



# Email Update Instructions

## **Contents**

Email Client Settings – The Basics.....	3
Outlook 2013 .....	4
Outlook 2007 .....	6
Outlook Express.....	7
Windows Mail.....	8
Thunderbird 3.....	9
Apple Mail .....	10

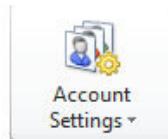
## Email Client Settings – The Basics

The following settings must be checked within an email client so an email account will work with the new email infrastructure.

- The username format is the full email address. This is the login portion that is located along with the subscriber's password.
- In the images, your\_domain.com is the part of your email address that follows the "@" sign.
- The new incoming mail server (POP 3) is now "mail.catskill.net".
- The new outgoing mail server (SMTP) is now "mail.catskill.net".
- "Outgoing server requires authentication" needs to remain checked.
- Uncheck "This server requires a secure connection (SSL)"

## Outlook 2013

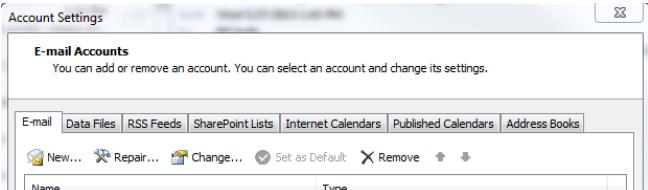
1. Open **Outlook**



2. Click the **File** tab

3. Select **Account Settings**

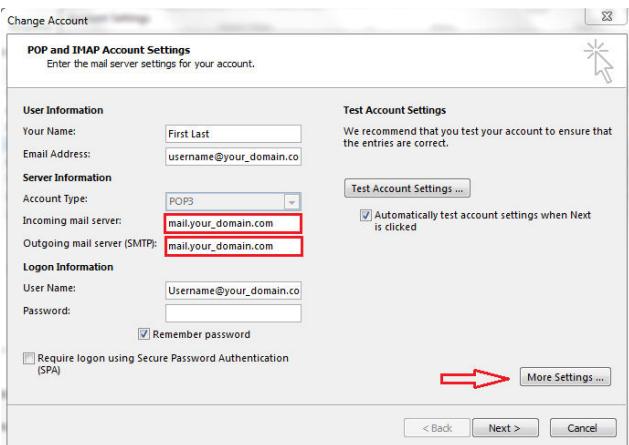
4. On E-mail tab select account and click **Change**



5. Change the following:

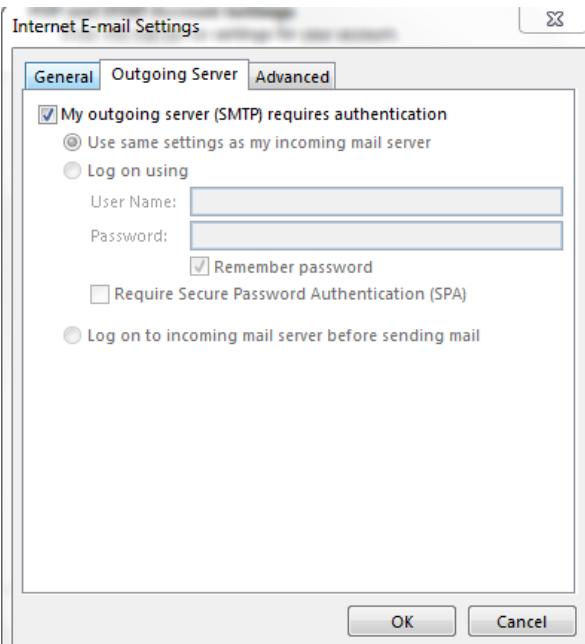
**Incoming mail server:** mail.catskill.net  
**Outgoing mail server (SMTP):** mail.catskill.net  
**Require logon using Secure Password Authentication (SPA):** Leave this option unchecked.

6. Click **More Settings**



7. Select the **Outgoing Server** tab

**Verify My outgoing server (SMTP) requires authentication is checked and select Use same settings as my incoming mail server.**



