



# QUICK START GUIDE

Need help? Contact our Helpdesk at (563) 263-2631

## We're here for you...

We have designed this Quick Start guide so that you can begin enjoying your MachLink® Internet service as quickly as possible. If you are unable to connect to MachLink, call the MachLink® HelpDesk. You will be connected to a specialized technician at our central support desk who can diagnose the problem. You will be asked a series of standard questions that will help the technician pinpoint the problem. The MachLink® HelpDesk can address many of your problems over the telephone. You can also email any questions or issues to MachLink®.

Remember, we're here for you!

### *MachLink® HelpDesk*

Phone: (563) 263-2631

Email: [helpdesk@machlink.com](mailto:helpdesk@machlink.com)

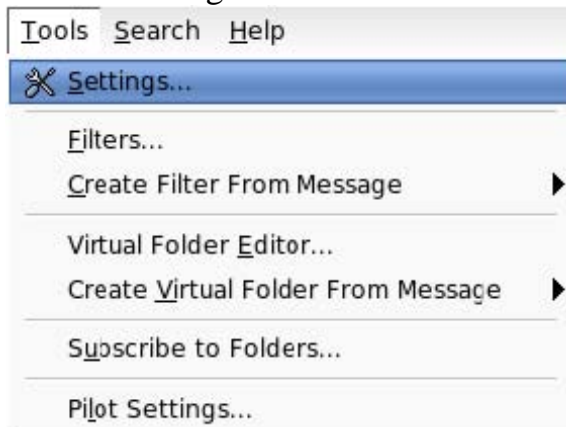
## Email Account Setup

We have instructions for setting up your email account in many different clients, but this document will only deal with setting up Evolution.

The account setup Wizard may start automatically when setting up your computer. If it does, skip to step 3...

### Evolution

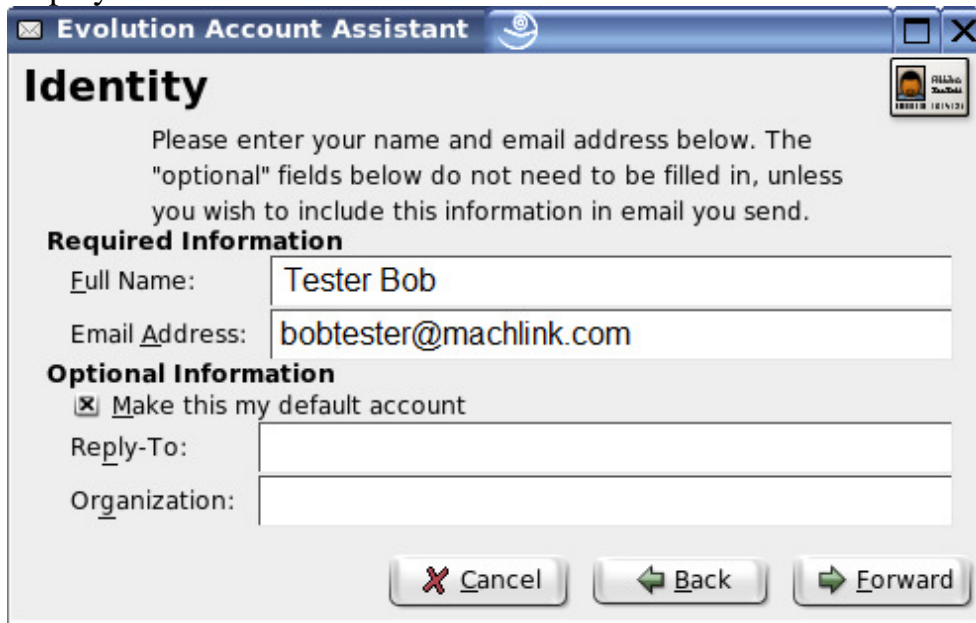
1. Choose Settings from the Tools menu.



2. In the Evolution Settings window, select the large Mail Accounts button from the left panel.



3. Click the Add button in the upper-right corner.
4. In the Identity page of the Evolution Account Assistant, enter your desired display name in Full Name.



5. Enter your whole email address – as shown below – in the Email Address field.
6. Make sure that the Make this my default account checkbox is checked. Click it if there is no “X” there.
7. Click Forward.

8. On the Receiving Email page, make sure that the Server Type is POP.

**Evolution Account Assistant**

## Receiving Email

Please enter information about your incoming mail server below. If you are not sure, ask your system administrator or Internet Service Provider.

Server Type: POP

Description: For connecting to and downloading mail from POP servers.

**Configuration**

Host: mail.machlink.com

Username: bobtester

**Security**

Use Secure Connection (SSL): Whenever Possible

**Authentication Type**

Password

Remember password

Cancel Back Forward

9. For Host, enter mail.machlink.com.
10. For Username, enter the name part of your email addresses. For bobtester@machlink.com, the name part would just be bobtester.
11. Make sure that the Authentication Type is Password and that Remember password is checked. Click it if there is no "X" there.
12. Click Forward.
13. On the next page, make sure that your settings look like those below, then click Forward.

