



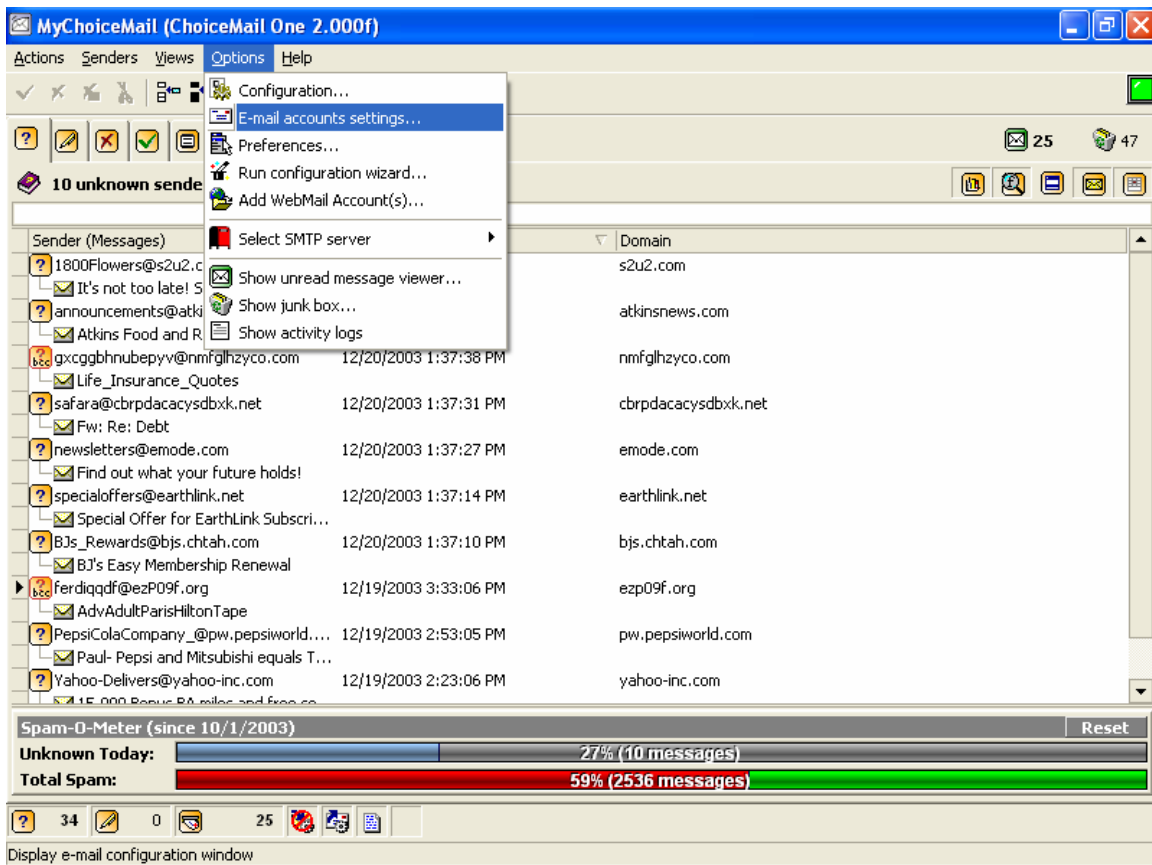
Version 4

Checking Settings for Pegasus

For ChoiceMail Versions 2.0 +

The first place we want to check is with ChoiceMail itself. All the tests that we are going to perform in this section will deal with ChoiceMail connecting to your ISP and will not involve your email client. If you are NOT having problems with ChoiceMail connecting to your ISP, downloading and filtering your mail but with ChoiceMail connecting to your email client, then you may want to skip this section and go directly to checking the settings in your email client. [Click here](#) to do this.

1. To check to see if ChoiceMail is connecting to your ISP's POP 3 (Incoming) mail server: From ChoiceMail's main screen, Click on **Options -> E-mail accounts settings -> POP 3 Accounts Tab**.

