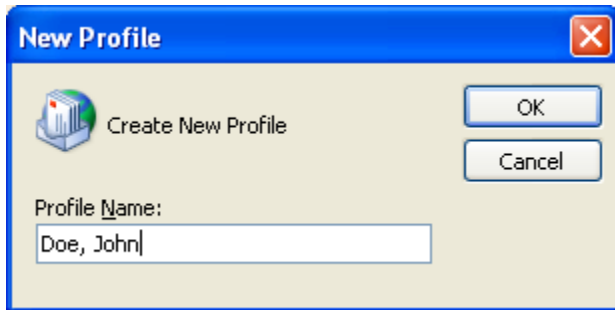
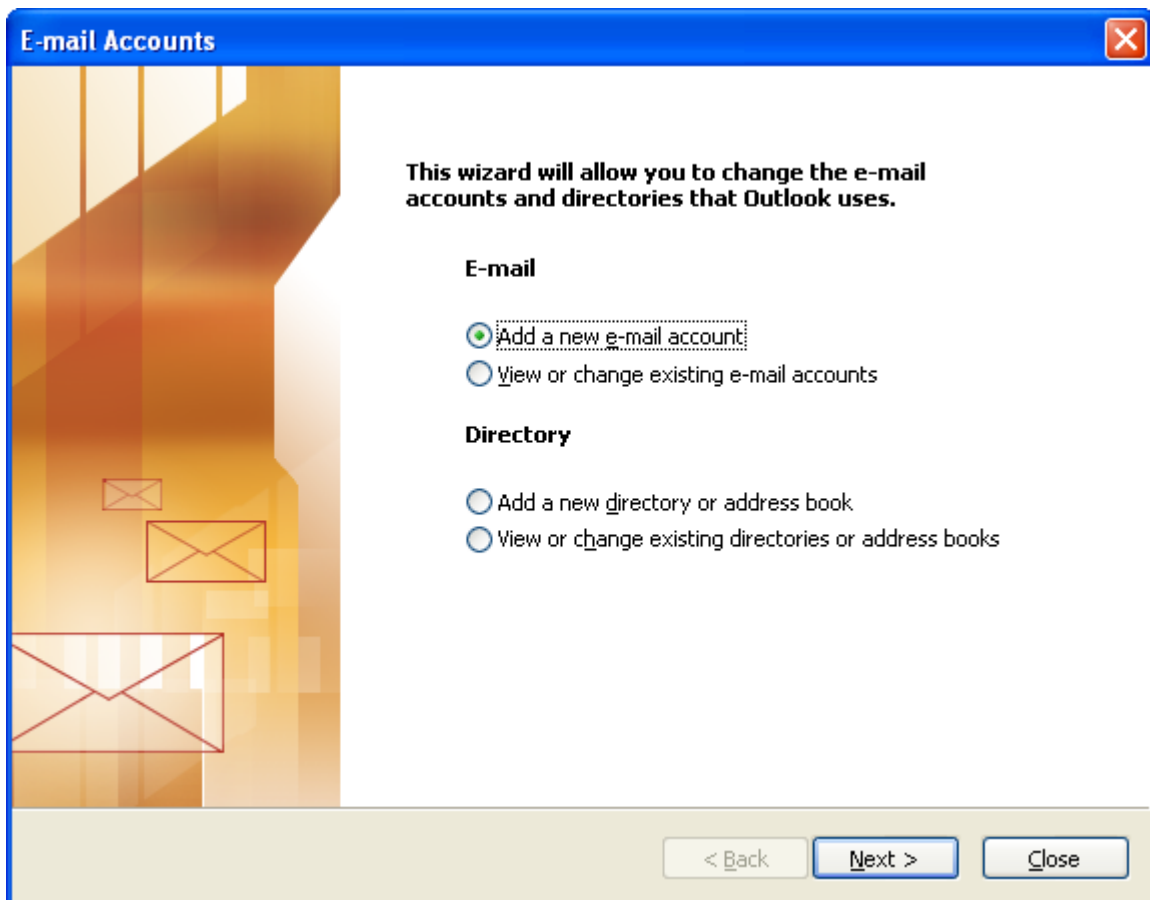


