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Introduction

Mail Server Lite is a software program designed to let you use one E-mail account to give up to five clients their own individual E-mail address. **Mail server** allows you to share either a Domain POP E-mail account or a regular ISP E-mail account.



Mail Server Pro is a more powerful version of Mail Server Lite and allows you to share up to 20 regular ISP or domain POP E-mail accounts. Every E-mail account can then be used to give up to 64 individual E-mail addresses. To obtain Mail Server

Pro please contact your **Mail Server Lite** place of purchase.

 \square

Note!

Mail Server Lite and Mail Server Pro both work in conjunction with the network device that Mail Server Lite was bundled with. Neither Mail Server Lite nor Mail Server Pro will function unless it "Sees" that this network device is installed on the same network.

Domain POP E-mail accounts

Mail server supports Domain POP E-mail accounts. Domain POP E-mail accounts are special E-mail accounts that some ISPs offer. With this type of account, an E-mail address like anyhing@company.com, where anything can be any text string, will go into the same E-mail account. For example, john@company.com , <u>lisa@company.com</u>, simone@company.com, rachel@company.com, etc... will all go into one mailbox in your ISP. **Mail server** can then take all the mail from that Mail account and distribute it to it's respective recipients:



All mail sent to <u>anything@company.com</u> will end up in one mailbox at your ISP. **Mail server** can then periodically dial-in to your ISP, retrieve all the mail and sort it into mailboxes that you define based on the user name. Each client can then use their E-mail applications like Internet Mail, Eudora, Outlook Express, etc and login to **Mail server** to retrieve their mail just as if they were logging into their ISP.

Regular ISP E-mail accounts?

Mail server also supports regular ISP E-mail accounts which are just those E-mail accounts that come with regular dial-up ISP accounts. **Mail server** lets you share these accounts by letting you take an E-mail account like <u>mail@company.com</u> and then assigning individual E-mail addresses to share that account.

For example:



All E-mail addressed to the addresses on the left will go into the ISP mailbox for the E-mail account on the right. **Mail Server** will then take all of the E-mail from the ISP and then sort it into **Andrew's, Greg's** and **Carolyn's** mailboxes. Those users can then take their E-mail from the mailboxes in **Mail Server** onto their own computer. An address like <u>mail@company.com</u> is a standard E-mail address format and all E-mail applications will recognize and send this part of an address. The names that are in the front of the E-mail address (In our example, **Andrew, Greg** and **Carolyn**) are not standard E-mail address format but most E-mail applications will still include it and the mail will be delivered to the right mailbox. If someone sends a mail addressed to one of your clients and the E-mail application they used to send it does not support this non-standard extra name in front of the E-mail address, the mail will go into the **Admin1** account in **Mail Server**.

You should let people know that in your E-mail address there is a space here

name <mail@company.com>

Most E-mail applications will not give any problems but some programs, like Outlook Express and Microsoft Exchange, will not be able to send if the space is not put in.

Installing Mail Server

Note!

Before installing Mail Server you should make sure that the computer that you are installing Mail Server on has a permanent IP address on your LAN. You can do this manually in the computer that you will install Mail Server on or use a DHCP server to give this computer a reserved IP address. If you set the IP address manually, you should also make sure that you set the gateway to the device that will be connecting to the Internet.

- 1. Insert the CD labeled **Mail Server Lite** into a CD Rom Drive on a Windows 95/NT computer that is on the same network as the device bundled with **Mail Server Lite**.
- 2. On the Windows **Start** menu click **Run**.
- 3. Type "**D:\mail server lite\setup.exe**" where "**D**" is the location of your CD Rom drive and press **OK**.
- 4. Follow the setup screen to complete the installation

The Setup Program will then bring you into Setup Wizard.....

