

Preparing for migration to Plantagenet's new e-mail server

1) You CAN do this!

- 2) Visit <http://newmail.pil.net> and log into the "Webmail User Interface" link using your **full email address** as your username and your current PIL email password. Make certain you can successfully log in. If not send email to support@pil.net and we'll reset your password for you.
- 3) Determine how you read your email and follow the instructions for **EACH** device you use to get your e-mail:
 - a. Webmail at www.pil.net (no action required)
 - b. Email on a Windows PC using Outlook or other email tool

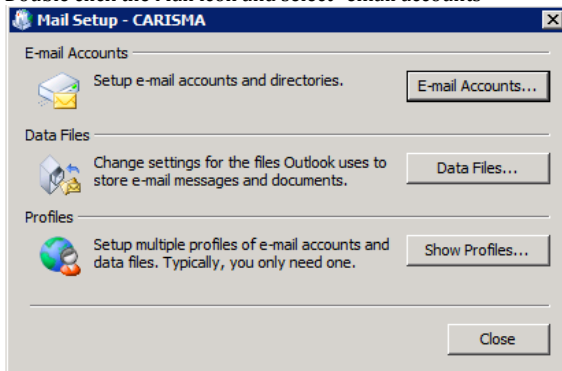


Open your windows control panel and find the "Mail" icon



** Note on a 64 bit computer this may be located inside the "32 bit control panel" section

Double click the Mail icon and select "email accounts"



Double click your PIL email account (repeat these next few steps if you have more than one account)

Check the incoming and outgoing server names and make sure that they do **NOT** say mail.pil.net. The screen shot above is **WRONG**. Change all instances of mail.pil.net to mail.yourdomain.tld. Example below the server name should be **mail.appleseed.com** for incoming and outgoing.

Make no other changes. Save and test your email is working properly.

c. Email on a Mac using Mac Mail or Outlook

Open Outlook or Mail for the Mac and go to preferences, then accounts.

Locate your PIL email account and click it.

Check the incoming and outgoing server names and make sure that they do **NOT** say mail.pil.net. The screen shot below is **WRONG**. Change all instances of mail.pil.net to mail.yourdomain.tld. Example below the server name should be **mail.appleseed.com** for incoming and outgoing.

make no other changes, test your email to make sure it still works

d. Iphone/Android/Windows Smartphone Ipad or other tablet computer

Due to the number of different devices available, screen shots are not provided for this section.

Simply locate the e-mail account settings for your device and make certain for each PIL e-mail account that you are NOT using mail.pil.net as the server name.

Change the incoming and outgoing e-mail servers to match your domain name. E.G. if your e-mail address is john@appleseed.com your incoming and outgoing servers are mail.appleseed.com

Make no other changes.

- 4) When these changes have been completed and verified for ALL users on your domain, email us at support@pil.net to schedule the DNS cutover to the new server.