



Email Update Instructions

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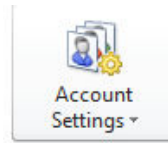
Email Client Settings – The Basics

The following settings must be checked within an email client so an email account will work with the new email infrastructure.

- The username format is the full email address. This is the login portion that is located along with the subscriber's password.
- In the images, your_domain.com is the part of your email address that follows the "@" sign.
- The new incoming mail server for (POP 3) & (IMAP) is now "mail.newdaybb.net".
- The new outgoing mail server (SMTP) is now "mail.newdaybb.net".
- "Outgoing server requires authentication" needs to remain checked.
- Uncheck "This server requires a secure connection (SSL)"
- It is highly recommended that only one protocol is used to access the mailbox, either POP or IMAP when using multiple devices such as PCs, cell phones and tablets.

Outlook 2013

1. Open **Outlook**
2. Click the **File** tab
3. Select **Account Settings**
4. On E-mail tab select account and click **Change**



5. Change the following:

Incoming mail server: mail.newdaybb.net

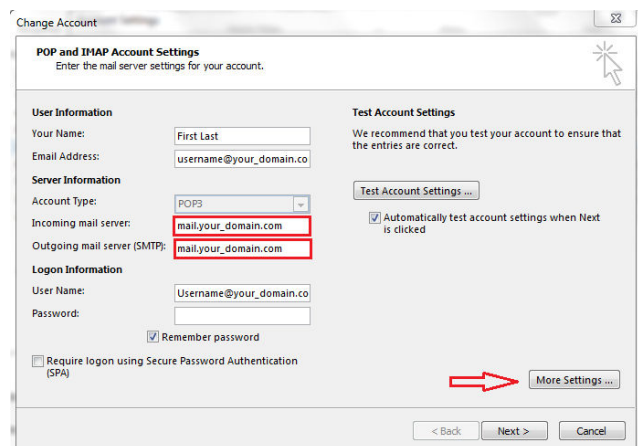
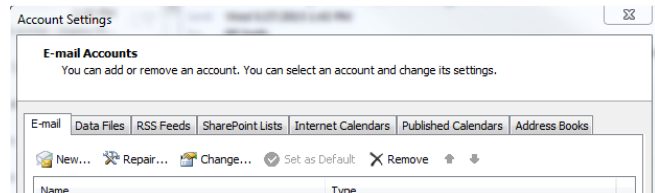
Outgoing mail server

(SMTP): mail.newdaybb.net

Require logon using Secure Password

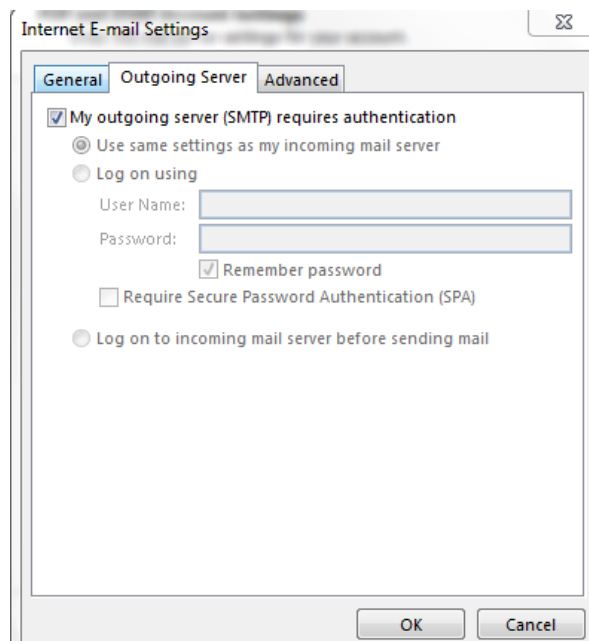
Authentication (SPA): Leave this option unchecked.

