

## POP3/SMTP Settings Manual

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.

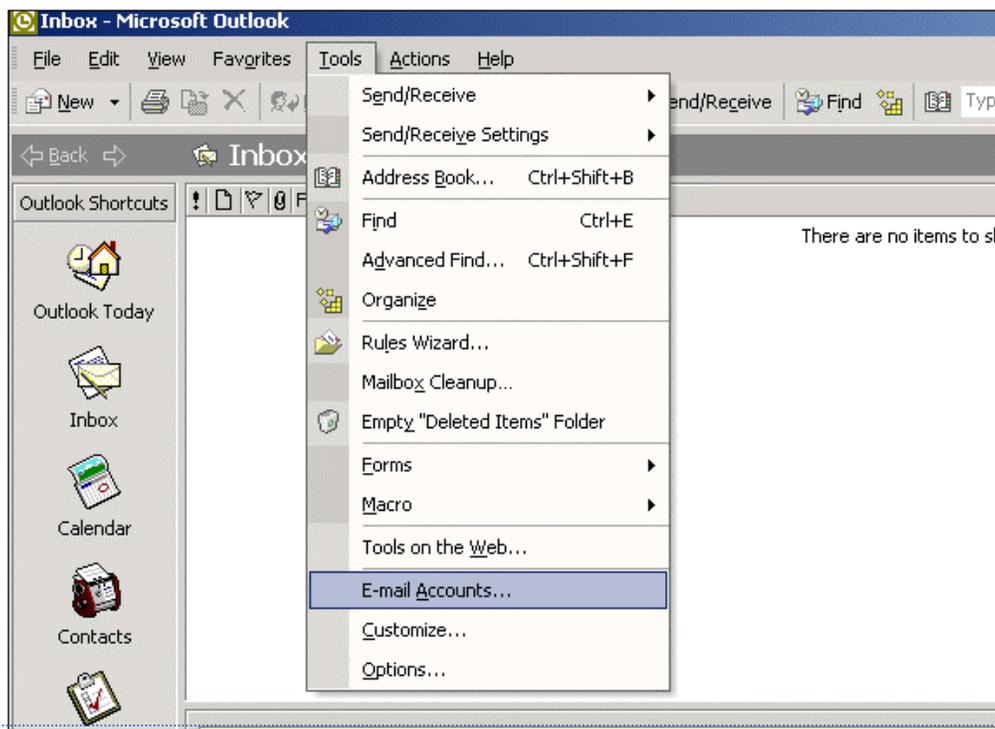
This guide will help you create settings so that you may use your CGL email account with other clients.

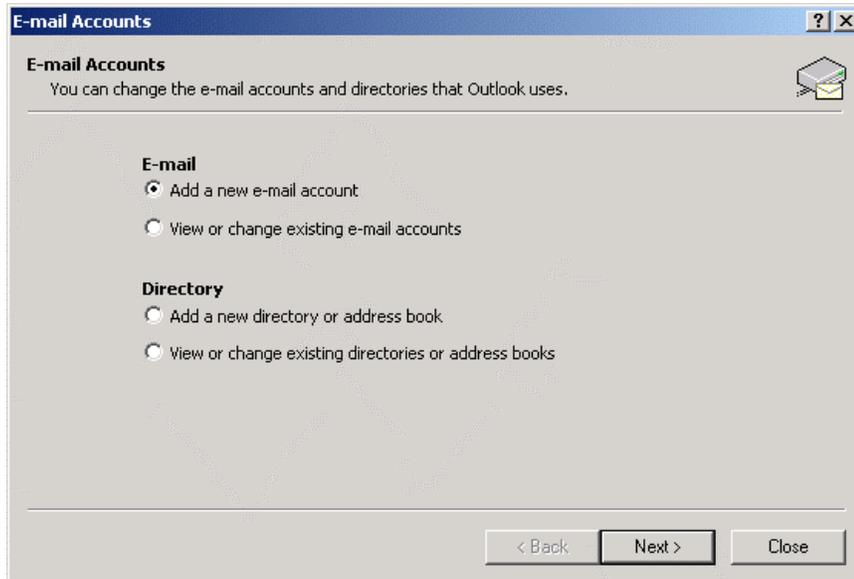
**Note:** If your CGL administrator has set up the email audit feature, you must consult with them before using a third party email client. Depending on the configuration, there may be interoperability issues with SMTP mail and CGL's email audit feature.

### MS Outlook 2002/2003

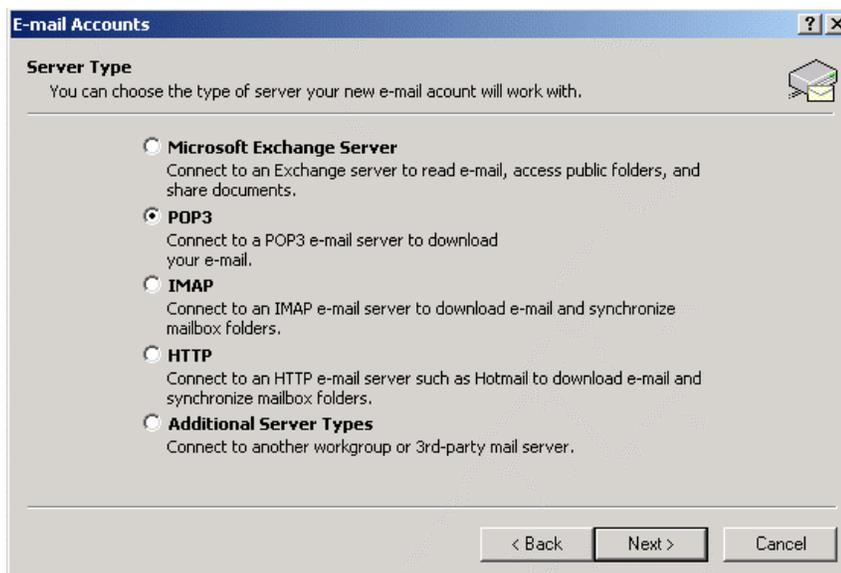
1. Open your Microsoft Outlook program. At the top of the menu, select the **Tools** option, and scroll down until you see **E-mail Accounts**. Select the email accounts option and proceed to Step 2.

