

How to Setup your E-mail Account - Apple Mail for Mac OS X

1 - Open **Mail**.



2- The Welcome to Mail screen should pop up.

If you are not setting up Apple Mail for the first time, follow steps 5 to 7 and click on the + sign in the lower left-hand corner of the Accounts screen to add your new account.

The image is a screenshot of the 'Welcome to Mail' dialog box in Apple Mail. The title bar says 'Welcome to Mail'. On the left, there is a small icon of a bird on a branch. The main text reads: 'You have no email accounts configured to use Mail. Please enter the following information to send and receive email.' Below this, there are several input fields: 'Full Name:' with the text 'Your Name'; 'Email Address:' with the text 'username@tedata.net.eg'; 'Incoming Mail Server:' with the text 'mail.tedata.net.eg'; 'Account Type:' with a dropdown menu showing 'POP'; 'User Name:' with the text 'username'; 'Password:' with a field of seven dots; and 'Outgoing Mail Server (SMTP):' with the text 'out.tedata.net.eg'. At the bottom left, there is a question mark icon. At the bottom right, there are two buttons: 'Quit' and 'OK'.

In the **Full Name** field, type your display name (it will appear on the From field when you send out messages)

In the **Email Address** field, type your full TEDData email address, for example

username@tedata.net.eg

In the **Incoming mail server** field, type in: **mail.tedata.net.eg**

Click the arrow box on the **Account Type** pop-up list and choose **POP**

In the **User Name** field, type your username.

Your username is usually the first part of your TEData email address, for example username if your email address is username@tedata.net.eg

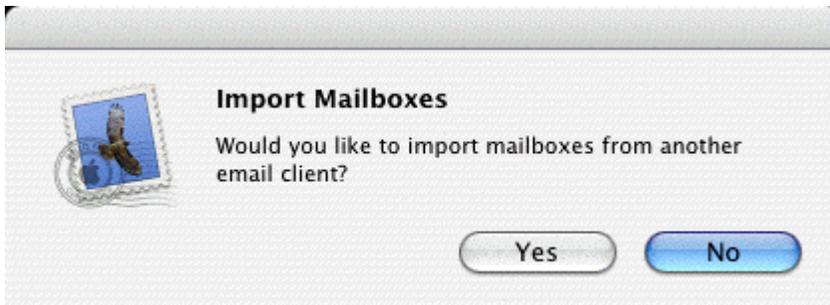
In the **Password** field, type your TEData email password.

In the **Outgoing Mail Server (SMTP)** field, type in: **out.tedata.net.eg**

Click the **OK** button.

***Note:** At this point, **Mail** will attempt to contact the mail server. If it fails, click the **Continue** button on the warning message that appears to continue with the set up.*

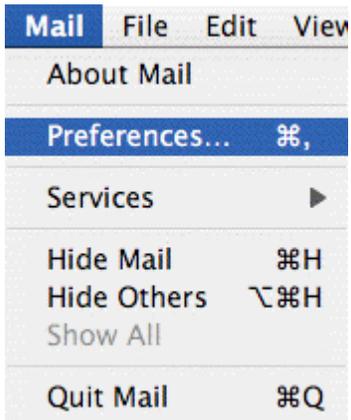
3 - Click the **No** button when asked if you want to import mailboxes.



4 - Click the **No** button when asked if you want to see what's new.



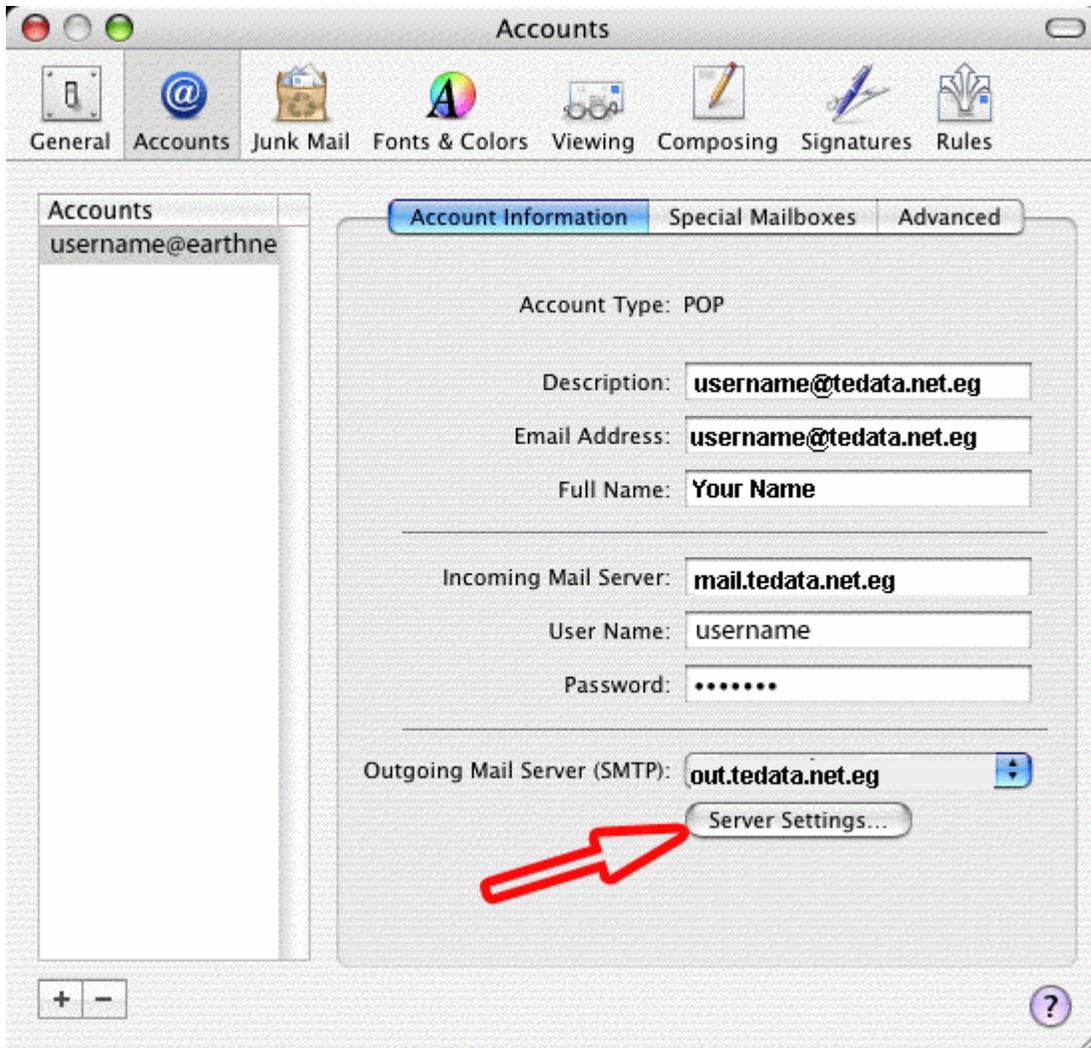
5 - From the **Mail** menu, choose **Preferences**.



6 - Click the **Accounts** icon.



7 - Click the Server Settings button in the lower section of your account information.



8 - A dialog box called SMTP Server Options will pop up.



In the **Outgoing Mail Server** field, type in: out.tedata.net.eg

Server port should be left to 25

The checkbox called Use Secure Sockets Layer (SSL) should NOT be checked

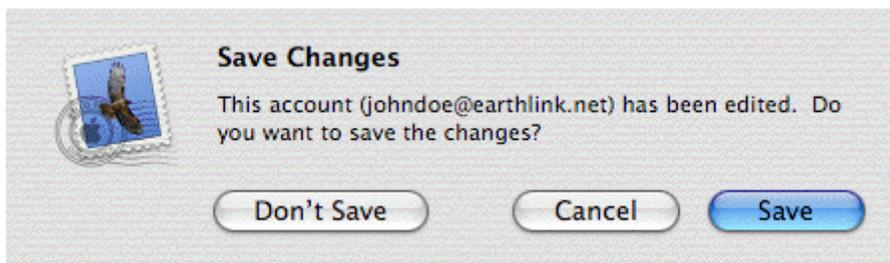
Click the arrow box on the **Authentication** pop-up list and choose **Password**

In the **User Name** field, type your tedata username

In the **Password** field, type your password

Click the **OK** button

9 - Close the **Accounts** window, and click the **Save** button.



Congratulations, you have finished setting up your email account!

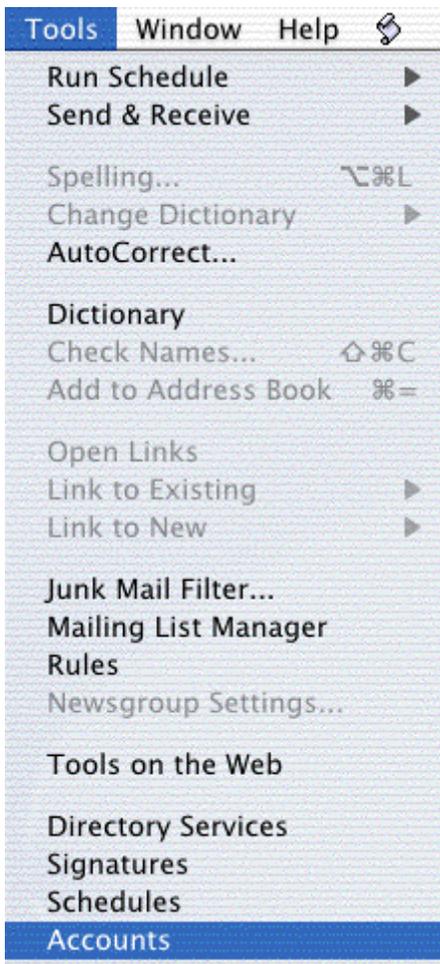
How to Setup your E-mail Account - Entourage for Mac OS X

1 - Open **Entourage**.

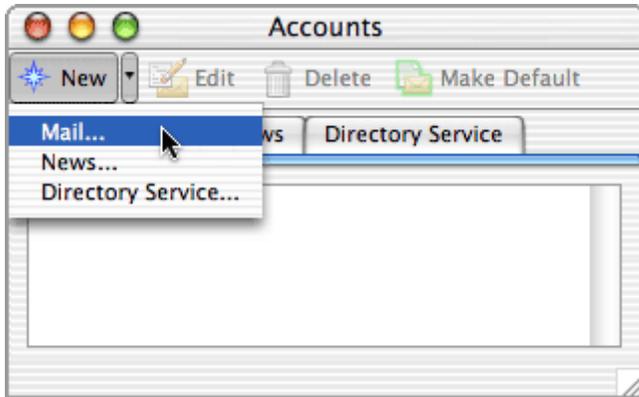


If you're opening Entourage for the first time, you will be greeted with a Wizard. Please close out of the Wizard.

