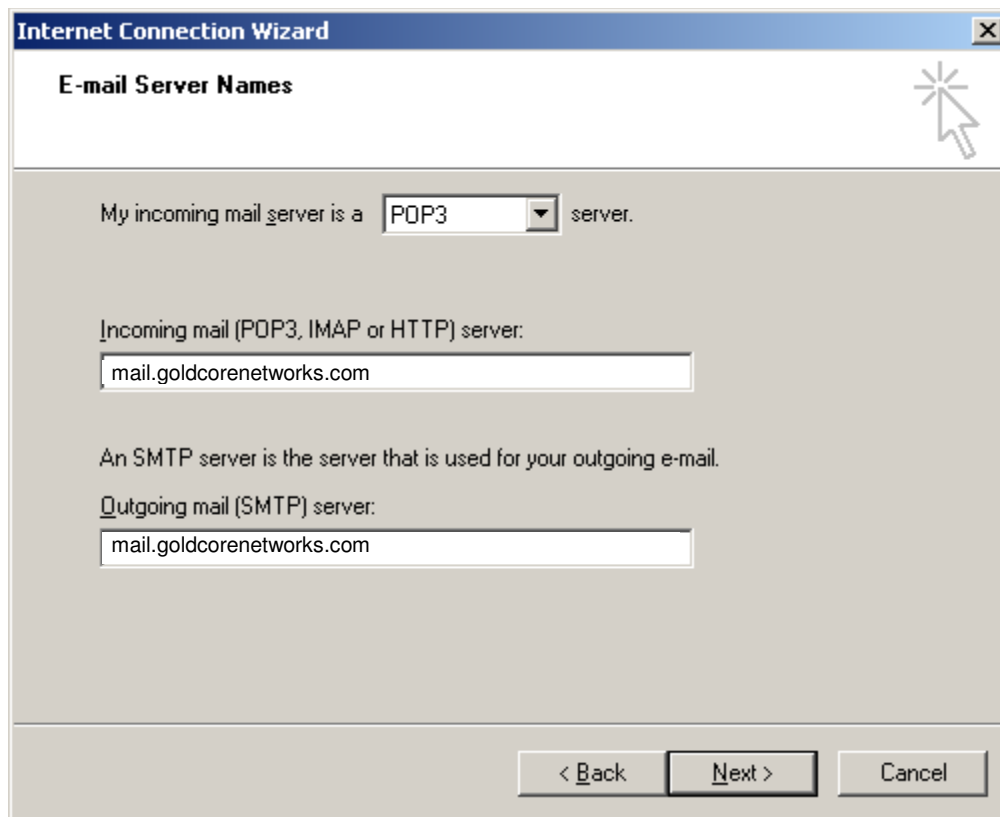
**Internet E-mail Address**

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

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**Internet Connection Wizard** [X]