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.





2. 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.



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

**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)

#### 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. [username.company@cglcommunications.com](mailto:username.company@cglcommunications.com) or [yourname@yourcompany.com](mailto:yourname@yourcompany.com) if you have a custom domain setup).

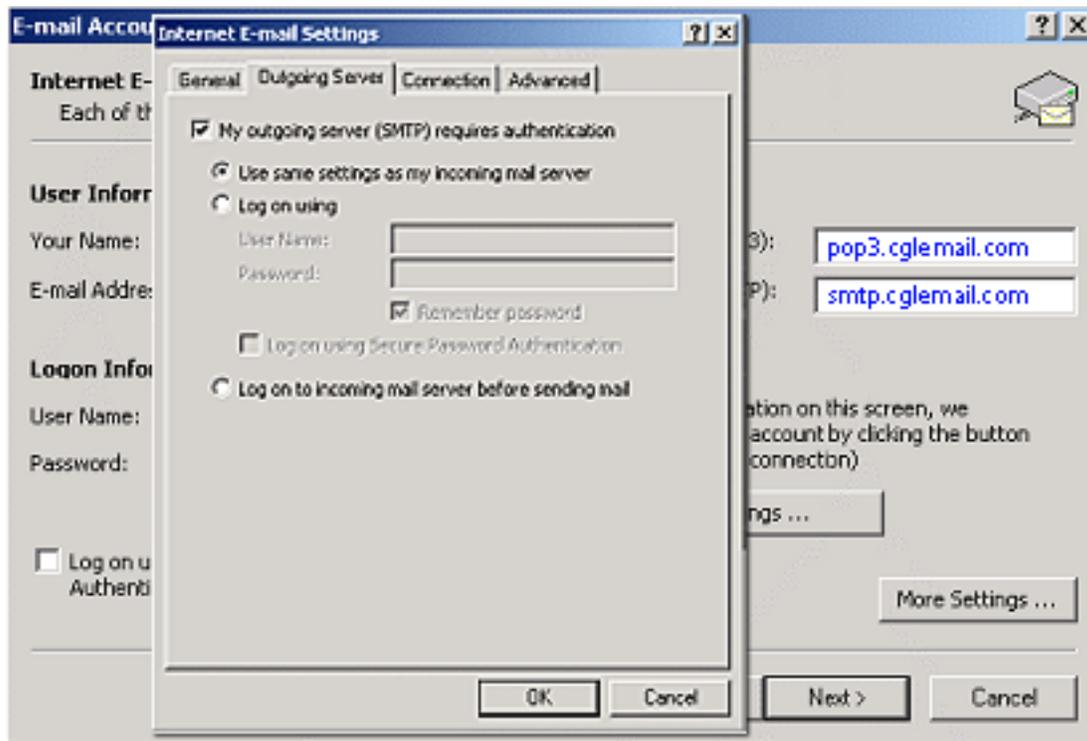
#### 5. Server Information

- **Incoming Mail Server (POP3):** [pop3.cglemail.com](http://pop3.cglemail.com)
- **Outgoing Mail Server (SMTP):** [smtp.cglemail.com](http://smtp.cglemail.com)

#### 6. Logon Information

- **Username:** Enter in your CGL username (i.e. username.company).

- 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.

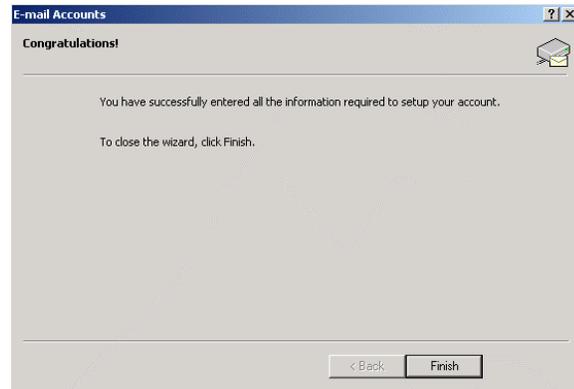


## 7. Additional Settings (Internet E-mail Settings)

- 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.

8. Click **Finish** and you will be returned to Outlook. You are finished setting up the POP3 Account.

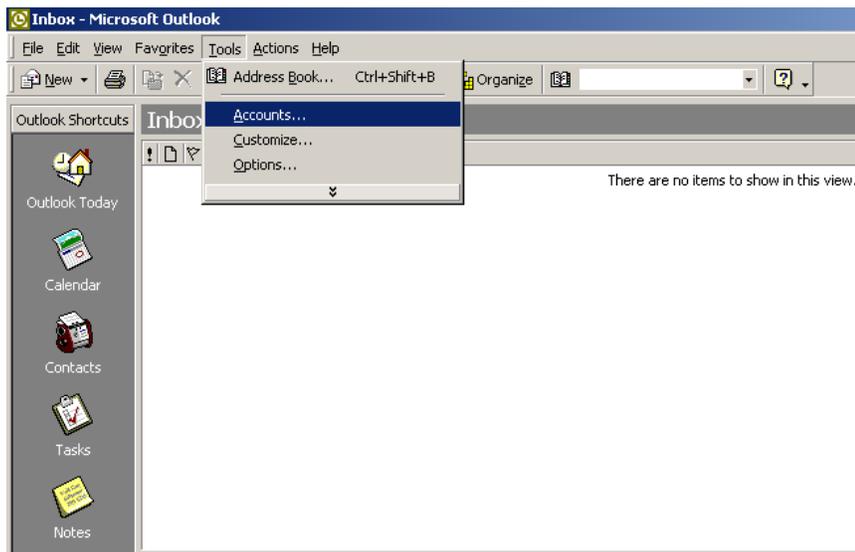
- To check your new e-mail account, click the "**Send and Receive**" button located at the top of the Microsoft Outlook toolbar.