2 - Click on the Tools menu and select Accounts:

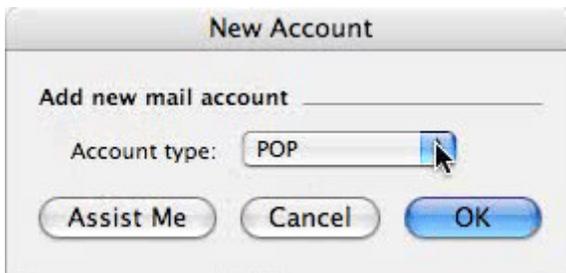


3 - You should see this screen:

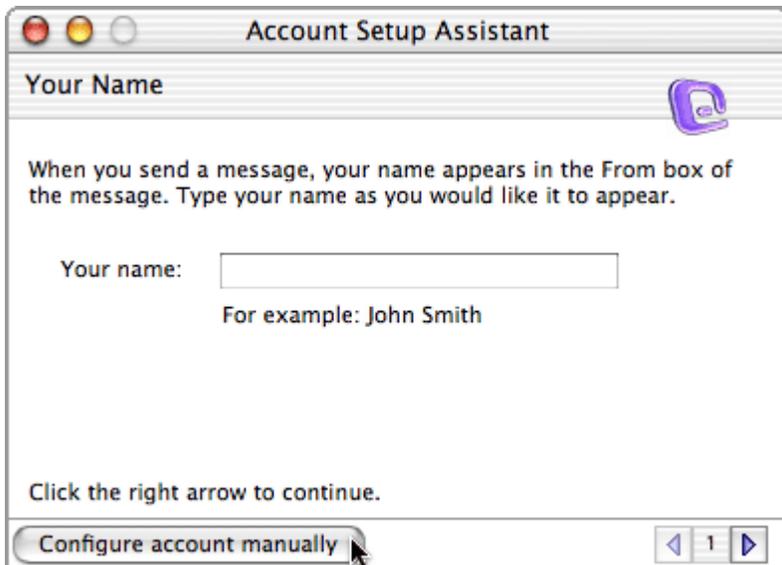


Click on New and choose Mail. The following dialog box should pop-up.

4 - Select POP under Account Type and click OK.



5 - You should see this screen:



Click the Configure Account Manually button.

6 - A window called Edit Account will open.

Edit Account

Account Settings Options

Account name:

Include this account in my "Send & Receive All" schedule

Personal information

Name:

E-mail address:

Receiving mail

Account ID:

POP server:

Password:

Save password in my Mac OS keychain

[Click here for advanced receiving options](#)

Sending mail

SMTP server:

[Click here for advanced sending options](#)

Cancel OK

In the Account name field, please type in the name you want to give to your email account (how Entourage will refer to this account)

Personal Information

In the Name field, simply enter your name

In the e-mail address field, enter your full TEDData e-mail address (for example, username@tedata.net.eg)

Receiving mail

In the Account ID field, enter your TEDData username (usually the first part of your TEDData e-mail address, for example, your username will be username if your e-mail address is username@tedata.net.eg)

In the POP server field, type in your incoming mail server address: mail.tedata.net.eg

In the Password field, carefully type in your tedata password

Check the box that says save password in my Mac OS keychain, unless you prefer to be prompted for a password each time you check your e-mail

Sending mail

In the SMTP server field, type in your outgoing mail server address: out.tedata.net.eg

Click on the button labeled Click here for advanced sending options. This will pop up the following dialog box:



The image shows a dialog box for configuring SMTP settings. It contains the following elements:

- SMTP service requires secure connection (SSL)
- Override default SMTP port:
- SMTP server requires authentication
 - Use same settings as receiving mail server
 - Log on using
- Account ID:
- Password:
- Save password in my Mac OS keychain
- Domain for unqualified addresses:

Make sure that the first 2 boxes are unchecked

Check the third box that says SMTP server requires authentication.

Select the first radio button (use same as receiving mail server),

Check the box that says save password in my Mac OS keychain, unless you prefer to be prompted for a password each time you send your e-mail

Close out of this dialog box.

Click the OK button to save your settings.

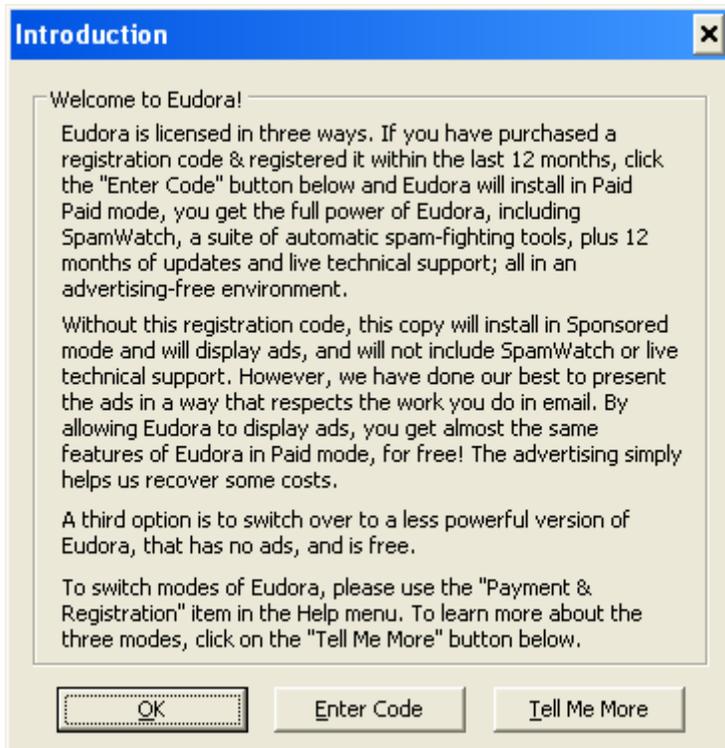
Congratulations, you have finished setting up your email account!

How to Setup your E-mail Account - Eudora 6.2

1 - When you **launch Eudora for the first time**, you should see this screen. You can click Yes if you're not going to use any other email program, or if you want Eudora to be your main email program.



You will see this Introduction screen dealing with the different licence modes. Just hit OK.



2 - The New Account Wizard will pop up. Click Next to begin.



3 - Choose the first option - Create a brand new email account - and click Next.



4 - Enter your display name in the Your Name box (this is the name that will be displayed in the "From" field when you send messages), then click Next.



5 - Type in your full email address (for example, username@tedata.net.eg) then click Next.



6 - Type in your username in the User Name box. **Your username is usually the first part of your TEData email address**, so if your email address is username@tedata.net.eg, then most likely your username will be username. Be careful, the TEData username is always lowercase. Click Next.



7 - In the Incoming Server box, type in: mail.tedata.net.eg

Choose POP for the type of server, unless you wish to use IMAP (both are allowed, click here for more info about the difference between POP and IMAP).

Click Next when done.



8 - For the Outgoing Server, type in: out.tedata.net.eg

Make sure the checkbox called Allow Authentication IS CHECKED (or check it if it's unchecked), then click Next.



9 - You should now see the Success! Screen. Click Finish to create the new account.

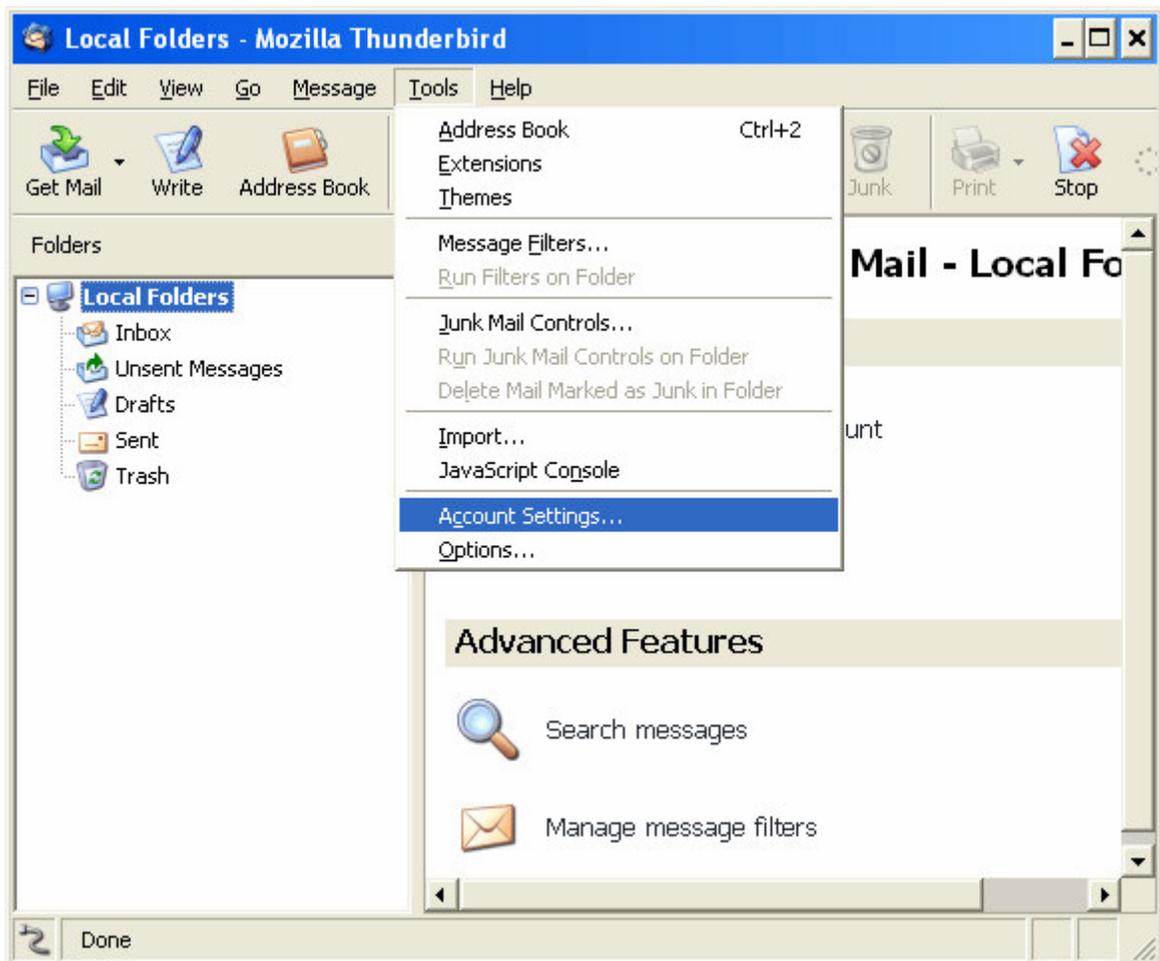


Congratulations, you have finished setting up your email account!

