

# **directNIC POP3 Email**

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# 1 Introduction

POP3 stands for Post Office Protocol (version 3), comprised of mailboxes for email systems so that a user can retrieve email from a central location where the email is stored. POP3 accounts allow users to have mailboxes on a server with their domain name. This means that if you own the domain name ,yourdomain.com, hosted by directNIC and sign up for a directNIC POP3 account, you can receive and send email at bob@yourdomain.com.

Our POP3 email service works like any standard email account you would get from an ISP. It does not have a web-based interface at this time. You will access it using a standard email client such as Outlook Express.

The maximum size for an outgoing email message is 2MB, including its attachments. Each account can store up to 15MB of email. The price for the primary account is US\$10 per year, and for each additional email account for the same domain is US\$5 per year.

In order to set up POP3 email accounts for your domain, your domain must be on directNIC nameservers, i.e. using one of the directNIC hosting services such as free hosting, bannerless hosting, redirecting, parked, "for sale," and directDNS.

## 2 Important Terms

The following terms should be replaced with appropriate information you will acquire when creating your POP3 account.

Â· pop.directnic.com. This represents your actual mailserver address.

Â· accountname@yourdomain.com. This represents your actual email address. For example, I created a POP3 account for "joe." This makes the address joe@joesdomain.org.

Â· It is important to note that, unlike most ISP email accounts, you must use your full email address as your username. For most ISPs, in the above example, my username for logging into the mail server would be "joe." However, using directNIC POP3 mail, my username is joe@joesdomain.org.

## 3 Getting POP3 Email for Your Domain

Here are the steps for adding POP3 Email to your domain.

1. Go to the Domain Manager. Log in to directNIC.com and visit the Domain Manager. Click on the email icon to the right of the domain name you want to work with.
2. Click "Add POP3 Account."
3. Read the instruction carefully. Create the account. Enter the email address you want to create. Specify a password twice. The password must be alphanumeric. It cannot contain punctuation marks. Then, click "Add."
4. Review your purchase. Look at the purchase summary and ensure it is correct. If you need to make a correction, do so, and click "Update." Once everything is correct, click "Continue Purchase."
5. Complete your order. Fill out the order form and follow the instructions from there.
6. Wait approximately 15 minutes. After 15 minutes, the new account will be functional. However, it usually takes 24 hours before users can log into the new POP3 account and check emails.
7. Add secondary email accounts as necessary by repeating these steps.

### Notes:

Â· If you were previously using a hosting option other than "hosted," "parked," "for sale," "redirected," or "directDNS," there may be a 24-48 hour delay before your new email addresses are fully functional on the Internet. This is because your DNS information might have changed.

Â· Primary email addresses (the first one created) are US\$10 each. Secondary email addresses are US\$5 each. In order to use POP3 email with a new domain, you must first purchase a new primary address with that domain. (I.e., purchasing POP3 email for firstdomain.com does not mean that POP3 accounts for seconddomain.com will be US\$5 each.)

# 4 Using the New POP3 Account

## 4.1 Quick Instructions

For those of you who know how to add a new account for whatever mail program you are using, here are the data you need.

Once you have created your POP3 account, you should have the following information:

Â· The domain name you purchased POP3 service for

Â· The POP3 account name

Â· The POP3 password

.In the "reply to" area of your Email client, you must list your directNIC POP3 address in the "Reply to" box in order to get Authentication from the SMTP servers.

Here is how you turn that information into data for your email client.

Â· Your incoming mailserver will be "pop.directnic.com"

Â· Your incoming mail username will be yourname@yourdomain.com

Â· Your outgoing mailserver will also be "pop.directnic.com"

Some ISPs may require you to use their SMTP server. In that case, you should contact your ISP to obtain the SMTP server name as well as your username and password with them. Most servers require outgoing server authentication. Please check the option "my outgoing server requires authentication" under the outgoing server tab. If you are using *directNIC* outgoing server, choose the option "use the same login as my incoming server." If you are using your local ISP's outgoing server, select to use their login. You may need to select "log on to incoming server before Sending mail" setting if you experience the "553 sorry, the sender name and auth login doesn't coincide (#5.7.1)" error.

