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CGL allows you to access your email in many different ways. For those of you who do not wish to use the CGL web interface at **www.cglemail.com**, you may also receive your email using POP3 mail standards, and send via SMTP.

This guide will help you create settings so that you may use your CGL email account with other clients.

Note: If your CGL administrator has set up the email audit feature, you must consult with them before using a third party email client. Depending on the configuration, there may be interoperability issues with SMTP mail and CGL's email audit feature.

MS Outlook 2002/2003

 Open your Microsoft Outlook program. At the top of the menu, select the Tools option, and scroll down until you see E-mail Accounts. Select the email accounts option and proceed to Step 2.

Note: If you don't see **Accounts** right away it may be hidden. Click on the small downward arrow at the bottom of the **Tools** menu to reveal any hidden menu options.





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E-mail Acc	counts	? ×
E-mail Ac You car	ccounts an change the e-mail accounts and directories that Outlook uses.	
	E-mail	
	Add a new e-mail account	
	C View or change existing e-mail accounts	
	Dimetant	
	O Add a pow directory or address book	
	O View or change existing directories or address books	
	< Back Next >	Close

 The next window you will see is the E-mail Accounts window. Click on Add a new e-mail account button, and then click the Next button.

erver Type	\sim
You can choose the type of server your new e-mail acount will work with.	
O Microsoft Exchange Server	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	
• POP3	
Connect to a POP3 e-mail server to download your e-mail.	
C IMAP	
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.	
С нттр	
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
C Additional Server Types	
Connect to another workgroup or 3rd-party mail server.	
	с I
< Back Next>	Lancel

3. Under the **Server Type** click the **POP3** option, and click the **Next** button to continue.

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Internet E-ma Each of these	ill Settings (POP3) a settings are required to get yo	our e-mail account working.		Ŷ
User Informal	tion	Server Information		
Your Name: John Smth		Incoming mail server (POP3):	pop3.cglemail.co	m
E-mail Address:	jsmith@demonstration.com	Outgoing mail server (SMTP):	smtp.cglemail.com	
Logon Inform	ation	Test Settings		
User Name:	jsmith.demonstration	After filing out the informatio	on on this screen, we	20
Password:	*****	below. (Requires network cor	nnecton)	
	Remember password	Test Account Settings	5	
Log on using Authenticati	3 Secure Password on (SPA)		More Setting	<u>]</u> s
		< Back	Next> Can	cel

- 4. Internet E-mail Settings (POP3) User Information
 - Your Name: This should be your first and last name (This will be the display name, which will appear in the "From" line when you send e-mail to others).
 - E-mail Address: Use the email address that you normally use or that your administrator has given to you (i.e. <u>username.company@cglcommunications.com</u> or <u>yourname@yourcompany.com</u> if you have a custom domain setup).
- 5. Server Information
 - Incoming Mail Server (POP3): pop3.cglemail.com
 - Outgoing Mail Server (SMTP): smtp.cglemail.com
- **6.** Logon Information
 - **Username**: Enter in your CGL username (i.e. username.company).



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 Password: The password will be the same password which is used to log into your CGL web account. The password is case sensitive. Be sure to check the box labeled "Remember password", if you do not wish to enter the password every time you check your e-mail.

E-mail Accou	Internet E-mail Settings	Я×	<u>? ×</u>
Internet E- Each of th	General Dutgoing Server Connection Advanced		
User Inforr Your Name: E-mail Addre: Logon Infor	Use same settings as my incoming mail server Log on using User Name: Password: Password: Log on using Secure Password Authentication Log on to incoming mail server before sending mail		3): pop3.cglemail.com P): smtp.cglemail.com
Password:	ОК СА	ancel	account by clicking the button connection) ngs More Settings Next > Cancel

- 7. Additional Settings (Internet E-mail Settings)
 - Once you have filled in all the information above, click on the More Settings... button. You are now in the Internet E-mail Settings menu. Click on the Outgoing Server tab. Check the box which is labeled "My Outgoing Server (SMTP) Requires Authentication", and press OK. You should now be back in the main email accounts settings window. Click on the Next button to continue with your settings.