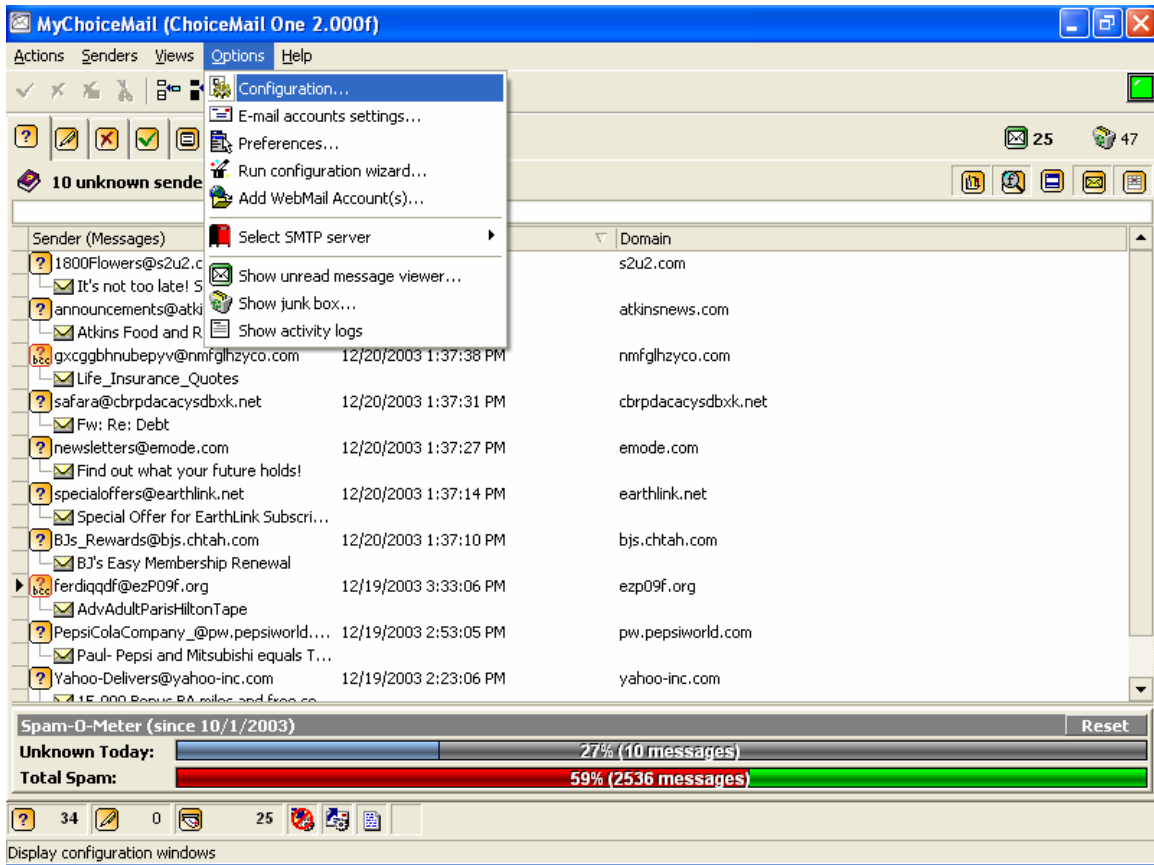


2. Click on the first email account set up in ChoiceMail and then click the **TEST** button towards the bottom of the screen. If successful it should say "Successfully connected to POP 3 source".
3. Next while still on that same email account Click on the **Advanced** Button. If successful it should show you the # of emails waiting on the server at your ISP for that account.
4. Do these tests for all the email accounts you have set up in ChoiceMail.
5. If any of the tests fail for any of your email accounts, double check the information that was provided to you by your ISP or email account provider. This information must be correct in order for ChoiceMail to successfully connect and download your mail.
6. Also from this screen you can **DELETE** any email account that you have set up in ChoiceMail, (remember to also delete the account out of your email program), or **ADD** a new email account for ChoiceMail to check by clicking on the appropriate buttons.
7. In order to save your changes you must click on **OK** at the bottom of the screen.

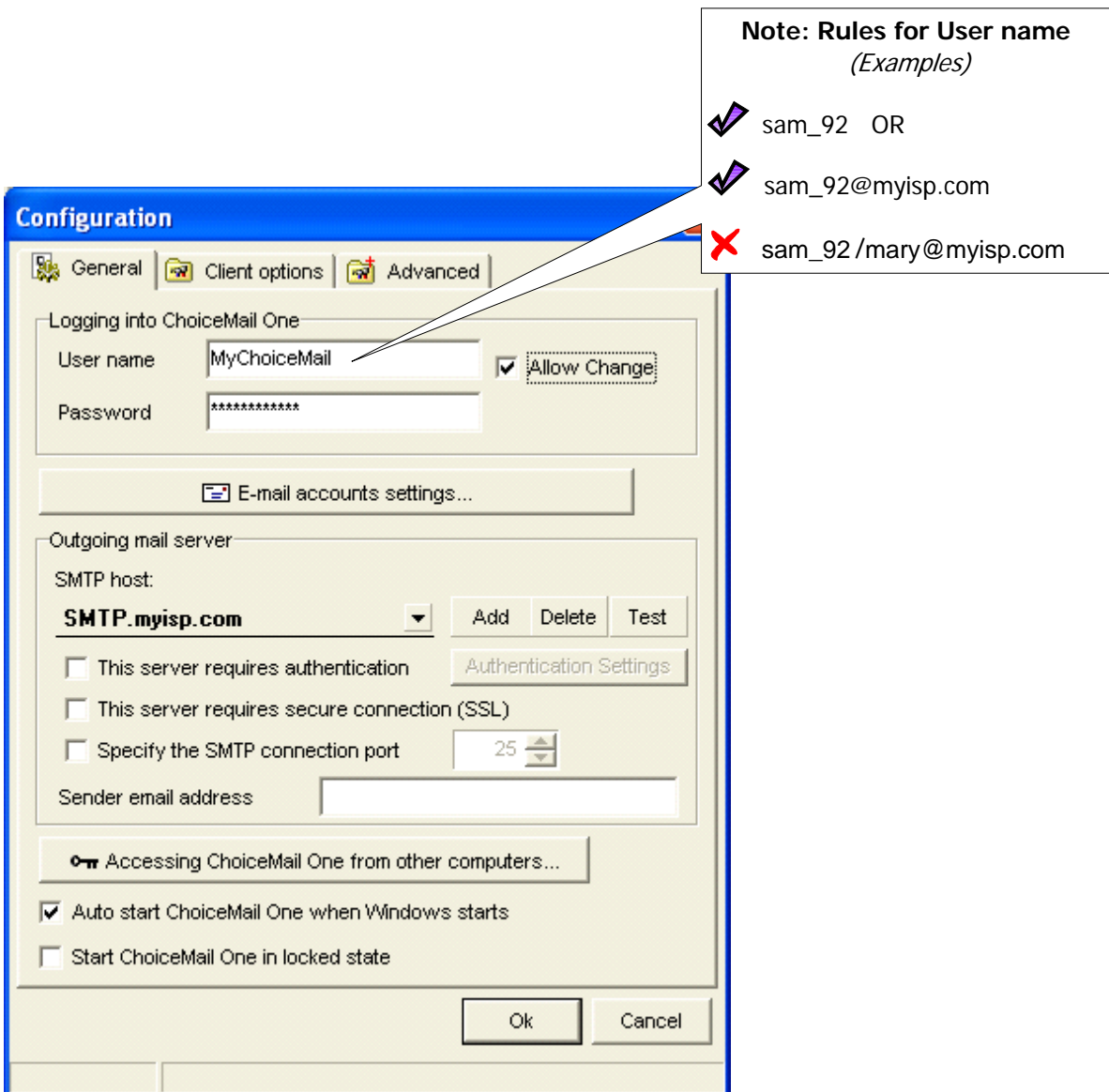
Note: Rules for User name
(Examples)

- ✓ sam_92 OR
- ✓ sam_92@myisp.com
- ✗ sam_92 /mary@myisp.com

1. To check or change the Username and Password that you have in ChoiceMail under the heading **“Logging into ChoiceMail One”**: From ChoiceMail’s main screen, Click on **Options -> Configuration -> General Tab**.



2. **“Logging into ChoiceMail One”** is the User name and Password that ChoiceMail needs to receive from your email client. Make sure that you use this User name and Password for every account that you have set up in your email client.
3. If you want to change this Username and Password you can do so by clicking on the box in front of **“Allow Change”**. If you change this Username and Password you will need to change every Username and Password to match this one for every email account that you have set up in your email client.
4. In order to save your changes you must click on **OK** at the bottom of the screen.

