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How-To-Guide for New E-mail Account Setup & Configuration of Outlook Express

*Prepared for Wicked Code Inc.'s
E-Mail Hosting Customers*

IMPORTANT NOTICE:

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I.Account Information

Please refer to your e-mail from Wicked Code, Inc. which includes your account information.

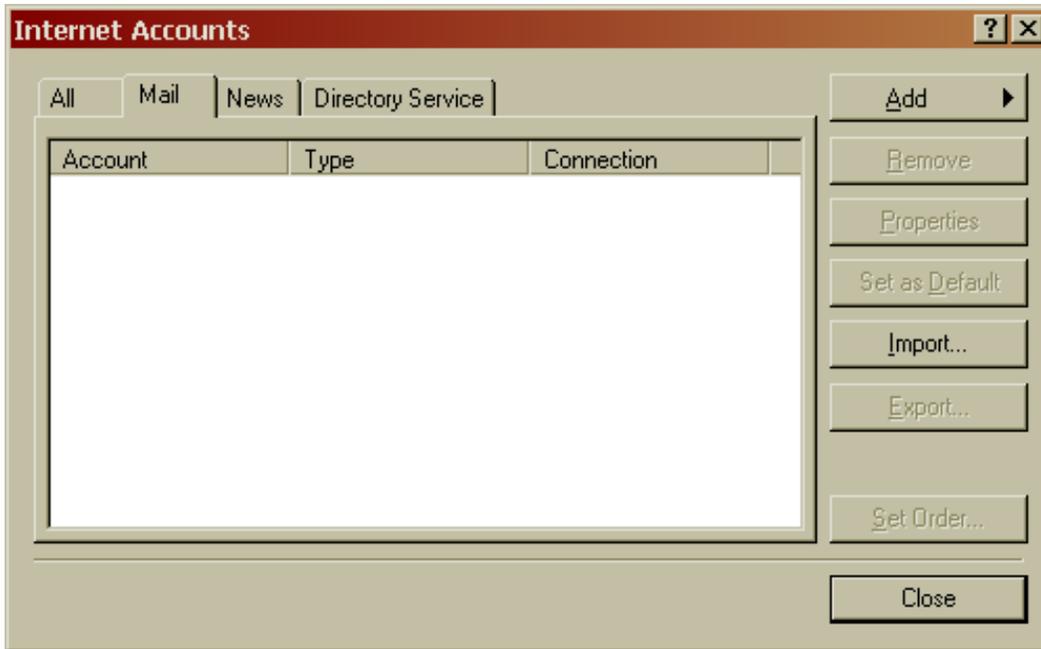
II.New E-mail Address Account Setup

1. Open your internet browser and type in the Mail Setup URL from the Account Information above.
2. Enter your USERNAME and PASSWORD from the Account Information above.
3. Click on the "Web Admin" link in the upper-right side of the page.
4. Click on the "User Administration" link on the left-side of the page.
5. Click the "Add" button on the bottom of page.
6. On the "Add Email User" page, enter the new e-mail account user's details:
 - a) USER ID: e-mail address you want to set up. If your company's e-mail address schema is [firstname@companyname.com](#), then the USER ID would be the first name without the "@companyname.com" portion of the e-mail address.
 - b) FULL NAME: the full name of the user.
 - c) PASSWORD: the password you are assigning to the new e-mail address account. Passwords may be from 3 to 30 characters long and cannot contain spaces.
 - d) CONFIRM PASSWORD: confirming the password you previously entered.
7. Make sure the DOMAIN ADMINISTRATOR PERMISSIONS checkbox is on if you want this user to be able to administer the mailbox (like you).
8. When you are finished entering the new information, click the "Save" button at the bottom of the screen.
9. You are finished adding a new e-mail account. The next section details the steps required to setup Outlook to send and receive e-mails using this e-mail account.

III.Configuration of Outlook Express

Note: These instructions were designed for Outlook version 6.0. However, instructions and screen shots should be similar to earlier versions of the application.