6. Click **More Settings**

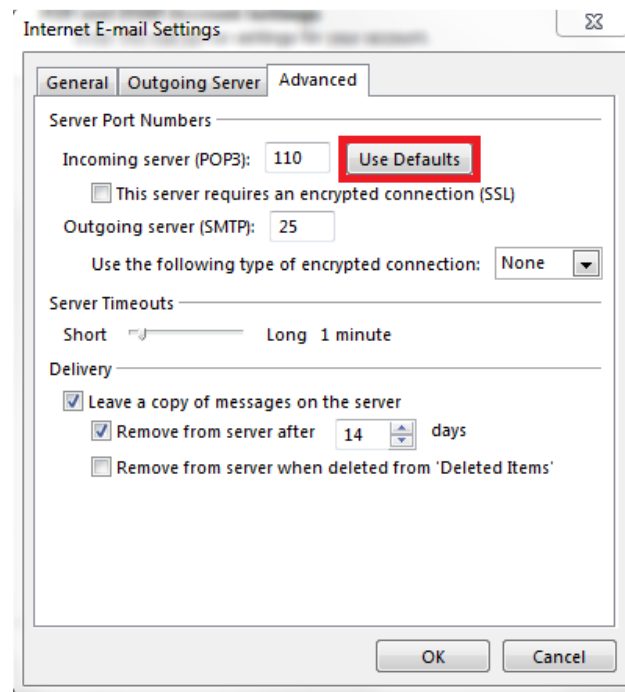


7. Select the **Outgoing Server** tab

Verify **My outgoing server (SMTP) requires authentication** is checked and select **Use same settings as my incoming mail server**.

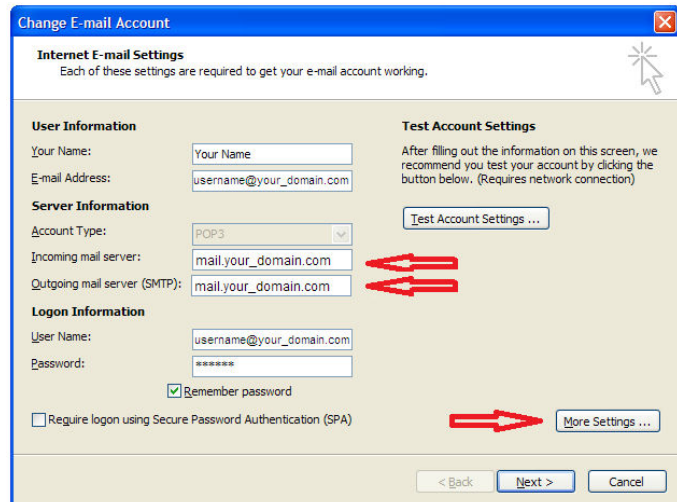


8. Click the **Advanced** tab
9. Click the **Use Defaults** button
10. Click **OK**
11. Click **Next**
12. Click **Finish**

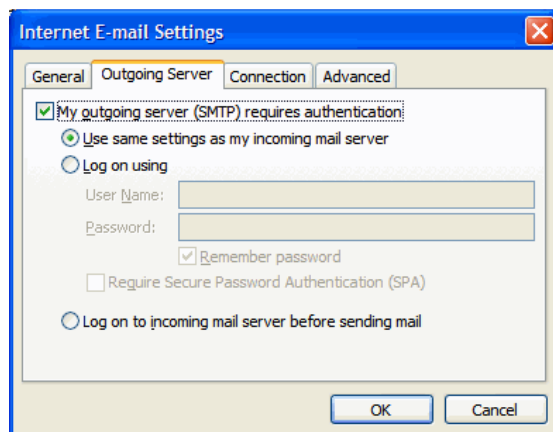


Outlook 2007

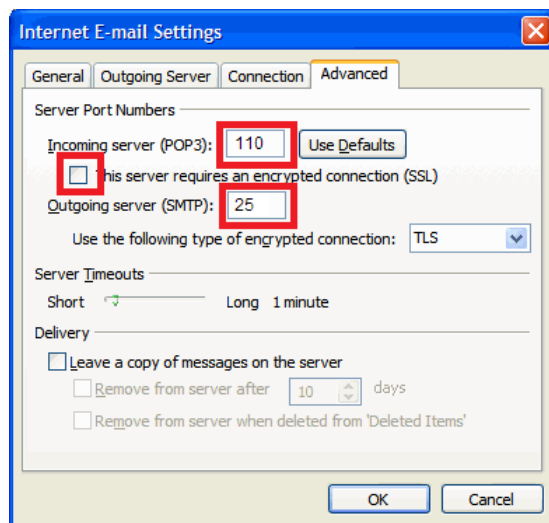
1. Open **Outlook**.
2. Click the **Tools** menu, and select **Account Settings...**
3. On the **E-mail** tab, select your POP account and click **Change...**
4. Change the following fields:
POP/IMAP server: mail.newdaybb.net
SMTP server: mail.newdaybb.net
Require logon using Secure Password Authentication (SPA): Leave this option unchecked.
5. Click the **More Settings...** button
6. Select the **Outgoing Server** tab.
7. Verify **My outgoing server (SMTP) requires authentication** is selected and select **Use same settings as my incoming mail server**.
8. Click the **Advanced** tab
9. Enter **110** in the **Incoming Server (POP3)** or **993** if the **Incoming Server** is (IMAP)
10. Uncheck **This server requires an encrypted connection (SSL)**.
11. Enter **25** or **587** in the **Outgoing Server (SMTP)**
12. Use the following type of encrypted connection should be set to **None**.
13. Click **OK**
14. Click **Next**
15. Click **Finish**



