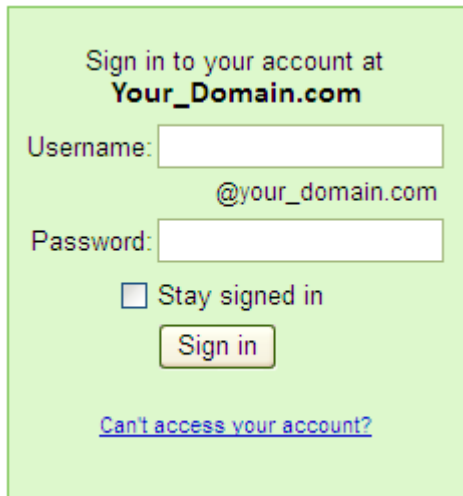


Email Program Setup Instructions

If your email program is set to leave a copy of email messages on the server, please follow the instructions below to avoid downloading duplicates of email already downloaded to your email program.

11. To log into your Full Channel account, browse to <http://webmail.fullchannel.net>



Sign in to your account at
Your_Domain.com

Username:
@your_domain.com

Password:

Stay signed in

[Can't access your account?](#)

Your username for the Webmail login is the portion of your email address before the @ symbol.

Your domain is prefilled so you do not have to enter that.


When logging in for the first time you have the option to choose a language.

You will also be asked to enter the characters that appear in the picture box. Don't worry; if you are unable to read the letters in the picture box or enter the wrong characters, a new picture box will appear with a different set of letters.

Language: English (US)

Type the characters you see in the picture below.



orsanentio  Letters are not case-sensitive

Terms of service: Review the Terms of Service below.

[Printable Version](#)

Google Terms of Service

Welcome to Google! By using Google's products, software, services or web sites ("Google services"), you agree to the following terms and conditions, and any policies, guidelines or amendments thereto that may be presented to you from time to time, including but not limited

By clicking 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Also remember that Google Apps is offered in conjunction with your domain administrator and that administrator may have access to your account information including your email. Your domain administrator's use of your information is governed by its privacy policy.

I accept. Create my account.

Cancel

- Click **Settings** in the upper right hand corner.
- Click **Forwarding and POP/IMAP**

Settings

[General](#) [Labels](#) [Accounts](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) [Offline](#)

- Select Enable POP "for mail that arrives from now on."

POP Download:

[Learn more](#)

