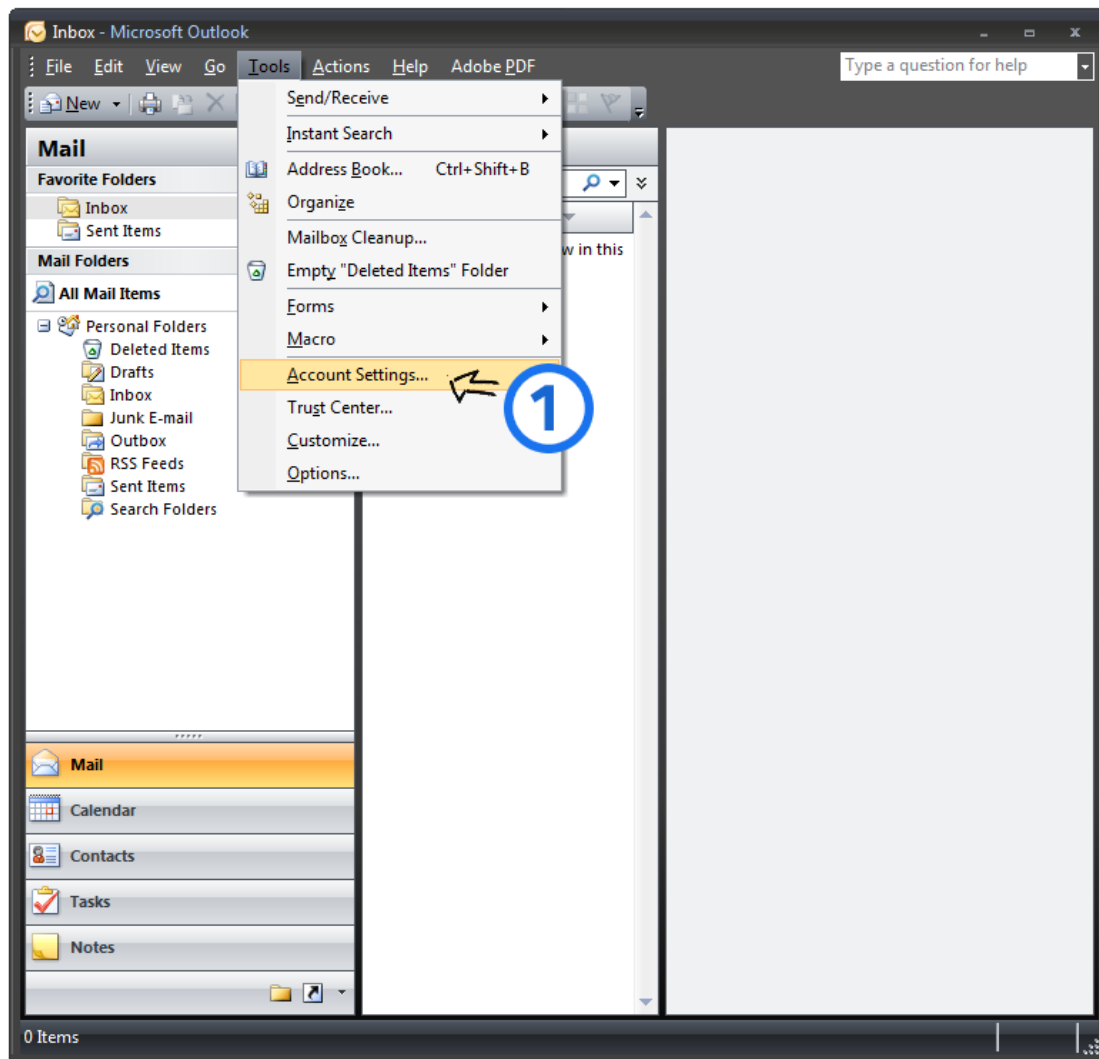How to setup your UberNet email pop3 account

