

## Configuration checklist for each email address

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Please check off that you have completed all steps below.

<b>SET UP</b>	
Email Account has been created in cpanel	
A strong password has been assigned to the email address	
<p>You have determined the correct servername to substitute where the documentation below uses <b>servername</b>.oceania.com.au</p> <p>Find the correct Server Name for your account by</p> <ul style="list-style-type: none"> <li>Logging in to cpanel</li> <li>On the Left Hand Side, click 'Expand Stats' link; use the <b>Server Name</b> as it appears in the list</li> </ul>	
<b>CONFIGURATION</b>	
The account is being <u>manually</u> configured ( do not use a wizard)	
<b>Username</b> is the full email address	
<b>Password</b> created in set up has been used	
<b>Incoming server</b> is <b>servername</b> .oceania.com.au	
<b>Port</b> for IMAP is 993 <b>OR</b> if using POP the port is 995	
<b>Outgoing SMTP</b> server is <b>servername</b> .oceania.com.au	
<b>Port</b> for outgoing mail is 465	
<b>Security Setting</b> The email account is set to use SSL/TLS	
<b>Essential</b> Enable "use Authentication" for outgoing mail.	