



## How to Troubleshoot Qwest.net™ E-mail Issues

### Email Client: Outlook 2003

### Email Type: @yourdomainname.com (Custom Domain)

Many things can cause your email not to work properly. This document will discuss some of the basic problems that can happen when sending email, receiving email, or both. Make sure you are at the computer that is having the problem.

This document is broken up into 3 different sections:

- Section 1: Unable to send or receive email (page 2)
- Section 2: Can receive email but unable to send email (page 8)
- Section 3: Can send email but unable to receive email (page 11)

If you are unable to resolve your email problems using this document, please [contact Qwest](#) for further assistance.

NOTE: This document assumes your domain e-mail (also known as a 'vanity e-mail') is provided by Qwest. If not, please contact your e-mail provider for more assistance. To determine if Qwest is your e-mail provider, click [here](#) and enter your domain name in the 'WHOIS Lookup' field. Then, select Go! Look towards the bottom of the page under 'Domain servers in listed order'. Make sure you see AUTHNS1.MPLS.QWEST.NET, AUTHNS2.DNVR.QWEST.NET, and AUTHNS3.STTL.QWEST.NET. If any other server name is listed, your domain is pointed to someone other than Qwest.

## Section 1: Unable to Send and Receive E-mail

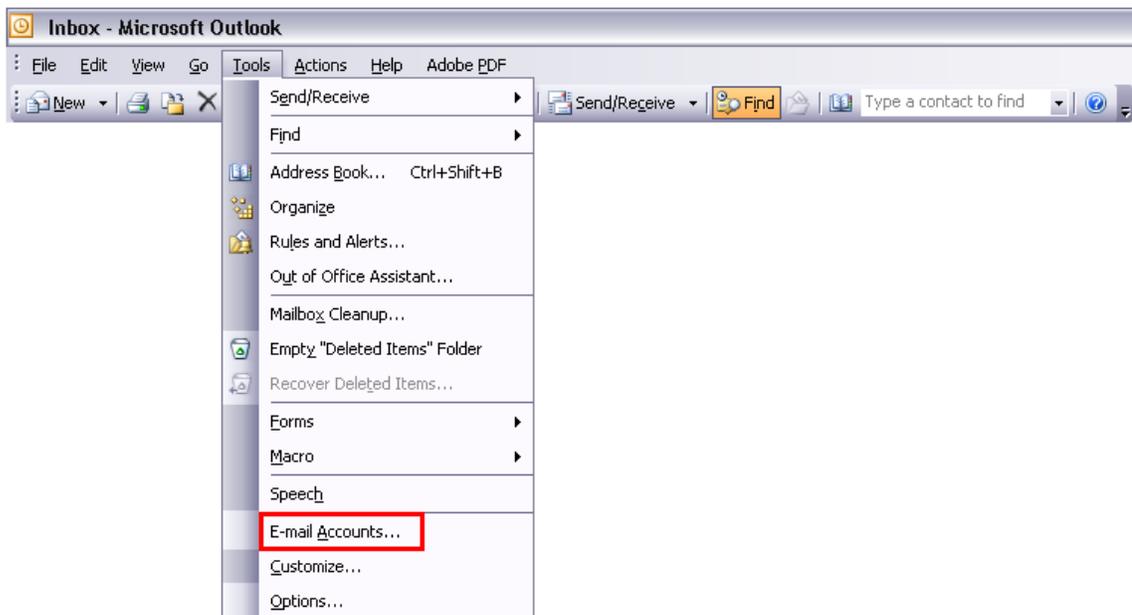
### 1. No Internet Connection

In order to send or receive email you have to have an active internet connection. If you are unable to connect to the internet, you are also unable to send and receive email. The easiest way to test your internet connection is to pull up your internet browser and try to navigate to various Web pages. Make sure after you pull up the Web page to press (CTRL + F5). This will perform a hard refresh of the page to ensure you are not viewing a stored version of the page. If you are not able to see the Web page after doing a hard refresh, then you are probably not connected to the internet.

