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# PCS WEB HOSTING EMAIL ACCOUNT INFO

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## INCOMING EMAIL SERVER (POP3)

POP3 Server/Host Name: **mail.yourdomain.com**

*(Host Name is your domain name with "mail." added at the beginning)*

Authentication: **Requires Name & Password ->**

*(Your username or login name is your entire email address)*

Secure STARTTLS POP3: **Port 110**

Secure SSL POP3: **Port 995 (RECOMMENDED)**

*(Port is based on choice of Authentication types — choose only one. If one does not work in your area, the other might. i.e.: If SSL setting is chosen, make sure port is set to 995, otherwise use port 110)*

## POP3 Email Retrieval Settings

Choice #1 **Delete From Server**

*(Use #1 if NO other devices or computers are retrieving your email)*

Choice #2 **Leave on Server for (a few) Days or  
Remove from Server After (a few) Days**

*(Choose #2 if other devices or computers are retrieving this email)*

## OUTGOING EMAIL SERVER (SMTP)

SMTP Server/Host Name: **mail.yourdomain.com**

*(Host Name is your domain name with "mail." added at the beginning)*

Authentication: **Requires Name & Password ->**

*(Your username or login name is your entire email address)*

Secure STARTTLS SMTP: **Port 587**

Secure SSL SMTP: **Port 465 (RECOMMENDED)**

*(NOTE: Email clients (apps) must be TLS 1.2 encryption compatible.*

*Email clients older than 2010 may not be compatible with our PCI-Compliant email server.)*

## EMAIL ACCOUNT CUSTOMER-ACCESS FEATURES

Your new email account has features you can control by logging into Roundcube Webmail associated with your account. These are some of the things you can do without PCS Web Hosting administrator help:

- Set up an auto-reply you can enable and disable
- Fully control anti-spam filtering
- Manage email account forwarding
- Change your own password
- Access your email from any web browser

Roundcube Webmail access is at this address: **<https://webmail.yourdomain.com>**

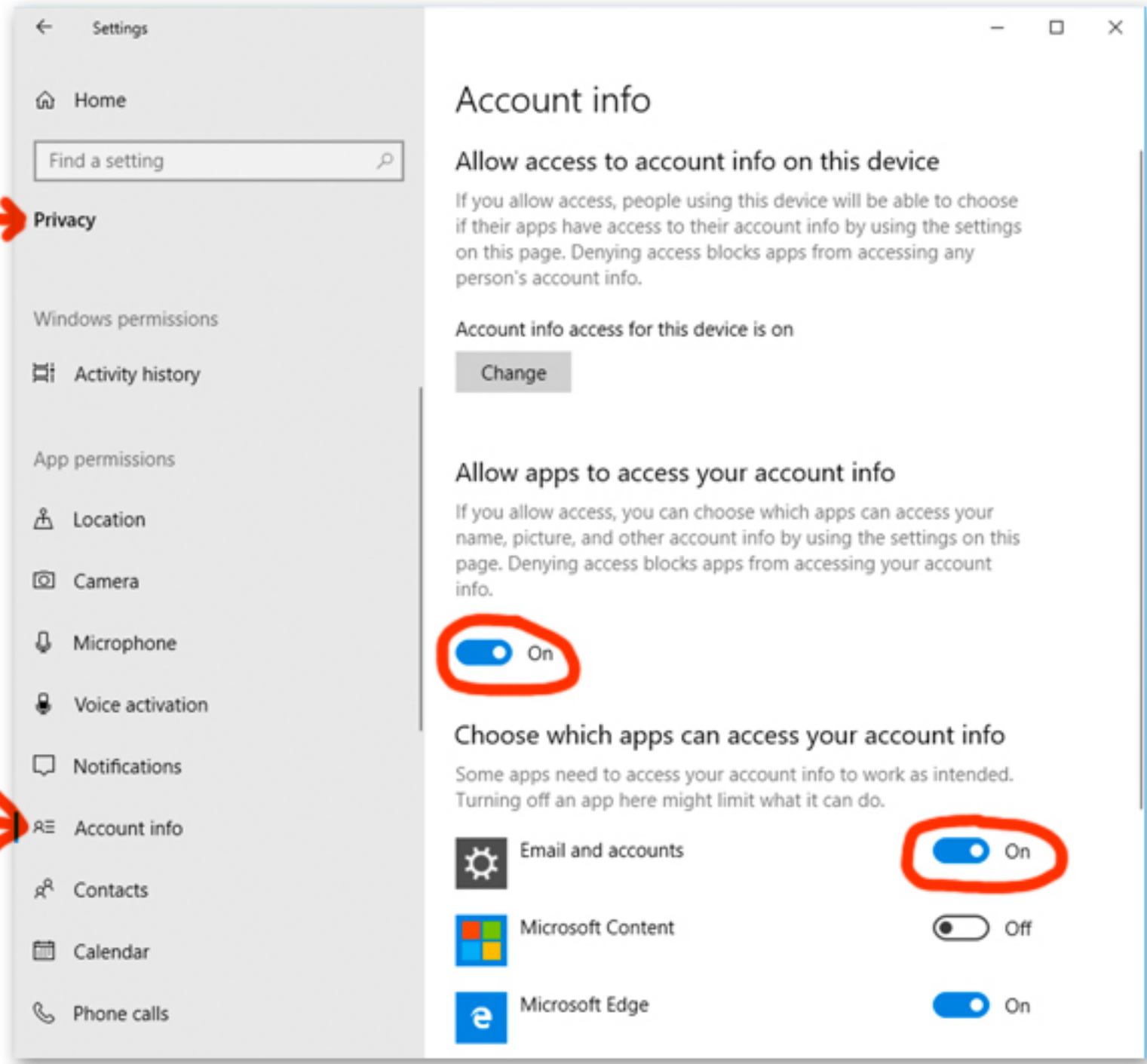
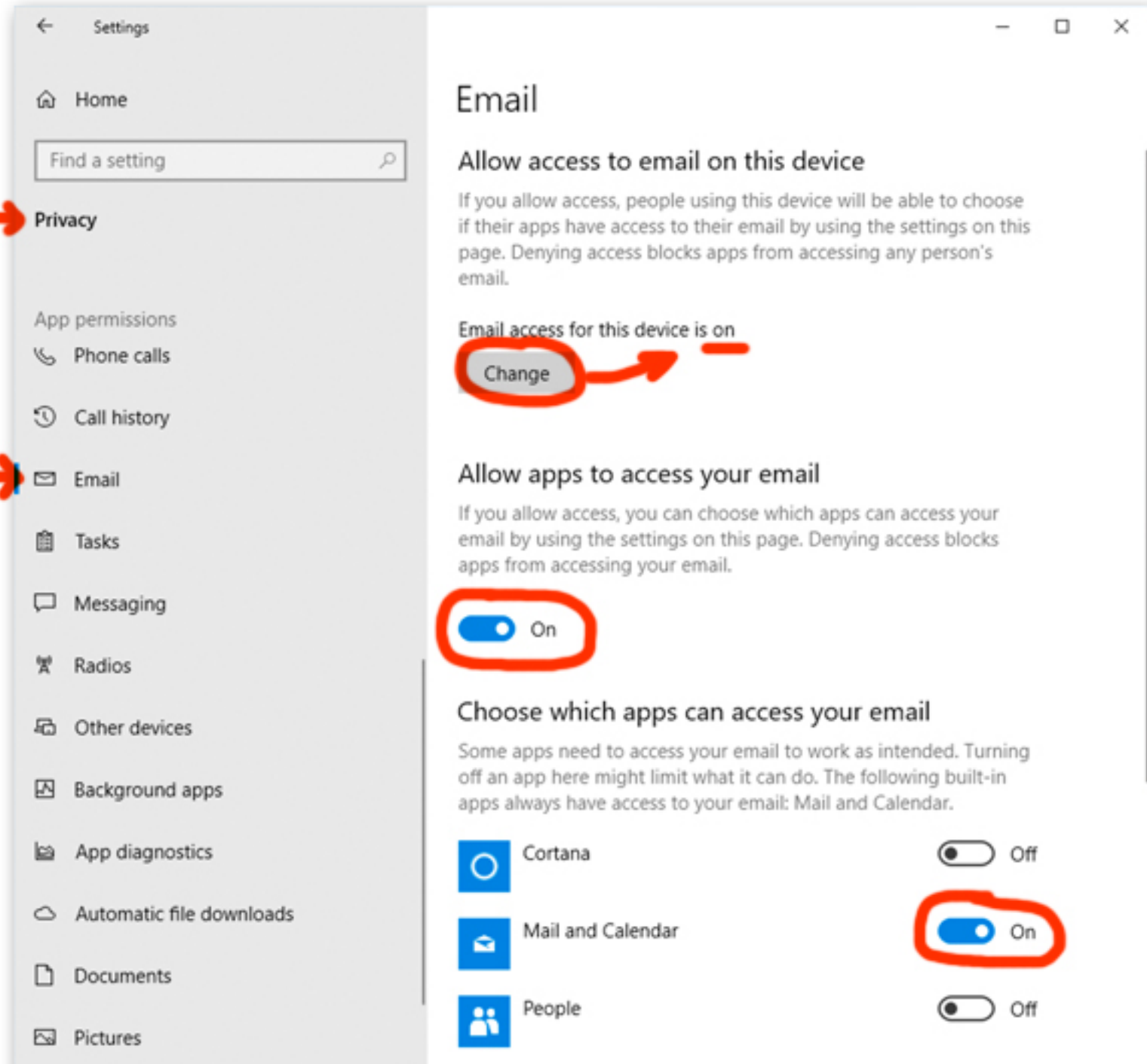
## EMAIL ACCOUNT ADMIN-ACCESS FUNCTIONS

