

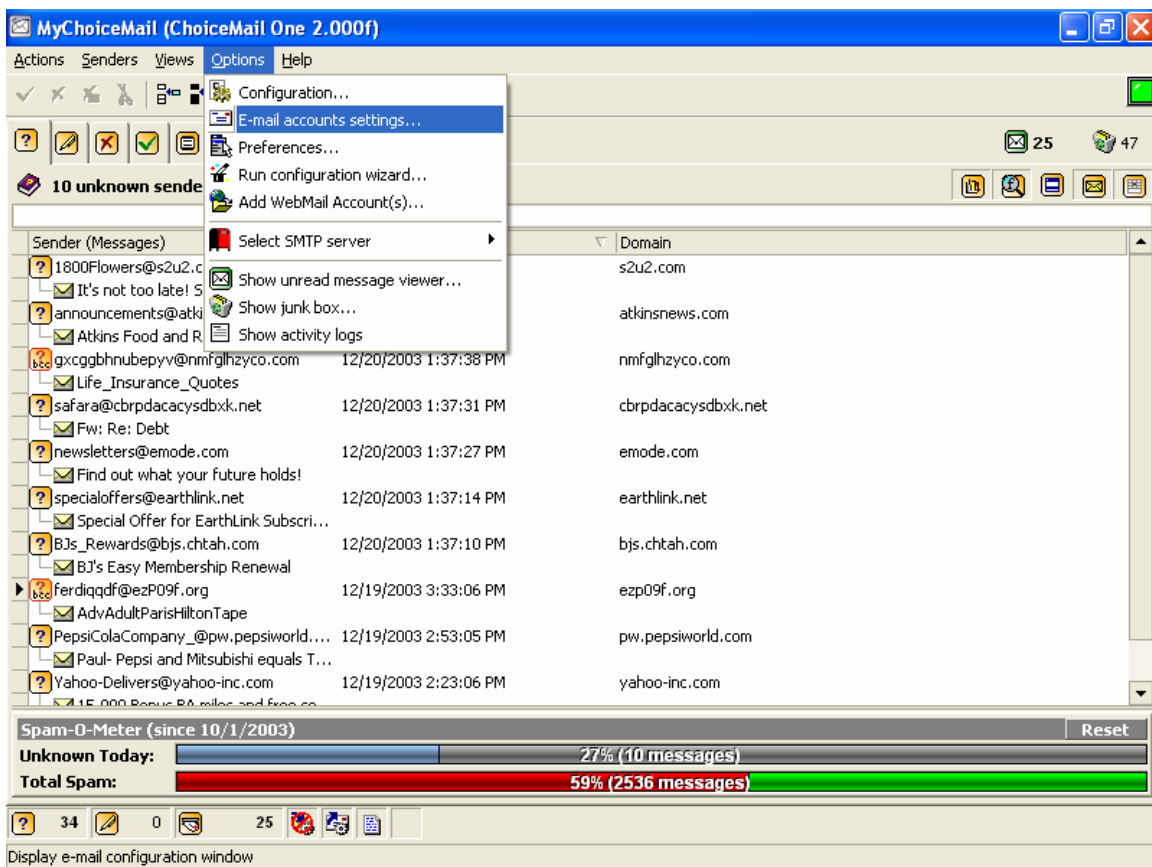


Checking Settings for Mozilla

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.

E-mail accounts settings and preferences

General | POP3 accounts | IMAP accounts | Aliases and Mailing Lists | Messag

myemailaddress@myisp.com
myusername@hotmail.com

POP3 source email address
myemailaddress@myisp.com

POP3 source username
myusername

POP3 source password

POP3 source host
POP.myisp.com

Account enabled

New Delete Test

Use Secure Password Authentication (SPA)

This server requires a secure connection (SSL) Advanced...