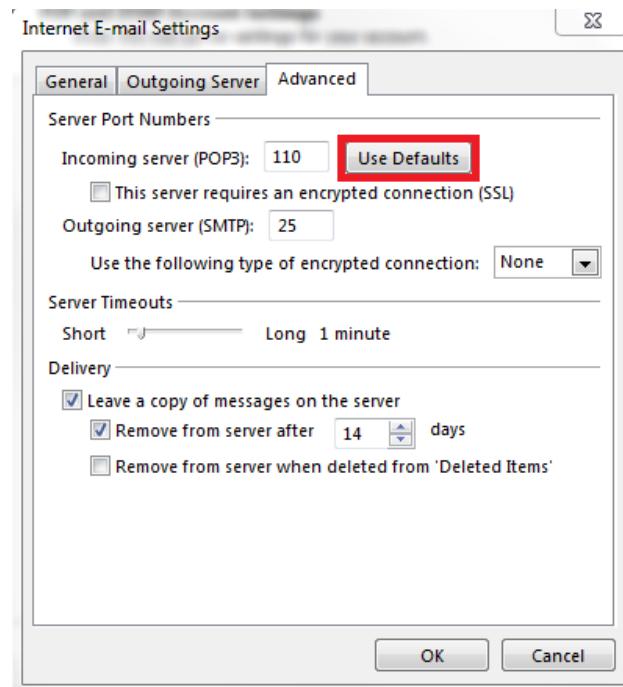
8. Click the **Advanced** tab

9. Click the **Use Defaults** button

10. Click **OK**

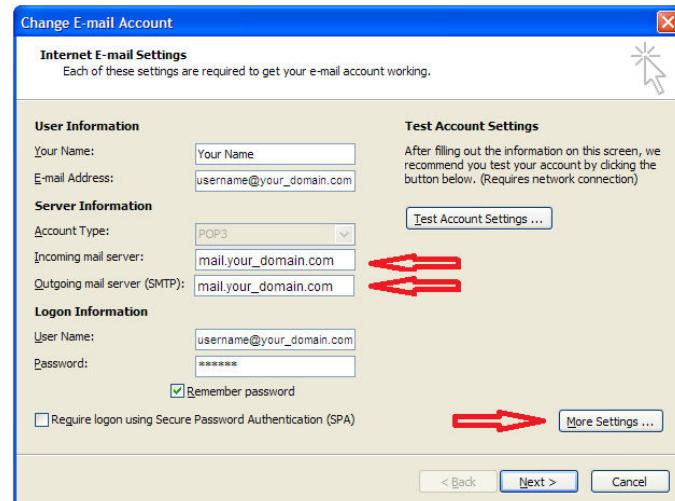
11. Click **Next**

12. Click **Finish**

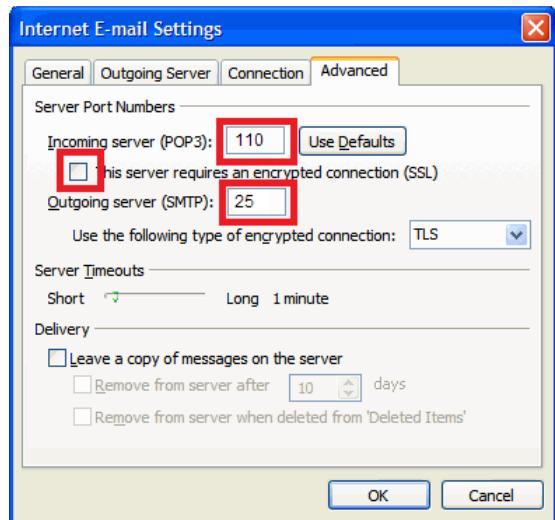
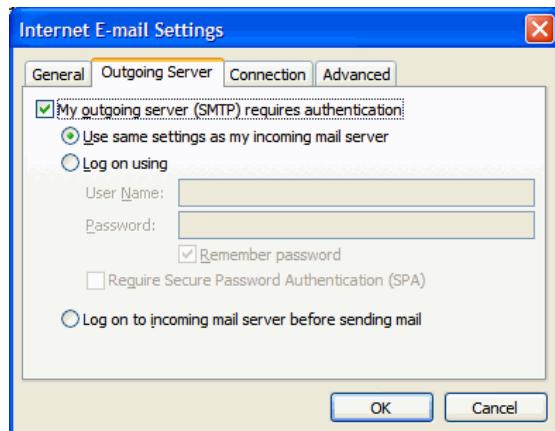


## Outlook 2007

1. Open **Outlook**.
2. Click the **Tools** menu, and select **Account Settings...**
3. On the **E-mail** tab, select your POP account and click **Change...**
4. Change the following fields:  
**POP server:** mail.catskill.net  
**SMTP server:** mail.catskill.net  
**Require logon using Secure Password Authentication (SPA):** Leave this option unchecked.
5. Click the **More Settings...** button
6. Select the **Outgoing Server** tab.
7. Verify **My outgoing server (SMTP) requires authentication** is selected and select **Use same settings as my incoming mail server**.
8. Click the **Advanced** tab
9. Enter **110** in the **Incoming Server (POP3)**