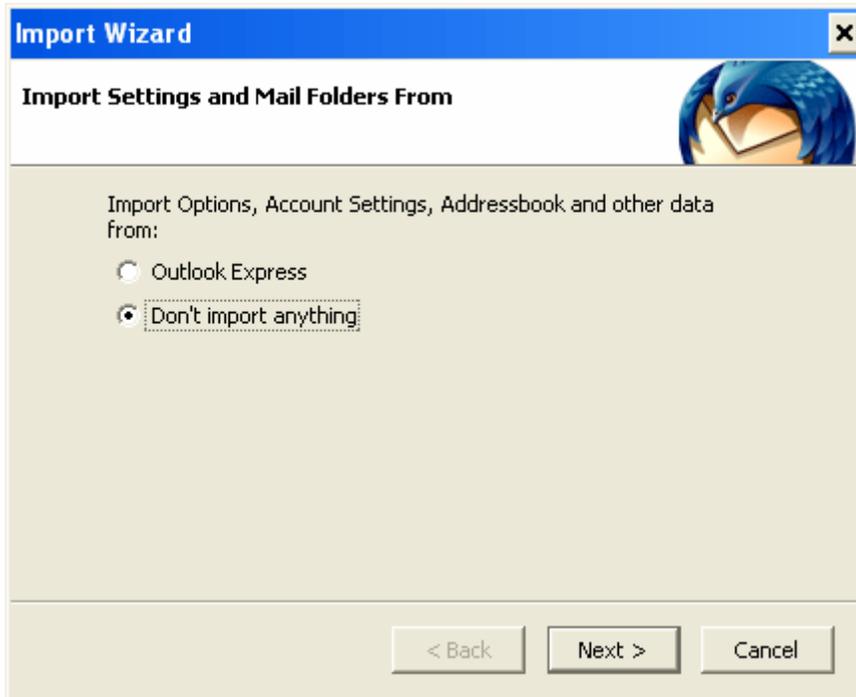
How to Setup your E-mail Account - Mozilla Thunderbird 1.0.5

This document will show you how to configure Mozilla Thunderbird to be able to send and receive your e-mail.

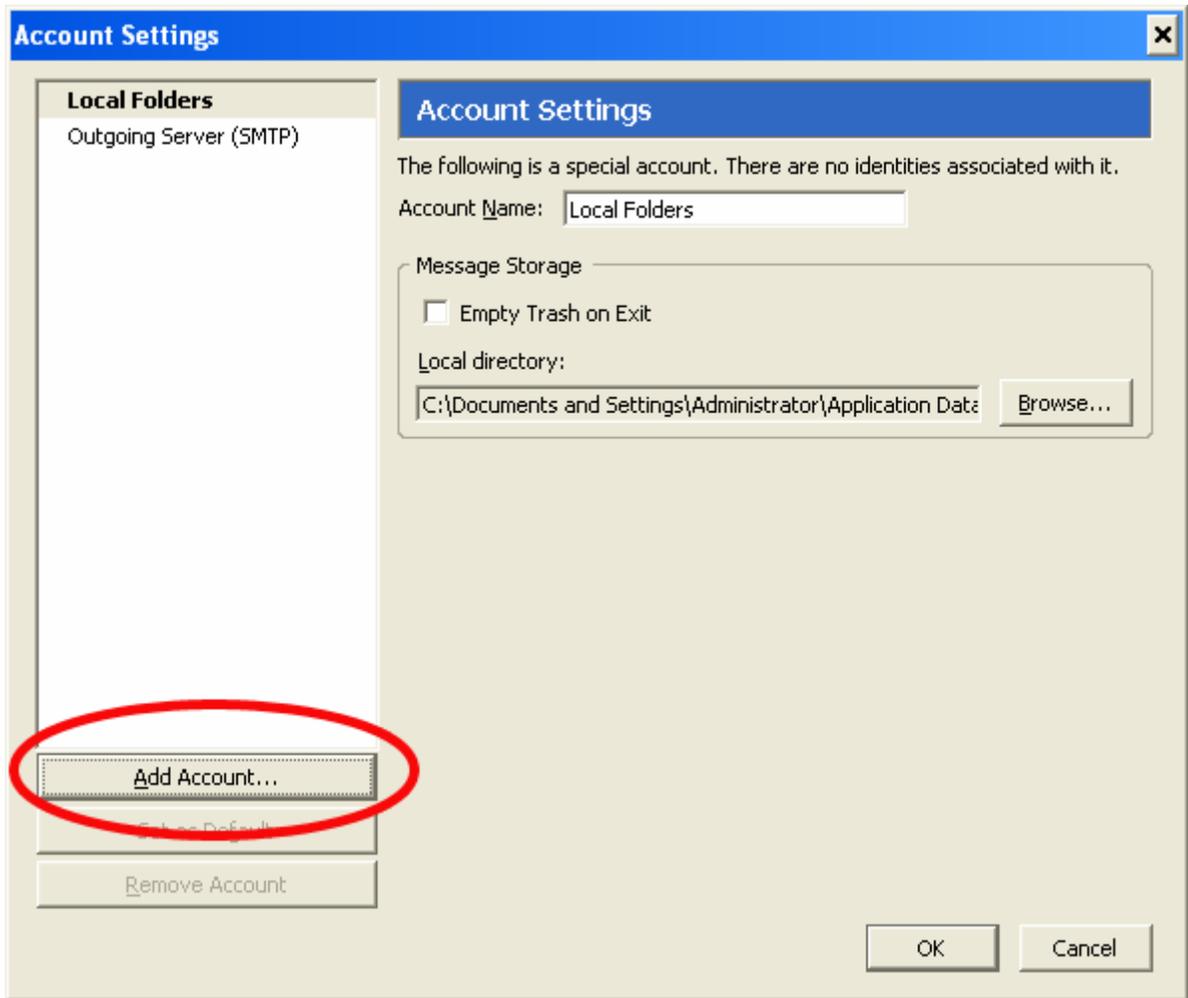
1 - Open Thunderbird, go to the Tools menu and choose Account Settings



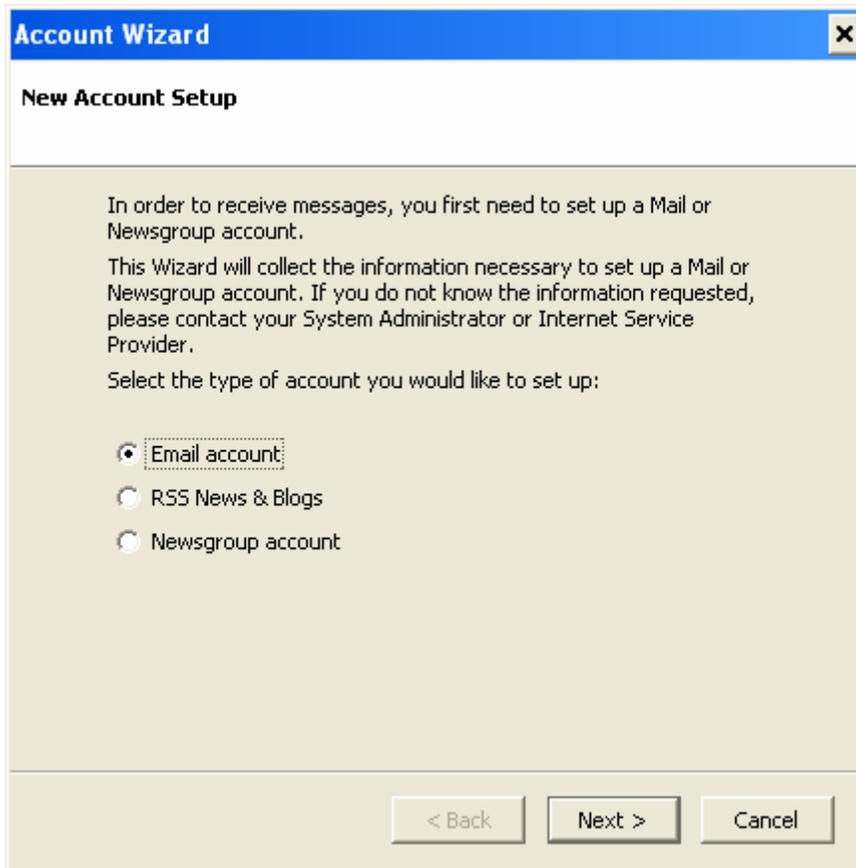
Note: if you're using Thunderbird for the first time (for example, if you just installed it), you will have to follow these steps: choose whether you wish to import anything or not, then click next, and go directly to step 3.



2 - Click on Add Account in the lower left-hand corner.



3 - The Account Wizard will pop up. Choose the first option - Email account - and click Next.



4 - Identity

Type in your display name in the Your Name field (this is the name that will be shown in the *From* field when you send messages).

Enter your full email address in the box underneath, called Email Address. For example, username@tedata.net.eg

Account Wizard [X]

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back Next > Cancel

5 - Server Information

Type of incoming server: select POP (unless you wish to use IMAP instead)

Incoming Server: mail.tedata.net.eg

Use Global Inbox is checked by default, but you can uncheck it if you wish (read the information)

Outgoing Server: out.tedata.net.eg

Account Wizard [X]

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

Use Global Inbox (store mail in Local Folders)

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

< Back Next > Cancel

6 - User Names

Your Incoming User Name and your Outgoing User Name will be the same.

Your User Name is the first part of your tedata.net email address.

If your email address is username@tedata.net.eg, then your username will be username.

The image shows a screenshot of a software dialog box titled "Account Wizard". The window has a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "User Names" is displayed in bold. The main area of the dialog is light beige and contains two sections of text and input fields. The first section says "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." followed by a label "Incoming User Name:" and a text input field containing the placeholder text "username". The second section says "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)." followed by a label "Outgoing User Name:" and another text input field containing the placeholder text "username". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

7 - Account Name

This will be just a nickname for your email account, a way for you to refer to this account. You can name it "tedata Account", or "Work Account", or "John's Email Account", etc...

Type a name for your email account and Click Next.

Account Wizard

Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

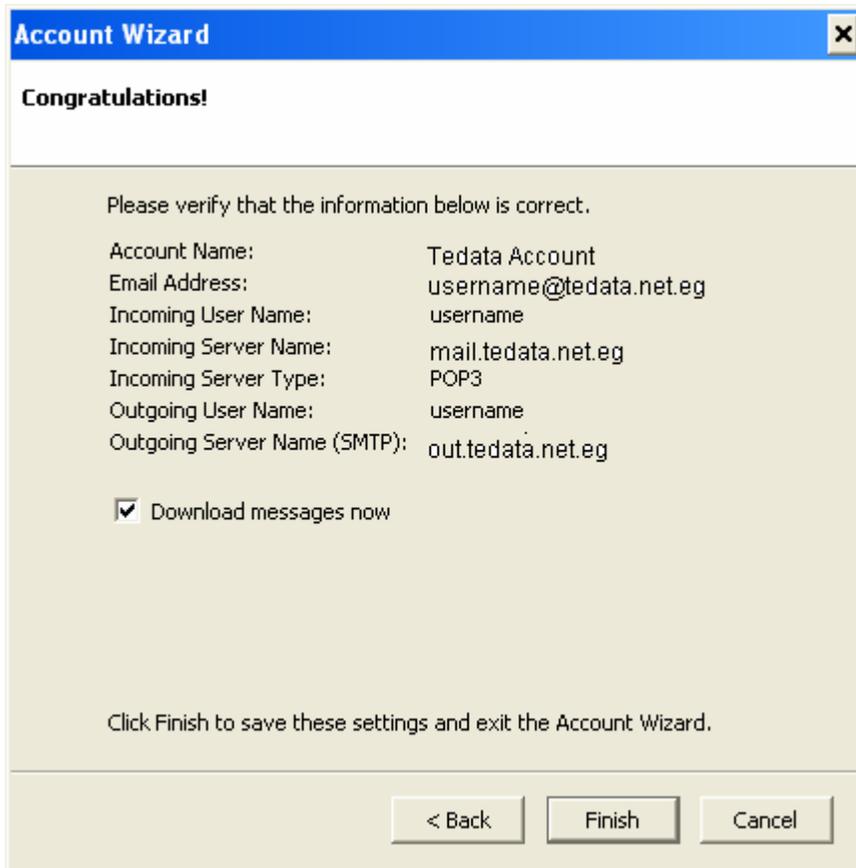
Account Name:

< Back Next > Cancel

8 - Congratulations!