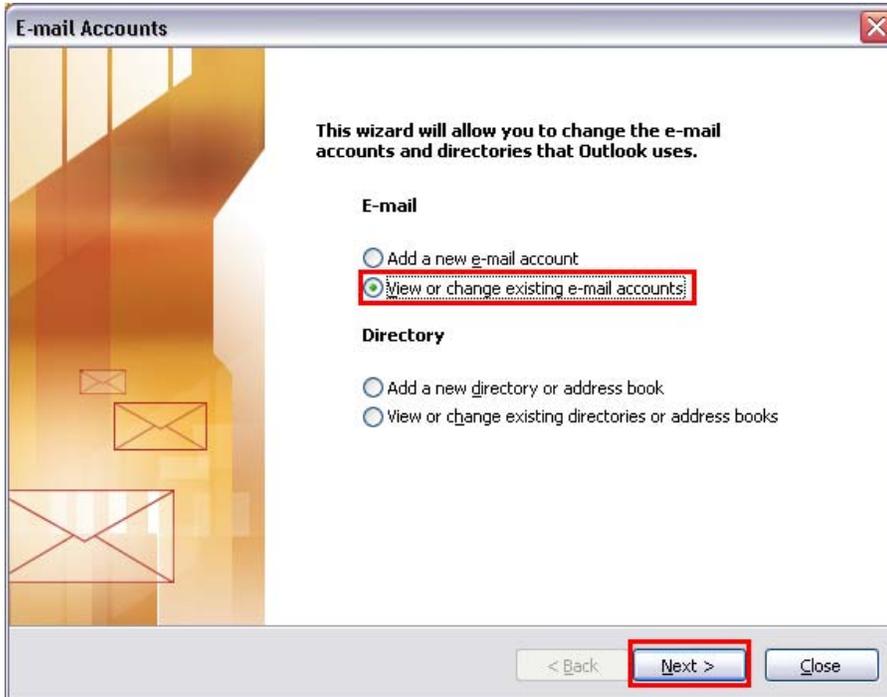
### 2. Incorrect Client Configuration

Here are some of the common errors made when configuring Outlook:

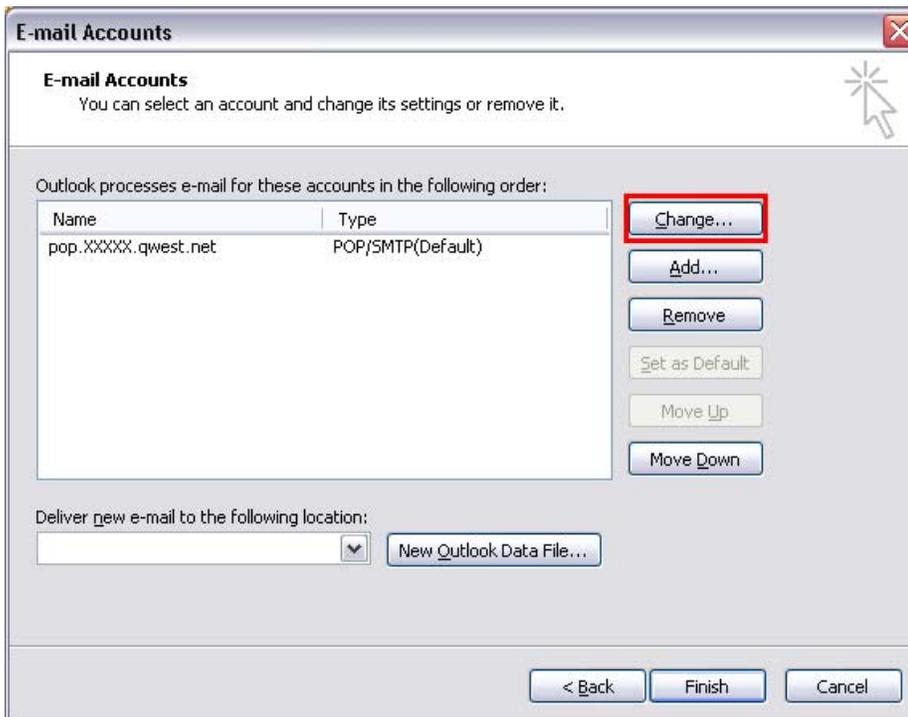
- Check your User Name. To see what you currently have entered as your User Name, select **Tools**, then select **E-mail Accounts**.



