



ibis design

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IBIS E-MAIL CONFIGURATION GUIDE (Outlook 2003)

These instructions will get you set up with Microsoft Office Outlook 2003 and the E-Mail service provided by Ibis-Design. If you have any questions or problems with this process please see the bottom of this document. You will need your e-mail address and the password associated with the address before you proceed.

STEP 1:

With Outlook open, click on the Tools Menu and select E-mail Accounts. Choose the Add a new e-mail account option and on the next screen you want to add a new POP3 address.

STEP 2:

Complete the Internet E-mail Settings screen as shown to the right substituting:

- User Name for your full e-mail address as you would have entered in the e-mail address field.
- Password for the password associated with your account.

The Server address for Incoming mail POP3 and Outgoing mail SMTP is:

a1.balanced.randy.mail.dreamhost.com

Select More Settings to continue.

STEP 3:

In the More Settings window:

- On the General tab: change Mail Account to something meaningful e.g. matthew@ibis-design.com.
- On the Outgoing Server tab: tick the checkbox at the top saying My outgoing server requires authentication. Leave the other option set to Use same settings as my incoming server.
- On the Advanced tab:
 - Check both checkboxes for POP3 and SMTP encrypted connections (SSL).
 - Ensure Incoming Server (POP3) port number shows 995.
 - Ensure Outgoing Server (SMTP) port number shows 465.

Close all windows to return to outlook and send a test e-mail to yourself to confirm the configuration was successful.

If you have any questions or problems with our service please contact support@ibis-design.com or use the contact details above for your account manager. We will aim to respond to your query as soon as possible.

You can access your e-mail from any internet enabled computer by visiting: <https://webmail.your-domain.com>
You can change your password and certain other mailbox settings by visiting: <https://mailboxes.your-domain.com>
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