If you need new email accounts set up, or aliases added to existing email accounts, or have any other questions, please feel free to contact Greg at PCS Web Hosting LLC:

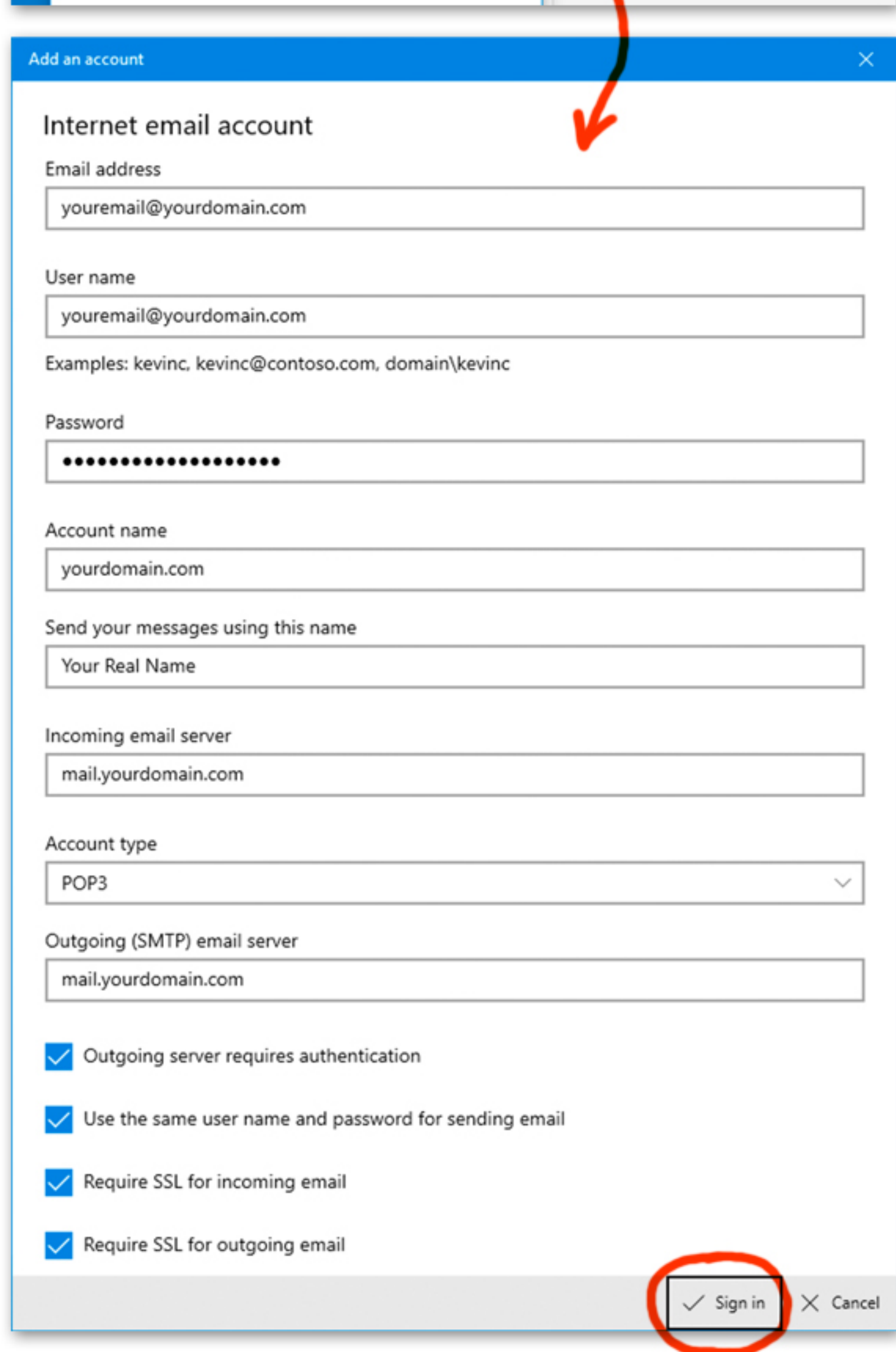
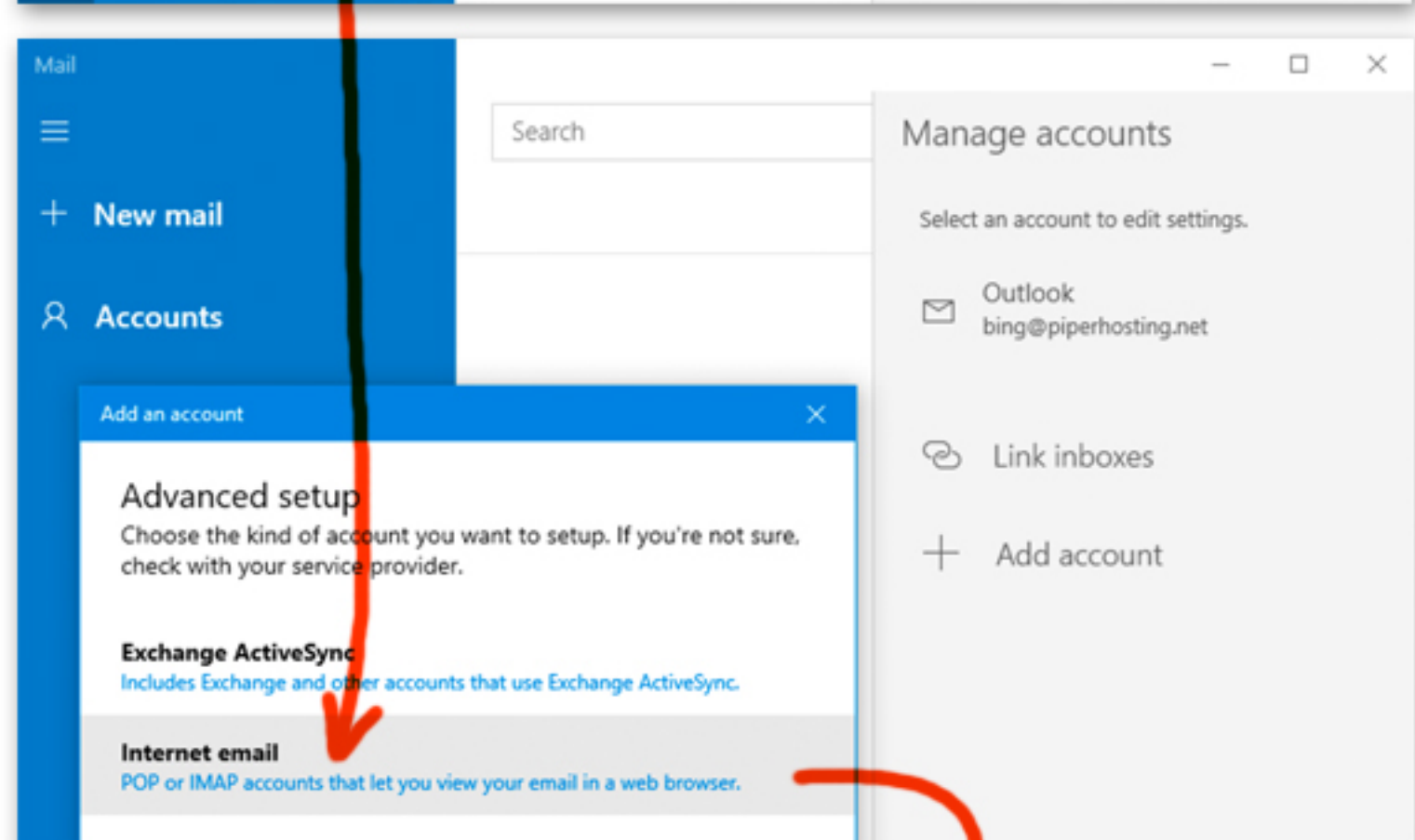
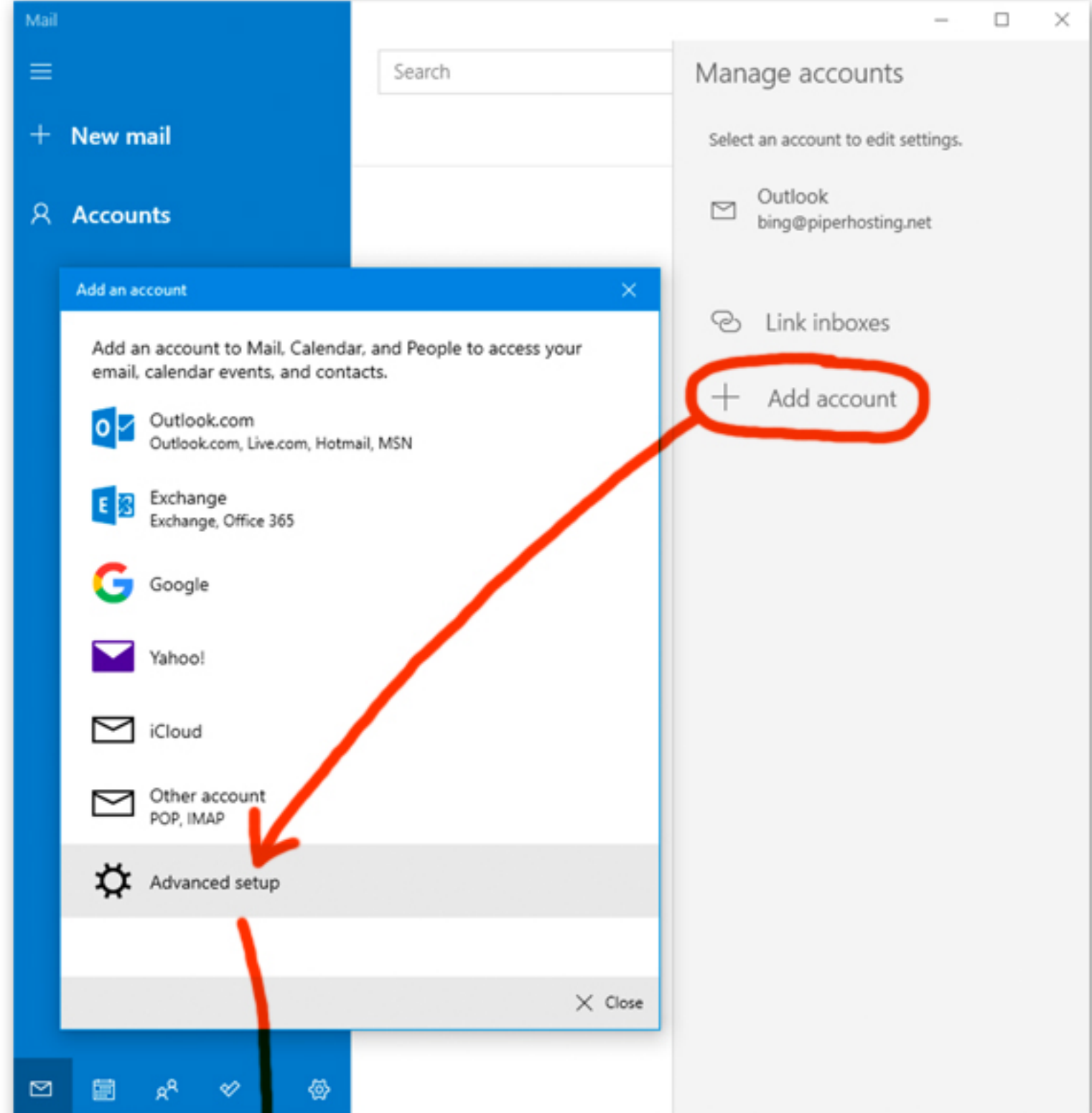
piperhosting.net • pcsweb@piperhosting.net • vm/txt: 360-731-2805