## LiveIdaho POP3/SMTP Setup Process with Screen-Shots Microsoft Outlook XP/2002/2003

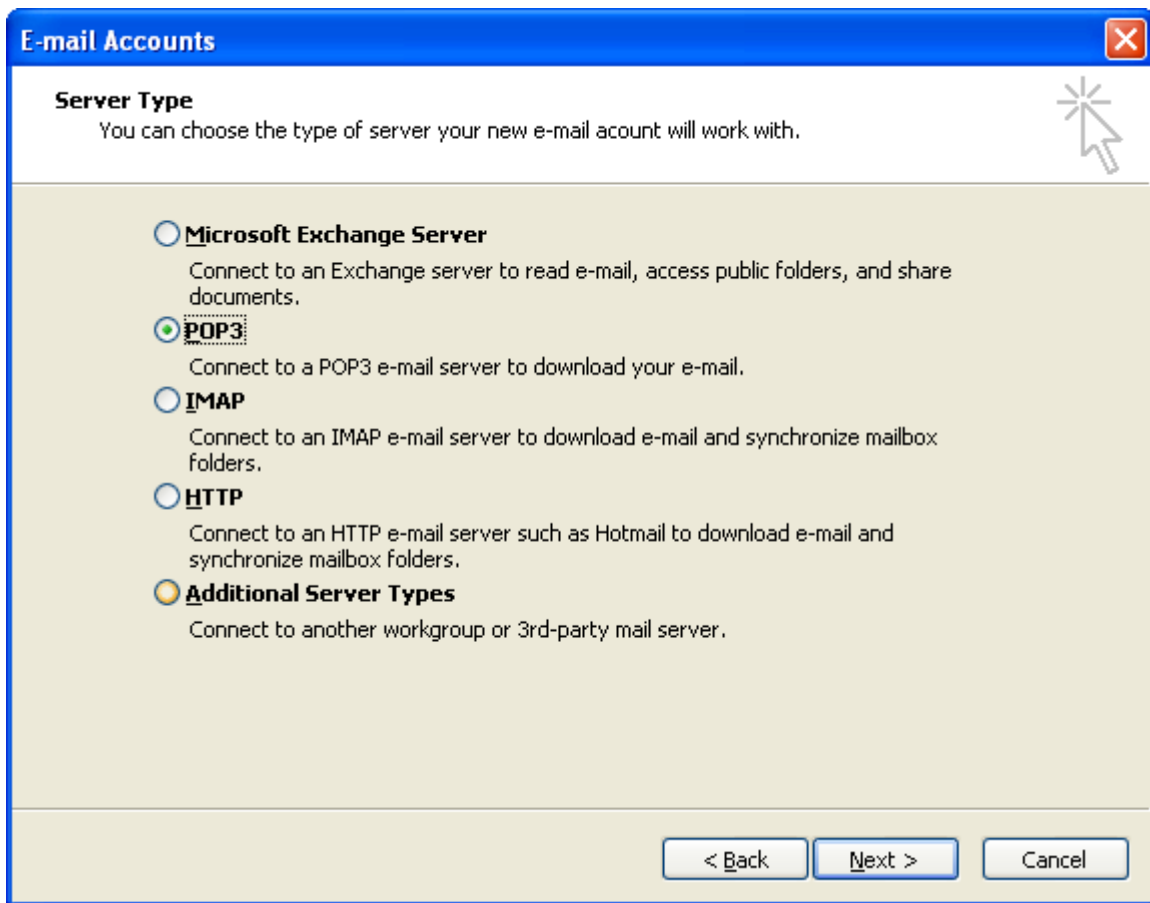


Enter a “Profile Name:” this can be any Profile Name you choose to put in this box.

**\*\*\*Important\*\*\* If you already have an account setup, Open Outlook and go to Tools Menu and click on Email Accounts. Choose View or change existing e-mail accounts. Highlight your account and click change and skip down to the fourth graphic.**