Setup Wizard

Setup Wizard was designed to let you configure Mail Server quickly and easily. Setup Wizard is like a shortcut that lets you input all the basic settings that are needed to configure Mail Server. All settings that are entered here will also be shown in their respective menus in

that are entered here will also be shown in their respective menus in Mail Server Manager.

| We | lcome |
|----|--|
| Γ | Welcome to Mail Server! |
| | With Mail Server you can give everyone on your network |
| L | an individual E-mail address using one E-mail account |
| L | from your ISP. |
| L | This Setup Wizard will guide you through the basic |
| L | settings needed to to use Mail Server |
| L | |
| 1 | |
| | |
| | Exit Next >> |



| itemat Harr | evel . | |
|----------------------|--------------|--|
| Married Married | | |
| Parment Instanting | | |
| Parent Part and | | |
| SHIP Server Addans | tempory long | |
| PEP'l Server Address | anguny con | |
| | | |
| | | |
| | | |

- 1) Enter your E-mail Address given to you by your ISP.
- 2) Usually the Account Name of an E-mail address is the portion of the E-mail address to the left of the "@" symbol. Setup Wizard will automatically key this in for you. If your account name is different from the one Setup Wizard has specified, please change it.
- 3) Enter the **Password** for this E-mail account
- 4) Re-enter the password in the **Password Verification** field
- 5) Usually the SMTP Server Address and POP3 Server Address are the same as the portion of the E-mail address to the right of the "@" symbol. Setup Wizard will automatically key this in for you. If your SMTP Server Address or POP3 Server Address is different from the ones Setup Wizard has specified, please change them.



Please Input who this E-mail account will be shared by

| | C Damas PDP I mailing and |
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First choose whether this account is a Regular E-mail Account or a Domain POP Account

To add a New Client:

1) Enter the User Name

The User Name will be the name that is used for this client to login to **Mail Server**. This will also be the name displayed at the front of his/her E-mail address.

Note!

2

If you are sharing a regular ISP E-mail account, you will see two usable E-mail addresses that this client can use in the "**Your Mail Address is**" field. When people want to send you mail they can use either of these two addresses.

2) Enter this client's Password

The **Password** will be the password needed for this client to login to **Mail Server** for Mail services.

- 3) Re-enter the password in the **Password Verification** field
- 4) Choose Carbon Copy recipients from CC to:

With the **CC** (**Carbon Copy**) function, you can select members who share this ISP E-mail account to always receive a copy of the mail that goes to this local user.

5) Press Insert

Press **Insert** to add this person to the list of clients who will share this ISP E-mail address.

 Note!
 ADMIN1 and PUBLIC1 are two E-mail addresses on Mail

 Server that cannot be deleted.

- ADMIN1 is the administrator's address. All E-mail that comes into the ISP E-mail account that does not have a local user will be placed in the ADMIN1 mailbox. The ADMIN1 password is the password that will be used to gain access to Mail Server. Once ADMIN1 is given a password, that password will be needed every time you wish to gain access to Mail Server Manager.
- 2) PUBLIC1 is an address that can be used to E-mail every local user sharing this ISP E-mail account. For example if someone sends an E-mail to <u>public <mail@company.com></u> everybody sharing the ISP E-mail account <u>mail@company.com</u> will receive a copy of that E-mail.

Warning If you choose to enter a password for ADMIN1 pick something that is easy to remember or write it down in a safe location. If you have completely forgotten your password please contact your place of purchase

To Modify a Client:

- 1) First Select the client from the Client List
- 2) Change the settings that you want to modify
- 3) Press the **Modify** button

To Delete a Client:

- 1) First Select the client from the client list
- 2) Press the **Delete** button

.....Press Next to Continue





Mail Server can check for new mail and send outgoing mail:

1) Every _____ minutes.

This option lets you check for new mail and send outgoing mail after a certain time period specified in minutes.

2) When the number of messages to send reaches _____.

This option lets you check for new mail and send outgoing mail when the number of messages in **Mail Server's** Outbox reaches a certain number.

Note! Mail server will start to send/received mail for whichever event comes first.

.....Press Next to Continue

Please re-check the settings that you have inputted

Δ

| Ma Acc Che Che | I Address : mail@ count Name : mail ck for new mail/send ck for new mail/send red By: | company.com mail every 5 minutes mail when the number of messages t | o send renches 1 |
|-------------------------|---|---|------------------|
| NO. | User Name | E mail address | ICC to |
| 11 | admin1[Administrator] | admin1 mail@company.comp | 10 C 27 P 10 |
| 21 | public1 | public1-mail@company.com | |
| 3 | Andrew | Andrew (mail@company.com) | |
| 4 | Grep | Greg (mail@company.com) | |
| 10 | Carolyn | Carolyn cinal@company.com | |
| 1.61 | Andes | Andrea (mall@company.com) | |
| _ | | | |
| | - | | |

Please re-check the settings that you have inputted. If you find that there is anything incorrect or you would like to change a setting you can press the **Back** button to see previous menus and change the settings.