You will now see a screen containing a summary of all the information you entered. If you are connected to the Internet already, you can check the box that says Download messages now, otherwise, uncheck it (you need to be connected to download your messages).

You can now click Finish.



9 - When you first download your messages, you will be prompted for a password. Please type your Tedata email's password, and check the box that says Use Password Manager to remember this password (unless you prefer to be prompted for a password every single time you check your mail). Click OK to confirm and to start downloading your messages.



Here's a copy of the warning message you will get when you click OK. Click the OK button to close that box.



Similarly, **you will be prompted for a password the first time you will try to send a message.** When you are, please enter your email password again. This password is required to send mail, but if you check the box that says Use Password Manager to remember this password, you won't have to type it again.

Congratulations, you have finished setting up your email account!

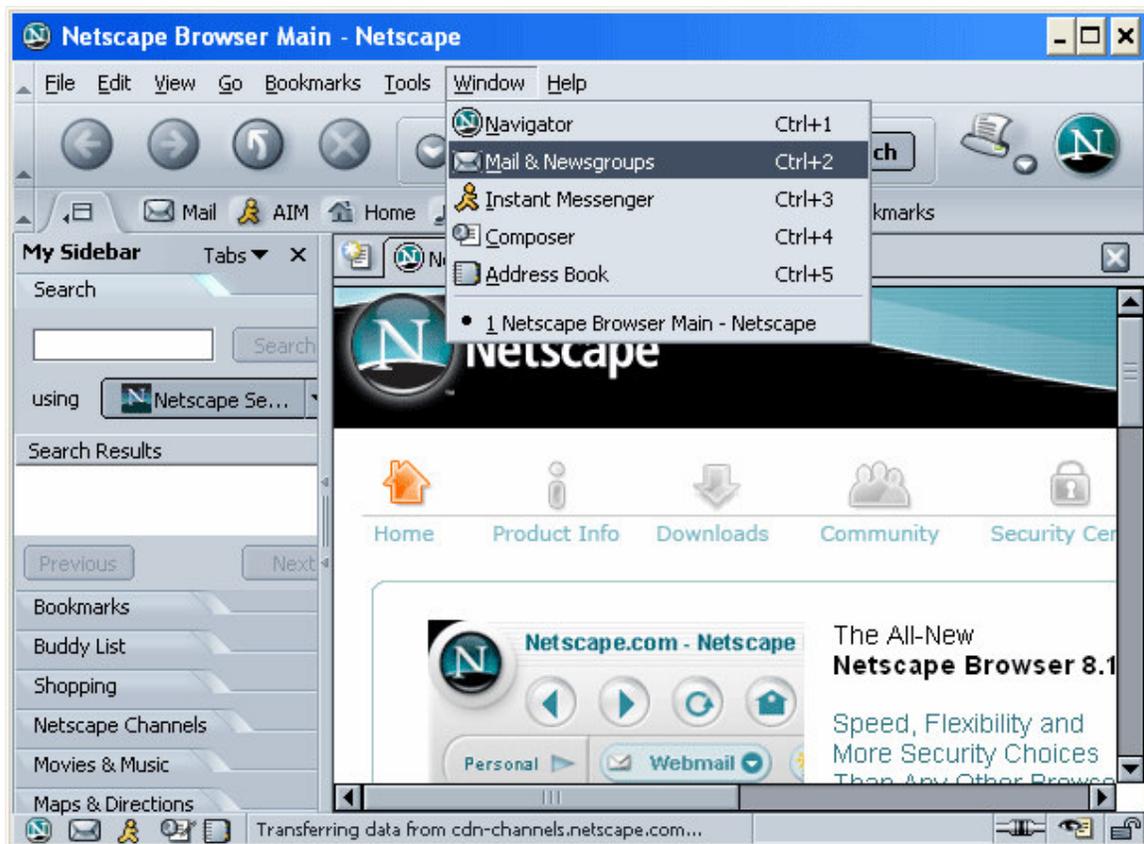
How to Setup your E-mail Account - Netscape 7.0

This document will show you how to configure Netscape 7.0 Mail to be able to send and receive your e-mail.

To open your Mail application, either double-clicks on the icon named Netscape Mail, or from Netscape Navigator, click on the Window menu and choose Mail & Newsgroups.

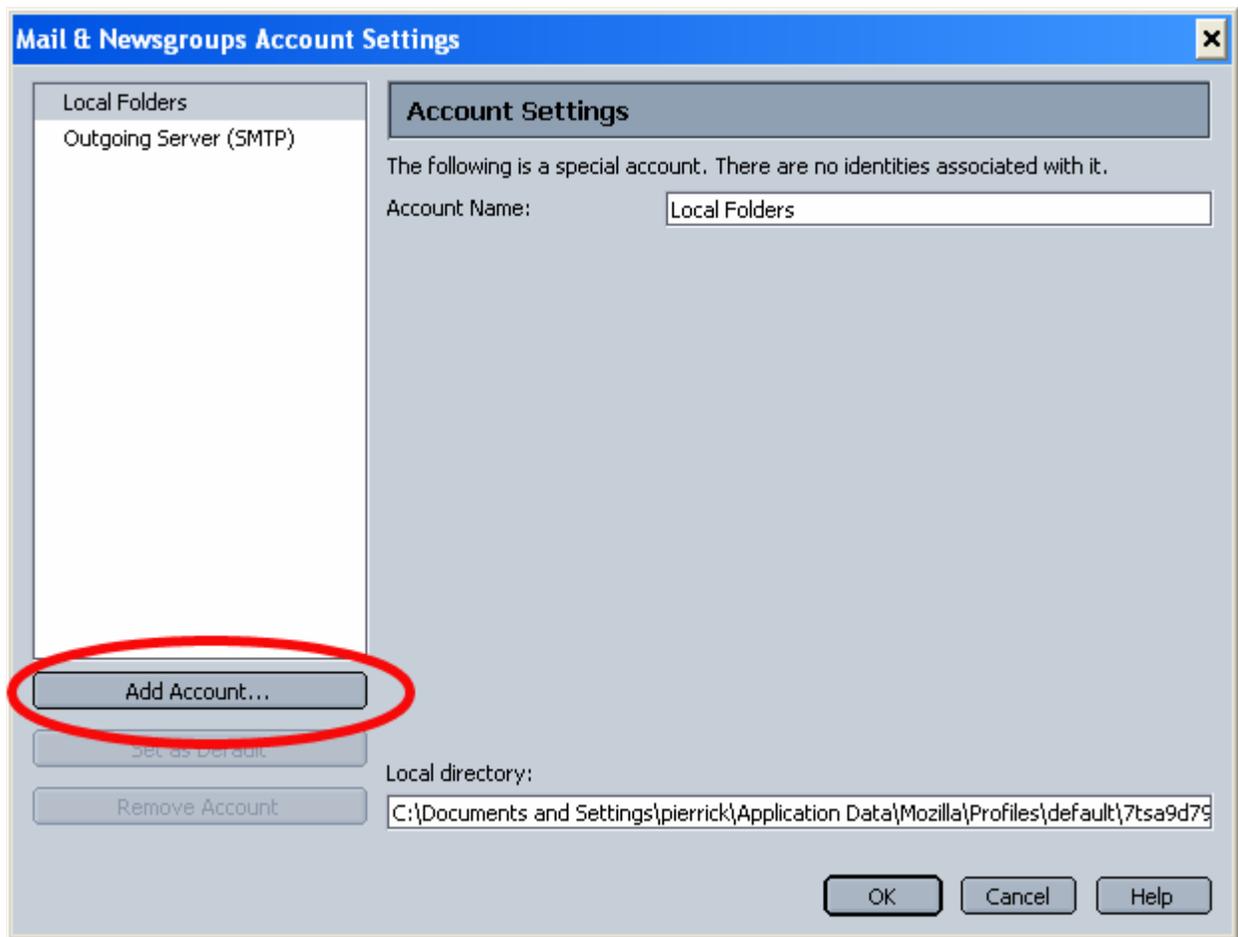


1 - Open Netscape 7.0 Mail, go to the Edit menu and choose Mail & Newsgroups Account Settings

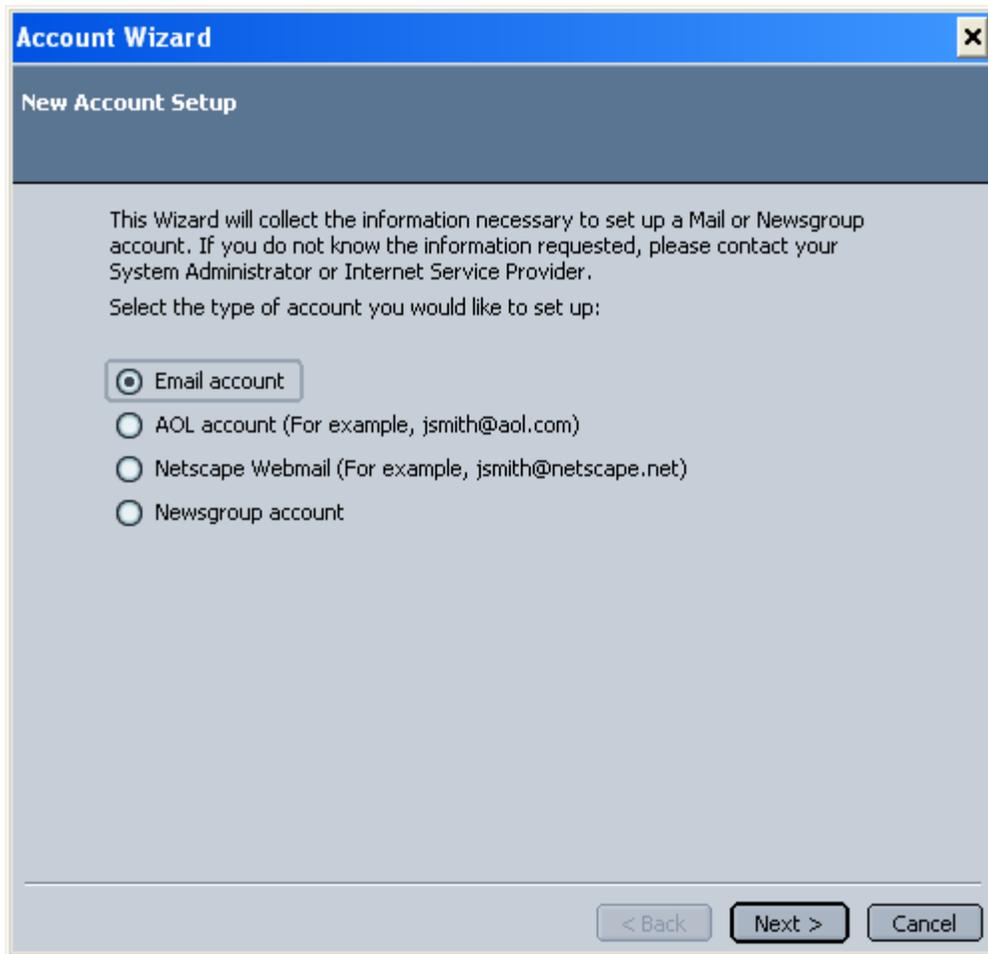


Note: if you're using Netscape for the first time (for example, if you just installed it), you might have access to the Setup wizard right away. In this case, jump to step 3 now.

