

EMAIL THROUGH POINT2

You can retrieve your email 2 ways through Point2:

- 1) Through the website: <http://mail.point2agent.com>**
- 2) Through Outlook**

If you want to be able to use both your Outlook and the Point2 mail.point2agent.com web interface, set up your Outlook as defined at the end of the document, selecting the “Leave it on the server” Check box.

NOTE ON SPAM THRU POINT2

- 1) Go to <http://mail.point2agent.com> and log in
- 2) On the toolbar with GET MESSAGES and NEW MESSAGES select the blue down arrow to the right of the word SETTINGS
- 3) Select ANTI SPAM from the submenu displays
- 4) Choose the ANTI SPAM setting they want and click save

Depending upon the level of ANTI SPAM you select, if you find your are not getting emails from those that daily send emails such as the Title Company, then come back to this section and on the left in the blue margin, click CLIENT RULES and add a rule to accept email for each person you get A LOT of email from that you are finding are being sent to the SPAM folder.

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Setting Up a POP3 Account in Outlook

To view emails sent to your POP3 account via Microsoft Outlook 2003:

1. Open Microsoft **Outlook** 2003.
2. Click **Tools** on your **Outlook** menu bar.
3. Click **E-mail Accounts** on the drop-down menu.
4. Select **Add new e-mail account** and click **Next**.
5. Select **POP3** and click **Next** to open the Internet Email Settings (POP3) window.
6. **User Information:** Enter your Name and Email Address.
7. **Server Information:**
 - o **Incoming Mail server (POP3):** Enter pop.point2agent.com.
 - o **Outgoing Mail server (SMTP):** Enter the name of the SMTP mail server designated by your Internet Service Provider (the organization that supplies you with your Internet access i.e. Comcast, AT&T, Bell, Earthlink, etc.). **SEE EXAMPLE PRINTOUT BELOW THESE INSTRUCTIONS**
8. **Logon Information:**
 - o **User Name:** Enter the first part of your email address before the @ symbol, e.g., for john@johndoe.com you would use john.
 - o **Password:** Enter the password you chose when setting up your POP3 account through your website.
 - o **SEE EXAMPLE PRINTOUT BELOW THESE INSTRUCTIONS**
9. **Remember Password:** Ensure this box is checked.
10. DO NOT check the box **Log On using Secure Password Authentication (SPA)**.
11. Click **Next**.
12. Click **Finish** to save these changes.

Note: Some Internet Service Providers may require additional setup to send emails from this account. If you have problems sending email after completing this setup, please consult your ISP for additional information.

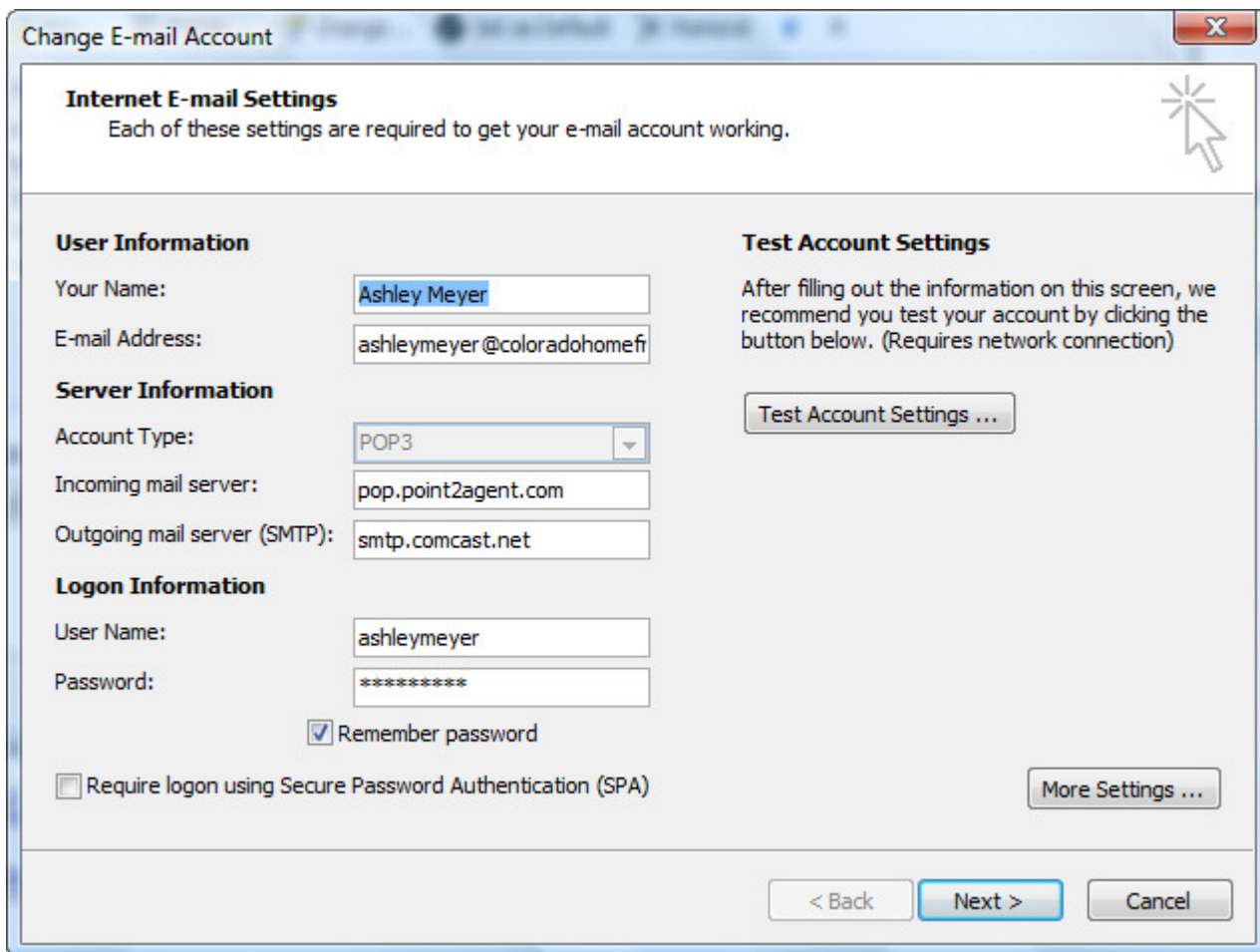
EXAMPLE SCREEN SHOTS FOR SETUP IN OUTLOOK:

Below are sample screen shots from Outlook showing an email account through Point2.

Point2 provides for Incoming Pop3 email server, but like many of the email providers today, they DO NOT provide an Outgoing server. Why? They figure most people will use the Outgoing server from their Internet Service provider through which they get their Internet Connectivity.

On the next couple of pages is an example where I used my Comcast Account that I got when we got our Comcast modem at home.

GENERAL ACCOUNT INFORMATION:

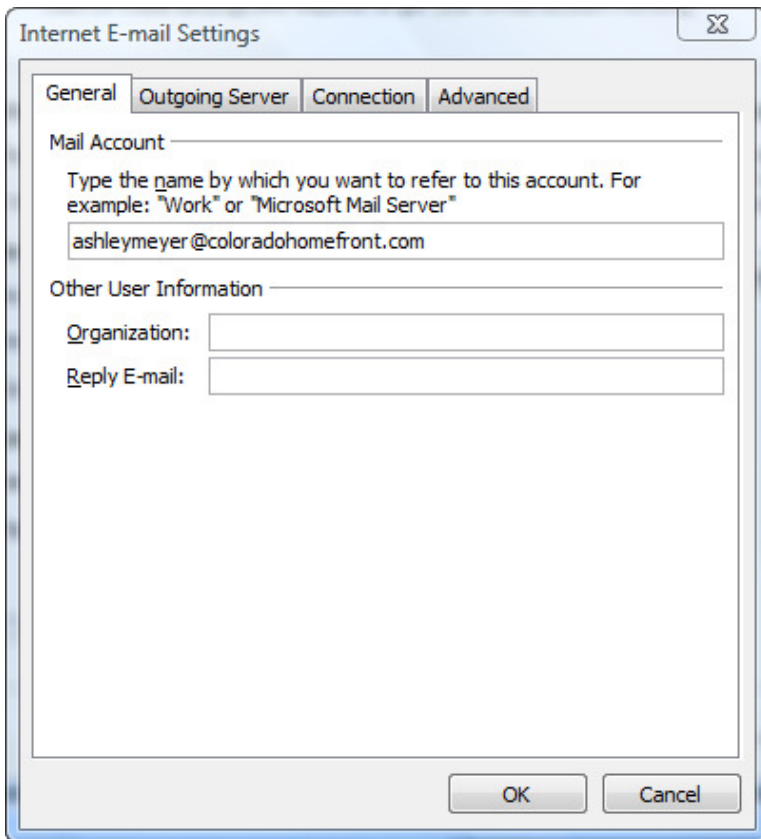


The screenshot shows the 'Change E-mail Account' dialog box in Outlook. The title bar reads 'Change E-mail Account'. The main heading is 'Internet E-mail Settings' with a sub-note: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into several sections:

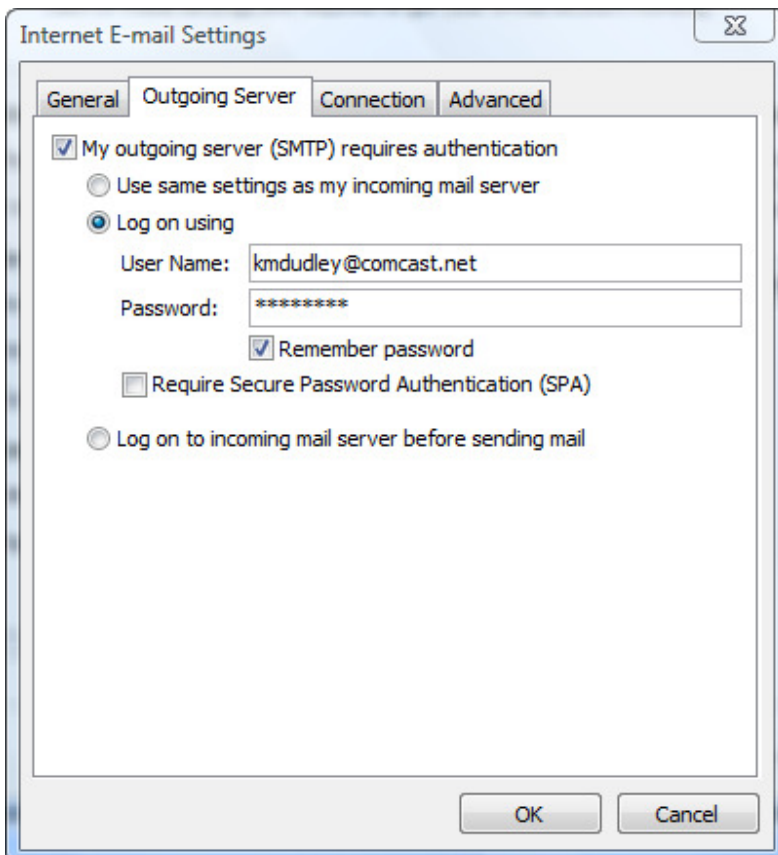
- User Information:** 'Your Name:' is 'Ashley Meyer'; 'E-mail Address:' is 'ashleymeyer@coloradohomefr'.
- Server Information:** 'Account Type:' is 'POP3'; 'Incoming mail server:' is 'pop.point2agent.com'; 'Outgoing mail server (SMTP):' is 'smtp.comcast.net'.
- Logon Information:** 'User Name:' is 'ashleymeyer'; 'Password:' is masked with '*****'. There is a checked checkbox for 'Remember password' and an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.
- Test Account Settings:** A note says 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)'. A button labeled 'Test Account Settings ...' is present.

At the bottom right, there is a 'More Settings ...' button. At the very bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**CLICK MORE SETTINGS.....
TO GO TO THE NEXT LEVEL**



**GENERAL TAB FOR
MORE SETTINGS...**



**OUTGOING SERVER
TAB FOR
MORE SETTINGS...**

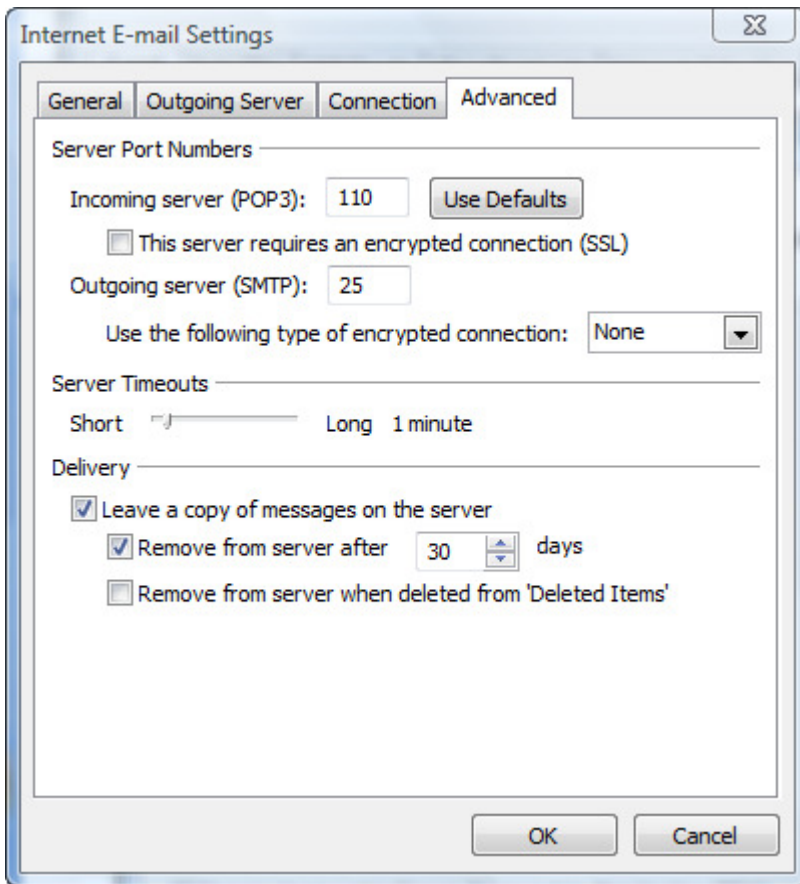
SELECT: "My outgoing server (SMTP) requires authentication"

SELECT: "Log on using"

ENTER: User Account login if for your outgoing service – If you email is through Comcast.net, enter that, through Verizon.net, enter that email

ENTER: Password

CLICK: Remember Password



ADVANCED TAB FOR MORE SETTINGS...

DELIVERY:

CLICK: Leave a copy of messages on the server – this way you can go to <http://mail.point2agent.com> and read emails online if not at the office

CLICK: Remove from server after and enter 30 days

CLICK: Remove from server when deleted from 'Deleted Items'

NOTE: if you wish to read this account on multiple computers, such as at home and at the office, set both to Leave a copy on the server, but configure ONLY ONE to

__ Remove from server after 30 days

__ Remove from server when deleted from 'Deleted Items'