

## **Once your e-mail account has been created with FirstMile Technologies, you will want to access it.**

There are a couple of ways to do this.

### **The web interface**

You can use this from any internet connected computer anywhere.

Just open your web browser (Internet Explorer) and go to the address:

<http://mail.gotown.net> or <http://mail.firstmile.net> depending on your email address.

Login name is your email address without @gotown.net or @firstmile.net.

Type in your password and click on Sign In..

Now you're in.

When finished, click on Signout at the far right.

### **POP Clients**

**Scroll down for help with these clients:**

Outlook Express

Outlook 2002

Outlook 2003

Outlook 2007

Windows Mail

Windows Live Mail

Apple Mail 3.0

**\* To determine your version of Outlook – in outlook, click on help and select “About Microsoft Office Outlook”**

**\*\* Outlook 2002 note: You must have Outlook 2002 service pack 3 installed.**

### **Outlook Express and Outlook 2002**

Open Outlook Express or Outlook 2002

Click on Tools. Menu drops down.

Select Accounts.

Click on Add.

Select Mail.

Type in a descriptive name.

Click Next.

Type in your e-mail address.

Click Next.

My incoming mail server is a POP3.

Under Incoming mail server: type pop.gmail.com

Under Outgoing mail server: type smtp.gmail.com

Click Next.

Type in your account name. (your complete email address)

Type in your password.

Check Remember password unless you want to type it in everytime.

**DO NOT** check Log on using Secure Password Authentication.

Click Next.

Connect using my local area network (LAN).

Click Next.

Click Finish. **DON'T** stop yet – more to do.  
Select the account you just created and click Properties.  
Select the Servers tab.  
At the bottom, check My server requires authentication.  
Click on the Settings button.  
Select Use same settings as my incoming mail server.  
Click OK.  
Select Advanced tab.  
Under Outgoing mail (SMTP) – check This server requires a secure connection.  
In the box for Outgoing mail (SMTP) change the 25 to 587.  
Under Incoming mail (POP3) – check This server requires a secure connection.  
Click OK.  
**\* Be sure to remove any old or unused email accounts.**  
Click Close.  
You're ready to go.

### **Outlook 2003**

Open Outlook 2003  
Click on Tools. Menu drops down.  
Select E-mail Accounts.  
Select Add a new e-mail account.  
Click Next.  
Select POP3.  
Click Next.  
Type in your name and e-mail address.  
Next to Incoming mail server: pop.gmail.com  
Next to Outgoing mail server: type smtp.gmail.com  
Type in your user name. (your complete email address)  
Type in your password.  
Check Remember password unless you want to type it in everytime.  
**DO NOT** check Log on using Secure Password Authentication.  
Click on the More Settings button.  
Select the Outgoing Server tab.  
Check My outgoing server requires authentication.  
Select Use same settings as my incoming mail server.  
Select the Advanced tab.  
Under Incoming mail (POP3) – check This server requires a secure connection.  
Under Outgoing mail (SMTP) – check This server requires a secure connection.  
In the box for Outgoing mail (SMTP) change the 25 to 587.  
Click OK.  
Click Next.  
Click Finish.  
**\* Be sure to remove any old or unused email accounts.**  
You're ready to go.

### **Outlook 2007**

Open Outlook 2007  
Click on Tools. Menu drops down.  
Select Account Settings.  
Select the Email tab.

Click New.  
Select POP3 and Next.  
Type in your name, email address and password.  
Check Manually configure server settings...  
Click Next.  
Account type: POP3  
Incoming mail server: pop.gmail.com  
Outgoing mail server (SMTP): smtp.gmail.com  
User Name: your email address.  
Type in your password.  
Check Remember password unless you want to type it in everytime.  
**DO NOT** check Log on using Secure Password Authentication.  
Click on the More Settings button.  
Select the Outgoing Server tab.  
Check My outgoing server requires authentication.  
Select Use same settings as my incoming mail server.  
Select the Advanced tab.  
Under Incoming mail (POP3) – check This server requires a secure connection.  
Under Outgoing mail (SMTP) – Use the following type of encrypted connection: TLS  
In the box for Outgoing mail (SMTP) change the 25 to 587.  
Click OK.  
Click Next.  
Click Finish.  
**\* Be sure to remove any old or unused email accounts.**  
You're ready to go.

## Windows Mail

Open Windows Mail.  
Click on Tools. Menu drops down.  
Select Accounts.  
Click on Add.  
Select Email Account and click Next.  
Type in your email address.  
Incoming e-mail server type: POP3.  
Incoming mail (POP3 or IMAP) server: pop.gmail.com  
Outgoing e-mail server (SMTP) name: smtp.gmail.com  
Check Outgoing server requires authentication.  
Click Next.  
E-mail username: type in your complete email address.  
Type in your password.  
Check Remember password unless you want to type it in everytime.  
Click Next.  
Click Finish. **DON'T** stop yet – more to do.  
Select your email account and click on Properties.  
Select Advanced tab.  
Under Outgoing mail (SMTP) – check This server requires a secure connection.  
In the box for Outgoing mail (SMTP) change the 25 to 587.  
Under Incoming mail (POP3) – check This server requires a secure connection.  
Click OK.  
**\* Be sure to remove any old or unused email accounts.**

Click Close.  
You're ready to go.

### **Windows Live Mail**

Open Windows Live Mail.  
Click on Tools. Menu drops down.  
Select Accounts.  
Click on Add.  
Select E-mail Account and click Next.  
Type in your email address and password.  
Type in a name for the account.  
Check Manually configure server settings...  
Click Next.  
Account type: POP3  
Incoming mail server: pop.gmail.com  
Check This server requires a secure connection (SSL).  
Login ID: type in your complete email address.  
Outgoing server: smtp.gmail.com  
Check This server requires a secure connection (SSL).  
Change outgoing server port from 25 to 587.  
Check My outgoing server requires authentication.  
Click Next.  
Click Finish.  
**\* Be sure to remove any old or unused email accounts.**  
Click Close.  
You're ready to go.

### **Apple Mail 3.0**

Open Apple Mail.  
Click Mail and select Preferences.  
Open the Accounts tab and click the + along the bottom to add a new account.  
In the Full Name field: type in the first part of your email address.(before the @)  
Enter your email address.  
Enter your password.  
Check Automatically set up account.  
Click Create.  
You're done.