Specify the POP3 connection port: 110

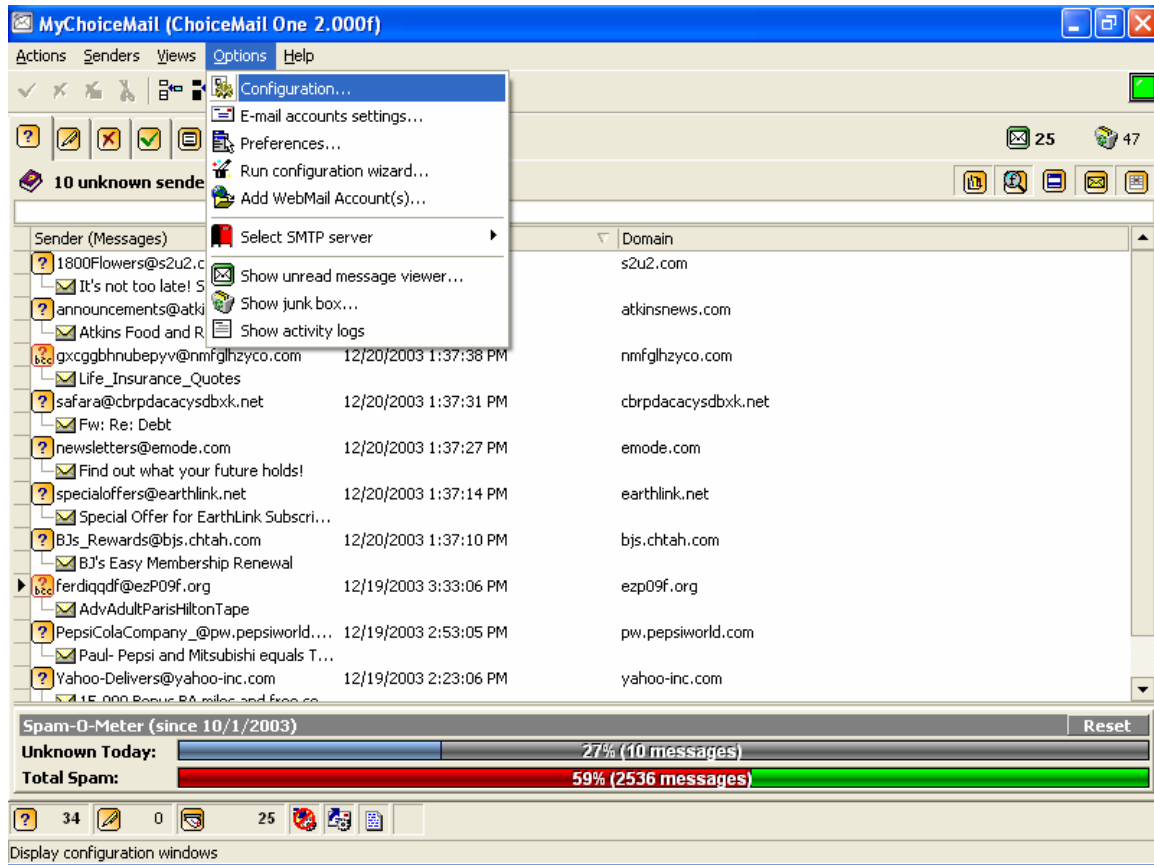
OK Cancel

POP3 port number for the selected source

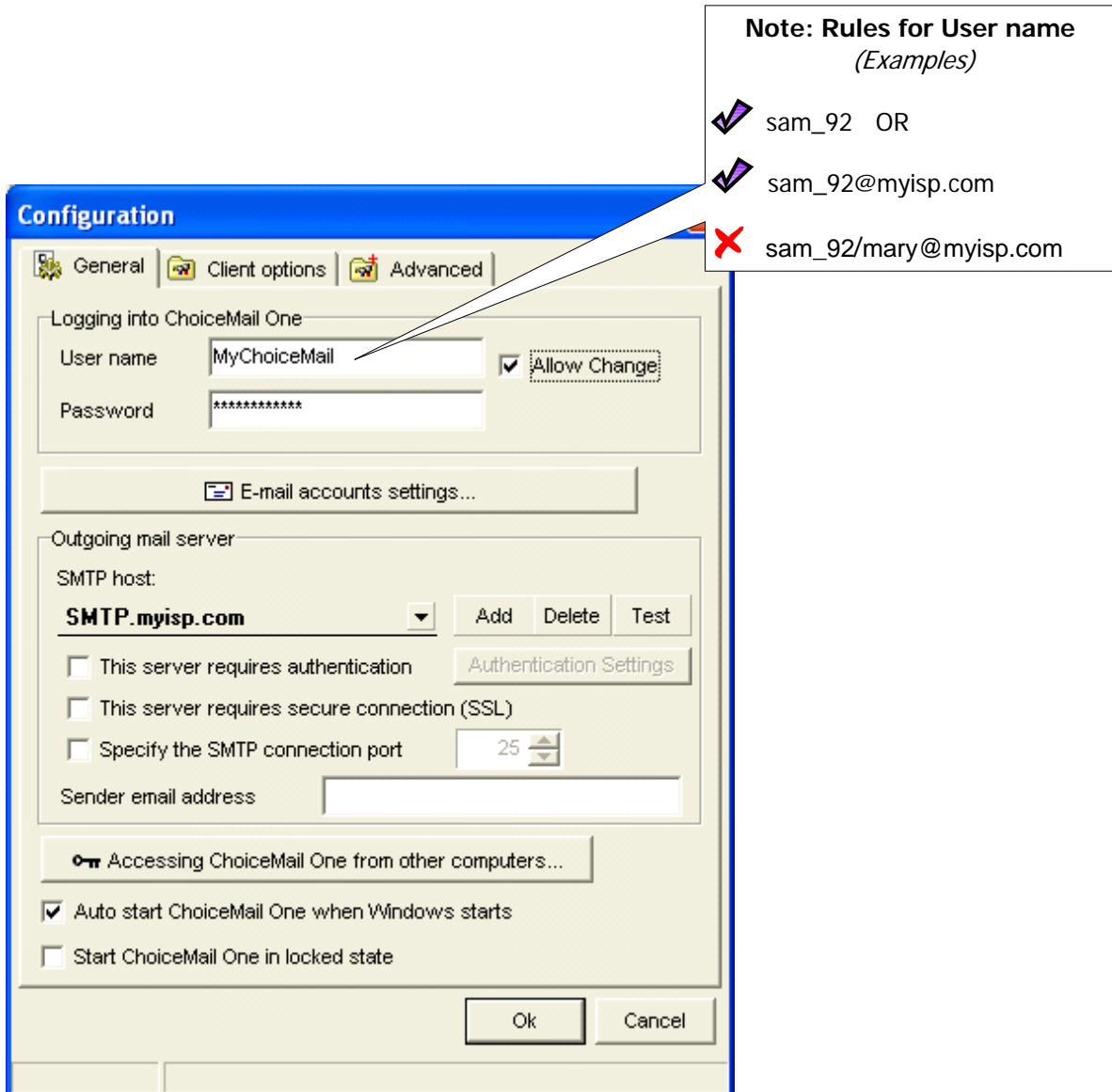
Note: Rules for User name
(Examples)