Windows Office Outlook 2007 on XP/Vista
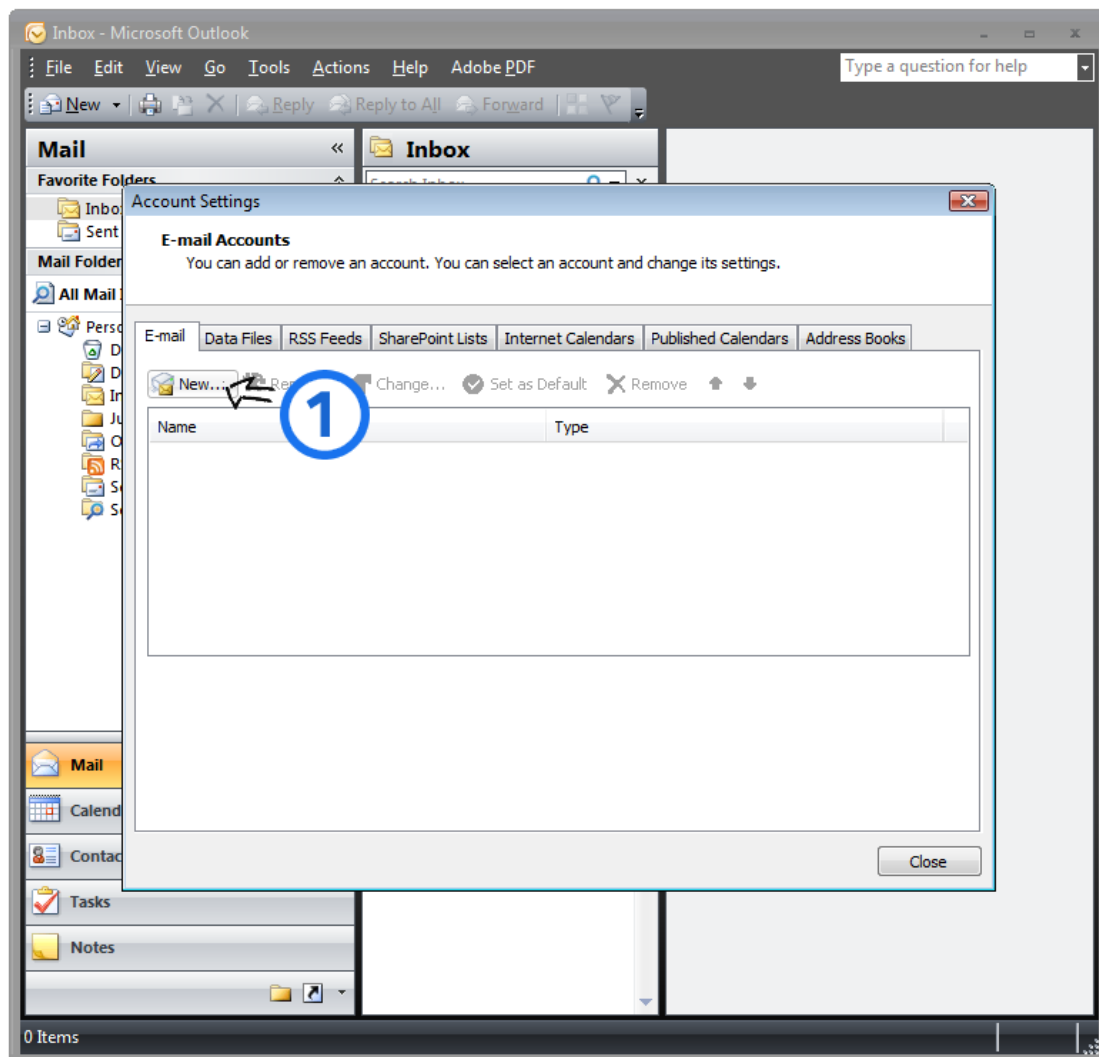
