

WebMailPRO Stationery Instructions

Summary

You can use the stationery already available in Outlook, Outlook Express or Windows Live Mail. These programs come with a collection of stationery, and also provide simple tools for you to create stationery from scratch.

Setting up your Windows Live Mail to send a message to your WebMailPRO account:

1. Open Windows Live Mail.
2. If this is the first time you have run Windows Mail, it will ask you to add a new account.
3. If no window appears, click **Add e-mail account** from the menu on the left.
4. Enter your **E-mail Address, WebMailPRO Password** and **Name**.
5. Select the option: **Manually configure server settings for e-mail account**.
6. Click the **Next** button.
7. You're now prompted to enter information about your incoming and outgoing mail servers.
8. For My **Incoming Mail Server is a** select **POP3**.
9. Enter **K12usa** as your **Incoming Mail Server** (note: this will not enable POP3 mail for your account)
10. For **Login ID**, enter your WebMailPRO email address.
11. For **Outgoing Mail Server**, enter **smtps.k12us.com**
12. Select the option: My outgoing server requires authentication
13. When you've completed all the fields, click the **Next** button. Click **Finish**

Setting up your Outlook Express to send a message to your WebMailPRO account:

1. Click on **Tools**
2. Select **Accounts**
3. Click on the **Mail** tab
4. Click on **Add** button and then on **Mail**
5. Enter **your name** as you want it to be displayed and click on **Next**
6. Enter the **email address** as **your WebMailPRO e-mail address** and click on **Next**
7. In the box **Incoming mail POP3 settings** enter **K12usa** (note: this will not enable POP3 mail for your account, however, Outlook Express requires text in this field in order to continue)
8. In the box **Outgoing mail SMTP settings** enter **smtps.k12us.com**
9. Click on **Next**

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10. In the **Account** field, enter your **WebMailPRO e-mail address**
11. In the **Password** field, enter your **WebMailPRO password**
12. Click on **Next** and then on **Finish**
13. Highlight your mail account by clicking on it
14. Click on **Properties**
15. Select **Servers**
16. Enable the check box for **My server requires SMTP authentication** and enter your **Account Name** as **your WebMailPRO e-mail address** and then your **WebMailPRO password** in the settings section

To Choose Default Outlook Express Stationery:

1. Select **Tools** from the menu, then **Options**
2. Click on the **Compose** tab
3. In the **Stationery** section, check the **Mail:** box
4. Click on the **Select** button
5. Select from one of the pre-formatted stationery templates
6. Click the **OK** button
7. Click the **OK** button

To Send Outlook Express stationery to your WebMailPRO Account:

1. Click on the **Create Mail** button
2. Put your WebMailPRO address in the **To:** field
3. Type in any text that you may want to include in your stationery template (note: you can save stationery with or without text contained in the message)
4. Click on the **Send** button
5. Check your WebMailPRO Inbox!

To E-mail an HTML page to your WebMailPRO account:

1. Open up the page you want to use in Internet Explorer on a PC
2. Use the **File > Send > Page by E-mail** link on the menu.
3. Use Outlook Express to send the HTML page to your WebMailPRO account.

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<https://kb.k12usa.com/Knowledgebase/50289/WebMailPRO-Stationery-Instruction...>