- 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.



Note: Rules for User name
(Examples)

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

Configuration

General Client options Advanced

Logging into ChoiceMail One

User name: MyChoiceMail Allow Change

Password: *****

E-mail accounts settings...

Outgoing mail server

SMTP host: SMTP.myisp.com Add Delete Test

This server requires authentication Authentication Settings

This server requires secure connection (SSL)

Specify the SMTP connection port 25

Sender email address

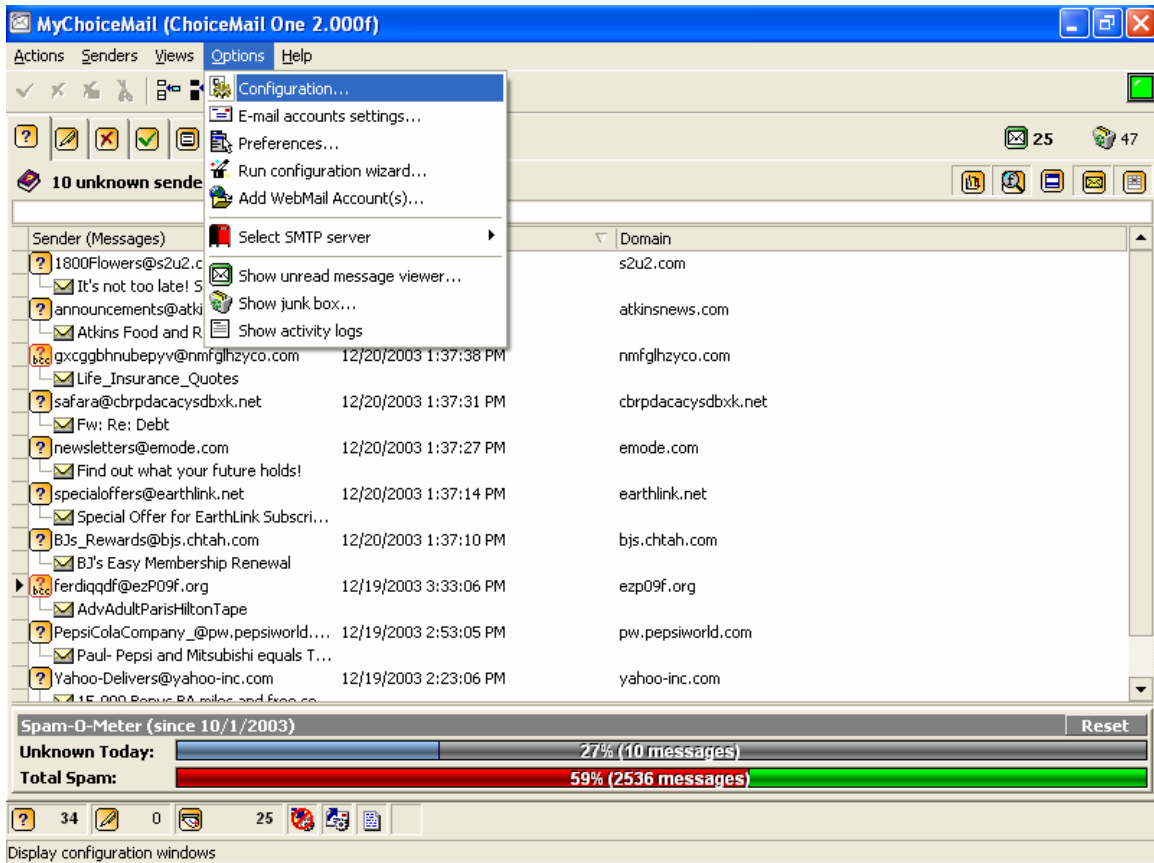
Accessing ChoiceMail One from other computers...

