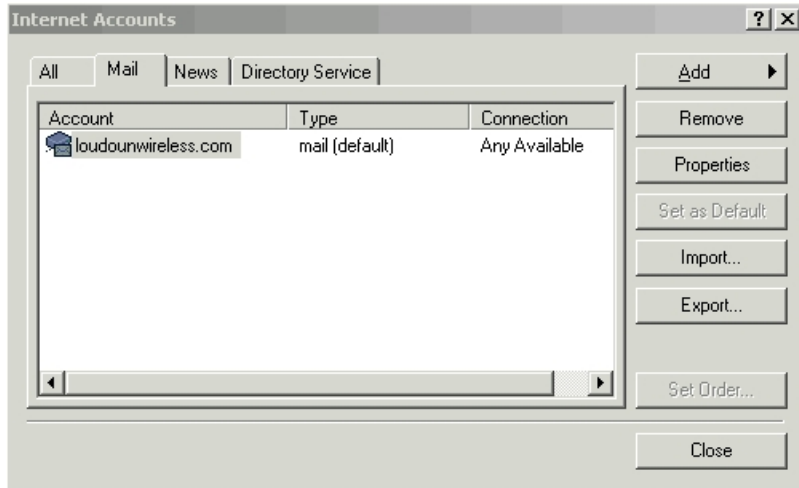


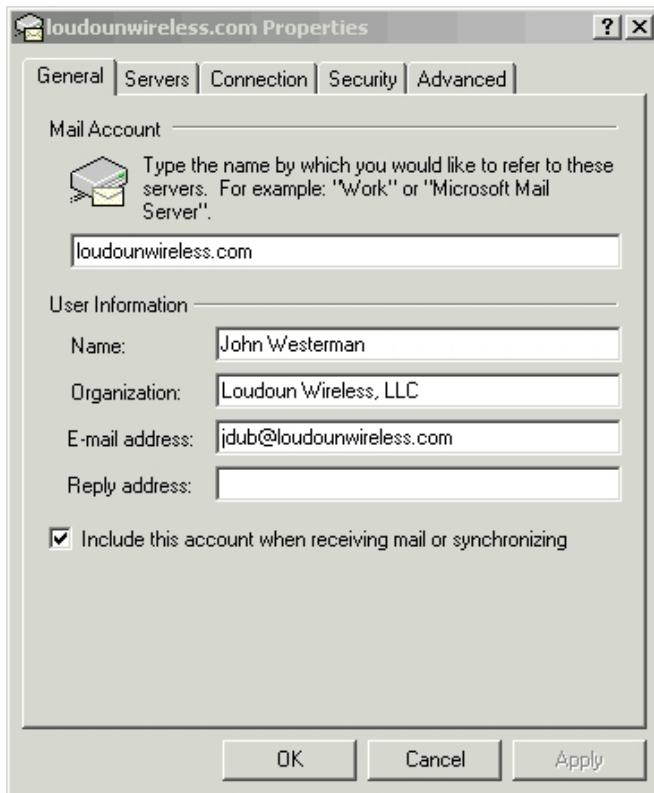
## Updating Loudoun Wireless POP3 Email Settings

### *Setting up your POP3 Mail Client (such as Outlook)*

The first step is to set up the server and user information. In your e-mail program you will set up a new account using the POP3 protocol. Most mail clients have these general tabs. We will use Outlook Express as an example. Therefore if you are using Outlook Express, you will select from the “Tools” menu the “Accounts” option. It will take you to a list of accounts that looks something like this:



From this menu, select the account you want to modify or select “Add” to create a new account. Once selected, Outlook Express will take you to the general tab.