**E-mail Server Names**

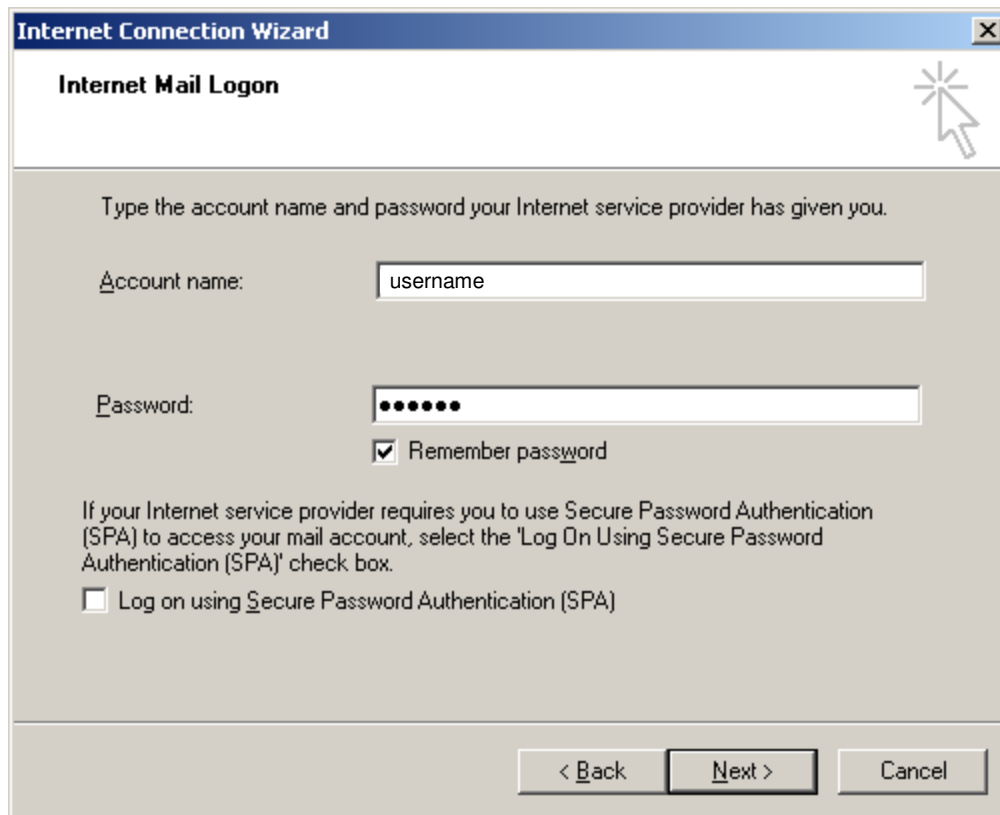
My incoming mail server is a **POP3** server.

Incoming mail (POP3, IMAP or HTTP) server:  
mail.goldcorenetworks.com

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:  
mail.goldcorenetworks.com

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**Internet Connection Wizard** [X]

**Internet Mail Logon**

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

Account name: username

Password: ●●●●●●

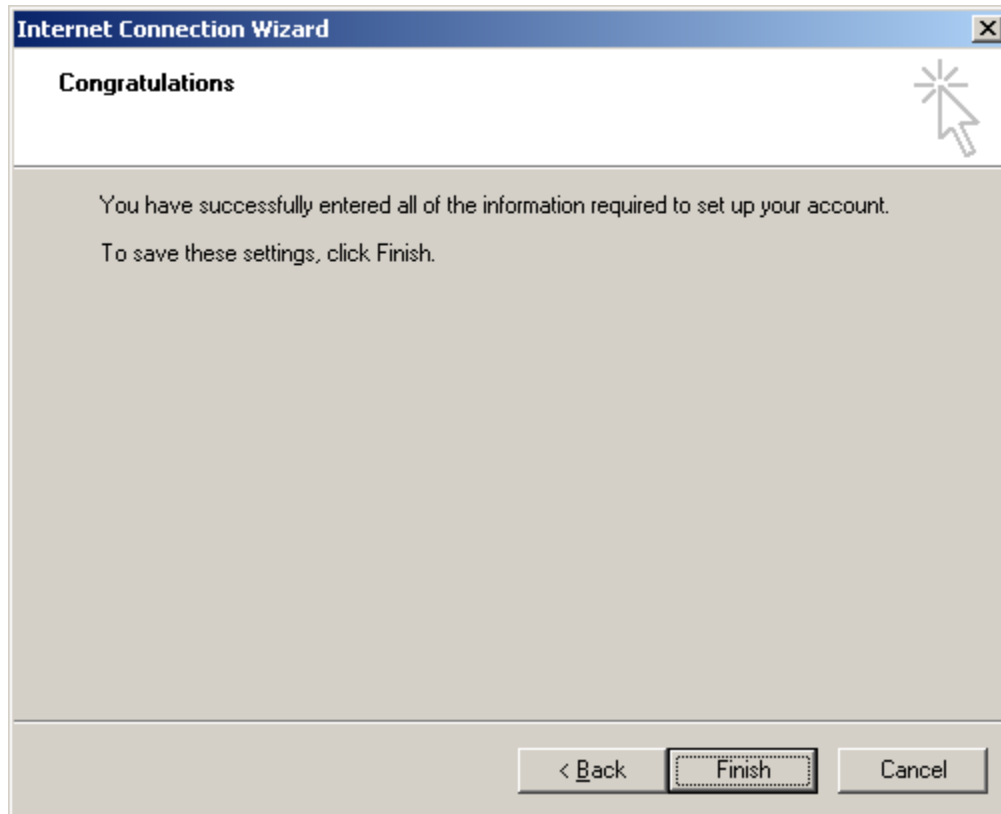
Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