Auto start ChoiceMail One when Windows starts

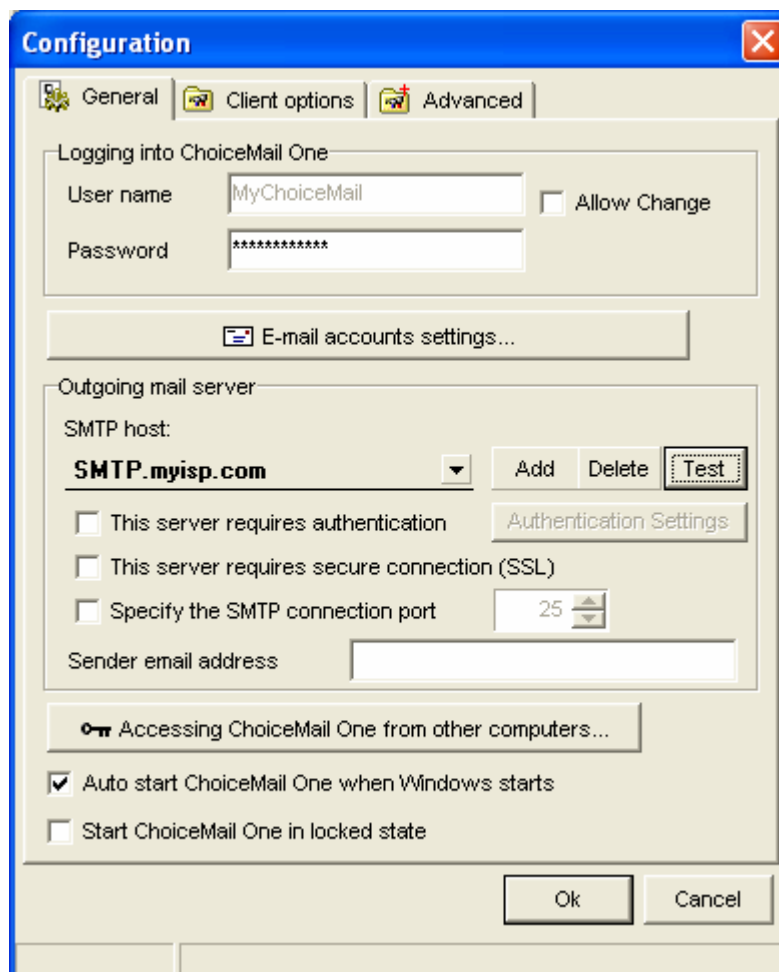
Start ChoiceMail One in locked state

Ok Cancel

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**.



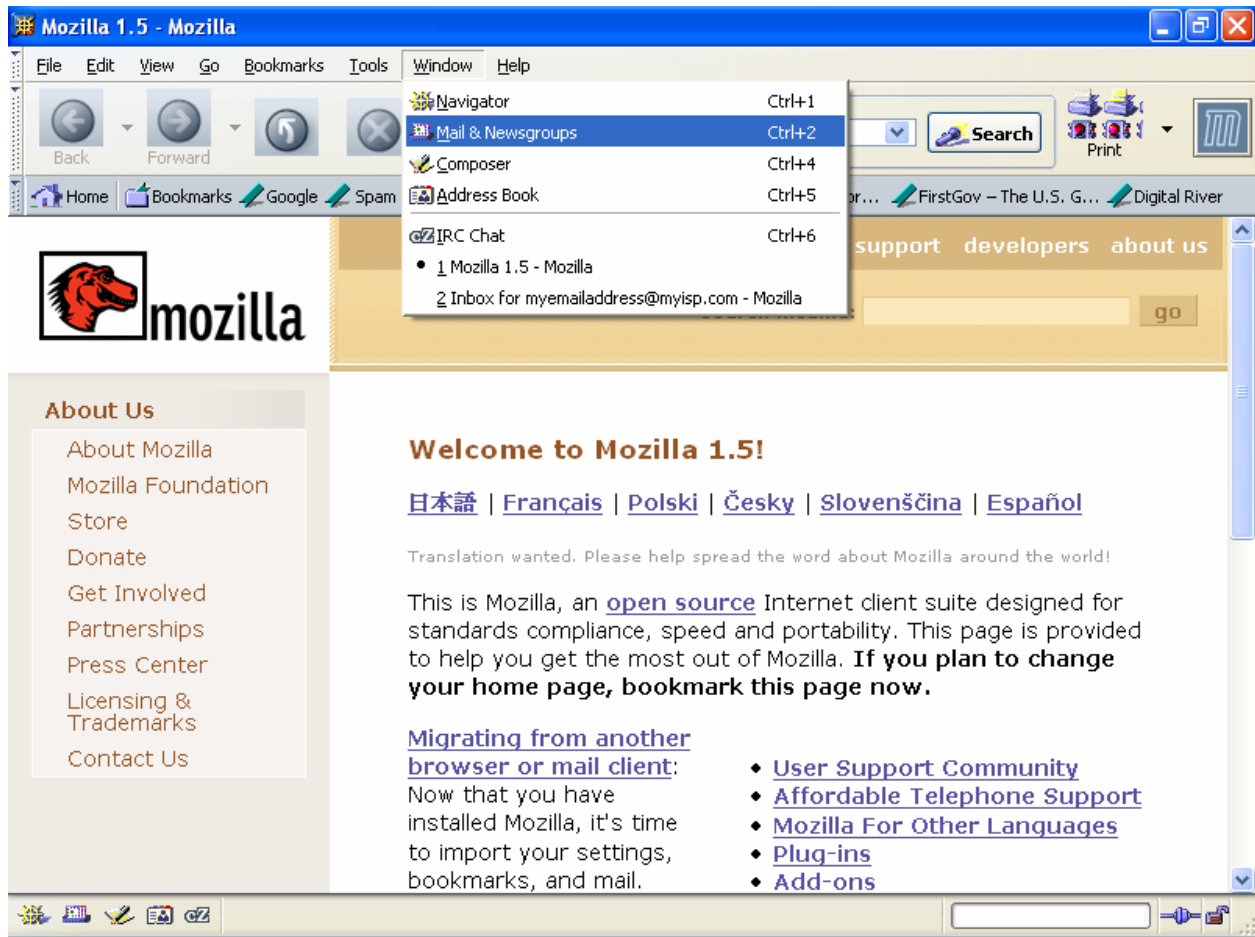
2. From the **General Tab** please go down to the section called **“Out going Mail Server”**. The mail server that is listed should be the mail server for the ISP that is providing your internet connection. This may be different from the company providing you with an email address so be sure to check.
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.



