

Email Setup Instructions

Using Webmail

To retrieve and send emails using a web browser go to:

<http://mail.lateralsystems.net/>

Login using the full email address and the password provided to you.

Configure your email client

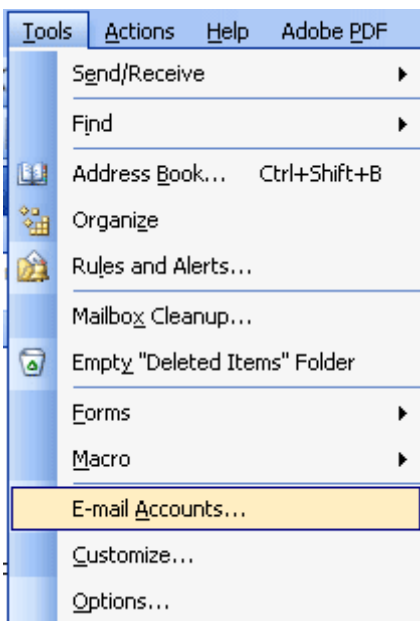
To use an email client to read your mail, use the following settings:

Incoming mail (POP3)	mail.lateralsystems.net
Outgoing Mail (SMTP)	mail.lateralsystems.net
Login Name	Your full email address
Login Password	Your password

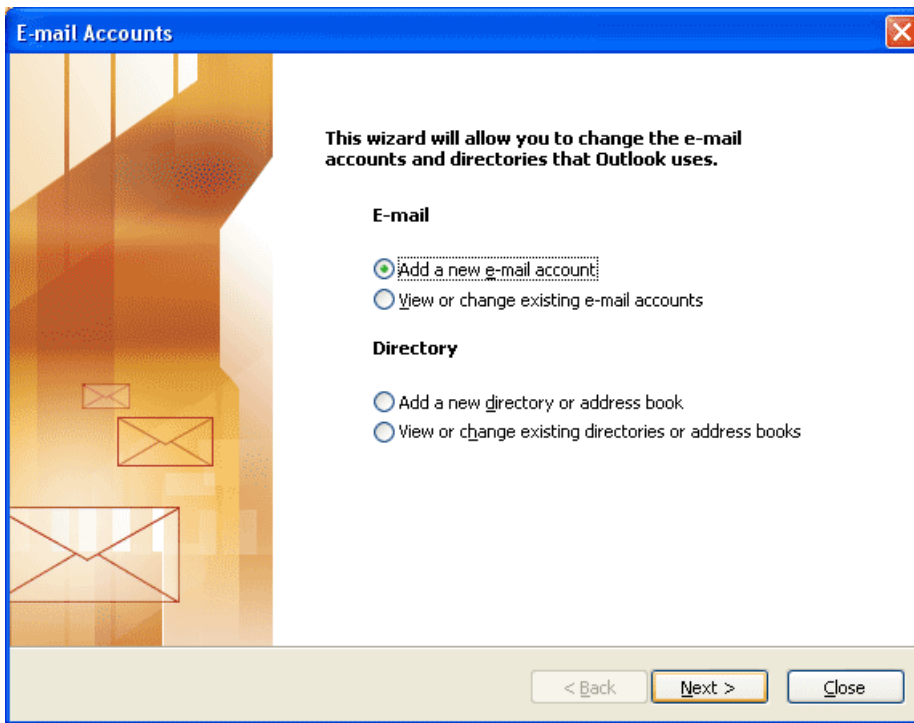
Configuring Outlook

You can setup your email accounts in Outlook by following these steps

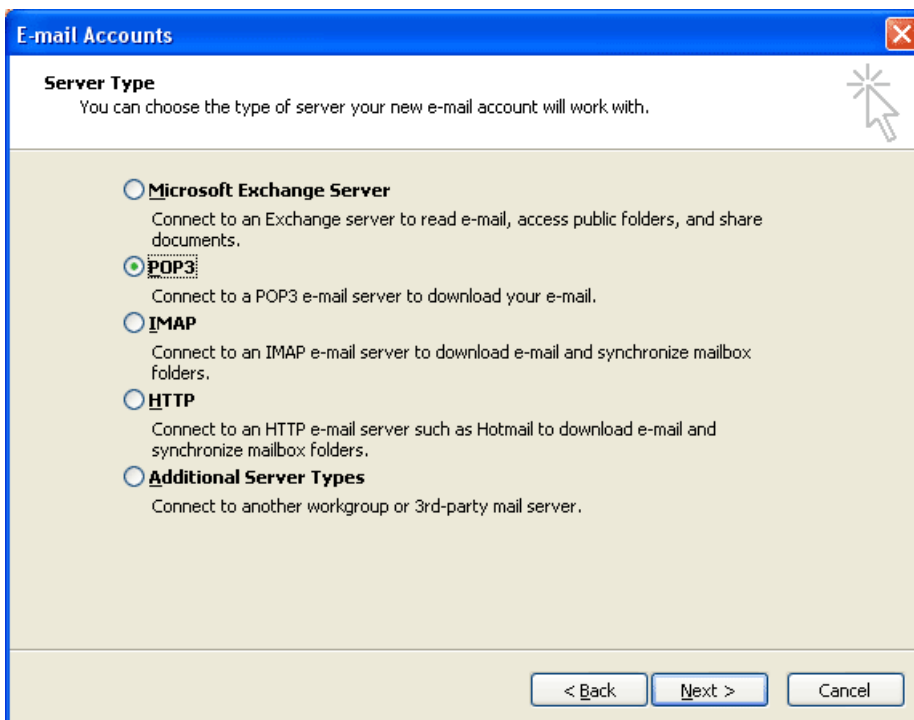
1. Select Tools – E-mail Accounts



2. Select Add a new e-mail account



3. Select POP3



4. Fill in the Email Accounts screen using the following as a guide. Make sure you add the information relevant to the section marked in red, then click the "More Settings" button

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)

5. Click the "Outgoing Server" tab and configure the options as follows:

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication:

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

6. Click OK, then NEXT, then FINISH.

Support

If you experience difficulties and require assistance please contact your service representative or email support@lateralsystems.com.au.