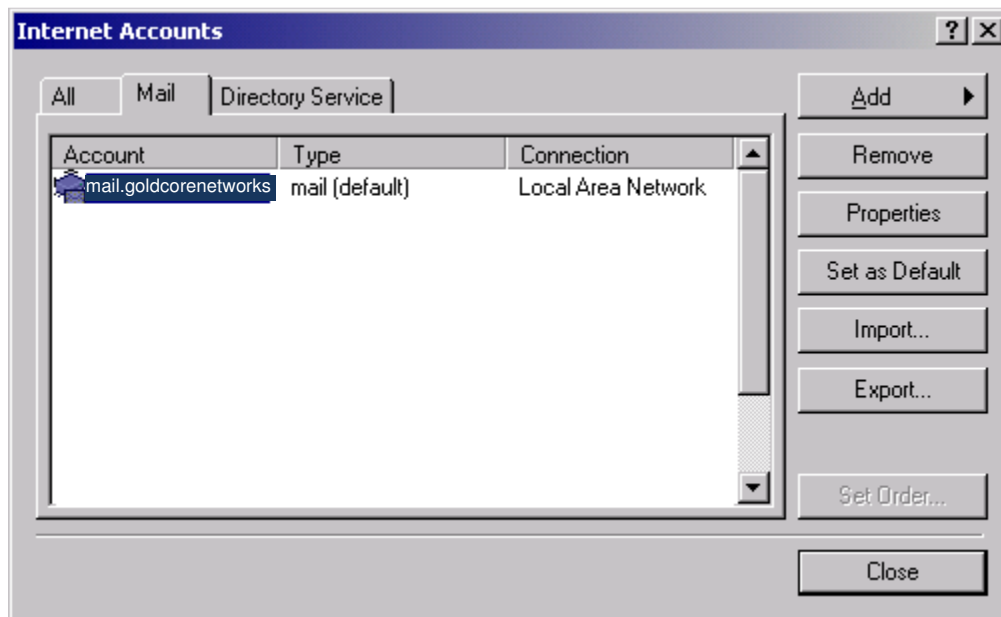
Log on using Secure Password Authentication (SPA)

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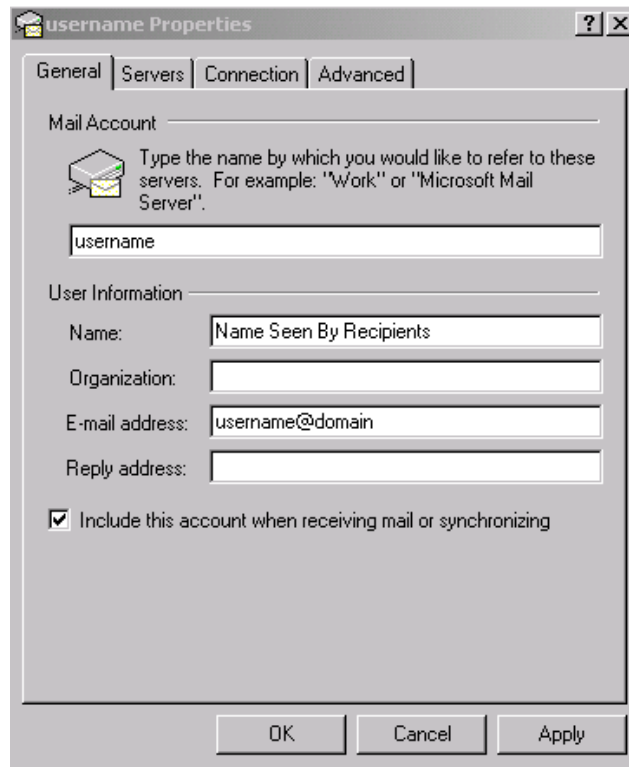
Press Finish.