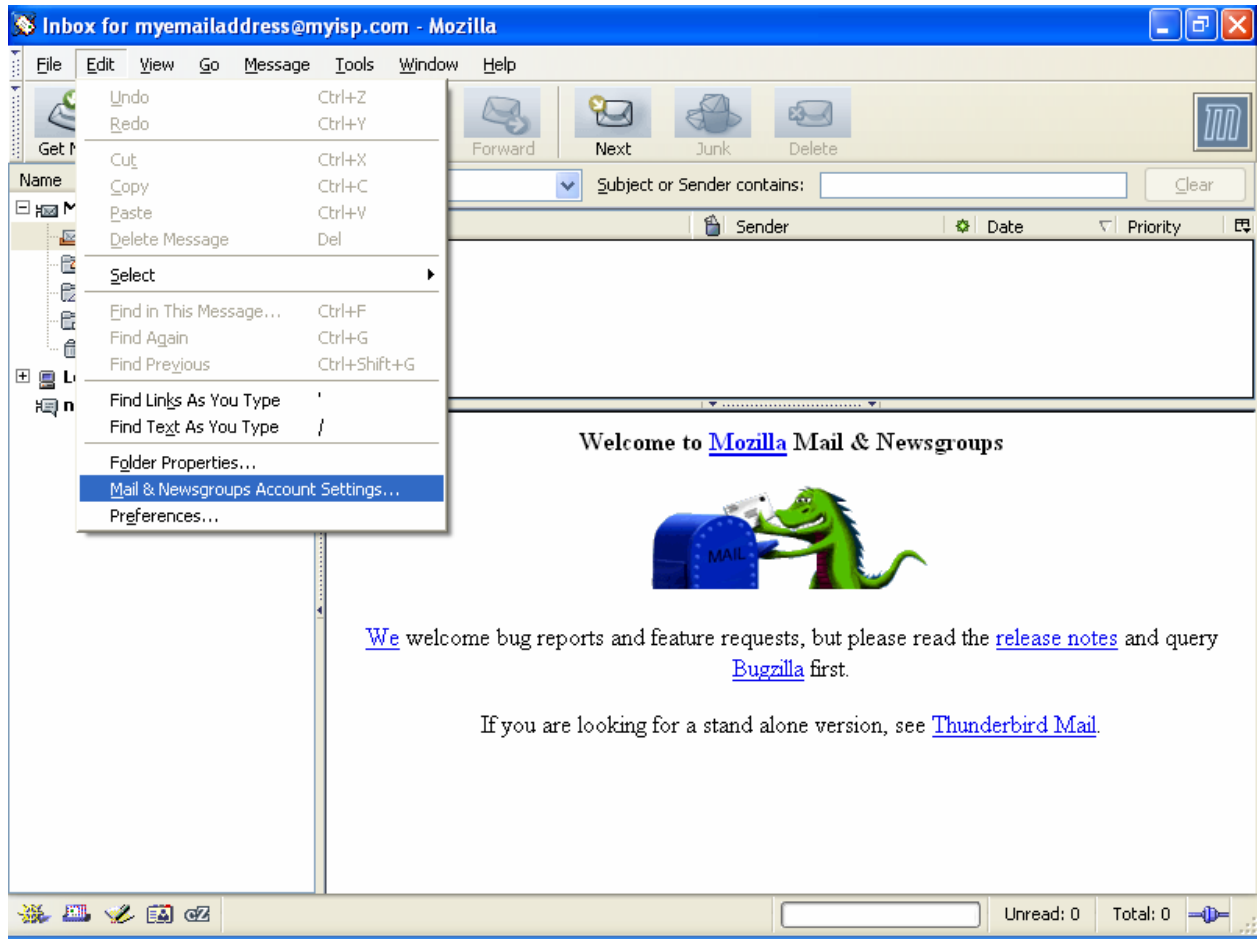


Checking Settings for Mozilla

1. Double click on Mozilla bring up the web browser.
2. From the Menu bar: Click on **Window -> Mail & Newsgroups**.



3. This screen will appear, select **Edit -> Mail & Newsgroups Account Settings**



4. Mail & News Account Settings:

- a. Account Name:
 - i. Enter a name for this account
- b. Identity:
 - i. Your Name: Enter your name
 - ii. E-mail Address: Enter the email address you wish Mozilla to display in the FROM field of outgoing mail. i.e. myemail@myisp.com
 - iii. Reply E-mail: Enter the email address you wish Mozilla to respond with if it is different then the one above
 - iv. Organization: Enter in the name of your organization if applicable.
 - v. Attach this Signature: Chose this option if you wish to attach a signature to each email that you compose.

Mail & Newsgroups Account Settings

My ChoiceMail

- Server Settings
- Copies & Folders
- Composition & Addressing
- Disk Space
- Return Receipts
- Security
- Local Folders
- new.netscape.com
 - Server Settings
 - Copies & Folders
 - Composition & Addressing
 - Offline & Disk Space
- Outgoing Server (SMTP)

Add Account...
Set as Default
Remove Account

Account Settings - <My ChoiceMail >

The following information is needed before you can send messages. If you do not know the information requested, please contact your system administrator or Internet Service Provider.

Account Name:

Identity

Each account can have its own identity, which is the information that other people see when they read your messages.

Your Name:

Email Address:

Reply-to Address:

Organization:

Attach this signature:

OK Cancel Help

5. Click on **Server Settings** (contained in the menu on the left hand side of the current screen).
 - a. Server Type: POP Mail Server
 - b. **Server Name:** localhost
 - c. **User Name:** When you come to User Name enter in the username that you used in ChoiceMail under the section "**Logging into ChoiceMail One**".
 - i. If you don't remember what Username or Password that you used [click here](#) for instructions on how to obtain that information from ChoiceMail.
 - d. Port: 110 (Default)
 - i. The only time that you will need to change the port number is if Mozilla still can not connect to ChoiceMail after you have checked all the settings in Mozilla 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 Mozilla 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](#).