On the 'E-mail Accounts' screen, select the **View or change existing e-mail accounts** radio button and select **Next**.



Select the account you are checking the settings on and select **Change**.



Make sure the user name that Outlook is logging in with is your Qwest.net account User Name. You should not be using your custom domain name in the User Name field. If the custom domain is used in this field then Outlook will not be able to authenticate correctly. See the example below of how to enter the correct User Name.

**E-mail Accounts** [Close]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**      **Server Information**

Your Name:       Incoming mail server (POP3):

E-mail Address:       Outgoing mail server (SMTP):

**Logon Information**      **Test Settings**

User Name:       After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Password:      

Remember password

Log on using Secure Password Authentication (SPA)

- **Inbound and Outbound Server Settings**

On the same 'E-mail Accounts' window, make sure your Incoming and Outgoing server is set to **pop.XXXXX.qwest.net**. (XXXXX is the city code of the server that is closest to you. See the server list on page 6.)

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Qwest Customer"/>	Incoming mail server (POP3): <input type="text" value="pop.XXXXX.qwest.net"/>
E-mail Address: <input type="text" value="er@yourdomainname.com"/>	Outgoing mail server (SMTP): <input type="text" value="pop.XXXXX.qwest.net"/>

Logon Information	Test Settings
User Name: <input type="text" value="customer@qwest.net"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
<input type="button" value="More Settings ..."/>	

- Something else you can try if you suspect Outlook is configured incorrectly is to remove the account from Outlook and re-add the account using our [email help](#) information.



## **Qwest Mail Servers**

### **Arizona**

- Tucson- pop.tcsn.qwest.net
- Phoenix- pop.phnx.qwest.net

### **Colorado**

- Colorado Springs- pop.clsp.qwest.net
- Denver- pop.dnvr.qwest.net

### **Idaho**

- Boise- pop.bois.qwest.net

### **Iowa**

- Des Moines- pop.desm.qwest.net
- Cedar Rapids- pop.cdrr.qwest.net
- Davenport- pop.dvnp.qwest.net

### **Minnesota**

- Duluth- pop.dlth.qwest.net
- Minneapolis/St. Paul- pop.mpls.qwest.net
- Rochester- pop.roch.qwest.net
- Saint Cloud- pop.stcd.qwest.net

### **Montana**

- Billings- pop.blng.qwest.net
- Missoula- pop.mssl.qwest.net

### **Nebraska**

- Omaha- pop.omah.qwest.net

### **New Mexico**

- Albuquerque- pop.albq.qwest.net

### **North Dakota**

- Bismarck- pop.bsmr.qwest.net
- Fargo- pop.farg.qwest.net

### **Oregon**

- Eugene- pop.eugn.qwest.net
- Portland- pop.ptld.qwest.net

### **South Dakota**

- Sioux Falls- pop.sxfl.qwest.net

### **Utah**

- Salt Lake City- pop.slkc.qwest.net

### **Washington**

- Seattle- pop.sttl.qwest.net
- Spokane- pop.spkn.qwest.net

### **Wyoming**

- Cheyenne- pop.chyn.qwest.net



### 3. Incorrect Password

If you continue to get a pop up asking for your password, the password is probably being entered incorrectly or the password has been changed. Remember, passwords are CaSe sEnSiTiVe. To check to make sure you are entering the correct password, try logging into your web-based email at [www.mail2web.com](http://www.mail2web.com). If you also are not able to login at mail2web.com, [contact Qwest](#).

### 4. Firewall and Anti-virus Conflicts

While Firewalls and Anti-virus products are designed to protect you, they also can impair your emailing ability. A good way to test this is temporarily disabling your firewall or anti-virus software (*note: Make sure you re-enable it after you are done testing. Otherwise, your computer will be at risk!!!*). If you are able to send and receive email after disabling, then you may need to adjust your firewall/anti-virus settings or download an update for the software. For more information on temporarily disabling your protection software, contact the manufacturer of the software.

