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How do i set up my centurylink email

An Optus myZOO email account allows you to access your email using many popular email client programs, such as Microsoft Outlook or Mozilla Thunderbird. In order to set up your Optus email accounts, you will need some information from Optus, such as the addresses of the incoming and outgoing mail servers and your Optus log in name. Once you have this information, you can set up your email client to retrieve your Optus email. Open your email client program, such as Microsoft Outlook or Mozilla Thunderbird. Under the "File" menu on the top toolbar, select "Accounts" and then choose the option for adding a new account. Set the account type to "Mail" if necessary, then select "Add." Type the name that you wish to have displayed to your recipients in the "Display Name" field, then click "Next." Enter your Optus email address in the email address field. This is your Optus username followed by @optusnet.com.au. Set up your incoming mail server options. Select "POP3" as the server type, then enter mail.optusnet.com.au in the incoming mail server field. Set up the outgoing mail server by entering mail.optusnet.com.au in the outgoing mail server (SMTP) field, then click "Next." Enter your Optus username and password into the username and password fields. Tick the box to remember the password, then click "Next." Select the "Finish" option and your Optus email account is set up and ready to use. You can repeat this process for each Optus username that you have set up. By Edward Zehtab Email templates can save you time and increase your productivity by allowing you to send personalized emails quickly to multiple recipients. With a template, you do not have to type the body of the email repeatedly when emailing multiple recipients; this can reduce errors. Outlook and Gmail have specific tools to create templates; Yahoo does not have template creation tools, however you can create drafts to function as templates. Open "Outlook," click "Tools" then click "Options," then "Mail Format." Uncheck "Use Microsoft Office Word to edit email messages." Click "Apply" and "OK." Click "File" select "New" and then click "Mail Message." Create your template on this blank message, filling in parts you would normally have to repeat and leaving gaps where information may vary. Click "File" then "Save As." Under "Type," click "Outlook Template" and click "Save." Click "Apply" and then "OK." You have created a template. Open Gmail. Click "Settings." Click "Labs" and check the "Canned Responses" box. Click "Save Changes." Click "Compose" and write out the template you wish to save. Add a signature and it will be saved with the template, but leave "Subject" and "To" empty as Gmail does not save these entries in your template. Under "Subject," click "Canned Response." Under "Save" click "New Canned Response..." Type the name of your template and click "OK." Open Yahoo Mail. Click "Create a Folder" and call it "Templates." Write out your template and send it to your own email address. Open the email, click "Move," and select "Templates" as the destination folder. Highlight and copy all the text in this email by pressing Ctrl+A to highlight, and then Ctrl+C to copy. Click "Compose" to open a new message and then paste the text into the message to use the text as a template by pressing Ctrl+V. By Louise Balle Fax-to-email (or efax), is a way to send a fax message to anyone in the country, and in some cases to the world. It's a convenient way to transmit printed information to another party who has a fax machine, even if you don't. It also saves you paper and ink---everything is done from your computer and email account. Choose a fax-to-email service that fits your estimated fax volume each month (see "Resources" for examples). If you only need this for an occasional fax to handle personal affairs, choose the lowest plan offered by the service, but if you need to receive or send faxes frequently for business, consider a plan that offers unlimited fax messages each month. Retrieve your new fax-to-email fax number from the service. This is a unique phone number automatically assigned to your account that other people can use to send faxes to your email address (just like getting a number from your phone provider when you use a regular fax machine and phone line). Distribute your new fax number to all of your contacts. Check your email regularly to see if you've received a new fax message from one of your contacts. When you do, you'll see an email from the fax-to-email provider with an attachment (usually a PDF document). Compose a new email message to send a fax using your fax-to-email account. Type in the fax number of your contact (all ten digits including the area code) then the email extension provided by the fax-to-email service in your "To" field. Attach your own fax document (including a fax cover letter if you want), type in a subject line, and send your email. You'll receive a confirmation message when the fax goes through successfully.

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