2 - Click on Add Account in the lower left-hand corner.



3 - The Account Wizard will pop up. Choose the first option - Email account - and click Next.



4 - Identity

Type in your display name in the Your Name field (this is the name that will be shown in the *From* field when you send messages).

Enter your full email address in the box underneath, called Email Address. For example, username@tedata.net.eg

Account Wizard

Identity

Each account can have its own identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back Next > Cancel

5 - Server Information

Type of incoming server: select POP (unless you wish to use IMAP instead)

Incoming Server: mail.tedata.net.eg

Outgoing Server: out.tedata.net.eg

The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. Below the title bar is a dark blue header with the text "Server Information". The main area of the dialog is light gray and contains the following text and controls:

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

At the bottom right of the dialog are three buttons: "< Back", "Next >", and "Cancel".

6 - User Names

Your User Name is the first part of your TEDData email address.

If your email address is username@tedata.net, then your username will be username.

The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. Below the title bar is a dark blue header with the text "User Name". The main area of the dialog is light gray and contains the instruction: "Enter the user name given to you by your email provider (for example, 'jsmith')." Below this instruction is a label "User Name:" followed by a text input field containing the text "username". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

7 - Account Name

This will be just a nickname for your email account, a way for you to refer to this account. You can name it "TEData Account", or "Work Account", or "John's Email Account", etc..., or simply leave it as your email address (as shown on the screenshot below).

Type a name for your email account and Click Next.

Account Wizard

Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

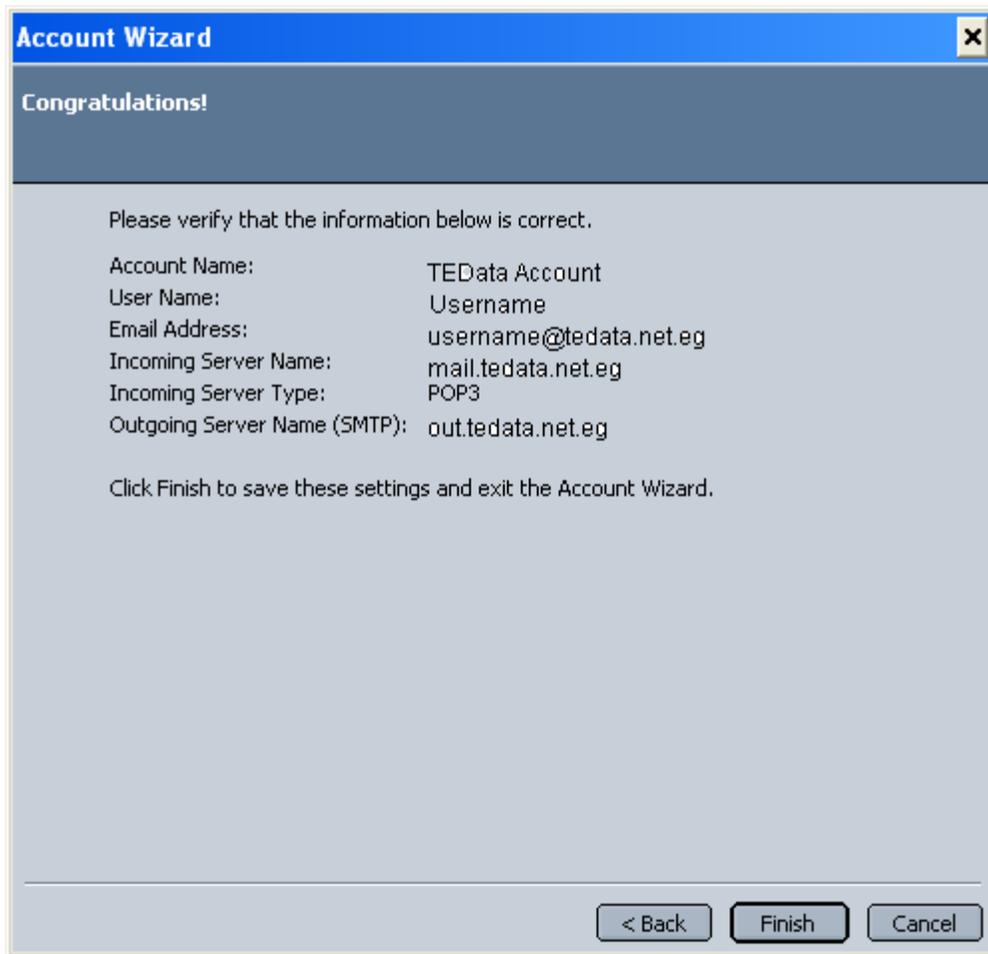
Account Name:

< Back Next > Cancel

8 - Congratulations!

You will now see a screen containing a summary of all the information you entered.

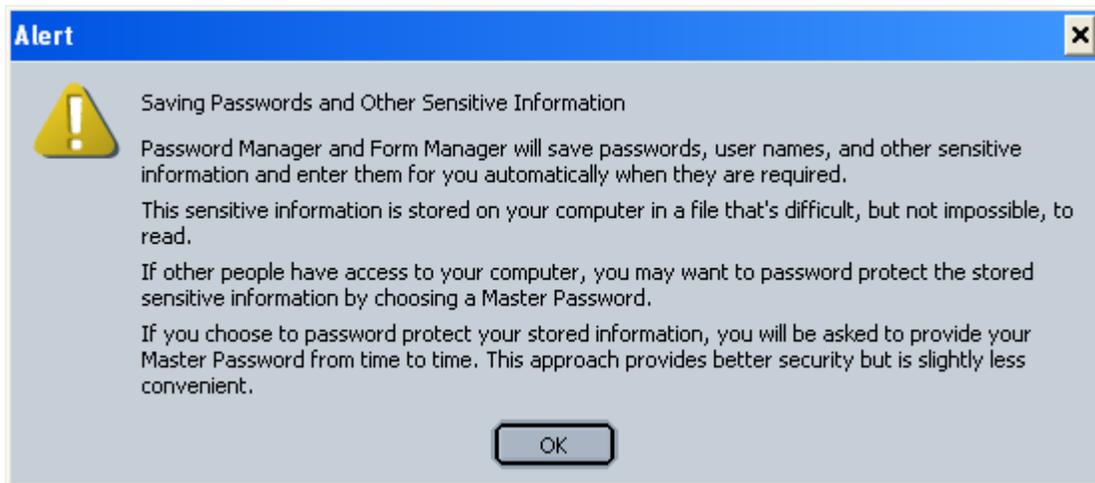
You can now click Finish.



9 - When you first download your messages, you will be prompted for a password. Please type your TEData e-mail's password, and check the box that says Use Password Manager to remember this password (unless you prefer to be prompted for a password every single time you check your mail). Click OK to confirm and to start downloading your messages.



Here's a copy of the warning message you will get when you click OK. Click the OK button to close that box.



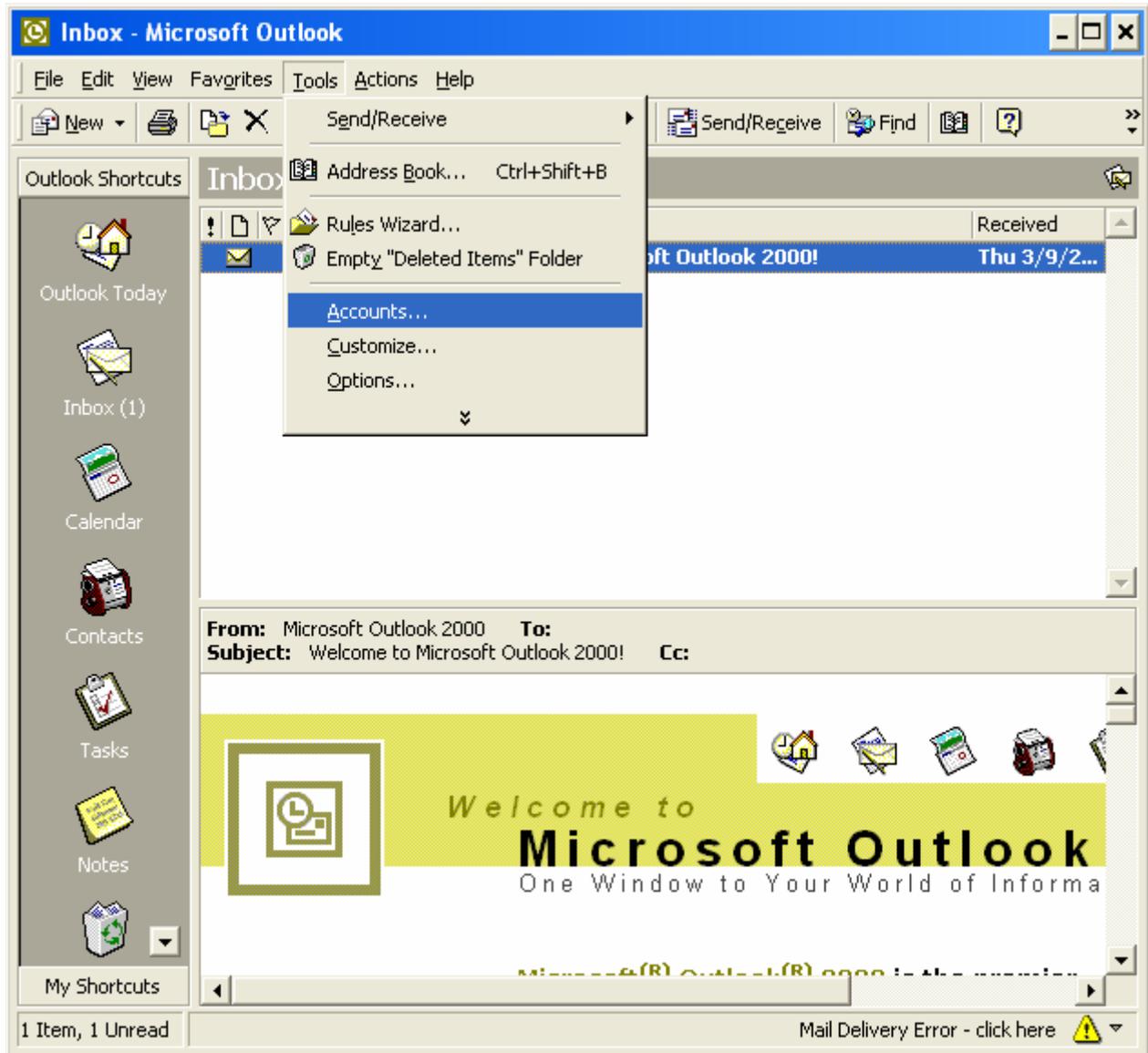
Similarly, **you will be prompted for a password the first time you will try to send a message.** When you are, please enter your email password again. This password is required to send mail, but if you check the box that says Use Password Manager to remember this password, you won't have to type it again.

