

## POP3/SMTP Settings Manual

Our application allows you to access your email in many different ways. For those of you who do not wish to use the Webmail interface, you may also receive your email using POP3 mail standards, and send via SMTP.

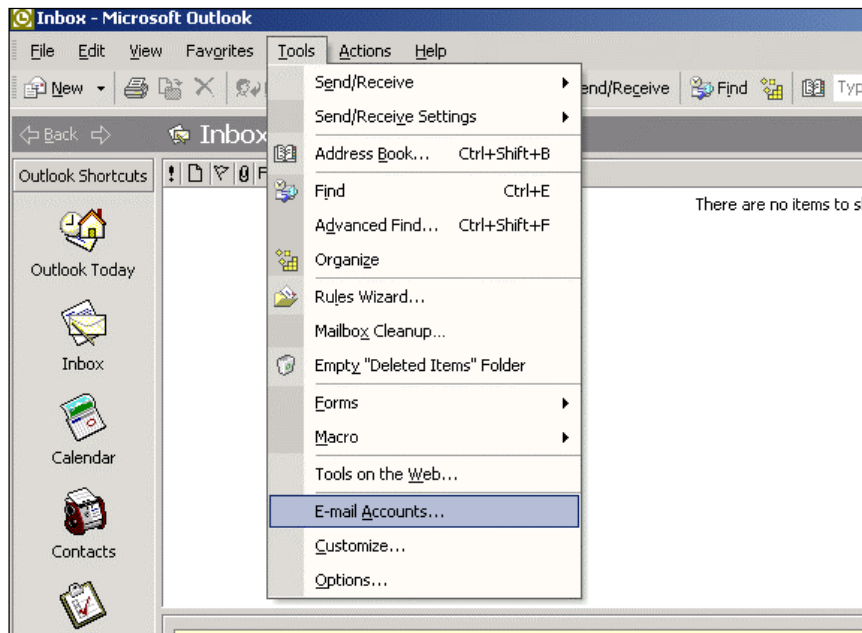
This guide will help you create settings so that you may use your email account with other clients.

**Note:** If your system administrator has set up the email audit feature, you must consult with them before using a third party email client. Depending on the configuration, there may be interoperability issues with SMTP mail and the email audit feature.

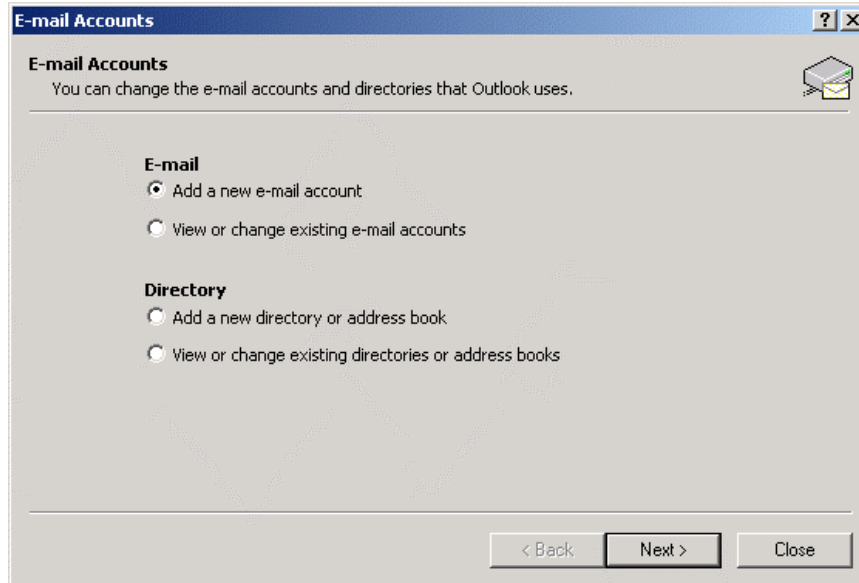
### MS Outlook 2002/2003

1. Open your Microsoft Outlook program. At the top of the menu, select the **Tools** option, and scroll down until you see **E-mail Accounts**. Select the email accounts option and proceed to Step 2.

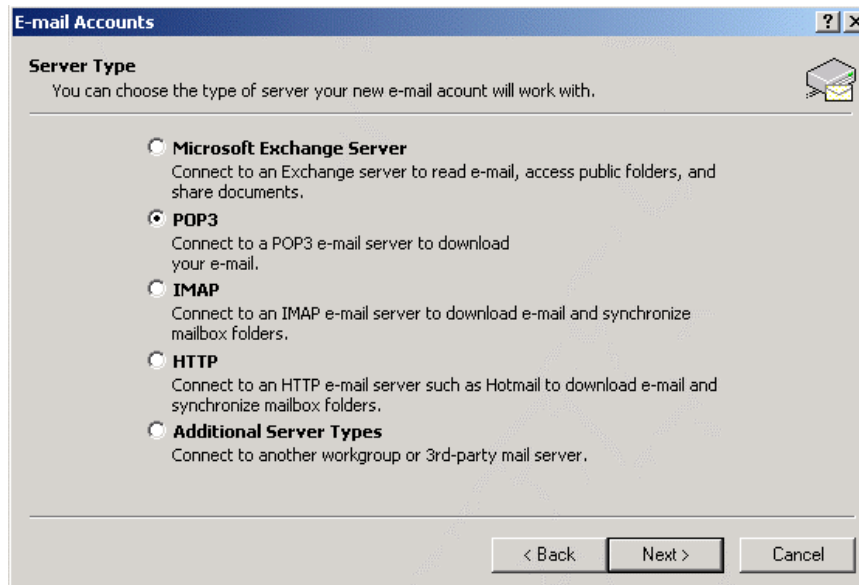
Note: If you don't see **Accounts** right away it may be hidden. Click on the small downward arrow at the bottom of the **Tools** menu to reveal any hidden menu options.



2. The next window you will see is the **E-mail Accounts** window. Click on **Add a new e-mail account** button, and then click the **Next** button.



3. Under the **Server Type** click the **POP3** option, and click the **Next** button to continue.



4. Internet E-mail Settings (POP3) User Information
  - **Your Name:** This should be your first and last name (This will be the display name, which will appear in the "From" line when you send e-mail to others).
  - **E-mail Address:** Use the email address that you normally use or that your administrator has given to you (i.e. [yourname@yourcompany.com](mailto:yourname@yourcompany.com) if you have a custom domain setup).