Choose the “Add a new e-mail account” bullet and click Next>



Choose the POP3 Bullet option and click Next>

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

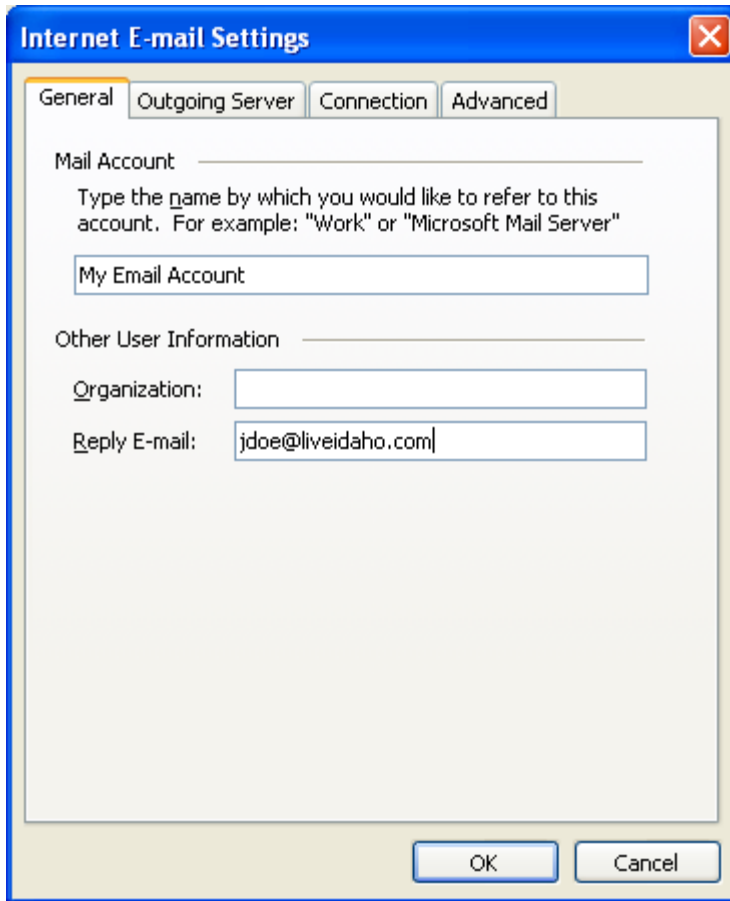
**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Please fill out the above fields with your information, email address, password, incoming and outgoing POP3 mail servers:

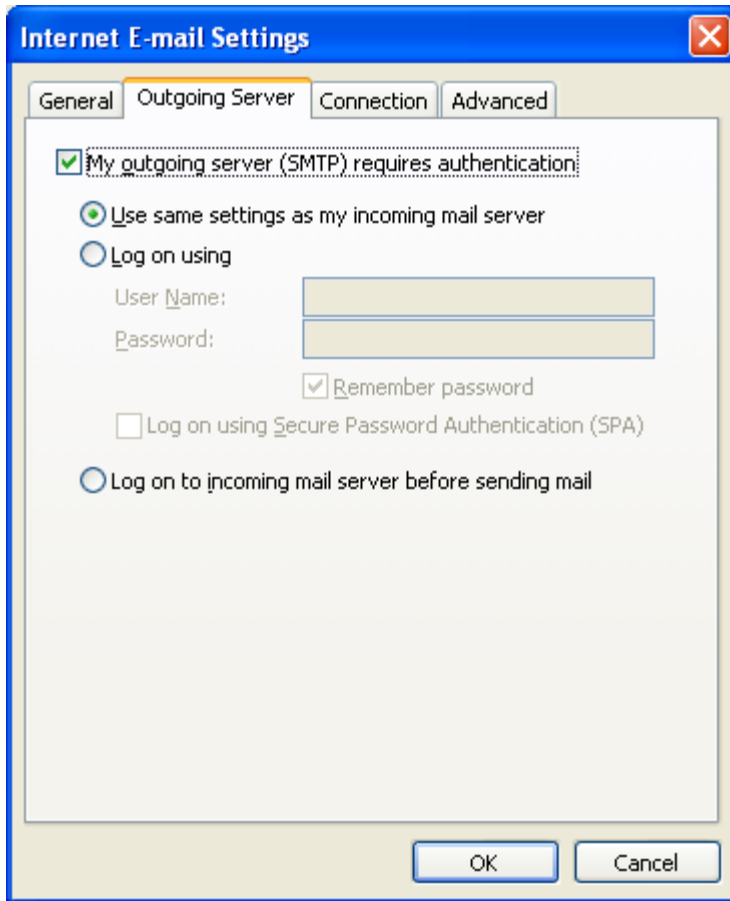
- In the Incoming and Outgoing mail servers you can either enter mail.liveidaho.com in both fields or your company domain name for example “mail.cdecompany.com” or “mail.xyzcompany.com” either setting will work with your email account and password.