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- 8. Click **Finish** and you will be returned to Outlook. You are finished setting up the POP3 Account.
 - To check your new e-mail account, click the "Send and Receive" button located at the top of the Microsoft Outlook toolbar.

mail Accounts		<u>?</u> >
iongratulations!		
You have successfully entered all the infi	ormation required to setup your account.	
To close the wizard, click Finish.		
	< Back Finish	

MS Outlook 2000

 Open your Microsoft Outlook program. At the top of the menu, select the Tools option, and scroll down until you see Accounts... Select the email accounts option and proceed to Step 2.

Note: If you don't see **Accounts** right away it may be hidden. Click on the small downward arrow at the bottom of the **Tools** menu to reveal any hidden menu options.





- (Internet Accounts): You should now be in a window labeled "Internet Accounts". Click on the Add button at the top right hand side and select Mail...
 - MS Outlook will now start **Internet Connection Wizard**.

In	ternet Accounts			<u>? ×</u>	
	All Mail News	Directory Service		Add	Mail
	Account	Туре	Connection	Remove	Directory Service
				Properties	
				Set as Default	
				Import	
				Export	
	J			Set Order	
				Close	
-				Set Order	

Internet Connection Wizard		×
Your Name		~
When you send e-mail, you Type your name as you wo	ur name will appear in the From field of the outgoing message. ould like it to appear.	
Display name:	John Smith	
	For example: John Smith	
	< Back Next > Cancel	_
	Concerned	



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3. Enter your **Display Name**. This should be your first and last name (This will be the name, which will appear in the "From" line when you send e-mail to others). Once you are finished entering your display name, click the **Next** button.

Internet Connection Wizard		×
Your Name		×
When you send e-mail, yo Type your name as you wo	ur name will appear in the From field of the outgoing messag ould like it to appear.	e.
Display name:	John Smith	
	For example: John Smith	
	< Back Next > Ca	ncel

Internet Connection Wizard		×
Internet E-mail Address		×
Your e-mail address is the a	address other people use to send e-mail messages to you.	
E-mail address:	jsmith@demonstration.com For example: someone@microsoft.com	
	< Back Next > C	ancel



 (Internet E-mail Address): Enter your E-Mail Address. This will be the address that is displayed on the "From" line when you send e-mail to others. Once you are finished entering your E-Mail Address, click the Next button.

shee connection wisard	
E-mail Server Names	Ť
My incoming mail server is a POP3	server.
Incoming mail (POP3, IMAP or HTTP) server:
popologiernail.com	
An SMTP server is the server that is	used for your outgoing e-mail.
An SMTP server is the server that is Dutgoing mail (SMTP) server:	used for your outgoing e-mail.
An SMTP server is the server that is Dutgoing mail (SMTP) server smtp.c glem ail.c om	used for your outgoing e-mail.
An SMTP server is the server that is Dulgsing mail (SMTP) server smtp.c glem ail.c om	used for your ourgoing e-mail.
An SMTP server is the server that is Dutgoing mail (SMTP) server: smtp.c glem ail.c om	uzed for your outgoing e-mail.
An SMTP server is the server that is Dutgoing mail (SMTP) server. Smtp.c glem ail.c om	uzed for your outgoing e-mail.
An SMTP server is the server that is a Dutgoing mail (SMTP) server smtp.c glem ail.c om	used for your ourgoing e-mail.

