

IncrediMail

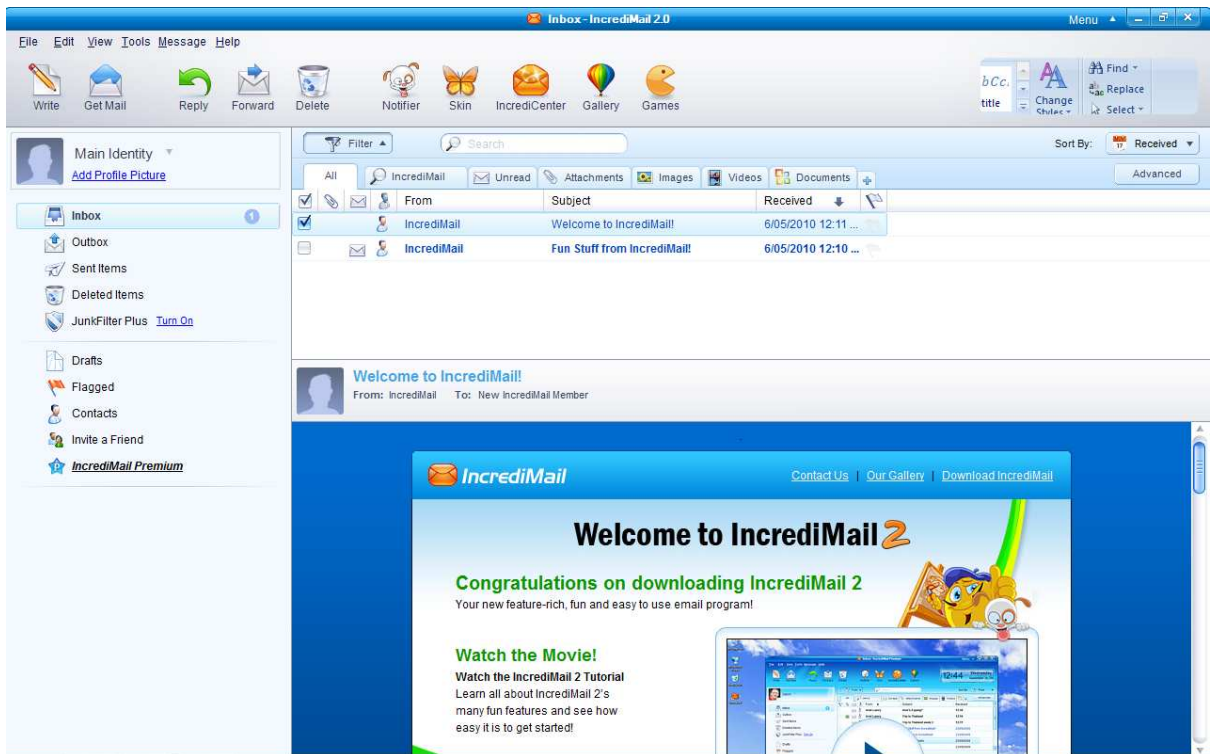
New Email Setup (Pages 2-5)

Remove Old Email Account (Pages 6-7)

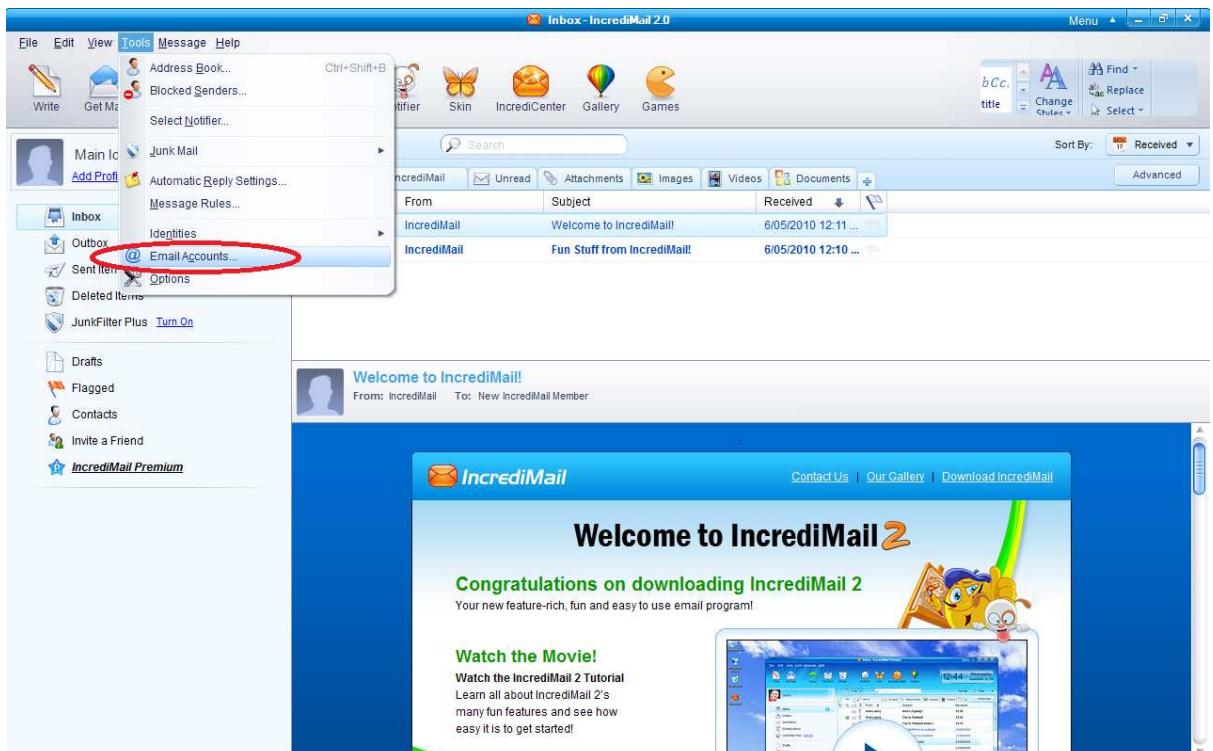
Leave a copy of message on server (Pages 8-10)