Congratulations, you have finished setting up your email account!

How to Setup your E-mail Account - Outlook 2000

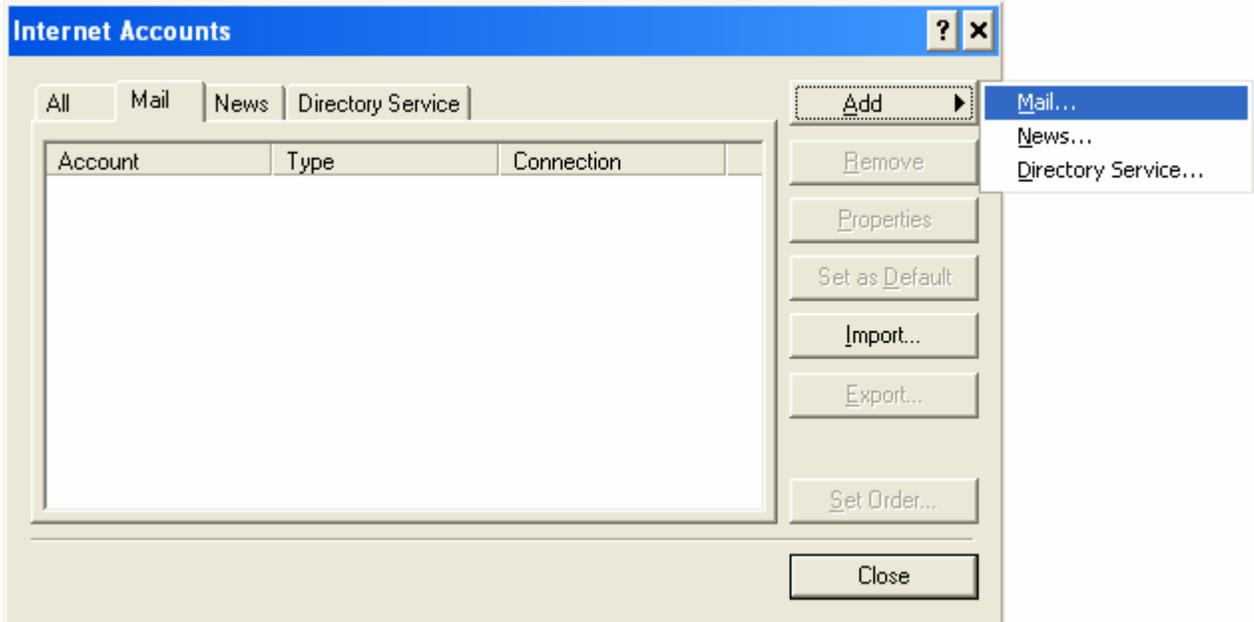
This document will show you how to configure Outlook 2000 to be able to send and receive your e-mail.

1 - Open Outlook 2000, go to the Tools menu and choose Accounts:



Note: if you're setting up Outlook 2000 for the first time, please choose Internet Only on the Outlook 2000 startup wizard screen entitled E-mail Service Options, then go directly to step 3.

2 - Make sure you are on the second tab called Mail, click on the Add button in the upper right-hand corner, and select Mail:



3 - The Internet Connection Wizard window will pop-up. Please enter your **display name**, which is the name that will appear in the From field when you send e-mail. You can then click Next:

Internet Connection Wizard [X]

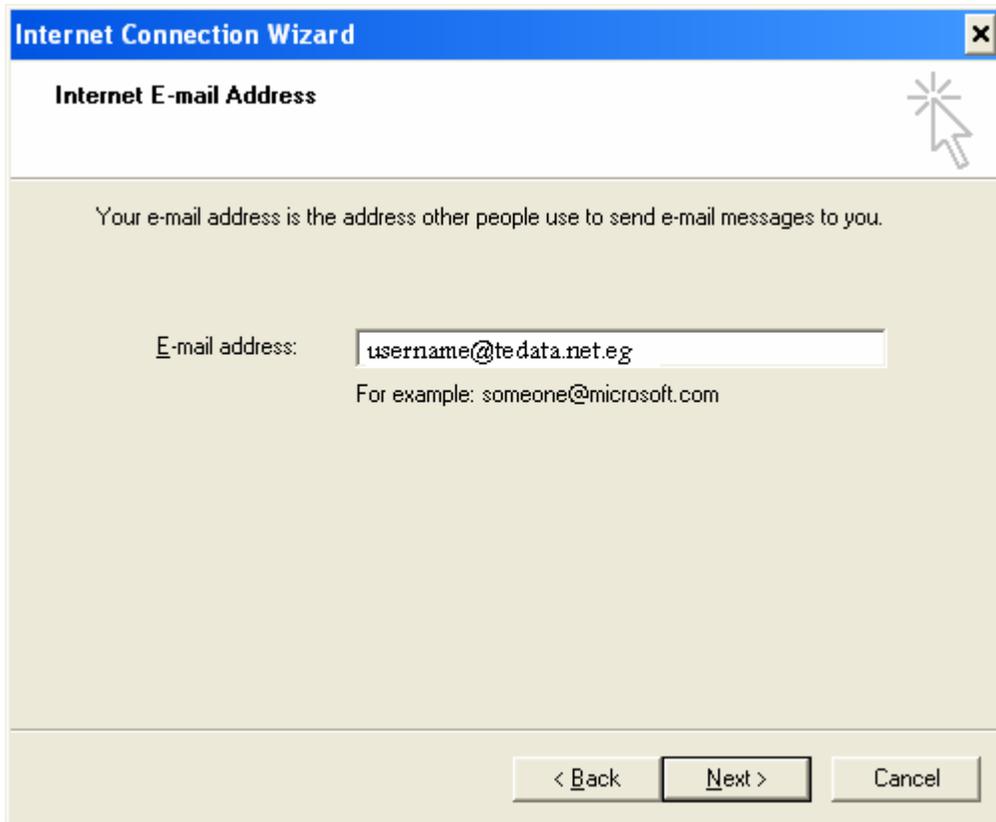
Your Name [Help Icon]

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.

Display name:
For example: John Smith

< Back **Next >** Cancel Help

4 - Enter your **e-mail address**, then click Next:



5 - Choose POP3 from the drop-down box (unless you prefer to use IMAP), then enter the following information:

Incoming mail (POP3, IMAP or HTTP) server: mail.tedata.net.eg

Outgoing mail (SMTP) server: out.tedata.net.eg

You can click Next.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a server.

Incoming mail (POP3 or IMAP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

< Back Next > Cancel Help

6 - Enter your username in the Account name box (your username is usually the first part of your e-mail address at tedata.net.eg, so if your e-mail address is username@tedata.net.eg, your username should be username).

Type in your password in the next box, and make sure you do not have the Caps Lock key turned on, since your password is case sensitive (and so is your username).

Make sure Remember password is checked.

Do NOT check Log on using Secure Password Authentication (SPA).

You can now click Next.

The image shows a screenshot of a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box has a blue title bar with a close button (X) in the top right corner. Below the title bar, there is a light beige background. At the top right of the main area, there is a mouse cursor icon pointing at a starburst symbol. The main area contains the following text and controls:

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

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.

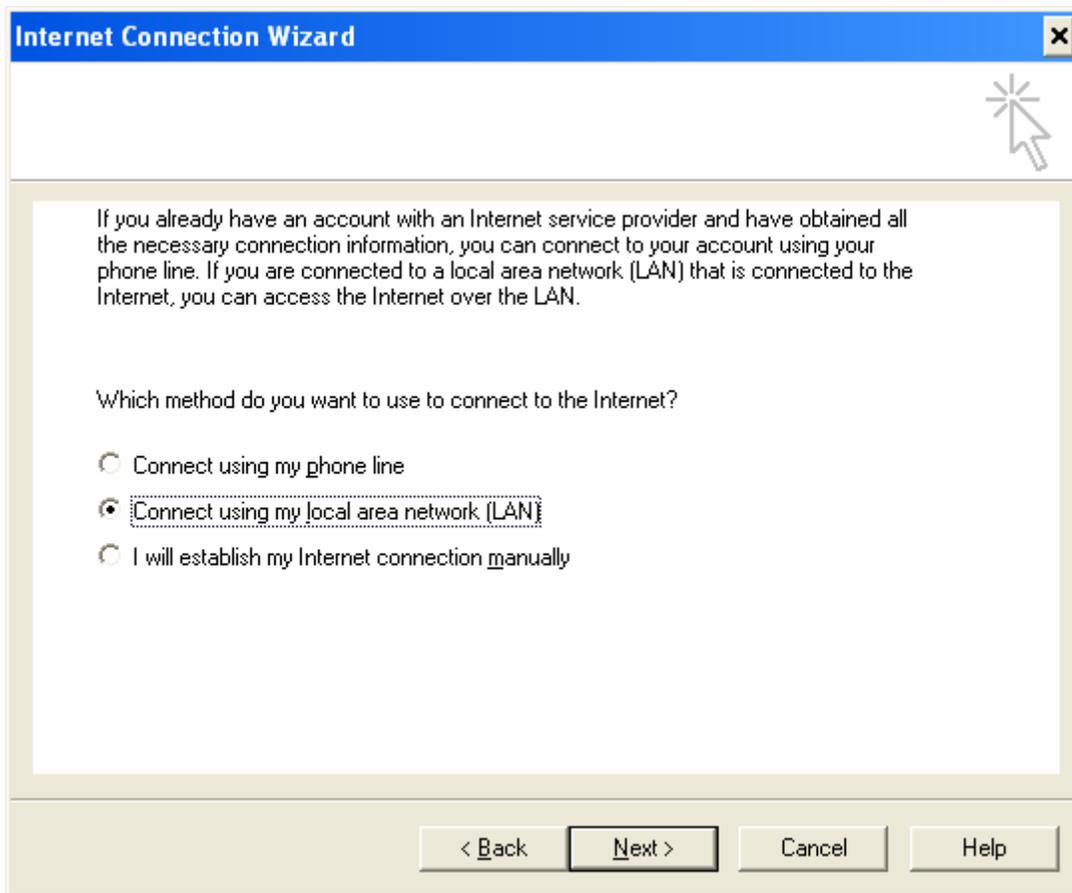
Log on using Secure Password Authentication (SPA)

