

# Setting up your computer to access your Deltacom email

Please follow the simple steps below to set up and access your Deltacom email in Microsoft Outlook.

## **Typical settings required no matter which email software used:**

**Username:** Your Deltacom provided email address (in the format username@deltacom.net.nz).

**Password:** Your Deltacom provided email password.

**Incoming mail server (POP):** pop3.deltacom.net.nz

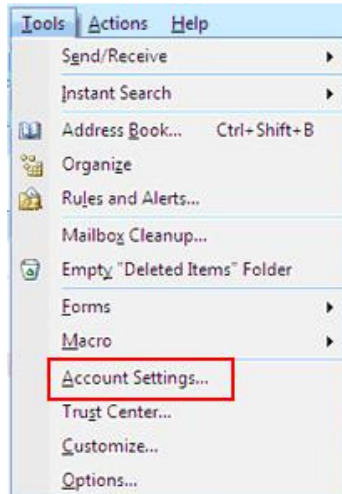
**Outgoing mail server (SMTP):** smtp.deltacom.net.nz

## **Important note:**

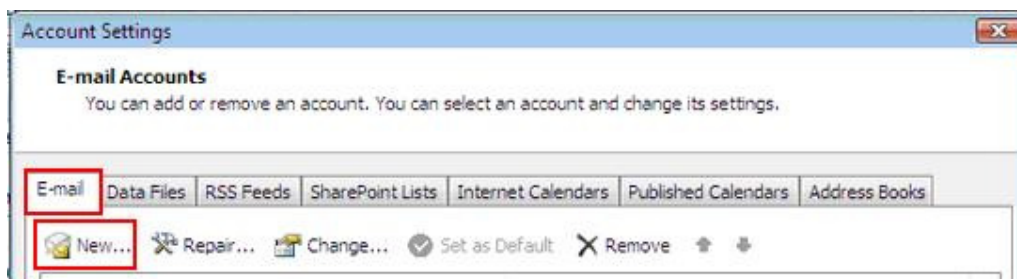
You can also access your Deltacom emails online anytime, anywhere via our web mail server at: <http://webmail.deltacom.net.nz>

## **Steps for setting up and accessing your Deltacom email in Microsoft Outlook:**

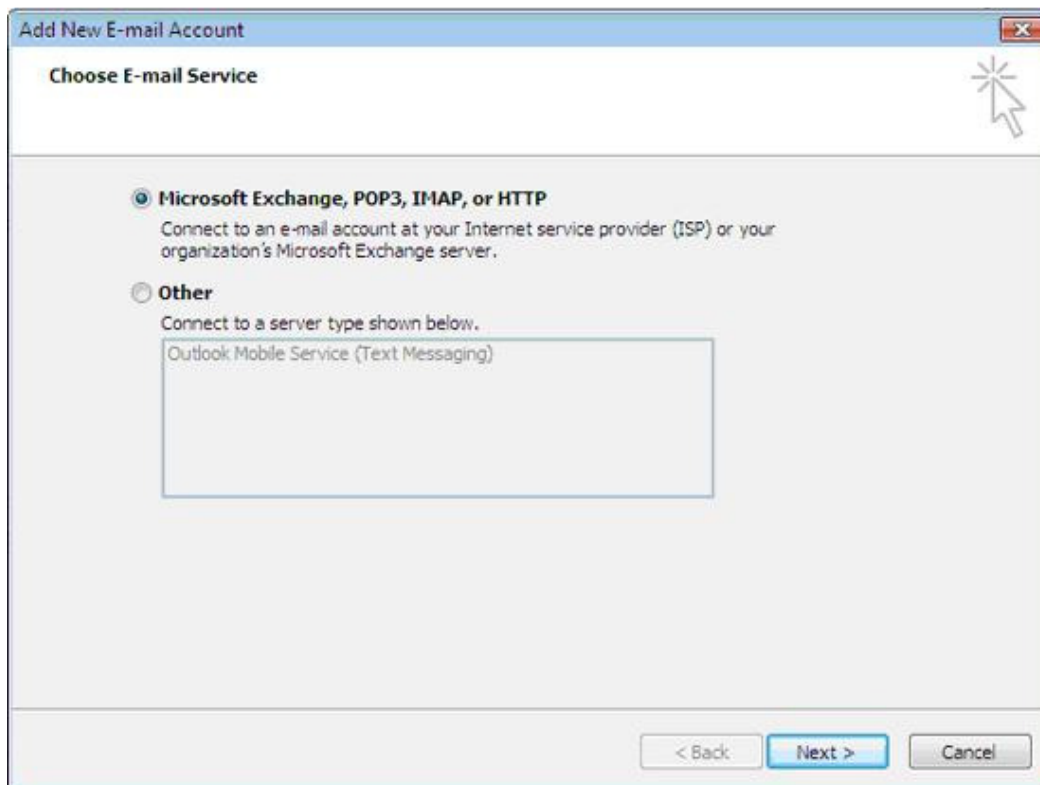
1. Click on **Tools** and select **Account Settings**.