New Email Setup

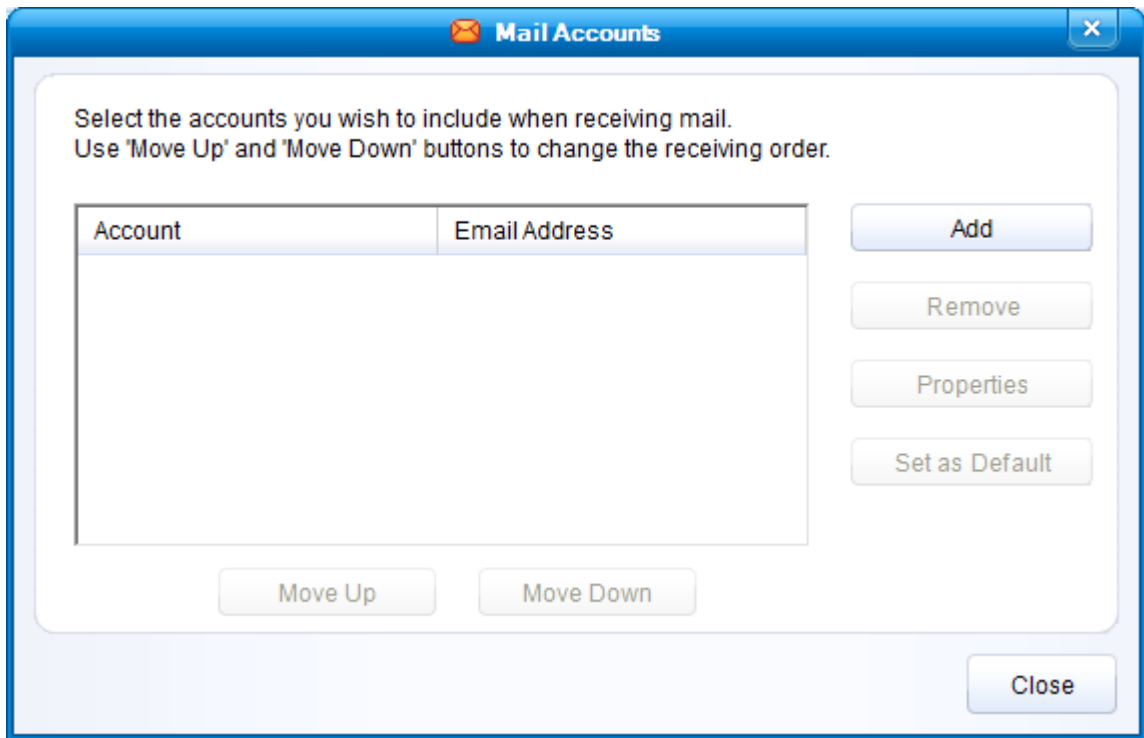
1. Open Incredimail



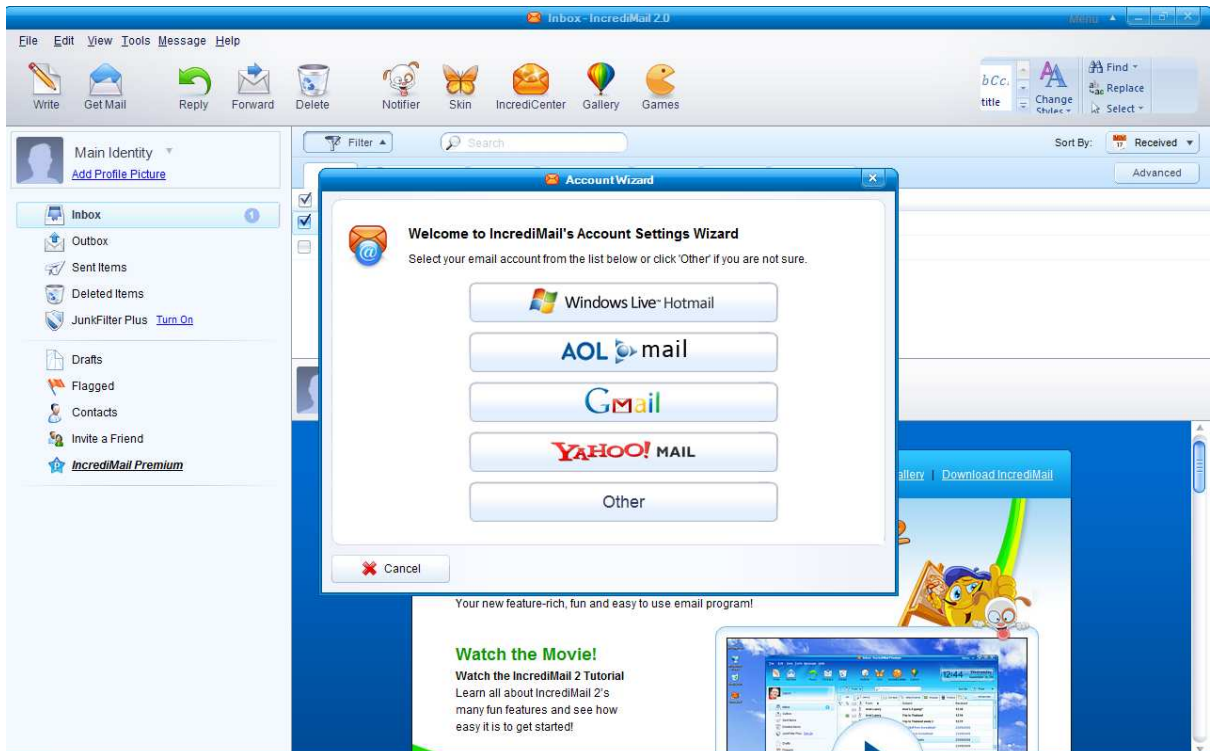
2. Go to the Tools Menu & select Email Accounts



3. On the left hand side, click the **Add** Button.



4. From the List select **Other**.

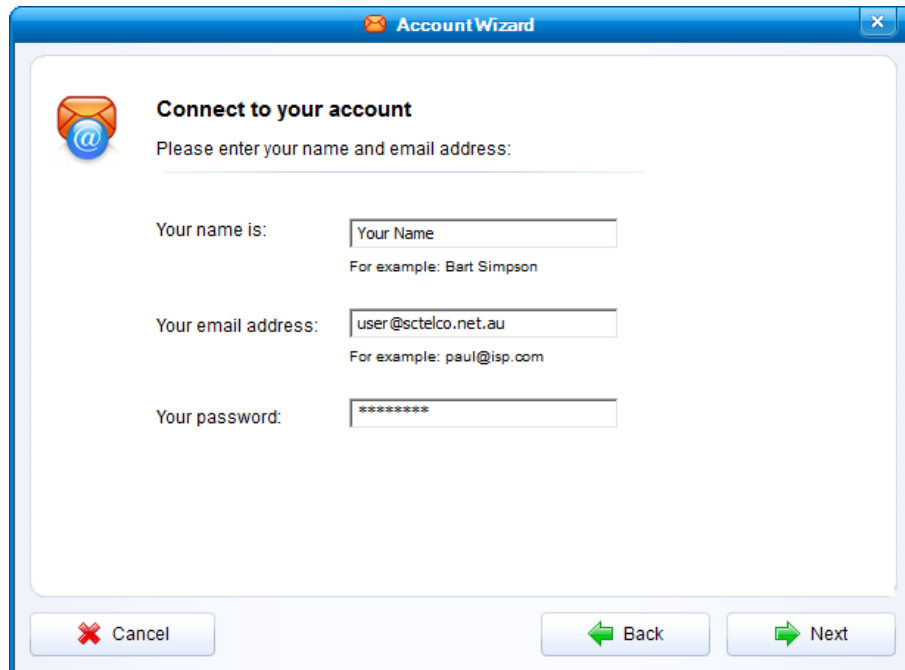


5. Enter the details requested & click the **Next** Button

Your Name: Enter Your Name

Email Address: user@sctelco.net.au

Password: Your SCTelco Password related to the above password.

