

Web Mail Instructions

Accessing your Email on the Web

Every customer who receives email through the Local Biz server can also access their email via the web. We have a web interface that is simple and efficient for when you are traveling or just away from your normal email client. All you need is a browser. In the address bar type: **mail.usalocalbiz.com**. Once you have done that you'll be at a login screen as shown in Figure 1. In the Name box type your full email address then include your password. It should look like: bob@yourdomainname.com.



Figure 1 - Accessing Webmail

Functions of the Webmail

The webmail program is similar to other web-based email programs, where you can compose, forward, add attachments, and view existing mail. Your screen should look like Figure 2. This interface is very intuitive and should only take a little bit of usage to begin to understand it all. Again, if you have any problems please contact us.

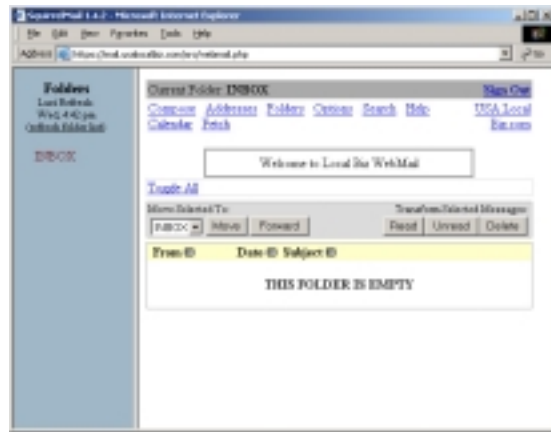
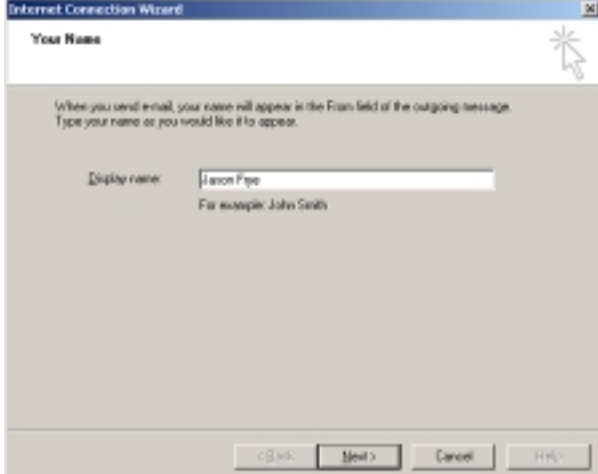
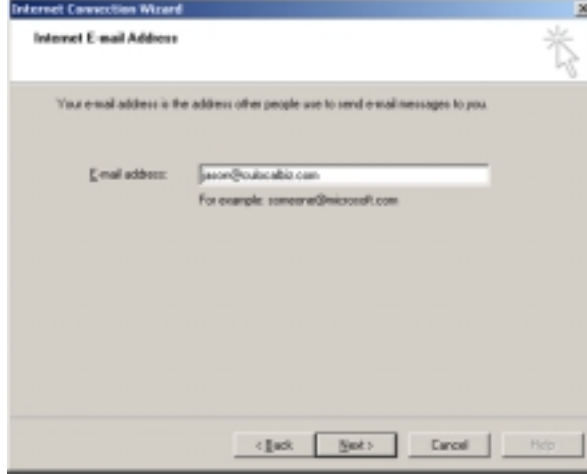
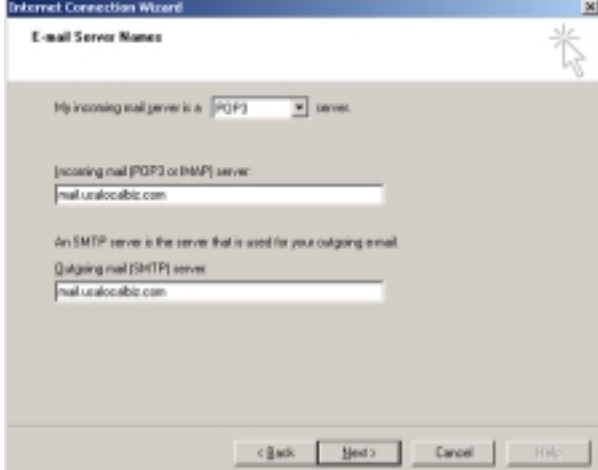
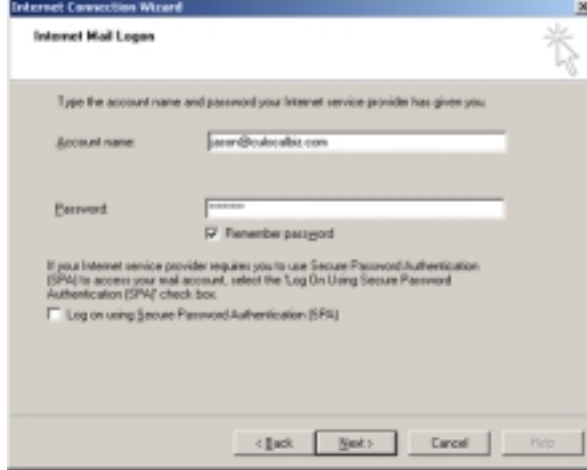


Figure 2 - The Webmail Interface

Popping your Email to an Email Client

You can download your mail to an email client like Microsoft Outlook or Eudora. I will use Outlook as an example. Add a new Account under the Tools menu. Type in the name you would like displayed and then click next. Then submit the email address you would like to pop. In the incoming and outgoing mail server boxes, put **mail.usalocalbiz.com** and click next. Under account name, you have to use your *whole* email address such as: **jason@culocalbiz.com**, then type your password for the email account. Finish the set up by selecting how you connect to the Internet and your email client should now be sending and receiving email through your domain email address. Below is a picture-by-picture display that shows the process.

Step One	Step Two
 <p>Internet Connection Wizard</p> <p>Your Name</p> <p>When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.</p> <p>Display name: <input type="text" value="Jason Pyle"/> <small>For example: John Smith</small></p> <p>< Back Next > Cancel Help</p>	 <p>Internet Connection Wizard</p> <p>Internet E-mail Address</p> <p>Your e-mail address is the address other people use to send e-mail messages to you.</p> <p>E-mail address: <input type="text" value="jason@culocalbiz.com"/> <small>For example: someone@microsoft.com</small></p> <p>< Back Next > Cancel Help</p>
Step Three	Step Four
 <p>Internet Connection Wizard</p> <p>E-mail Server Names</p> <p>My incoming mail server is a <input type="text" value="POP3"/> server.</p> <p>Incoming mail (POP3 or IMAP) server: <input type="text" value="mail.usalocalbiz.com"/></p> <p>An SMTP server is the server that is used for your outgoing e-mail.</p> <p>Outgoing mail (SMTP) server: <input type="text" value="mail.usalocalbiz.com"/></p> <p>< Back Next > Cancel Help</p>	 <p>Internet Connection Wizard</p> <p>Internet Mail Logon</p> <p>Type the account name and password your Internet service provider has given you.</p> <p>Account name: <input type="text" value="jason@culocalbiz.com"/></p> <p>Password: <input type="password" value="password"/> <input checked="" type="checkbox"/> Remember password</p> <p>If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the Log On Using Secure Password Authentication (SPA) check box.</p> <p><input type="checkbox"/> Log on using Secure Password Authentication (SPA)</p> <p>< Back Next > Cancel Help</p>