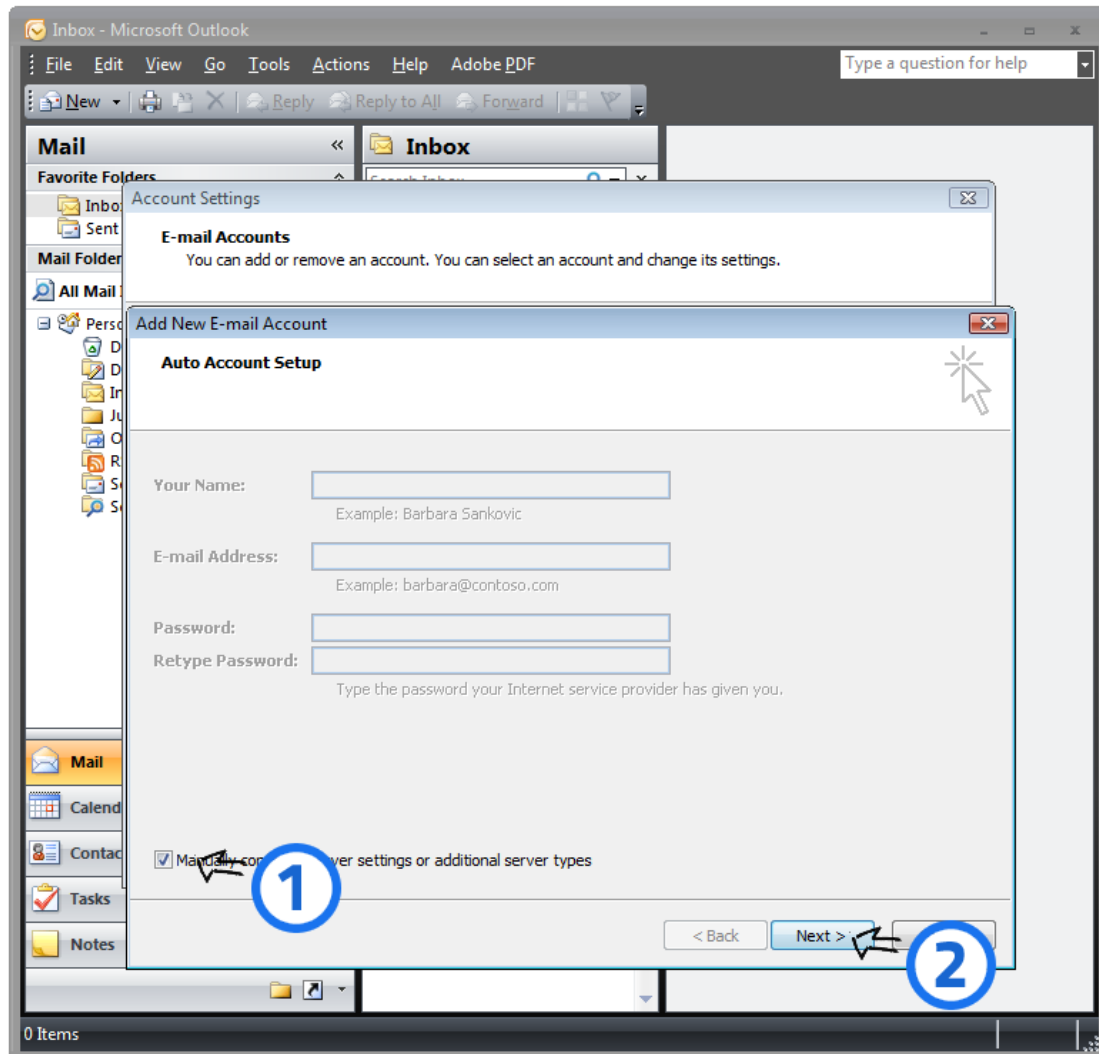## With Office Outlook open