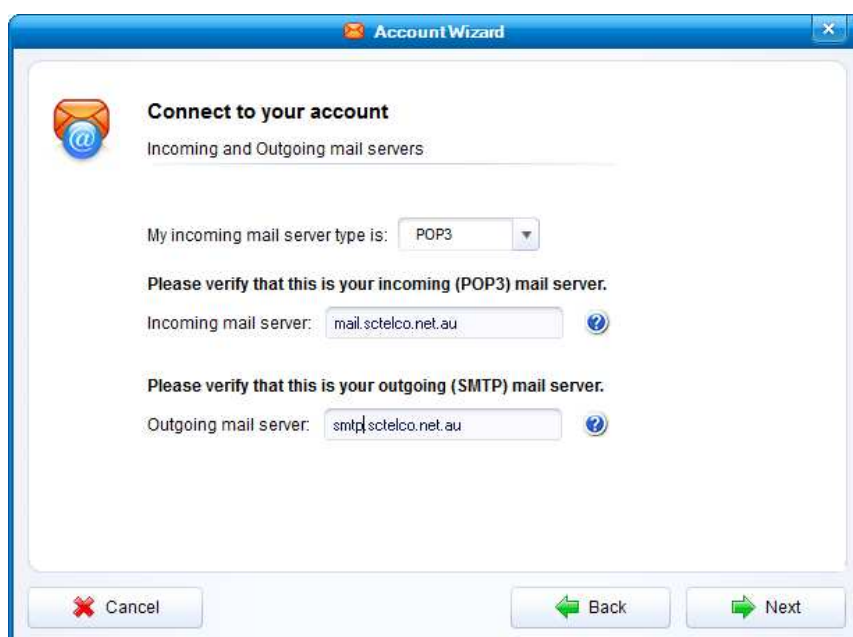


6. Enter the settings below & click **Next**

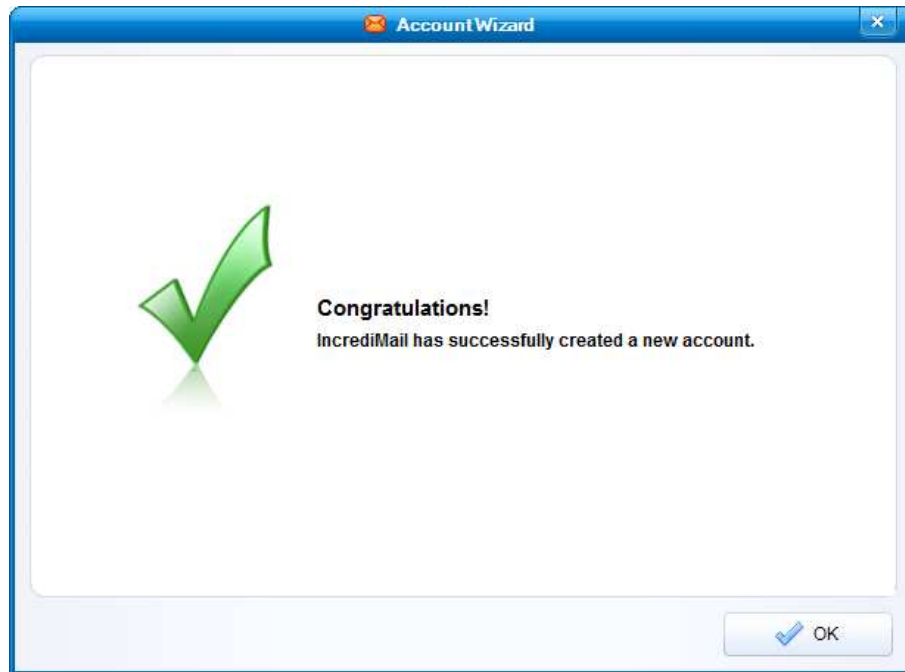
My Incoming Mail Server is **POP3**.

