

Yahoo Mail Set Up

Open Yahoo Mail

At the top right of the screen, click on Options then click on Mail Options in the drop down menu

Select "Accounts" from the left side menu.

Click "add or edit an account" in the middle of the page

A new window will open

Click Add button

Enter Account Name – Can be anything (Ex. Company Email, etc.)

Click Continue

Enter your name as you want it to appear in email messages (Ex. John Doe)

Enter your email address

Click Continue

Enter mail server – mail.yourdomainname.com

Enter user name – your entire email address (john@johndoe.com)

Enter email account password

Select a mail identifier color

Click Set up Mail Server

In the main accounts window, select the new account and click edit button at top of list.

Under Options, uncheck "leave mail on POP server" unless you are using an additional email software (like Outlook) and will just use Yahoo to check your mail while traveling or out of the office. If you are going to solely use Yahoo Mail for your email client software, then leave the box checked.

Click Save Changes.



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Options

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- Account Information

Add Account

[Configure Account Manually](#)

Step 1: Enter Account Name

Please enter a name for this account. This name will only be used for display purposes.

Account Name:
(e.g. Work, School)



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Add Account

Step 2: Enter Email Address

Please enter your name and email address below. This will allow you to send mail from this account using the Yahoo! Mail interface.

Name:

This name will appear in the **From** line of mail sent from this account

Email:

Note: You are required to verify that you own this account.



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Add Account

Step 3 Setup Mail Server

This step is optional. You can enter this information later on the **Accounts** page in Mail Options.

Please enter the mail server, username and password for this account. [\[More Info\]](#)

Entering this information will enable you to receive mail from this account using the Yahoo! Mail interface.

Mail Server:

Only POP mail servers are supported at this time

Username:

Note: The username is different than your email address. Typically it is the text in your email address before the at sign (@).

Password:

Your password is not displayed for security purposes.

Indicator:

This color will be used to mark messages received from this account.



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Options

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Mail Accounts [\[Back to Mail Options \]](#)

You can now send email from lesa@xstrememedia.com using the "From" pulldown on the [Compose](#) page.

[Add](#) [Edit](#) [Delete](#)

Yahoo! Mail
LMIA
Pickguard
Xstreme
Work Mail

Sending Mail [\[Make Default\]](#)

Name: John Doe

Email: lesa@xstrememedia.com

Reply-To:

Receiving Mail

Server: mail.xstrememedia.com [Check Mail](#)

Username: lesa@xstrememedia.com

Deliver To: [Inbox](#)

Extra Mail Address

Sometimes one email address isn't enough. Need an extra one for work, school, or family? Yahoo! Mail lets you create one extra email address for free. Use it exactly like your primary address, and get messages sent to both addresses delivered to one Inbox. Remember though, you can only get one extra mail address for your account.

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