Select the newly created account to highlight it. Press the Properties button on the right.



Below Mail Account, where it currently says “mail.archaven.net”, change this to “username”. Add in the “Reply address” text box your e-mail address for your domain hosted with Gold Core Networks.

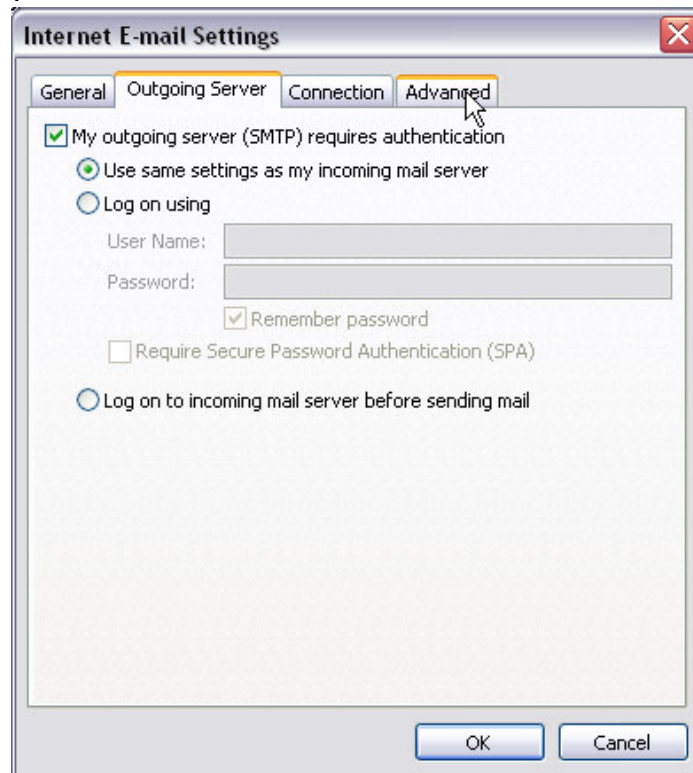


On the tabs on top, choose “Servers”.

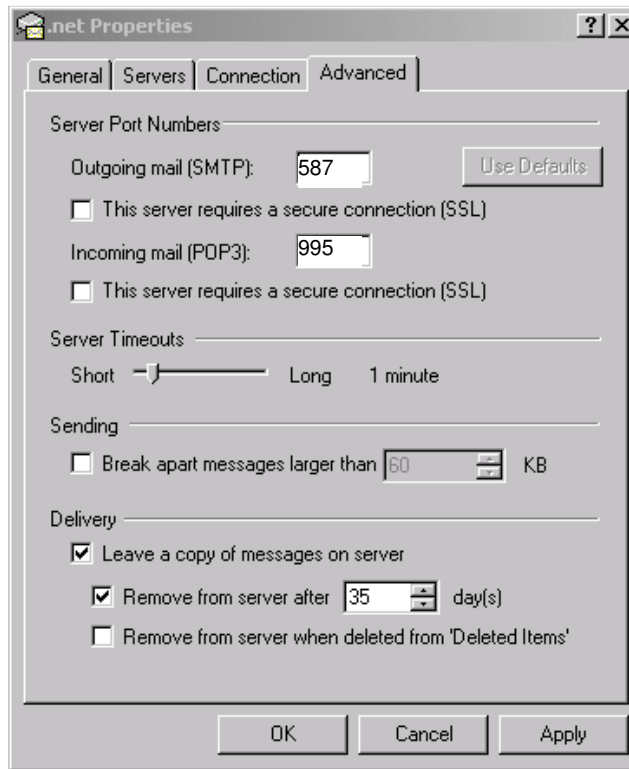


On the Servers tab window, below “Outgoing Mail Server”, check “My server requires authentication”. Press the Settings button to the right of that.