Click on the “More Settings” and go to the next screenshot:

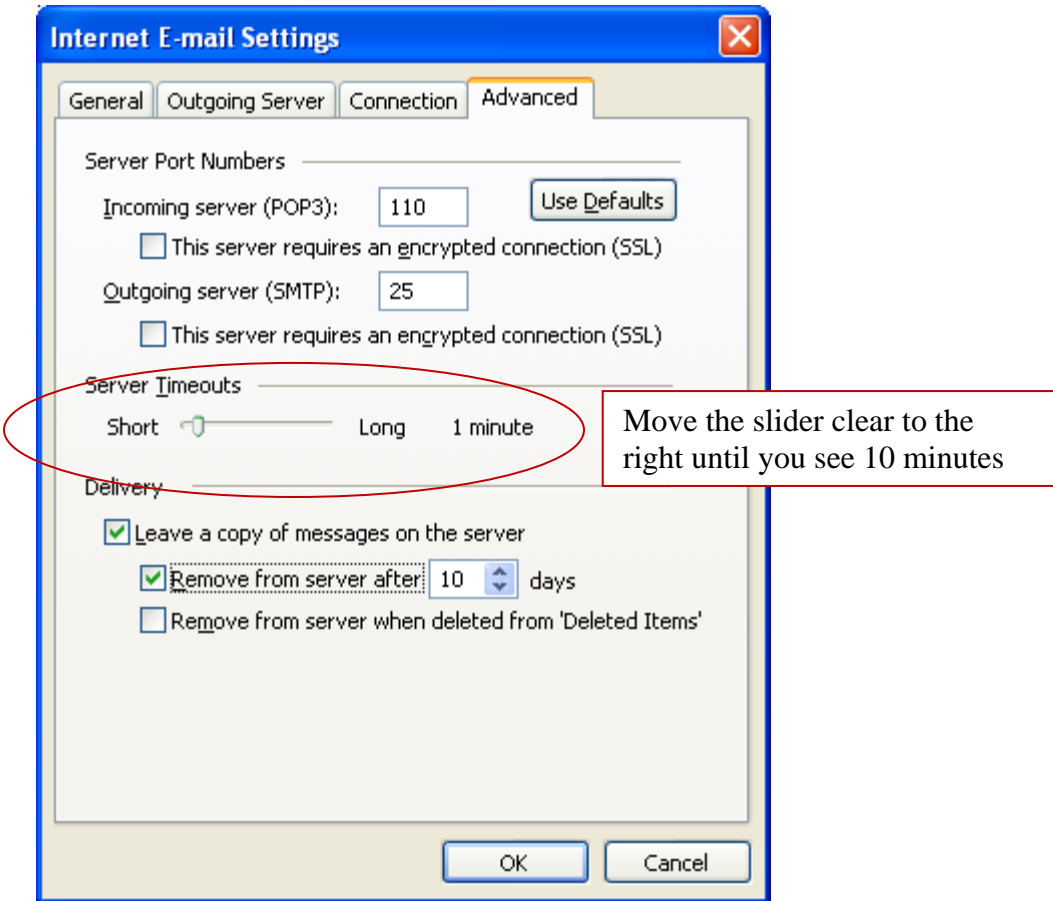


This is the window that will come up when you click on the “More Settings” button on the previous screenshot.

- Enter a name for your Email Account, again this can be anything you want to call your Mail Account to personalize your Outlook.
- Fill out the “Reply E-mail:” field. When a person responds to your original email that you have sent, this “Reply E-mail:” setting will propagate their “To” field automatically.



On the “Outgoing Server” tab please select or check the box for “My outgoing server (SMTP) requires authentication. Go to the next screenshot.



On the Advanced Tab you have the option to check the box “Leave a copy of messages on the server” You will also have the options shown above to either remove downloaded messages after 10 days from the email server or remove from the email server when deleted from your Deleted Items folder in Outlook.

- This setting is completely your preference. If this checkbox is not selected, all email will be downloaded to your Outlook Client on your computer and there will not be a copy left on the server.
- If this setting is selected, you can download the same messages on multiple computers and the message will then be deleted after the amount of days selected.

At this point select the “OK” to save these preferences and proceed to the next screenshot.