## MS Outlook 2000

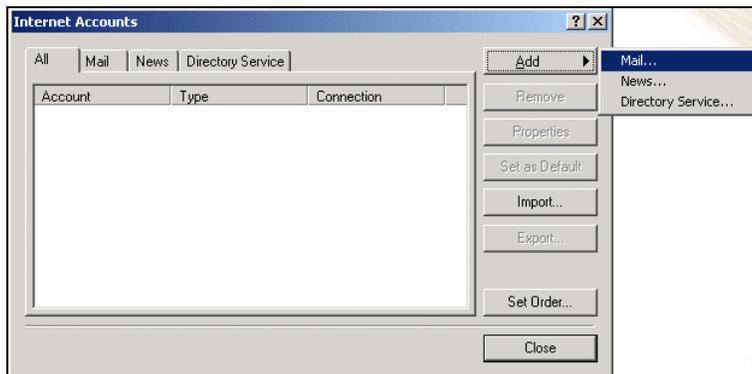
1. Open your Microsoft Outlook program. At the top of the menu, select the **Tools** option, and scroll down until you see **Accounts...** Select the email accounts option and proceed to Step 2.

**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.



2. (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**.



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.

**Your Name**

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back   Next >   Cancel

**Internet E-mail Address**

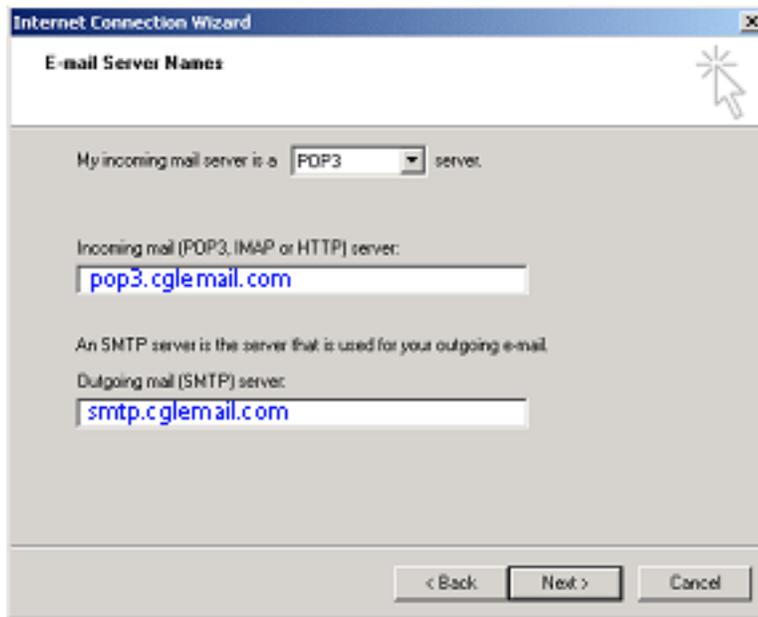
Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

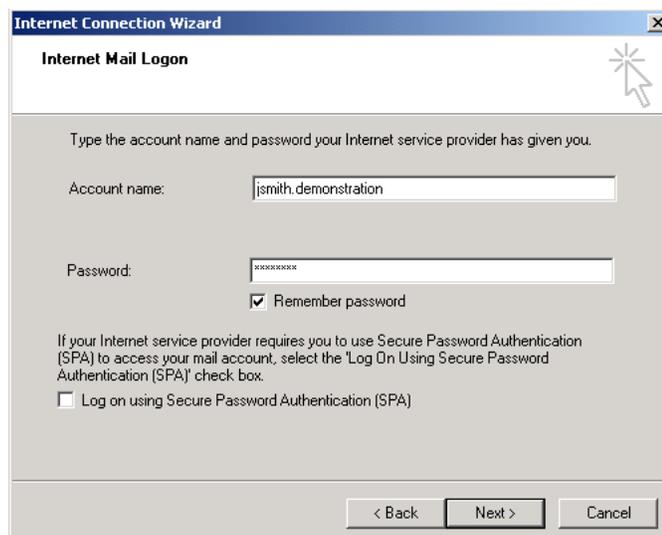
For example: someone@microsoft.com

< Back   Next >   Cancel

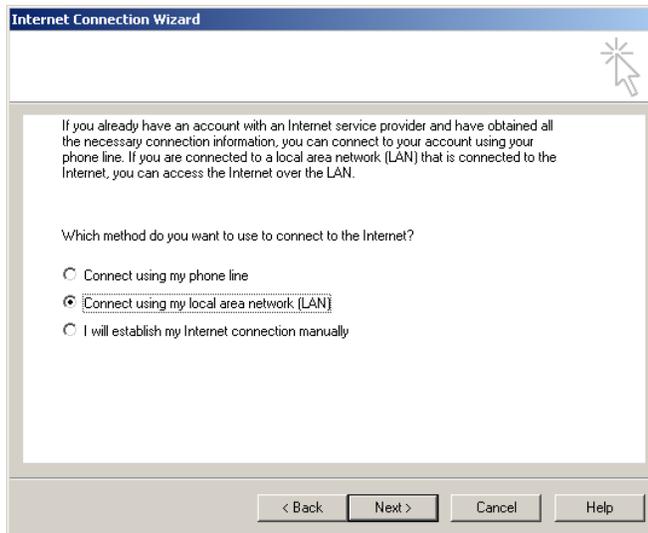
4. (Internet E-mail Address): Enter your **E-Mail Address**. This will be the address that is displayed on the "From" line when you send e-mail to others. Once you are finished entering your E-Mail Address, click the **Next** button.



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**. Click the **Next** button to continue.