## 4.2 Detailed Instructions

### 4.2.1 Outlook 2002

If you prefer instructions with graphic illustration (screen shots), please go to <http://www.directnic.com/reference/index.php?topic=outlook2002>

Follow the instructions below to configure Outlook 2002 for use with your directNIC POP3 account.

Note: An example account name was used through the instructions. Please substitute your directNIC POP3 e-mail address information for the account used in the instructions.

The example address is: yourname@yourdomain.com Account name is: yourname@yourdomain.com  
Domain is: yourdomain.com

### Configuration Steps:

1. Start Outlook 2002.
2. When the main Outlook 2002 screen appears, click on the Tools item on the top menu bar (or press ALT-T), then choose/click the E-mail Accounts sub-option.
3. Outlook will bring up a menu asking whether you want to add a new account, or to view/edit any existing accounts. You will need to choose "Add a new e-mail account" as shown in the following image then click "Next".
4. The next screen will allow you to choose the type of server you are connecting to. Please select "POP3" as shown below, then click "Next".
5. The next screen labelled "Internet E-mail Settings (POP3)" is the area where you will insert all the settings for your POP3 client. Please remember that your username is your FULL email address. Incoming and outgoing SMTP servers are the same: pop.directnic.com. Make absolutely certain that the box labelled "SPA Authentication" is **NOT** checked.

Please note that some ISPs may require you to use their SMTP outgoing server. In that case, you should contact your ISP to obtain the SMTP server name as well as your username and password with them.

6. BEFORE clicking "Next," click on "More Settings," make sure to check "my outgoing server requires authentication." If you are using *directNIC* outgoing server, choose the option "use the same login as my incoming server." If you are using your local ISP's outgoing server, select to use their login. You may need to select "log on to incoming server before Sending mail" setting if you experience the "553 sorry, the sender name and auth login doesn't coincide (#5.7.1)" error.

7. When the test finishes successfully, you can click "Next" and you'll be presented with a screen which says "Congratulations!" and you can click "Finish".

Configuration is complete!

### 4.2.2 Outlook 2000

If you prefer instructions with graphic illustration (screen shots), please go to <http://www.directnic.com/reference/index.php?topic=outlook2000>

Follow the instructions below to configure Outlook 2000 for use with your directNIC POP3 account. Note: An example account name was used through the instructions. Please substitute your directNIC POP3 email address information for the account used in the instructions.

**Special Note to Outlook 97/98 users:** The following instructions are for Outlook 2000 and Outlook 97/98' when the Accounts sub-option under the Tools menu is displayed (rather than the Services sub-option). In some cases, depending on how Outlook was installed or upgraded, the Services sub-option will be displayed on the Tools menu instead (in this case, use the Outlook 97' instructions for making the needed configuration changes).

### Configuration Steps:

#### 4.2.1 Outlook 2002

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1. Start Outlook 2000.
2. When the main Outlook 2000 screen appears, click on the Tools item on the top menu bar (or press ALT-T), then choose/click the Accounts sub-option.
3. From the Internet Accounts screen, click on the Mail tab at the top. Click on the Add button on the right and choose the Mail option, this will add a new mail account using the Wizard.
4. On the Your Name screen below, simply enter in your name. Whatever you enter here will appear in the "From" field when someone receives email from you. You can use your full name, or Webmaster, or anything you like. Then, click "Next."
5. On the Internet E-mail address screen, enter in your new directNIC POP3 email address. The example account used is yourname@yourdomain.com. Please enter in your directNIC POP3 email address. Click the Next button when you are finished.
6. On the E-mail Server Names screen, enter in the directNIC POP3 email server names **pop.directnic.com**. Then, click the Next button.
7. On the Internet Mail Logon screen, enter your directNIC POP3 email account name and password. Your account name is your **full** email address (yourname@yourdomain.com). You can select Remember password if you like.

Do not check the box labeled "Log on using Secure Password Authorization (SPA)". It is not supported by our mail systems. Click the Next button when you are finished.

