

## Setting Up Your E-Mail

### OUTLOOK

1. Log into your email program and on the navigation bar go to “Tools” and then “email accounts” or “accounts”.
2. Follow the steps as it asks questions simply answer them
3. Your username is your email address (i.e. [info@yourdomain.com](mailto:info@yourdomain.com))
4. Your password is Passw0rd (case sensitive and the “o” is a zero)
5. POP (incoming mail server) pop.dynaworx.com
6. SMTP Options
  - a. SMTP (outgoing mail server) Using your own ISP to send out.
    - i. Shaw – shawmail
    - ii. Telus - smtp.telus.net
  - b. Option 2. SMTP (outgoing mail server) Using our services input smtp.dynaworx.com
    - i. Once this is all completed, do not log complete, you still have 1 more step in the “Advanced” or “More Settings” section. A box should come up with 4 tabs. Dependant on your version the words may differ, but should be similar.
    - ii. “Outgoing Server” tab, you will need to find a check box and tick it off that says “my outgoing mail server requires authentication”
    - iii. “Advanced” tab, go to the SMTP outgoing server and change the port from 25 to 366

If these last two steps are not done your email will not work properly all the time if you are using Dynaworx SMTP

### OUTLOOK SECURE MAIL

We have SSL capabilities on our email so if you wish to secure your email and encrypt your mail you will need to follow the steps as above from 1 to 6 however you will need to make some small additional changes on the “Advanced Tab”

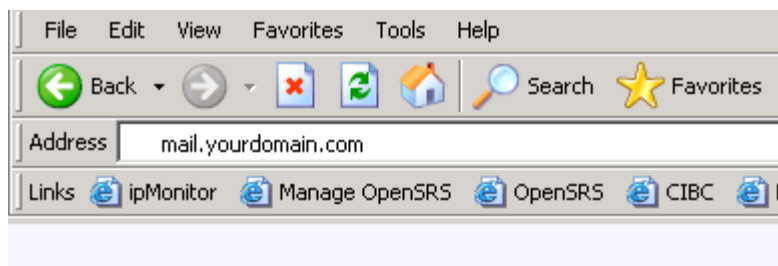
Use Secure (SSL) on

- SMTP with port 465
- POP with port 995
- IMAP with port 993

### WEBMAIL

Here you have two choices of the URL to type in (please remember there is no www at the beginning of this URL.

1. <http://mail.dynaworx.com> - this will work for all emails
2. <http://mail.yourdomain.com> - this is probably easier for you to remember as it is your domain name. It will redirect you to the mail.dyanaworx.com.



Then all you need to do is put in your user name and password

1. Your username is your email address (i.e. [info@yourdomain.com](mailto:info@yourdomain.com))
2. Your password is Passw0rd (case sensitive and the “o” is a zero)

Please note this and other documents are available on our website at: <http://www.dynaworx.com/Documents.htm>

## **SPAM**

Within your webmail there is a spam folder in that folder is where your junk mail goes. If you do not receive a piece of mail you were expecting, that is the first place to look. Please note that emails 14 days or older are removed from this folder. Details of how this works are also on our website with other useful information at: <http://www.dynaworx.com/Documents.htm>

## **CHANGING YOUR PASSWORD**

We strongly suggest that you change your password once you have set up your email account. To do this you will need to log into the web interface, per the instructions above.

1. Once logged in click on "Options" on the bottom left side of the screen.
2. You should default to the screen where you can change your password on it, at the top of the page
3. If not there click on "Personalize" and it will bring you to the page you need.
4. Your new password must contain at least 1 capital letter, 1 number, 1 lowercase letter and be at least 7 characters long

**NB: Message left on webmail (on the server) older than 300 days are automatically deleted unless otherwise specified by email to [dnsadmin@dynaworx.com](mailto:dnsadmin@dynaworx.com)**