**E-mail Accounts** ? X

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

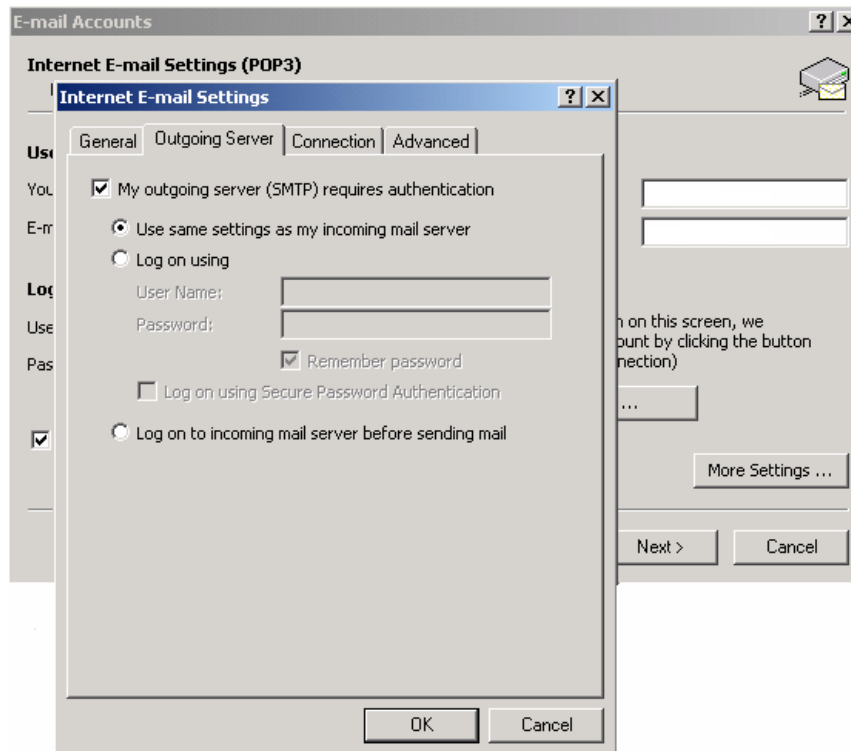
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

## 5. Server Information

- **Incoming Mail Server (POP3):** pop.mybullseyeonline.com
- **Outgoing Mail Server (SMTP):** smtp.mybullseyeonline.com

## 6. Logon Information

- **Username:** Enter your username (i.e. username.enterprise).
- **Password:** The password will be the same password used to log into your Webmail account. The password is case sensitive. Be sure to check the box labeled "**Remember password**" if you do not wish to enter the password every time you check your e-mail.

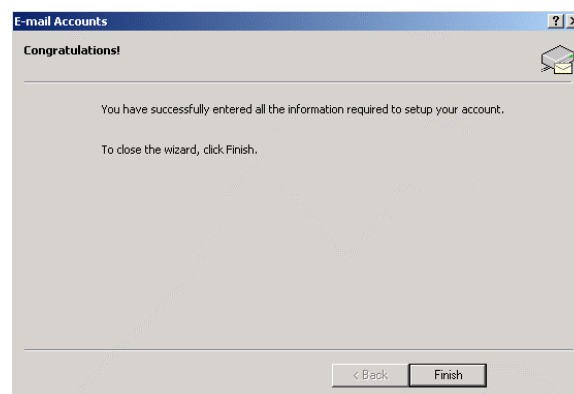


## 7. Additional Settings (Internet E-mail Settings)

- Once you have filled in all the information above, click on the **More Settings...** button. You are now in the **Internet E-mail Settings** menu. Click on the **Outgoing Server** tab. Check the box labeled **"My Outgoing Server (SMTP) Requires Authentication"**, and press OK. You should now be back in the main email accounts settings window. Click on the **Next** button to continue with your settings.

## 8. Click **Finish** and you will be returned to Outlook. You are finished setting up the POP3 Account.

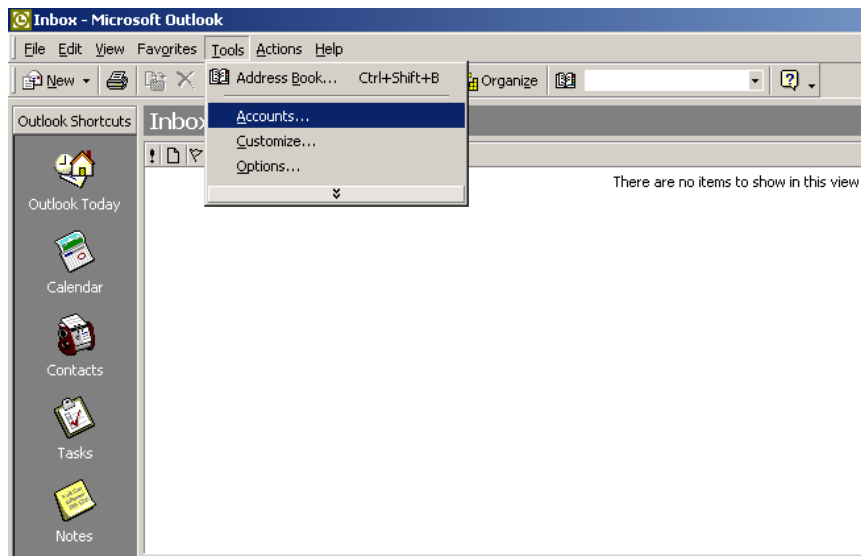
- To check your new e-mail account, click the **"Send and Receive"** button located at the top of the Microsoft Outlook toolbar.