# PCS WEB HOSTING EMAIL SETTINGS (Windows 10 Mail Settings)

## Preliminary Windows Privacy Settings



## Windows 10 Mail Settings





# PCS WEB HOSTING EMAIL SETTINGS

## (Apple iPhone/iPad)

Verizon 4:29 PM 100%

[Cancel](#) **Your Account** [Done](#)

Account ☒

POP ACCOUNT INFORMATION

Name Your Real Name

Email youremail@yourdomain... >

Description Whatever You Wish

INCOMING MAIL SERVER

Host Name mail.yourdomain.com

User Name youremail@yourdomain...

Password .....

OUTGOING MAIL SERVER

SMTP mail.yourdomain... >

Advanced >

Delete Account

Verizon 4:30 PM 100%

[Back](#) **SMTP**

PRIMARY SERVER

mail.yourdomain.com On >

OTHER SMTP SERVERS

mail.another-server.com Off >

mail.another-server.com Off >

mail.another-server.com Off >

Add Server... >

If Mail is unsuccessful using the primary server, it will try the other SMTP servers in succession.

Verizon 4:31 PM 100%

[Back](#) **Advanced**

DELETED MESSAGES

Remove After one week >

INCOMING SETTINGS

Use SSL ☒

Authentication Password >

Delete from server Seven.. >

Server Port 995

S/MIME

S/MIME ☐

Verizon 4:30 PM 100%

[Cancel](#) mail.yourdomain.com [Done](#)

Server ☒

OUTGOING MAIL SERVER

Host Name mail.yourdomain.com

User Name youremail@yourdomain.com

Password .....