### 5. Corrupted Email in your Inbox

Sometimes, you may receive an email that is corrupted. When Outlook tries to download a corrupted email it may get hung up and freeze preventing all other receiving of email. Unless this corrupted email is deleted, Outlook will continue to freeze up every time it encounters this corrupted email.

To fix this, access your email through [www.mail2web.com](http://www.mail2web.com), login with your email address and password, then find the email that is corrupted and delete it.

### 6. Domain Records

Make sure your Domain records are pointing to the correct name servers. Otherwise, your email traffic will be directed to an incorrect destination and you won't receive it. To check if your domain records are correct, click [here](#) and enter your domain name in the 'WHOIS Lookup' field. Then, select Go! Look towards the bottom of the page under 'Domain servers in listed order'. Make sure you see AUTHNS1.MPLS.QWEST.NET, AUTHNS2.DNVR.QWEST.NET, and AUTHNS3.STTL.QWEST.NET. If any other server name is listed, your domain is pointed to someone other than Qwest.

## Section 2: Can Receive E-mail but Unable to Send E-mail

### 1. Unable to send email to 1 person

If you are unable to send email to only 1 individual, this is usually because the email address is being typed incorrectly. Double check to make sure you are entering the correct email address. Lots of times people change their email address or internet provider and forget to tell others their new email address. Contact the person you are trying to send the email to and confirm the email is correct and working.

The receiving party may have you on a blacklist. This means the person you are trying to send the email to has advertently or inadvertently put you on a block list. Whenever their email sees an incoming message from anyone on the blacklist, it rejects the message. Contact the person you are trying to send the email to and have them check their blacklist.

Also, try having the receiver of the email check their spam/junk folder.

### 2. Firewall and Anti-virus Conflicts

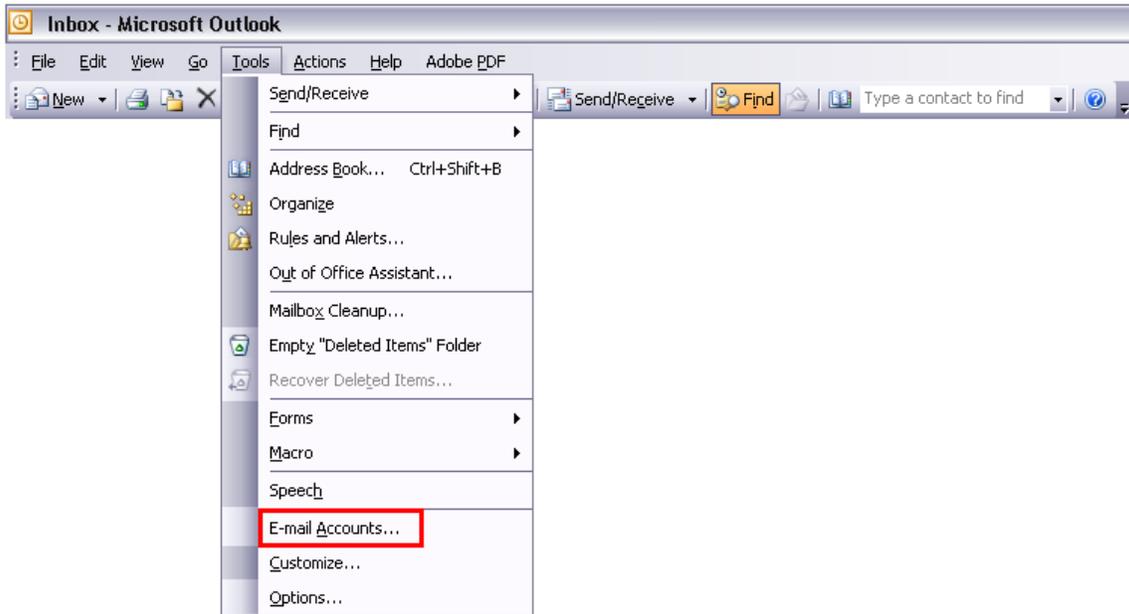
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### 3. Large Attachments

