User Guide

Password Change and Mail Client Configuration Guide for sltnet.lk/slt.lk Mail Server

Version 1.0

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1. Check the access to the Mail Server

This step guide you to check the accessibility to the mail server from your home/office before configuring the outlook mail client or accessing the mailbox from the web client.

Note:

Fully qualified host name for sltnet.lk domain is **mail.sltnet.lk** and for slt.lk, it should be **mail.slt.lk**.

Before starting the configuration, you should have the username and password received from SLT

Step 1

Open your favorite web browser and type the fully qualified hostname stated above in the address bar. You can use http or https http://mail.sltnet.lk for sltnet.lk domain

Or

http://mail.slt.lk for slt.lk domain

🥶 Pronto	× +	- = ×
€ → C	mail.sltnet.lk/hpronto/	♥ ☆ Q Search III\ 🗊 😑
🔅 Most Visited	🥑 Getting Started 🛛 📄 From Google Chrome 🕧 ComBank Internet Ban	
	Pronte	
	Password	
	Remember me on this computer	
	Enter	
	Forgotten Password Recov	very
	Copyright © 2012-2016 CommuniGate Sy Prontol v. 6.1.12.3336	rstems, Inc.

Use mail.sltnet.lk or mail.slt.lk in the address bar according to the domain

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Step 2

Use Desktop App Command Prompt to check the access to the mail server

SMTP (TCP port 25 and TCP Port 587) Access

C:\Users\user1>telnet mail.sltnet.lk 587 220 adm.sltidc.lk ESMTP CommuniGate Pro 6.1.15 quit 221 adm.sltidc.lk CommuniGate Pro SMTP closing connection Connection to host lost. C:\Users\user1>telnet mail.sltnet.lk 25 220 adm.sltidc.lk ESMTP CommuniGate Pro 6.1.15 quit 221 adm.sltidc.lk CommuniGate Pro SMTP closing connection Connection to host lost.

Step 3

POP3 Access

C:\Users\user1>**telnet mail.sltnet.lk 110** +OK adm.sltidc.lk CommuniGate Pro POP3 Server 6.1.15 ready <1434571.1522387625@adm.sltidc.lk> **quit** +OK CommuniGate Pro POP3 Server connection closed

Note: for slt.lk domain users, use mail.slt.lk to test SMTP/POP3 access to the server

2. Change the default password

Step 1

Use username and password received from SLT and click Enter to access the webmail



Use username and password received from SLT to log into the webmail

Step 2

Click on **Preferences**

	+ {č	22	Ł	INBOX ~	↑↓ 🗊	🗹 Compose
	• Q Search		G	QSearch	\boxtimes \bigstar	From: User O
Mail	Ш INBOX			User One Fwd: Test Mail	29/03/18) 1Kb	Fwd: Test I 29 Mar, 18 3:36:
<u>Contacts</u>				User One This is a Test Mail	29/03/18 608	This is and
Chats						Test Thu, 02 Wikra
Call						
30 Calendar						
Tasks						
History						
Files						
Çîş Preferences						

Access the link **Password**

	Settings	Password	Apply
	🔻 🖃 General		
\bowtie	Password	Current Password * This field must be filled in order to change other preferences on this page	
Mail Contacts Chats Call	 ✓ Mail ☆ Rules ☆ Trash Management ☑ Remote POP ☆ Vacation message 	Password Modification New Password Reenter Password Forgotten Password Recovery	
30 Calendar	(dentities	E-mail Password to	
Tasks Tasks History Files Preferences	Secure Mall Chats Calendar Files Output Daller Simple Rules		

Click on Password

Enter the required information and click **Apply**

Field	Data
Current Password	Received from SLT
New Password	Strong password which contains block letters, small letters, numbers and special characters (#\$%^& etc.). Password shall be at least 10 characters in length
Forgotten Password recovery	An e-mail address for password recovery. For example, you can use gmail.com or yahoo.com e-mail address

3. Set Up E-mail with Microsoft Outlook using POP3

Note: Sample configuration is done using Microsoft Outlook 2013

Step 1

On your computer, access the control panel

If using Windows Vista, Windows 7 or above, type **Mail** into the search box at the topright of the Control Panel window to quickly find the **Mail** icon. Then, double-click it.

Image: Second se		 ×
	ע ל mail	×
Mail		
Search Windows Help and Support for "mail"		

Search for Mail and double-click the icon

Step 2

If you have already added a profile, move to **step 4**. Otherwise click **Add** to create a new profile

٨	Mail		×
General			
The fol	lowing pr <u>o</u> files are set up on ti	his computer:	
		1	
			,
A <u>d</u> d	R <u>e</u> move P <u>r</u> operties	Сор <u>у</u>	
When startin	g Microsoft Outlook, use this p	orofile:	
○ <u>P</u> rompt	for a profile to be used		
Always	use this profile		-
			~
	OK Cancel	Apply	

Click Add

Type the profile name and click \mathbf{OK}

٨	New Profile	×
Oreate	New Profile	ОК
Profile <u>N</u> am	e:	Cancel
User1		

Step 4

Click the **E-mail Accounts** button.

٢	Mail Setup - User1	×
E-mail A	ccounts Setup e-mail accounts and directories.	E-mail Accounts
Data File	S	
Profiles -	store e-mail messages and documents.	Data <u>F</u> iles
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles
		<u>C</u> lose

Click E-mail Accounts

Step 5

Under the **E-mail** tab, click the **New** button to add your e-mail account.

