POP Email Setup Instructions (Mirapoint)
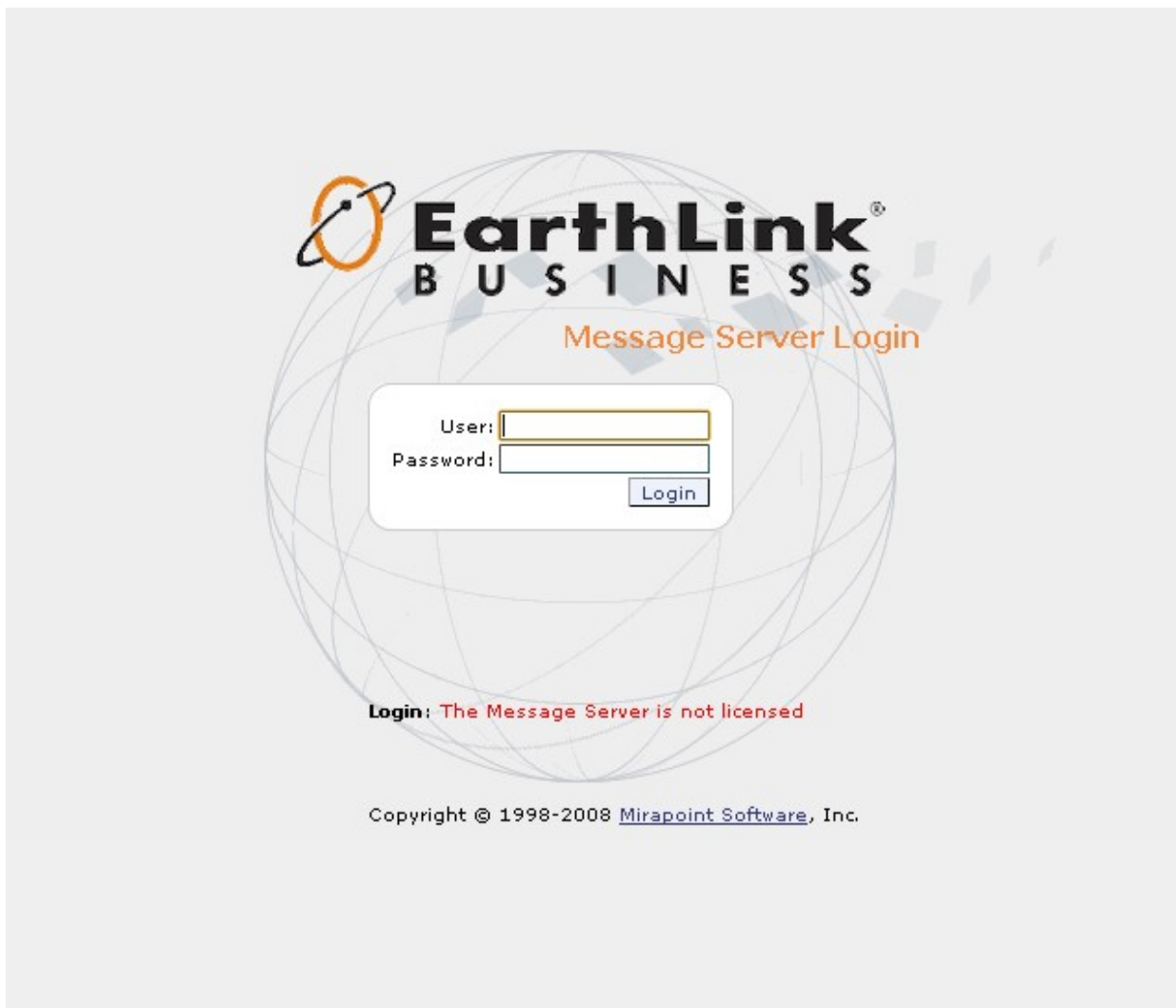
Rev. 2.0, October 7, 2011

Email Box Setup

Navigate to the Admin website at http://deltamail.deltacom.net/madmin
(For login name and password for administrator, please see the body of the email sent to you notifying that setup of DNS/email services are complete)

Enter your user name and password and click Login

Available options are listed on the left hand side after successful login.

To create mailboxes, click the Users link on the left hand side

Enter the desired email address into the User Name field (leave off the domain name), enter desired password and then verify the password in the second password field. Folder quota should be set to 256000 and class of service should be default. If you wish to make a user an administrator, check one or more of the admin options to the immediate right of the User name field.