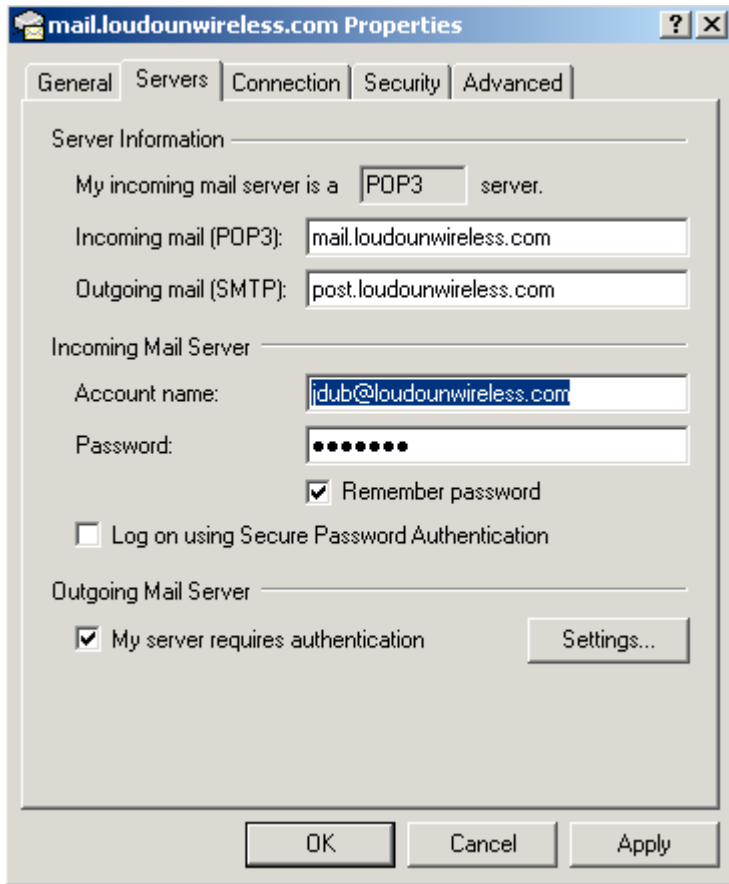


Under the “General” tab, you will want to input the normal data for “Your Name” and your “E-mail Address”.

This is the information your e-mail will have when it is sent to others. When completed it will look similar to the picture here.

Be sure and give your mail account a meaningful name and check the box to “Include this account when receiving mail” so that your mail is retrieved automatically.

## Updating Loudoun Wireless POP3 Email Settings



The screenshot shows the 'mail.loudounwireless.com Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section indicates the incoming mail server is a POP3 server. The 'Incoming mail (POP3)' field contains 'mail.loudounwireless.com' and the 'Outgoing mail (SMTP)' field contains 'post.loudounwireless.com'. Under the 'Incoming Mail Server' section, the 'Account name' field contains 'jdub@loudounwireless.com' and the 'Password' field is masked with dots. The 'Remember password' checkbox is checked, and the 'Log on using Secure Password Authentication' checkbox is unchecked. Under the 'Outgoing Mail Server' section, the 'My server requires authentication' checkbox is checked, and there is a 'Settings...' button. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

At the top, select the Servers tab as indicated here.

You will need to add the following Loudoun Wireless information:

The incoming mail (POP3) server name is:

**“mail.loudounwireless.com”**.

The outgoing mail (SMTP) server name is:

**“post.loudounwireless.com”**.

Next, you will be entering your username and password. We strongly encourage you to change your default password as outlined in the SmarterMail section before proceeding. Once your password is changed, enter your email address in the

Account name and password in the Password spaces provided under the “Incoming Mail Server” section. It is very important to note that your email must be “fully qualified”. This means you need to have it listed just as you would give it to others to use, with the full extension. In this example it is [jdub@loudounwireless.com](mailto:jdub@loudounwireless.com).

One last *very important setting* that you will be required to use is the “My server requires authentication” button in the “Outgoing Mail Server” section. This will allow you to send and receive your mail from anywhere on the internet. Since we don’t allow just anyone to use Loudoun Wireless mail server,s you will be required to authenticate against it using your username and password.