.....Press Next to Continue

| You have now completed Se | tup Wizard | | |
|---|--|---|--|
| If you would like to input m the "Run Mail Server Mana Mail Server Manager to inp | nore settings ager' button t out more that | please click elow. You can use n one E-mail account | |
| To see how to setup your Outlook. Internet Mail. Net the user's manual | individual E- tscape .etc.) | mail programs like please refer to | |
| | | | |
| | | | |

You have now finished Setup Wizard! You can now start **Mail Server** by clicking the **Run Mail Server Manager** button. To learn how to setup different E-mail application programs please see the **Setting Up Your Clients** section.

Mail Server Manager

Running Mail Server Manager

To run Mail Server Manager from the Windows main Screen, on the Windows 95/NT Start menu point to Programs, then to Mail Server and select Mail Server Manager. The Mail Server Manager will start and the main menu will open on your screen

 Note!
 If you have entered a password for the user ADMIN1 Mail

 Server will prompt you to enter the password to get into Mail

 Server.

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|------------------------------------|---------------------------------|----------|-----------|--------|--------|---|
| ate/Tase | Managa | | | | | - |
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Security on Mail Server Manager

Besides closing **Mail Server** Manager you can also let it run idle by pressing the minimize button in the top right hand corner of the screen. If you or anyone else then tries to re-open the **Mail Server** Manager Screen, it will ask you for the ADMIN1 password.

| Function Buttons | | | | |
|------------------|---|--|--|--|
| Start/Stop | Used to Start and Stop Mail Server | | | |
| User Setup | Allows you to enter new users to share the ISP | | | |
| | E-mail accounts and also to add new E-mail | | | |
| | accounts that you want shared. | | | |
| Timer Options | Allows you to choose when Mail Server will | | | |
| | connect to your ISP to send and receive mail. | | | |
| View Log | Allows you to see when E-mail was sent out | | | |
| | and retrieved from your ISP | | | |
| Mailboxes | Allows you to view the number of E-mails in | | | |
| | each user's mailbox | | | |
| Send/Receive | Used to immediately connect to your ISP to | | | |
| | send and receive mail | | | |
| Indicators | | | | |
| Local Sending | Indicates when E-mail is being sent from a | | | |
| | network client to Mail Server | | | |
| Local Receiving | Indicates when E-mail is being received by a | | | |
| | client from Mail Server | | | |
| Outgoing | Indicates when E-mail is being sent from Mail | | | |
| | Server out to your ISP | | | |
| Incoming | Indicates when E-mail is being retrieved from | | | |
| | your ISP to Mail Server | | | |
| Inbox | Indicates the number of E-mails on Mail | | | |
| | Server that need to be retrieved by your | | | |
| | clients | | | |
| Outbox | Indicates the number of E-mails on Mail | | | |
| | Server that need to be sent out to your ISP. | | | |

User Setup

User Setup lets you enter new users into your account and also add new E-mail accounts that you want shared.

| real Account | Trail P | coutrativician | OK. |
|--------------|---------|------------------|-----------------------|
| | Na | E-mail Account | Add E-mail Account |
| | -(1) | wolfdcompany.com | |
| | | | Delete E-mail Account |
| | | | Cancel |



Select E-mail Account

The **E-mail Account** window displays the account that you want to configure. You can select the E-mail account you wish to configure from the **E-mail Accounts** menu.

Option B

Add E-mail Account

If you would like to add a new E-mail account to be shared click the **Add E-mail Account** button.



Mail Server Lite does not support this function. Mail Server Pro is also available and allows you to share 20 E-mail accounts with each E-mail account supporting up to 64 users. To obtain Mail Server Pro please contact your Mail Server Lite place of purchase.