8. On the last screen of the Wizard, choose the option that describes your connection to the Internet. If you use an ISP, you will likely choose "Connect using my phone line". You may be prompted to enter your phone line information on the next screen. If you work in an office or have a dedicated Internet connection, you will probably choose the LAN option. When finished, click the Next button.
9. On the Congratulations screen, simply click the Finish button to return to the Internet Accounts screen.
10. At this point, you are returned to the Internet Accounts screen. You can set the new rule as your default if you want to use this address as your primary email account in your email program. Once you have your account set up via the wizard; go back to your Tools option link, select Accounts, and highlight this email address from your list. Select Properties, then go to Servers; once in the server section please select the option for "my server requires authentication" for Outgoing emails. Click Close when you are finished, then you will need to log out and restart your Outlook 2000.

The Wizard will automatically update the properties while you are setting up the account. From this screen, click on or highlight the mail account just created and click on the Properties button to the right. You can verify the information you just entered by clicking each tab. By default, My server requires authentication, a feature under the Servers tab is not checked. You do not have to enter your username and password every time you send out an email if this feature is not check.

At the Account Properties screen, click on the Close button to return to the main Outlook 2000 screen.

Configuration is complete!

### 4.2.3 Outlook 97 & 98

If you prefer instructions with graphic illustration (screen shots), please go to <http://www.directnic.com/reference/index.php?topic=outlook97>

Follow the instructions below to configure Outlook 97/98 for use with your directNIC POP3 account.

Note: An example account name was used through the instructions. Please substitute your directNIC POP3 email address information for the account used in the instructions.

**Special Note to Outlook 97/98 users:** The following instructions are for 97/'98' when the Services sub-option under the Tools menu is displayed (rather than the Accounts sub-option). In some cases, depending on how Outlook was installed or upgraded, the Accounts sub-option will be displayed on the Tools menu instead (in this case, use the Outlook 2000 instructions for making the configuration changes).

#### Configuration Steps

1. Start Outlook 97/98
2. When the main Outlook screen appears, click the Tools menu item on the top menu bar (or press ALT-T), then choose/click the sub-option Services.
3. On the Services screen, highlight Internet Mail from the list of information service and click on the Properties button. If Internet Mail does not appear in the list, click the Add button and then choose Internet Mail. (The next step works the same both ways.)
4. On the Internet Mail screen General tab, change the Internet Mail server to the your Incoming Server name and change the Account name to your account name.

The Incoming Server name will be **pop.directnic.com**. The user name will be your full email address. The password is the one you chose for your POP3 account (not necessarily the same as your directNIC login password).

5. There may be an option on this screen for an outgoing (SMTP) server. If so, fill it in. If not, click on the Advanced Options button on the Internet Mail screen to set the Outgoing Server Name for your account. Your outgoing server is the same as your incoming server **pop.directnic.com** and your server does require authentication for outgoing emails.
6. When finished, click on OK button to exit on all screens (back to the main Outlook screen).
7. Close Outlook by choosing File and Exit and Log Off. After it exits, start it up to activate your new settings.

Configuration is complete!

### 4.2.4 Outlook Express

If you prefer instructions with graphic illustration (screen shots), please go to <http://www.directnic.com/reference/index.php?topic=outlookexpress>

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Note: An example account name was used through the instructions. Please substitute your directNIC POP3 email address information for the account used in the instructions. Special Note:

The following instructions are for Outlook Express when the Accounts sub-option under the Tools menu is displayed (rather than the Services sub-option). In some cases, depending on how Outlook Express was installed or upgraded, the Services sub-option will be displayed on the Tools menu instead (in this case, use the Outlook 97 instructions for making the needed configuration changes).

### Configuration Steps:

1. Open Outlook Express.
2. When the main screen appears, click on the Tools menu item on the top menu bar (or press ALT-T), then choose/click the Accounts sub-option
3. The Internet Accounts screen will present you the **Mail** tab interface. Click on the Add button on the right and choose the Mail option.
4. On the Your Name screen below, simply enter in your name. Whatever you enter here will appear in the "From" field when someone receives email from you. You can use your full name, or Webmaster, or anything you like. Then, click "Next."
5. On the Internet E-mail Address screen, enter in your new directNIC POP3 email address. The example account used is yourname@yourdomain.com. Please enter in your own directNIC POP3 email address. Click the Next button when you are finished.
6. On the E-mail Server Names screen, enter in the directNIC POP3 email server name: **pop.directnic.com**. Then, click the Next button.
7. On the Internet Mail Logon screen, enter your directNIC POP3 email account name and password. Your account name is your FULL email address (yourname@yourdomain.com). You can select Remember password if you like.