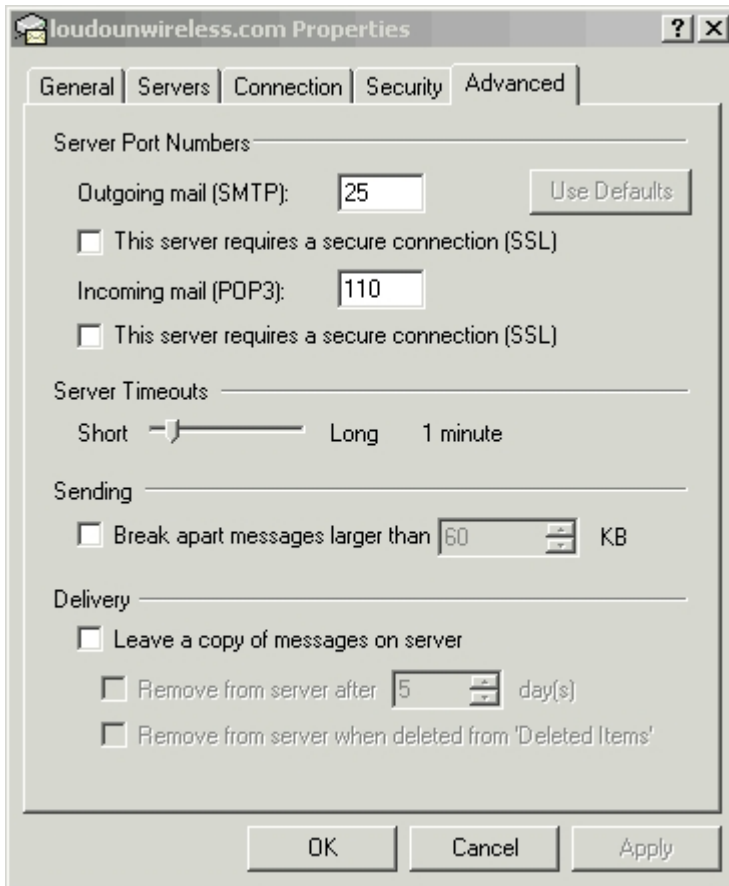


The screenshot shows the 'Outgoing Mail Server' dialog box. Under the 'Logon Information' section, the 'Use same settings as my incoming mail server' radio button is selected. The 'Log on using' radio button is unselected. The 'Account name' and 'Password' fields are empty. The 'Remember password' checkbox is checked, and the 'Log on using Secure Password Authentication' checkbox is unchecked. At the bottom are 'OK' and 'Cancel' buttons.

Also, click on the “Settings” button to make sure for outgoing mail server authentication that you have chosen to use the same settings as your incoming mail server as indicated here.

## Updating Loudoun Wireless POP3 Email Settings

Lastly, select the “Advanced” tab as shown here.



There are several things to keep in mind on this tab.

First, we are using standard ports for outgoing and incoming ports. For outgoing it's port 25. For incoming it's port 110. These are the default.

Second, make sure you are not keeping your messages on the server. Even if you plan to use webmail we will not be backing up the mail system. You will need to get your mail off the server periodically and store it in a safe place in your home or business.

