



## **EMAIL SOFTWARE SETUP**

Helpful Information:

Login = your [username@usfundinginc.com](mailto:username@usfundinginc.com)

Password = Remains the same or contact US Funding Inc to be issued a password

POP Server = mail.usfundinginc.com

SMTP Server = yourisp's server or you may try using mail.usfundinginc.com – NOTE: Some ISP's will not allow the use of other SMTP outgoing servers so you will be forced to use theirs. If you do not know your ISP's SMTP server name, contact them for support.

Email can be accessed remotely from the link at [www.usfundinginc.com](http://www.usfundinginc.com) or you may use the direct link <http://mail.usfundinginc.com>

## **Microsoft Outlook® Express (PC)**

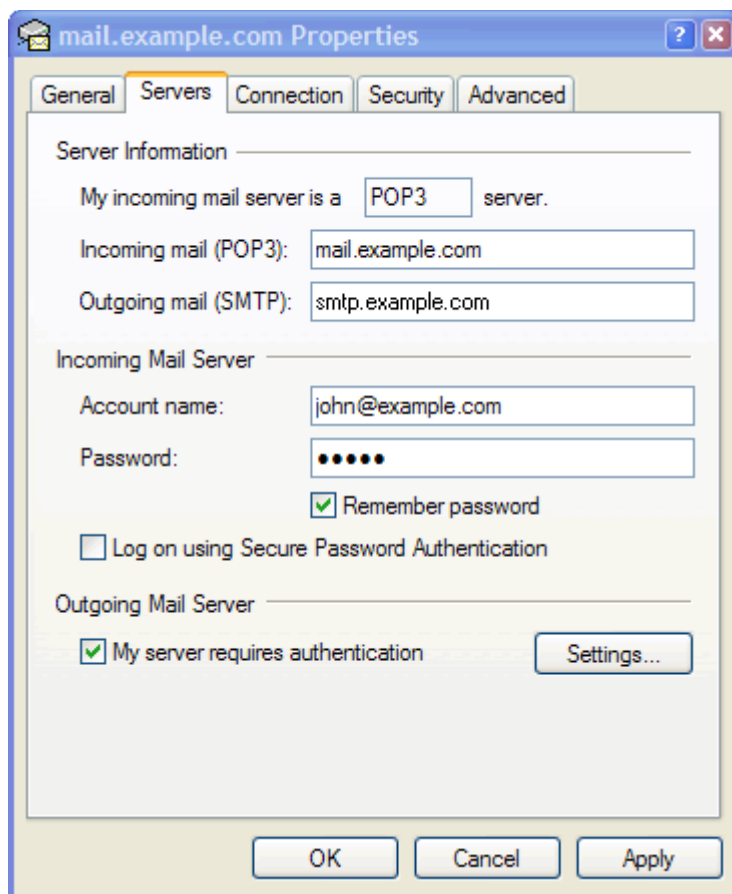
Outlook® Express allows you to add a new e-mail account to your existing profile. This means you do not have to replace your current settings in order to send and receive US Funding Inc e-mail messages. To add a new e-mail account to your existing profile:

1. From the Tools menu, choose "Accounts."
2. Select the "Mail" tab.
3. Click the "Add" button.
4. From the Add menu, click "Mail."
5. In the text box labeled Display Name, type your name and click "Next."
6. In the Email Address box, type your full e-mail address (e.g., "john@example.com").
7. Select "POP3" to answer the question "My incoming mail server is a..."
8. Type "mail." followed by mail.usfundinginc.com in the Incoming Mail (POP3, IMAP, or HTTP) Server box.
9. Type "mail." followed by mail.usfundinginc.com in the Outgoing Mail (SMTP) Server box. Note: Some ISPs will not allow you to use US Funding Inc's outbound mail servers. If that is the case, type in the name of your ISP's outgoing e-mail server (ex. smtp.myisp.com). You may also try and configure US Funding Inc's Outbound Mail server to connect to Port 2525 instead of the default Port 25.
10. Click "Next"

11. In the Account Name box, type your full e-mail address (e.g., "john@example.com").
12. In the Password box, type your password.
13. If you want Outlook® Express to remember your password, check the "Remember password" box.
14. Do not check the "Log on using secure password" box.
15. Click "Next"
16. Click "Finish"

US Funding Inc's Outgoing Mail Servers require authentication. To turn this setting on:

1. From the Tools menu, choose "Accounts."
2. Select the "Mail" tab.
3. Double-click the US Funding Inc's Mail account (e.g. mail.example.com)
4. Select the "Servers" tab.
5. Check the box next to "My Server Requires Authentication."
6. Click "OK"



To change the Port Address for the Outgoing Mail Server:

1. From the Tools menu, choose "Accounts."

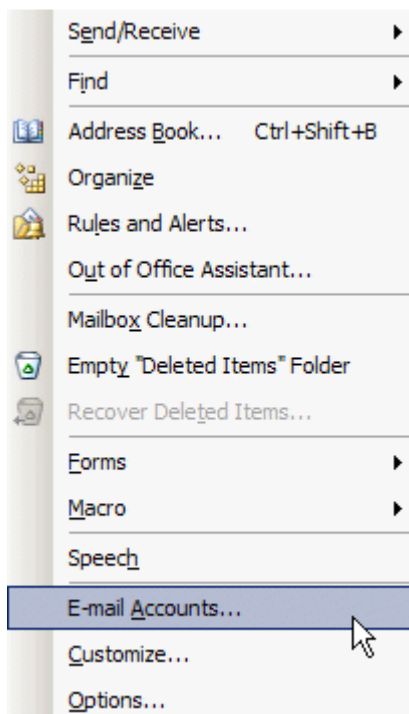
2. Select the "Mail" tab.
3. Double-click the US Funding Inc mail account (e.g. mail.example.com)
4. Select the "Advanced" tab.
5. In the Server Port Numbers section, modify "Outgoing mail (SMTP):" to "2525".
6. Click "OK"

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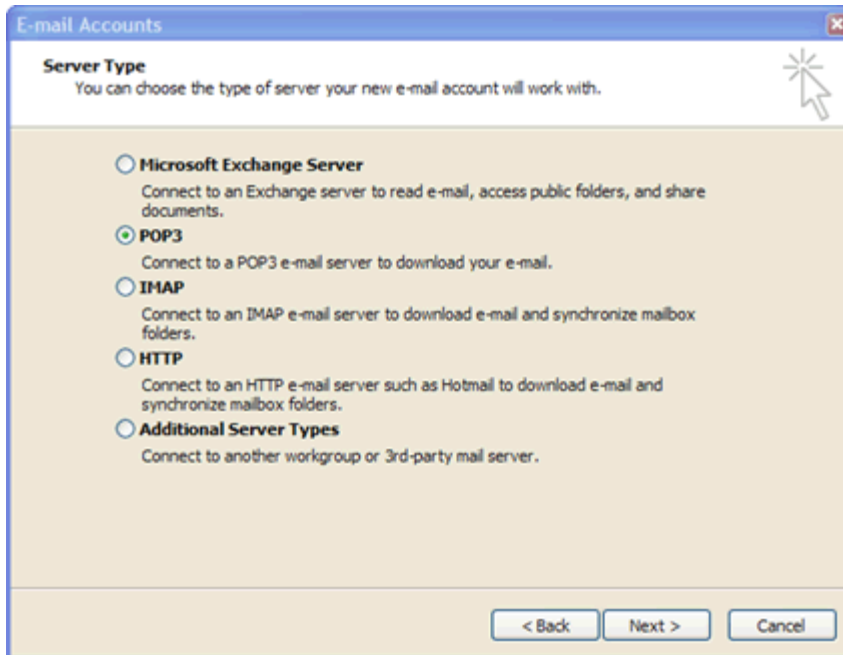
## Microsoft Outlook® 2003 and Outlook 2002/Outlook XP (PC)

Outlook allows you to add a new email account to your existing profile. This means you do not have to replace your current settings in order to send and receive US Funding Inc e-mail messages. To configure your POP settings for Microsoft Outlook® 2002 (sometimes referred to as Outlook® XP) and 2003:

1. From the Tools menu, select "Email Accounts." (If you do not see "Accounts," place your cursor over the two arrows at the bottom of the list to display more choices.)



2. Select the radio button next to "Add a new email account" and click the "Next" button.
3. Select the radio button next to "POP3" and click the "Next" button.



4. Enter the following information:

### User Information

- Your Name: Enter your name as you would like it to appear in the "From" field of your outgoing messages.
- Email Address: Enter your full mail address (e.g., "john@example.com").

### Server Information

- Incoming mail server (POP3): "mail." followed by mail.usfundinginc.com
- Outgoing mail server (SMTP): "mail." followed by mail.usfundinginc.com

**Note:** Some ISPs will not allow you to use US Funding Inc's outbound mail servers. If that is the case, type in the name of your ISP's outgoing e-mail server (ex. smtp.myisp.com). You may also try and configure US Funding Inc's Outbound Mail server to connect to Port 2525 instead of the default Port 25.

### Login Information

- User Name: Enter your full US Funding Inc's Email Address.
- Password: Enter your password.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

- Do not check the box next to "Log on using Secure Password Authentication (SPA)."
- Click the "More Settings" box and select the "Outgoing Server" tab.
- Check the box next to "My outgoing server (SMTP) requires authentication."

**Important:** The US Funding Inc's Outgoing Mail servers require authentication. To turn this setting on, follow these steps:

1. From the Tools menu, select "Email Accounts."
2. Select "View or change existing email accounts" and click "Next."
3. Select your US Funding Inc Email account and click the "Change" button on the right.
4. Click the "More Settings..." button in the bottom-right corner of the Email Accounts window.
5. In the Internet Email Settings window, click the "Outgoing Server" tab. Ensure that the box next to "My outgoing server (SMTP) requires authentication" is checked.
6. Click the "Advanced" tab and make sure that you have not selected "This server requires a secure connection (SSL)" under the incoming (POP3) or outgoing (SMTP) port settings.