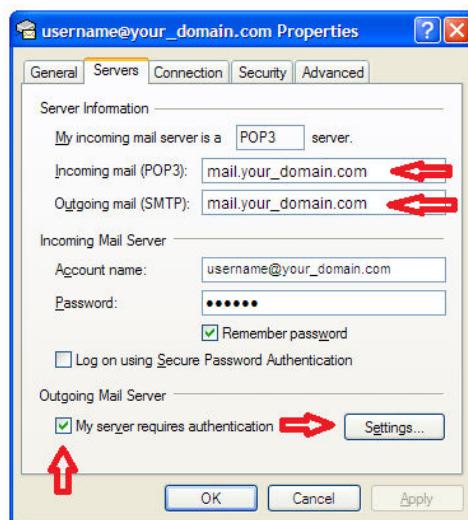


10. Uncheck **This server requires an encrypted connection (SSL)**.
11. Enter **25** in the **Outgoing Server (SMTP)**
12. Use the following type of encrypted connection should be set to **None**.
13. Click **OK**
14. Click **Next**
15. Click **Finish**

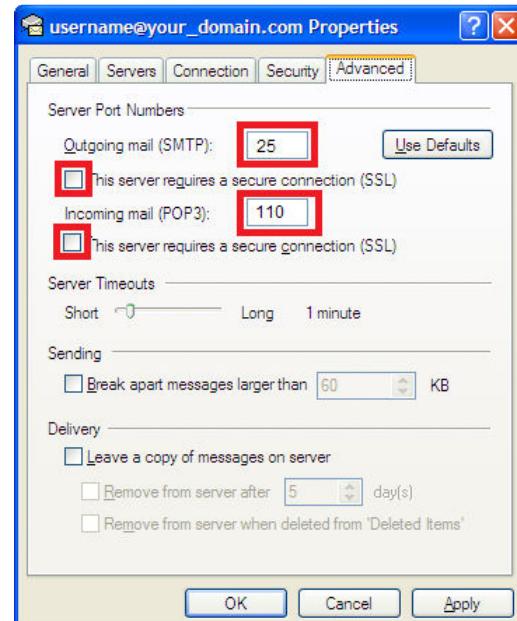


## Outlook Express

1. Open Outlook Express.
2. Click the **Tools** menu, and select **Accounts...**
3. Click the Mail tab, select your POP account and click **Properties**.
4. Click on the **Servers Tab** and change the following fields:  
**POP server:** mail.catskill.net  
**SMTP server:** mail.catskill.net  
Verify **My server requires authentication** is checked

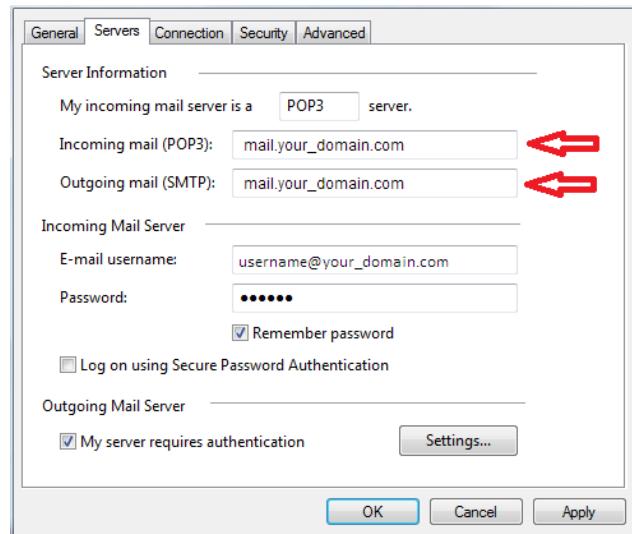


5. Click the **Advanced** tab.
6. Enter **25** in the **Outgoing Server (SMTP)**
7. Uncheck **This server requires an encrypted connection (SSL)**.
8. Enter **110** in the **Incoming Mail (POP3)**
9. Uncheck **This server requires an encrypted connection (SSL)**.
10. Click **OK**.