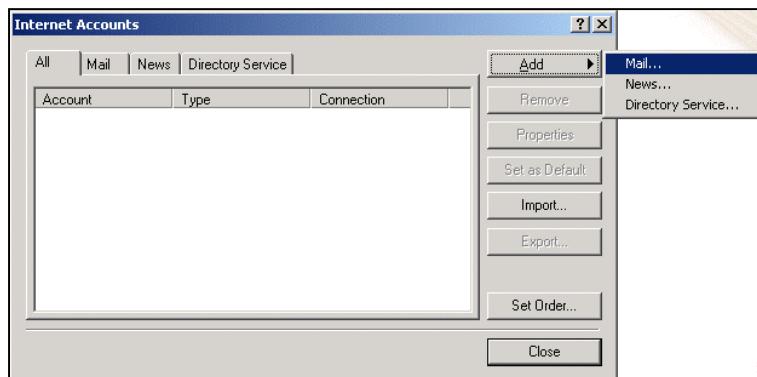
## MS Outlook 2000

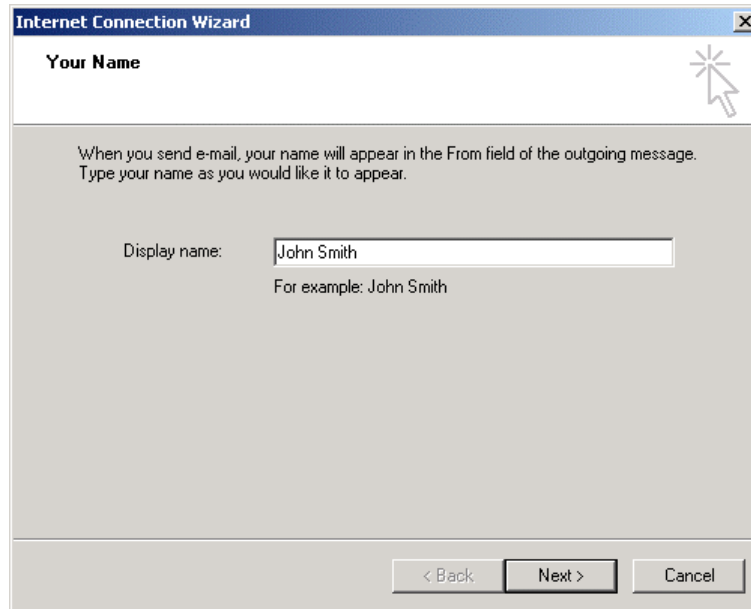
1. Open your Microsoft Outlook program. At the top of the menu, select the **Tools** option, and scroll down until you see **Accounts**. Select the email accounts option and proceed to Step 2.

**Note:** If you don't see **Accounts** right away it may be hidden. Click on the small downward arrow at the bottom of the **Tools** menu to reveal any hidden menu options.



2. (Internet Accounts): You should now be in a window labeled "**Internet Accounts**". Click on the **Add** button at the top right hand side and select **Mail...**
  - MS Outlook will now start **Internet Connection Wizard**.



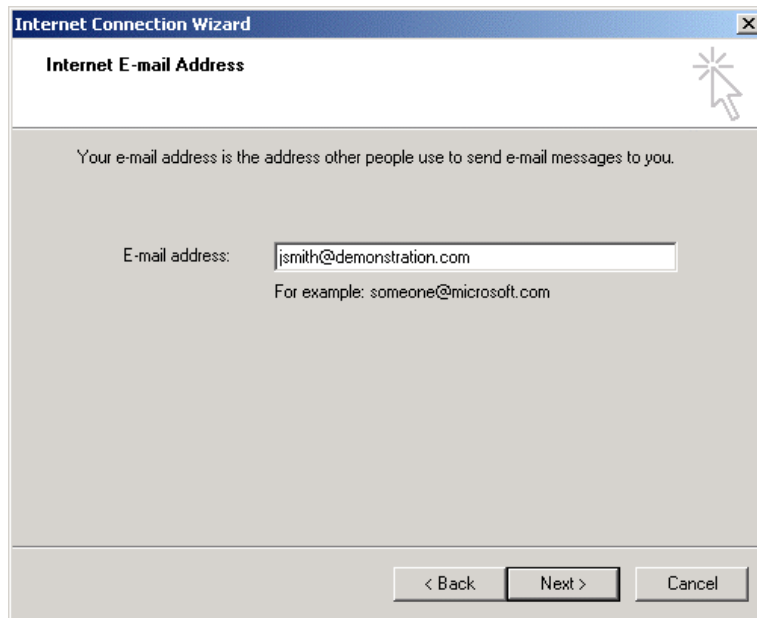


The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The window has a header bar with the text "Your Name" and a mouse cursor icon. Below the header, there is a text box containing "John Smith". To the left of the text box is the label "Display name:". Below the text box is the text "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

3. Enter your **Display Name**. This should be your first and last name (This will be the name, which will appear in the "From" line when you send e-mail to others). Once you are finished entering your display name, click the **Next** button.

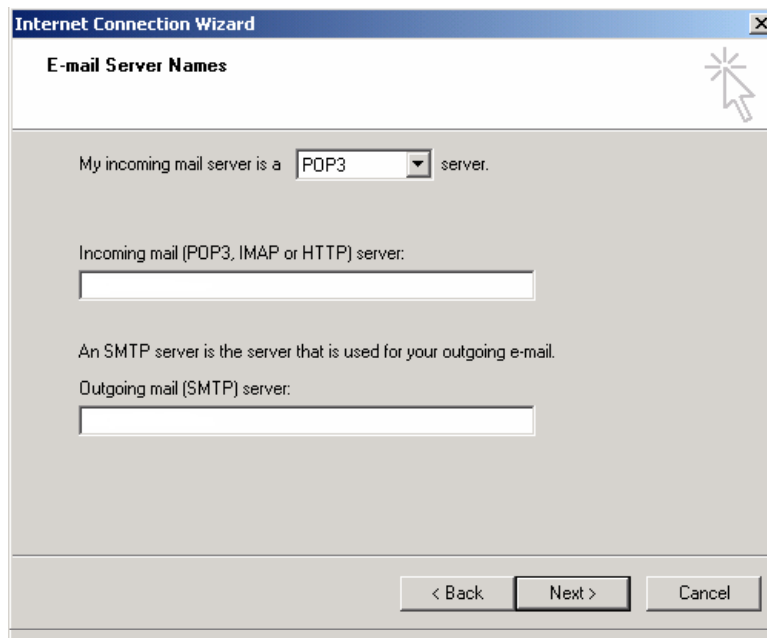


The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The window has a header bar with the text "Your Name" and a mouse cursor icon. Below the header, there is a text box containing "John Smith". To the left of the text box is the label "Display name:". Below the text box is the text "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".