Option C Delete E-mail Account

If you would like to delete an E-mail account, first select the E-mail account to be deleted and click the **Delete E-mail Account** button.

| Land and the second second | C Reputer E-mail | ALCONFY | C Donain POP E-mail Account | |
|---|--|---------|-----------------------------|--|
| E Hisl Address | Frankling and the | | SMIP Server Address | |
| E-wood Associated Manuel | (real | | company com- | |
| E Adul Parrwood | and the second s | | POP3 Server Addees | |
| Parried Veillorien | | | company.com | |
| Internation Taximitation Taximitation Const Year mail address Lucid Close Mail Account Lat | | Dable | - | |
| No. Locallier Name 11 mbm ² 22 publich 23 Antique 24 Antique 25 Canden | EP Mail Address divini 1 mail@example addr 1 mail@example indexs mail@example ing mail@example.com | | 55. br | |

E-mail Account Information

- 1) Select whether this is a regular E-mail account or POP domain account.
- 2) Enter your **E-mail Address** given to you by your ISP.
- 3) Usually the Account Name of an E-mail address is the portion of the E-mail address to the left of the "@" symbol. Mail Server Manager will automatically key this in for you. If your account name is different from the one Mail Server Manager has specified please change it.
- 4) Enter the **Password** for this E-mail account
- 5) Re-enter the password in the **Password Verification** field
- 6) Usually the SMTP Server Address and POP3 Server Address are the same as the portion of the E-mail adress to the right of the "@" symbol. Mail Server Manager will automatically key this in for you. If your SMTP Server Address or POP3 Server Address is different from the ones Mail Server Manager has speicified please change them.

To add a New Client:

1) Enter the User Name

The User Name will be the name that is used for this client to login to **Mail Server** for mail services and also the name displayed at the front of the E-mail address.



2) Enter this client's Password

The **Password** will be the password needed for this client to login to **Mail Server** for Mail services.

3) Enter the **Password Verification**

Re-enter the password for this user

4) Choose Carbon Copy recipients from the CC to:

Using the **CC** (**Carbon Copy**) function, you can select members who share this account to always receive a copy of the mail that goes to this user.

5) Press Insert

Press **Insert** to add this person to the list of clients who will share this E-mail address.

To Modify a Client:

- 1) First Select the client from the Client List
- 2) Change the settings that you would like to modify
- 3) Press the **Modify** button

To Delete a Client:

- 1) First Select the client from the client list
- 2) Press the **Delete** button

Timer Options

Timer options allows you to set when **Mail Server** sends and receives mail..



| -tank da | to optimum m | - | | | | |
|----------|--------------|--------|-------|--------|--------|--------|
| 2 Sun | IF Mon | 17 Tue | F Wed | 17 The | 177 Fi | 17 Sar |
| Every | 1. | | - | | | |
| Fian | 0 | 1 0 | Те | 125 | 1 [53 | - |

1) Send mail when the number of messages to send reaches _____

The default setting of **Mail Server** will automatically connect to your ISP to Send/Receive whenever an E-mail is send to **Mail Server**'s Outbox. You can change the specific number of E-mails needed in **Mail Server**'s Outbox before it will connect to your ISP to Send/Receive. If you wish to you can also turn off this option and let **Mail Server** Send/Receive at specific time intervals.

2) Schedule to Receive Mail.

Here you can set what days of the week, during what specific times of the day and how often you want **Mail Server** to check your ISP E-mail Account for mail. The default setting is set for **Mail Server** to check for Mail every 5 minutes, 24 hours a day, 7 days a week. Please note that the clock setting is a 24 hour clock.

Log

The Log lets you see when E-mails were sent out and when E-mail was collected from **Mail Server**.



You can select which day's log you would like to see by using the pull down menus for **Year**, **Month** and **Date**.

The **Keep Log for** _____ **Days**, lets you specify the amount of days that you would like to keep each day's log for. If for example you specify 5 days. The day's log for 6 days ago will be automatically deleted each time you run **Mail Server**.

Mailboxes

Mailboxes allows you to view the number of E-mails on **Mail Server** in each user's mailbox.

| 🛋 Mail Boxes | | | × |
|----------------|------------------|-----------------------|---|
| E-mail Account | mail@company.com | | • |
| | User Name | Mails in this mailbox | |
| | admin1 | 0 | |
| | Andrew | 0 | |
| | Greg | 0 | |
| | Carolyn | 0 | |
| | Andrea | 0 | |
| | | | |
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Setting Up Your Clients

The configuration that is needed to setup your E-mail applications will depend on whether you are sharing a regular ISP E-mail account or Domain POP account.

What?