Check “My outgoing server (SMTP) requires authentication”. Select “Use same settings as my incoming mail server”:



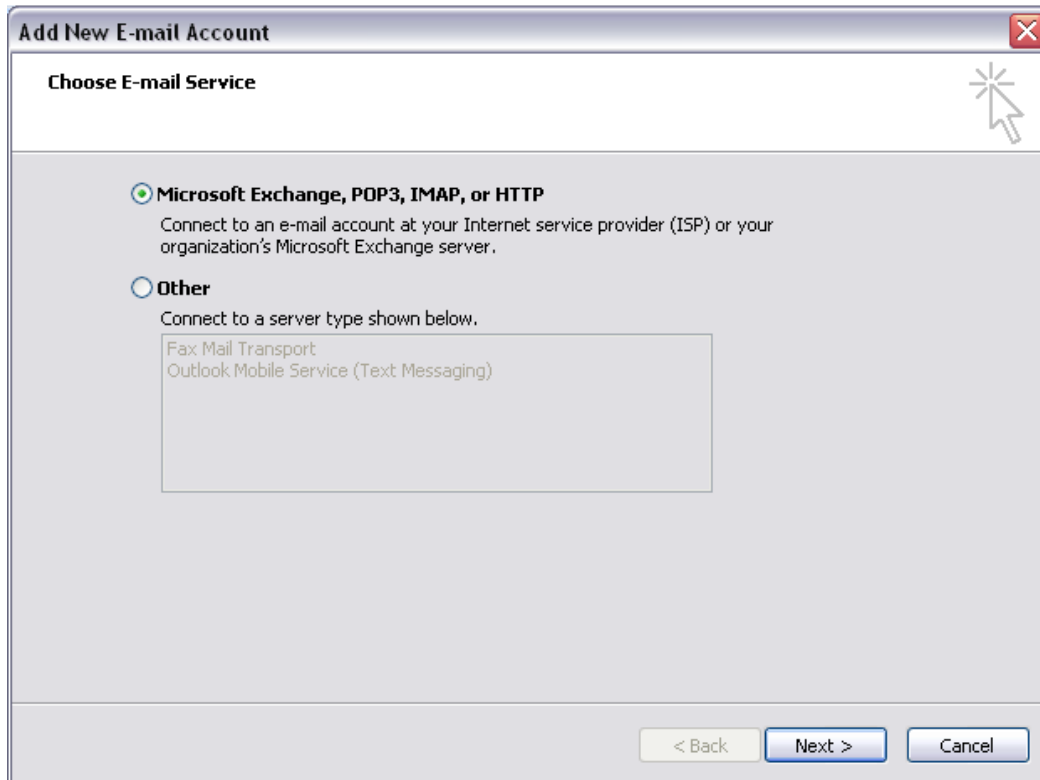
Select the Advanced tab.



Press OK and you're done.