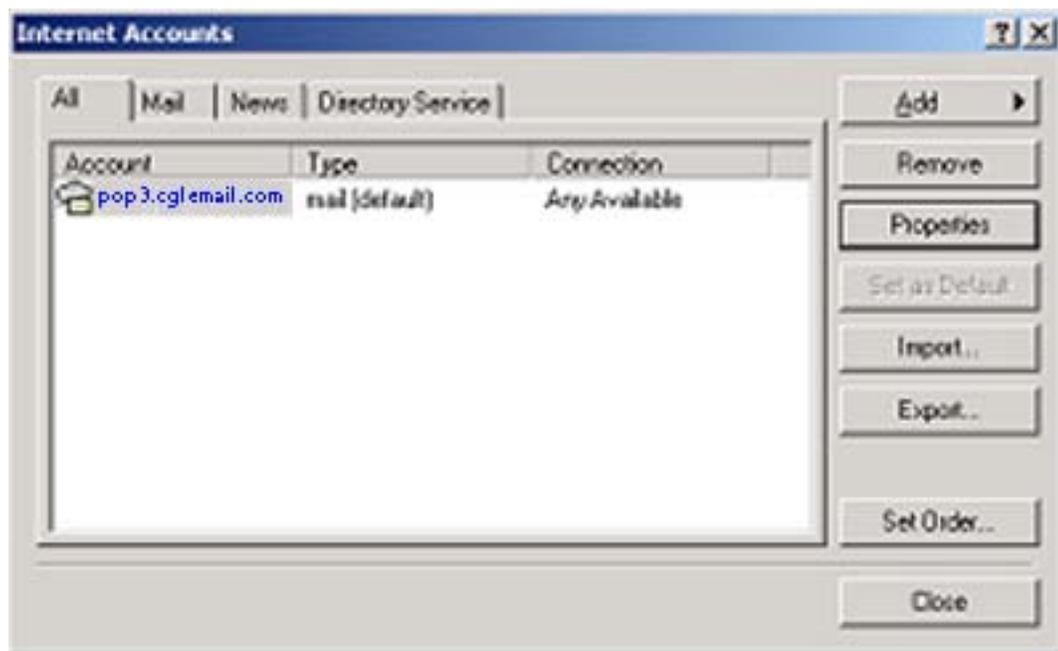
6. (Internet Mail Logon): Under **Account name**, enter in your CGL username i.e. (username.company). Next, enter your password. The password is the same password which is used to log into your CGL web account.
  - Be sure to check the box labeled "**Remember password**", if you do not wish to enter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



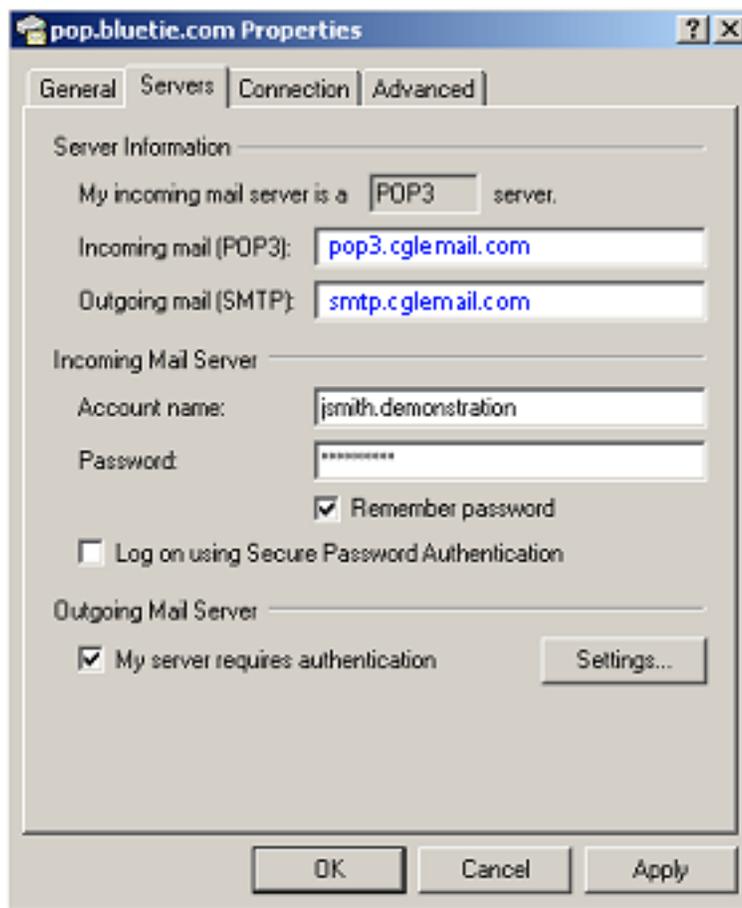
7. Select the option for the internet connection type you will be using. If you do not know what your connection type is, contact your System Administrator.



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



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



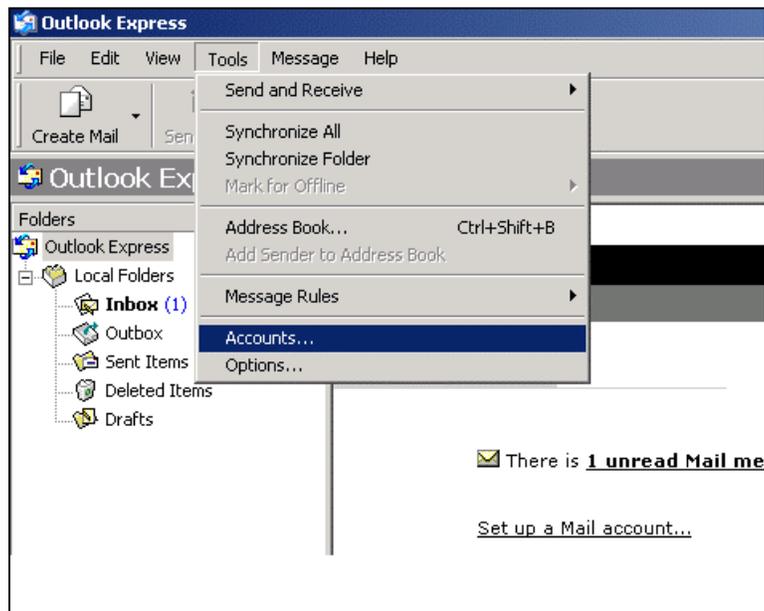
**10.** Click on the **Servers Tab** at the top of the page. Once you are brought to the servers page, click on the checkbox labeled "**My Server Requires Authentication**". Press the **OK** button when you are finished