Do not check the box labeled "Log on using Secure Password Authorization (SPA)". It is not supported by our mail systems. Click the Next button when you are finished.

8. On the Congratulations screen, simply click the Finish button to return to the Internet Accounts screen
9. At this point, you are returned to the Internet Accounts screen. You can set the new rule as your default if you were using another rule as your primary email account. Click Close when you are finished, then you will need to log out and restart your Outlook Express.

The Wizard will automatically update the properties while you are setting up the account. From this screen, click on or highlight the mail account just created and click on the Properties button to the right. You can verify the information you just entered by clicking each tab. As default, My server requires authentication, a feature under the Servers tab is not checked. You do not have to enter your username and password every time you send out an email if this feature is not check.

At the Account Properties screen, click on the Close button to return to the main Outlook Express screen.

Configuration is complete!

## 4.2.5 Netscape Messenger

If you prefer instructions with graphic illustration (screen shots), please go to <http://www.directnic.com/reference/index.php?topic=netscape>

Follow the instructions below to configure Netscape Messenger 6.1 for use with your directNIC POP3 account.

Note: An example account name was used through the instructions. Please substitute your directNIC POP3 email address information for the account used in the instructions.

**Note: Netscape 4.x does not work with our POP3 service because it refuses to send the @ symbol or anything after it when checking mail, even if configured correctly. If you are using Netscape 4.x, please upgrade it to Netscape 6.**

### Netscape Messenger 6.1

#### Configuration Steps:

1. Open Netscape Mail. If you already have Netscape Navigator main screen open, click on the Tasks menu item on the top menu bar (or press ALT-T), then choose/click on the sub-options called Mail.
2. In the Mail Window, open the "Edit" menu and choose "Mail/News Account Settings."
3. Then on the Account Settings dialog box, click choose "Outgoing Server (SMTP)" on the left window, and enter **pop.directnic.com** in the Server Name box on the right. Please **do not** check the "User name and password" box. Under "Use secure connection (SSL), choose "Never." Then, click OK.

(You can click "New Account" and finish the Wizard first, and then come back and edit the Outgoing Server Settings.)

4. When you are back to the Local Folders window, click on the "Create a new account" link under Accounts to activate the New Account wizard.
5. Choose the type of account you want to set up, and click Next.
6. In the Identity section, enter your name (as you would like it to appear in the "From" field of messages you send) and email address ( yourname@yourdomain.com), and click Next.
7. In the Server Information section, select the type of incoming mail server POP3. Enter the incoming server name and the outgoing (SMTP) server name (**pop.directnic.com**). Then click "Next."

Note: Only one outgoing mail server (SMTP) needs to be specified, even if you have several mail accounts. If you have not configured the SMTP settings, then you should go back to steps 2 & 3 when you finish the wizard.

8. In the User Name section, enter your full email address (yourname@yourdomain.com) and click "Next."

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9. In the Account Name section, assign a name for this account (for example, "Work" or "Family" or simply your email address), and click "Next."
10. Verify that the information you entered is correct. If necessary, verify the information you entered with your ISP or system administrator. Then click "Finish" to set up your account.

Configuration is complete!

### 4.2.6 Eudora

If you prefer instructions with graphic illustration (screen shots), please go to <http://www.directnic.com/reference/index.php?topic=eudora>

#### **Follow the instructions below to configure Eudora 4.3/5.0 for use with your directNIC POP3 account.**

Note: An example account name was used through the instructions. Please substitute your directnic POP3 email address information for the account used in the instructions.