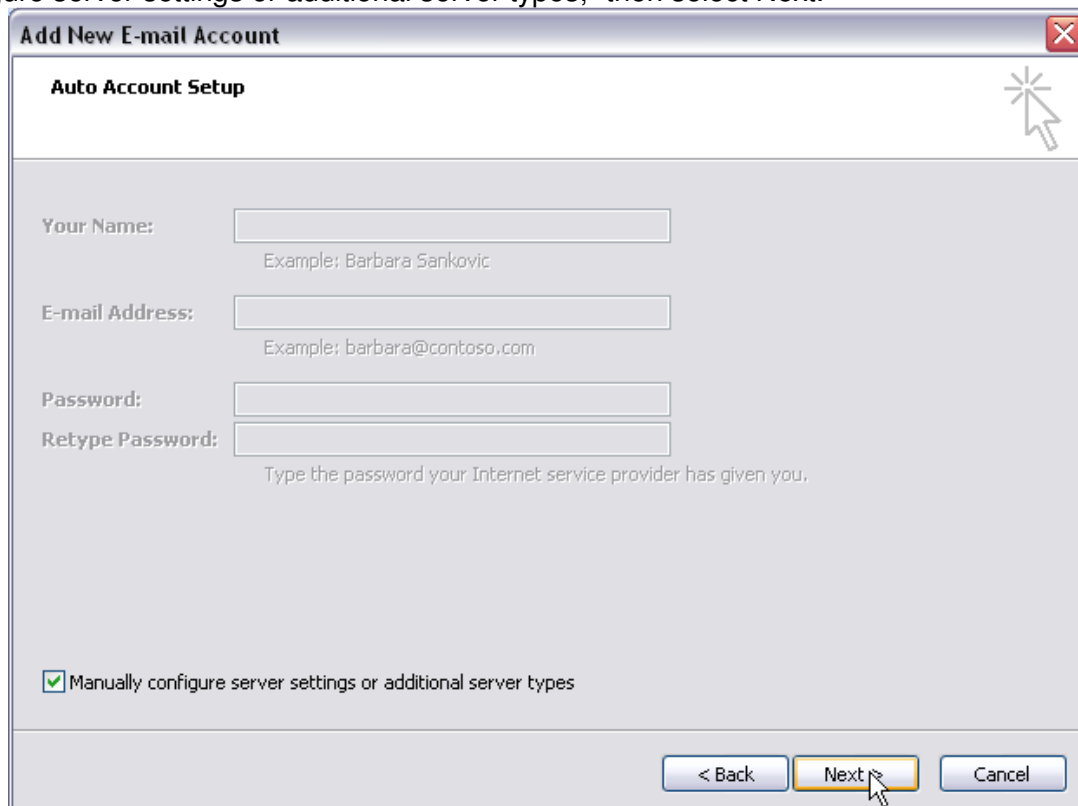
## Outlook 2007

On the “Choose E-mail Service” screen, choose Microsoft Exchange, Pop3, IMAP, or HTTP:

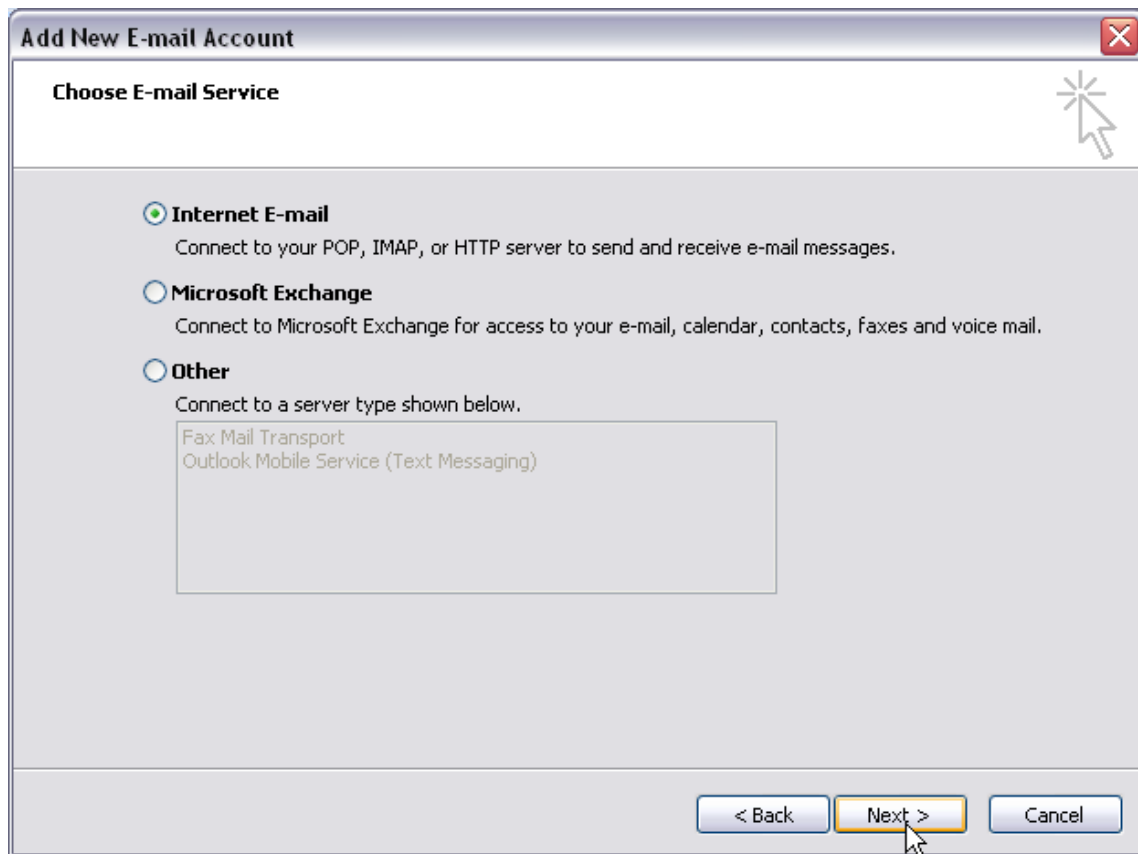


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' screen. The title bar reads 'Add New E-mail Account'. The main heading is 'Choose E-mail Service'. There are two radio button options: 'Microsoft Exchange, POP3, IMAP, or HTTP' (which is selected) and 'Other'. Below the 'Other' option is a list box containing 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

On the Auto Account Setup screen, check the box at the bottom of the screen to “Manually configure server settings or additional server types,” then select Next.



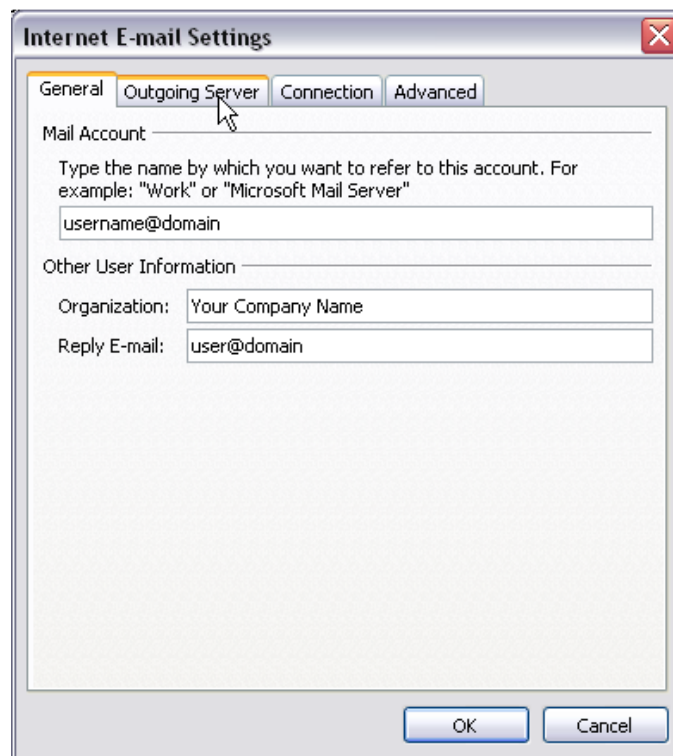
The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' screen. The title bar reads 'Add New E-mail Account'. The main heading is 'Auto Account Setup'. There are four input fields: 'Your Name:' (with example 'Barbara Sankovic'), 'E-mail Address:' (with example 'barbara@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom left, there is a checked checkbox labeled 'Manually configure server settings or additional server types'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.