The 'Change E-mail Account' dialog box is shown. It has a title bar with a close button. Below the title bar is a section titled 'Internet E-mail Settings' with a note: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into several sections: 'User Information' with fields for 'Your Name' and 'E-mail Address'; 'Server Information' with a dropdown for 'Account Type' (set to POP3), and text boxes for 'Incoming mail server' and 'Outgoing mail server (SMTP)'; 'Logon Information' with fields for 'User Name' and 'Password', a 'Remember password' checkbox, and a 'Require logon using Secure Password Authentication (SPA)' checkbox. There is a 'Test Account Settings...' button. At the bottom right is a 'More Settings...' button. Navigation buttons '< Back', 'Next >', and 'Cancel' are at the bottom. Red arrows point to the 'Incoming mail server', 'Outgoing mail server (SMTP)', and 'More Settings...' buttons.



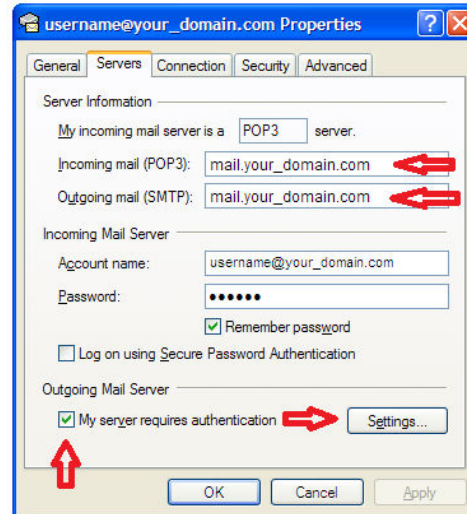
The 'Internet E-mail Settings' dialog box is shown with the 'Outgoing Server' tab selected. It contains a checkbox 'My outgoing server (SMTP) requires authentication' which is checked. Below it are two radio buttons: 'Use same settings as my incoming mail server' (selected) and 'Log on using'. The 'Log on using' section has fields for 'User Name' and 'Password', and a 'Remember password' checkbox. There is also a 'Require Secure Password Authentication (SPA)' checkbox and a radio button 'Log on to incoming mail server before sending mail'. 'OK' and 'Cancel' buttons are at the bottom.



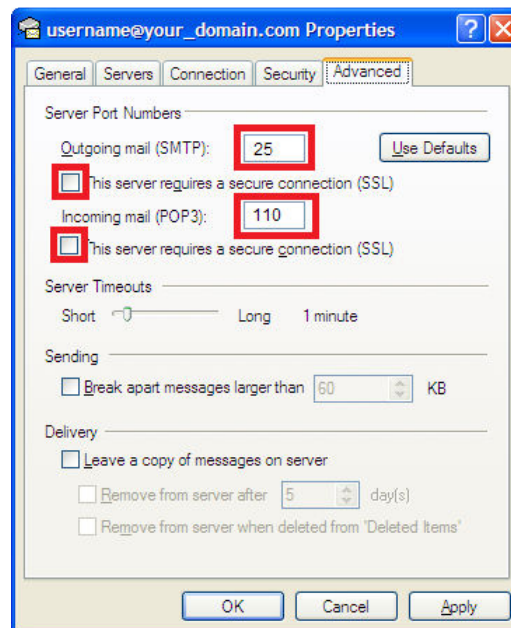
The 'Internet E-mail Settings' dialog box is shown with the 'Advanced' tab selected. It has a section 'Server Port Numbers' with text boxes for 'Incoming server (POP3)' (containing 110) and 'Outgoing server (SMTP)' (containing 25). There is a checkbox 'This server requires an encrypted connection (SSL)' which is unchecked. A 'Use Defaults' button is next to the incoming server field. Below is a dropdown 'Use the following type of encrypted connection:' set to 'TLS'. There is a 'Server Timeouts' section with 'Short' and 'Long' (1 minute) settings. At the bottom is a 'Delivery' section with a checkbox 'Leave a copy of messages on the server' and two sub-options: 'Remove from server after 10 days' and 'Remove from server when deleted from Deleted Items'. 'OK' and 'Cancel' buttons are at the bottom.