- Your e-mail account is now set up and ready for use. To check your new e-mail account, click the "**Send and Receive**" button located at the top of the Microsoft Outlook Express toolbar.

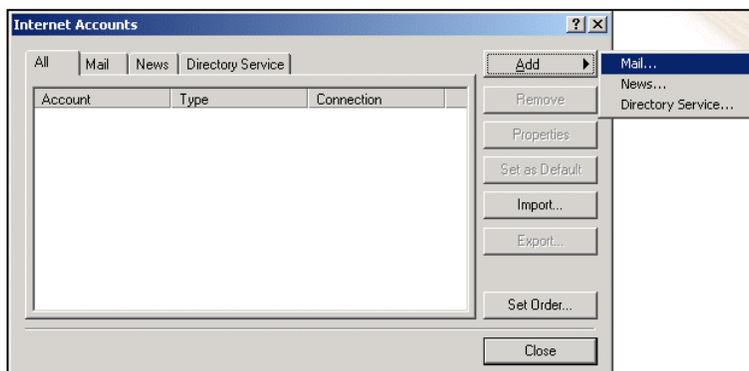
## MS Outlook Express 5.5/6.0

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.

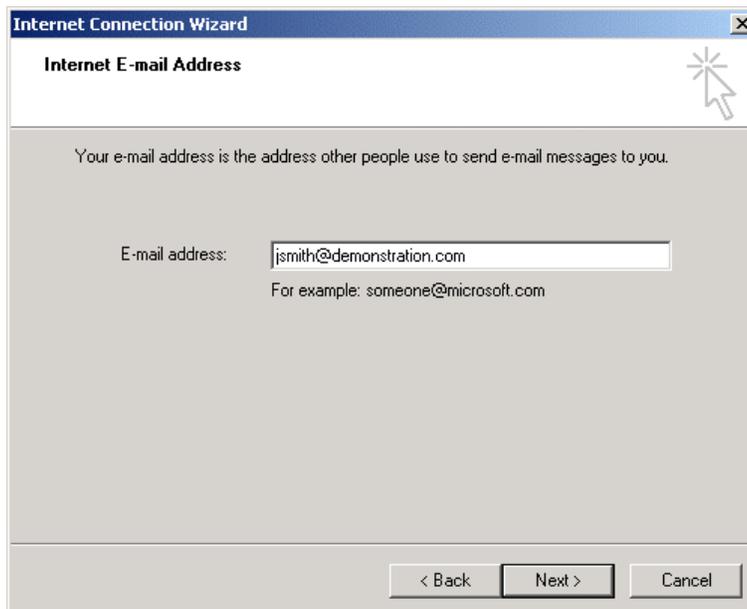


2. Click on the **Add** button at the top right hand side and select **Mail**. This will start the **Internet Connection Wizard**.

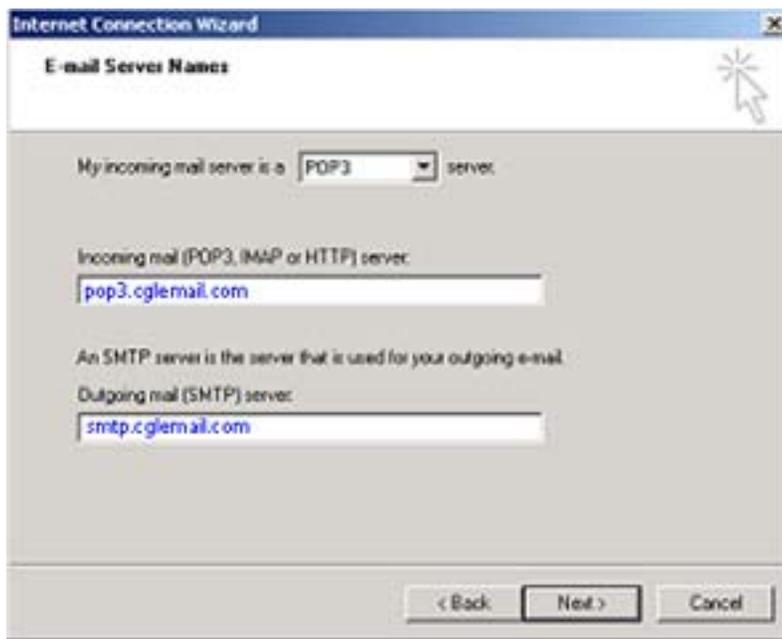




3. (Your Name): Enter your **Display Name**. This should be your first and last name (This will be the name, which will appear in the "From" line when you send e-mail to others). Once you are finished entering your display name, click the **Next** button.



