

HELP ON EMAIL

Your Domain Hosting includes two types of email capability - normal email and Browser Based email (similar to Hotmail).

You must set up the account on *your* computer before you can retrieve mail. If mail is being forwarded to your local ISP mailbox this is not necessary.

EMAIL ADMINISTRATION

Add or delete email addresses for your Domain, maintain existing addresses

Go to <http://mail.yourcompany.com/>

Select 'Postmaster Functions'

Enter the email address for your assigned postmaster

Enter the password for this email box

At this time you can change the passwords for the sales@ and info@ mailboxes which were set up when your Domain was built.

The original passwords and username are sent to you upon completion of your domain site.

Check the mailboxes that are listed on your Company Email Admin Panel
Changes which can be made to email boxes

- Set up the new mailboxes (Click on 'letter' symbol, top right bar)
- Change passwords for existing email boxes (These are encrypted. We cannot see them if you lose or forget the password)
- Forward email from this address to a different address automatically.
- email aliases may be set up for this email box- Only One Per Domain
- Set the Auto-Respond message (turn on and off as needed)
- Account status - Store on server should be ON
- do not forget to 'Submit Changes' to save your edits

EMAIL SETUP (Internet Explorer) on YOUR Computer

Open the Outlook Express program

Select **Tools|Accounts**

then select **Mail|Add|Mail**

Use any name you want to designate your account

Click on **next**

Select top button-**Already have an account**

Fill in account for growit (i.e.,jstevens@stevensonnursery.com;
sales@jstevensonnursery.com)

Click on Next

Incoming (POP3) and outgoing (STMP) are **both**
mail.stevensonnursery.com).

(no www or sales@ here, please)

You will be back at the beginning of the Accounts setup

Select the new **account|properties**

Check each tab subject

Select Server

Under Outgoing Mail Server, please check the box for 'My server requires authentication'

Enter each new email account to *YOUR* computer in this manner

BROWSER BASED EMAIL

Accessible from any computer with a browser. Great for 'on the road' use or at home.

- Go to <http://mail.stevensonnursery.com/>
- At the Log On screen, enter the mailbox name and the password for that mailbox. These are the password and username that you set up or that were issued to you when the domain was built.
- Select WebMail
- Go to the **HELP** section to see what the program offers.

All Passwords on growit.com are case sensitive - please enter exactly as given to you.

If you experience any problems with your email programs, please call or email [Customer Service](#)

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