



## EMAIL SETUP INSTRUCTIONS

Your email boxes are now active and ready for use! There is the option for accessing your email via web, at home in your current email program or both.

Please follow the steps below to change your email account passwords before proceeding to set up. To begin, access your webmail account:

1. In Internet Explorer or other web browser, go to <http://mail.your-domain.com>
2. Select your time zone.
3. Log in to your account(s) with email address & password provided by Larson Arts.
4. Change passwords (optional) by rolling your mouse over SETTINGS & select MY SETTINGS.  
Be sure to write down your new passwords. You will need them to set up Outlook Express.
5. That's it! You can access this webmail account anytime, anywhere.  
It is your own personal webmail server (like Hotmail, Gmail, AOL, etc.).  
There is a 50 MB limit on each account.

**TIP: Don't keep sent mail over 2 months old or with large attachments.**

### To Set Up Outlook Express with Your Email Account

NOTE: The following procedure is for Microsoft Outlook Express 6.

1. In Microsoft Outlook Express, select Tools > Accounts.
2. On the Internet Accounts window, click the Mail tab, and then click Add.
3. On the Internet Connect Wizard, in the Display name field, type your full name and click Next.
4. In the E-mail address field, type your email address and click Next.
5. On the E-mail Server Names window, from the My incoming mail server is a list, select POP3.
6. In the Incoming mail (POP3, IMAP or HTTP) server field, enter [pop.secureserver.net](http://pop.secureserver.net).
7. In the Outgoing mail (SMTP) server field, type [smtpout.secureserver.net](http://smtpout.secureserver.net), and then click Next.
8. In the Account name and Password fields, type your email address & password; then click Next.
9. Click Finish.
10. On the Internet Accounts wizard, select the mail account you just created and click Properties.
11. In the Properties window, click the Servers tab.
12. Select My server requires authentication.
13. Click the Advanced tab.
14. In the Outgoing mail (SMTP) field, change the port number to 80, and then click OK.

For more detailed instructions, please visit: <http://www.microsoft.com/windows/ie/ie6/using/howto/oe/setup.msp#E6D>

**To Set Up Your Email Account with Other Email Programs, Click Link Below:**

[Windows Mail](#)

[Outlook 2007](#)

[Eudora](#)

[Mozilla Thunderbird](#)

[Microsoft Entourage](#)

[Mac Mail](#)