(E-mail Server Names): Under "My incoming mail server is a server, choose the POP3 option from the dropdown menu. Under the "incoming mail (POP3, IMAP or HTTP) server:" box, enter pop3.cglemail.com. The outgoing mail server should be entered as smtp.cglemail.com. Click the Next button to continue.

nternet Mail Logon	
Type the account nar	ne and password your Internet service provider has given you.
Account name:	jsmith.demonstration
Password: If your Internet service p (SPA) to access your m	Remember password Remember password Authentication ail account, select the 'Log On Using Secure Password
	neck box.
Authentication (SPA)' cl	e Password Authentication (SPA)
Authentication (SPA)' ch	e Password Authentication (SPA)



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- 6. (Internet Mail Logon): Under **Account name**, enter in your CGL username i.e. (username.company). Next, enter your password. The password is the same password which is used to log into your CGL web account.
 - Be sure to check the box labeled "Remember password", if you do not wish to enter the password every time you check your e-mail. Click the Next button to continue.

 If you already have an account with an Internet service provider and have obtained all the necessary connection information, you can connect to your account using your phone line. Which method do you want to use to connect to the Internet? Connect using my phone line Connect using my local area network (LAN) I will establish my Internet connection manually 	
If you already have an account with an Internet service provider and have obtained all the necessary connection information, you can connect to your account using your phone line. If you are connected to a local area network (LAN) that is connected to the Internet, you can access the Internet over the LAN. Which method do you want to use to connect to the Internet? Connect using my phone line Connect using my phone line Connect using my local area network (LAN)	祣
Which method do you want to use to connect to the Internet? C Connect using my phone line C [Connect using my local area network [LAN] C I will establish my Internet connection manually	
 Connect using my local area network (LAN) I will establish my Internet connection manually 	
C I will establish my Internet connection manually	
< Back Next > Cancel Heln	In

7. Select the option for the internet connection type you will be using. If you do not know what your connection type is, contact your System Administrator.

rnet Connection Wizard Congratulations				光
You have successfully entered	all of the info	ormation requi	ired to set up your	account.
To save these settings, click F	inish.			
		_		3
		< Back	Finish) Cancel



8. Click the **Finish** button to complete the **Internet Connection Wizard**. You will now be brought back to the **Internet Accounts** window

- Iwan Luaus	I mecory service	21	- <u>6</u> 00
Account	Туре	Connection	Remove
Bpop 3.cgl email.com	nal (default)	Arey Avvailable	Properties
			Set as Defaul
			Import
			Export.
			Set Order

9. Highlight the new account you just created and click the **Properties** button located on the right-hand side.

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😭 pop.bluetie.com Properties 📃 📔	×
General Servers Connection Advanced	
Server Information	-
My incoming mail server is a POP3 server.	
Incoming mail (POP3): pop3.cgle mail.com	1
Outgoing mail (SMTP): smtp.cglemail.com	1
Incoming Mail Server	-
Account name: jsmith.demonstration	1
Password:	1
Remember password	
Log on using Secure Password Authentication	
Outgoing Mail Server	:
My server requires authentication Settings	
	_
OK Cancel Apply	

- 10.Click on the Servers Tab at the top of the page. Once you are brought to the servers page, click on the checkbox labeled "My Server Requires Authentication". Press the OK button when you are finished
 - Your e-mail account is now set up and ready for use. To check your new email account, click the "Send and Receive" button located at the top of the Microsoft Outlook Express toolbar.



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MS Outlook Express 5.5/6.0

1. Open Microsoft Outlook Express application and click on the **Tools** Menu (on the top toolbar). Scroll down until you see **Accounts** and select the option.

Note: If you don't see **Accounts** right away it may be hidden. Click on the small downward arrow at the bottom of the **Tools** menu to reveal hidden menu options.

🗐 Outlook Express	
File Edit View	Tools Message Help
	Send and Receive
Create Mail Sen	Synchronize All Synchronize Folder Mark for Offline
Folders	Address Book Ctrl+Shift+B Add Sender to Address Book
	Message Rules
	Accounts
- 🏫 Sent Items	Options
Deleted Iter	Set up a Mail account

 Click on the Add button at the top right hand side and select Mail. This will start the *Internet Connection Wizard*.

