



Welcome to O1 Communications

We thank you for choosing O1 for your Email hosting needs

An O1 Systems Engineer will contact the primary or technical contact for your account to discuss hosting your email. Please read the guide below and let the engineer know if you have any questions.

DNS Requirement:

Servers determine where to send email for a domain via MX records. These are DNS records that define what servers are responsible for a domain's email. Please follow one of the following steps as it pertains to your situation.

O1 will NOT host DNS for your domain –

If another company will be providing DNS for your domain, please have them change the MX record for your domain and point it to smtpl.o1.com.

O1 will host DNS for your domain –

The MX record will be set up by the O1 Systems Engineer when DNS is set up for your domain.

If web hosting was also selected:

Email Management:

O1 provides a web-based management tool for administrating your emails. Administration is handled through the interface for your website. Please consult your Web Hosting guide for the use of this interface.

Webmail Access:

Users will be able to access webmail at <http://webmail.yourdomain>. Ex: if your domain is example.com, then the URL would be <http://webmail.example.com>. Users log in using their username and password for their email account.

Email Settings:

Users that wish to use an email client, such as Outlook Express, can use the following settings:

Receiving/Incoming server: mail.yourdomainhere

Sending/Outgoing server: mail.yourdomainhere

The sending server is only for users that have O1 as their Internet access. Users that have another provider, such as Earthlink, will need to use that provider's mail server for sending email.

The account/user name and password will be the username and password for that user's email address.

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If web hosting was not selected:

Email Management:

Administration of your emails can be done using the following steps:

1. Go to <http://smtp.o1.com> and choose the "Email Administration" link.
2. The user account should already be set to postmaster. If not, enter postmaster as the user account.
3. In the Domain Name field, enter the domain you wish to administrate.
4. In the Password field, enter the password for the postmaster account. The password will be provided by the O1 Systems Engineer assisting you.
5. Press the login button.
6. To view/change current settings, use the first set of links.
7. To add new accounts/settings use the "New" links.
8. Use the "Log Out" link when finished and close your browser.

If you require a more detailed tutorial of the administration interface, please contact O1 at 888-444-1111 and ask to speak to a Systems Engineer. We will be happy to help either over the phone, or by sending documentation via email.

Webmail Access:

Users will be able to access webmail at <http://smtp.o1.com> and choosing the "WebMail" link. Users must log in using their full email address and the password for their email account.

Email Settings:

Users that wish to use an email client, such as Outlook Express, can use the following settings:

Receiving/Incoming server: pop3.o1.com

Sending/Outgoing server: smtp.o1.com

The sending server is only for users that have O1 as their Internet access. Users that have another provider, such as Earthlink, will need to use that provider's mail server for sending email.

The account/user name and password will be the user's full email address and the password for that user's account.