#### **Configuration Steps**

1. Start the Eudora program from your desktop or from the Eudora Program group menu (go to the Start button on Windows, choose Programs and then choose Eudora). At the main Eudora screen, click on the Tools menu item, then select Options from the pull down menu.
2. Choose the Getting Started icon/button. On this screen you will need to fill in the Real Name, Return Address, Mail Server (Incoming), Login Name and SMTP Server (Outgoing) values.

Mail Configuration Settings Values for Settings:

Real Name: Your Name

Return Address: yourname@yourdomain.com

Mail Server (Incoming): pop.directnic.com

Login Name: yourname@yourdomain.com

SMTP Server (Outgoing): pop.directnic.com

Allow Authentication: unchecked (turned off)

Note: Your login name is your FULL POP3 email address.

3. Click on the Checking Mail icon/button. The values for Mail Server and Login Name should already reflect your changes made earlier in step 2. (Verify that the Mail Server and Login Name are completed.)
4. Click on the Incoming Mail icon/button.

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5. Click on the Sending Mail icon/button. The values for SMTP Server and Return Address should already reflect your changes made earlier. If not, change them to the correct settings for your account. Make sure that the Allow Authentication box is NOT checked (turned off).

6. Click OK after making your changes.

Configuration is complete!

### **Follow the instructions below to configure Eudora 5.1 for use with your directNIC POP3 account.**

Note: An example account name was used through the instructions. Please substitute your directNIC POP3 email address information for the account used in the instructions.

The example address is: yourname@yourdomain.com Account name is: yourname@yourdomain.com  
Domain is: yourdomain.com

Configuration Steps:

1. Start the Eudora program from your desktop or from the Eudora Program group menu (go to the Start button on Windows, choose Programs and then choose Eudora).

At the main Eudora screen, click on the Tools menu item, then select Options from the pull down menu.

2. Choose the Getting Started icon/button. On this screen you will need to fill in the Real Name, Return Address, Mail Server (Incoming), Login Name and SMTP Server (Outgoing) values.

Note: Your login name is your FULL POP3 email address. The box labelled "Allow Authentication" underneath the Outgoing mail server box should also be unchecked (turned off)

3. Click on the Checking Mail icon/button. The values for Mail Server and Login Name should already reflect your changes made earlier in step 2. (Verify that the Mail Server and Login Name are completed.)

Note: "Secure Sockets when Receiving" should be set to NEVER as shown in the above image.

4. Click on the Incoming Mail icon/button. Verify that Server configuration is set to POP and that Authentication style is set to "Passwords"

5. Click on the Sending Mail icon/button. The values for SMTP Server and Return Address should already reflect your changes made earlier. If not, change them to the correct settings for your account.

Make sure that the Allow Authentication box is unchecked (turned off). Also make sure that "Secure sockets when sending" is set to NEVER as shown above.

6. Click OK after making your changes.

Configuration is complete!

## 4.2.7 Pegasus Mail

If you prefer instructions with graphic illustration (screen shots), please go to <http://www.directnic.com/reference/index.php?topic=pegasus>

Follow the instructions below to configure Pegasus Mail for use with your directNIC POP3 account.

Note: An example account name was used through the instructions. Please substitute your directNIC POP3 email address information for the account used in the instructions.

The example address is: yourname@yourdomain.com Account name is: yourname@yourdomain.com  
Domain is: yourdomain.com

### Configuration Steps:

1. Start Pegasus mail from your desktop or from Start/Programs/Pegasus. Go to the Tools menu, then select Internet Options.
2. Click on the Start Setup Wizard Box.
3. On the first screen, click Next.
4. On the second screen, enter your email address, then click Next.
5. On the third screen, enter your POP3 Server. It should be pop.directnic.com. Then click Next.
6. On the fourth screen, enter your user name and password. Your user name is your full email address. In the example, it is yourname@yourdomain.com. Your password is your POP3 account password (not necessarily the same as your directNIC login password). Then click Next.
7. On the fifth screen, enter your SMTP server. It should be pop.directnic.com. Then click Next.
8. On the sixth screen, choose your Internet connection, Then click Next.
9. On the seventh screen, click Finish.
10. Back on the Internet Mail Options screen, click the Sending (SMTP) Tab. In the Authentication Box, check the Login using your POP3 settings for username and password. Click OK.

Configuration is complete!