Use SSL ☒

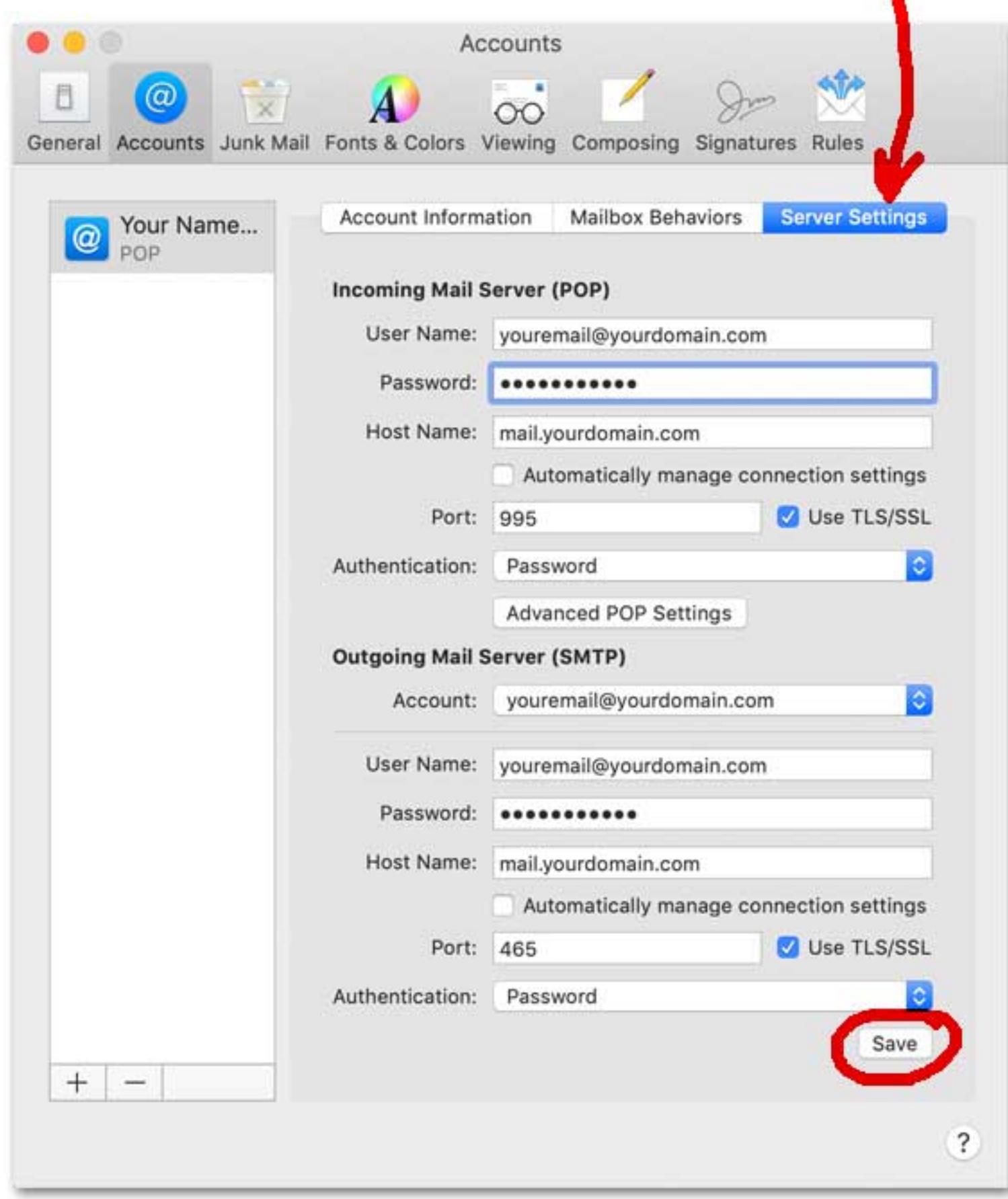
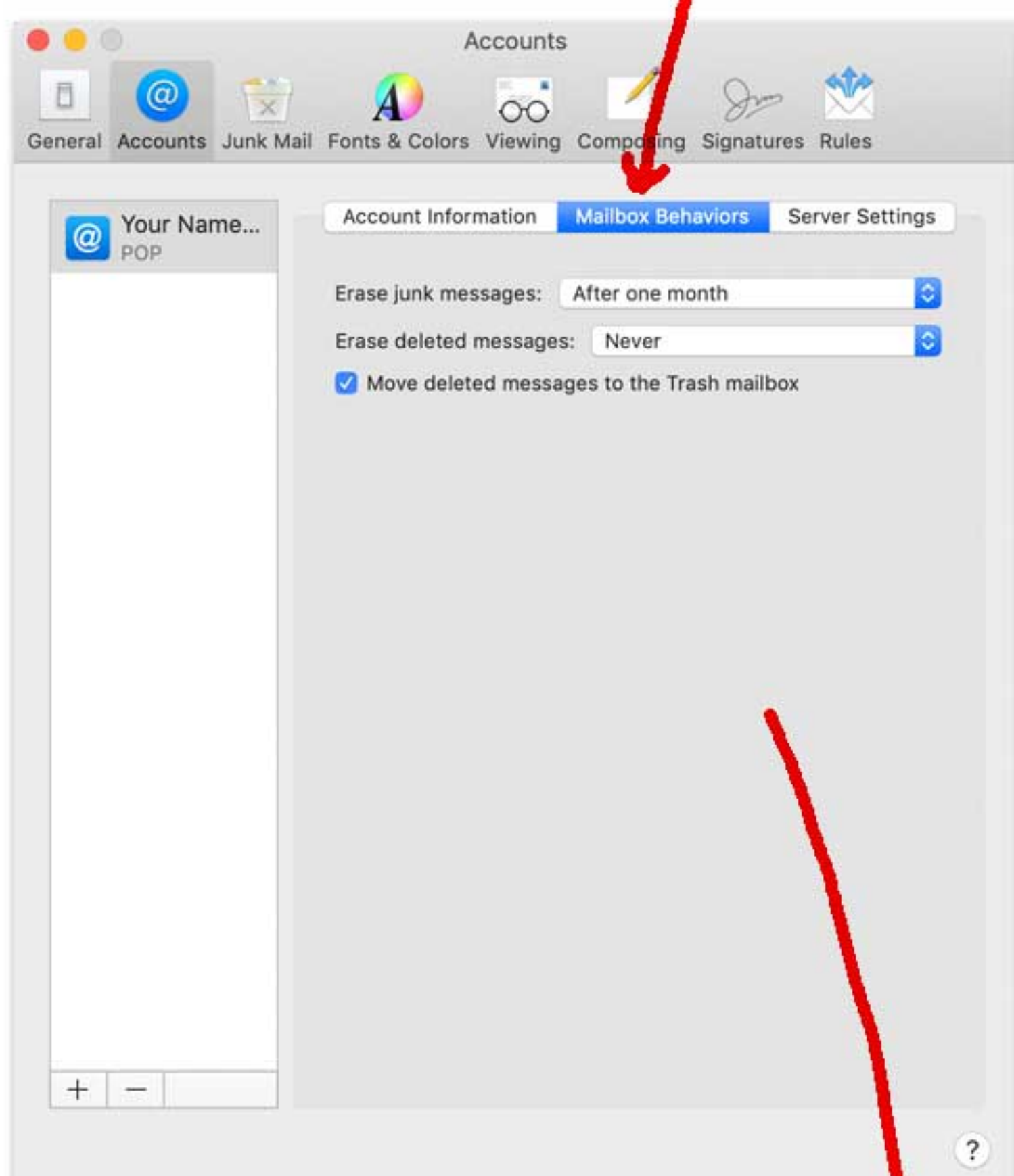
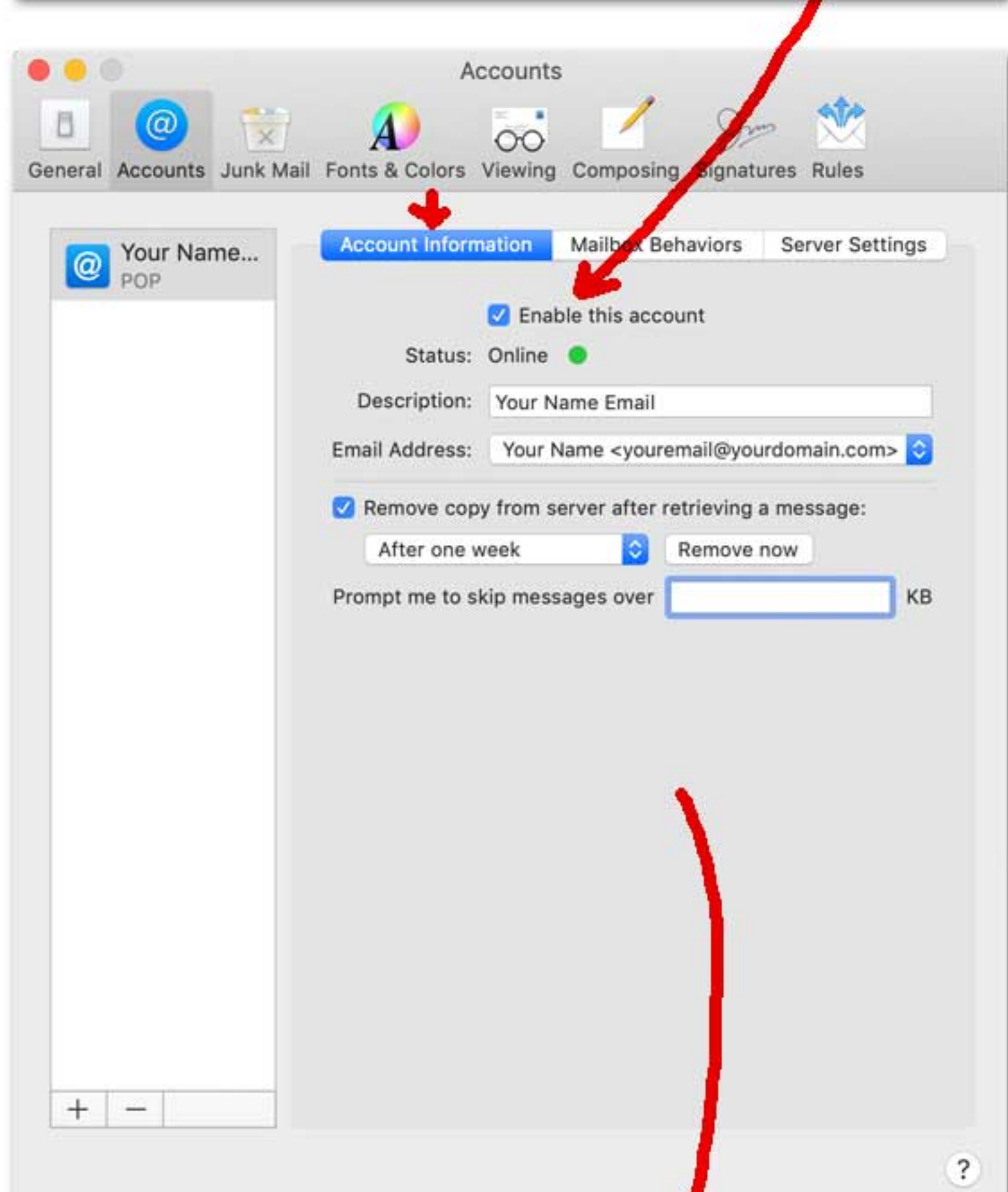