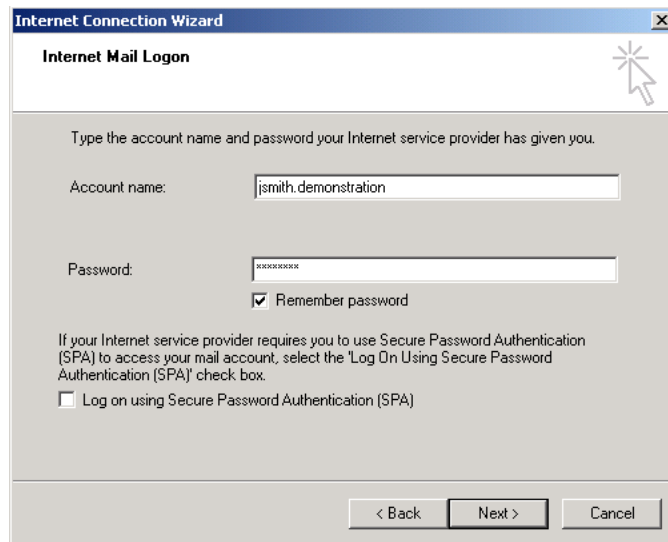
The screenshot shows a dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field containing "jsmith@ demonstration.com". Below the field is the text "For example: someone@microsoft.com". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

4. (Internet E-mail Address): Enter your **E-Mail Address**. This will be the address that is displayed on the "From" line when you send e-mail to others. Once you are finished entering your E-Mail Address, click the **Next** button.



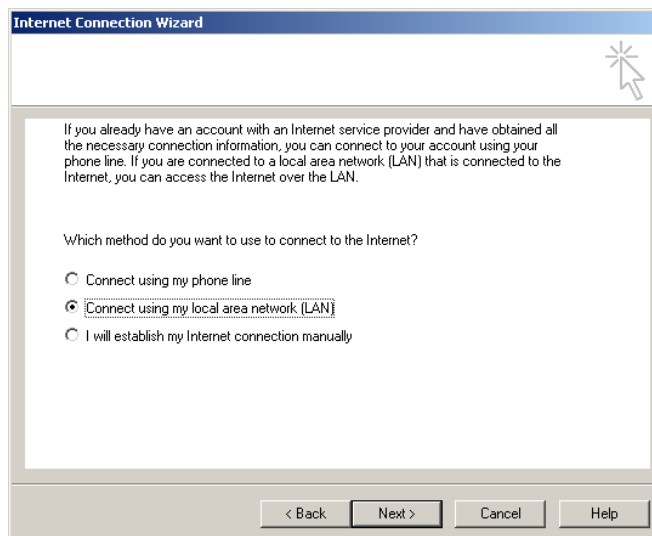
The screenshot shows a dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "E-mail Server Names". Below the heading is a mouse cursor icon. The text reads: "My incoming mail server is a POP3 server." The "POP3" is selected in a dropdown menu. Below this is a text input field for the "Incoming mail (POP3, IMAP or HTTP) server:". Below that is the text "An SMTP server is the server that is used for your outgoing e-mail." followed by a text input field for the "Outgoing mail (SMTP) server:". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

5. (E-mail Server Names): Under "My incoming mail server is a ..... server," choose the **POP3** option from the dropdown menu. Under the "incoming mail (POP3, IMAP or HTTP) server:" box, enter **pop.mybullseyeonline.com**. The "outgoing mail server" should be entered as **smtp.mybullseyeonline.com**. Click the **Next** button to continue.



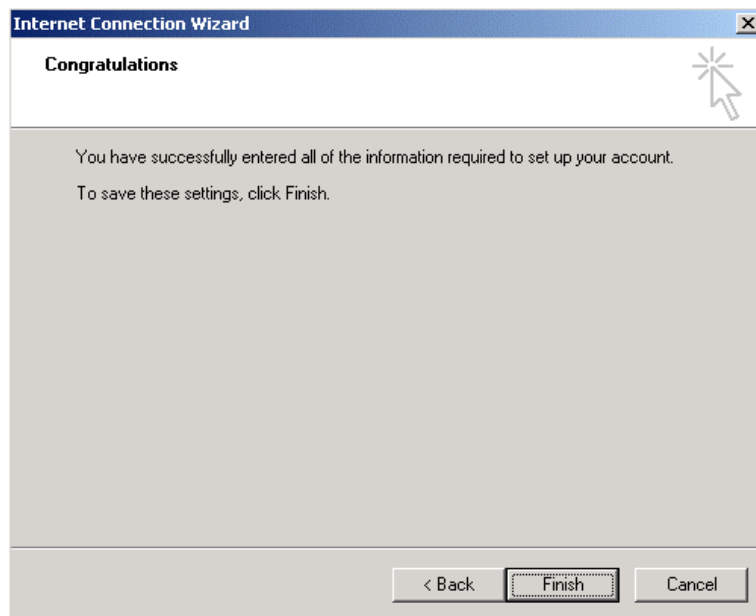
The screenshot shows the 'Internet Mail Logon' dialog box within the 'Internet Connection Wizard'. The title bar reads 'Internet Connection Wizard'. The main title is 'Internet Mail Logon'. Below the title, there is a text prompt: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'jsmith.demonstration' and 'Password:' with masked characters '\*\*\*\*\*'. A checked checkbox labeled 'Remember password' is located below the password field. Below this, there is explanatory text: '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.' Below this text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

6. (Internet Mail Logon): Under **Account name**, enter your username i.e. (username.enterprise). Next, enter your password. The password is the same password that is used to log into your Webmail account.
  - Be sure to check the box labeled “**Remember password**” if you do not wish to enter the password every time you check your e-mail. Click the **Next** button to continue.