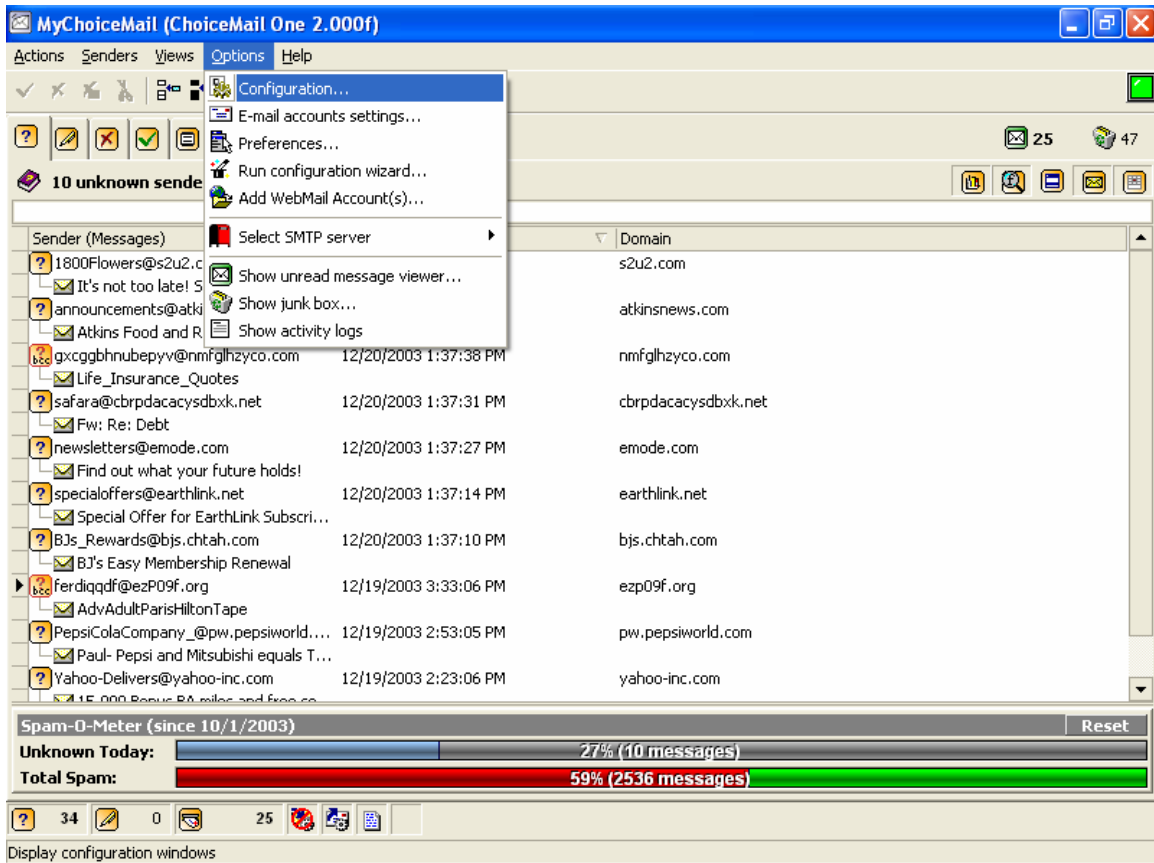


The screenshot shows the 'Configuration' dialog box for ChoiceMail One. The 'General' tab is selected. Under 'Logging into ChoiceMail One', the 'User name' field contains 'MyChoiceMail' and the 'Password' field is masked with asterisks. The 'Allow Change' checkbox is checked. Below this is a button for 'E-mail accounts settings...'. The 'Outgoing mail server' section shows 'SMTP.myisp.com' as the SMTP host, with 'Add', 'Delete', and 'Test' buttons. There are three unchecked checkboxes: 'This server requires authentication', 'This server requires secure connection (SSL)', and 'Specify the SMTP connection port' (set to 25). A 'Sender email address' field is empty. At the bottom, there is a button for 'Accessing ChoiceMail One from other computers...', a checked checkbox for 'Auto start ChoiceMail One when Windows starts', and an unchecked checkbox for 'Start ChoiceMail One in locked state'. 'Ok' and 'Cancel' buttons are at the bottom right.

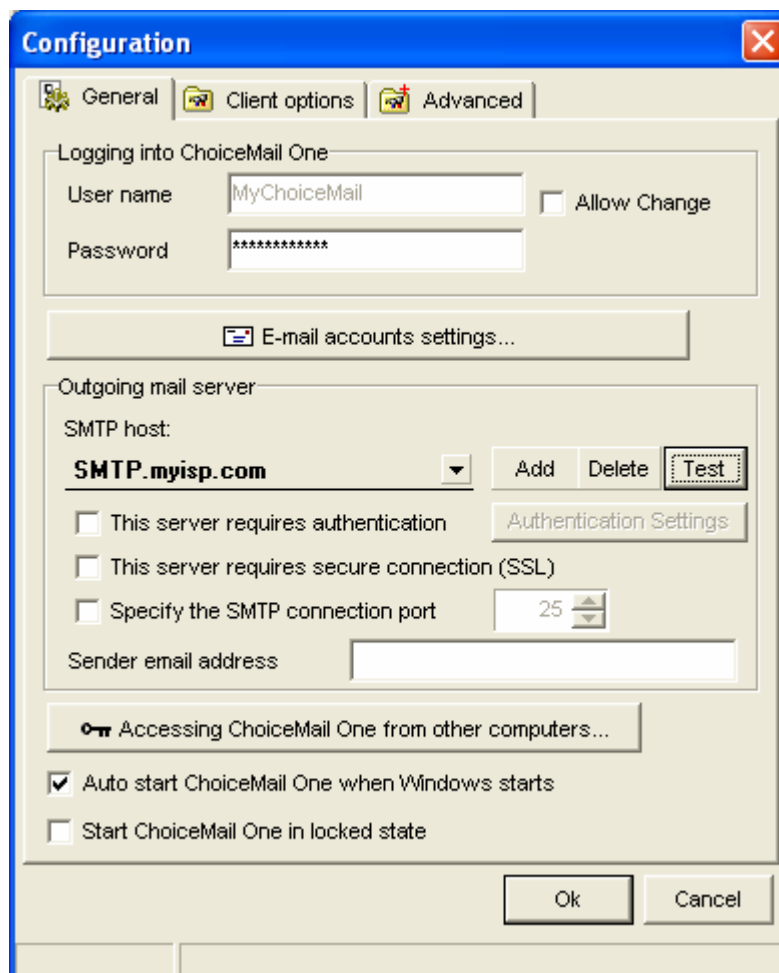
Note: Rules for User name
(Examples)

- ✓ sam_92 OR
- ✓ sam_92@myisp.com
- ✗ sam_92 /mary@myisp.com

1. To check to see if ChoiceMail is connecting to your ISP's SMTP (Out Going) mail server:
From ChoiceMail's main screen, Click on **Options** -> **Configuration** -> **General Tab**.



