

Margaret Adorjan & Associates  
Technology Manual - EMAIL SETUP  
(New settings **effective October 9<sup>th</sup>, 2004**)

**Our new email account settings are as follows:**

<b>Incoming (POP3) Mail Server:</b>	pop.margaretadorjan.com
<b>Outgoing (SMTP) Mail Server:</b>	smtp.margaretadorjan.com
<b>Account Name or Username:</b>	Your FULL email address
<b>Password:</b>	Whatever password you selected (Minimum of 6 characters, one of which MUST be a number)
<b>Outgoing Server Authentication:</b>	ON

**BASIC Instructions for putting in these new settings:**

Outlook Express:	Go to “Tools” and select “Accounts” Then, highlight your margaretadorjan email account and click “Properties.” All of the settings above will be entered under the “Servers” tab. Be sure to turn on the option that says “My Server Requires Authentication” (this is at the bottom of the same screen where all of the server properties are listed.)
Outlook:	Go to “Tools” and select “Email Accounts” Select “View or Change” and click “Next.” Highlight your margaretadorjan email account and click “Change.” On this screen, enter all of the settings listed above and then click “More Settings” and then click the “Outgoing Server” tab. Make sure that the checkbox that says “My outgoing (SMTP) server requires authentication” is turned ON.

**ADVANCED setup instructions will be available at these tech meetings:  
Monday 10/11 @ 11:30am \* Monday 10/11 @ 4:30pm \* Tuesday 10/12 @ 2:30pm**

**Please use the OLD MAA Webmail link on the Agent’s website to continue checking your mailbox on the “Old” server through Monday. There will also be a “NEW MAA Webmail” link which you can use until you have your Outlook settings updated. Remember to use your old password or your new password, depending on which server you are connecting to.**