Incoming Server: **mail.sctelco.net.au**

Outgoing Server: **smtp.sctelco.net.au**

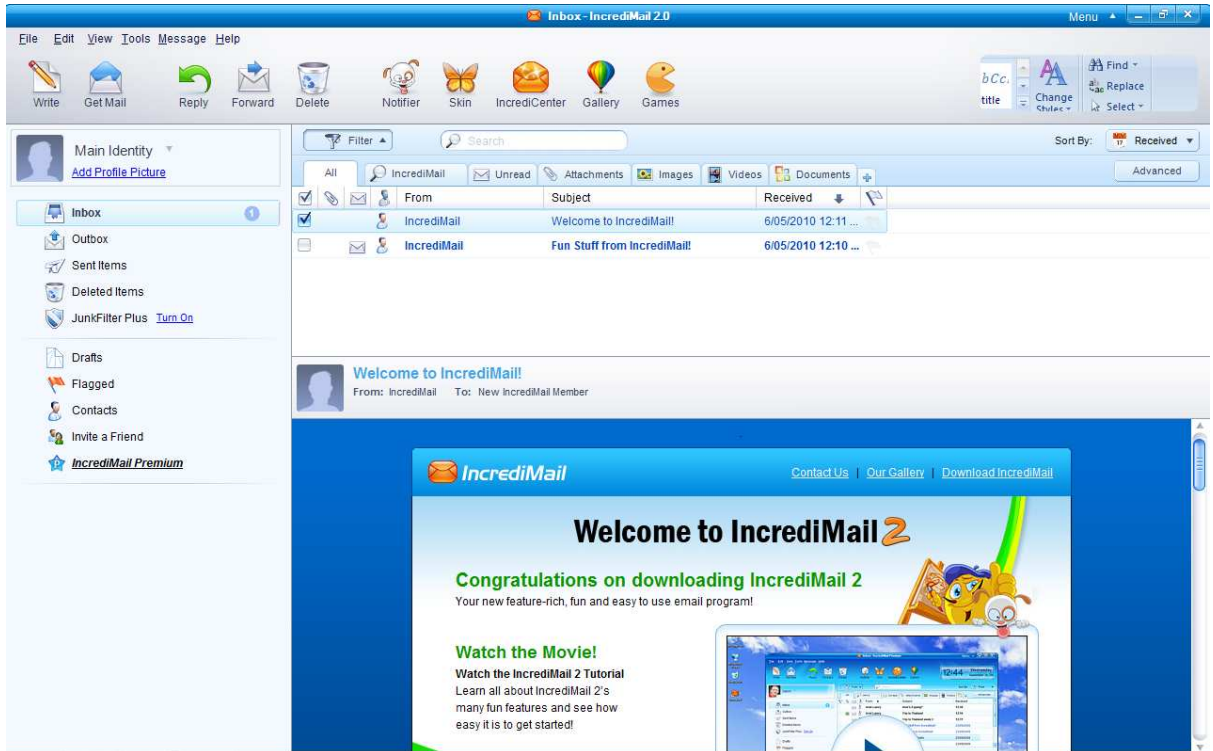


7. You have now completed the Email setup. Click the **OK** button