Outlook Express

1. Open Outlook Express.
2. Click the **Tools** menu, and select **Accounts...**
3. Click the Mail tab, select your POP account and click **Properties**.
4. Click on the **Servers** Tab and change the following fields:
POP/IMAP server: mail.newdaybb.net
SMTP server: mail.newdaybb.net
Verify **My server requires authentication** is checked

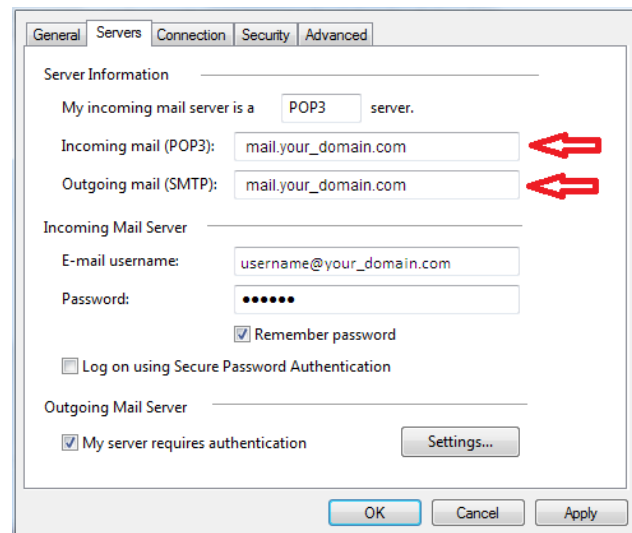


5. Click the **Advanced** tab.
6. Enter **25** or **587** in the **Outgoing Server (SMTP)**
7. Uncheck **This server requires an encrypted connection (SSL)**.
8. Enter **110** in the **Incoming Mail (POP3)** or **993** if the **Incoming Server is (IMAP)**
9. Uncheck **This server requires an encrypted connection (SSL)**.
10. Click **OK**.

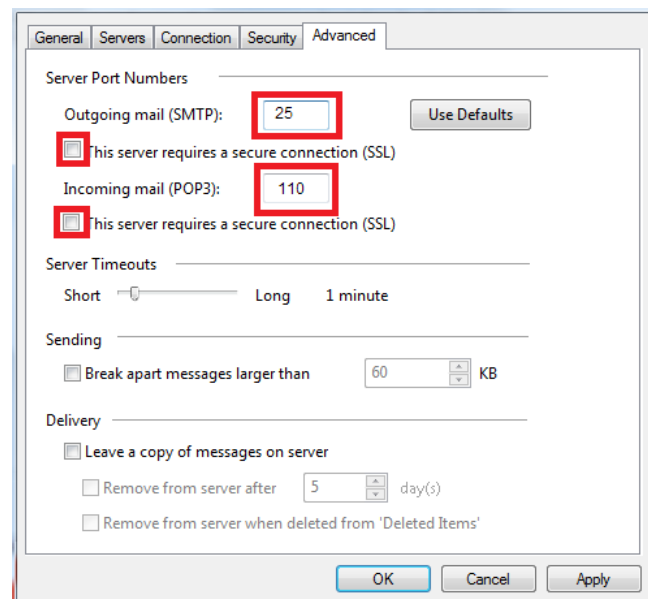


Windows Mail

1. Open Windows Mail.
2. Click the **Tools** menu, and select **Accounts...**
3. Click the **Mail** tab, select your POP account and click **Properties**.
4. Click the **Servers** tab and change the following fields:
POP/IMAP server: mail.newdaybb.net
SMTP server: mail.newdaybb.net
Verify **My server requires authentication** is checked
5. Click the **Advanced** tab.
6. Enter **25** or **587** in the **Outgoing Server (SMTP)**
7. Uncheck **This server requires an encrypted connection (SSL)**.
8. Enter **110** in the **Incoming Mail (POP3)** or **993** if the **Incoming Server is (IMAP)**
9. Uncheck **This server requires an encrypted connection (SSL)**.
10. Click **OK**.