2. From the **General Tab** please go down to the section called **“Out going Mail Server”**. The mail server that is listed should be the mail server for the ISP that is providing your internet connection. This may be different from the company providing you with an email address so be sure to check.
3. Next click **TEST** if successful you should get a pop up window that says “Successfully connected to SMTP server and sent a test message.”
4. You will also notice options listed below the name of your SMTP server these should all be **UNCHECKED** unless you are told specifically that one of them is required by your ISP.
5. If this test fails, double check the information that was provided to you by your ISP. This information must be correct in order for ChoiceMail to successfully connect and send out your mail.
6. Also from this screen you can **DELETE** any SMTP mail server that you have set up in ChoiceMail or **ADD** a new SMTP mail server for ChoiceMail to use by clicking on the appropriate buttons.
7. In order to save your changes you must click on **OK** at the bottom of the screen.

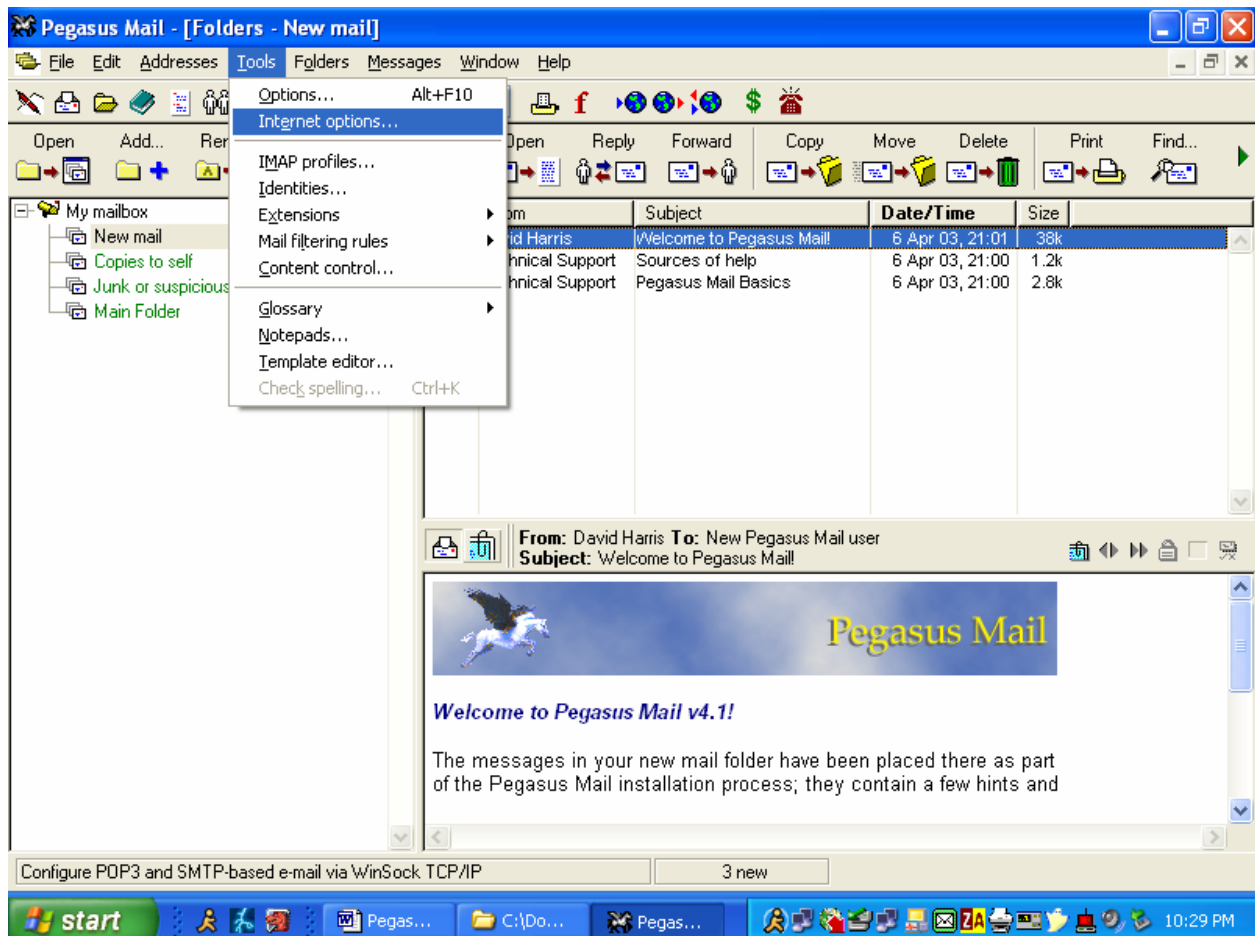




Version 4

Checking Settings for Pegasus

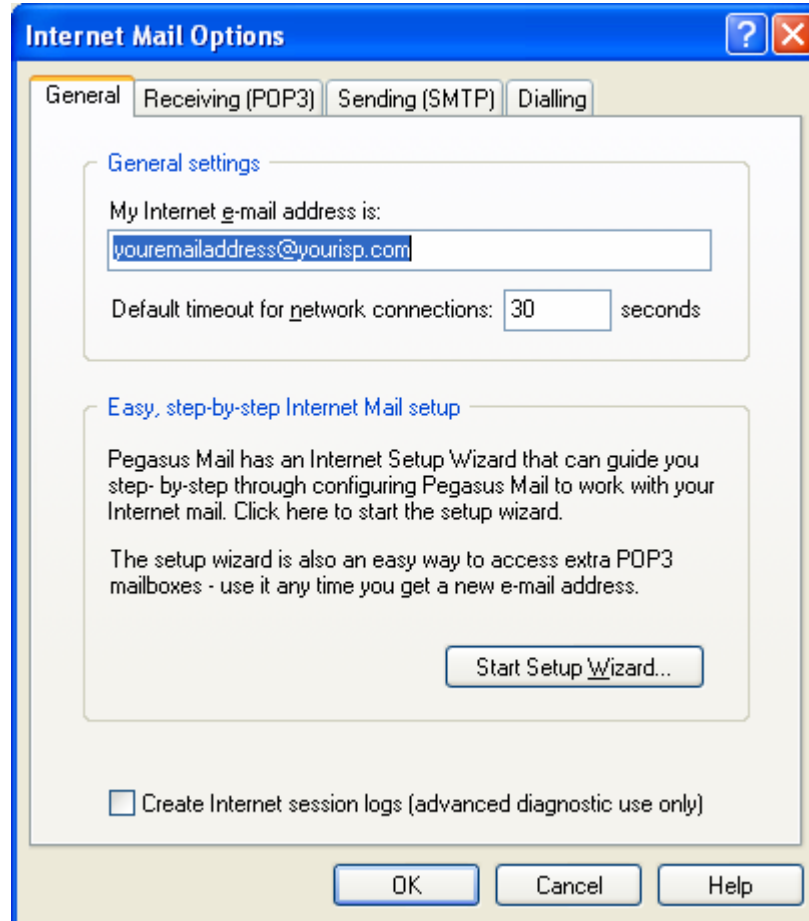
1. Double click on Pegasus bring up the main screen.
2. From the Menu bar: Click on **Tools -> Internet options.**



Internet Mail Options Screen

3. General Tab:

- a. *My Internet e-mail address is:* This should contain the email you currently use.



