

# HTE Americas Email Setup Manual

v.2008.01.11

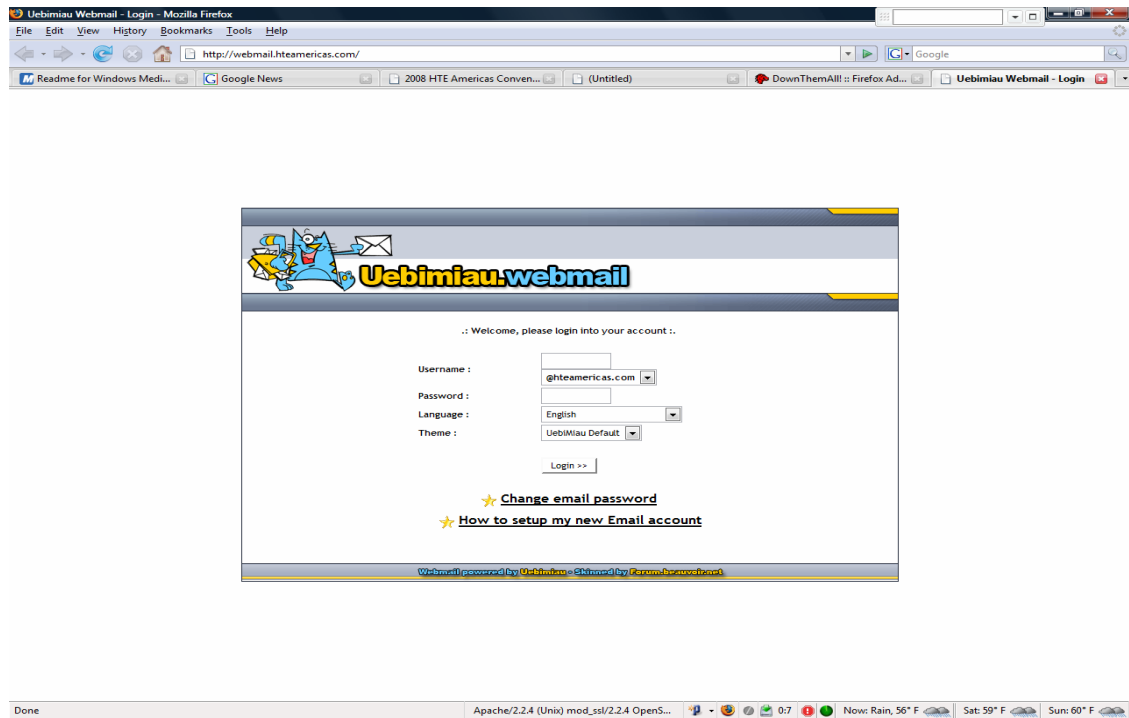
|  |    |
|--|----|
| 1. HTE Americas Web mail .....           | 2  |
| 1.2 Change Email Password .....          | 3  |
| 2. Setting up Email clients .....        | 6  |
| 2.2 Setup a Default E-mail Account ..... | 10 |
| 3. FAQ .....                             | 12 |

## HTE Americas Web mail

Check your Emails using HTE Web mail Server

Type in the address: (if this is the first time you visit, login name & password can be found from the email)