Domain POP and Regular? What's the difference? Please see the explanation at the beginning of this manual

6

Sharing a Regular ISP E-mail Account

The five major things that you should inform your clients when sharing a regular ISP E-mail account are listed in the table below.

| F mail Address | Enter the ISP E mail address being shared when | | |
|--|---|--|--|
| E-mail Auul 655 | Linter the ISF E-mail address being shared when | | |
| | setting up your E-mail applications. For example | | |
| | you should enter mail@company.com AND NOT | | |
| | <u>andrew <mail@company.com></mail@company.com></u> | | |
| User Name | The user name is the left hand portion of the E- | | |
| | mail address. For example in the E-mail address | | |
| | andrew <mail@company.com> the user name is</mail@company.com> | | |
| | "andrew" | | |
| Password | The password of each client is the Password that | | |
| | you gave them in Mail Server Setup Wizard or | | |
| | Mail Server Manager. | | |
| SMTP Server | You should enter the IP address of the computer | | |
| | that Mail Server is installed on for this field | | |
| POP3 Server | You should enter the IP address of the computer | | |
| | that Mail Server is installed on for this field | | |
| You should also inform your clients that they need to set their E-mail | | | |
| programs to connect via a LAN connection. Most E-mail programs | | | |
| have this setting and there are some examples on the following pages | | | |

9

Sharing a Domain POP E-mail Account

If you are sharing a Domain POP E-mail account, setting up a **Mail server** Client is almost exactly the same as if it was a regular E-mail address from your ISP. The five major things that you should let the **Mail server** clients know are listed below.

| E-mail Address | Clients just need to enter their E-mail | | |
|-----------------------------|--|--|--|
| | address as if it was a regular ISP E-mail | | |
| | account. For example if you are sharing | | |
| | mail@company.com and it is being shared | | |
| | by lisa@company.com you should enter | | |
| | lisa@company.com | | |
| User name | The user name is the portion to the left of | | |
| | the "@" symbol. For example the user | | |
| | name for the E-mail address | | |
| | greg@company.com is Greg | | |
| Password | The password of each client is the | | |
| | Password that you gave them in Mail | | |
| | Server Setup Wizard or Mail Server | | |
| | Manager. | | |
| SMTP Server | You should enter the IP address of the | | |
| | computer that Mail Server is installed on | | |
| | for this field | | |
| POP3 Server | You should enter the IP address of the | | |
| | computer that Mail Server is installed on | | |
| | for this field | | |
| You should also inform y | our clients that they need to set their E-mail | | |
| programs to connect via | a LAN connection. Most E-mail programs | | |
| have this setting and there | e are some examples on the following pages | | |



2) IPCONFIG is for Windows NT: In the DOS command type IPCONFIG.

Note! Unfortunately space has not permitted us to give example configurations of every existing E-mail application program but even if your application is not one of our examples you can still use our examples as a guide.

Setting up Microsoft Outlook 98

- 1) Start Microsoft Outlook 98
- 2) On the Tools menu, select Accounts. Click the Add button and choose Mail.
- 3) The Internet Connection Wizard Screen will pop up asking you to enter the name to Display. If sharing a domain POP E-mail account this can be any name you wish. If sharing a regular ISP account, this is the value that Mail Server will use to sort the users sharing the ISP E-mail account, so you should enter the local user name that you entered in Setup Wizard or Mail Server Manager.



4) Internet E-mail Address

If sharing a domain POP E-mail account enter your E-mail address as if it was a real E-mail address. If sharing a regular ISP E-mail account, enter only the ISP E-mail address that this user is sharing in the **E-mail Address** field. ie: <u>mail@company.com</u>

| Internet Consection Wi | internet E-e | nol Address | |
|------------------------|---|--|--|
| | Voue email address is the address ofter people use to send email removements provide the address ofter people use to send email removement to provide provide | | |
| * @ • | E-mail address | jnel@company.com Fie example phraselfe@vicescot.com | |
| | | Seats Cancel Help | |

5) E-Mail Server Names

For the **POP3** and **SMTP** server addresses, enter the IP address of the computer that you installed **Mail Server** on.

| Selected Content from | E-mail Server Names |
|-----------------------|---|
| | My moneting mail perver is a POP3 The server. Type the second of year incoming soul serves. |
| 30 | Proceedings and PEPT in PAIP) servers [2110.0.117 |
| ~ | An SMTP server is the server that is used for your calgoing areast. Type the name of your SMTP server |
| 200- | Didgeing wait (SHTP) server [213.0.0.11] |
| | (Bash Smit) Cannot Hope |