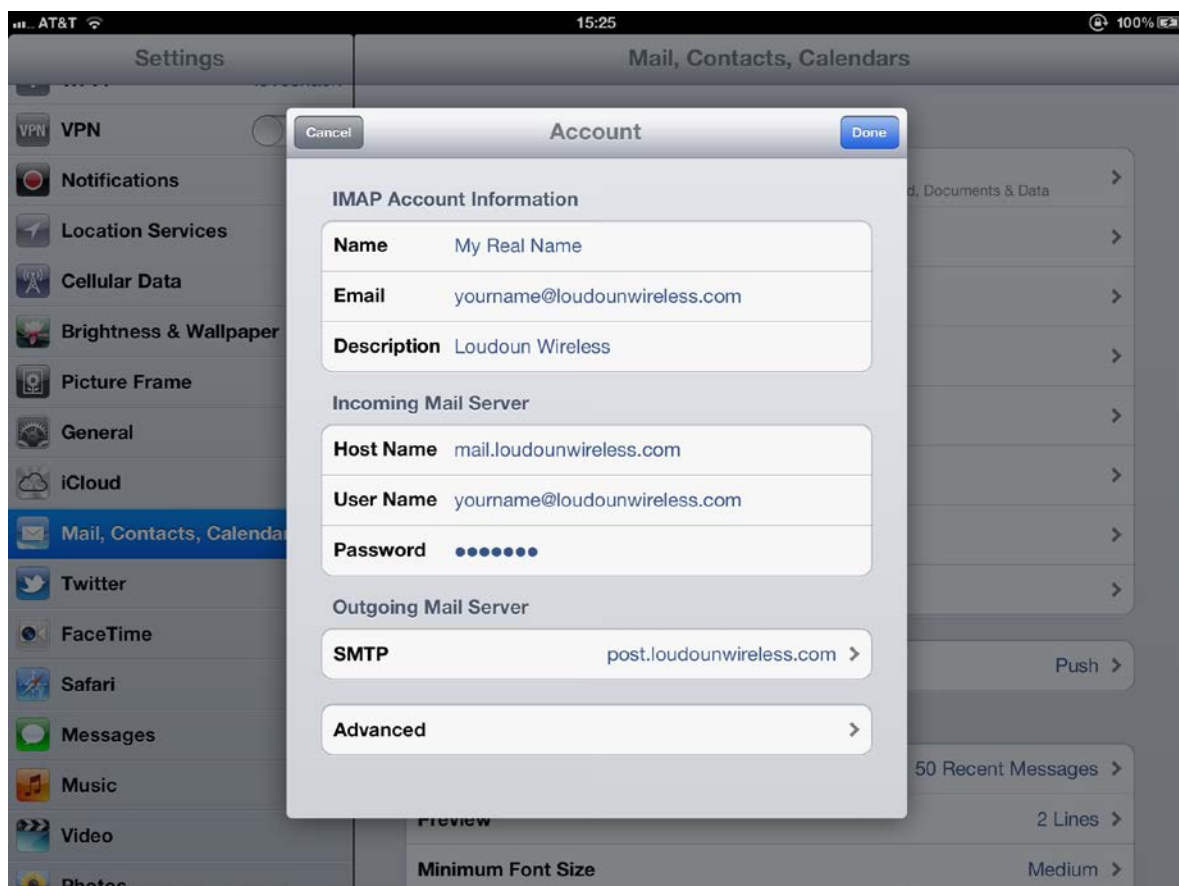
***Make sure you are not leaving a copy of your mail on the server and that your incoming and outgoing ports look like they do in this illustration.***

# Updating Loudoun Wireless POP3 Email Settings

## *Setting up your iPhone/iPad Mail Client*

Setting up your iPhone or iPad is very easy. Go to “Settings” then choose “Mail, Contacts, Calendars. From there select “Add Account...” You will want to create one for your Loudoun Wireless e-mail. The main information for servers does not differ from any other mail client. The only difference is that you are using your i-device to get your mail. I choose to use IMAP for my mail access. Most people use POP3. The following settings work for either.

Here is how you set up your incoming mail server information:



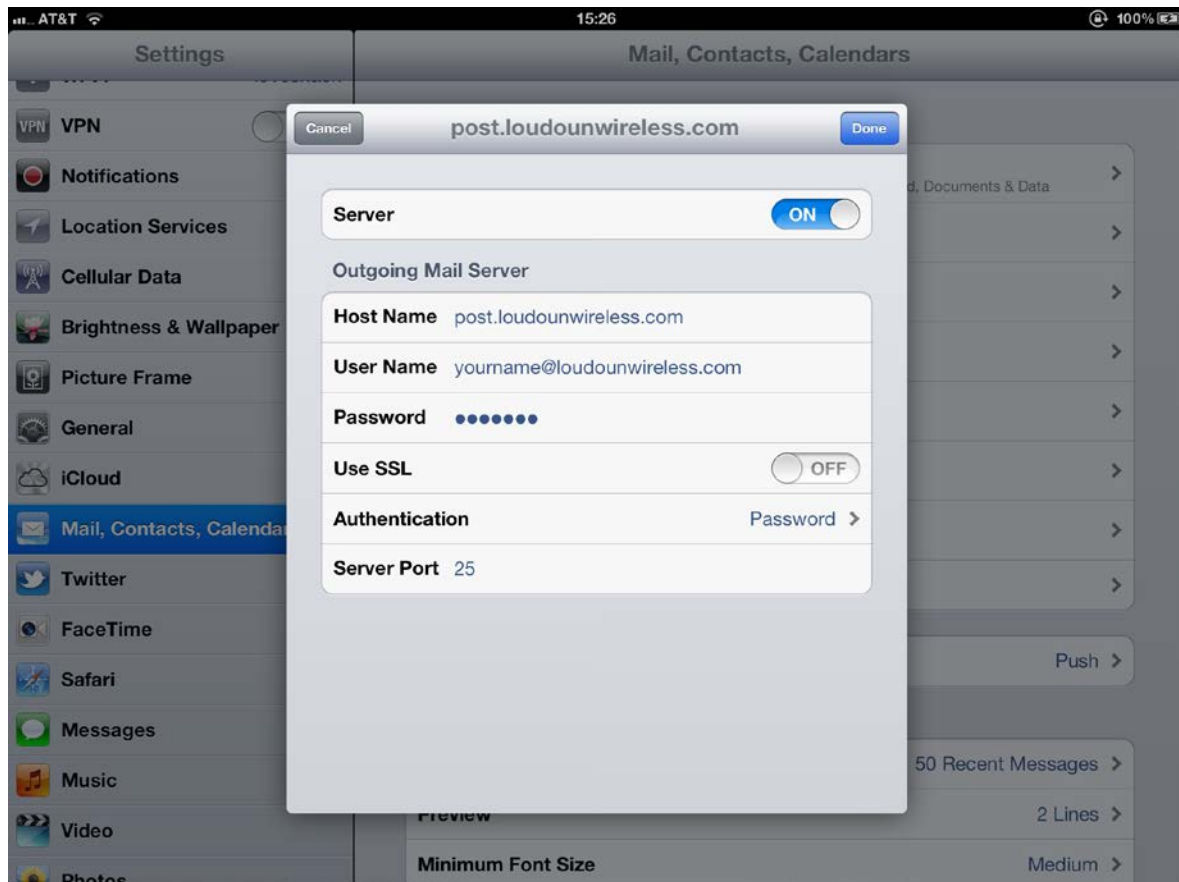
Enter the information for your own account substituting your personal information from the information shown in this image. You need to make sure the incoming mail server host name is exactly like it is above (mail.loudounwireless.com). Your user name must be fully qualified; that is to say that you must put the entire name in the field (myname@loudounwireless.com). Then your password.

Next you need to set up your outgoing mail server. So select SMTP and you will see the next screen pop up.

## Updating Loudoun Wireless POP3 Email Settings

It is important to notice the host name change here. Notice it's changed to "post.loudounwireless.com". This is important because in order to eliminate spammer from our systems a separate host name must be use. You can not authenticate outgoing mail to your incoming mail server (it will not work) and this is a common mistake.

Fill your information as shown below substituting your own information where necessary. You can use server port 25 or 587. Some hotels and businesses block port 25 so using the alternate submission port of 587 will work all the time.



The authentication type needs to be set to "Password" and you must enter the same password you use for your incoming mail server for that password as well. They are both the same. So if you change one you change them both.

That is all you need to do to set up your iPad or iPhone. Once you are done press the "Done" option until you get back to the settings page. You will now be able to use your iPad or iPhone with your Loudoun Wireless e-mail account.

## Updating Loudoun Wireless POP3 Email Settings

### ***Technical Support!***

Remember, if you get stuck on any of this please do not hesitate to give us a call. We can be reached at (703) 554-6600 or via e-mail at [support@allpointsbroadband.com](mailto:support@allpointsbroadband.com).