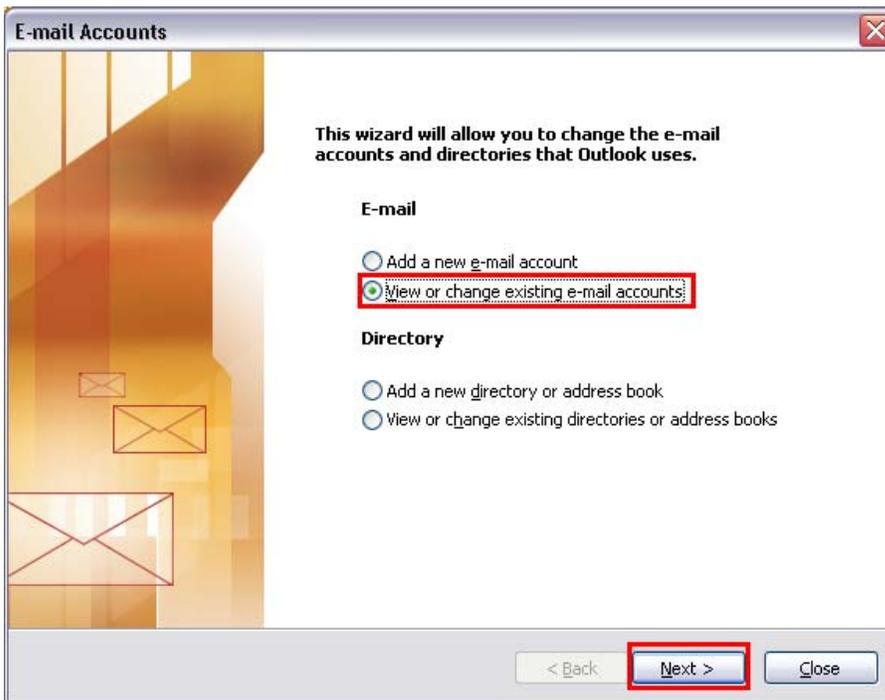
Qwest does not recommend that you send an attachment larger than 10MB. Anything higher than this can cause your mail box to meet capacity and the message will be rejected. If sending a large attachment, make sure to compress the file or break it up into smaller parts in multiple sent emails.

#### 4. Outbound Server Settings

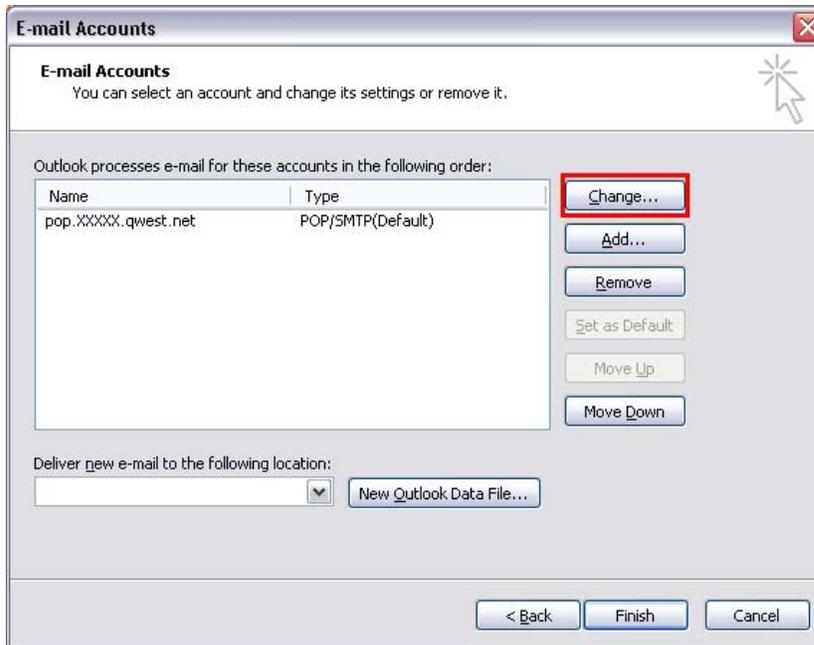
To check your outgoing mail settings, select **Tools**, then select **E-mail Accounts**.