<http://webmail.hteamerica.com>

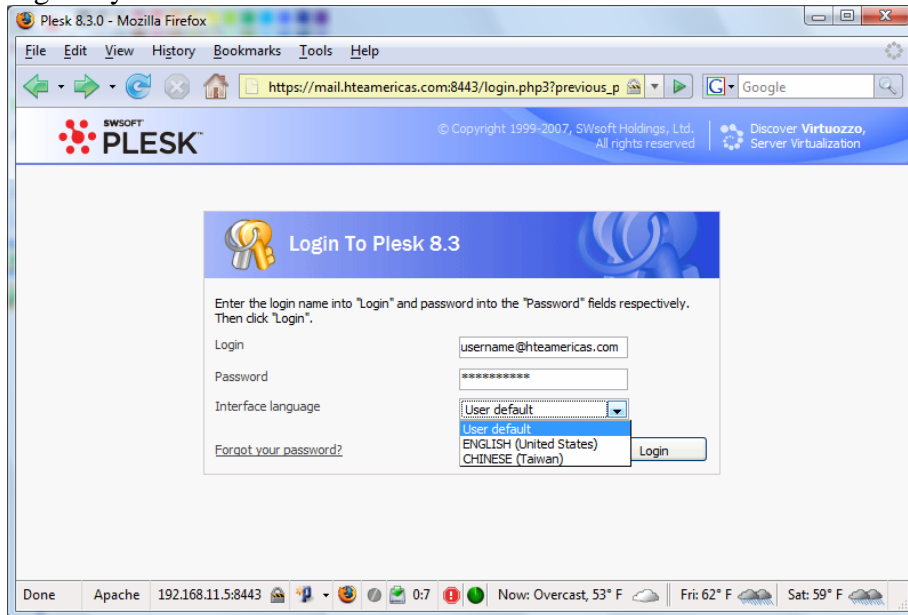


## HTE Americas Web mail

### Change your Email password

Click on “Change email password” to change your email password, from your webmail window ( webmail.hteamerica.com ).

Login is your email address.



## HTE Americas Web mail

After you logged in, it will bring you to the default main screen:

Plesk 8.3.0 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://192.168.11.5:8443/?previous\_page=login\_up

Google

**PLESK** © Copyright 1999-2007, SWsoft Holdings, Ltd. All rights reserved. Discover Virtuozzo, Server Virtualization Log out

**bruce@hteamerica.com**

**Plesk News**

**What's new in Plesk 8.2?** [See the full list of changes](#)

**KASPERSKY ANTIVIRUS MODULE FOR PLESK**  
 Now you can use Kaspersky Antivirus to scan mail traffic for viruses. Kaspersky Antivirus is customizable and allows filtering of specific types of attachments.  
[Learn more](#) | [Visit Kaspersky Labs Web site.](#)

**What's new in Plesk 8.1?** [See the full list of changes](#)

**MOBILE IMP SUPPORT**  
 Mobile IMP is a Horde web mail extension that allows access to web mail through mobile devices such as WAP phones or PDAs. Basic IMP functionality is available, including mailbox viewing and paging, viewing messages, deleting, replying, forwarding, and composing new messages.  
[Learn more](#)

[Close the News](#)

**Tools**

Preferences
 Permissions
 Mailbox
 Redirect
 Mail Group
 Groups
 Autoresponders
 Antivirus

**Info**

|                                 |                    |                |     |
|---------------------------------|--------------------|----------------|-----|
| Control panel access            | On                 | Mailbox        | On  |
| Redirect                        | Off                | Autoresponders | Off |
| Mail group                      | Off                | SpamAssassin   | On  |
| Antivirus (Kaspersky AntiVirus) | only incoming mail |                |     |