1. Go to `Tools` then `Account Settings`

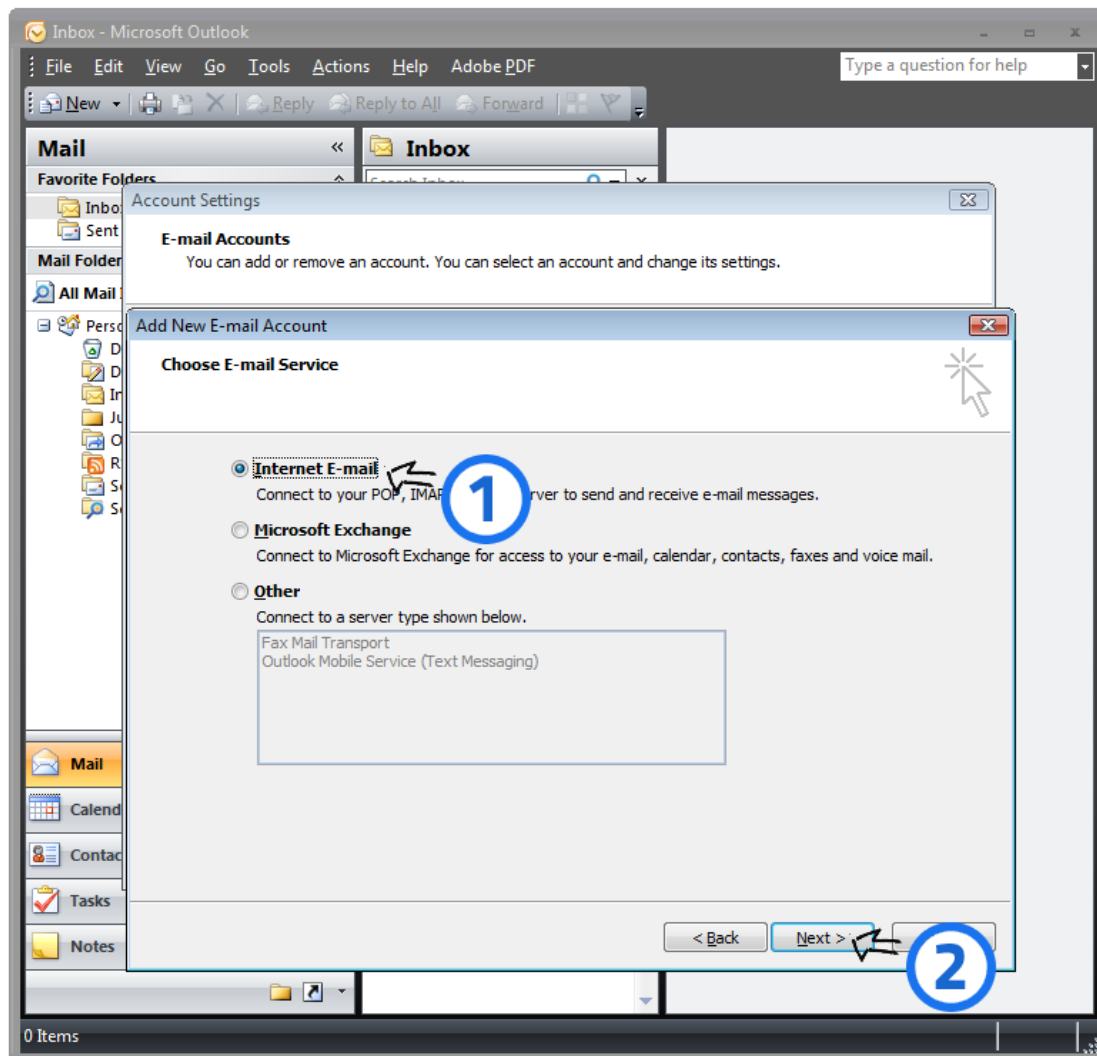# E-mail Accounts

1. Click 'New on the left hand side.

Auto Account Setup

1. Select 'Manually configure server settings'
2. Click next to continue

Choose E-mail Service

1. *Select 'Internet E-mail' from the list*
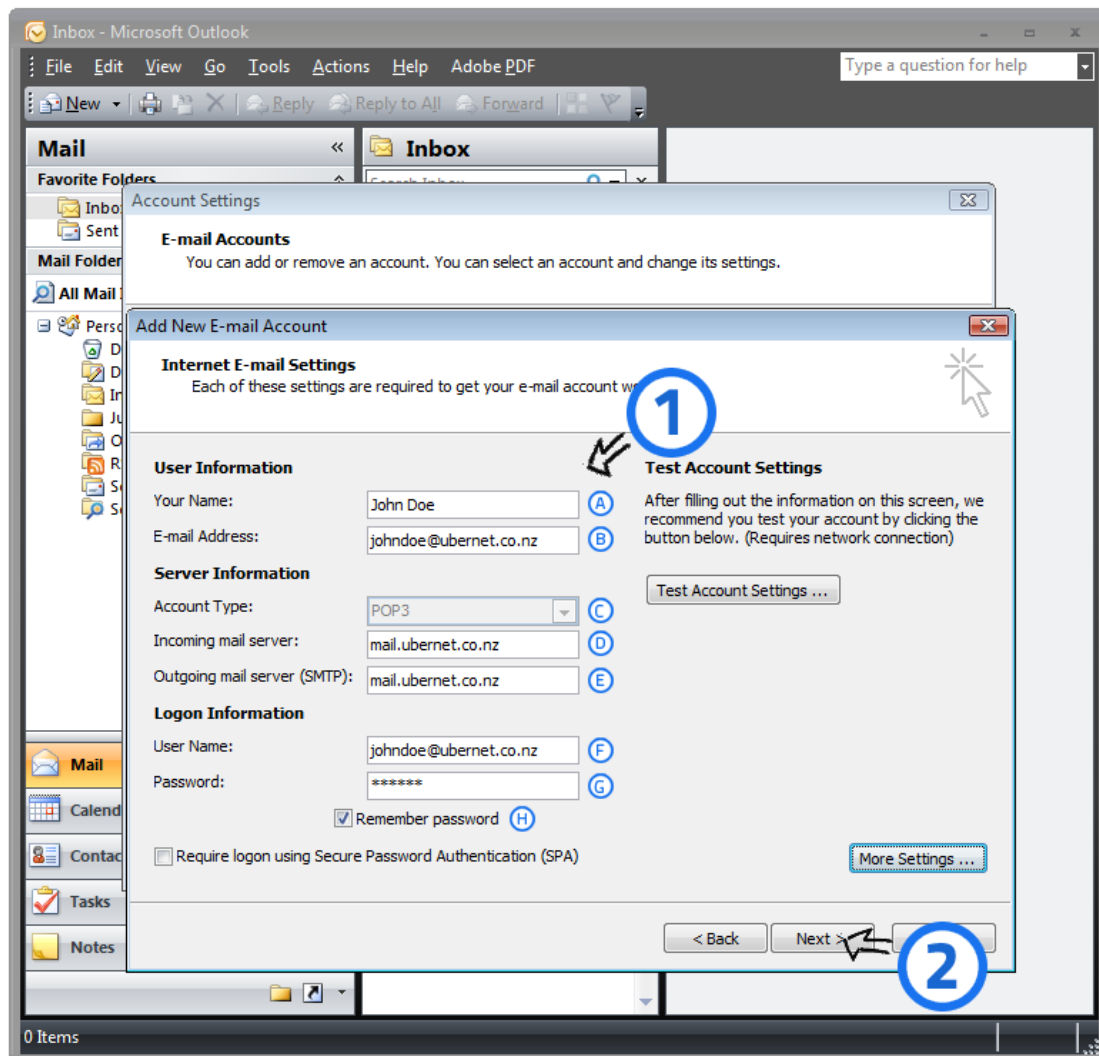2. Click next to continue.

Internet E-mail Settings

1. Setup your email account
    a. The name you wish to be known as.
    b. Enter your full UberNet E-mail address. If you are unsure what this is please contact customer services on 09 438 5473 or support@ubernet.co.nz
    c. Set Account Type to **POP3**
    d. Set incoming mail server to **mail.ubernet.co.nz**
    e. Set outgoing mail server to **mail.ubernet.co.nz**
    f. Enter your username, which is your full UberNet E-mail address
    g. Choose to have Office Outlook remember your password or not.
    *Please note: not remembering your password only means new messages cannot be downloaded. It does **not** stop someone else on the computer opening your inbox and reading/deleting already downloaded messages.*
2. Click next to continue. Click finish on the next dialog.

THAT'S IT. YOU'RE ALL DONE. YOU CAN NOW SEND AND RECEIVE EMAIL!

If you have any issues or problems please don't hesitate to contact us!