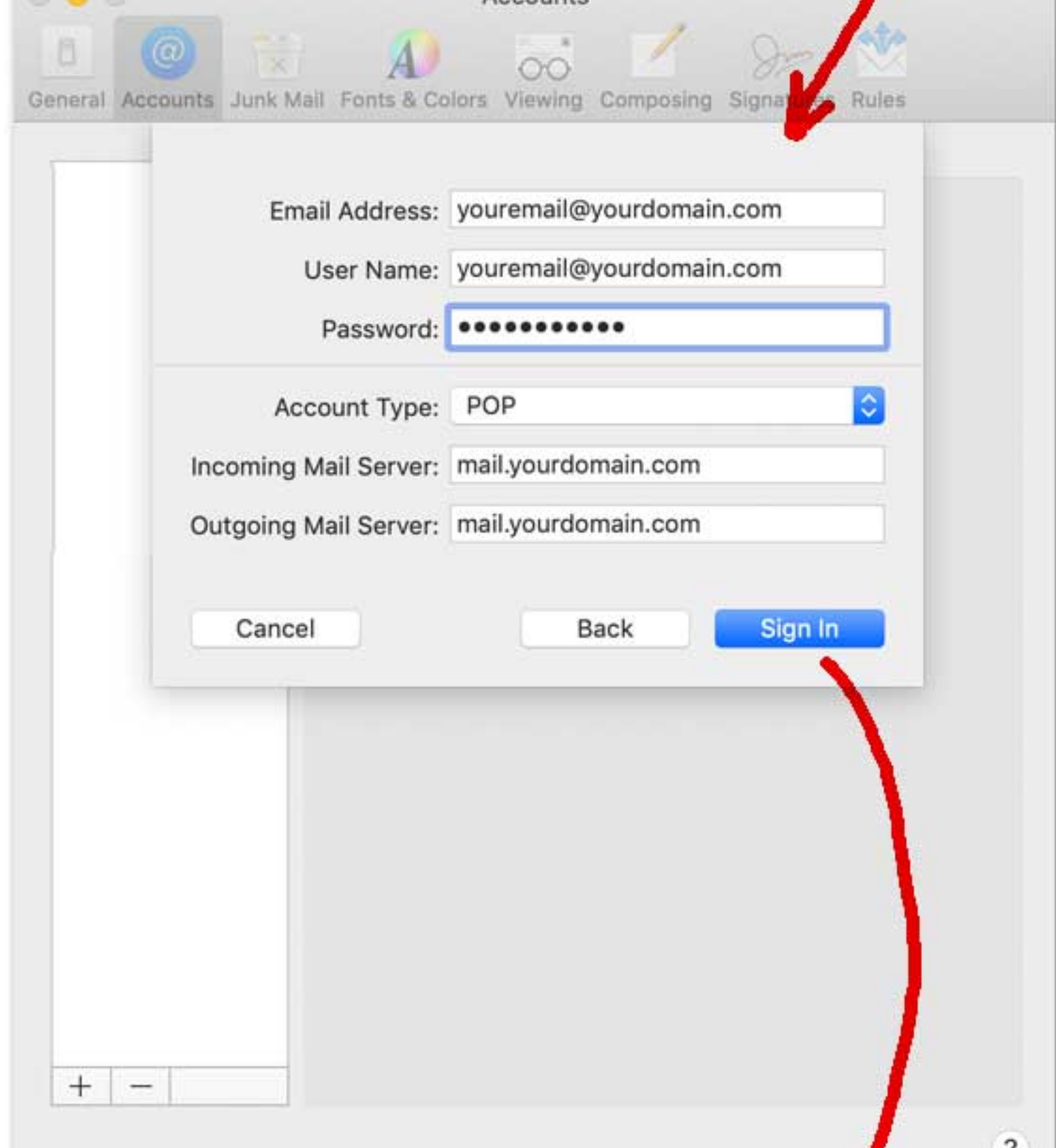
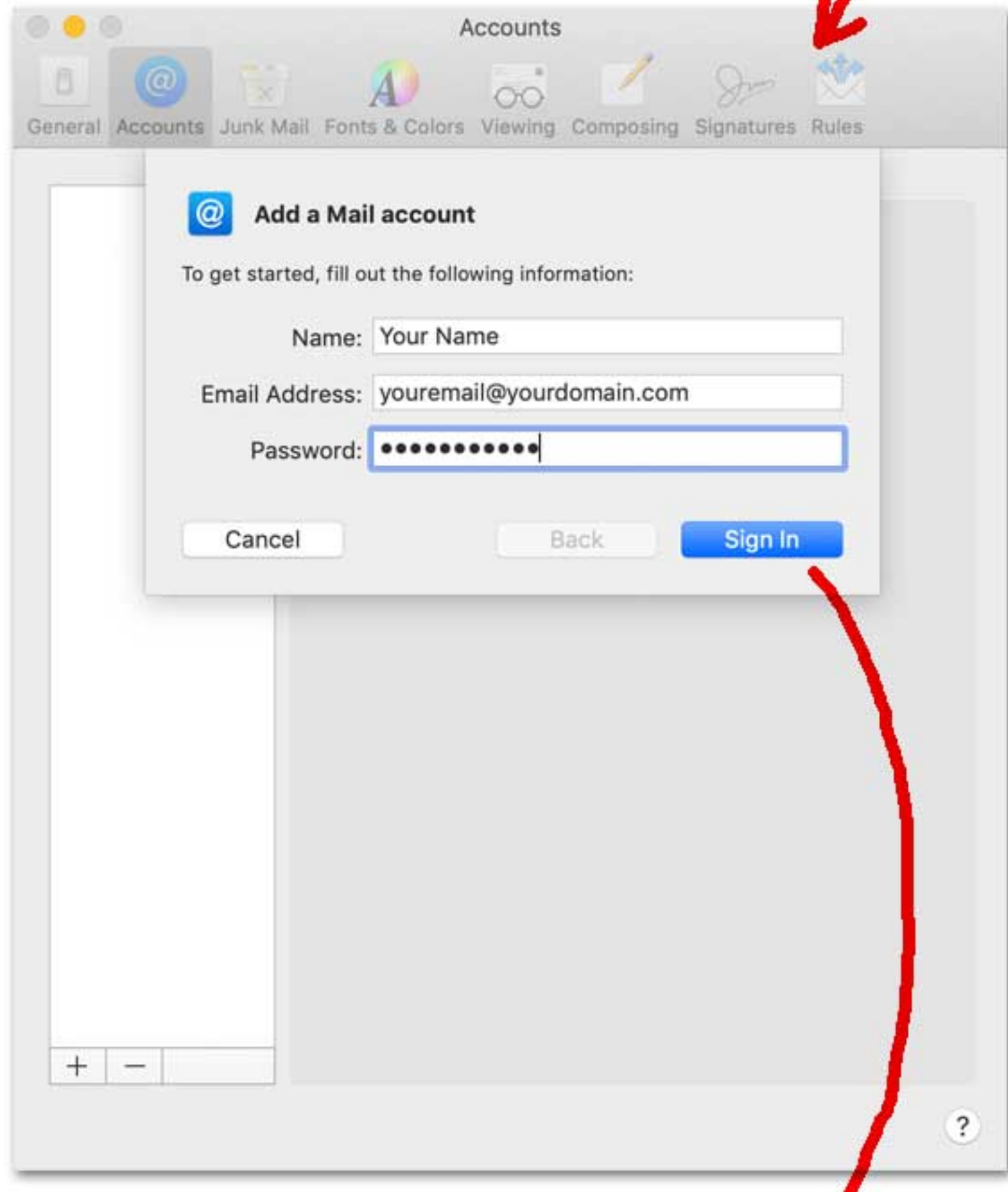
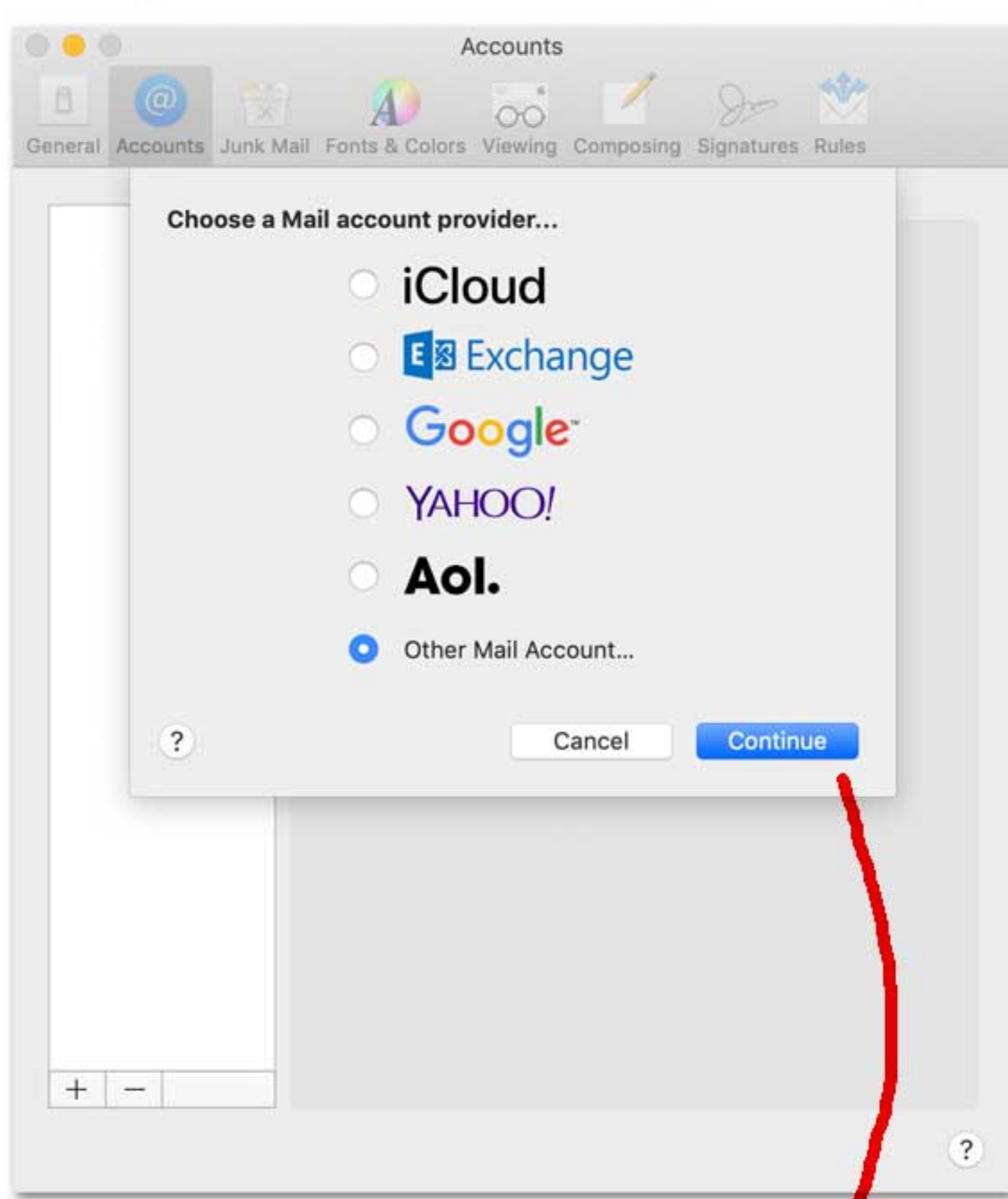
Authentication Password >

