

**All customers will need to do the following steps in order to start receiving emails.**

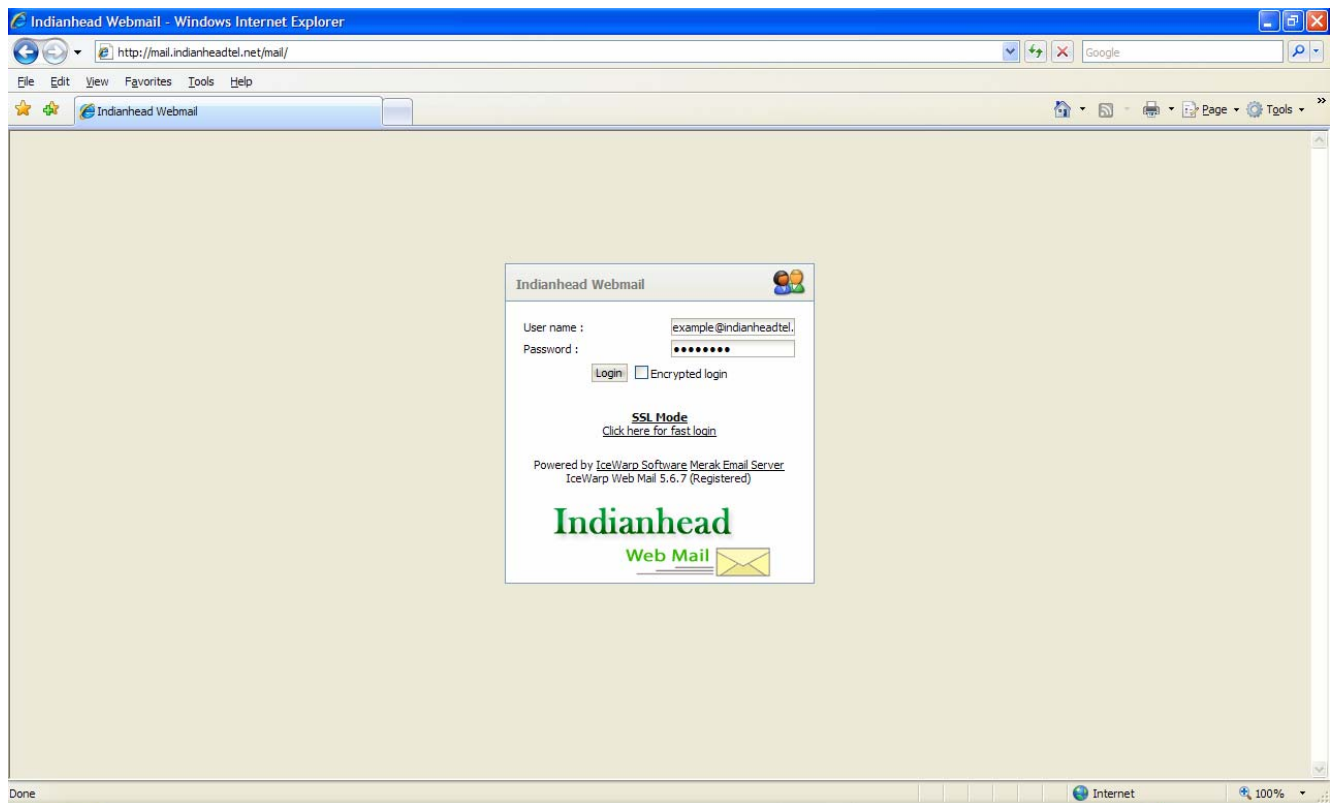
## **WEBMAIL USERS**

If you are a webmail user their will be no changes except a new address to access webmail.

<http://mail.indianheadtel.net>

Username remains your email address. i.e. [example@indianheadtel.net](mailto:example@indianheadtel.net)