**Mail aliases**

No Mail aliases

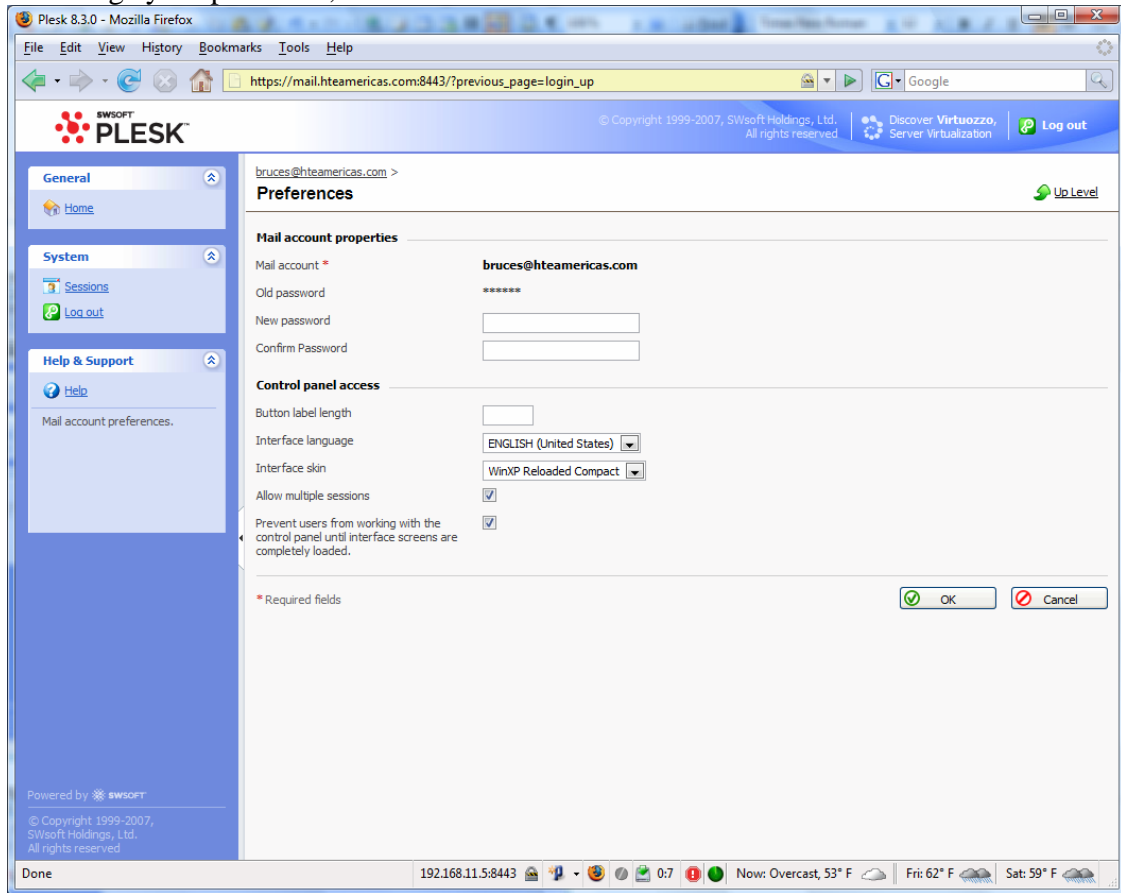
Powered by SWSOFT

© Copyright 1999-2007, SWsoft Holdings, Ltd. All rights reserved.

Done 192.168.11.5:8443 0:7 Now: Overcast, 53° F Fri: 62° F Sat: 59° F

## HTE Americas Web mail

To change your password, click on “Preferences”



**Note:** After you are done, please do not forget to click on “Log out” especially if you are using a public access computer.