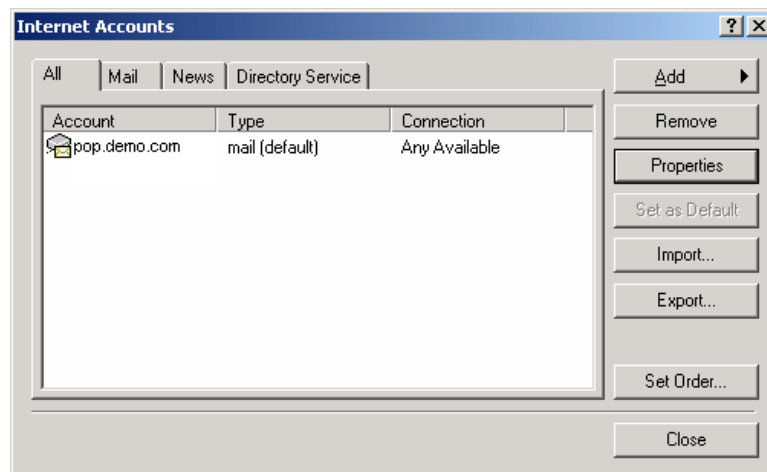


The screenshot shows the 'Internet Connection Wizard' dialog box. The title bar reads 'Internet Connection Wizard'. The main text area contains the following text: 'If you already have an account with an Internet service provider and have obtained all the necessary connection information, you can connect to your account using your phone line. If you are connected to a local area network (LAN) that is connected to the Internet, you can access the Internet over the LAN.' Below this text is the question: 'Which method do you want to use to connect to the Internet?'. There are three radio button options: 'Connect using my phone line', 'Connect using my local area network (LAN)' (which is selected), and 'I will establish my Internet connection manually'. At the bottom of the dialog are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

7. Select the option for the Internet connection type you will be using. If you do not know what your connection type is, contact your system administrator.



8. Click the **Finish** button to complete the *Internet Connection Wizard*. You will now be brought back to the **Internet Accounts** window



9. Highlight the new account you just created and click the **Properties** button located on the right-hand side.

General Servers Connection Advanced

Server Information

My incoming mail server is a  server.

Incoming mail (POP3):

Outgoing mail (SMTP):

Incoming Mail Server

Account name:

Password:

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

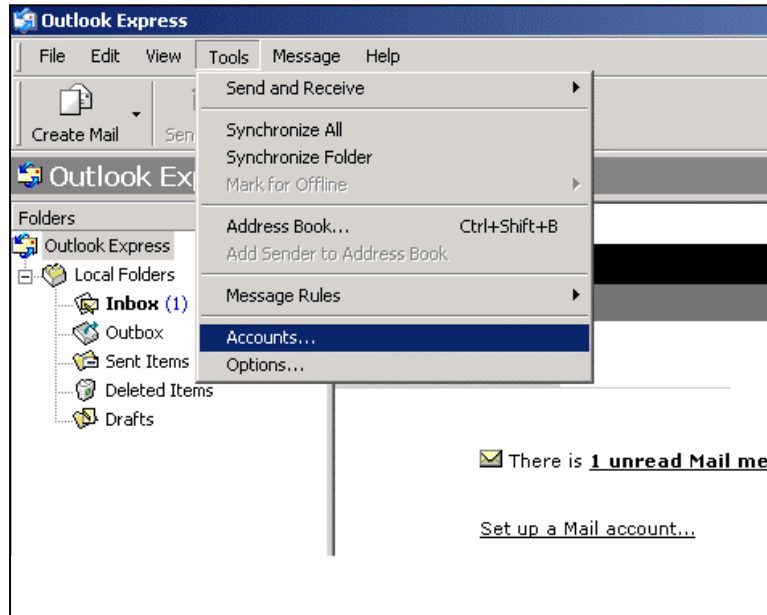
**10.** Click on the **Servers Tab** at the top of the page. From the Servers page, click on the checkbox labeled **"My Server Requires Authentication"**. Press the **OK** button when you are finished

- Your e-mail account is now set up and ready for use. To check your new e-mail account, click the **"Send and Receive"** button located at the top of the Microsoft Outlook toolbar.

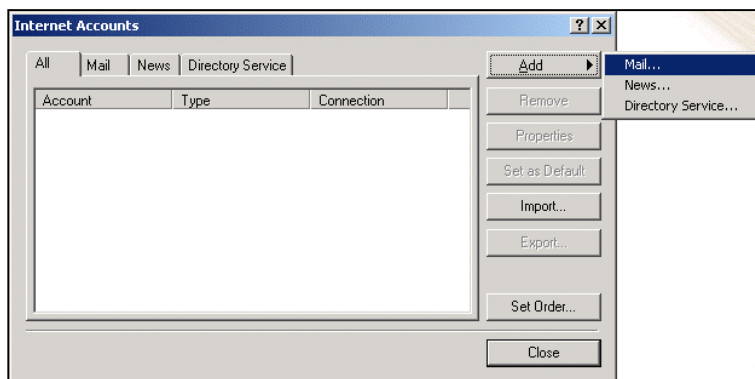
## MS Outlook Express 5.5/6.0

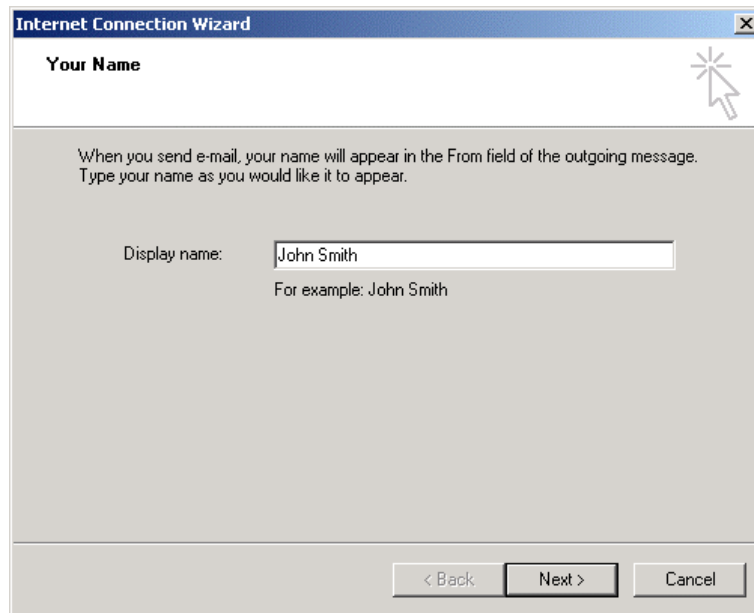
1. Open the Microsoft Outlook Express application and click on the **Tools** Menu (on the top toolbar). Scroll down and select the **Accounts** option.