Server Port 465 or 587



# PCS WEB HOSTING EMAIL SETTINGS

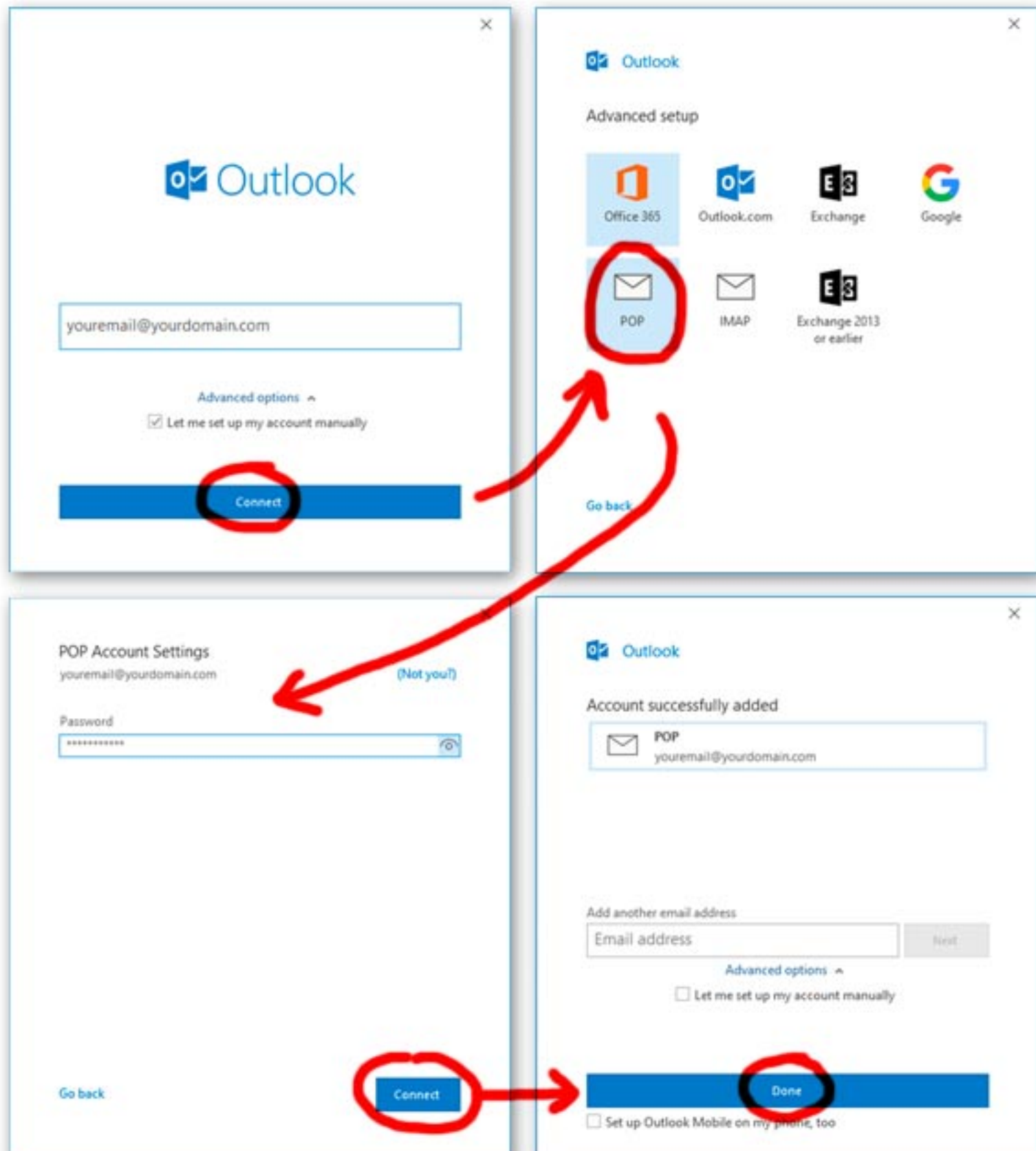
(Apple macOS Sierra 10.12.x or higher Mail.app)