Password is you email password

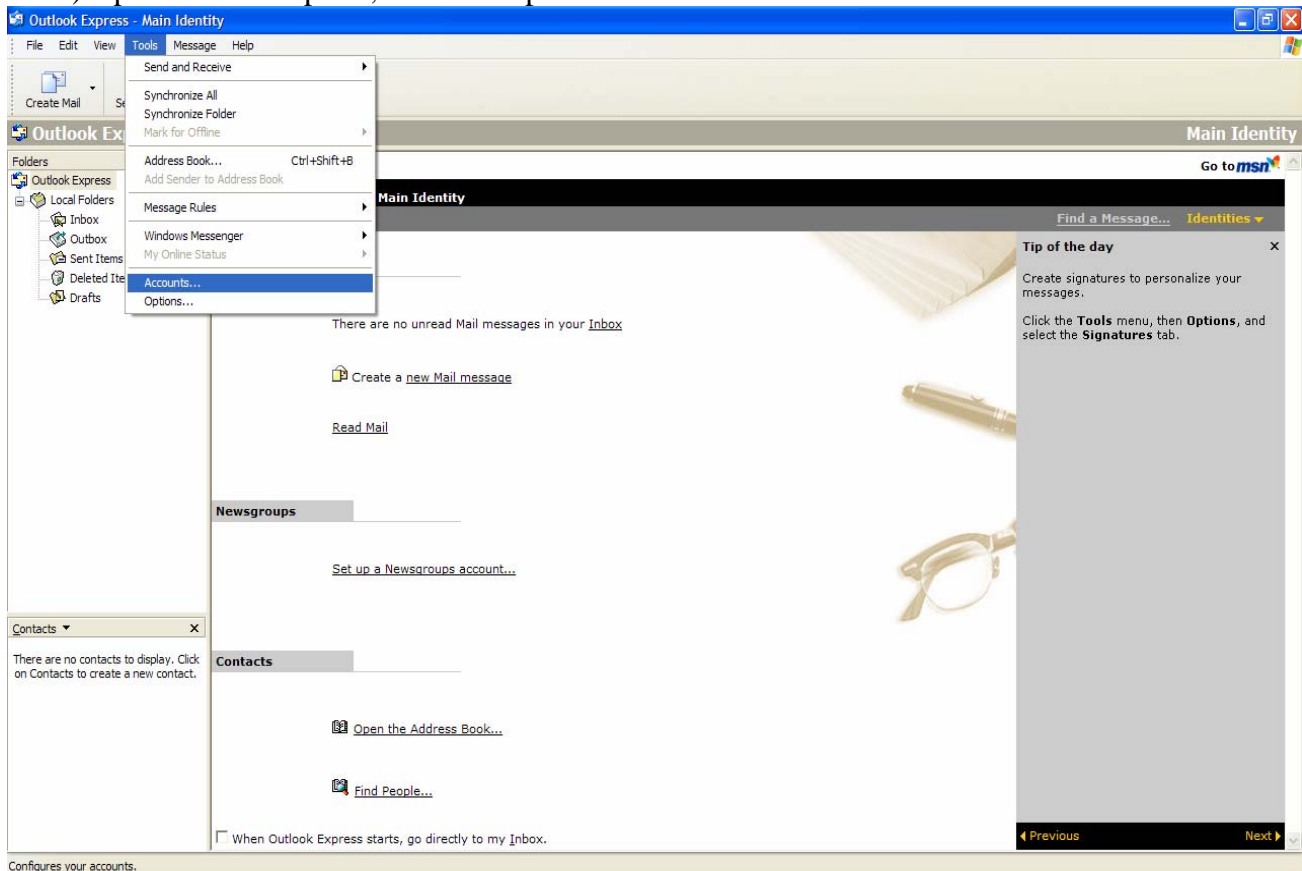


# EMAIL USERS

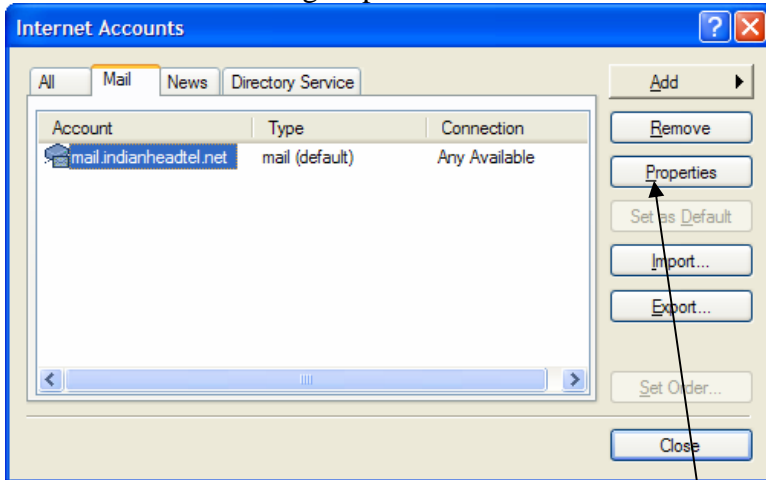
Due to some unforeseen issues we will have to make several minor changes in order to get you email back up and working. Please follow these steps before calling the office or tech support. If you are still having trouble please call our help desk at 1-888-531-3334.

## Outlook Express Users

1) Open outlook express, once it is open click on **Tools** then **Accounts**

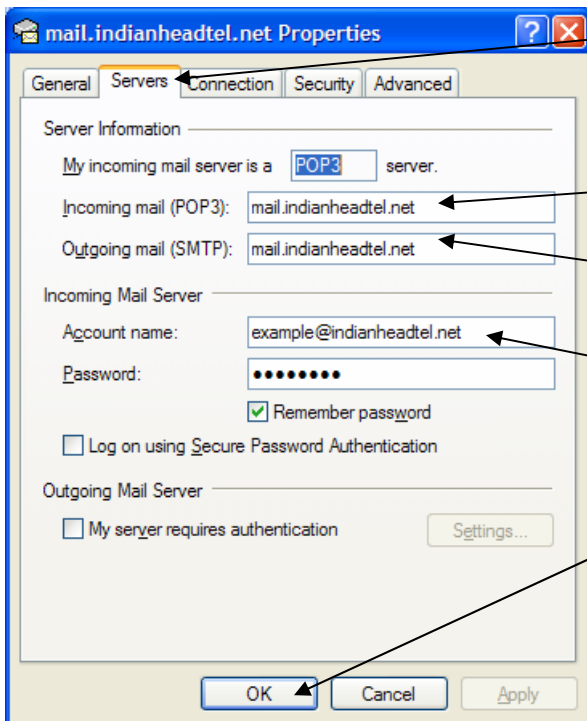


2) Click on the **MAIL** Tab. You will see something similar to this. You may also see “pop3.indianheadtel.net” or simply your name. You may also see more than one, in that case you will need to do the following steps for each.



3) Click on “mail.indianheadtel.net” and then click “properties”.

4) This screen will appear.



Click on the **SERVERS** tab.

This is where you will need to make the changes.

Incoming mail(POP3) mail.indianheadtel.net

Outgoing mail(SMTP) mail.indianheadtel.net

Account name: example@indianheadtel.net

*In the account name box all simply add the @indianheadtel.net to the end of **your** account name.*

Click OK or close on all screens until you are back to Outlook express and your email should be working.

If you have more than you will need to follow these steps for each account. **Microsoft Outlook** users will need to do the following also, depending on the version of Outlook that you are using the steps will vary, if you have questions please call our help desk at 1-888-531-3334.