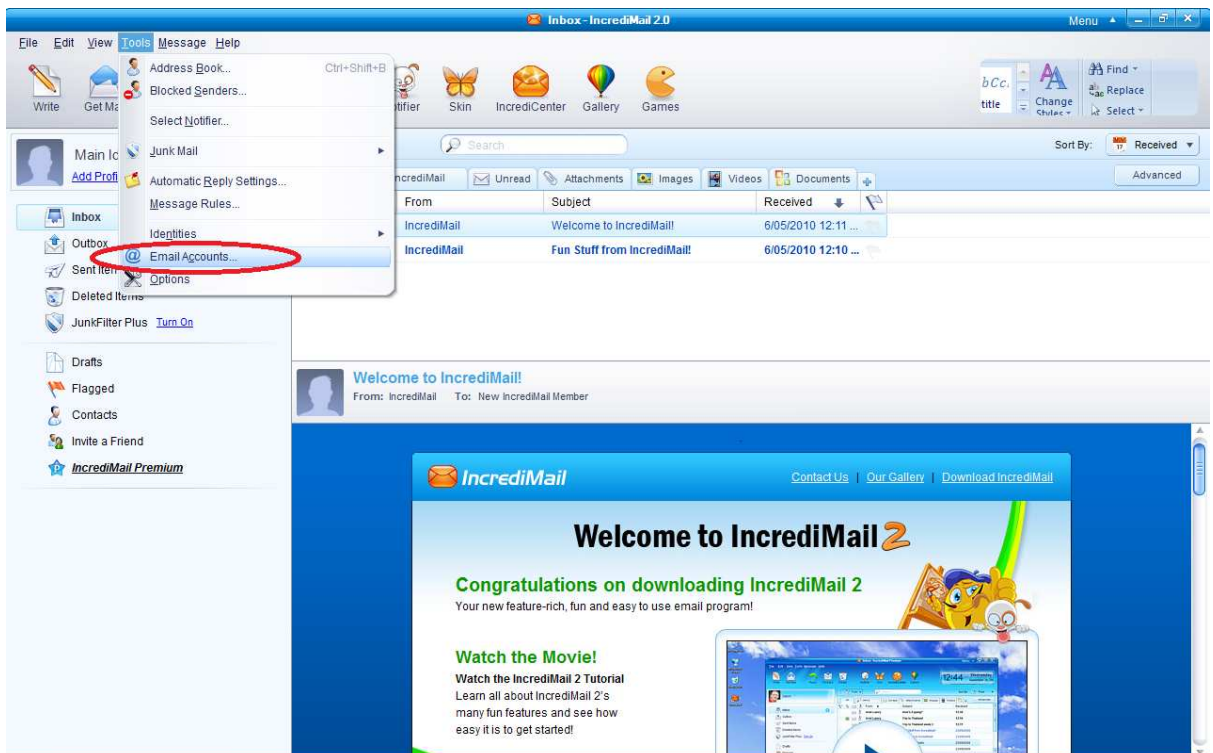


Remove Old Email Account

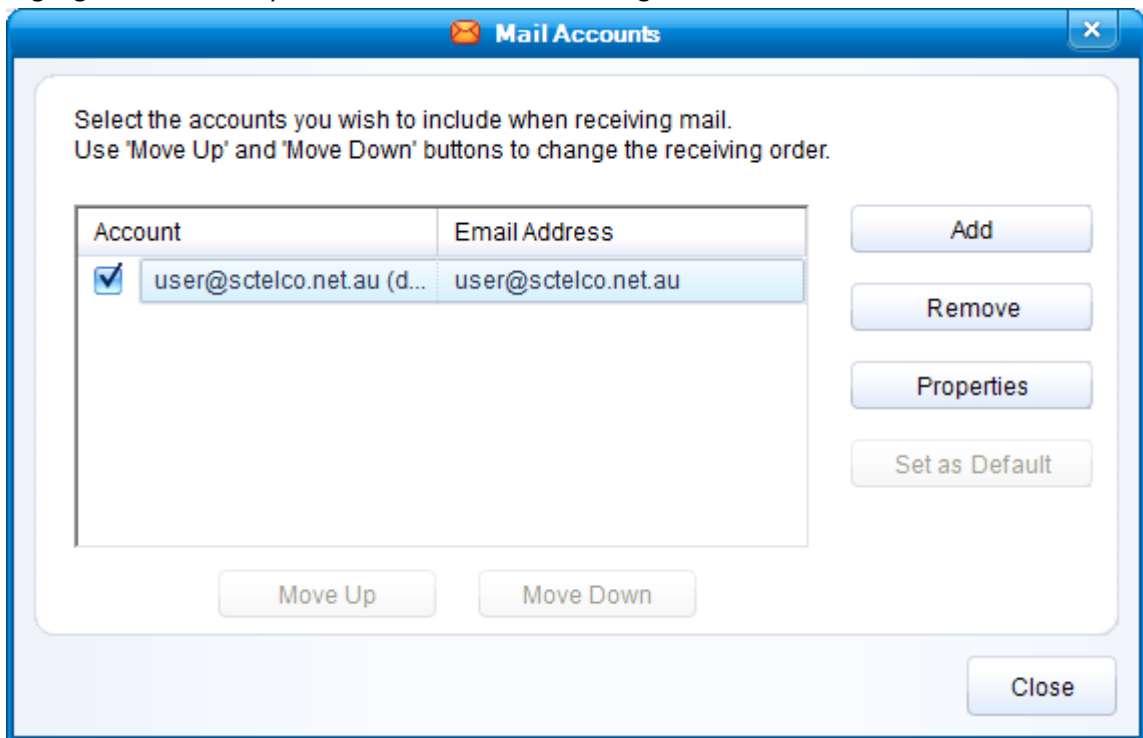
1. Open Incredimail



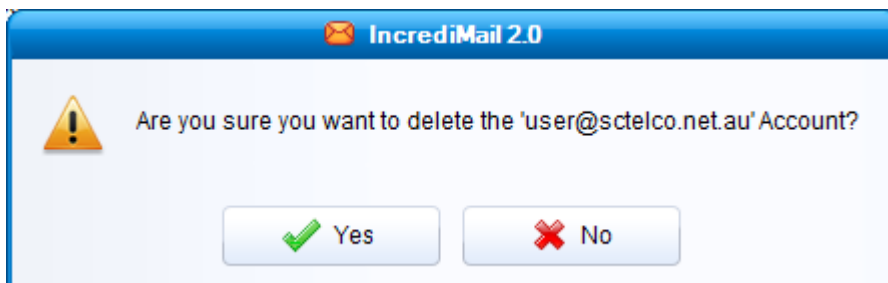
2. Go to the Tools Menu & select Email Accounts