**Note:** If you don't see **Accounts** right away it may be hidden. Click on the small downward arrow at the bottom of the **Tools** menu to reveal hidden menu options.



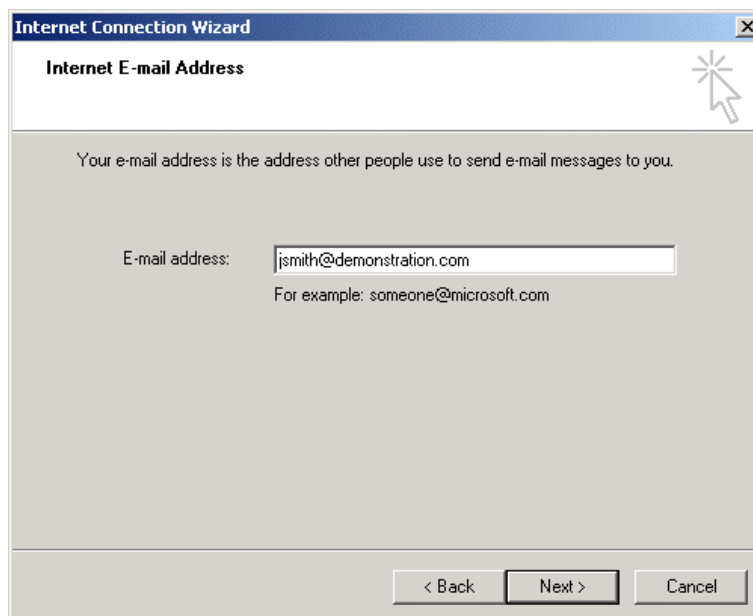
2. Click on the **Add** button at the top right hand side and select **Mail**. This will start the **Internet Connection Wizard**.





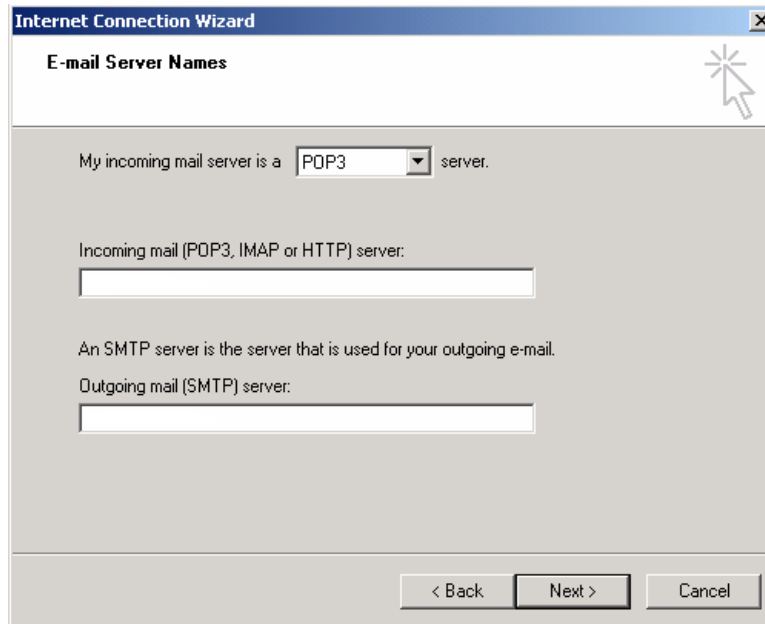
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'John Smith'. To the right of the text box is a mouse cursor icon. Below the text box, there is a label 'Display name:' and a text box containing 'John Smith'. Below that, there is a label 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

3. (Your Name): Enter your **Display Name**. This should be your first and last name (This will be the name, which will appear in the "From" line when you send e-mail to others). Once you are finished entering your display name, click the **Next** button.



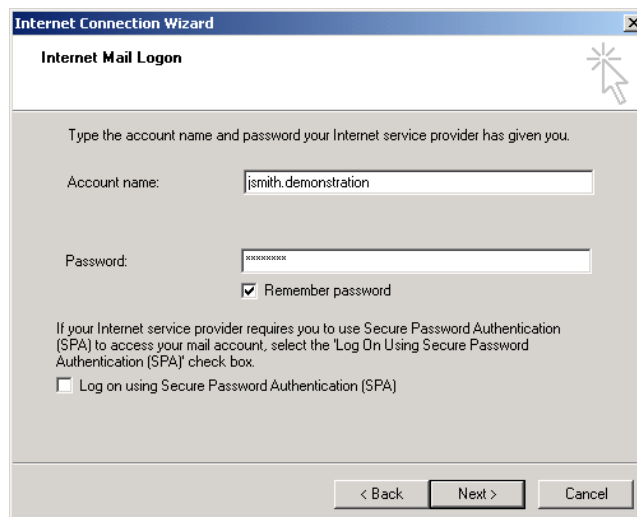
The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 'jsmith@demonstration.com'. To the right of the text box is a mouse cursor icon. Below the text box, there is a label 'E-mail address:' and a text box containing 'jsmith@demonstration.com'. Below that, there is a label 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. (Internet E-Mail Address): Enter your **E-Mail Address**. This will be the address that is displayed on the "From" line when you send e-mail to others. Once you are finished entering your E-Mail Address, click the **Next** button.