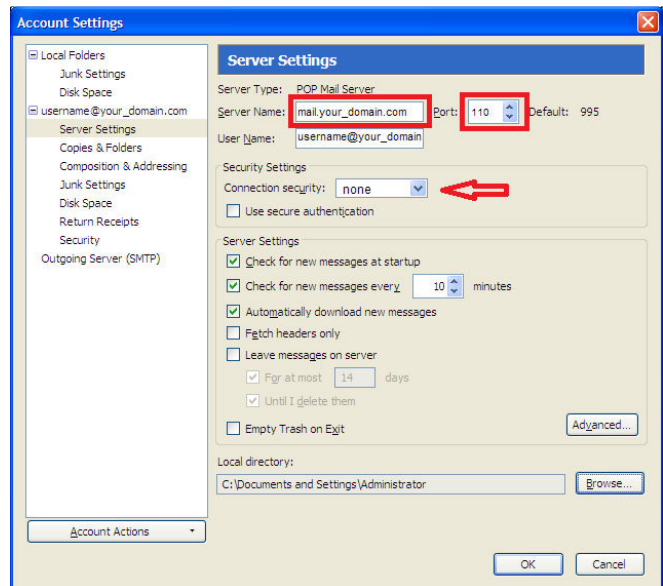
The screenshot shows the 'Servers' tab in the Windows Mail 'Properties' dialog. The 'Server Information' section shows 'My incoming mail server is a POP3 server.' with 'mail.your_domain.com' entered for both 'Incoming mail (POP3):' and 'Outgoing mail (SMTP):'. Two red arrows point to these fields. The 'Incoming Mail Server' section shows 'E-mail username: username@your_domain.com' and a masked password. The 'Remember password' checkbox is checked. The 'Log on using Secure Password Authentication' checkbox is unchecked. The 'Outgoing Mail Server' section has 'My server requires authentication' checked. The 'Settings...' button is visible.



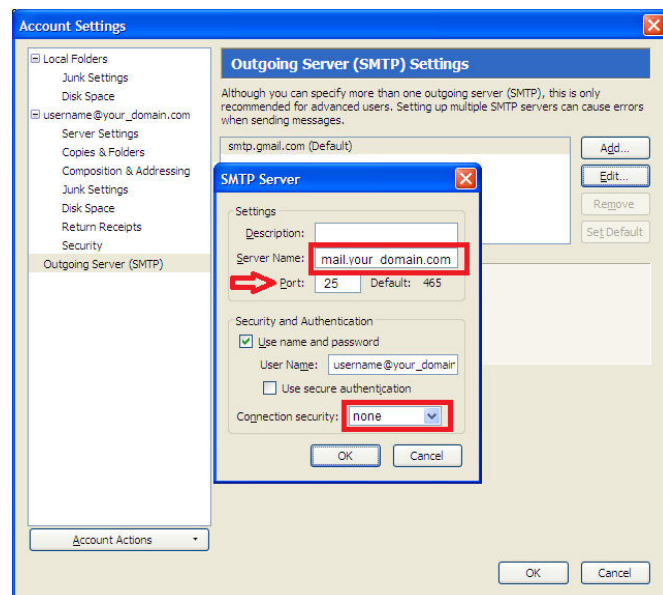
The screenshot shows the 'Advanced' tab in the Windows Mail 'Properties' dialog. The 'Server Port Numbers' section shows 'Outgoing mail (SMTP):' with '25' entered and 'Incoming mail (POP3):' with '110' entered. Both input fields are highlighted with red boxes. The checkboxes for 'This server requires a secure connection (SSL)' are unchecked. The 'Server Timeouts' section shows a slider between 'Short' and 'Long' set to '1 minute'. The 'Sending' section has 'Break apart messages larger than' set to '60 KB'. The 'Delivery' section has 'Leave a copy of messages on server' checked, 'Remove from server after' set to '5 day(s)', and 'Remove from server when deleted from Deleted Items' unchecked.