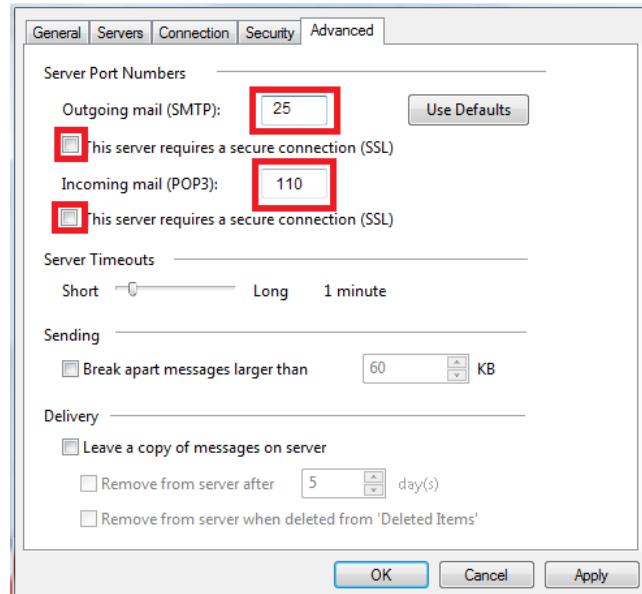


## Windows Mail

1. Open Windows Mail.
2. Click the **Tools** menu, and select **Accounts...**
3. Click the Mail tab, select your POP account and click **Properties**.
4. Click the **Servers** tab and change the following fields:  
**POP server:** mail.catskill.net  
**SMTP server:** mail.catskill.net  
Verify **My server requires authentication** is checked

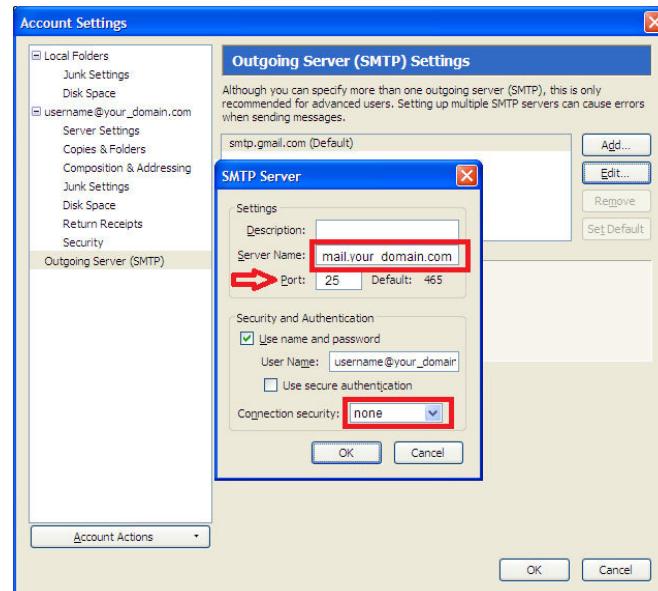
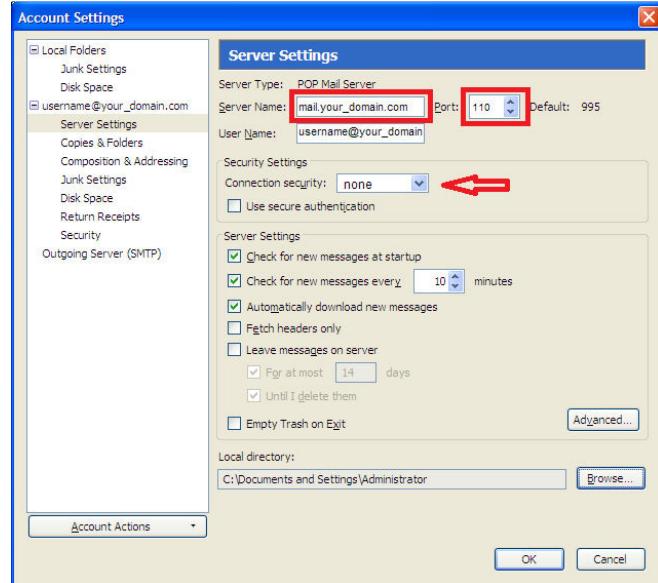


5. Click the **Advanced** tab.
6. Enter **25** in the **Outgoing Server (SMTP)**
7. Uncheck **This server requires an encrypted connection (SSL)**.
8. Enter **110** in the **Incoming Mail (POP3)**
9. Uncheck **This server requires an encrypted connection (SSL)**.
10. Click **OK**.



