

Email instruction

To access your email account from the internet use www.norwaymi.gov and click on the Check Norway Email followed by your email address and password.

1. If you are new customer receiving your internet service from the City of Norway please contact City Hall at (906)563-9961 to set up your email account on the Norway website.
2. If you forgot your password or want to change it or your email address please contact City Hall at (906)563-9961.

If you are receiving your internet through Norway but wish to set up your email account through Outlook express, Outlook, Netscape, Incredimail, or virus and spyware software do the following steps:

***** (If you cannot follow these steps, or if they do not work, please contact a computer tech to help you).*****

1. Open your Email Account.
2. Click tools in upper left part of screen
3. Click Account settings or account
4. Click on the email or mail tab
5. **If you do not have any email account shown here you need to create on, please skip down past step 8 and follow the instructions there.**
6. Within this tab there is a change button, pick this
7. To update or change your existing account, do the following
 - a. Double click (default) Acct

Example:

<u>Acct</u>	<u>Type</u>	<u>Connection</u>
Pop.gmail.com	mail(default)	any available

- b. General tab should show

Pop.gmail.com

User info:

Name= your name

Email address= your email@norwaymi.com

*Include this acct when receiving mail or sync

- c. Server tab should show

Server info: Incoming server POP3
Incoming mail (POP3) pop.gmail.com
Outgoing mail (smtp) smtp.gmail.com

Incoming Mail server: Account name your email@norwaymi.com
Password City does not have a record of passwords—forgot your password? Call City Hall 906-563-9961 and we will make a new password for you.

Remember password
(Leave blank) Log on using secure password authentication
Outgoing Mail server: my server requires authentication

- d. Connection tab—leave as is Apply

e. Security tab---All blank except Algorithm

f. Advanced tab

Server port #

Outgoing mail (smtp)

This server requires a secure connection (SSL)

Incoming Mail (POP3)

This server requires a secure connection (SSL)

All other info leave as is

g.

8. Click send/receive

To add a new email Acct to the go to top of this document and do steps 1-4 and continue here:

5. Click

6. Choose mail

7. Display name = your name-not email address, Click

8. Email address = your email@norwaymi.com

9. email server names=
Incoming mail server server
Incoming mail (POP3, IMAP or HTTP server)

Outgoing mail smtp server

10. Internet Mail login:

Acct name= first part of your email address,
do not type in @norwaymi.com

Password= city does not have record of passwords

remember password

11. Congratulations!

Click

12. You should be back to mail tab—Click

*****Reminder: (If you cannot follow these steps, or if they do not work, please contact a computer tech to help you) *****