

# How to set up your email

Please follow the guidelines below for setting up your new Lumos Networks email accounts for your specific email software. If you wish to keep your current email address, please contact your previous provider. If you need assistance, call Customer Care at 1.800.320.6144.



## MICROSOFT OUTLOOK 2007

- Click Tools, then Email Accounts
- In the new window, click on New
- You should have a dot beside Microsoft exchange, pop3, imap or http
- Click Next
- Enter your name, your full email address, e.g., username@lumos.net, and password.
- Put a check in the box to Manually Configure Server Settings
- Click Next
- Internet Email should be dotted
- Click Next
- Your username and email address should be listed in Account Type
- POP3 should be the server type
- Incoming Mail Server should be mail.lumos.net
- Outgoing Mail Server should be mail.lumos.net
- Fill in your username and password in the appropriate boxes
- Do not check the box labeled "Require logon using secure password authentication"
- Click Next
- Click Finish
- Click Close
- You are now ready to use Outlook 2007

## MAC

- Open mail (click it on the Dock or open it from the Applications folder)
- If the "Welcome to Mail" assistant does not appear, choose Add Account from the File menu
- Fill in the Full Name, Email Address, and Password fields
- Note: Your email account password will be stored in Keychain and used automatically to login to your email account when you open Mail
- Deselect "Automatically set up account" if it is enabled. Click Continue to proceed
- Choose the proper Account Type (POP3)
- In the description field put mail.lumos.net
- Enter your Incoming Mail Server mail.lumos.net
- Click on Continue to proceed
- Enter your Outgoing Mail Server mail.lumos.net, for the description enter mail.lumos.net
- Enter the Outgoing Mail Server details
- Verify your settings in the Account Summary. Check "Take account online"
- Click "Create" to complete the process
- You are now ready to use Apple Mail

*See other side for Windows Mail and Outlook Express instructions.*



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### WINDOWS MAIL

- Open Windows Mail
- Click Tools
- Click Accounts
- Click Add
- Choose Email Account
- Click Next
- Type in the name that you want to appear in the Form field
- Click Next
- Type in your full email address, e.g., username@lumos.net
- Click Next
- Make sure POP3 is chosen in the server type
- Type mail.lumos.net for Incoming Mail Server
- Type mail.lumos.net for Outgoing Mail Server
- Click Next
- Make sure your correct username is listed and then type password. You can leave the remember password box checked or unchecked depending on your preference
- Click Next
- Click Finish
- Click Close
- You are now ready to use Windows Mail

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### OUTLOOK EXPRESS

- Open Outlook Express
- Click on Tools
- Click Accounts to open a new window
- In the new window, click Add, then Mail
- This will open the Wizard
- Type in the name you would like people to see when they receive an email from you
- Click Next
- Type in your full email address, e.g., username@lumos.net
- You will see POP3 in the top box; this is correct, do not change
- In the next box where it says Incoming Mail, type in mail.lumos.net
- In the next box where it says Outgoing Mail, type in mail.lumos.net
- Click Next
- Verify your username in the first box and then drop down and type in your password
- Click Next
- Click Finish
- Click Close
- You are now ready to use Outlook Express

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*See other side for Microsoft Outlook 2007 and Mac Mail instructions.*