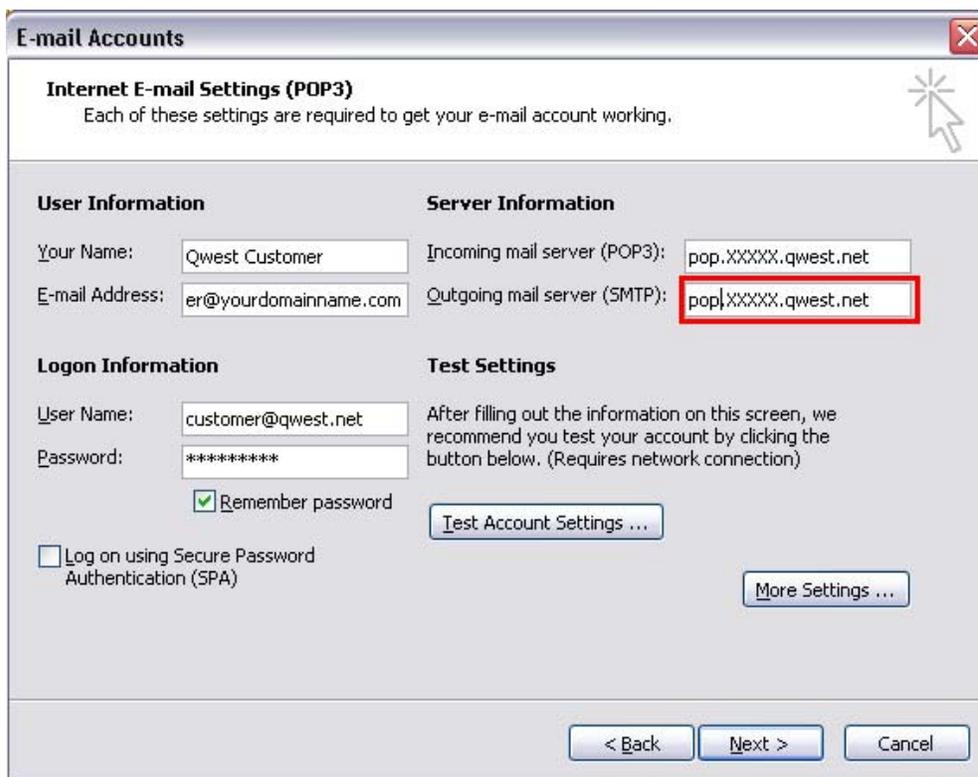
On the 'E-mail Accounts' screen, select the **View or change existing e-mail accounts** radio button and select **Next**.



Select the account you are checking the settings on and select **Change**.



Make sure your outgoing mail server shows **pop.XXXXX.qwest.net**. (for XXXXX see page 6 for closest city code on server list). See below for an example.



## Section 3: Can Send E-mail but Unable to Receive E-mail

### 1. Inbox Quota

Currently, the maximum space available for your inbox on the server is 25 MB. If you reach this limit, you will be unable to receive all other future email. Make sure you are deleting all unwanted emails in your inbox to make sure you have available space for additional emails.

Log in at [www.mail2web.com](http://www.mail2web.com) to see all current email stored in your inbox on the mail server.