6) Internet Mail Logon

Enter your account name and password. These are the local user names and passwords that you entered in **Setup** Wizard or Mail Server Manager.

| | Internet Mail Logon | | |
|----|---|--|--|
| | If you links we revise possible requires positio see Secure Pleasand Markenskieller, PRA to account pose serval account, reflect the Log Dn U ang Secure Pleasancebladher/tectors spiten Offension, other the Log Dn U ang reflect and get the annual annual answering account position and get the annual annual answering account position and get the annual get posi- | | |
| ~ | F Learning | | |
| | POP gozzart name and ord | | |
| | . Easword | | |
| ZE | More personed nell appear as antenids to prevent allows have reading #3 C Log on averg Secure Personed Authentication (SPA) | | |
| | and the second second | | |

7) Friendly Name

Enter the name you want to give this new E-mail address from **Mail Server**. This is only for your own personal reference.

| Internet Connection Wi | and. |
|------------------------|---|
| | Friendly Nome |
| | Information about your Internet e-meil account is grouped tragether and labeled with a timercity rateer. This can be any rearist you-ment |
| | Discos a triendly name for this what account. |
| - e - | Interest mail promet name |
| and the second second | Mail Server Account |
| 1000 | |
| 210 | |
| and the second second | |
| | (Back Hed) Cancel Help |

8) Connection Type

Choose "Connect Using my local area network (LAN)"



9) Press Finish to complete the E-mail setup

| | Congentulations |
|---------------|---|
| | You have successfully entered all of the information required to set up your account. |
| | To save these settings, slick Frieth |
| * 🧶 | |
| Discontration | |
| 28- | |
| the he | |
| | (Back Finith Cancel Help |

Setting up Netscape Communicator

1) Start Netscape Communicator

| desgrap. | 2.5 | |
|--|--|--|
| Province Fors Fors Fors Fors Fors Mersage Mersage Mersage Mersage Forse Forset Forset | The orderestion bacteristics for antidate bacteristics of the Young press (Produces Equal to Descent (Produces) (Produces | The paint reason around address, and injuration is reached bottom paint can and read. If you do not addressed painted, planate our react poor software indexed barriers francedor and the property of the software of the software and the software of the software of the software |
| | Signature File Construct File C ¹ Alonger attac | * Address Dock Cathor rearrages |

- 2) On the Edit menu, select Preferences. Open the Mail & Groups menu. Select Identity.
 - a) Your Name: If you are sharing a domain POP E-mail account you can enter any name you wish. If you are sharing a regular E-mail account you should enter the local user name that you entered in Setup Wizard or Mail Server Manager.
 - b) E-mail address: If sharing a domain POP E-mail account enter your E-mail address as if it was a real Email address. If sharing a regular ISP E-mail account, enter only the ISP E-mail address that this user is sharing in the E-mail Address field. ie: mail@company.com

3) In that same Mail & Groups menu, select Mail Server and input the IP address of the computer that you installed Mail Server in both the incoming Mail Server and outgoing Mail Server fields. In the Mail Server User Name field enter the local user name that you entered in Setup Wizard or Mail Server Manager.

| and the | - and a second s | | |
|--|--|---|--|
| Posta Calore N evigator Mail B. Ecopt Identity | The information below is resulted in real locar five advantation imported advantation of Internet Service Pt | Opender renorm for incoming num effere pour cars receive read. If pour do 4, please contact pour system codes | |
| Messager | Maliarve see rane Jandew Detping null (MTP) serve: \$253.0.117 | | |
| - George Swive | | | |
| Directory | Jecurity rul seven | 21380.117 | |
| ∑ Conse ∑ Advanced | Grand and any set of the set | er lagd houdy, on the basi dok) on alterational in Kaptenicky, on the served control of the server of servers and the served of servers and the servers | |
| | | Mana Deduce | |

4) Make sure that Netscape is set to connect to Mail Server through you LAN, if in the File menu you see the option Go Off line, you are already set to connect through your LAN. If you see the option Go Online, you should select this option, choose what you want to do and then click the Go Online button.

| Download | × |
|--|---|
| Go Online | |
| Connect to the network and do the following. | |
| 🗈 🔽 Download <u>M</u> ail | |
| in The Source of Sources and Sources in Sources in Sources in Sources in Sources and Sources in Sou | |
| Select Items For Download | |
| Send Messages | |
| Go Online Cancel Help | |

Setting up Eudora

The Eudora setup is a little different then the other E-mail application programs due to it's configuration screens.