Thunderbird 3

1. Open Thunderbird.
2. Click the **Tools** menu, and select **Account Settings...**
3. Click **Server setting** in the left-hand pane.
4. Enter **mail.newdaybb.net** in the **Server Name** field
5. Enter **110** in the **Port** field

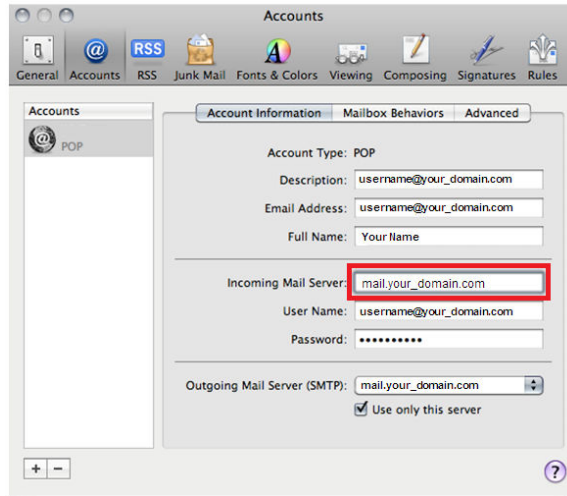


6. Click **Outgoing Server (SMTP)** in the left-hand pane.
7. Select your account and click **Edit...**
8. Enter **mail.newdaybb.net** in the **Server Name** field.
9. Enter **25 or 587** in the **Port** field.
10. Under **Security and Authentication** put a check mark in **Username and password**.
11. Click the **Connection security** dropdown and select **none**.
12. Click **OK** in the *SMTP Server* window
13. Click **OK** in the *Account Settings* window



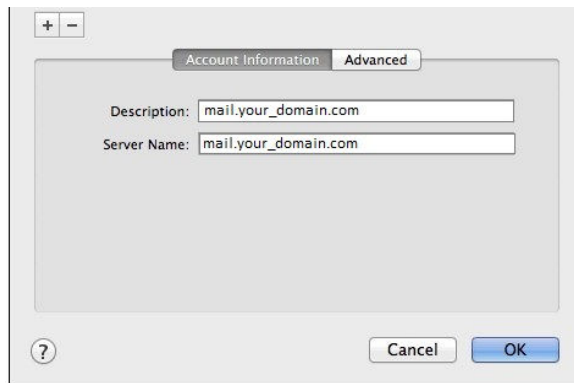
Apple Mail

1. Open Apple Mail.
2. Click **Mail**, and select **Preferences...**
3. Open the **Accounts** tab and select your existing account in the left panel.
4. Change the **Incoming Mail Server** to: **mail.newdaybb.net**

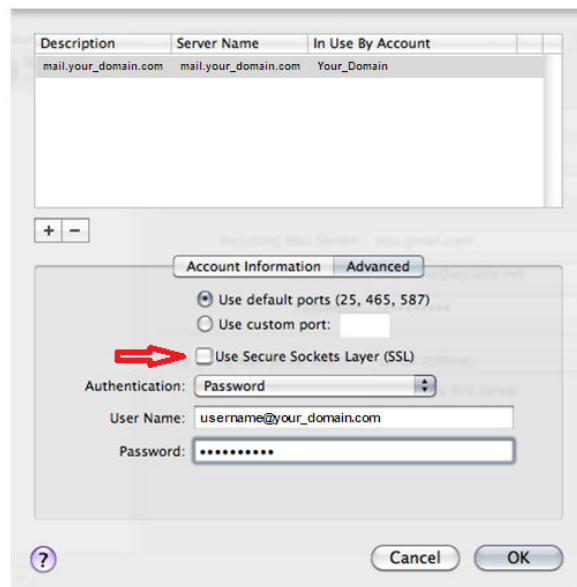


5. At the bottom of the right panel click the arrow to the right of **Outgoing Mail Server (SMTP)** and click “**Edit SMTP Server List ...**” from the dropdown.

6. Under **Account information** please enter the **Server Name** as: **mail.newdaybb.net**



8. Verify **Use default port (25, 465, 587)** is selected
***If you get an error, or have issues sending, please change to “Use custom port:” and set to 587**