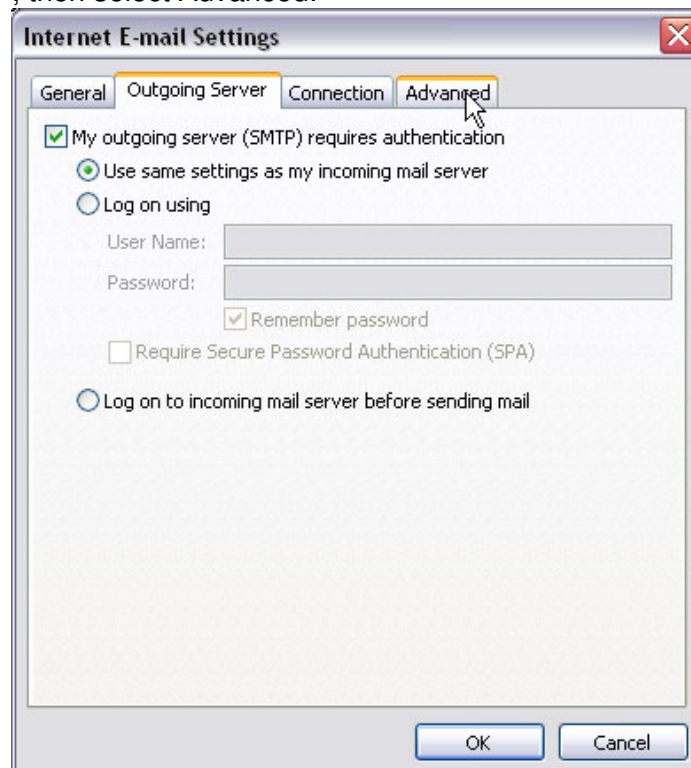
Fill in the settings screen, then select "More Settings":



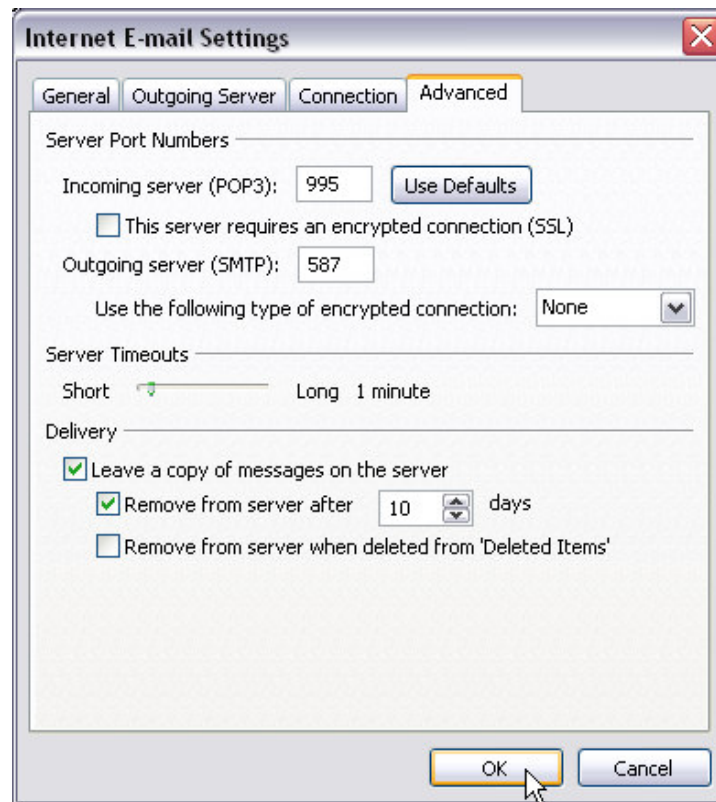
Once inside this tabbed window, there are few differences to the look and feel of Outlook 2000 and 2003. On the first screen, change the mail account name to the username or domain name, whatever will differentiate it from other accounts you may want to have set up in this client. When you are done, select "Outgoing Server"



Check "My outgoing server (SMTP) requires authentication". Select "Use same settings as my incoming mail server", then select Advanced:



On the Advanced tab, the Incoming and Outgoing ports are reversed compared to earlier versions of Outlook. Change your incoming pop3 port to: 995 and your outgoing smtp port to: 587 as seen below:



Unless you intend on getting your mail from multiple locations (e.g., different computers and/or a computer and webmail), then there isn't a need to "Leave a copy of messages on the server".

Press OK and you're done.