- 1) Start Eudora
- 2) On the Tools menu, select Options. In the Personal Info section, enter your local user name with the @ symbol followed by the IP address of Mail server. In our example the local user's name is Andrew and the computer's IP address that Mail server is installed on is 213.0.0.117 so we have entered andrew@213.0.0.117. In the Real Name field enter the name of this local user name that you entered in Setup Wizard or Mail Server Manager. In the return address field, if sharing a domain POP E-mail account, enter your E-mail address as if it was a real E-mail address and the ISP E-mail address. If sharing a regular ISP E-mail account, enter the

| 💕 Options | ? 🗙 |
|-----------------|-------------------------------------|
| Category: | EOP account: andrew@213.0.0.117 |
| Getting Started | Beal name: Jandrew |
| Hosts | Return address: user@company.com |
| Checking Mail | Dialup username: |
| Sending Mail | |
| | OK Cancel |

3) Click the **Hosts** menu. In the **SMTP** server field enter the IP address of the computer that **Mail Server** is installed on.

| 💣 Options | | ? × |
|---------------|---|------|
| Category: | EOP account: andrew@213.0.0.117 SMTP: 213.0.0.117 | |
| Hosts | P <u>h</u> : | |
| Checking Mail | Einger: | |
| | Car | ncel |

4) Press **OK** to complete the E-mail setup

Using Mail Server

You can think of **Mail server** exactly like you would think of your ISP mail server. Everything that you would want to do with an ISP mail server you can do with **Mail server**. For example, if you would like to use remote mail with **Mail server**, you would setup your E-mail program exactly the same as you would if **Mail server** was like a regular ISP mail server

Note!

There is one important note that you should remember when you are using **Mail server**. You should let people know that in your E-mail address there is a space here.

name <mail@company.com>

Most E-mail programs will not give any problems but some programs, like Outlook Express and Microsoft Exchange, will not be able to send if the space is not put in.



bundled with is properly connected to your network and make sure that the computer that you have installed **Mail server** on is properly connected to your network. A good method is to test both of these problems is to "Ping" the IP address of the device that **Mail Server Lite** came bundled with. You can do this in the DOS prompt by typing, for example "Ping 213.0.0.117" where 213.0.0.117 is the IP address of the device the **Mail Server Lite** was bundled with. If the ping is unsuccessful, either your computer or the device is not properly connected to your network. Another possibility is that your computer is not properly configured for TCP/IP protocol.



Trouble #3

My contacts are always forgetting to put the name part in front of my address <u>name <mail@company.com></u> so when the mail comes in, it goes to the administrator's account ADMIN1

✓ The name part in front of the E-mail address is what Mail Server uses to sort the E-mail addresses that it receives. If people sending you E-mail are not putting that name in front of the E-mail address, Mail Server will not be able to sort the Mail. Most mail programs support an automatic signature that you can put on your E-mails with your name, address and anything else you want to include. To help let people know that the entire address <u>name <mail@company.com></u> is your real E-mail address, you can advise them in the auto signature file.

Glossary

Domain POP Account: A special type of E-mail account that some ISPs support. With this type of account all mail that goes to the mail address <u>anything@company.com</u> where "anything" can be any text string will go into the same mailbox. Please see the explanation at the beginning of this manual.

Electronic Mail (E-mail): A system whereby a computer user can exchange messages with other computer users (or groups of users) via a communications network

POP3 Server: POP3 stands for Post Office Protocol Version 3 and is a protocol designed to allow hosts to read mail from a server. Messages you receive are stored in your E-mail account on an E-mail Server in your ISP that supports POP3.

Protocol. A formal description of message formats and the rules two computers must follow to exchange those messages. By using the same protocols, two computers can communicate with each other on a network even if they are made by different vendors.

SMTP Server: SMTP stands for Simple Mail Transfer Protocol and is a protocol used to transfer electronic mail between computers. Messages you send are submitted to an E-mail Server that supports SMTP protocol called an SMTP Server.

Server. A provider of resources (e.g., file servers and name servers). A computer that uses the resources of a server is called a **Client**. For example, **Mail server** provides E-mail Services. The computers that use the **Mail server** are clients of the **Mail server** and are thus called **Mail server** Clients.