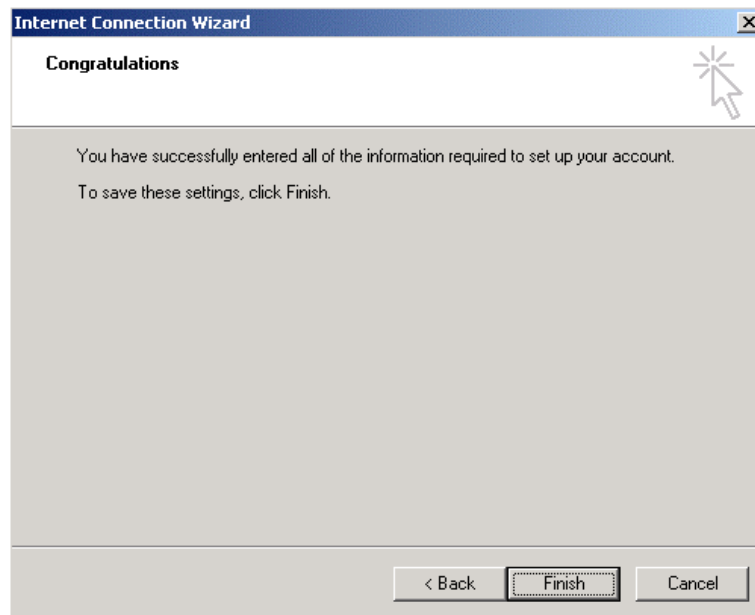
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The title bar reads 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below this, there is a text field with a dropdown menu set to 'POP3' and the text 'My incoming mail server is a ... server.'. Below that is a text box labeled 'Incoming mail (POP3, IMAP or HTTP) server:'. Further down, there is a text box labeled 'Outgoing mail (SMTP) server:'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

5. (E-mail Server Names): Under "My incoming mail server is a ..... server," choose the **POP3** option from the dropdown menu.
  - Under the "incoming mail (POP3, IMAP or HTTP) server:" box, enter **pop.mybullseyeonline.com**.
  - The **outgoing mail server** should be entered as **smtp.mybullseyeonline.com**.

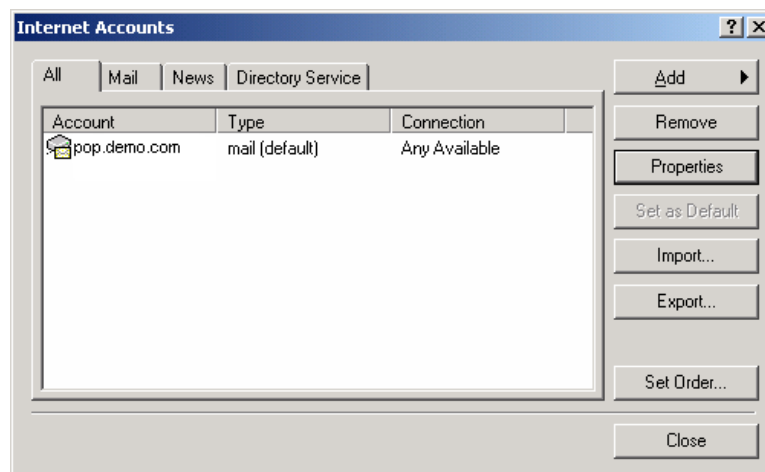


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The title bar reads 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below this, there is a text box labeled 'Account name:' containing 'jsmith.demonstration'. Below that is a text box labeled 'Password:' containing 'xxxxxxxx'. There is a checked checkbox labeled 'Remember password'. Below that is a checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Under **Account name** enter in your username (i.e. username.enterprise) and then your password. The password is the same password used to log into your Webmail web account.
  - Be sure to check the box labeled "**Remember password**" if you do not wish to enter the password every time you check your e-mail. Click the **Next** button to continue.



7. Click the **Finish** button to complete the *Internet Connection Wizard*. You will now be brought back to the main menu (Internet Accounts).



8. At the **Internet Accounts** screen, highlight the new account you just created and click the **Properties** button located on the right-hand side.

General Servers Connection Advanced

Server Information

My incoming mail server is a  server.

Incoming mail (POP3):

Outgoing mail (SMTP):

Incoming Mail Server

Account name:

Password:

Remember password

Log on using Secure Password Authentication

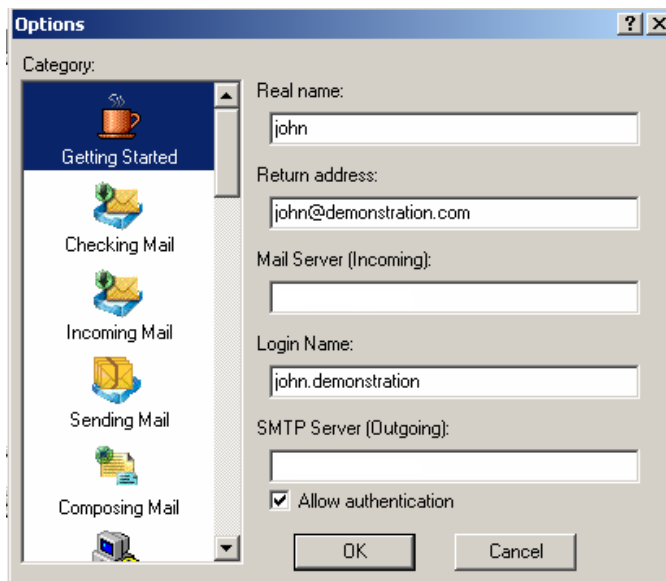
Outgoing Mail Server

My server requires authentication

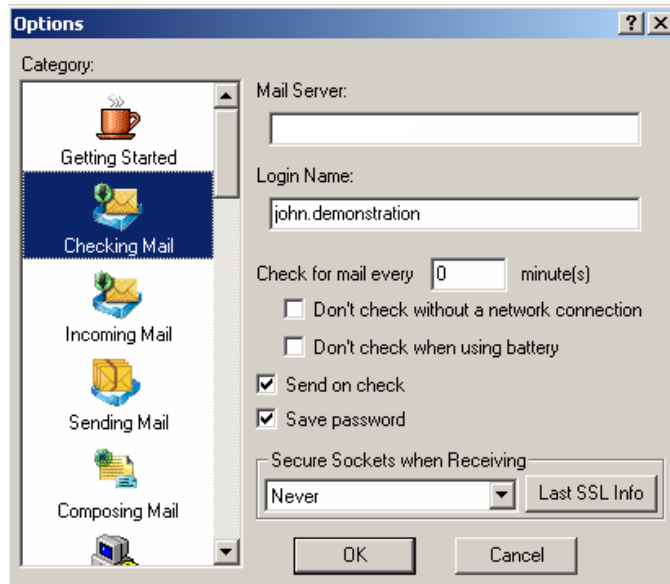
9. Click on the **Servers Tab** at the top. There is a button labeled **"My Server Requires Authentication"**. Be sure to check off the button, and press OK when finished.
  - Your e-mail account is now set up and ready for use. To check your new e-mail account, click the **"Send and Receive"** button located at the top of the Microsoft Outlook Express toolbar.