9. Uncheck **Use Secure Sockets Layer (SSL)**

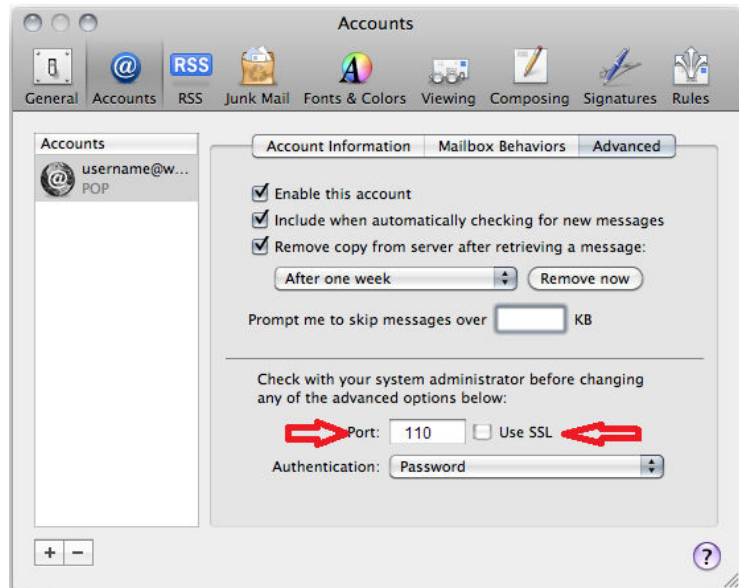
10. Click **OK**

11. On the Account page select the **Advanced** tab

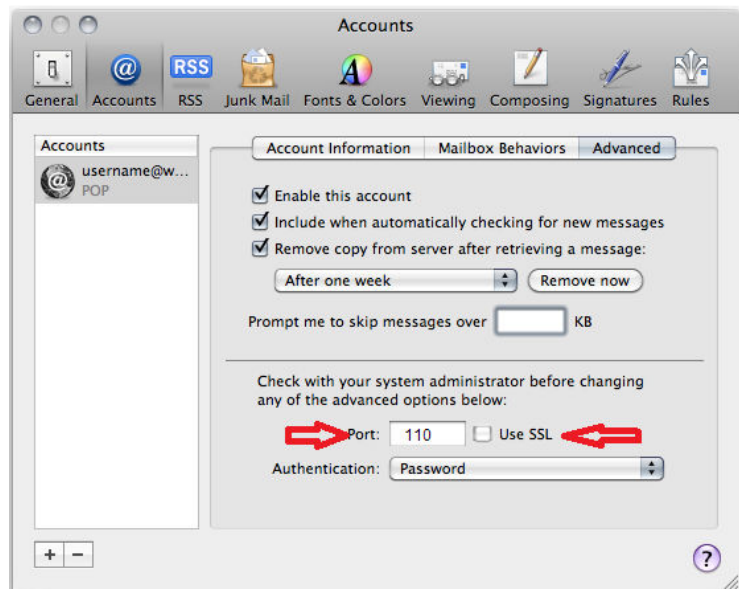
12. Enter **110** in the **Port** field

13. Uncheck **Use SSL**

14. Verify *Authentication* is set to **Password**

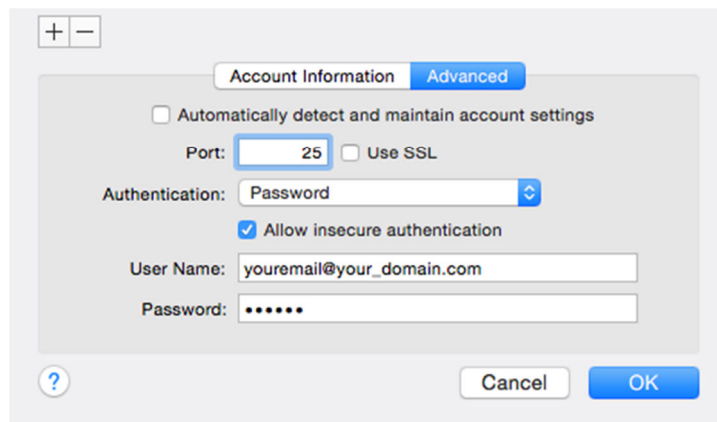
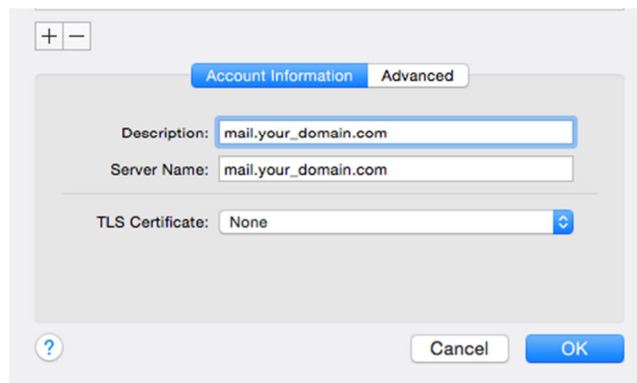
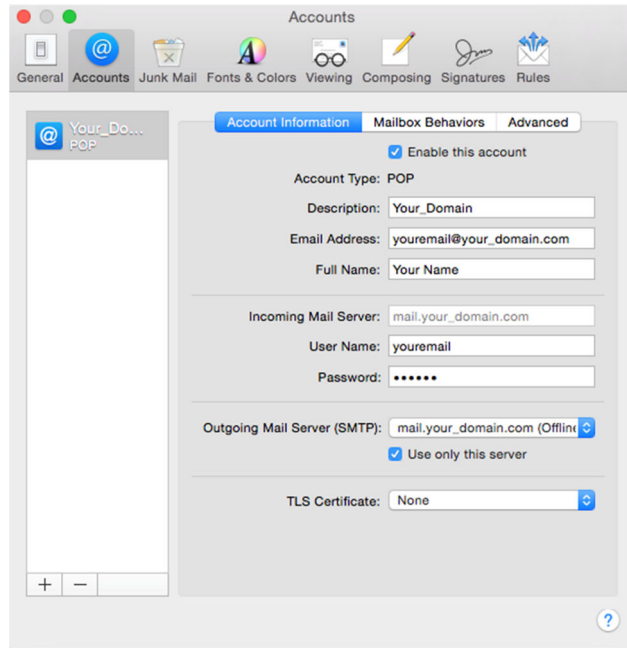