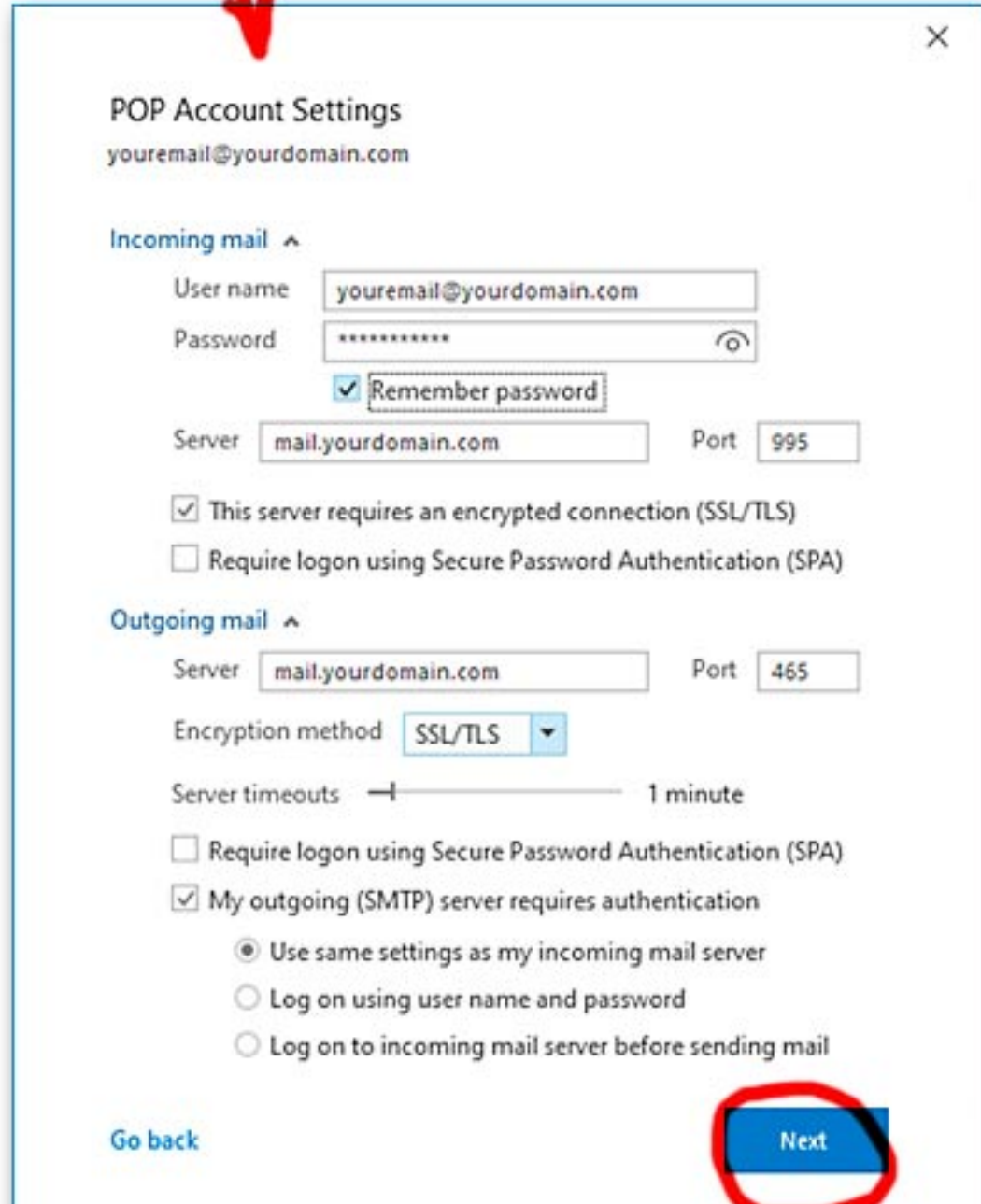
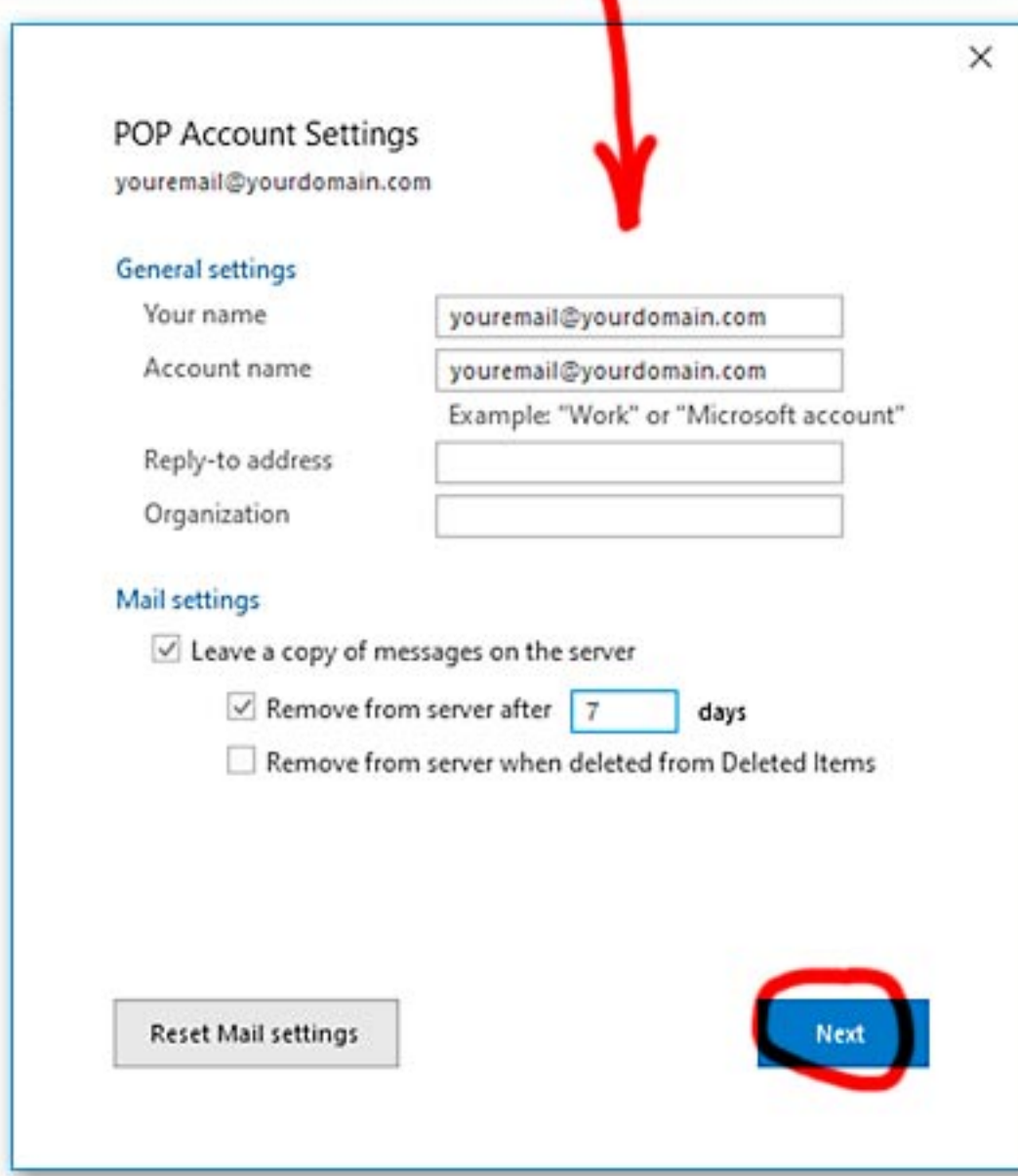
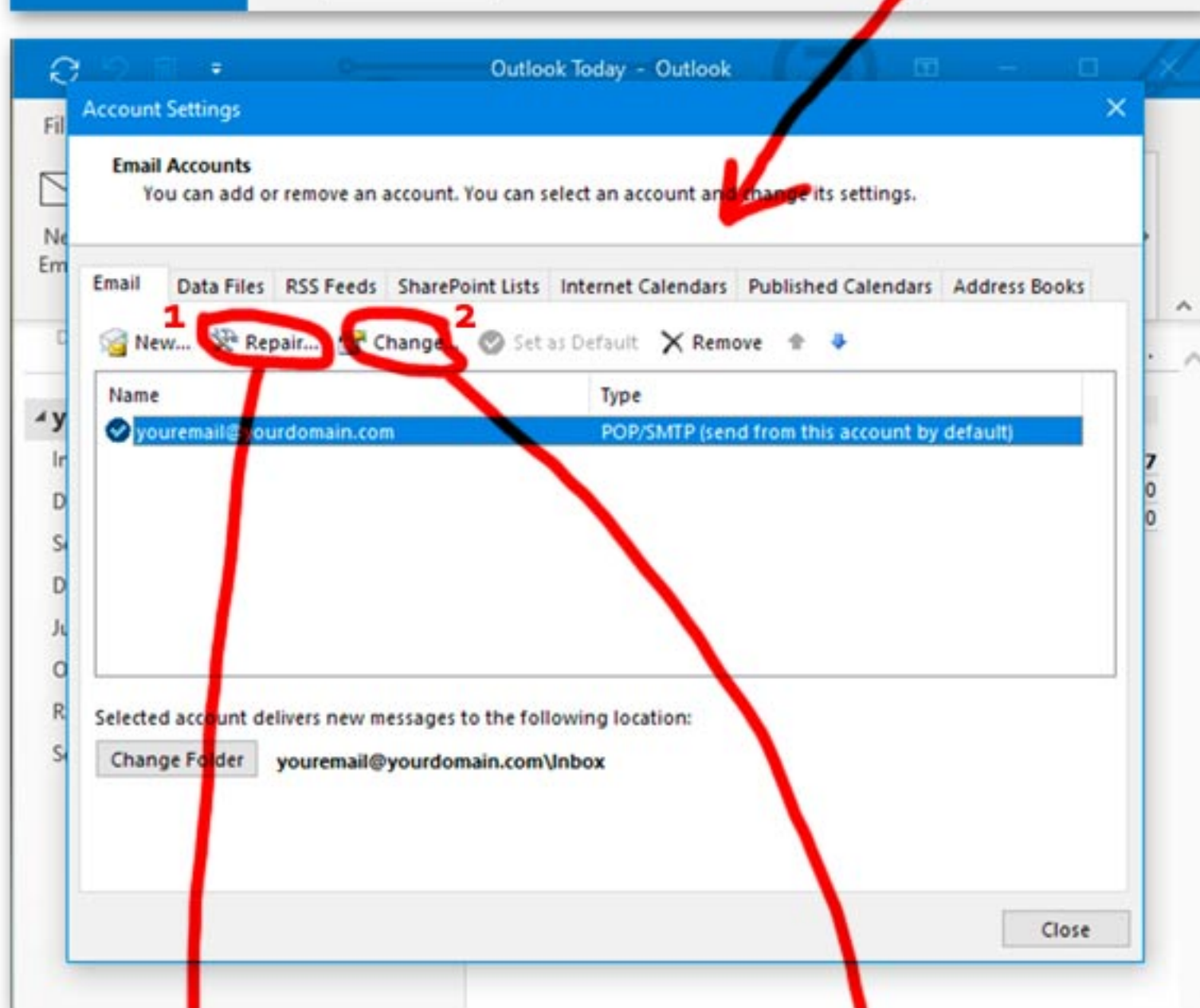
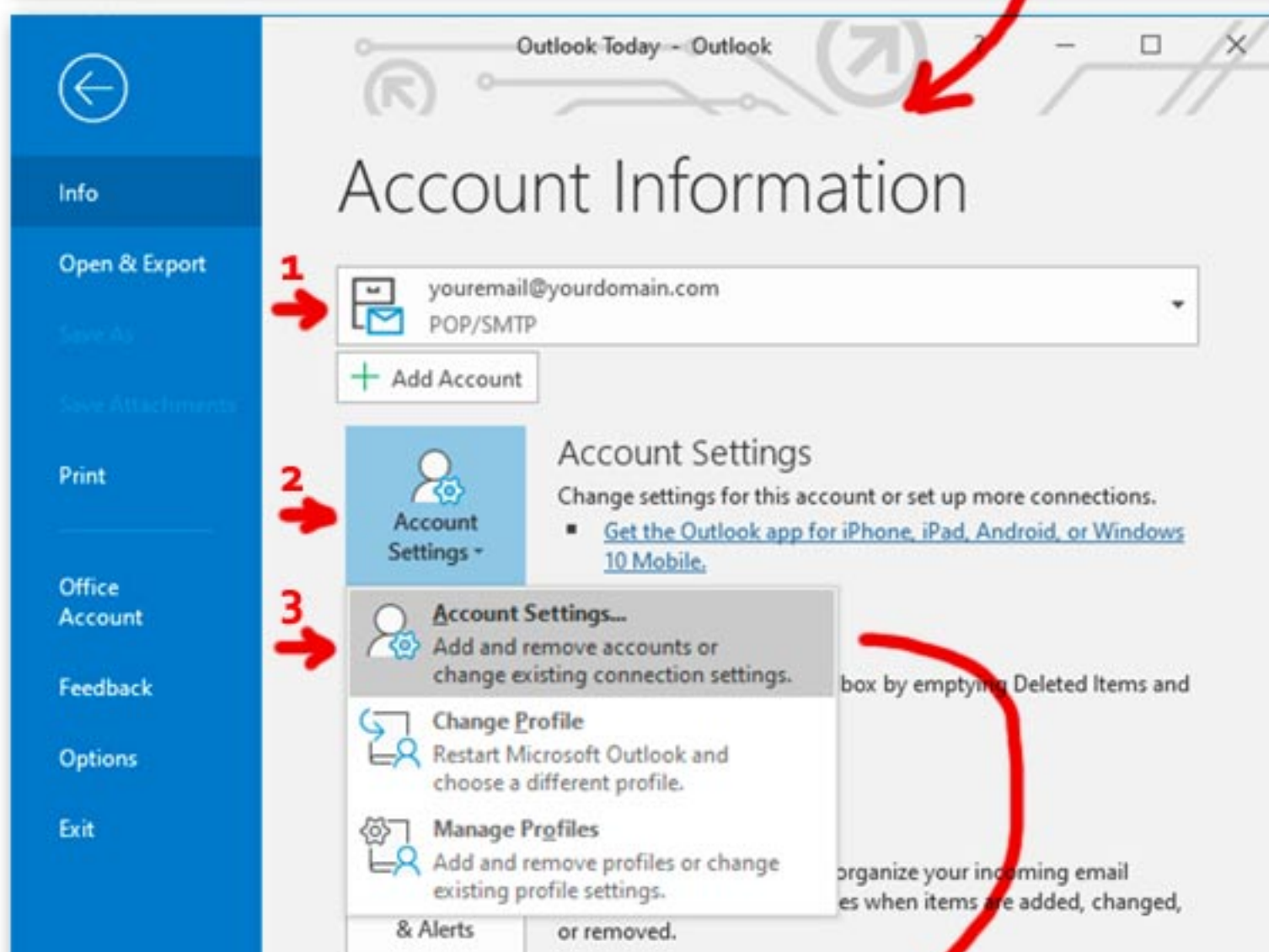
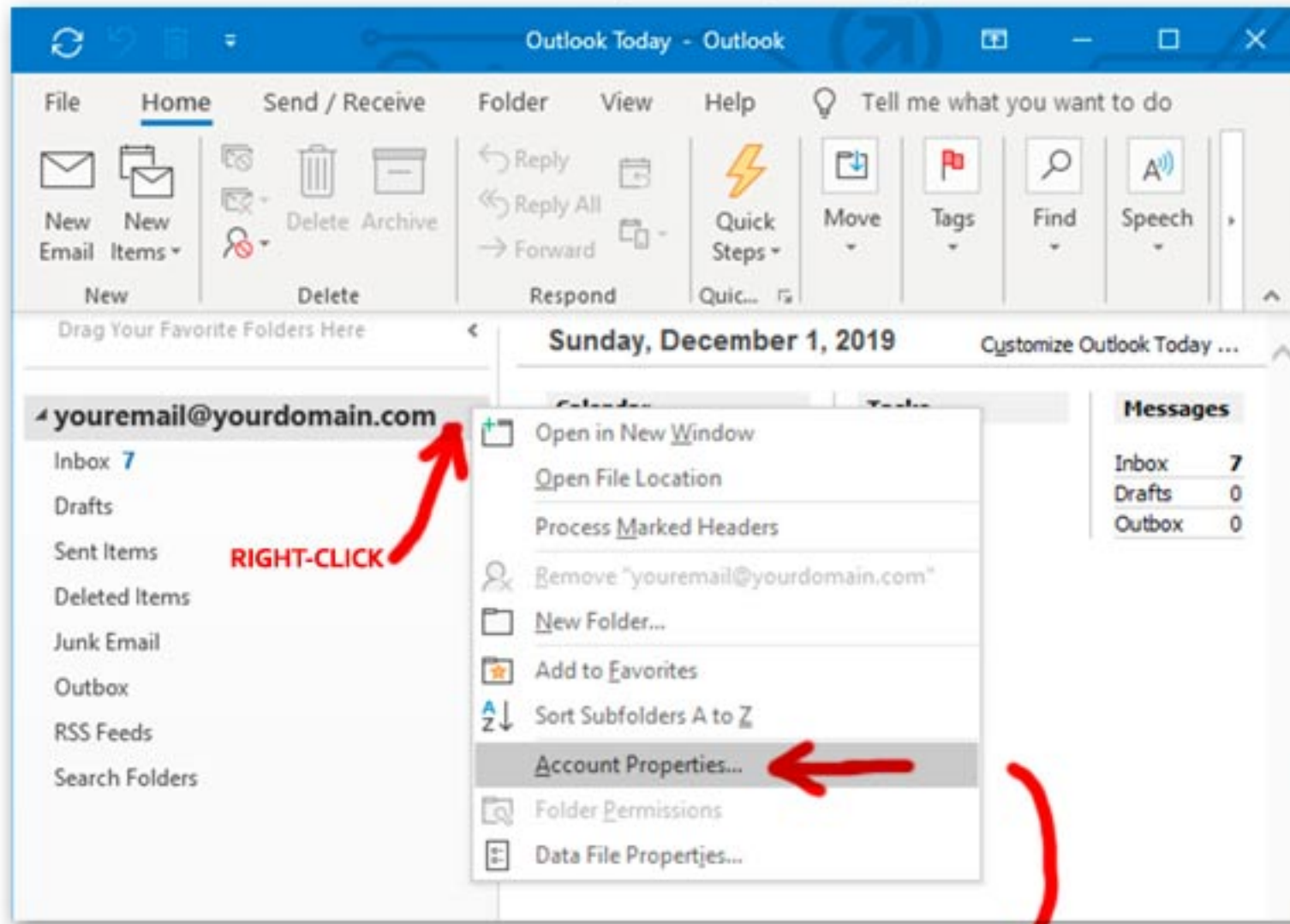


