Preparing for migration to Plantagenet's new e-mail server

1) You CAN do this!

- 2) Visit <u>http://newmail.pil.net</u> and log into the "Webmail User Interface" link using your *full email address* as your username and your current PIL email password. Make certain you can successfully log in. If not send email to <u>support@pil.net</u> and we'll reset your password for you.
- 3) Determine how you read your email and follow the instructions for **EACH** device you use to get your e-mail:
 - a. Webmail at <u>www.pil.net</u> (no action required)
 - b. Email on a Windows PC using Outlook or other email tool



Double click your PIL email account (repeat these next few steps if you have more than one account)

User Information		Test Account Settings
Your Name: E-mail Address:	John Appleseed	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Server Information Account Type: Incoming mail server: Dutgoing mail server (SMTP): Logon Information Jser Name:	POP3 mail.pil.net mail.pil.net john@appleseed.com	Test Account Settings Test Account Settings by dicking the Next button Deliver new messages to: C New Outlook Data File C Existing Outlook Data File Browse
Password:	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings

Check the incoming and outgoing server names and make sure that they do **NOT** say mail.pil.net. The screen shot above is **WRONG**. Change all instances of mail.pil.net to mail.yourdomain.tld. Example below the server name should be **mail.appleseed.com** for incoming and outgoing.

Make no other changes. Save and test your email is working properly.

c. Email on a Mac using Mac Mail or Outlook

Open Outlook or Mail for the Mac and go to preferences, then accounts. Locate your PIL email account and click it.

Check the incoming and outgoing server names and make sure that they do <u>NOT</u> say mail.pil.net. The screen shot below is **WRONG**. Change all instances of mail.pil.net to mail.yourdomain.tld. Example below the server name should be **mail.appleseed.com** for incoming and outgoing.

	Pil IMAP Account		
Account description:	Pil		
Personal information			
Full name:	Johnny Appleseed		
E-mail address:	john@appleseed.com		
Server information			
User name:	john@appleseed.com		
Password:	•••••		
Incoming server:	mail.pil.net	:	143
	Override default port Use SSL to connect (recommended) Always use secure Use an encrypted co	onne	ction to connect
Outgoing server:	mail.pil.net	:	587
	Override default port		
	Use SSL to connect (recommended)		
	More Options		
Learn about IMAP acco	unt settings	Ad	vanced

make no other changes, test your email to make sure it still works

d. Iphone/Android/Windows Smartphone Ipad or other tablet computer

Due to the number of different devices available, screen shots are not provided for this section.

Simply locate the e-mail account settings for your device and make certain for each PIL e-mail account that you are NOT using mail.pil.net as the server name.

Change the incoming and outgoing e-mail servers to match your domain name. E.G. if your e-mail address is john@appleseed.com your incoming and outgoing servers are mail.appleseed.com

Make no other changes.

4) When these changes have been completed and verified for ALL users on your domain, email us at support@pil.net to schedule the DNS cutover to the new server.