15. Close the window to save



Apple Mail 8.2

1. Open Apple Mail.
2. Click **Mail**, and select **Preferences...**
3. Open the **Accounts** tab and select your existing account in the left panel.
4. Change the **Incoming Mail Server** to: **mail.newdaybb.net**
5. At the bottom of the right panel click the arrow to the right of **Outgoing Mail Server (SMTP)** and click **"Edit SMTP Server List ..."** from the dropdown.
6. Under **Account information** please enter the **Server Name** as: **mail.newdaybb.net**
7. Click the **Advanced** tab
8. Verify **Use default port (25, 465, 587)** is selected
***If you get an error, or have issues sending, please change to "Use custom port:" and set to 587**
9. Uncheck **Use Secure Sockets Layer (SSL)** and set **Port** to **25** or **587**.
10. Place a check in the box that states **Allow insecure authentication**
11. Verify the **Username** has your full email address and your **Password** is entered. Click **OK**.



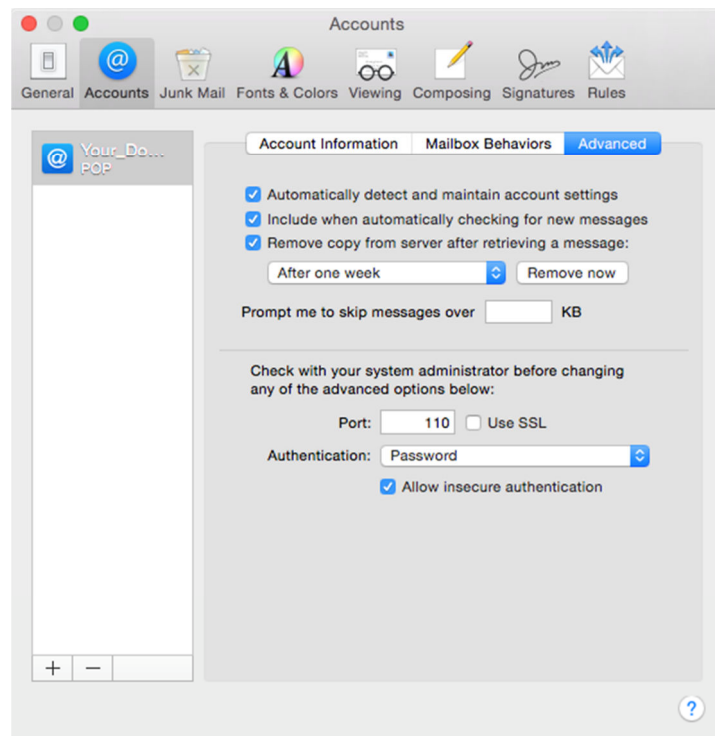
12. On the Account page select the **Advanced** tab

13. Enter **110** in the **Port** field

14. Uncheck **Use SSL**

15. Verify *Authentication* is set to **Password**

16. Place a check in the box that states **Allow insecure authentication**



17. Close the window to save