Internet Accounts			?>	<u>K</u>
All Mail New	s Directory Serv	ice	<u>A</u> dd ►	Mail
Account	Туре	Connection	Remove	News Directory Service
			Properties	
			Set as Default	
			Import	
			Export	
<u> </u>			Set Order	
			Close	





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Your Name	×
When you send e-mail, Type your name as you	your name will appear in the From field of the outgoing message. would like it to appear.
Display name:	John Smith For example: John Smith

3. (Your Name): Enter your **Display Name**. This should be your first and last name (This will be the name, which will appear in the "From" line when you send e-mail to others). Once you are finished entering your display name, click the **Next** button.

Internet Connection Wizard		×
Internet E-mail Address		×
Your e-mail address is the a	address other people use to send e-mail messages to you.	
E-mail address:	jsmith@demonstration.com	
	For example: someone@microsoft.com	
	< Back Next > Ca	ancel



4. (Internet E-Mail Address): Enter your E-Mail Address. This will be the address that is displayed on the "From" line when you send e-mail to others. Once you are finished entering your E-Mail Address, click the Next button.

nail Server Names	÷
My incoming mail server is a POP3 💌 serve	K -
Incoming real (POP3, IMAP or HTTP) server.	
pop3.cglemail.com	
An SMTP server is the server that is used for your outg	oing e-mail
An SMTP server is the server that is used for your outg Outgoing real (SMTP) server	oing e-mail
An SMTP server is the server that is used for your outg Dutgoing mail (SMTP) servec [smtp.c.glem ail.c.om	oing e-mail
An SMTP server is the server that is used for your outg Outgoing mail (SMTP) servec smtp.c.glemial.com	oing e-mail
An SMTP server is the server that is used for your outg Dutgoing mail (SMTP) server smtp.c glem ail.c om	oing e-mail
An SMTP server is the server that is used for your outg Dutgoing mail (SMTP) servec smtp.c glem ail.c om	oing e-mail

- 5. (E-mail Server Names): Under "My incoming mail server is a server, choose the POP3 option from the dropdown menu.
 - Under the "incoming mail (POP3, IMAP or HTTP) server:" box, enter pop3.cglemail.com.
 - The outgoing mail server should be entered as smtp.cglemail.com.



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Internet Connection Wizard		×
Internet Mail Logon		×
Type the account name and	password your Internet service provider has given you.	
Account name:	jsmith.demonstration	
Password:	xxxxxxxxx Remember password	
If your Internet service provide (SPA) to access your mail acco Authentication (SPA)' check bo	r requires you to use Secure Password Authentication ount, select the 'Log On Using Secure Password ox.	
Log on using Secure Pass	word Authentication (SPA)	
	<back next=""> Ca</back>	ancel

- Under Account name enter in your CGL username i.e. (username.company) and then your password. The password is the same password which is used to log into your CGL web account.
 - Be sure to check the box labeled "Remember password", if you do not wish to enter the password every time you check your e-mail. Click the Next button to continue.

Internet Connection Wizard	×
Congratulations	×
You have successfully entered all of the information required to set up your account.	
To save these settings, click Finish.	
< Back Finish Ca	ancel



7. Click the **Finish** button to complete the **Internet Connection Wizard**. You will now be brought back to the main menu (Internet Accounts).

Account	Туре	Connection	Remove
apop 3.cgl email.com	mai (default)	Arty Available	Properties
			Set as Defau
			Import
			Export.
			Set Outer

 At the Internet Accounts screen, highlight the new account you just created and click the Properties button located on the right-hand side.



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😤 pop.bluetie.com Properties 🛛 🔹 🔀
General Servers Connection Advanced
Server Information
My incoming mail server is a POP3 server.
Incoming mail (POP3): pop3.cgle mail.com
Outgoing mail (SMTP): smtp.cglemail.com
Incoming Mail Server
Account name: jsmith.demonstration
Password:
Remember password
Log on using Secure Password Authentication
Outgoing Mail Server
My server requires authentication
OK Cancel Apply

- Click on the Servers Tab at the top. There is a button labeled "My Server Requires Authentication". Be sure to check off the button, and press OK when finished.
 - Your e-mail account is now set up and ready for use. To check your new email account, click the "Send and Receive" button located at the top of the Microsoft Outlook Express toolbar.