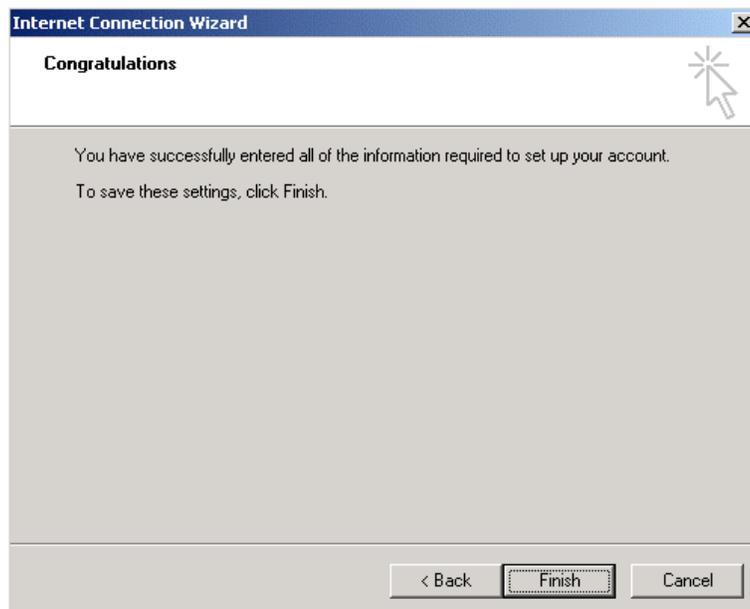
4. (Internet E-Mail Address): Enter your **E-Mail Address**. This will be the address that is displayed on the "From" line when you send e-mail to others. Once you are finished entering your E-Mail Address, click the **Next** button.



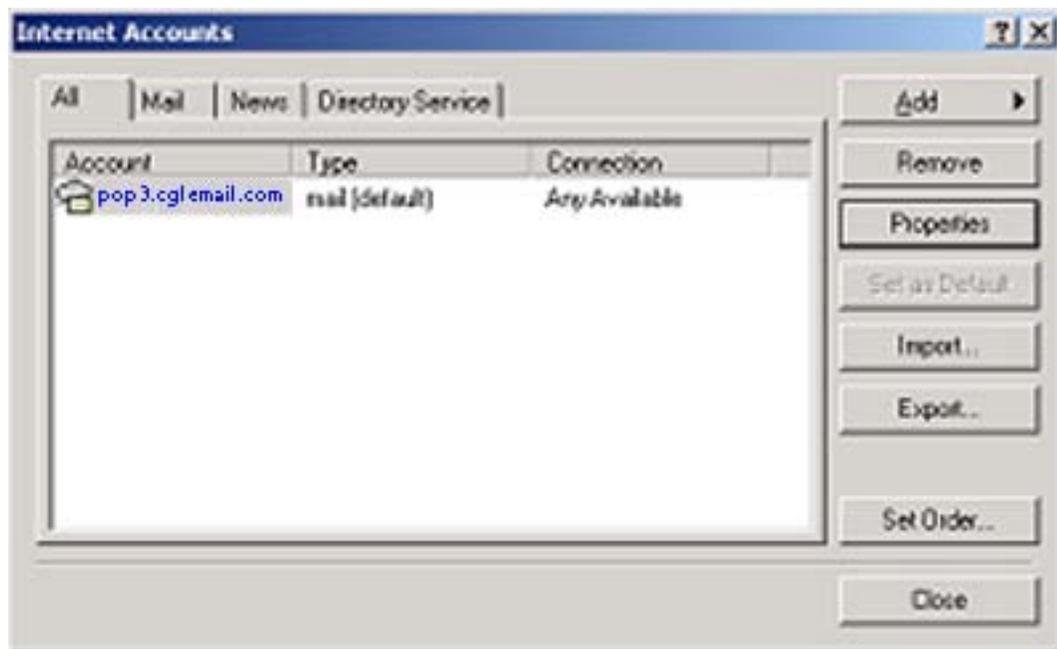
5. (E-mail Server Names): Under "My incoming mail server is a ..... server," choose the POP3 option from the dropdown menu.
  - Under the "incoming mail (POP3, IMAP or HTTP) server:" box, enter **pop3.cglemail.com**.
  - The **outgoing mail server** should be entered as **smtp.cglemail.com**.



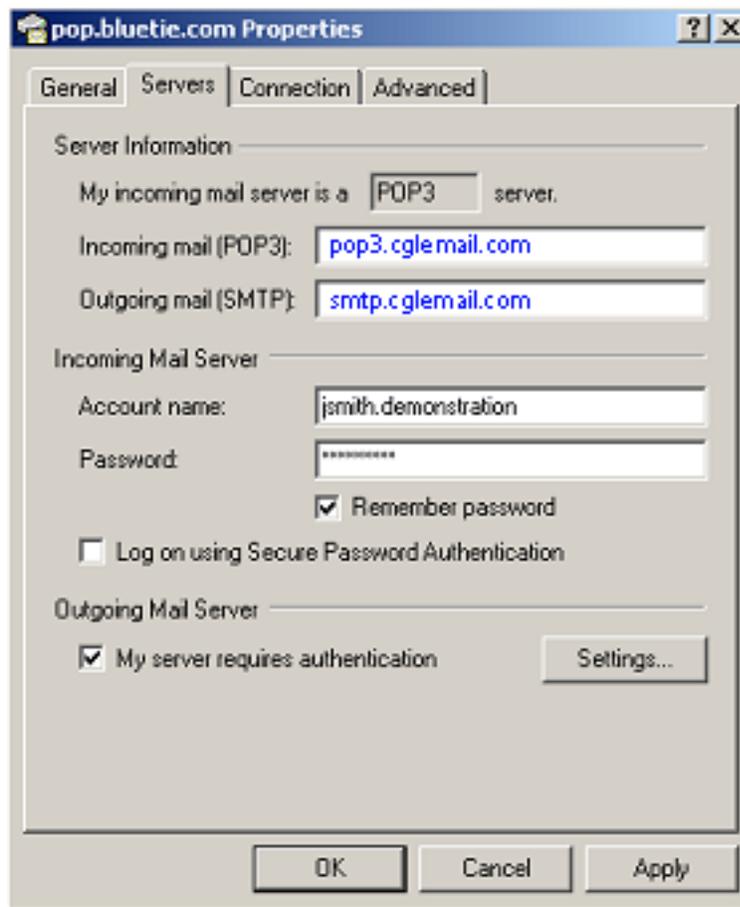
6. Under **Account name** enter in your CGL username i.e. (username.company) and then your password. The password is the same password which is used to log into your CGL web account.
  - Be sure to check the box labeled “**Remember password**”, if you do not wish to enter the password every time you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



