



Dear ZWN Client

Please do the following:

- Change your password to: “*****”
- Choose “POP3” and NOT “IMAP”
- Incoming mail server: mail.zwn.co.za
- Outgoing mail server (SMTP): mail.zwn.co.za
- Under the more settings tab find the settings for “Outgoing server”
- Tick the block that says: “My outgoing server (SMTP) requires authentication.
- Underneath that make sure the block “Use same settings as my incoming mail server”.
- And then lastly go to the Advanced tab and change the outgoing port from port 25 to port 587.
- Untick the block “Keep a copy of the message on the server”
- You may also at any time read your email on the internet directly from anywhere, provided you have an internet connection.
- Go to www.zwn.co.za and follow the link to retrieve your mail directly from the server from anywhere, as long as you have an internet connection.
- Your username would be the full email address i.e. anybody@zwn.co.za and then type in the password as given.
- On the next page select “Round Cube Mail” to read your mail.
- If all this fails, and you still cannot read or get your mail successfully, please go to www.ammyy.com.
- Download the program and run it. Once completed you may SMS or “Whats App” me with the ID given on your screen.
- Once you see the block pop up on your screen that says “Accept” please press the button which will allow me to log into your machine remotely.
- I shall the remotely log in and fix it for you.
- You may also go to www.teamviewer.com, and download. It is a similar program.

Trust for this to be in order.

Kind Regards

ZWN Team