2. With the **E-mail** tab selected, click on **New**.

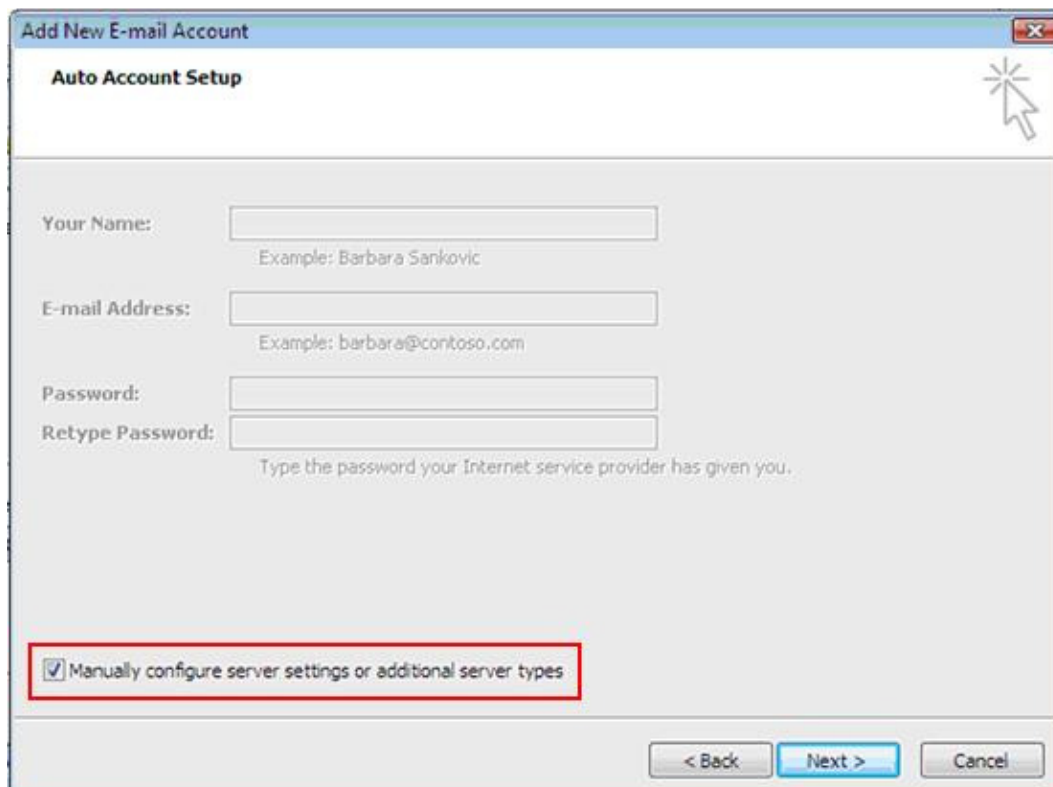


3. Select the **Microsoft Exchange, POP3, IMAP, or HTTP** radio button and click **Next**.



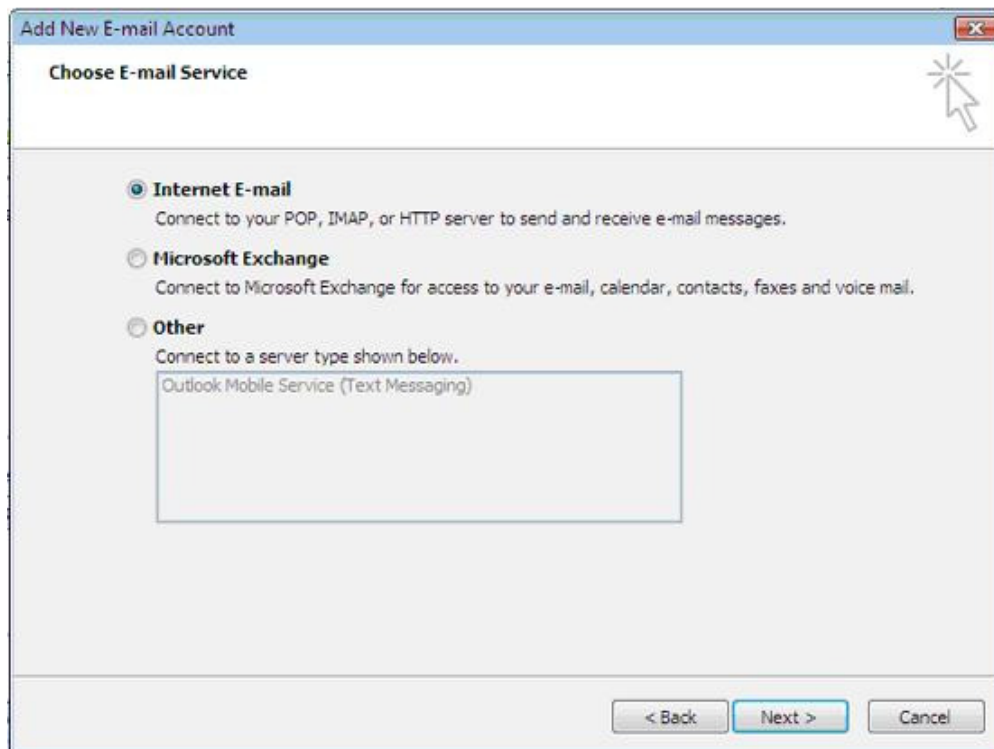
The screenshot shows the 'Add New E-mail Account' dialog box with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Choose E-mail Service'. There are two radio button options: 'Microsoft Exchange, POP3, IMAP, or HTTP' (which is selected) and 'Other'. Below the 'Other' option is a text box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Tick the **Manually configure server settings or additional server types** check box and click on **Next**.