٩	Account Settings ×			
E-mail Accounts You can add or remove an account. You can select an account and change its settings.				
E-mail Data Files RSS Feed	E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books			
🧟 <u>N</u> ew 🌪 <u>R</u> epair 🕋 Ch <u>a</u> nge 📀 Set as <u>D</u> efault 🗙 Re <u>m</u> ove 🔹 ♣				
Name		Туре		

Select E-mail > New

Select Manual setup or additional server types and then click the Next button.

٨	Add Account	×
Auto Account Setup Manual setup of ar	account or connect to other server types.	×
○ E-mail <u>A</u> ccount		
<u>Y</u> our Name:	Example: Ellen Adams	
<u>E</u> -mail Address:	Example; ellen@contoso.com	
Password:		
Retype Password:		
Manual setup or ad	Type the password your Internet service provider has given you. Iditional server types	
	< <u>B</u> ack <u>N</u> ext >	Cancel

Select Manual Setup and click Next

Step 7

Select the **POP or IMAP** type of account and then click the **Next** button.



Select POP or IMAP and click Next

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Step 8

Enter the required information:

Field	Data
Your Name	This is the name that will appear when others receive your e-mail
E-mail Address	Your E-mail address
Account Type	POP3
Incoming mail server	mail.sltnet.lk [Note for slt.lk: use mail.slt.lk here]
Outgoing mail server (SMTP)	mail.sltnet.lk [Note for slt.lk: use mail.slt.lk here]
User Name	Username should be in the following format
	For slnet.lk users; user1%sltnet.lk
	For slt.lk users; user2%slt.lk
Password	The password for your Username

Then click the **More Settings** button to continue.

0	Add .	Account
POP and IMAP Account Set Enter the mail server setting	tings ngs for your account.	
User Information		Test Account Settings
Your Name:	User1 Name	We recommend that you test your account to ensure that
Email Address:	user1@sltnet.lk	the entries are conect.
Server Information		Test Associat California
Account Type:	POP3 V	lest Account Settings
Incoming mail server:	mail.sltnet.lk	 Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.sltnet.lk	Deliver new messages to:
Logon Information		New Outlook Data File
User Name:	user1%sltnet.lk	C Existing Outlook Data File
Password:	******	Browse
✓ Be	member password	
Require logon using Secur (SPA)	e Password Authentication	<u>More Settings</u>
		< <u>B</u> ack <u>N</u> ext > Cancel

Enter the appropriate information and click More Settings

Select the **Outgoing Server** tab from the top of the new window that opens.

Internet E-mail Settings	×	
Server Advanced		
Mail Account		
Type the <u>n</u> ame by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"		
user1@sltnet.lk		
Other User Information		
ser1@sltnet.lk		
	Internet E-mail Settings Server Advanced which you want to refer to this account. For or "Microsoft Mail Server"1k tion ser1@sltnet.lk	

Select Outgoing Server

Step 10

Check the box for **My outgoing server (SMTP) requires authentication** and ensure that **Use same settings as my incoming mail server** is selected.

Next, click the **Advanced** tab at the top of the window.

Internet E-mail Settings		
General Outgoing Server Advanced		
 My outgoing server (SMTP) requires authentication Use same settings as my incoming mail server 		
O Log on using		
User <u>N</u> ame:		

Check the boxes and click Advanced

Step 11

User TCP Port 587 as the Outgoing Server (SMTP)

If you want to access your mails over an encrypted SSL tunnel, enter port **995** as the **Incoming server (POP3)** port and ensure that **SSL** is chosen.

Choose **TLS** from the drop-down box next to **Use the following type of encrypted connection**.

Click the **OK** button to save your settings.

Note: If you do not need an encrypted tunnel to access the mails, ignore this Step 11 and Click OK button to save your previous settings

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Internet E-mail Settings		
General Outgoing Server Advanced		
Server Port Numbers		
Incoming server (POP3): 995 Use <u>D</u> efaults		
This server requires an <u>encrypted</u> connection (SSL)		
Outgoing server (SMTP): 587		
Use the following type of encrypted connection: None		
Server Timeouts SSL		
Short Long 1 minute TLS Auto		
Delivery		
Remove from server after 14 days		
Remove from server when deleted from 'Deleted Items'		
OK Cancel		



Step 12

Click the **Next** button. Accept the security warning if SSL is selected in the above **Step 11**. Click Yes

٢	Internet Security Warning		
	The server you are connected to is using a security certificate that cannot be verified.		
	The target principal name is incorrect.		
View Certificate			
Do you want to continue using this server?			
	Yes <u>N</u> o		

Select Yes

Step 13

If the part of the test fails, go through the previous steps and double-check all of your settings in Outlook. If the test is successful, click the **Close** button.

Test Account Settings					
Congratulations! All tests completed successfully. continue.	<u>S</u> top Close				
Tasks Errors					
Tasks	Status				
Log onto incoming mail server (POP3)	Completed				
✓ Send test e-mail message	Completed				

Step 14

Click the **Finish** button.

٢	Add Account	×
	You're all set!	
	We have all the information we need to set up your account.	
	Add another account	
	< <u>B</u> ack Finish	

Step 15

Click the **Close** button to close the Account Settings window.

Step 16

Click the **Close** button to close the Mail Setup window.

End of User Guide.