

Coffeyville Wireless Email Settings:

To Set Up Your E-mail Account in **Microsoft Outlook 2003**

1. Open Microsoft Outlook 03
2. From **Tools** select **E-mail Accounts** menu.
3. On the E-mail Accounts wizard window, select **Add a new e-mail account**, and then click **Next**.
4. For your server type, select **POP3** and then click Next.
5. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:
Your Name
Your first and last name.
E-mail Address
Your email address.
User Name
Your full email address, again.
Password
Your email account password & **check** the box to **remember password**.
Incoming mail server (POP3)
pop.coffeyvilleks.net
Outgoing mail server (SMTP)
smtp.coffeyvilleks.net
6. Click **More Settings**
7. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
8. Select **My outgoing server (SMTP) requires authentication**.
9. Select **Use same settings as my incoming mail server**.
10. Go to the **Advanced** tab.
11. Then select the box **This server requires an encrypted connection (SSL)** under **Incoming server (pop3)** The port will change from **110** to **995**.
12. Then select the box **This server requires an encrypted connection (SSL)** under **Outgoing server (SMTP)**.
13. Then change the **outgoing port** from **25** to **465**.
14. Click **OK**.
15. Click **Next**.
16. Click **Finish**. This completes the Outlook 2003 Coffeyvilleks.net email settings.
17. Click the **send and receive tab** to check for email and for any **errors** that might show up.
18. If you see any **errors** you will need to check to see if your Office Outlook 03 needs any **service pack updates** to correct the errors.

For further assistance please call the Coffeyville Help Line (620) 252-6090.

Coffeyville Wireless Email Settings:

To Set Up Your E-mail Account in **Microsoft Outlook 2007**

1. Open Microsoft Outlook 2007
2. From **Tools** select **E-mail Accounts** menu.
3. Click on the **Email tab** and click on the **New**.
4. Select Microsoft **POP3** and click **Next**.
5. On the Auto Account Setup window check the **Manually configure server settings or additional server types** and click **Next**.
6. Select **Internet E-mail option** and click **Next**.
7. Fill in the following fields:
 1. Enter **Your Name** as you want it to appear.
 2. Enter your **full email address username@coffeyvilleks.net** in the Email address: field.
 3. Select **POP3**
 4. Enter **pop.coffeyvilleks.net** in the Incoming mail (POP3) server: field.
 5. Enter **smtp.coffeyvilleks.net** in the Outgoing mail (SMTP) server: field.
 6. Enter your username **username@coffeyvilleks.net** in the Account name: field.
 7. Enter your email password in the **Password**: field & check the box to **remember password**.
8. Click **More Settings**
9. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
10. Select **My outgoing server (SMTP) requires authentication**.
11. Select **Use same settings as my incoming mail server**.
12. Go to the **Advanced** tab.
13. Then select the box **This server requires an encrypted connection (SSL)** under **Incoming server (pop3)** The port will change from **110** to **995**.
19. Then under **Outgoing server (SMTP)** Use the following type encrypted connection: **None**. Change to **SSL**.
20. Then change the **outgoing port** from **25** to **465**.
21. Click **OK**.
22. Click **Next**.
23. Click **Finish**. This completes the Outlook 2007 Coffeyvilleks.net email settings.
24. Click the **send and receive tab** to check for email and for any **errors** that might show up.

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Coffeyville Wireless Email Settings:

To Set Up Your E-mail Account in **Microsoft Outlook 2010**

1. Open Microsoft Outlook 2010
2. From **Tools** select **E-mail Accounts** menu.
3. Click on **File**, then **Account Settings**. The Account Settings page will open.
4. Click on the **New** button.
5. Select **POP3** and click **Next**.
6. Select **Manually Configure Settings** and click **Next**.
7. Fill in the following fields:
 1. Enter **Your Name** as you want it to appear.
 2. Enter your **full email address username@coffeyvilleks.net** in the Email address: field.
 3. Select **POP3**
 4. Enter **pop.coffeyvilleks.net** in the Incoming mail (POP3) server: field.
 5. Enter **smtp.coffeyvilleks.net** in the Outgoing mail (SMTP) server: field.
 6. Enter your username **username@coffeyvilleks.net** in the Account name: field.
 7. Enter your email password in the **Password:** field & check the box to **remember password**.
8. Click **More Settings**
9. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
10. Select **My outgoing server (SMTP) requires authentication**.
11. Select **Use same settings as my incoming mail server**.
12. Go to the **Advanced** tab.
13. Select the box **This server requires an encrypted connection (SSL)** under **Incoming server (pop3)** The port will change from **110** to **995**.
25. Under **Outgoing server (SMTP)** Use the following type encrypted connection: **None**. Change to **SSL**.
26. Then change the **outgoing port** from **25** to **465**.
14. Click **OK**.
15. Click **Next**.
16. Click **Finish**. This completes the Outlook 2007 Coffeyvilleks.net email settings.
17. Click the **send and receive tab** to check for email and for any **errors** that might show up.