The screenshot shows a dialog box titled "Internet Mail Options" with a blue title bar and standard window controls (help, close). The "General" tab is selected, with other tabs being "Receiving (POP3)", "Sending (SMTP)", and "Dialling".

Under the "General settings" section, there is a label "My Internet e-mail address is:" followed by a text input field containing "youremailaddress@yourisp.com". Below this is a label "Default timeout for network connections:" followed by a spin box set to "30" and the word "seconds".

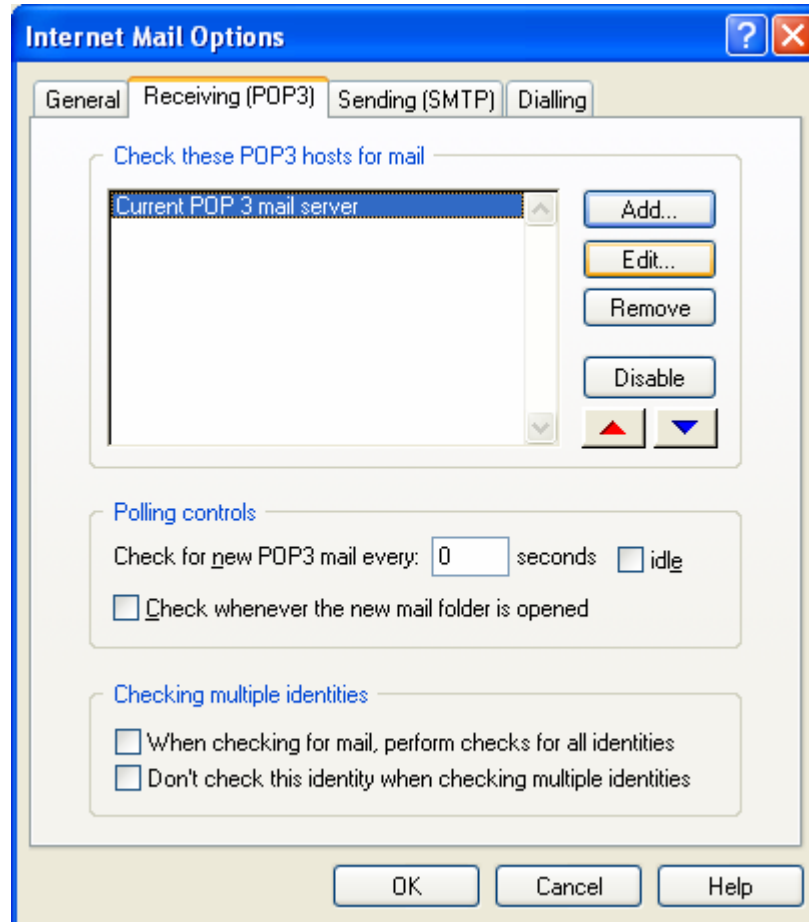
The "Easy, step-by-step Internet Mail setup" section contains two paragraphs of text and a button labeled "Start Setup Wizard...".

At the bottom of the dialog, there is a checkbox labeled "Create Internet session logs (advanced diagnostic use only)" which is currently unchecked. At the very bottom are three buttons: "OK", "Cancel", and "Help".

Internet Mail Options Screen

4. Receiving (POP3) Tab:

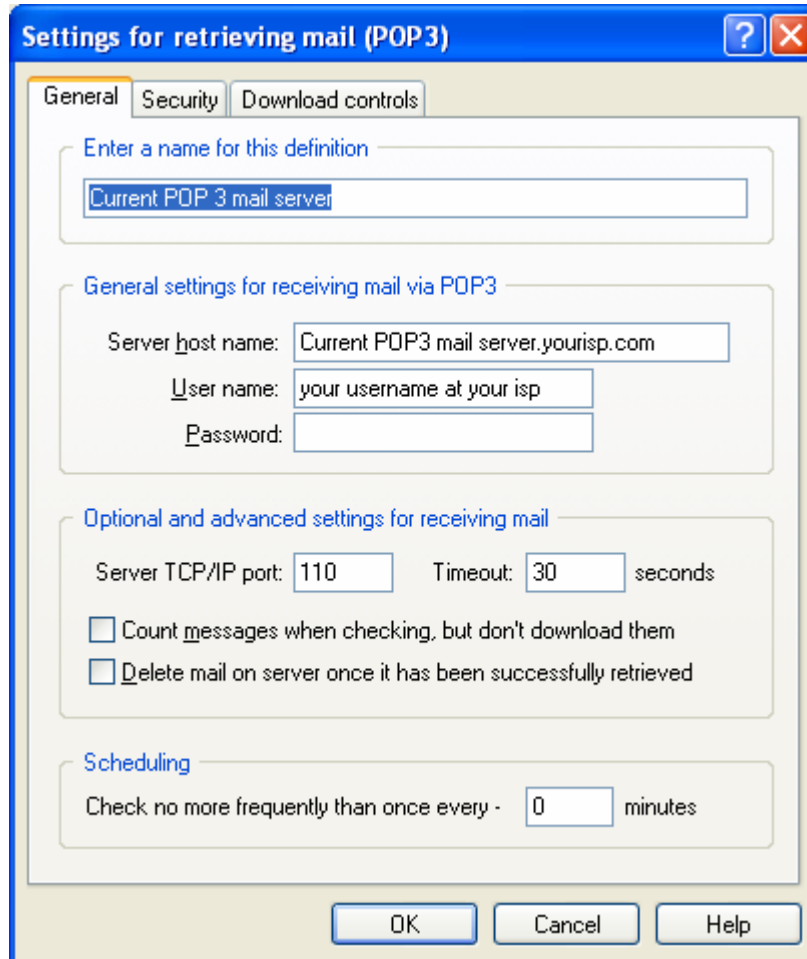
- a. Click on your current POP3 Mail Server to highlight and then Click **Edit**



Settings for retrieving mail (POP3) Screen

5. General Tab: (ISP or email provider settings)

- a. The information on this screen probably is from your Internet Service Provider or the company that is providing you your email address. We will need to change most of this information.



