



(Client Name)

(Date)

As requested, we have registered the Domain Name ([Domain Name here](#)). Here is the information required to set up your mailbox to receive e-mails related to these addresses.

E-mail Address:

We have set up the following e-mail address for www.thecompany.co.nz:

info@thecompany.co.nz

E-mail Settings

If you are setting up e-mail addresses and intend to use them (ie. a separate inbox for Microsoft Outlook or Outlook Express), you will need to include these mail settings.

NB. Passwords are case sensitive.

Go to "Tools/Accounts" in your e-mail platform to setup new accounts, using the following information:

Incoming mail server:	imap.webhost.co.nz
Incoming Port:	995
Encryption:	SSL turned on
Outgoing mail server (SMTP):	smtp.webhost.co.nz
Outgoing Port:	465
Encryption:	Use SSL
Server Requires Authentication:	Yes
Username:	info@thecompany.co.nz
Password:	

NB. Your old e-mail accounts will remain but **remember to select the desired "Sender" when sending e-mails.**

Webmail

This is a service whereby you can access your e-mail online from another computer (NB. This is only applicable when you have set up e-mail addresses as above).

- 1) Go to webmail: webmail.thecompany.co.nz
- 2) Enter Username: info@thecompany.co.nz
- 3) Enter Password:



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E-mail Forwarding:

Email forwarding will allow you to have emails from info@thecompany.co.nz forwarded on to another email address you currently use (eg.thecompany@gmail.com)

NB. This option has not been set up. **(If you want this set up at anytime, please advise me accordingly).**

47 TAUPO QUAY, WANGANUI, NEW ZEALAND
PHONE: (06) 347 2700 MOBILE: (027) 292 0396
POSTAL ADDRESS: DX MAILBOX 45, WANGANUI 4500

INFO@WEBQUEST.CO.NZ

WWW.WEBQUEST.CO.NZ