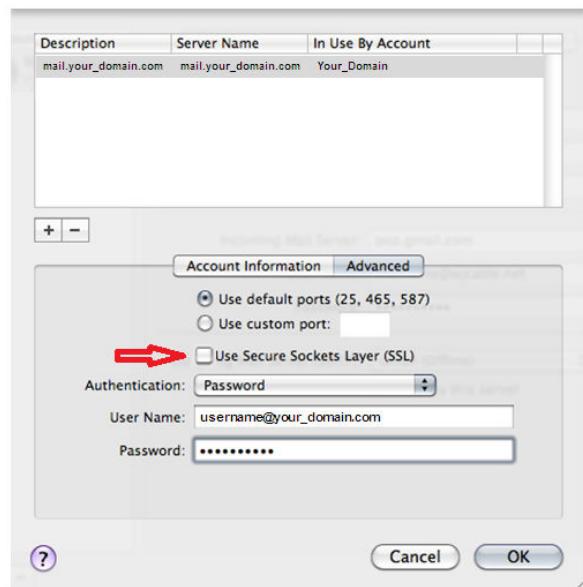
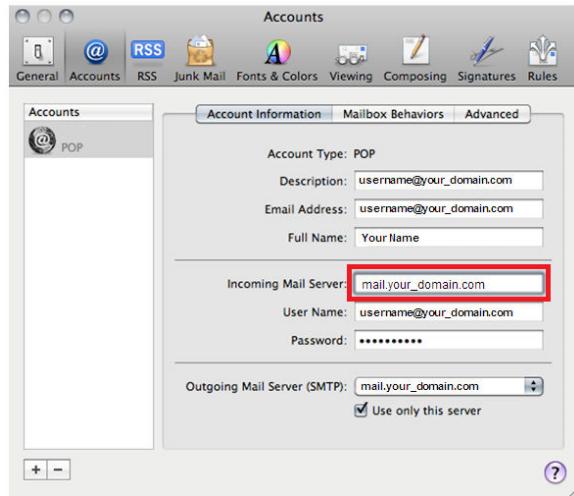
## Thunderbird 3

1. Open Thunderbird.
2. Click the **Tools** menu, and select **Account Settings...**
3. Click Server setting in the left-hand pane.
4. Enter **mail.catskill.net** in the **Server Name** field
5. Enter **110** in the **Port** field
6. Click **Outgoing Server (SMTP)** in the left-hand pane.
7. Select your account and click **Edit...**
8. Enter **mail.catskill.net** in the **Server Name** field.
9. Enter **25** in the **Port** field.
10. Under **Security and Authentication** put a check mark in **Username and password**.
11. Click the **Connection security** dropdown and select **none**.
12. Click **OK** in the **SMTP Server** window
13. Click **OK** in the **Account Settings** window

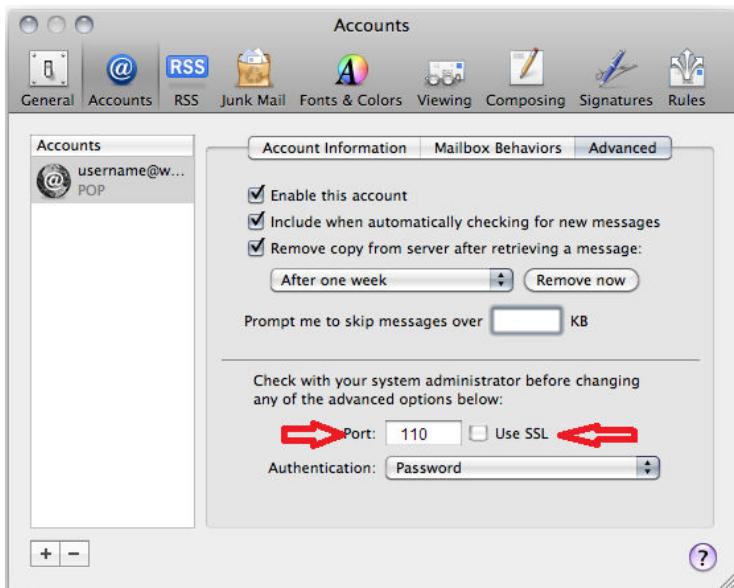


## Apple Mail

1. Open Apple Mail.
  2. Click **Mail**, and select **Preferences...**
  3. Open the **Accounts** tab and select your existing account in the left panel.
  4. Change the Incoming Mail Server to: mail.catskill.net
  5. At the bottom of the right panel click the arrow to the right of Outgoing Mail Server (SMTP) and click “Edit SMTP Server List ...” from the dropdown.
  6. Click the **Advanced** tab
- 
7. Verify **Use default port (25, 465, 587)** is selected
  8. Uncheck **Use Secure Sockets Layer (SSL)**
  9. Click **OK**



10. On the Account page select the **Advanced** tab



11. Enter **110** in the **Port** field

12. Uncheck **Use SSL**

13. Verify **Authentication** is set to **Password**

14. Close the window to save