At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

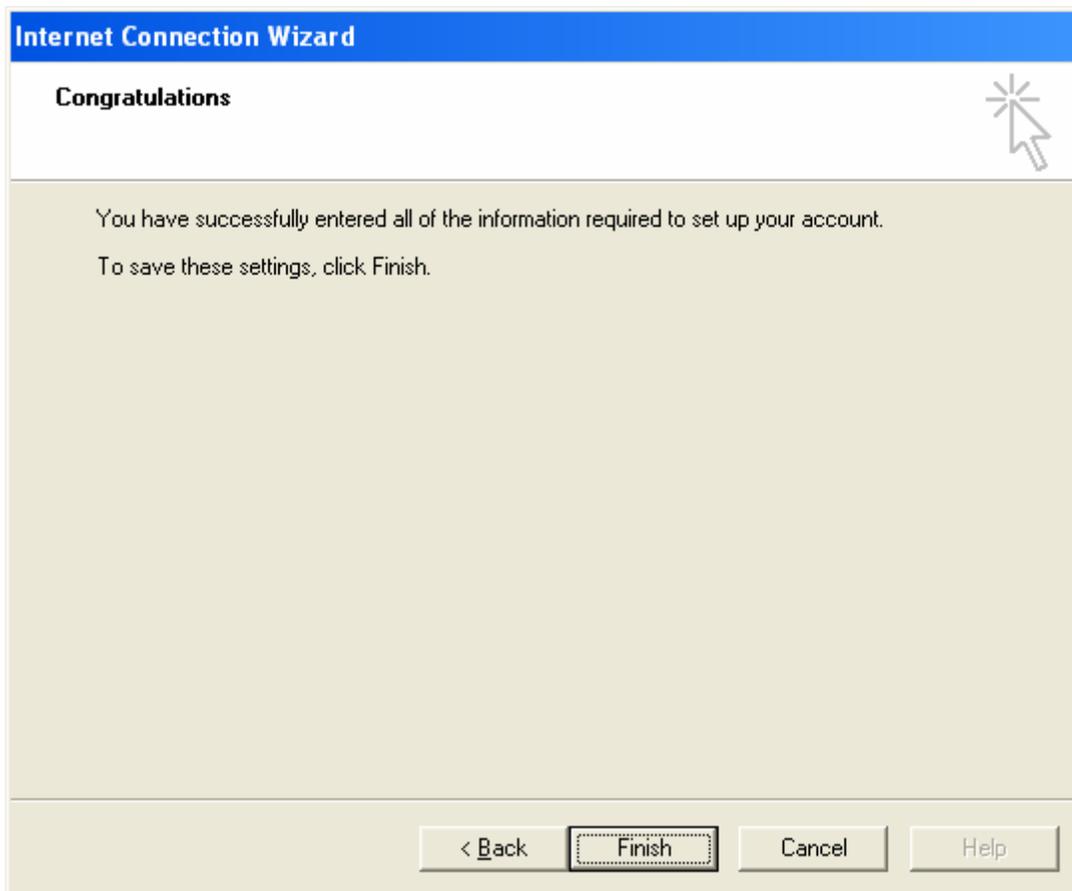
7 - Choose: the first radio button (Connect using my phone line) if you're setting your account on a Dialup connection

The second radio button (Connect using my local area network (LAN)) if you are setting up your account on a DSL connection

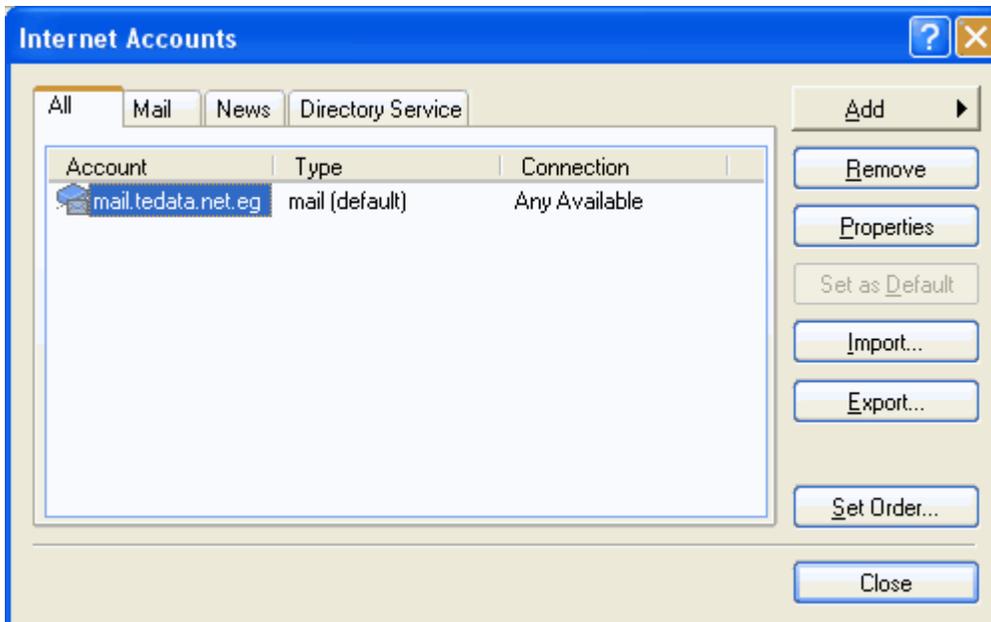
Then click Next.



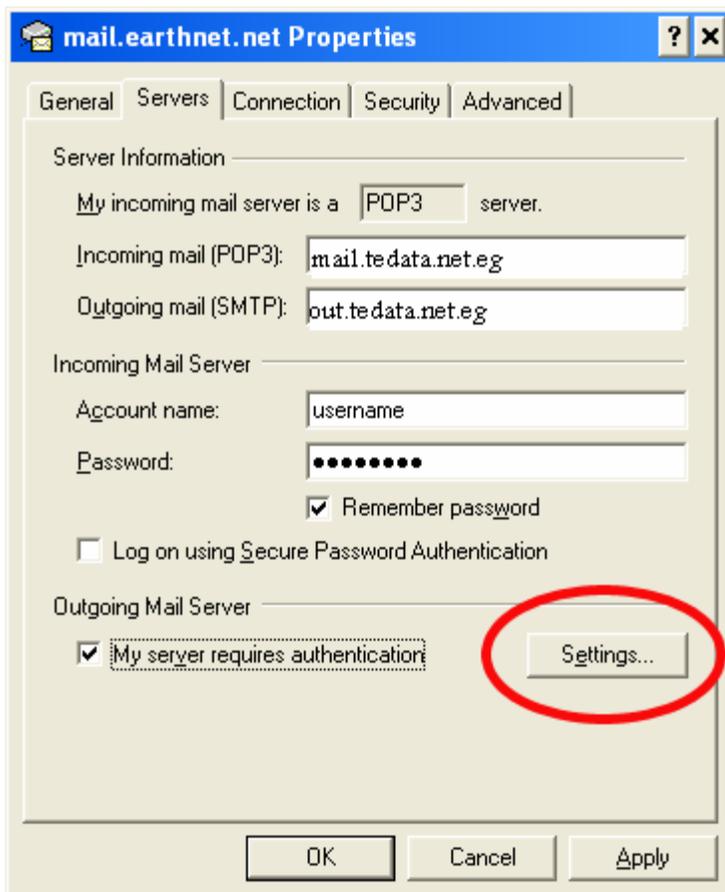
8 - The Congratulations screen will appear. Click Finish.



9 - You should now be back on the Internet Accounts window, and see an account called mail.tedata.net.eg Please double-click on that name (mail.tedata.net.eg).



10 - You should now see the following dialog box:



Go to the second tab called Servers.

In the lower section, you should see a checkbox called My server requires authentication. Please CHECK that box.

Now, click on the Settings button next to it.

11 - A dialog box like this one should have popped up:



Choose the first radio button called Use same setting as my incoming mail servers

Do NOT check the last box called Log on using Secure Password Authentication (SPA).

You can now click OK to confirm the changes.

This will close the current dialog box and take you back to the mail.earthnet.net Properties window. Please click OK on that window to close it.

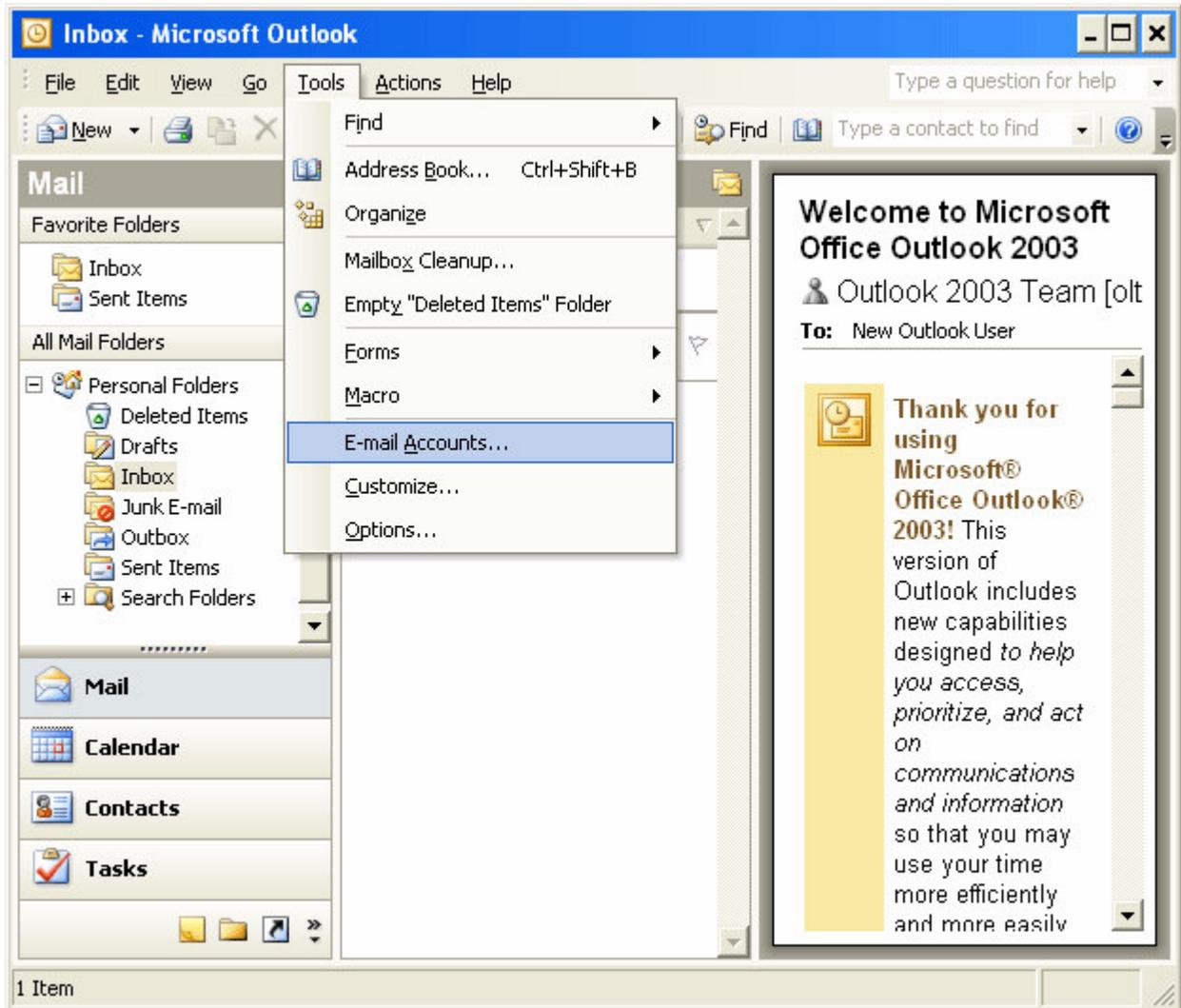
You should now be back on the Internet Accounts window. Click the Close button to finish.