## 4.2.8 Mac Mail

If you prefer instructions with graphic illustration (screen shots), please go to <http://www.directnic.com/reference/index.php?topic=mac>

Follow the instructions below to configure Mail for the Mac OS for use with your directNIC POP3 account.

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Note: An example account name was used through the instructions. Please substitute your directNIC POP3 email address information for the account used in the instructions.

The example address is: `jdoe@yourdomain.com` Account name is: `jdoe@yourdomain.com` Domain is: `yourdomain.com`

### **Configuration Steps:**

1. Start Mail.
2. Click on the Mail item on the top menu, then choose/click the Preferences sup-option
3. Click on the Account Tab on the top of the Preferences Menu.
4. Fill in the information as follows:

E-mail address: your new POP email address (ex:`jdoe@yourdomain.com`) Full Name: your name as you wish for it to appear in the from field of your emails Host Name: `pop.directnic.com` User Name: your new POP email address (ex:`jdoe@yourdomain.com`) Password: your selected password for your new POP account SMTP Server: `pop.directnic.com`

(You will need to use authentication when sending mail.)

5. Click OK. Configuration complete!

## **4.2.9 Mac Outlook Express**

If you prefer instructions with graphic illustration (screen shots), please go to [http://www.directnic.com/reference/index.php?topic=ol\\_ex\\_mac](http://www.directnic.com/reference/index.php?topic=ol_ex_mac)

Follow the instructions below to configure Outlook Express for the Mac Os for use with your directNIC POP3 account.

Note: An example account name was used through the instructions. Please substitute your directNIC POP3 email address information for the account used in the instructions.

The example address is: `jdoe@yourdomain.com` Account name is: `jdoe@yourdomain.com` Domain is: `yourdomain.com`

### **Configuration Steps:**

1. Start Outlook Express.
2. Click on the Tools item on the top menu, then choose/click the Accounts sup-option.
3. Click on the New button on the right and type in your name as you wish for it to appear in your emails in the Display Name field. Click the next arrow.
4. Select "I Already have an email address that I'd like to use," and type your new POP email address in the Email Address field. Click the next arrow.

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5. Select that your incoming mail server is a POP Server. Fill in the following:

Incoming Mail (POP, IMAP) server: pop.directnic.com Outgoing Mail (SMTP) server: pop.directnic.com

Click the next arrow.

6. Fill in the following fields:

Account ID: your new email address (ex: jdoe@yourdomain.com) Password: Your chosen email password.

Click the next arrow.

7. Name your account, and click the Finish Button.

Configuration complete!

### 4.2.10 Mac Entourage

If you prefer instructions with graphic illustration (screen shots), please go to [http://www.directnic.com/reference/index.php?topic=entour\\_mac](http://www.directnic.com/reference/index.php?topic=entour_mac)

Follow the instructions below to configure Entourage for the Mac OS for use with your directNIC POP3 account.

Note: An example account name was used through the instructions. Please substitute your directNIC POP3 email address information for the account used in the instructions.

The example address is: jdoe@yourdomain.com Account name is: jdoe@yourdomain.com Domain is: yourdomain.com

#### Configuration Steps:

1. Start Entourage.
2. Click on the Tools item on the top menu, then choose /click the Accounts sub-option
3. Click on the New button on the right and choose the POP option as account type.
4. Fill in the information as follows:

Name: your name as you wish for it to appear in the from field of your emails E-mail address: your new POP email address (ex:jdoe@yourdomain.com) Account ID: your new POP email address (ex:jdoe@yourdomain.com) POP Server: pop.directnic.com Password: your selected password for your new POP account SMTP Server: pop.directnic.com