 - e. Use secure connection (SSL): DO NOT check this option; if your ISP requires this to connect to their, make sure that this is set up in ChoiceMail. This option is not needed for Mozilla to connect to ChoiceMail.
 - f. Use secure Authentication: DO NOT check this option; if your ISP requires this to connect to their SMTP server, make sure that this is set up in ChoiceMail. This option is not needed for Mozilla to connect to ChoiceMail.
 - g. Check for messages at startup: Your preference
 - h. Check for messages every X minutes: Your preference
 - i. Automatically download new messages: Your preference
 - j. **Leave messages on server:** DO NOT check this option; ChoiceMail does NOT support this function.
 - k. Empty Trash on Exit: Your preference

Server Settings (POP 3)

The screenshot shows the 'Mail & Newsgroups Account Settings' dialog box. The 'Server Settings' tab is active. The 'Server Type' is 'POP Mail Server'. The 'Server Name' is 'localhost'. The 'User Name' is 'Username from ChoiceMail'. The 'Port' is '110'. The 'Server Settings' section includes options for secure connections, checking for new messages, and leaving messages on the server. A green callout bubble points to the 'User Name' field with the text 'There are NO spaces between the characters'. A white callout box titled 'Note: Rules for User Name (Examples)' lists two examples: '1. sam_92' and '2. sam_92/mary@myisp.com'. A white callout box titled 'User Name MUST be the same User name that is used in ChoiceMail under the Heading: 'Logging into ChoiceMail One'' points to the 'User Name' field.

Note: Rules for User Name (Examples)

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

There are NO spaces between the characters

Mail & Newsgroups Account Settings

My ChoiceMail

- Server Settings
- Copies & Folders
- Composition & Addressing
- Disk Space
- Return Receipts
- Security

Local Folders

- new.netscape.com
 - Server Settings
 - Copies & Folders
 - Composition & Addressing
 - Offline & Disk Space
- Outgoing Server (SMTP)

Add Account...
Set as Default
Remove Account

Server Settings

Server Type: POP Mail Server
Server Name: localhost
User Name: Username from ChoiceMail
Port: 110