The screenshot shows the 'Add New E-mail Account' dialog box with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Auto Account Setup'. There are four input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'Retype Password:'. Below the 'Retype Password:' field is the text 'Type the password your Internet service provider has given you.'. At the bottom left, there is a checked checkbox labeled 'Manually configure server settings or additional server types', which is highlighted with a red rectangle. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Select the **Internet E-mail** radio button and click on **Next**.

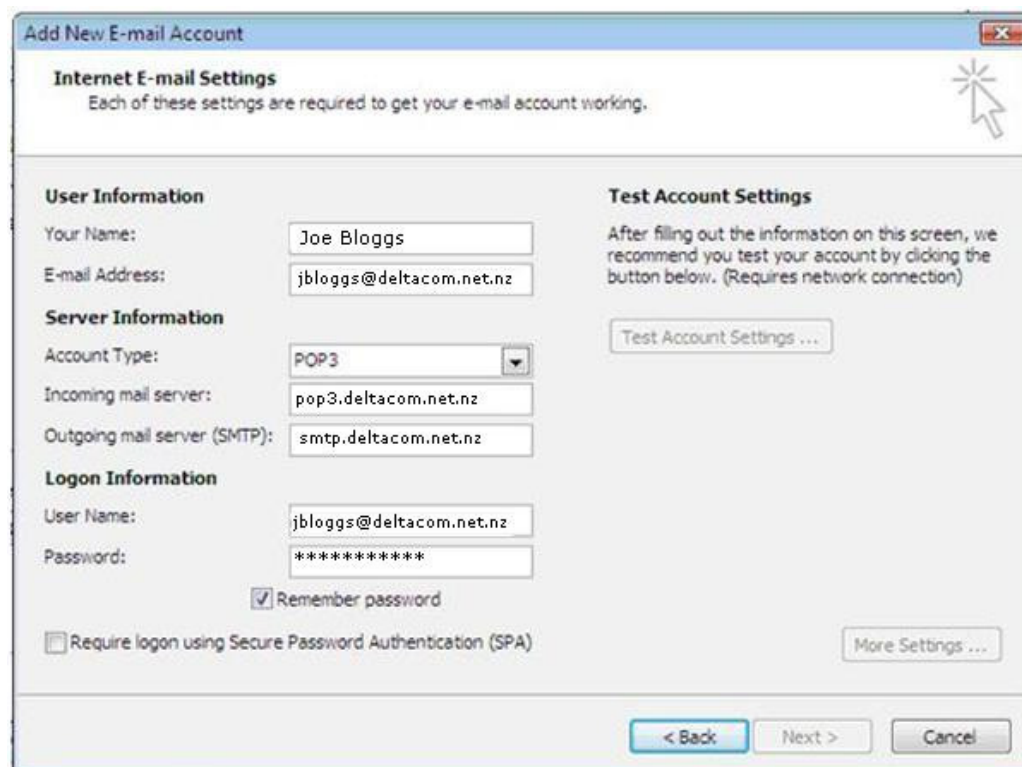


The screenshot shows a window titled "Add New E-mail Account" with a close button in the top right corner. The main heading is "Choose E-mail Service". There are three radio button options:

- Internet E-mail**  
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange**  
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other**  
Connect to a server type shown below.  
Outlook Mobile Service (Text Messaging)

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

6. Update **only** the (populated) fields as set out below. You will need to enter your Deltacom provided email address, user name and password. Then click **Next**.



The screenshot shows a window titled "Add New E-mail Account" with a close button in the top right corner. The main heading is "Internet E-mail Settings" with a sub-heading "Each of these settings are required to get your e-mail account working." There are two columns of settings:

**User Information**

- Your Name: Joe Bloggs
- E-mail Address: jbloggs@deltacom.net.nz

**Server Information**

- Account Type: POP3
- Incoming mail server: pop3.deltacom.net.nz
- Outgoing mail server (SMTP): smtp.deltacom.net.nz

**Logon Information**

- User Name: jbloggs@deltacom.net.nz
- Password: \*\*\*\*\*
- Remember password
- Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

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

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

7. When prompted, click on **Finish**.