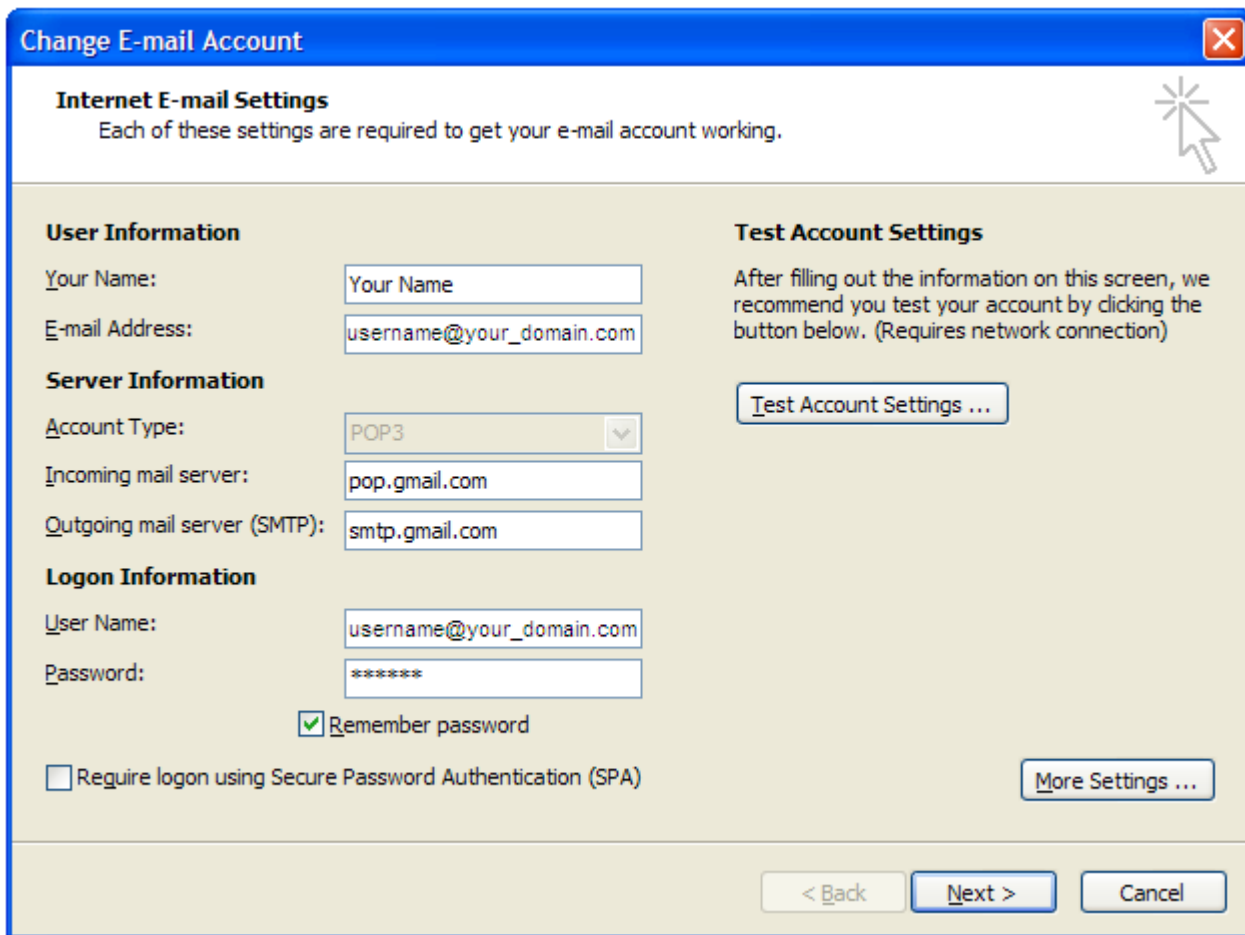
- Status: POP is enabled** for all mail that has arrived since Jun 9
 - Enable POP for **all mail** (even mail that's already been downloaded)
 - Enable POP for **mail that arrives from now on**
 - Disable POP**

- Click **Save Changes**

Making this change keeps your email program from downloading email messages that are stored on the server but have already been downloaded to your email program.

Outlook 2007

1. Open Outlook.
2. Click the **Tools** menu, and select **Account Settings...**
3. On the **E-mail** tab, select your POP account and click **Change...**
4. Change the following fields:
POP server: pop.gmail.com
SMTP server: smtp.gmail.com
Require logon using Secure Password Authentication (SPA): Leave this option unchecked.
5. Click the **More Settings...** button