3. Highlight the account you wish to remove & on the right hand side click the **Remove** button.

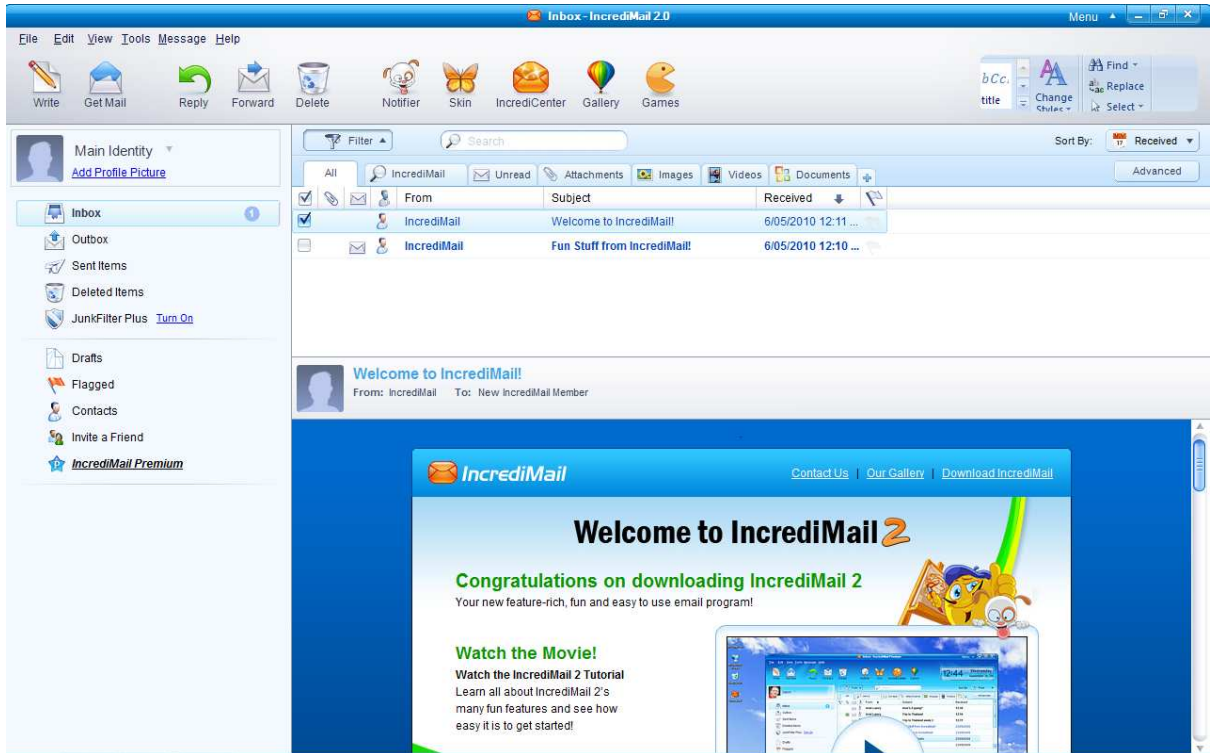


4. You will be prompted with the below pop up. Confirm you have selected the account you want to delete & click the **Yes** button. You have now successfully removed the email account.