Congratulations, you have finished setting up your email account!

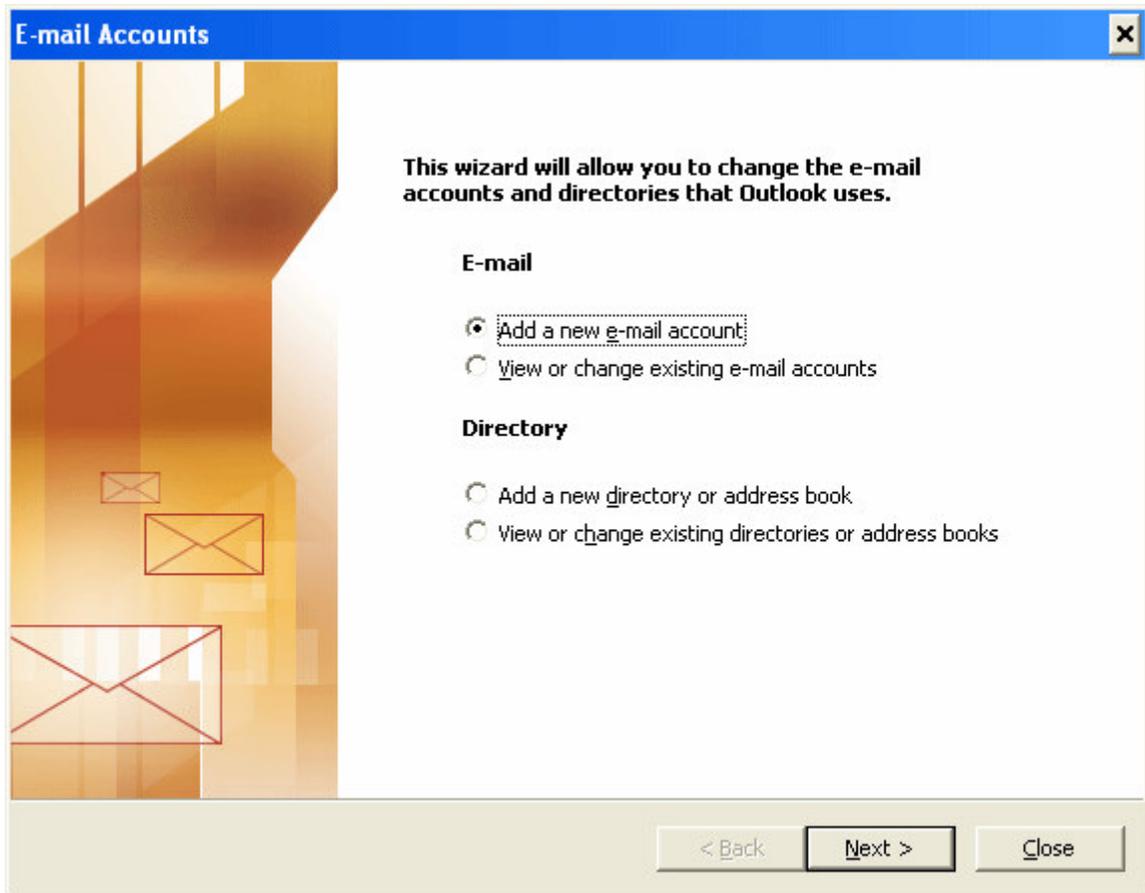
How to Setup your E-mail Account - Outlook 2003 (from the Office Suite)

This document will show you how to configure Outlook 2003 to be able to send and receive your e-mail.

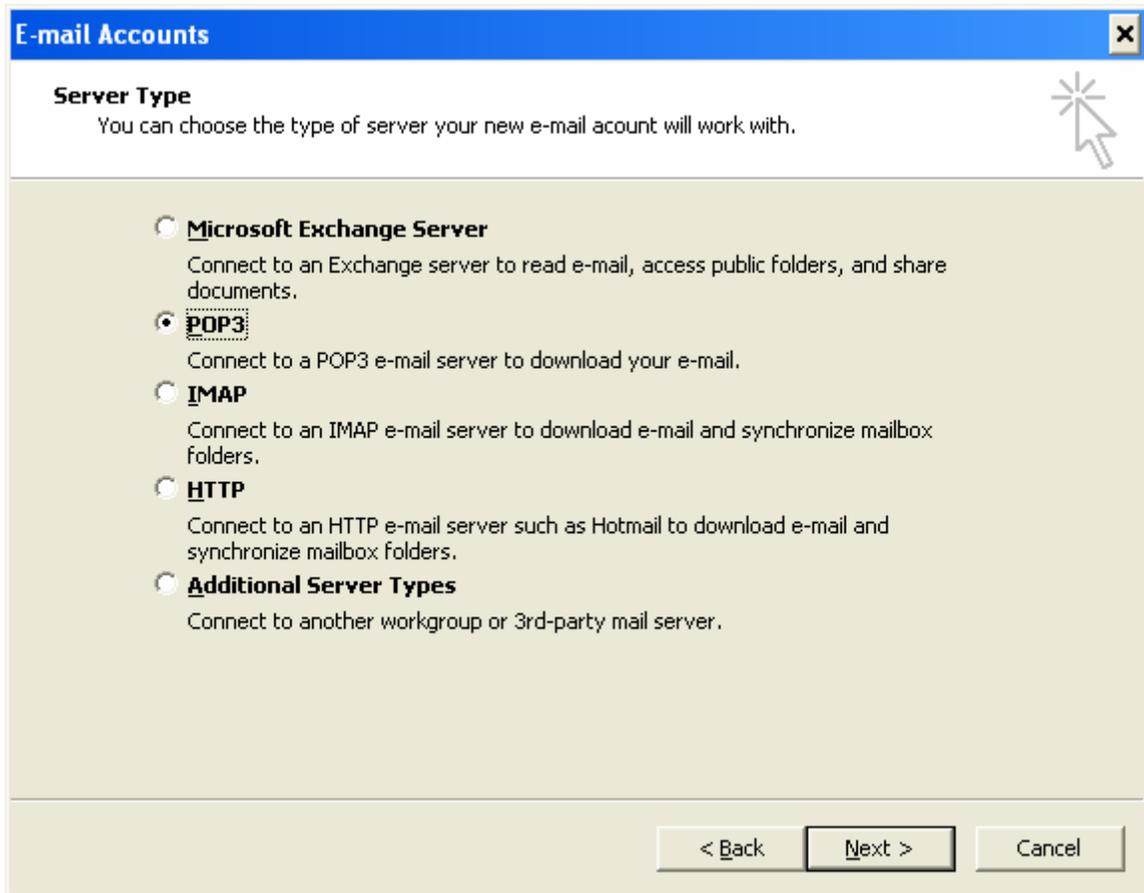
1 - Open Outlook 2003, go to the Tools menu and choose E-mail Accounts:



2 - A wizard will pop-up. Please select the first radio button named Add a new e-mail account, and click Next.



3 - Select the 2nd radio button called POP3 for the Server Type (unless you wish to use IMAP instead) then click Next.



4 - You should now be on a screen called Internet E-mail Settings (POP3) like this one:

E-mail Accounts

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

User Information

Your Name: Username
E-mail Address: username@tedata.net

Server Information

Incoming mail server (IMAP): mail.tedata.net.eg
Outgoing mail server (SMTP): out.tedata.net.eg

Logon Information

User Name: username
Password: *****
 Remember password

Log on using Secure Password Authentication (SPA) More Settings ...

< Back Next > Cancel

Under User Information:

In the Your Name box, enter your display name, which is the name that will appear in the from field when you send e-mail.

In the E-mail Address box, enter your full email address, for example username@tedata.net.eg

Under Logon Information:

In the User Name box, enter your tedata username (usually the first part of your e-mail address at tedata.net.eg, for example username if your e-mail address is username@tedata.net.eg)

In the Password box, enter your password.

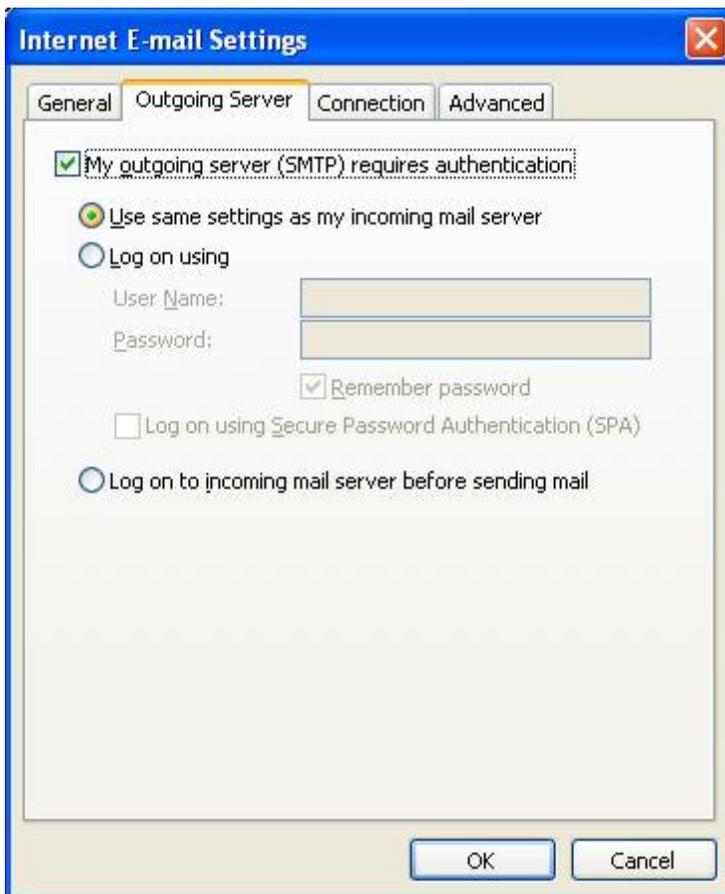
Make sure Remember Password is checked, and that *Log on using Secure Password Authentication* is *NOT* checked.

Under Server Information:

In the Incoming Mail Server (POP3) box, enter: mail.tedata.net.eg

In the Outgoing Mail Server (SMTP) box, type in: out@tedata.net.eg

5 - Do not click Next right away, instead, click the More Settings button in the lower right-hand corner. This should pop up the following window:



Go to the 2nd tab called Outgoing Server,
check the box at the top that says My outgoing server (SMTP) requires authentication,

select the first radio button use same setting as my incoming mail server

Do NOT check the box that says Log on using secure password authentication (SPA)

When you're done, click OK to confirm the changes.

This will take you back to the Internet E-mail Settings (POP3) window.

From there, you can click Next and then Finish to finish creating your account.

Congratulations, you are now ready to send and receive your e-mail!