# PCS WEB HOSTING EMAIL SETTINGS (Windows 10 Office 365 Outlook Settings)

## Outlook 365 — New Account Settings



## Outlook 365 — Adjust/Change Settings



Set up your email account settings like these example pages.

Click "Done" after each of the "next" pages in these last settings.



# PCS WEB HOSTING EMAIL SETTINGS (Windows Live Mail 2011 Settings)

New Account Settings → File → Options → Email Accounts → Add

Windows Live Mail

## Add your email accounts

If you have a Windows Live ID, sign in now. If not, you can create one later.  
[Sign in to Windows Live](#)

Email address:  
  
[Get a Windows Live email address](#)

Password:  
  
☒ Remember this password

Display name for your sent messages:

☒ Manually configure server settings

Most email accounts work with Windows Live Mail including Hotmail, Gmail and many others.

Cancel Next

Windows Live Mail

## Configure server settings

If you don't know your email server settings, contact your ISP or network administrator.

Incoming server information

Server type:  
POP

Server address:

Port:

☒ Requires a secure connection (SSL)

Authenticate using:  
Authenticated POP (APOP)

Logon user name:

Outgoing server information

Server address:

Port:

☒ Requires a secure connection (SSL)  
☒ Requires authentication

Cancel Back Next

Accounts

Set up new email accounts or newsgroup subscriptions by clicking Add. To make changes, export, or remove an account or subscription, select it first.

Mail

Yourdomain (youremail) (Default Account)

Contacts Directory

Add...  
Remove  
Properties  
Set as Default  
Import...  
Export...

Close

## Windows Live Mail — Adjust/Change Settings

Yourdomain (youremail) Properties

General Servers Security Advanced

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Windows Live Hotmail".

User Information

Name:   
Organization:   
E-mail address:   
Reply address:

☒ Include this account when receiving mail or synchronizing

OK Cancel Apply

Yourdomain (youremail) Properties

General Servers Security Advanced

Server Information

My incoming mail server is a POP3 server.

Incoming mail (POP3):   
Outgoing mail (SMTP):

Incoming Mail Server

Email username:   
Password:   
☒ Remember password

☐ Log on using clear text authentication  
☐ Log on using secure password authentication  
☒ Log on using authenticated POP (APOP)

Outgoing Mail Server

☒ My server requires authentication

Settings...

OK Cancel Apply

Yourdomain (youremail) Properties

General Servers Security Advanced

Signing certificate

Select the signing certificate below. This will determine the digital ID used when signing messages with this account.

Certificate:  Select...

Encrypting preferences

Select the encryption certificate and algorithm. These are included with your digitally signed messages so others can send encrypted mail to you with these settings.

Certificate:  Select...  
Algorithm: 3DES

OK Cancel Apply

Yourdomain (youremail) Properties

Outgoing Mail Server

Logon Information

☒ Use same settings as my incoming mail server  
☐ Log on using

Account name:   
Password:   
☒ Remember password  
☐ Log on using Secure Password Authentication

OK Cancel

Yourdomain (youremail) Properties

Outgoing Mail Server

Logon Information

☐ Log on using secure password authentication  
☒ Log on using authenticated POP (APOP)

Outgoing Mail Server

☒ My server requires authentication

Settings...

OK Cancel Apply

Yourdomain (youremail) Properties

General Servers Security Advanced

Server Port Numbers

Outgoing mail (SMTP):  Use Defaults  
☒ This server requires a secure connection (SSL)  
Incoming mail (POP3):   
☒ This server requires a secure connection (SSL)

Server Timeouts

Short  Long 1 minute

Sending

☐ Break apart messages larger than 60 KB

Delivery

☒ Leave a copy of messages on server  
☒ Remove from server after 7 day(s)  
☐ Remove from server when deleted from 'Deleted Items'

OK Cancel Apply



# PCS WEB HOSTING EMAIL SETTINGS (Google Gmail Account Settings)