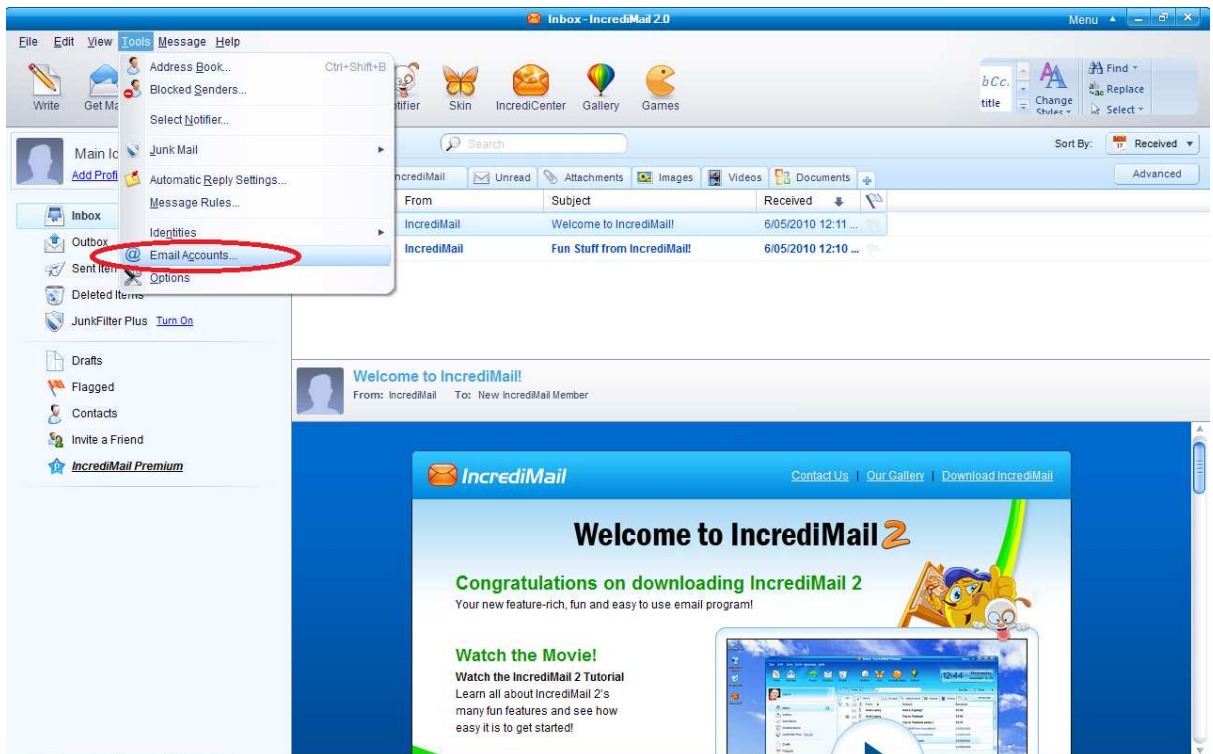


Leave a copy of Message on Server

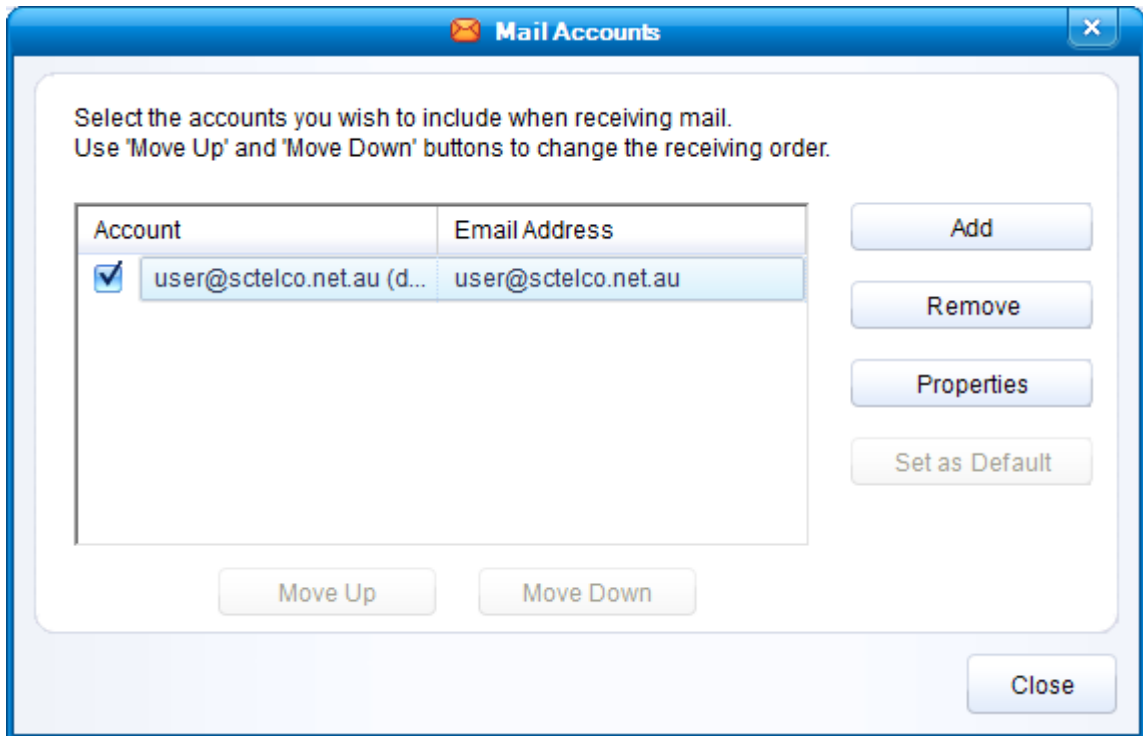
1. Open Incredimail



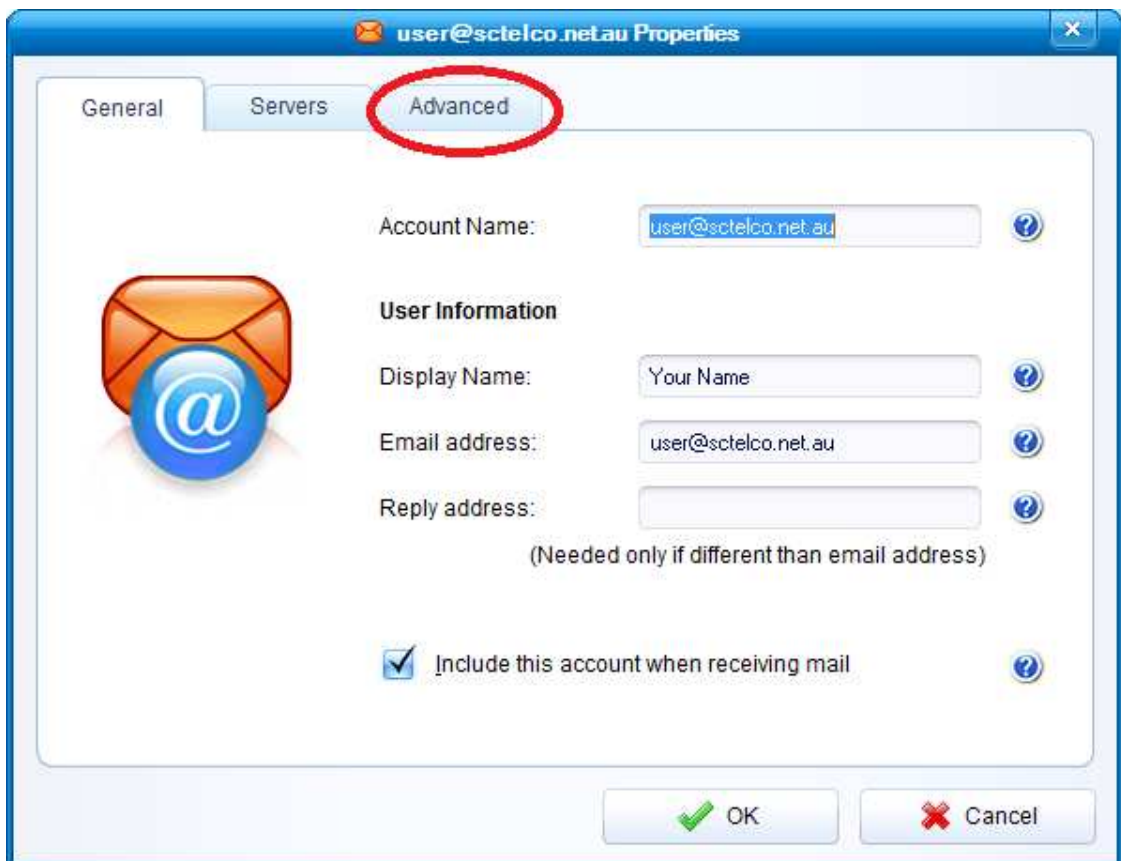
2. Go to the Tools Menu & select Email Accounts



3. Highlight the account you wish to change. On the right hand side click the **Properties** button.



4. At the top of the page, click on the **Advanced** Tab.



5. At the Bottom of the page, ensure all the following boxes are ticked & click the **OK** button.
- Leave a copy of messages on server
 - Remove from server after 5 Days