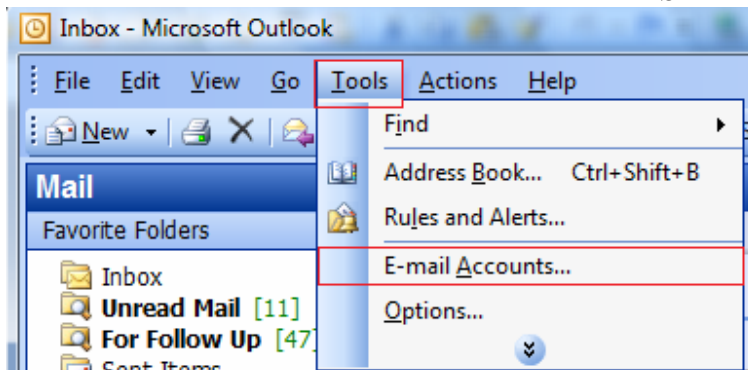
## Setting up Email clients

Creating an account for Outlook & other

### Step 1:

From Outlook menu →Tools →E-mail Accounts

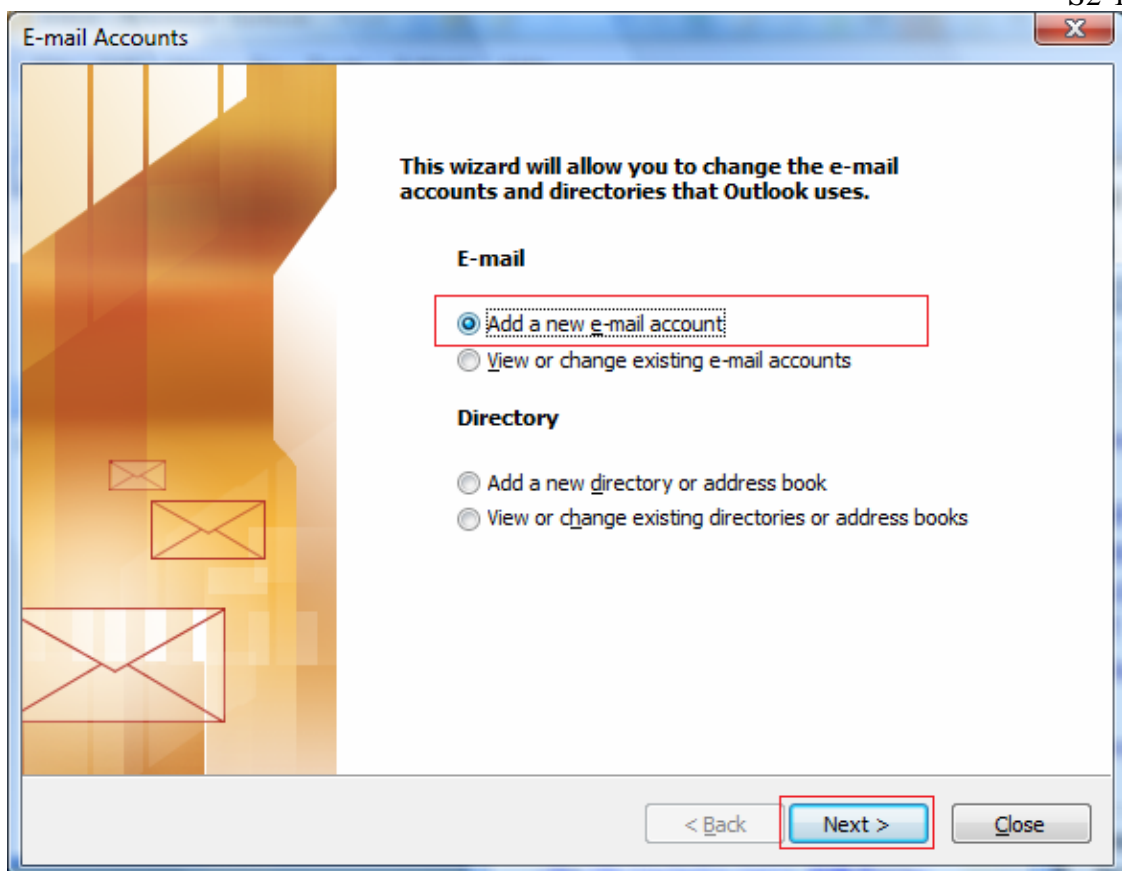
S1



### Step 2

Select "Add a new e-mail account" →click on Next.