**Evolution Account Assistant**

## Receiving Email

Please select among the following options

**Checking for New Mail**

Automatically check for new mail every 10 minutes

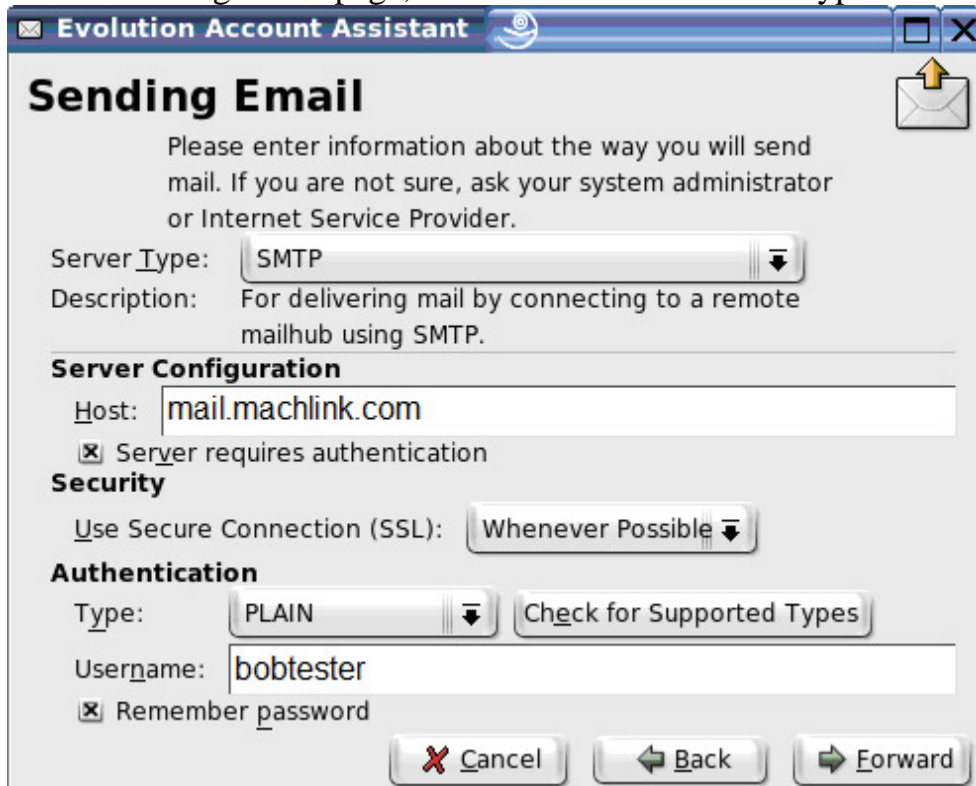
**Message storage**

Leave messages on server

Disable support for all POP3 extensions

Cancel Back Forward

14. On the Sending Email page, make sure that the Server Type is SMTP.



The screenshot shows the 'Sending Email' dialog box in the Evolution Account Assistant. The window title is 'Evolution Account Assistant'. The main heading is 'Sending Email'. Below the heading, there is a message: 'Please enter information about the way you will send mail. If you are not sure, ask your system administrator or Internet Service Provider.' The 'Server Type' is set to 'SMTP'. The 'Description' is 'For delivering mail by connecting to a remote mailhub using SMTP.' Under 'Server Configuration', the 'Host' is 'mail.machlink.com' and the checkbox 'Server requires authentication' is checked. Under 'Security', 'Use Secure Connection (SSL)' is set to 'Whenever Possible'. Under 'Authentication', the 'Type' is 'PLAIN' and the checkbox 'Remember password' is checked. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Forward'.

15. For Host, enter mail.machlink.com.

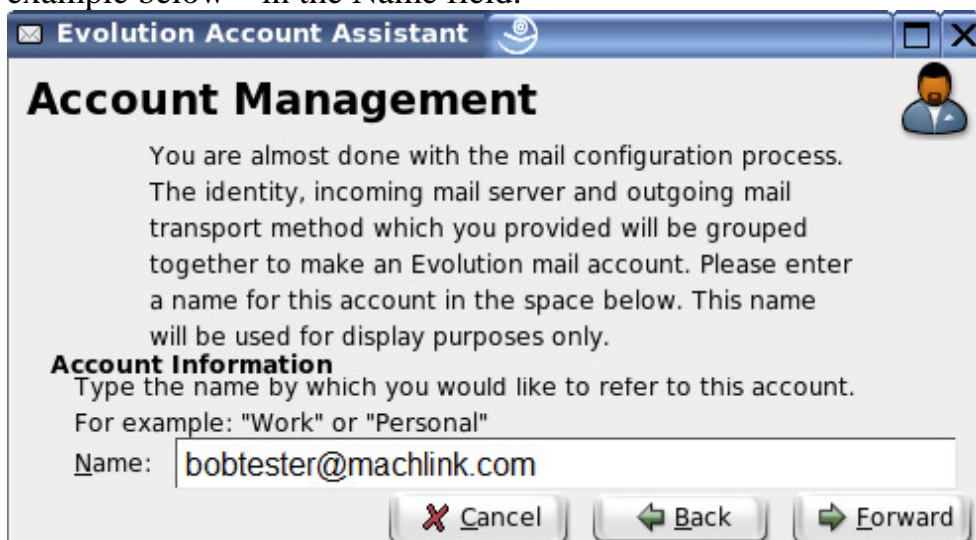
16. Make sure that Server requires authentication is checked. Click it if there is no "X" there.

17. For Username, enter the name part of your email address. For bobtester@machlink.com, the name part would just be bobtester.

18. Make sure that the Authentication Type is Plain and also make sure that Remember password is checked. Click it if there is no "X" there.

19. Click Forward.

20. On the next Account Management page, enter your whole email address – see example below – in the Name field.



The screenshot shows the 'Account Management' dialog box in the Evolution Account Assistant. The window title is 'Evolution Account Assistant'. The main heading is 'Account Management'. Below the heading, there is a message: 'You are almost done with the mail configuration process. The identity, incoming mail server and outgoing mail transport method which you provided will be grouped together to make an Evolution mail account. Please enter a name for this account in the space below. This name will be used for display purposes only.' Under 'Account Information', there is a message: 'Type the name by which you would like to refer to this account. For example: "Work" or "Personal"'. The 'Name' field contains 'bobtester@machlink.com'. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Forward'.

21. Click Forward.

22. On the Done page, click on Apply.