The screenshot shows a Windows-style dialog box titled "Settings for retrieving mail (POP3)". It has three tabs: "General", "Security", and "Download controls". The "General" tab is selected. The dialog is divided into several sections:

- Enter a name for this definition:** A text box containing "Current POP 3 mail server".
- General settings for receiving mail via POP3:**
 - Server host name: "Current POP3 mail server.yourisp.com"
 - User name: "your username at your isp"
 - Password: (empty text box)
- Optional and advanced settings for receiving mail:**
 - Server TCP/IP port: "110" (text box), Timeout: "30" (text box) seconds
 - Count messages when checking, but don't download them
 - Delete mail on server once it has been successfully retrieved
- Scheduling:**
 - Check no more frequently than once every - "0" (text box) minutes

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Settings for retrieving mail (POP3) Screen

6. General Tab: (ChoiceMail Settings)

- a. *Enter a name for this definition:* You could enter in ChoiceMail or simply the email address that you check.
- b. *General settings for receiving mail via POP3*
 - i. **Server host name:** localhost
 - ii. **User Name:** When you come to Account Name enter in the username that you used in ChoiceMail under the section “Logging into ChoiceMail One”.
 - iii. **Password:** The password should be the same password that you entered in ChoiceMail under the section “Logging into ChoiceMail One”
 - iv. If you don't remember what Username or Password that you used [click here](#) for instructions on how to obtain that information from ChoiceMail.
- c. *Optional and advanced settings for receiving mail*
 - i. Server TCP/IP port: 110 (Default)
 - The only time that you will need to change the port number is if Pegasus still can not connect to ChoiceMail after you have checked all the settings in Pegasus and ChoiceMail. Port conflicts sometimes occur if another program running on your computer is using these port numbers. You will need to try Port Numbers 110(Default), 115,120,125,130 or 135. If you make a change in Pegasus you will need to make the same change in ChoiceMail the two numbers must match. To find out how to change the POP 3 server Port in ChoiceMail [click here](#).
 - ii. *Delete mail on server once it has been successfully received:* This option **MUST be checked**. ChoiceMail does NOT support leaving mail on the server.

Settings for retrieving mail (POP3) Screen

General Tab: (ChoiceMail Settings)

Settings for retrieving mail (POP3)

General Security Download controls

Enter a name for this definition

ChoiceMail

General settings for receiving mail via POP3

Server host name: localhost

User name: See 'Logging into ChoiceMail'

Password:

Optional and advanced settings for receiving mail

Server TCP/IP port: 110 Timeout: 30 seconds

Count messages when checking, but don't download them

Delete mail on server once it has been successfully retrieved

Scheduling

Check no more frequently than once every - 0 minutes

OK Cancel Help

There are NO spaces between the characters

Note: Rules for User Name

(Examples)

1. sam_92
(All mail will be downloaded by Pegasus from ChoiceMail into this account)

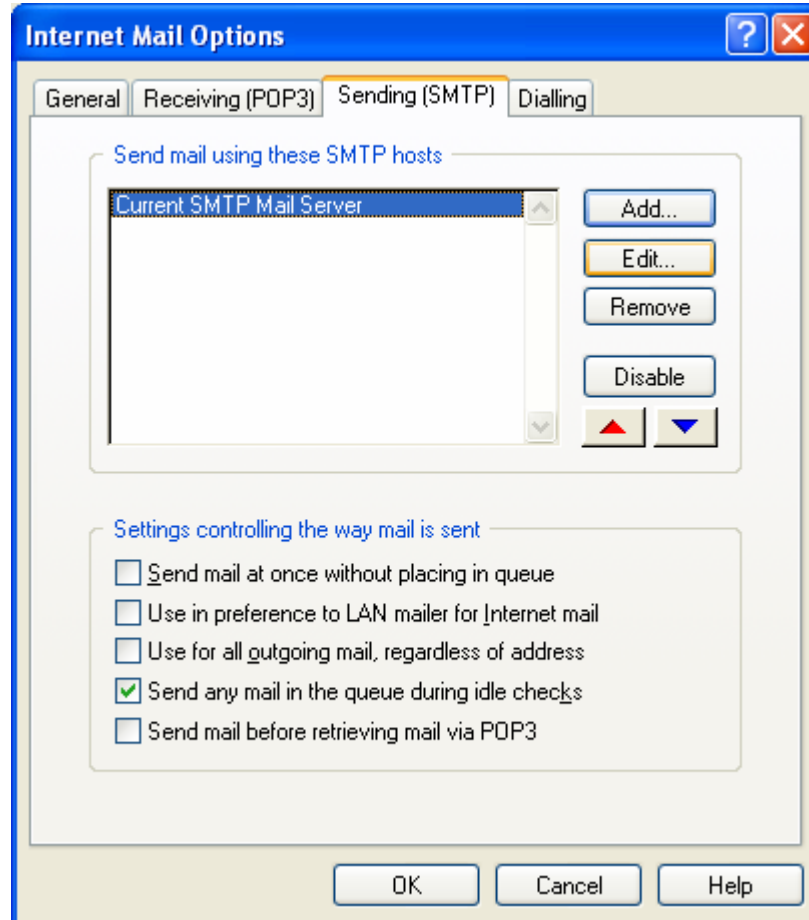
2. sam_92/mary@myisp.com
(Only mail sent to mary@myisp.com will be downloaded by Pegasus from ChoiceMail into this account)

User Name **MUST** be the same User name that is used in ChoiceMail under the Heading: **'Logging into ChoiceMail One'**