Server Settings

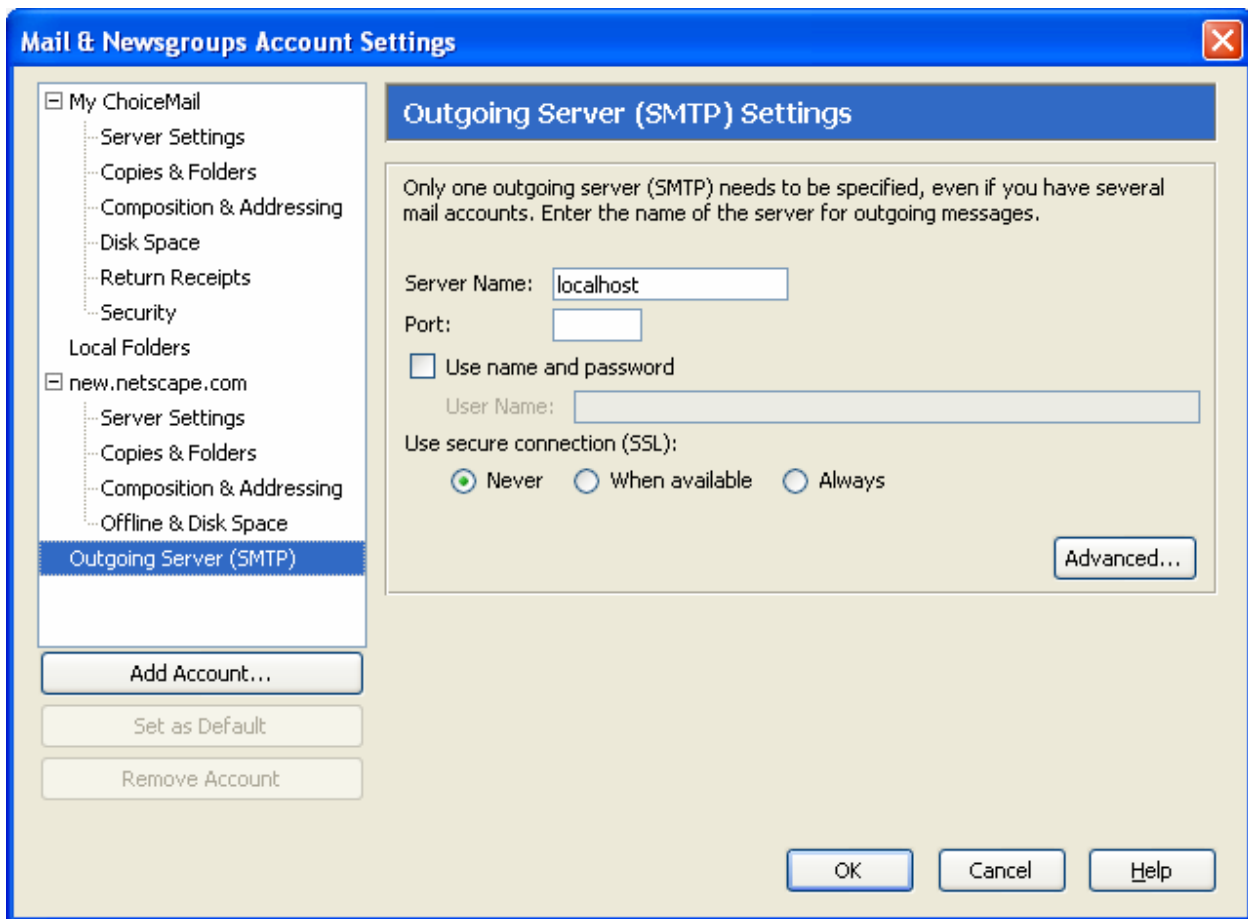
- Use secure connection (SSL)
- Use secure authentication
- Check for new messages at startup
- Check for new messages every 10 minutes
- Automatically download new messages
- Leave messages on server
 - Delete messages on server when they are deleted or moved from Inbox
- Empty Trash on Exit

Advanced...

Local directory:

OK Cancel Help

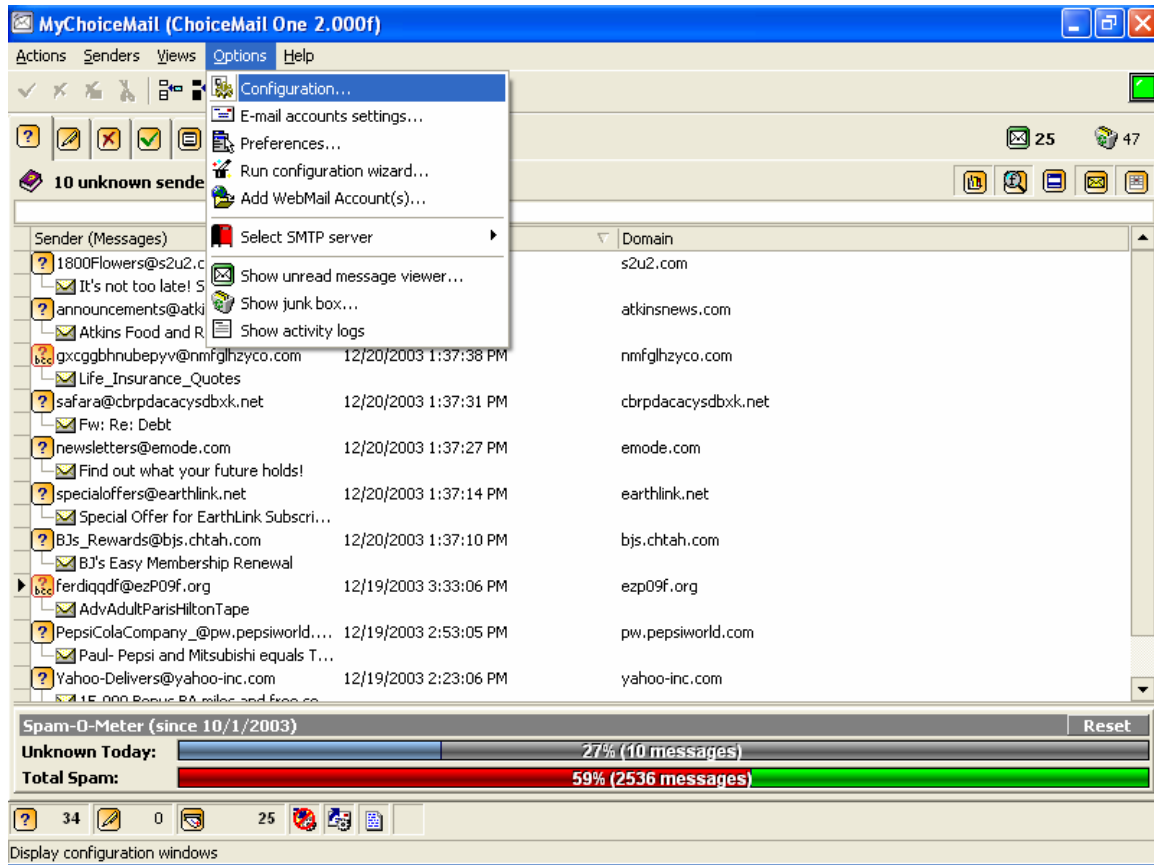
6. Click on **Outgoing Server SMTP** (contained in the menu on the left hand side at the bottom of the current screen).
 - a. **Server Name:** localhost
 - b. *Port:* 25 (Default)
 - i. The only time that you will need to change the port number is if Mozilla still can not connect to ChoiceMail after you have checked all the settings in Mozilla 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 Mozilla 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](#).
 - c. Use name and password: DO NOT check this option; if your ISP requires this to connect to their SMTP server, make sure that this is set up in ChoiceMail. This option is not needed for Mozilla to connect to ChoiceMail.
 - d. Use secure connection (SSL): DO NOT check this option; if your ISP requires this to connect to their SMTP server, make sure that this is set up in ChoiceMail. This option is not needed for Mozilla to connect to ChoiceMail.



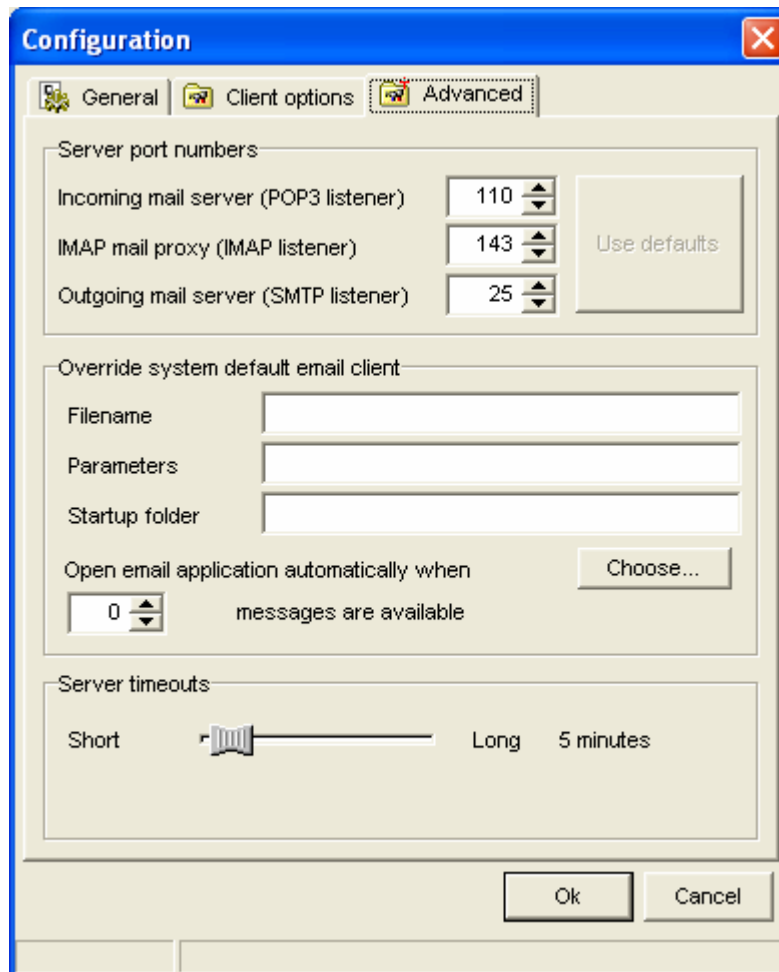
7. To complete your setup click OK. Mozilla is setup to send and receive mail from ChoiceMail.
8. **IMPORTANT:** When you are asked for your password for this account from Mozilla the password should be the same the one you entered in ChoiceMail under the section **“Logging into ChoiceMail One”**
 - i. If you don't remember what Username or Password that you used [click here](#) for instructions on how to obtain that information from ChoiceMail.

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.