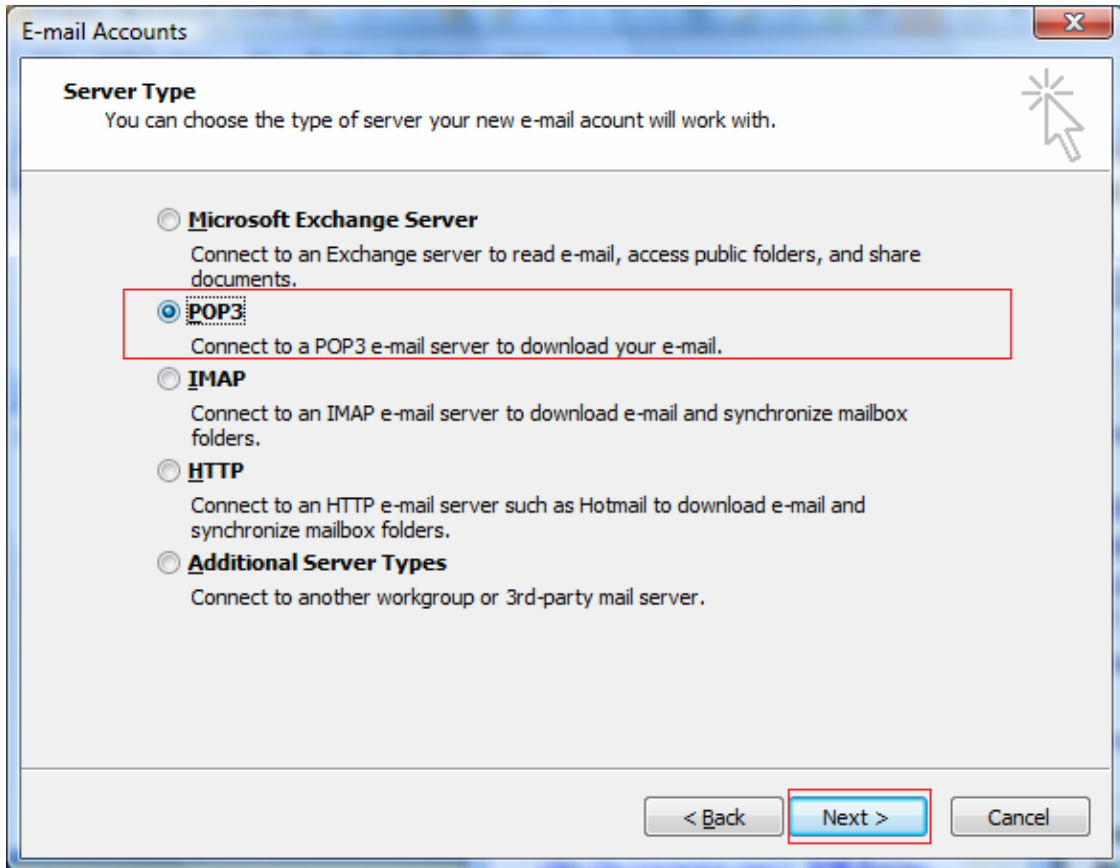
S2-1



## Setting up Email clients

Select "POP3" → click on Next

S2-3



## Setting up Email clients

### Step 3

Fill in your name, email address, User Name and password (user name is your email address).

For the server information: the incoming & outgoing mail server type in **mail.hteamerica.com**. and click on “More Settings”

S3-1

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: My name  
E-mail Address: uremail@hteamerica.com

**Server Information**

Incoming mail server (POP3): mail.hteamerica.com  
Outgoing mail server (SMTP): mail.hteamerica.com

**Logon Information**

User Name: uremail@hteamerica.com  
Password: \*\*\*\*  
 Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

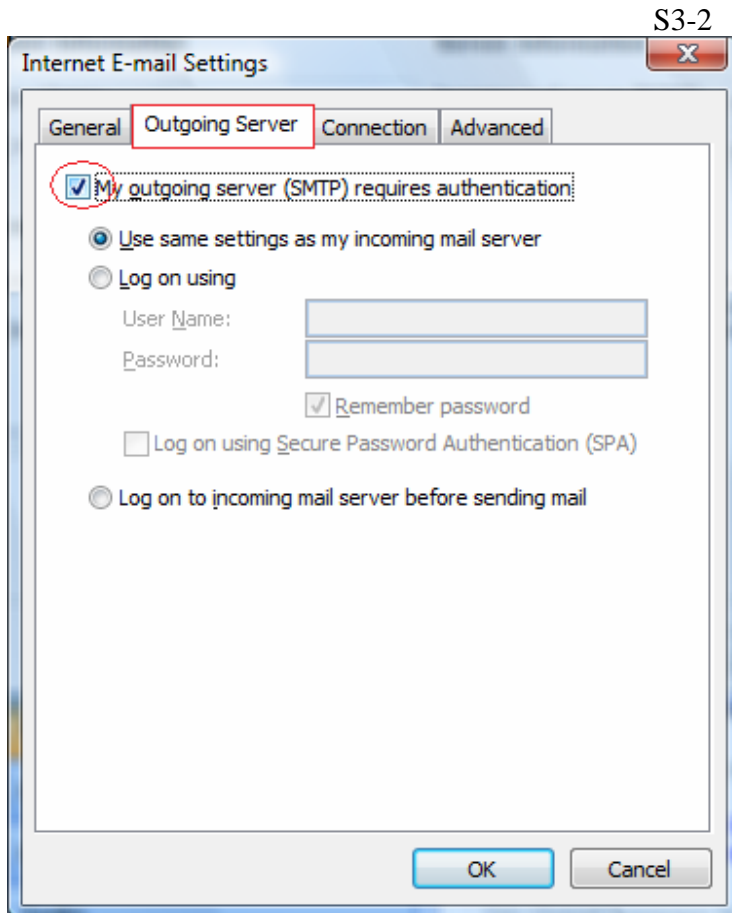
Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

## Setting up Email clients

After clicked on More Settings, click on →Outgoing Server, and check “My outgoing server (SMTP) requires authentication.” →click Ok button



From screenshot S3-1, click on Next →Finish.