Internet Mail Options Screen

7. Sending (SMTP) Tab:

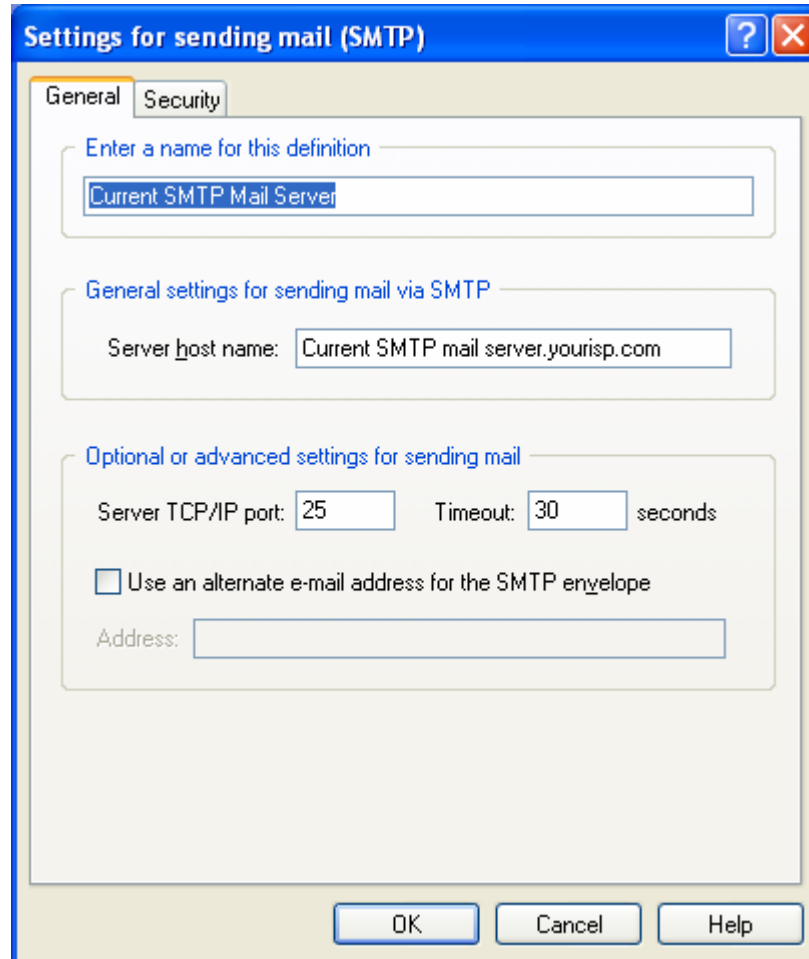
- a. Click on your current SMTP Mail Server to highlight and then Click **Edit**



Settings for Sending mail (SMTP) Screen

8. General Tab: (ISP or email provider settings)

- a. The information on this screen probably is from your Internet Service Provider or the company that is providing you your email address. We will need to change most of this information.



The screenshot shows a dialog box titled "Settings for sending mail (SMTP)" with a blue title bar and standard window controls (help, close). The dialog has two tabs: "General" (selected) and "Security".

General Tab:

- Enter a name for this definition:** A text box containing "Current SMTP Mail Server".
- General settings for sending mail via SMTP:** A text box for "Server host name:" containing "Current SMTP mail server.yourisp.com".
- Optional or advanced settings for sending mail:**
 - Server TCP/IP port: 25
 - Timeout: 30 seconds
 - Use an alternate e-mail address for the SMTP envelope
 - Address: (empty text box)

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Settings for Sending mail (SMTP) Screen

9. General Tab: (ChoiceMail Settings)

- a. *Enter a name for this definition:* You could enter in ChoiceMail or simply the email address that you check.
- b. *General settings for sending mail via SMTP*
 - i. **Server host name: localhost**
- c. *Optional and advanced settings for receiving mail*
 - i. Server TCP/IP Port: 25 (Default)
 - The only time that you will need to change the port number is if Pegasus still can not connect to ChoiceMail after you have checked all the settings in Pegasus and ChoiceMail. Port conflicts sometimes occur if another program running on your computer is using these port numbers. You will need to try Port Numbers 25(Default), 30,35,40,45 or 50. If you make a change in Pegasus you will need to make the same change in ChoiceMail the two numbers must match. To find out how to change the SMTP server Port in ChoiceMail [click here](#).

10. Click **OK** at the bottom of the screen.

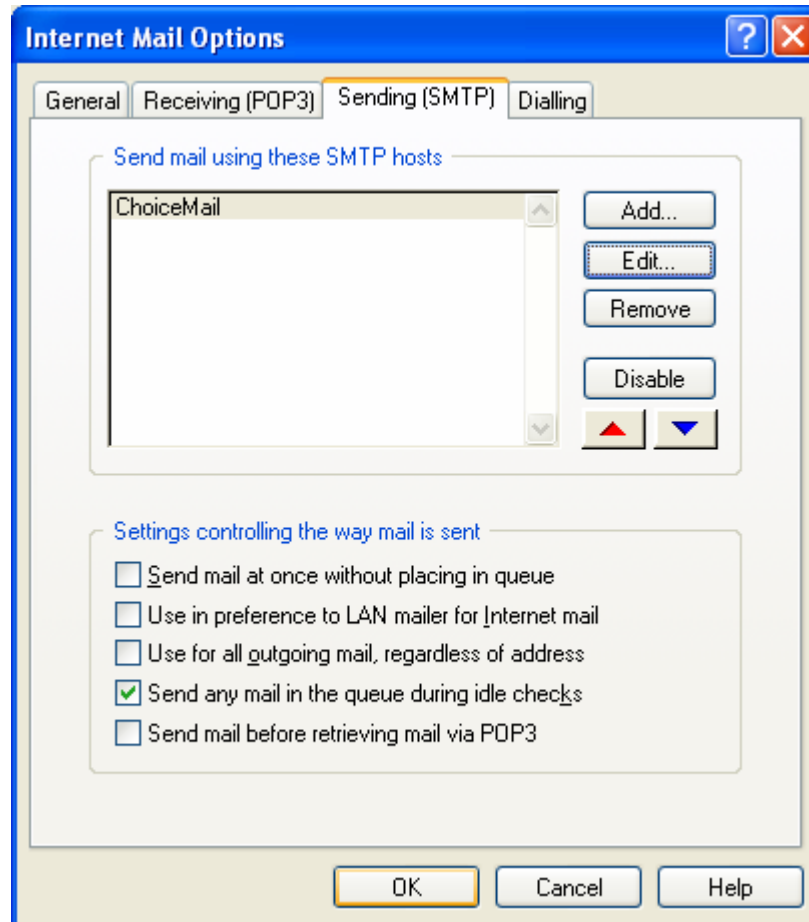
The screenshot shows a dialog box titled "Settings for sending mail (SMTP)". It has two tabs: "General" (selected) and "Security". The "General" tab contains three sections:

- Enter a name for this definition:** A text box containing "ChoiceMail".
- General settings for sending mail via SMTP:** A text box labeled "Server host name:" containing "localhost".
- Optional or advanced settings for sending mail:** Two text boxes: "Server TCP/IP port:" containing "25" and "Timeout:" containing "30" followed by "seconds". Below these is a checkbox labeled "Use an alternate e-mail address for the SMTP envelope" which is unchecked, and an empty text box labeled "Address:".