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Coffeyville Wireless Email Settings:

To Set Up Your E-mail Account in **Microsoft Outlook Express** or **Incredi Mail**

1. Open Microsoft Outlook Express
2. From **Tools** select **E-mail Accounts** menu.
3. Go to the **Mail** tab and from the **Add** menu, select **Mail**.
4. In the **Display Name** field, enter your **full name** and click **Next**.
5. In the **E-mail address** field, enter your **email address** and click **Next**.
6. On the E-mail Server Names page, complete your information as follows:
**My incoming mail server is a
POP3 Server**
**Incoming mail (POP3, IMAP or HTTP) server
pop.coffeyvilleks.net**
**Outgoing mail (SMTP) server
smtp.coffeyvilleks.net**
7. Click **Next**.
8. In the **Account Name** and **Password** fields, enter your **Full email address**, **password** and check the box **Remember Password**, and then click **Next**
9. On the **setup confirmation page**, click **Finish**.
10. On the **Mail** tab, select the account you just created, and then click **Properties**.
11. Go to the **Servers** tab.
12. Select **My server requires authentication**.
13. Click the **Settings Button**
14. Select **Use same settings as my incoming mail server**, and then click **OK**.
15. Go to the **Advanced** tab.
16. Select the box **This server requires an secure connection (SSL)** under **Outgoing mail (smtp)**
17. Then change the **outgoing port** from **80** to **465**.
18. Select the box **This server requires an secure connection (SSL)** under **Incoming mail (pop3)** The port will change from **110** to **995**.
19. Click **OK**.
20. Click **Close**.

21. This completes the Outlook Express Coffeyvilleks.net email settings.
22. Click the **send and receive tab** to check for email and for any **errors** that might show up.

For further assistance please call the Coffeyville Help Line (620) 252-6090

Coffeyville Wireless Email Settings:

To Set Up Your E-mail Account in Microsoft Windows Mail

1. Open Microsoft Windows Mail
2. From **Tools** select **Accounts**.
3. Click on the **Add** button in the upper right.
4. In the **Select Account Type window**, double-click on **E-mail Account**.
5. In the **Your Name window**, type in the **name** you want your **recipients to see** when they receive your e-mails, then click on **Next**.
6. In the **Internet E-mail Address window**, type in your **e-mail address**, then click on **Next**.
7. In the **Set up e-mail servers window**, enter the **e-mail server information as follows**:

Incoming email server type
POP3

Incoming mail (POP3 or IMAP) server
pop.coffeyvilleks.net

Outgoing e-mail sever (SMTP) Name
smtp.coffeyvilleks.net

8. Select the **Outgoing Sever requires authentication** and click on **Next**.
9. In the **Internet Mail Logon window**, enter your **full e-mail address and password** for your e-mail account.
10. Check the box to **Remember Password** and click on **Next**.
11. You should see the following screen; check the **Do not download my e-mail and folders at this time** box, then click **Finish**.
12. You should now end up at the **Internet Accounts** screen; double-click on your **e-mail account**.
13. At the top of the **Properties window** that appears, click on the **Advanced tab**.
14. Select the box **This server requires an secure connection (SSL)** under **Outgoing mail (smtp)**
15. Then change the **outgoing port** from **25** to **465**.
23. Select the box **This server requires an secure connection (SSL)** under **Incoming mail (pop3)** The port will change from **110** to **995**.
24. Click **OK**.
25. Click **Close**.
26. This completes the **Windows Mail** Coffeyvilleks.net email settings.
27. Click the **send and receive tab** to check for email and for any **errors** that might show up.

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Coffeyville Wireless Email Settings:

To Set Up Your E-mail Account in **Microsoft Windows Live Mail**

1. Open Microsoft Windows Live Mail, you will be prompted to **create a email account** or if you are **adding another** email account then after opening **Microsoft Windows Live Mail** go **Tools** select **Accounts** and then **select the add button** and choose **E-Mail Account**.
2. In the **Add an E-mail Account window**, type in your **e-mail address**.
3. Enter your **password** for your e-mail account and **check** the box to **Remember Password**.
4. In the **Display Name window**, type in the **name** you want your **recipients to see** when they receive your e-mails.
16. **Check** the box to **manually configure server settings for email account** and then **click Next**.
17. My incoming mail server is a (**select POP**) server.
18. Incoming server: **pop.coffeyvilleks.net**
19. **Port: 995** (This will change from 110 to 995 automatically after doing the next step).
20. This server requires a **secure connection (SSL)** should be **checked**.
21. Log on using: **Clear text authentication**
22. **Login ID:** john@coffeyvilleks.net (Enter your entire e-mail address)
23. Outgoing Server: **smtp.coffeyvilleks.net**
24. **Port: 465** (You will need to change the port setting from 25 to 465)
25. This server requires a **secure connection (SSL)** should be **checked**.
26. Please check **My outgoing server requires authentication** and click **Next**.
27. The Windows Live Mail setup process is now complete. You have a choice of setting the new account as the default by checking the box. If this is your only email account that you have set up in Windows Live Mail then you should check the **box** to set the account as the **default mail account**.
28. Next click on the **Finish button**.
29. You will now get a message that your folders are downloading. Please verify that your folders look correct then click **OK**.
28. You should now be able to send and receive emails.
29. This completes the **Windows Live Mail Coffeyvilleks.net** email settings.

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