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



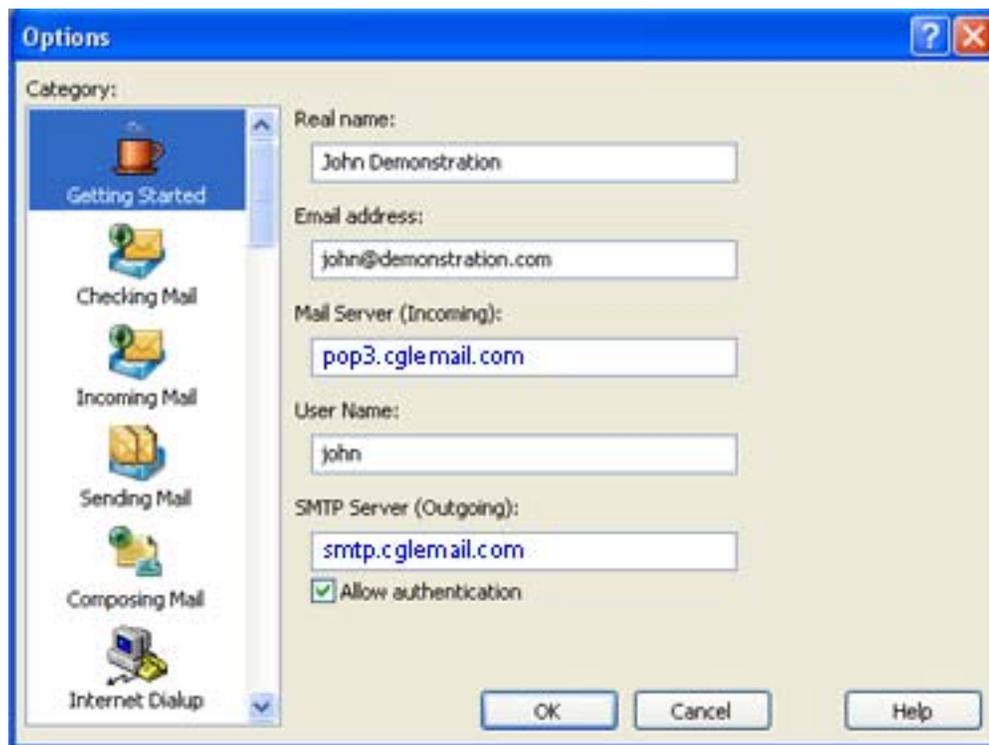
8. At the **Internet Accounts** screen, **highlight** the new account you just created and click the **Properties** button located on the right-hand side.



9. 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 e-mail account, click the "**Send and Receive**" button located at the top of the Microsoft Outlook Express toolbar.

## Eudora 6.2

1. 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 ([yourname@yourcompany.com](mailto:yourname@yourcompany.com)).
  - 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)