Change E-mail Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

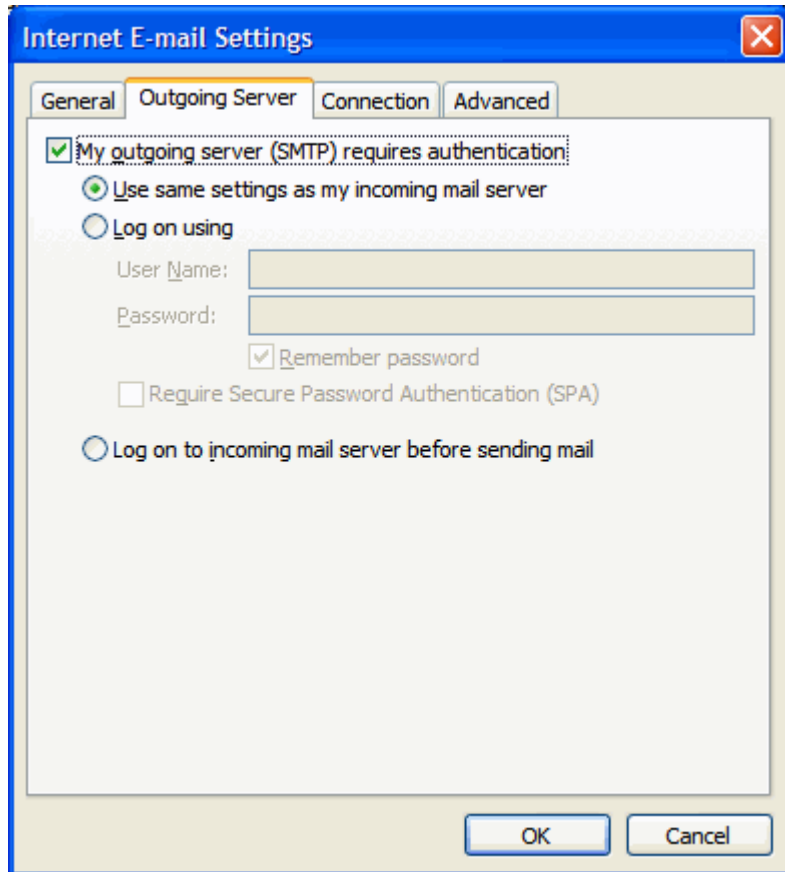
Remember password

Require logon using Secure Password Authentication (SPA)

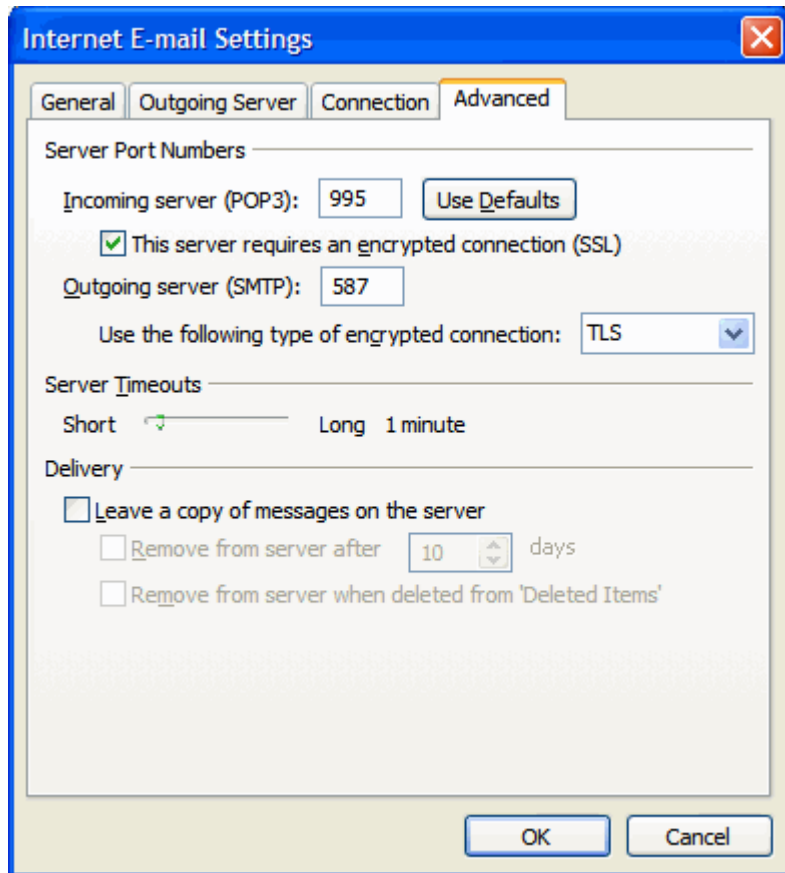
Test Account Settings

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

6. Select the **Outgoing Server** tab.
7. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



- Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)**. Under **Incoming Server (POP3)**, enter **995** in the 'Incoming Server' box.
- In the **Outgoing server (SMTP)** box, enter **587**, and select **TLS** from the drop-down menu next to **Use the following type of encrypted connection:**.



- Click **OK**.
- Click **Next**, and then click **Finish**.