**E-mail Accounts** [Close]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
Password:   
 Remember password

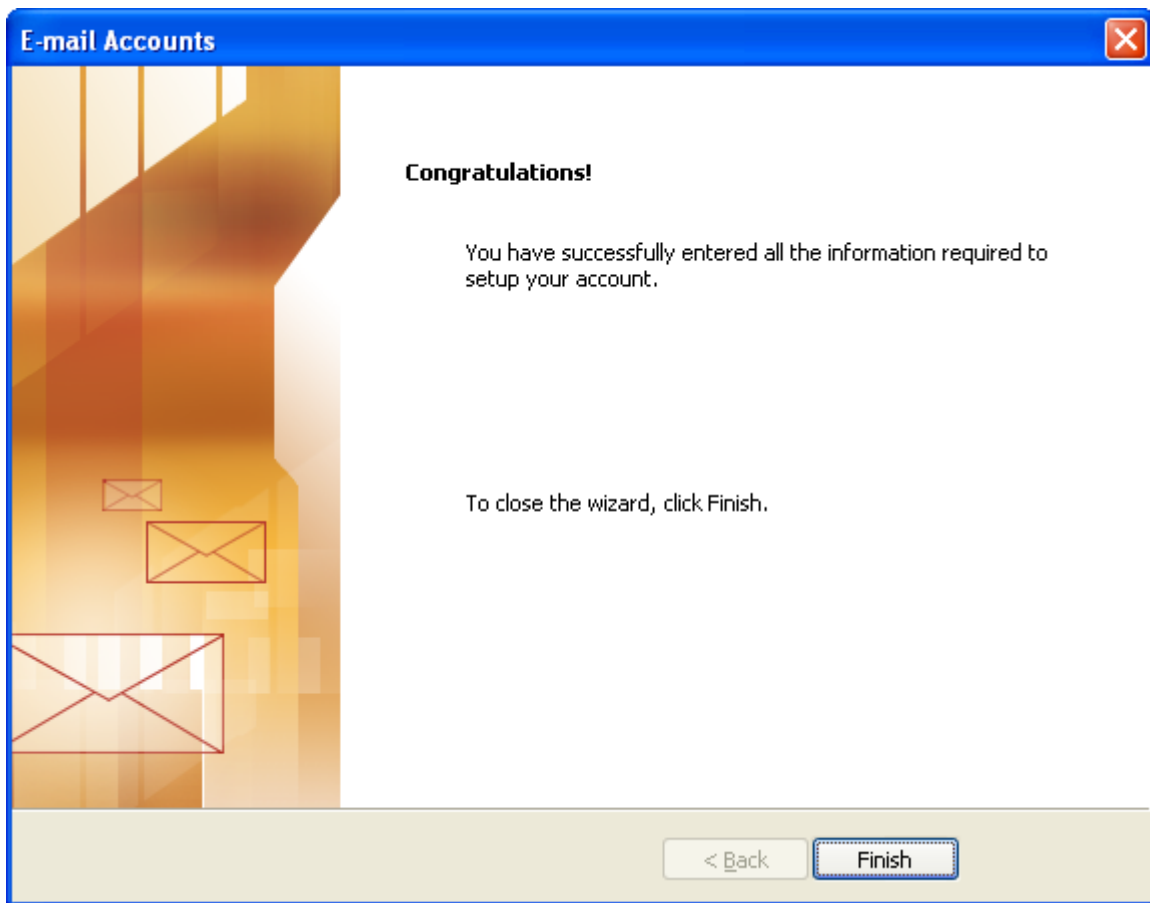
Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Either click on the Next> button or you can also at this point check your Account Settings by clicking on the “Test Account Settings”. This will not download any email, it only tests the sending and receiving portion of your login credentials.

Next Screenshot.



Congratulations, you have just setup your POP3 account to check your email. If you have any problems with your email setup, go to [http://www.liveidaho.com/contact\\_us](http://www.liveidaho.com/contact_us) and submit an online form for support to contact you and we'll walk you through the process.