Setting up for other email clients, besides Outlook, is not much different; just have your login name & password, and HTE Email server host which is mail.hteamerica.com.

## Setting up Email clients

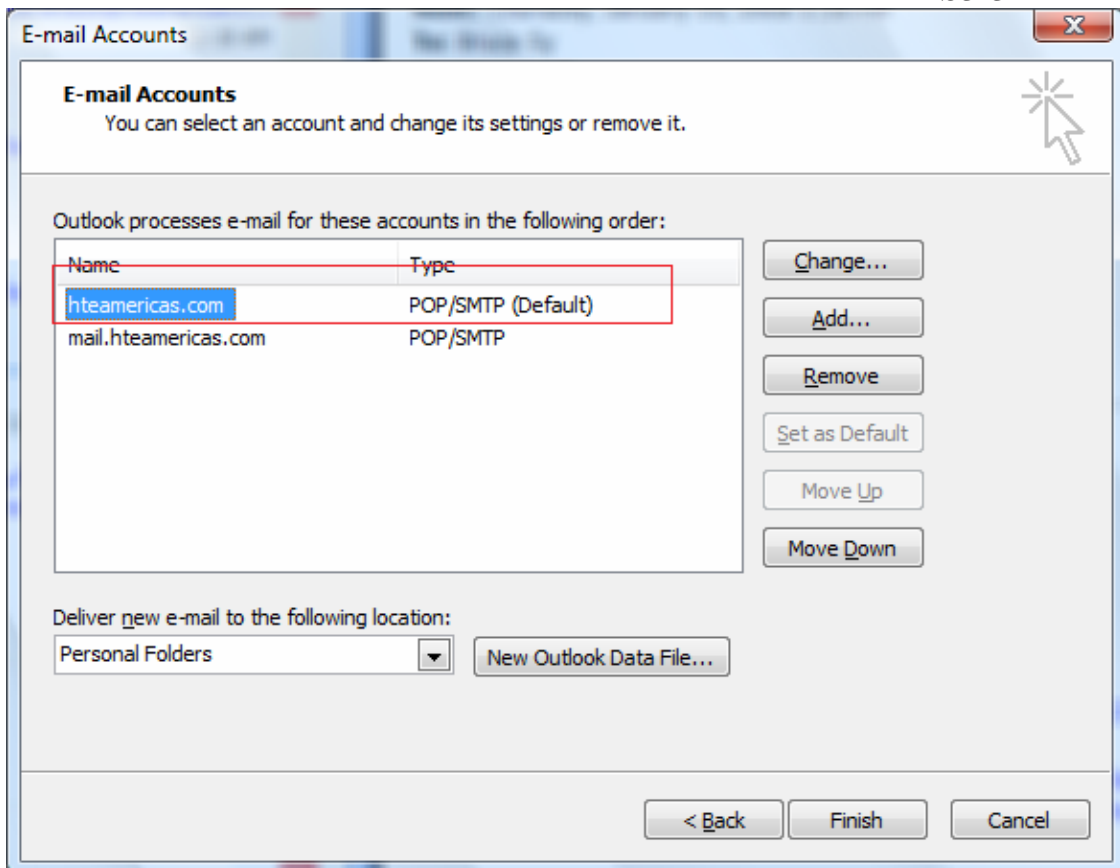
### Setup a Default E-mail Account

After you finished adding a new account, Outlook still looks for the old email account to send email, which is not what we want. Go to the menu bar, click Tools→E-mail Accounts (screenshot S1)

It will bring up screenshot S2. Instead of “adding”, select “view and change...”

As shown below, it defaulted to old account (hteamericas.com, your account name may be different). We want to set the newly added as default account—mail.hteamericas.com.