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Eudora 6.2

- Open the Eudora application from your computer. Under the **Tools** option at the top of the menu, choose **options**. From options, you will see the screen above
 - Under 'Getting Started', you will see several boxes. Under 'Real Name' enter the name which you wish to appear on your outgoing messages.
 - Your Return address is where people should reply to (<u>yourname@yourcompany.com</u>).
 - The Mail Server (incoming) is pop3.cglemail.com and the SMTP Server (outgoing) is smtp.cglemail.com
 - Your Login Name will be the username that CGL provided for you i.e. (username.company)

Options		? 🛛
Category:	Real name:	
	John Demonstration	
Getting Started	Email address:	
2	john@demonstration.com	
Checking Mail	Mail Server (Incoming):	
29	pop3.cglemail.com	
Incoming Mail	User Name:	
3	John	
Sending Mail	SMTP Server (Outgoing):	
2	smtp.cglemail.com	
Composing Mail	Allow authentication	
Internet Dialup 🖌	OK Cancel	Help



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2. Check the button labeled 'Allow Authentication', and press the Checking Mail Icon on the left hand side.

Options		2 🛛
Category:	Mail Server:	
	pop3.cglemail.com	
Getting Started	User Name:	
¥	john. demonstration	
Checking Mail	Check for mail every 0 minute(s) Don't check without a network connection Don't check when using battery Send on check	
Sending Mail	Save password	
Composing Mail	If Available, STARTTLS Clast SSL Info	
Internet Dialup	OK Cancel	Help

3. Verify that the **Mail Server** is pop3.cglemail.com and your login name is the same as your CGL login. Be sure that the **save password** is checked, if you do not wish to enter your password every time you check mail.



4. Click on the Incoming Mail icon to continue.





5. At the top you will see two options for server configuration. Be sure to check the option labeled **POP**. At the bottom, you will see four options for Authentication Style. Check the option labeled **Passwords**. Click on the sending mail icon to continue.

Options	? 🔀
Category:	
<u> </u>	Email address: john@demonstration.com
Getting Started	Domain to add to ungualified addresses:
2	
Checking Mail	SMTP server:
2	SMTP Relay Personality: None
Incoming Mail	Allow authentication Immediate send
Sending Mail	Send on check
۹.	Secure Sockets when Sending
Composing Mail	If Available, STARTILS V Last SSL INFO
3	
Internet Dialup 🖌	OK Cancel Help

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Options	?(×
Category:		
Advanced Network	These settings are for the Kerberos security system. Only fill them in if your network administrator tells you to do so. Kerberos Authentication: On Off Kerberos 4 (POP only): On Off	
Auto Configure	Kerberos POP3 port: 5125	
Kerberos	Realm:	
	Service name: rcmd	
)))	Service format: %1.%4@%3	
MoodWatch	For the service format, insert: %1 for the Service name (above) %2 for POP host full domain name %3 for Realm (above) %4 for POP host name	
Miscellaneous	OK Cancel Help	

6. Verify that your SMTP server is smtp.Cglemail.com and check the box labeled **Allow Authentication**. Press the Kerberos icon to continue.

Under Kerberos, make sure that Kerberos Authentication is off and Kerberos 4 (POP only) is checked off. Press OK and your account is ready to use.



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Email Support

You can contact CGL by email if you need assistance. Simply send us the details of your problem and a CGL customer service representative will respond.

Email: support@cglemail.com or use the link in the CGL Help section in www.cglemail.com.

Internet Support

If you need helping using the CGL application, you can click on the "Help" link in the top right-hand corner when you are logged into www.cglemail.com.

Telephone Support

If you need to speak to a live representative, you can call CGL toll-free. Representatives are available Monday through Friday from 9:00am to 6:00pm Eastern Time.

Our support hours are:

9:00 am to 6:00 pm EST, Monday - Friday (631)842-4600