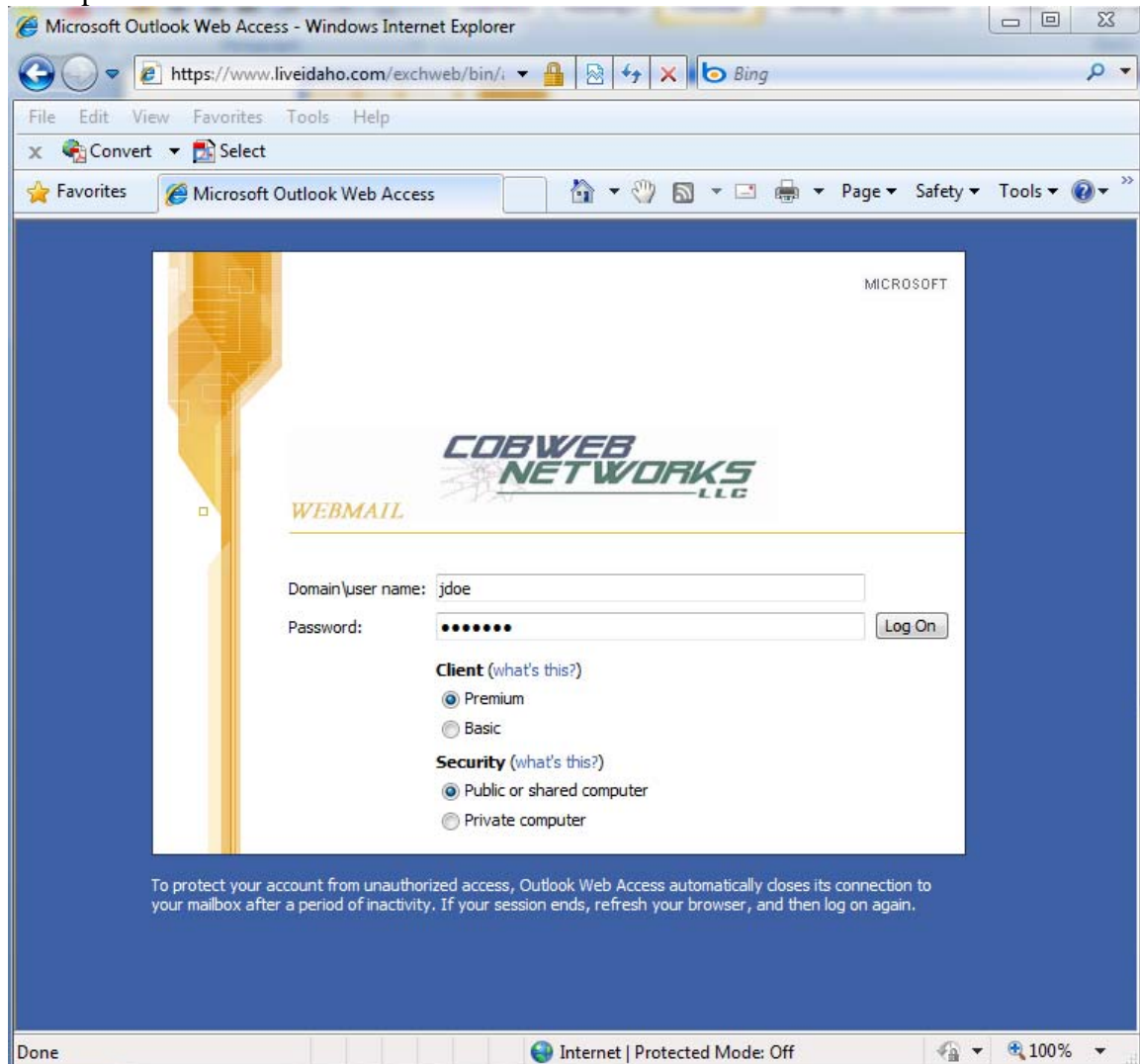
- PLEASE NOTE, ANY CLASSIFIED SPAM SENT TO YOUR EMAIL ADDRESS WILL NOT BE IN YOUR INBOX FOR DELIVERY. YOU WILL HAVE TO LOGON TO THE WEBMAIL TO CHECK YOUR SPAM, PLEASE CHECK THIS PERIODICALLY OR IF YOU HAVE AN EXPECTED EMAIL THAT ISN'T BEING DELIVERED TO YOUR INBOX.

See Web-Mail Screenshots below.

## Web-Mail Access:

- Use your normal username and password to gain access to your online web-mail.  
<https://www.liveidaho.com/exchange>

### Example:



- Internet Explorer 5 or 6 / Firefox / Safari / Netscape users: Please accept the certificate that encrypts your web-mail traffic.
- Internet Explorer 7 users: please disregard the message that this site is unsafe to enter, your email traffic is still encrypted using SSL (HTTPS)
- By selecting the Public or shared computer, if the webmail is left open with no activity for 22 minutes, the session will expire and log the user off automatically.
- By selecting the Private Computer bullet, if the webmail is left open with no activity for 24 hours, the session will expire and log the user off automatically.