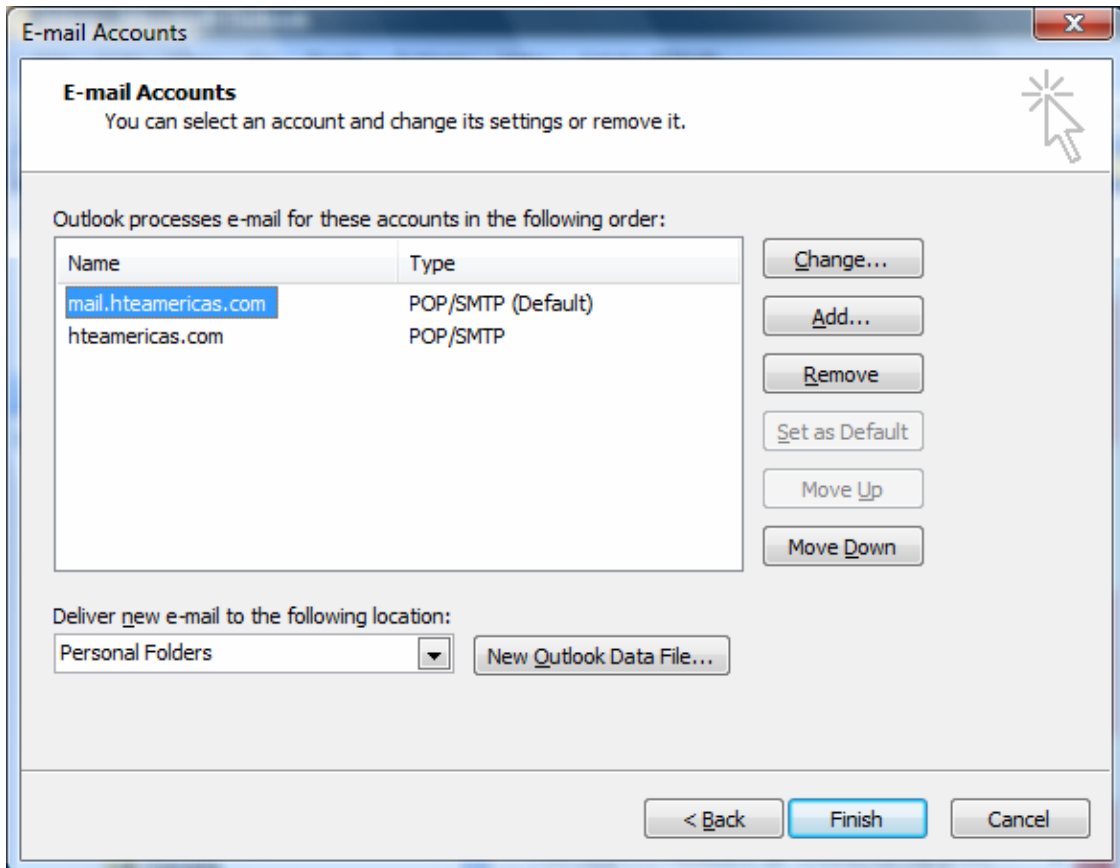
S3-3



## Setting up Email clients

Click on mail.hteamerica.com → Set as Default → Finish.

S3-4



## Setting up Email clients

### FAQ:

1. I can't send email!

Be sure that "My outgoing server (SMTP) requires authentication" is checked, as seen on screenshot S3-2. And set your default account to the new one: [mail.hteamerikas.com](mailto:mail.hteamerikas.com).

2. I got a login error.

If you are logging in for the first time, use the default password provided. It can be found from the same email you received this document.

### Other Notes

#### **Transition from Old to New Email server**

While we are transferring the email server from NY to LA, the existing email setting will not receive any new emails. Please download all your emails after the transfer process is completed—all new emails will go to the new email server [\*\*mail.hteamerikas.com\*\*](mailto:mail.hteamerikas.com).

To download emails from the old email server, follow the same instruction above except for the incoming & outgoing mail server type in [hteamerikas.com](mailto:hteamerikas.com) ( 65.164.54.20) .

MIS Team