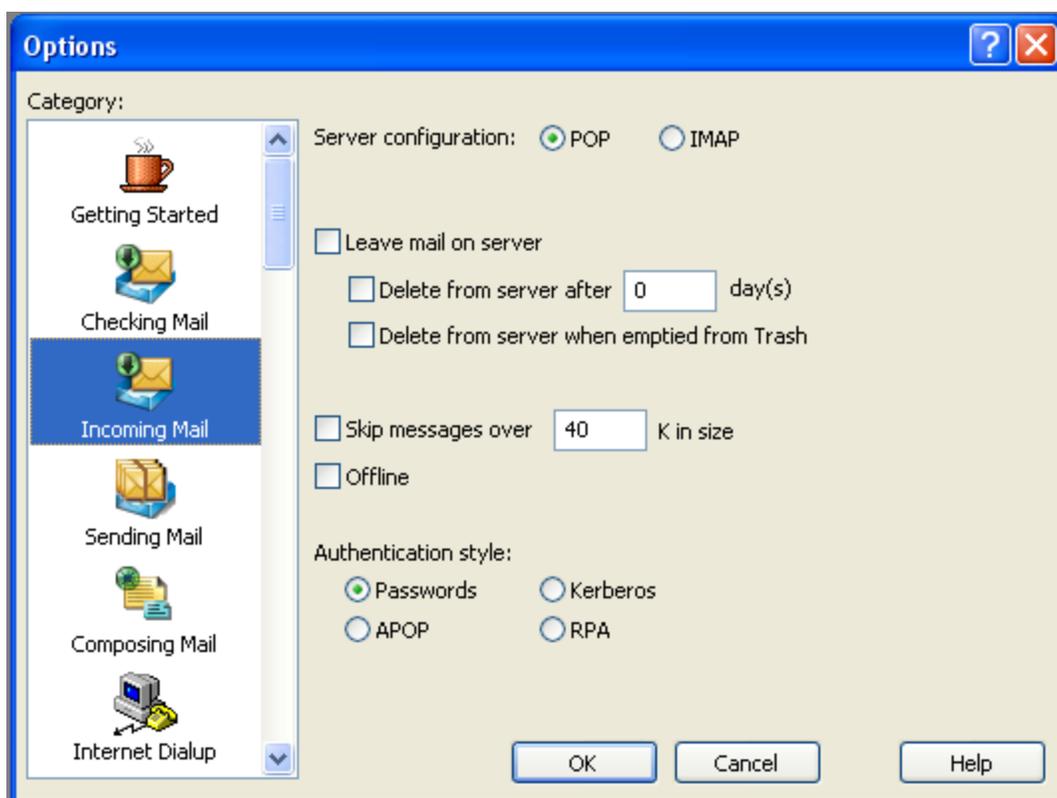


2. Check the button labeled '**Allow Authentication**', and press the Checking Mail Icon on the left hand side.

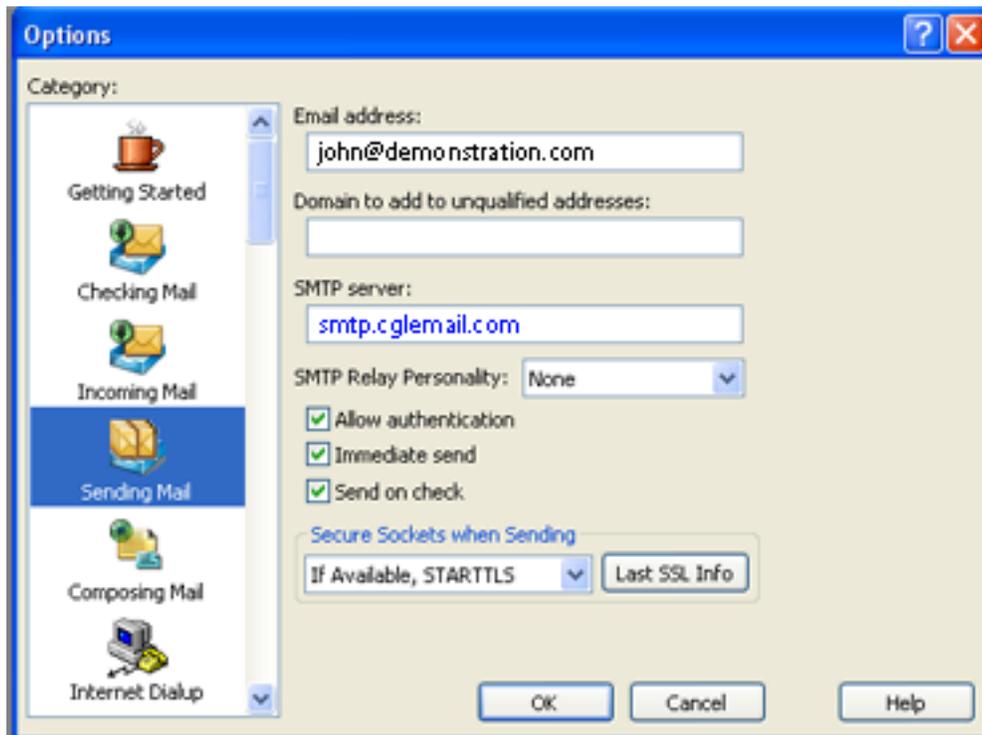


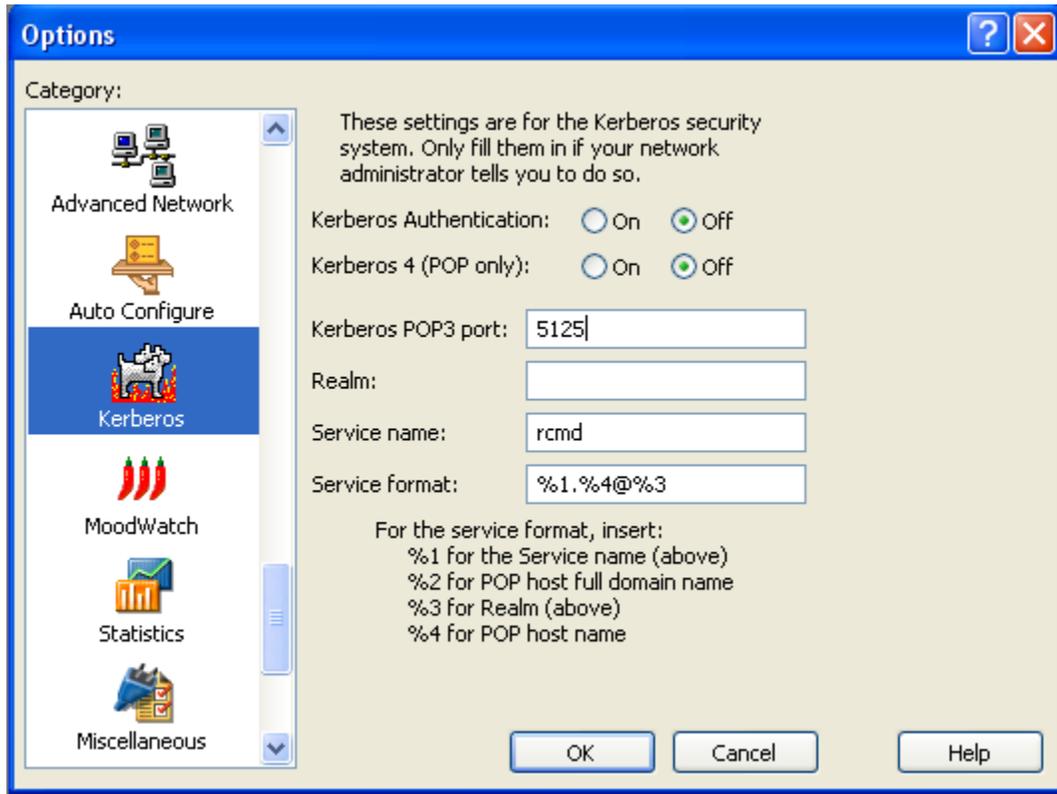
3. Verify that the **Mail Server** is pop3.cglemail.com and your login name is the same as your CGL login. Be sure that the **save password** is checked, if you do not wish to enter your password every time you check mail.

4. Click on the Incoming Mail icon to continue.



- 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.





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.

275-B Dixon Avenue  
Amityville, New York 11701  
(631) 842-4600 | Fax: (631) 842-6301

Advertising | Marketing | Communications

## Additional Support

### 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](mailto:support@cglemail.com) or use the link in the CGL Help section in [www.cglemail.com](http://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](http://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