5. Click OK. Configuration complete!

## 4.2.11 Apple Mail

1. Open Apple Mail.
2. From the Mail menu, choose Preferences.
3. Click the Accounts button and click on + button at the bottom.
4. Perform the following steps: \* Select POP3 or IMAP from the Account Type drop down. \* Enter Account Description as you want it to appear. \* Enter your Full Name as you want it to appear. \* Enter your full email address example: user@yourdomain.com in the Email address: field. \* Click on Continue
5. Fill in the following fields: \* Enter pop.directnic.com in the Incoming mail (POP3, IMAP) server: field. \* Enter your full email address example: user@yourdomain.com in the Username field. \* Enter your email password in the Password: field \* Click on Continue
6. For Authentication drop down choose Password and click on Continue
7. Perform the following steps: \* Select pop.directnic.com in the Outgoing mail server: field. \* Make sure to leave the box next to Use Authentication unchecked. \* Enter your full email address example: user@yourdomain.com in the Username field. \* Enter your email password in the Password: field \* Click on the Continue button.
8. Close the Accounts window, and click the Save button. Congratulations, you have finished setting up your email account!

# From the Mail menu, choose Preferences.

# - Click the Accounts button and high-light your account. - Click the Server Settings Button.

# In the Server Port field make sure the port is set to 25 Click OK.

As long as your ISP doesn't block port 25 the above settings should work. If your ISP blocks port 25 you are going to have to change your SMTP server to their SMTP server and find out what their configuration settings are for logging on to their SMTP server.

## 4.2.12 Windows Mail

Note: This page covers first time user instructions for configuring their e-mail client to use POP (Post Office Protocol) for Windows Mail. The instructions provided only cover the latest version of that particular client we support. Instructions for previous versions may be similar, but not exact.

1. From the Tools menu, select Accounts
2. Click the Add button.
3. Select the E-mail Account icon, then click Next.
4. Type your full name, nickname, or whatever you prefer into the Display Name: field, then click Next.

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5. Type your e-mail address into the E-mail Address: field, then click Next.
  - a. Select POP3 from the drop down menu. b. Type pop.directnic.com into the Incoming mail (POP3, IMAP or HTTP) server: field. c. Type pop.directnic.com into the Outgoing mail (SMTP) server: field.
6. Click Next. a. Type your email address into the Account Name: field. b. Check Remember password if it isn't checked,
7. Click Next.
8. Click the Do not download my e-mail at this time checkbox, then click Finish.
9. Select your mail account, then click Properties.
10. Select the Advanced tab.
  1. Un-check This server requires a secure connection (SSL) under the Outgoing mail (SMTP): field. 2. Un-Check This server requires a secure connection (SSL) under the Incoming mail (POP3): field. 3. Un-check Leave a copy of messages on server.
11. Click OK.
12. Click Close.

## 5 Renewing POP3 Accounts

Please follow these instructions to renew the POP3 account(s) for your domain name(s):

1. Log into your directNIC account, click on the "Domain Manager" tab and then click on the POP3 icon (changing POP3) next to the domain for which you want to renew the POP3 account.
2. On the next page, click on the "renew now" link on the top of the page. The direct URL is <https://secure.directnic.com/myaccount/email/renew.php>
3. This will take you to a page that lists all of the POP3 accounts expiring soon. There are also links on this page that will allow you to see the POP3 accounts expiring in the next 15, 30, 60, 90, 120, 180 and 360 days.
4. Click the checkbox next to any account that you wish to renew, and then click on "Submit."
5. Verify that all of your information is correct, and click on the "Continue Purchase" button.
6. Enter the credit card information (or use your directNIC Dollars), and then click on the "Purchase" button to check out.

It takes about five(5) minutes for the renewal to take effect.

## 6 Glossary

**POP3:** Post Office Protocol (version 3), comprised of mailboxes for email systems so that a user can retrieve email from a central location where the email is stored.

**SMTP:** Simple Mail Transfer Protocol, used between servers to relay mail.

**MX/A DNS records:** Changed when creating a POP account on DN, the 'A' record identifies the users mail server for their domain (i.e. mail.mydomain.com) The 'MX' (mail exchange) record identifies where to send the email, in this case 'pop.directnic.com.'

**Mailbox quotas:** The amount of space we allot for each user to be able to use. This amount is currently set at 15MB.

**Primary email:** The primary email address for an account. The price for a primary email is currently set at \$10 per year.

**Additional email:** Additional email addresses (in addition to the primary) for a domain. The price is currently set at \$5 per year per additional email.

**User mail server:** pop.directnic.com

**Mail server username:** username@yourdomain.com