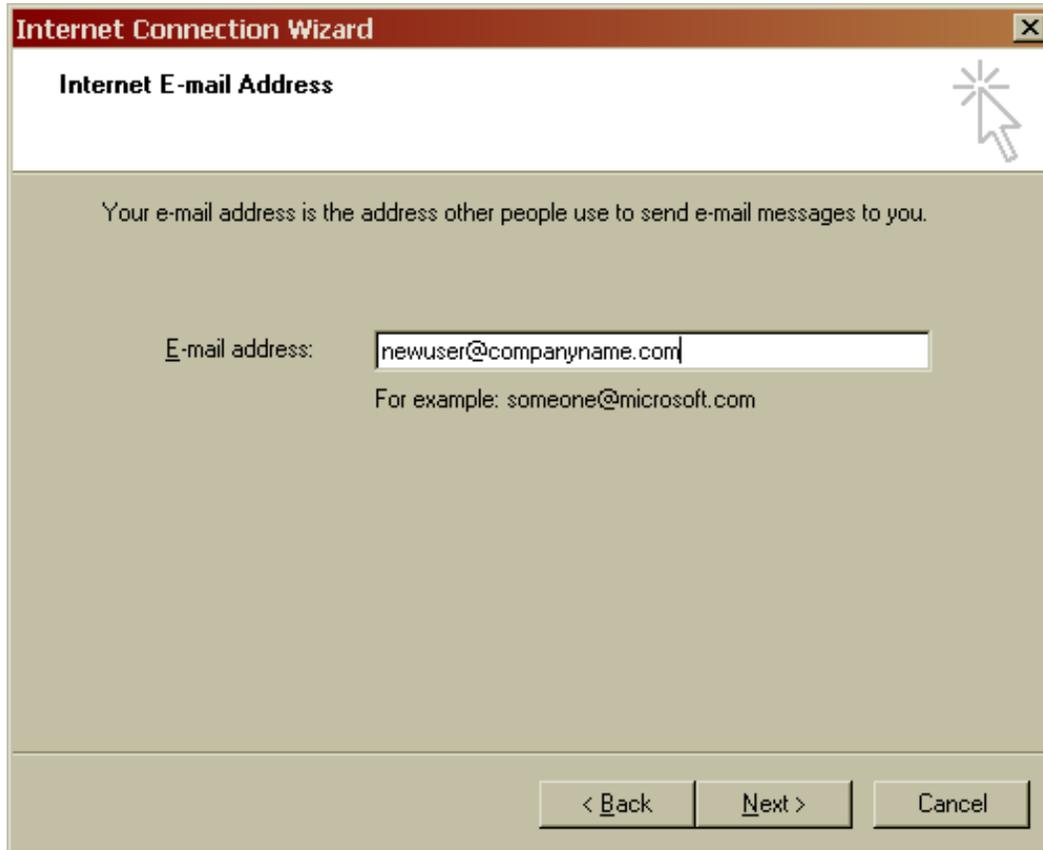
1. Open Outlook Express 6.0.
2. Click on Tools:E-Mail Accounts from the main menu.
3. In the Internet Accounts dialog, click on the Mail tab:



4. On the Internet Connection Wizard dialog, enter the Display name (how you want the user's name to appear when an e-mail message is received). Click the Next button after entering the name:

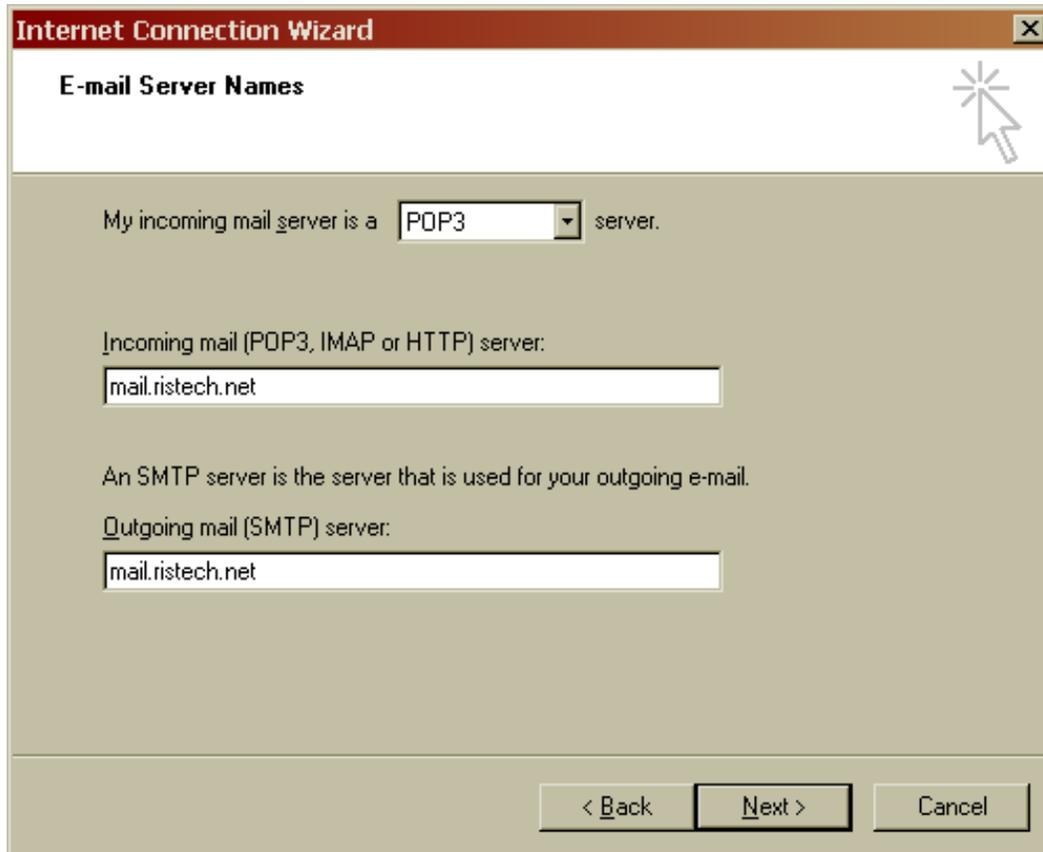


5. Enter the new e-mail address you set up in the “New E-Mail Address Account Setup” section above. Click the Next button when you are finished:



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field labeled "E-mail address:" containing the text "newuser@companyname.com". Underneath the input field is the example text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

6. Enter your E-mail Server Names as follows:
 1. My Incoming Mail Server is a POP3 Server.
 2. Incoming Mail Server (POP): mail.ristech.net
 3. Outgoing Mail Server (SMTP): mail.ristech.net
 4. Click on the Next button when you are finished.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' and the subtitle is 'E-mail Server Names'. The main content area contains the following text and input fields:

My incoming mail server is a server.

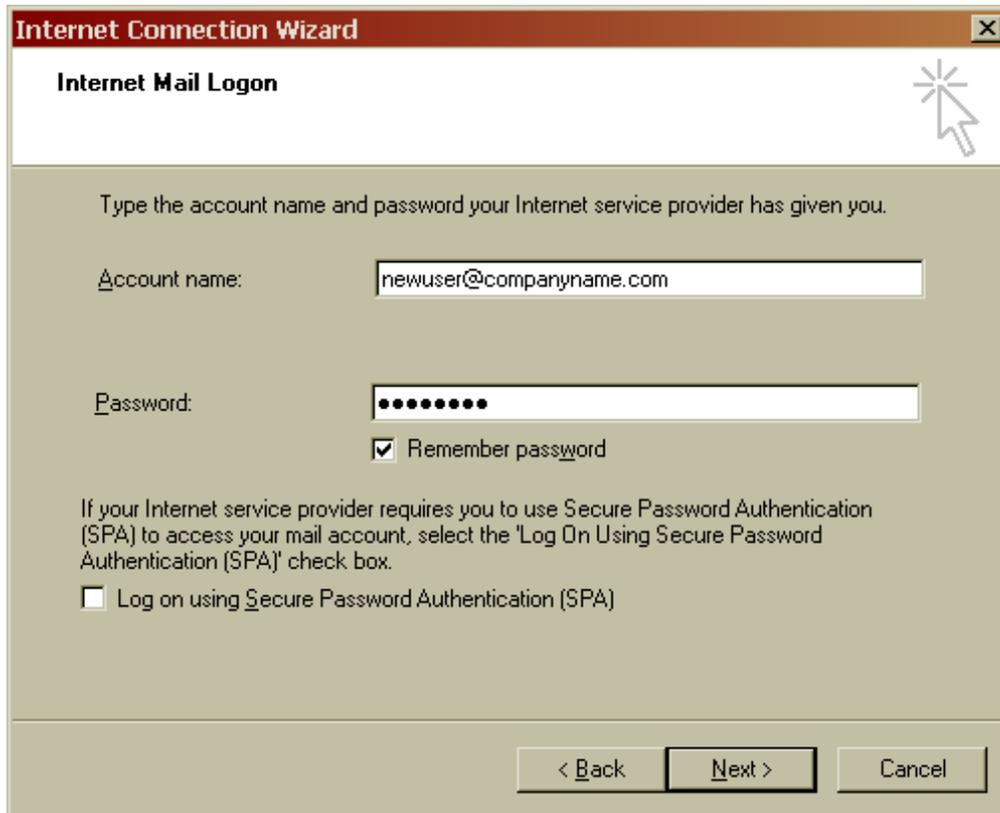
Incoming mail (POP3, IMAP or HTTP) server:

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

Outgoing mail (SMTP) server:

At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a mouse cursor.

7. On the Internet Mail Logon screen, enter the mail account information as follows:
 1. Account Name: newuser@companyname.com (USER ID + domain as specified in the E-Mail Account Setup section above)
 2. PASSWORD: enter the password specified in the E-Mail Account Setup section above.
 3. Click on the Next button when finished.

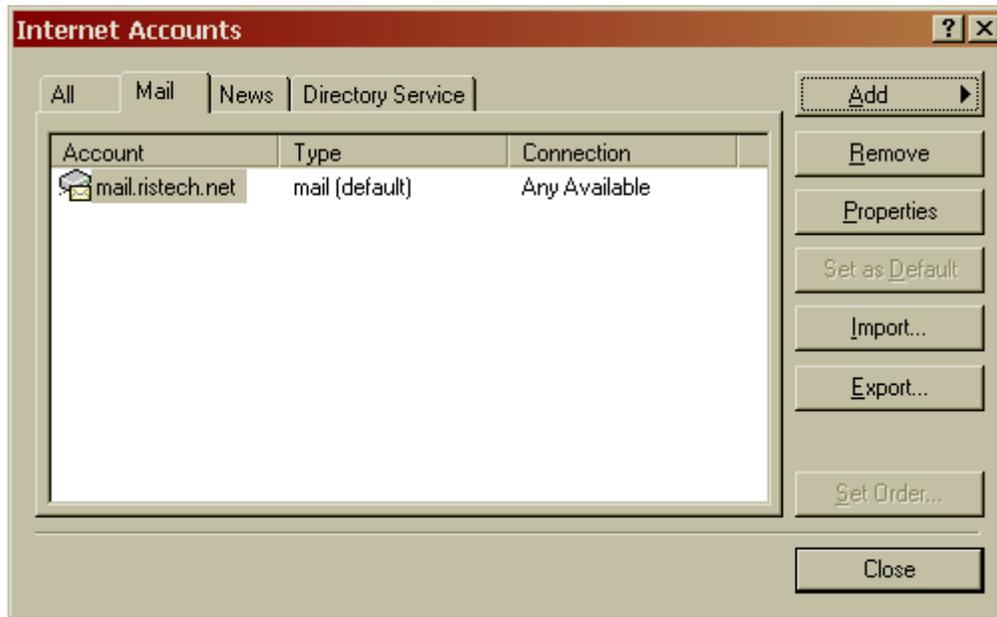


The screenshot shows a dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog contains the following elements:

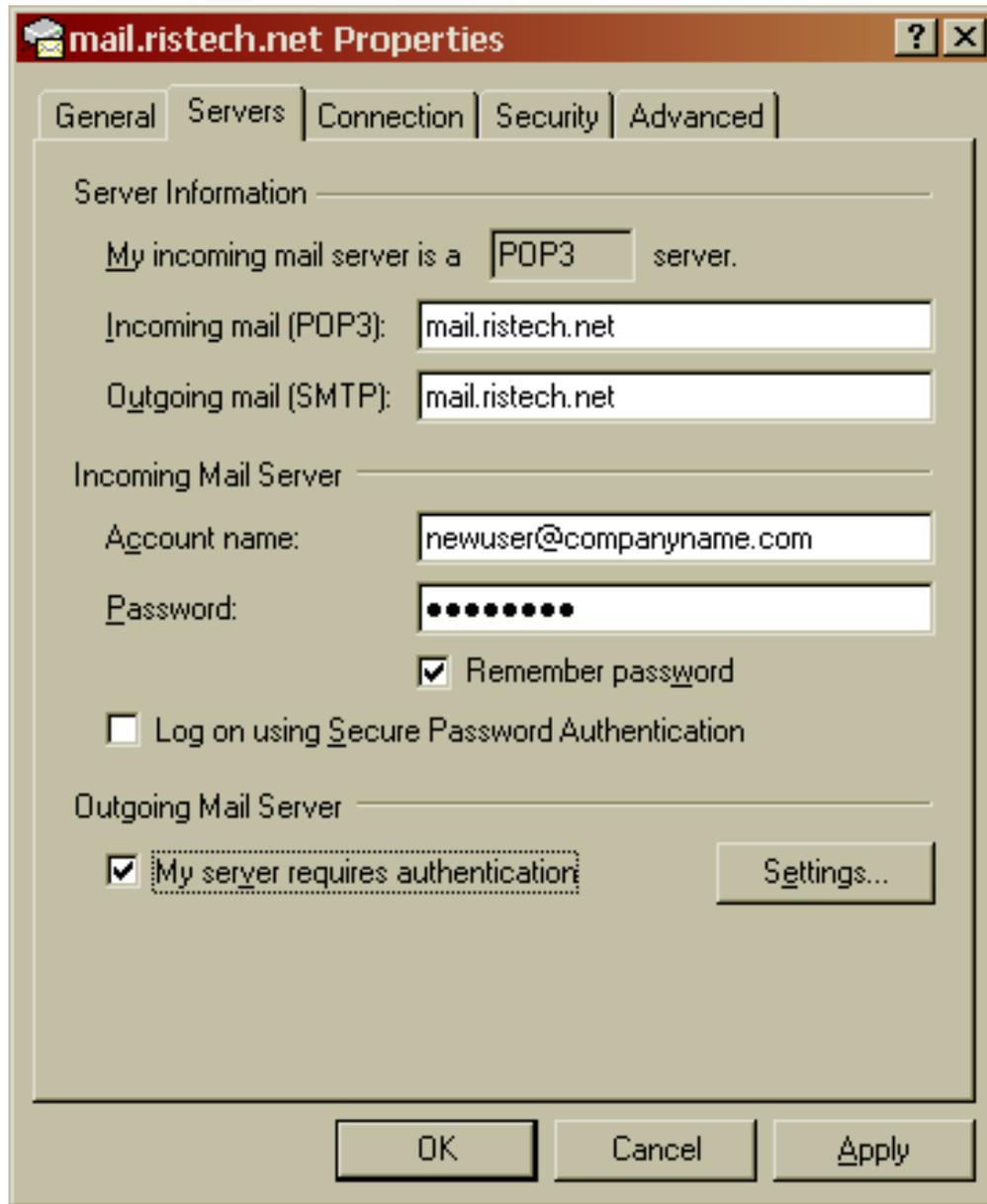
- A text box for "Account name:" containing the text "newuser@companyname.com".
- A text box for "Password:" containing ten black dots.
- A checked checkbox labeled "Remember password".
- A paragraph of text: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- At the bottom, three buttons: "< Back", "Next >", and "Cancel".

8. At the Congratulations dialog, click the Finish button to complete the New Mail Wizard.

- At the Internet Accounts Mail dialog, select the "mail.ristech.net" account, and click the Properties button:



10. In the Properties dialog, click on the Servers tab:



11. At the bottom of the dialog box, put a checkmark next to “My server requires authentication”. Click on the Settings button.

12. In the Outgoing Mail Server dialog, make sure the “Use same settings as my incoming mail server” radio button is selected, and then click OK to finish:



13. Click Apply and then OK. Click Close to exit the Internet Accounts dialog.
14. Send a test-email to another account. Have that recipient send you a reply to ensure sending and receiving e-mails can be done without error. If you encounter any problems, repeat these instructions again and make sure all of the settings have been applied and entered correctly.

TECHNICAL SUPPORT

For technical support, questions or additional information, please contact:

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