Editing functions can also be performed from this screen such as deleting a user or changing various settings via the edit icon listed next to each email account.

Further options, such as distribution (group lists), signatures, quota messages, whitelisting and blacklisting, etc can be managed from the left side menu as well. Instructions for each option are integrated into each section.

Webmail Access and Use

Navigate to either http://deltamail.deltacom.net/ or http://pop1.deltacom.net/ to access webmail; login with your full email address and your assigned password:
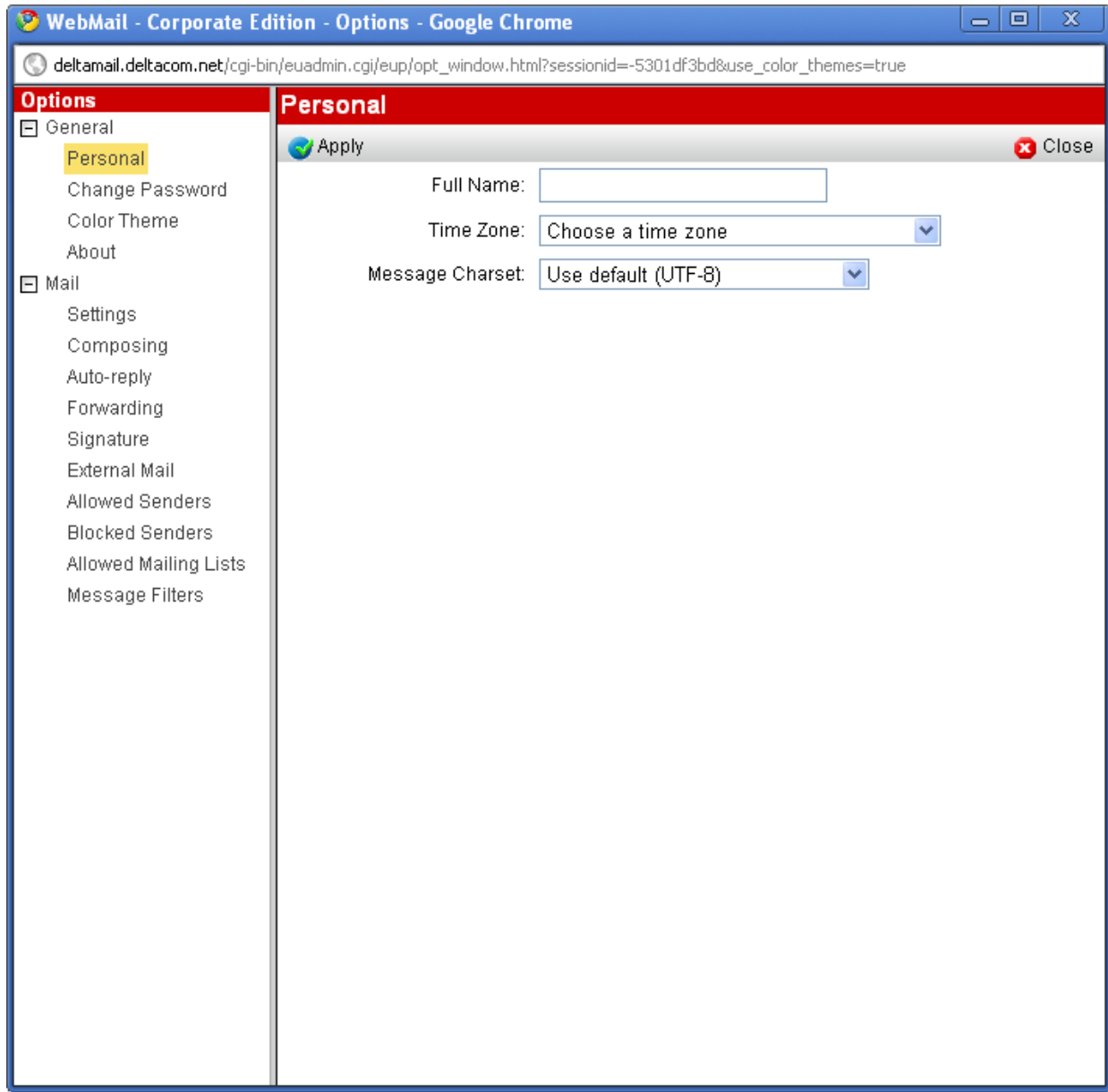
Options for webmail are located in the upper right hand corner after login
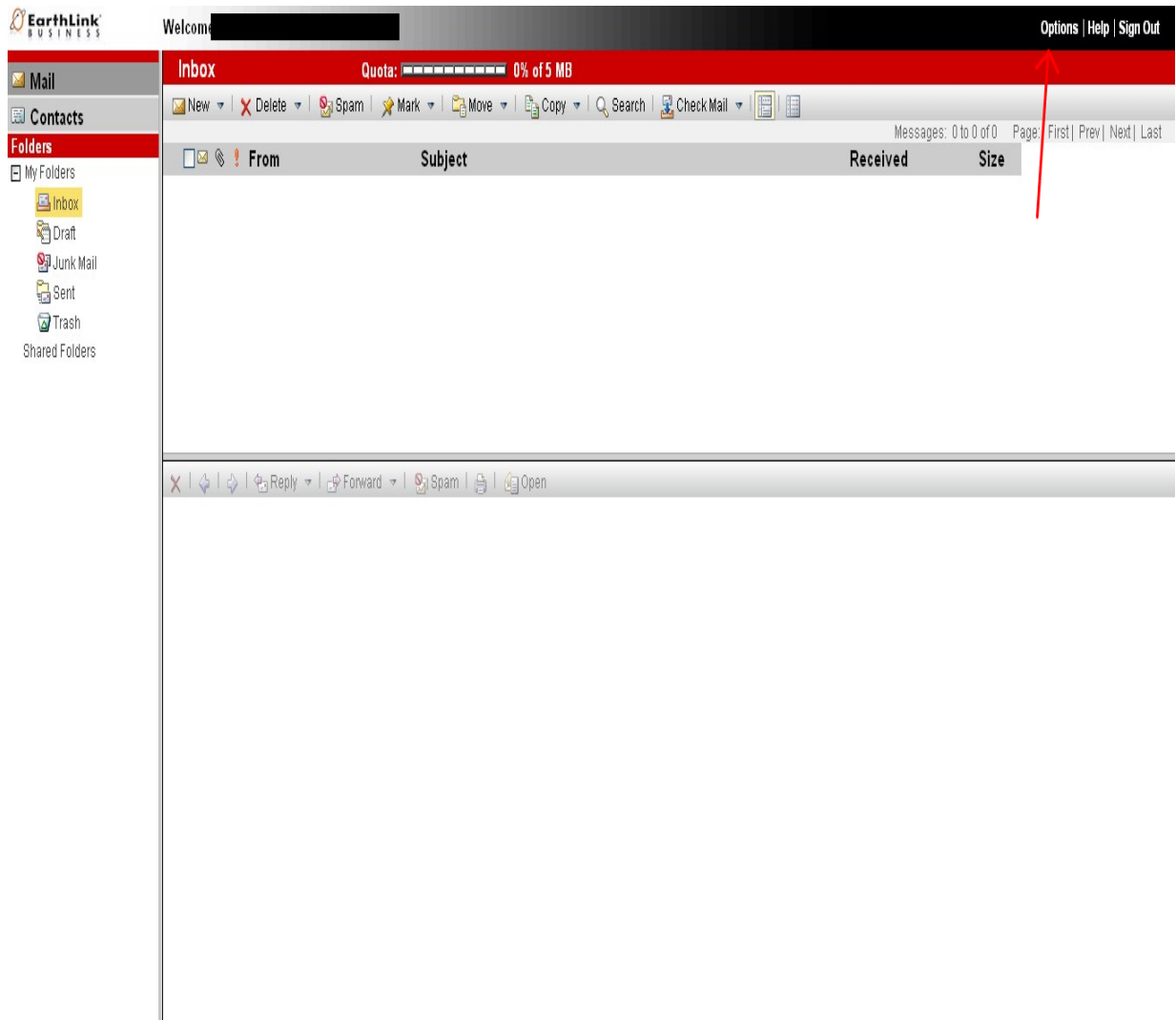
Screenshot of Options panel (Pop-up window, make sure to allow pop-ups)

Additional Information

Email client instructions:

- In your email program, access the account setup section

    o If using the same email address, you will edit/ change the existing account

    o If using a new email address (or first time setup), choose to add a new account

- In both scenarios, use the following information:

    o Login will be your full email address (ex: john@smith.com)

    o Password will be the password for the particular email account

    o Email servers:

        ▪ Incoming – pop1.deltacom.net; port 110

        ▪ Outgoing – smtp1.deltacom.net; port 25

    o For the outgoing server, outbound/smtp authentication must be on and set to use same settings as incoming server

Note: Earthlink POP email does not use SPA or SSL so ensure these are not turned on.