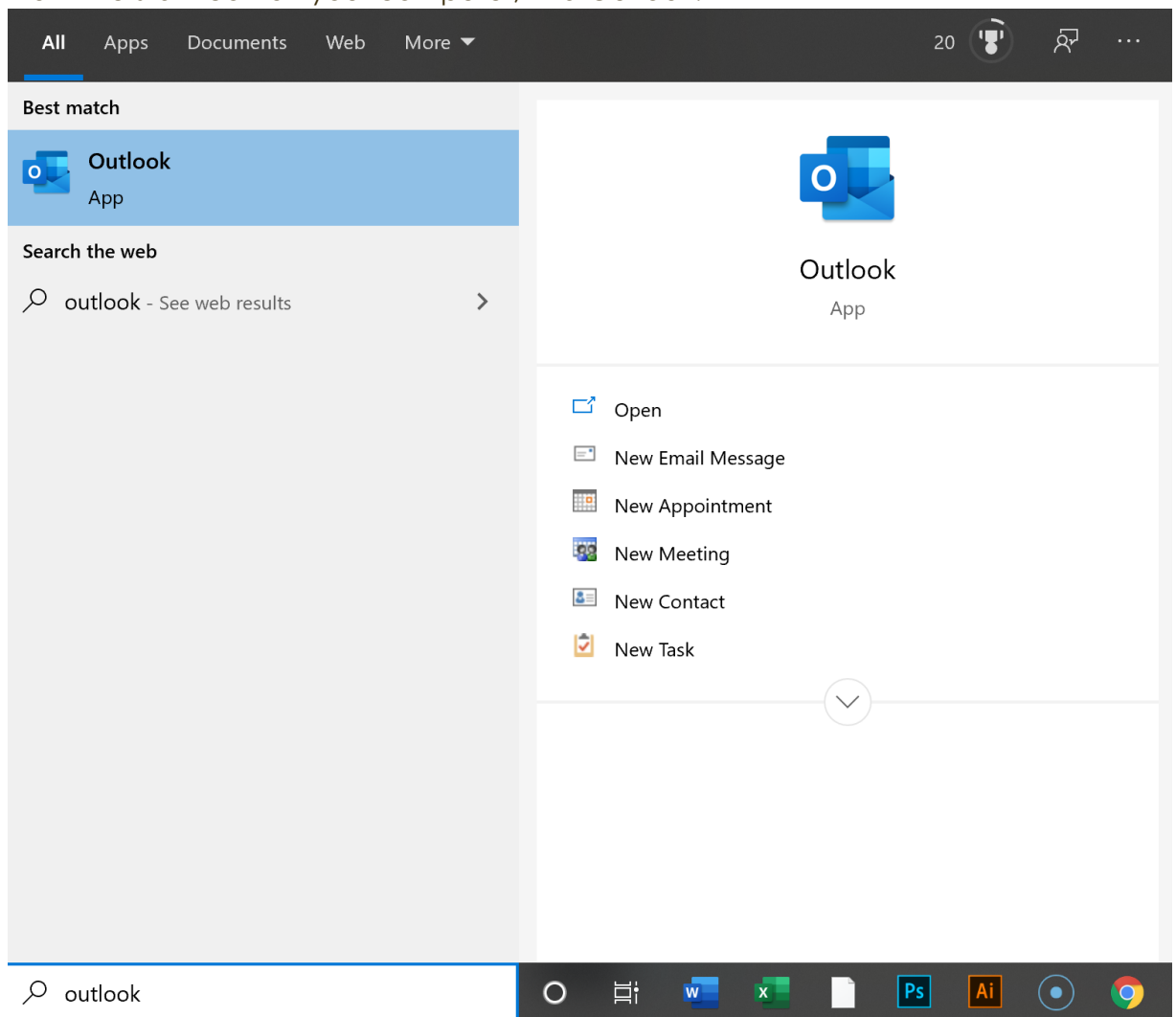# How to Access Your Site Specific E-mail

E-MAIL FROM LAPTOP OR DESKTOP

1. From the start icon on your computer, find Outlook.

2. When "Microsoft Outlook 2007® for Windows®" prompts you for the email address, enter your e-mail address (admin@yourawesomesite.com).
3. Use your email account password as the password.

If the auto-configuration fails, please set up the account using the manual settings.

E-MAIL FROM PHONE

1. From your e-mail screen go to the top corner three dots and choose Settings.
2. Click on Add Account.
3. Select Other e-mail provider and enter your email address and password. Click on autoconfigure. If the account does not auto populate, choose Manual Setup and follow the settings below. We recommend POP3 settings first, as Non-SSL leaves your system vulnerable.

Secure SSL/TLS Settings (Recommended)	
Username:	_mainaccount@queenyb.com
Password:	*Use your cPanel password.*
Incoming Server:	mail.queenyb.com IMAP Port: 993 POP3 Port: 995
Outgoing Server:	mail.queenyb.com SMTP Port: 465
IMAP, POP3, and SMTP require authentication.	

Non-SSL Settings (NOT Recommended)	
Username:	_mainaccount@queenyb.com
Password:	*Use your cPanel password.*
Incoming Server:	mail.queenyb.com IMAP Port: 143 POP3 Port: 110
Outgoing Server:	mail.queenyb.com SMTP Port: 587
IMAP, POP3, and SMTP require authentication.	

Notes:

- IMAP email access coordinates between the server and your mail application. Messages that have been read/deleted/replied to will show up as such, both on the server and in the mail application.
- POP3 does not coordinate with the server. Messages marked as read/deleted/replied to in the mail application will not show up as such on the server. This means that future mail downloads with POP3 will show all messages as unread.
- Outgoing mail is sent using SMTP.We recommend using POP3 over SSL/TLS or IMAP over SSL/TLS since they provide increased security for your interactions with the remote mail server.