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

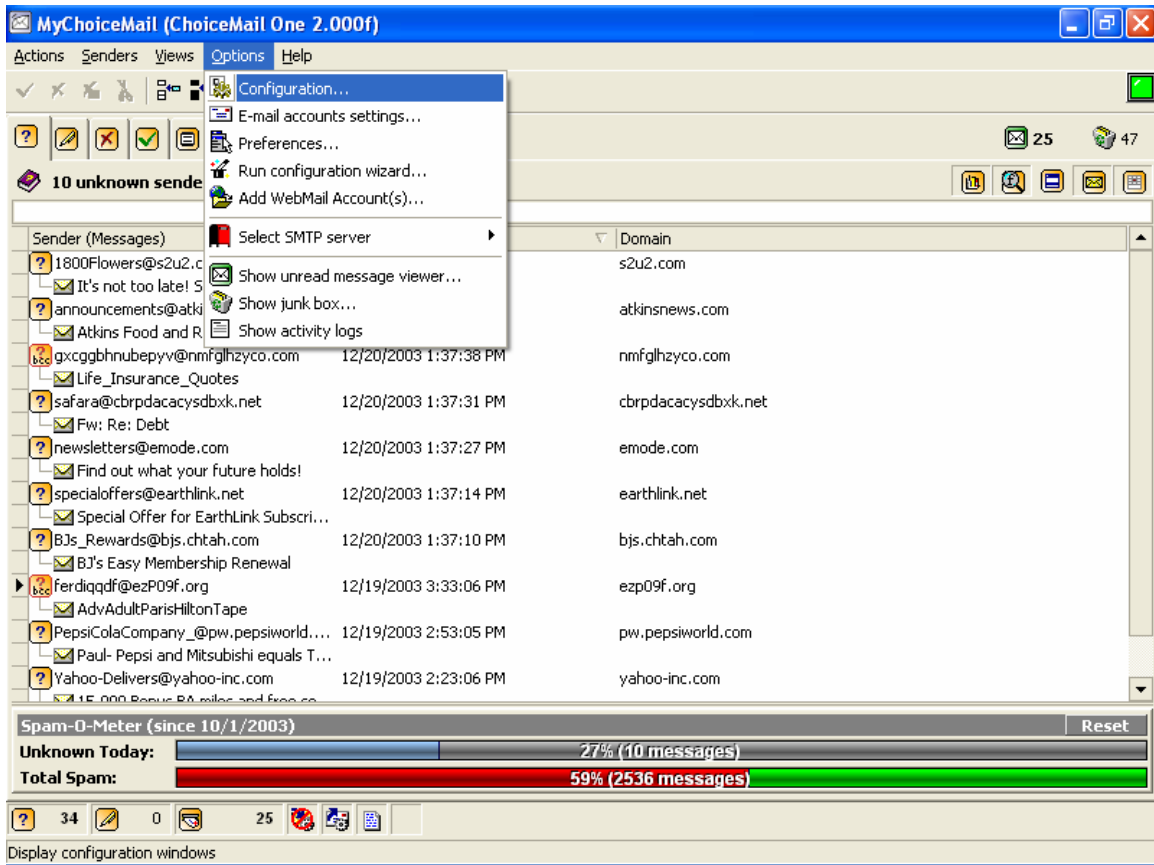
Internet Mail Options Screen

11. You should now see this screen: Click **OK** at the bottom of this screen and you, have completed the Setup/Checking of setting for Pegasus.

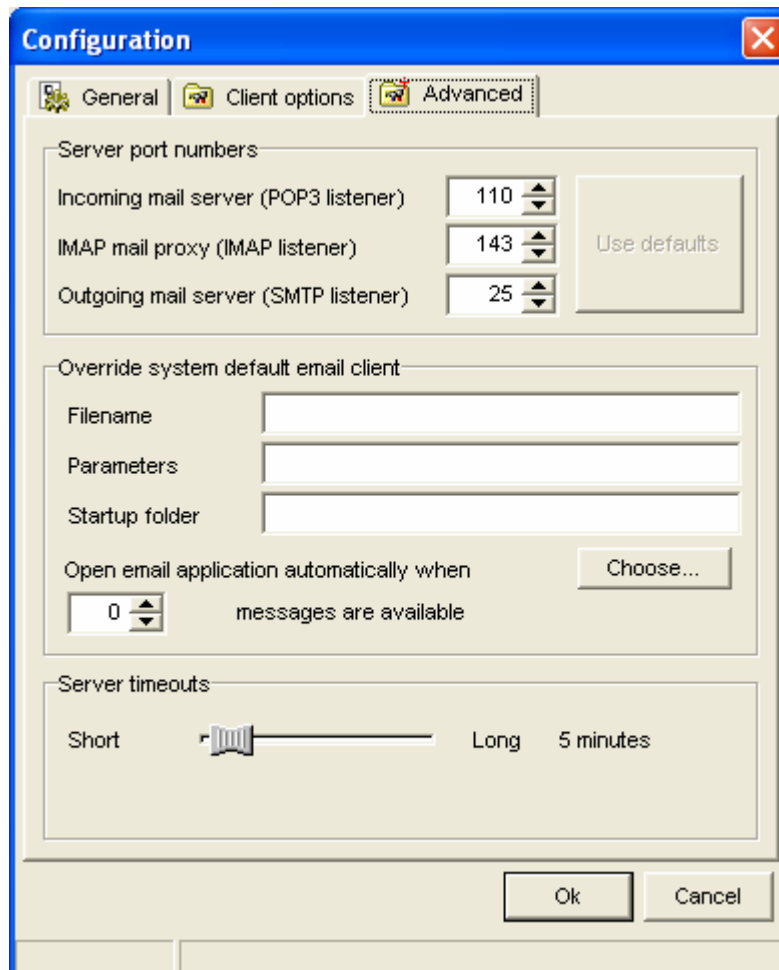


How to Check/Change the Port settings in ChoiceMail

1. From ChoiceMail's menu bar: Click on **Options -> Configuration-> Advanced Tab.**



2. From this screen you can change the Port settings in ChoiceMail for your Incoming Mail Servers (POP 3) and for your Outgoing SMTP Mail Server.
3. If you encounter a port conflict between your email client and ChoiceMail for incoming mail, (mail will not go to your email client from ChoiceMail), it may be necessary to choose a different port number so that they will communicate. Remember what ever port number you set this to it must match the one in your email client. Here are the Port Numbers that you can try: Port Numbers 110(Default), 115,120,125,130 or 135.
4. If you encounter a port conflict between your email client and ChoiceMail for incoming mail, (mail will not go to your ChoiceMail from your email client), it may be necessary to choose a different port number so that they will communicate Remember what ever port number you set this to it must match the one in your email client. Here are the Port Numbers that you can try: Port Numbers 25(default), 30,35,40,45 or 50.



5. In order to save your changes you must click on **OK** at the bottom of the screen.