

# QuickStart Guide

## Set up your email

As part of your Web Site Hosting package, you will receive a full suite of email features to give you greater security and more flexibility when using and managing your email account(s).

Setting up your email can be completed in three simple steps:

### Step 1: Create a new email account

To start using email, you must first create your email account. This is done with EasyMail Setup – an easy-to-use online application.

To begin, simply login to WebsiteOS, click on “Email” and select the online tool called “EasyMail Setup”. Within EasyMail, you can create and manage your business email addresses.

Before you start, you need to enter:

- The email address you want to create
- The password you want assigned to the email account

### Step 2: Configure your email client

Once your email address is created, EasyMail will provide you with a link to an online portal that shows you how to configure your chosen desktop email client.

You'll need to manually configure your desktop email client using the below email settings. Take a look at this example and simply replace “username” with your actual username, and “yourdomain.com” with your actual domain name:

- Outgoing Mail (SMTP) Server:  
mail.yourdomain.tld
- Incoming Mail (POP) Server:  
mail.yourdomain.tld
- Logon using Account Name:  
username.yourdomain.tld

Once configured, you can send and receive email. Each email client has slightly different set-up instructions. If you need assistance you can either use our configuration page, follow your desktop client's help files, or call our help desk.

### Step 3: Point your Mail Exchange (MX) records to Bell

If you registered your domain with Bell, then this will be set up for you from the beginning. If you are using an existing domain that's hosted elsewhere, you'll need to point your MX records to Bell to receive email.

If you aren't sure what your MX records are, please call our help desk and they will check to ensure your MX records are set up correctly.

**That's it! You have now set up your business email accounts.**

### Easymail email features

The following are features supported within Easymail for creating email accounts or managing settings:

#### Aliases

This is an alternate email address that points to your real email address. This is not a separate email account. Email messages sent to the address of the email alias are forwarded to the primary email address.

#### Catch-all address

This feature allows you to receive any mail sent to your domain that does not exactly match an existing email address. This feature is ideal in cases where email addresses are not captured properly.

### Spam filtering

This feature allows you to manage spam filters on your email account to control which emails you want to block or allow. Choose between four filtering modes: Off, Standard, Light and Aggressive. You can then choose to delete or quarantine your spam.

### Password Management

This feature allows you to change your passwords.

### Webmail

This Web-based email service allows you to access your inbox remotely over the Internet by simply using an Internet browser.

To login to Webmail:

Visit: <http://webmail.bellhosting.ca>

Login: <enter your email address>

Password: <enter password you chose when creating your email address>.

If you have any questions, please contact us at 1 866 303-0332

