

EMAIL USER MANUAL



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1. Executive Summary

This document describes how to create email and configure your office outlook to connect to email server. Managing email is essential to maintain a corporate image and identity.

2. Creating Email Account

1. Login to Control Panel. <https://YOURDOMAIN.com:2083>
eg. <https://uniweb.com.my:2083>
2. Click on “Mail” icon.
3. Click on “Add/Remove/Manage Accounts”.
4. Click on “Add Account” at the bottom.
5. Fill in Email, Password and Quota.
6. Click on “Create” button.
7. A confirmation page display.

3. Checking email via Webmail

1. Visit <https://YOUR-DOMAIN/webmail/>
eg. YOUR-DOMAIN = Uniweb.com.my
2. Enter required Username (full email address) and Password.
After login, for first time you will given 2 read email engines to choose. Please choose SquirrelMail.



3. You will open with webmail like Yahoo or Gmail interface.

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4. Email Setup for Microsoft Outlook

This section teach you how to setup Outlook Express to connect to mail server.

1. Click on Tools > Email Accounts.
2. Select "Add a new e-mail account" and next.
3. Select POP3 and next.
4. Fill in form with your domain
 - a. Your Name: Jonathan
 - b. E-Mail: md@domain.com
 - c. User Name: md@domain.com
 - d. Password: The password created with account, or changed by user.
 - e. Incoming Mail Server (POP3): mail.domain.com.my
eg. Mail.uniweb.com.my
 - f. Outgoing Mail Server (SMTP): mail.domain.com.my
eg. Mail.uniweb.com.my
5. Click on "More Settings" button.
6. Click on "Outgoing Server" tab.
7. Choose "My outgoing server (SMTP) requires authentication".
8. Choose "Use same settings as my incoming mail server".
9. Click on "Advanced" tab.
10. Change Outgoing server (SMTP) to 26
11. Click OK button.
12. Finish the wizard.