## Eudora 6.2

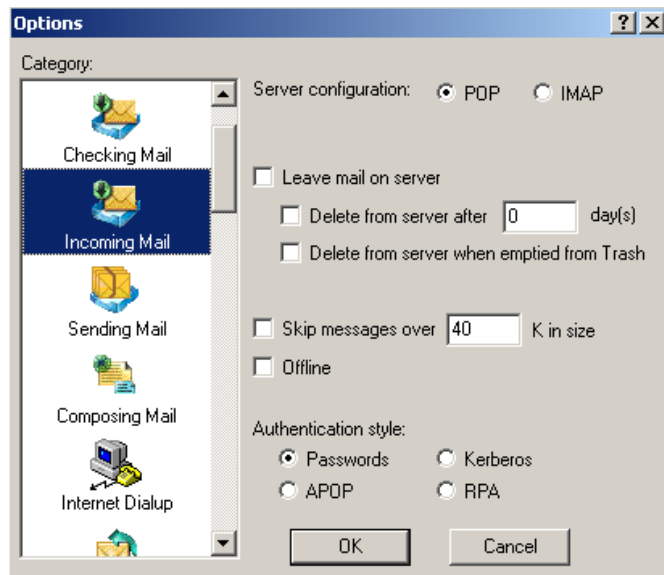
1. Open the Eudora application from your computer. Under the **Tools** option at the top of the menu, choose **options**. From options, you will see the screen above
  - Under '**Getting Started**', you will see several boxes. Under '**Real Name**' enter the name you wish to appear on your outgoing messages.
  - Your **Return address** is the address people will reply to, such as [yourname@yourcompany.com](mailto:yourname@yourcompany.com).
  - The Mail Server (Incoming) is **pop.mybullseyeonline.com** and the SMTP Server (Outgoing) is **smtp.mybullseyeonline.com**.
  - Your **Login Name** will be the username provided for you (i.e. username.enterprise).



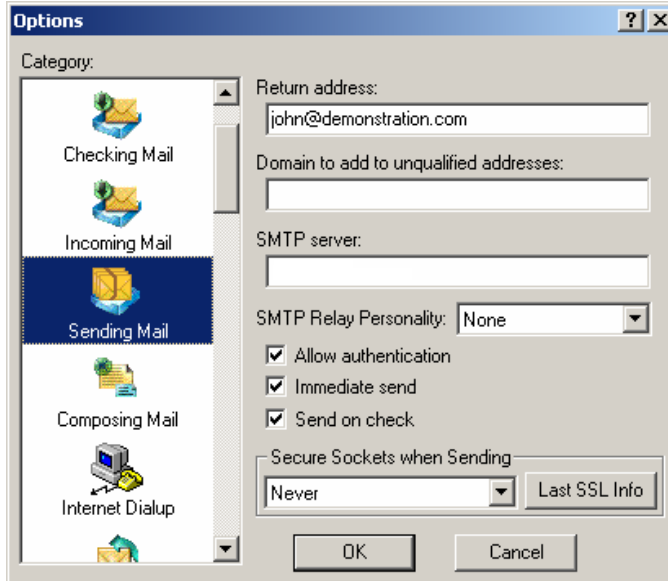
2. Check the button labeled '**Allow Authentication**', and press the Checking Mail Icon on the left hand side.



3. Verify that the Mail Server is **pop.mybullseyeonline.com** and your login name is the same as your Webmail login. Be sure that 'save password' is checked if you do not wish to enter your password every time you check mail.
4. Click on the Incoming Mail icon to continue.

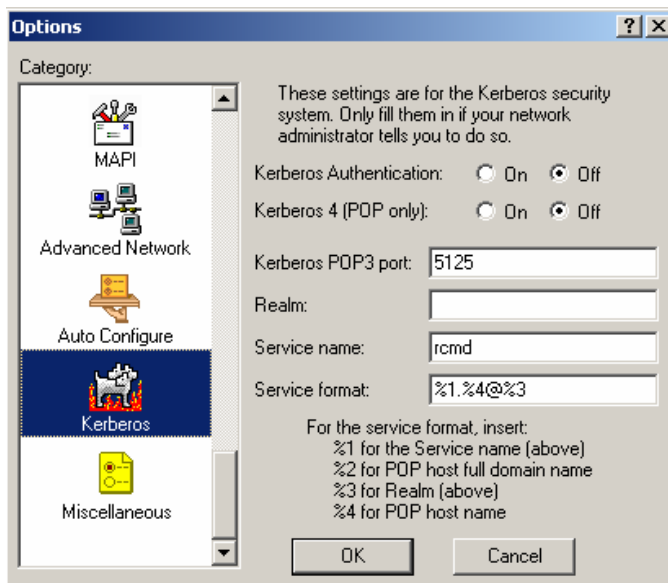


5. At the top you will see two options for server configuration. Be sure to check the option labeled **POP**. At the bottom, you will see four options for Authentication Style. Check the option labeled **Passwords**. Click on the sending mail icon to continue.



6. Verify that your SMTP server is **smtp.mybullseyeonline.com** and check the box labeled **Allow Authentication**. Press the Kerberos icon to continue.

Under **Kerberos**, make sure that **Kerberos Authentication** is off and **Kerberos 4 (POP only)** is checked off. Press **OK** and your account will be ready to use.



 **Additional Support****Email Support**

You can contact BullsEye Telecom by email if you need assistance. Simply send us the details of your problem and a BullsEye customer service representative will respond.

Email: [customerservice@bullseyetelecom.com](mailto:customerservice@bullseyetelecom.com)

**Telephone Support**

If you need to speak to a live representative, you can call BullsEye Telecom toll-free. Representatives are available Monday through Friday from 7:00am to 8:00pm Eastern Time.

**Our support hours are:**

7:00 am to 8:00 pm EST, Monday - Friday

Toll-free Technical Support

1-877-638-2855