### 2. Firewall and Anti-virus Conflicts

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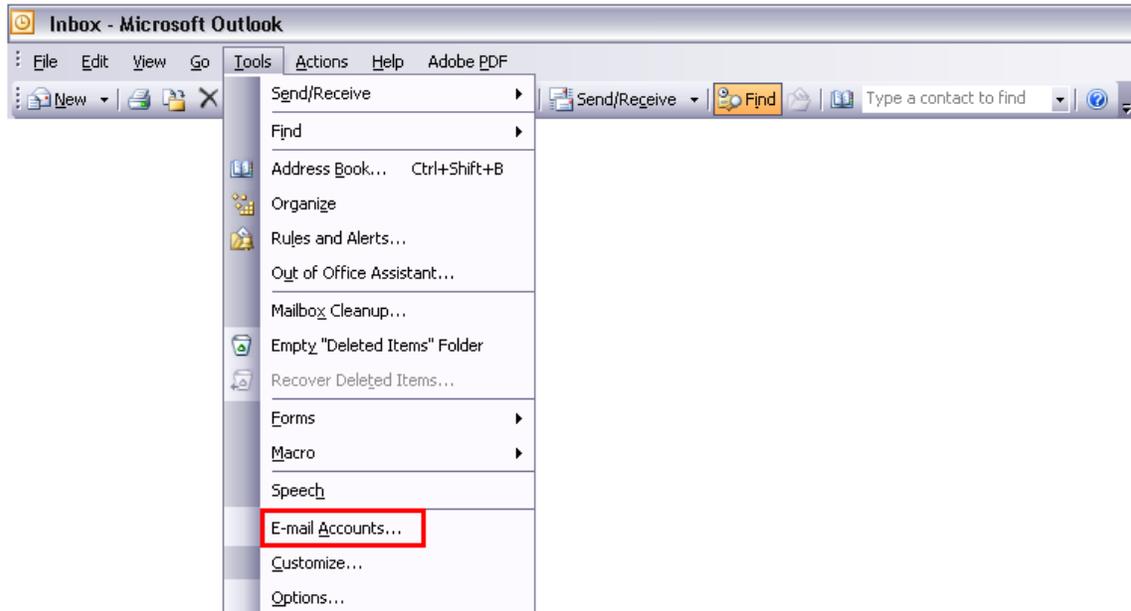
To fix this, access your email through [www.mail2web.com](http://www.mail2web.com), login with your email address and password, then find the email that is corrupted and delete it.

### 4. Check your Junk Mail Folder.

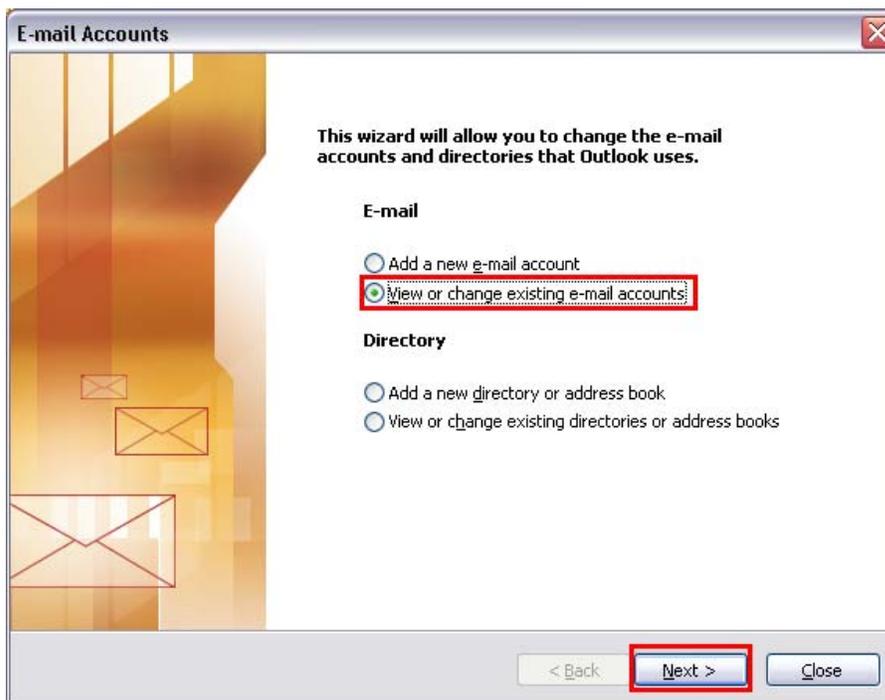
Depending on your junk/spam filter settings, some of your incoming mail may be in your junk/spam folder. Make sure to check this folder to see if the email you are missing is located there.

## 5. Inbound Server Settings

To check your incoming server settings, select **Tools**, then select **E-mail Accounts**.



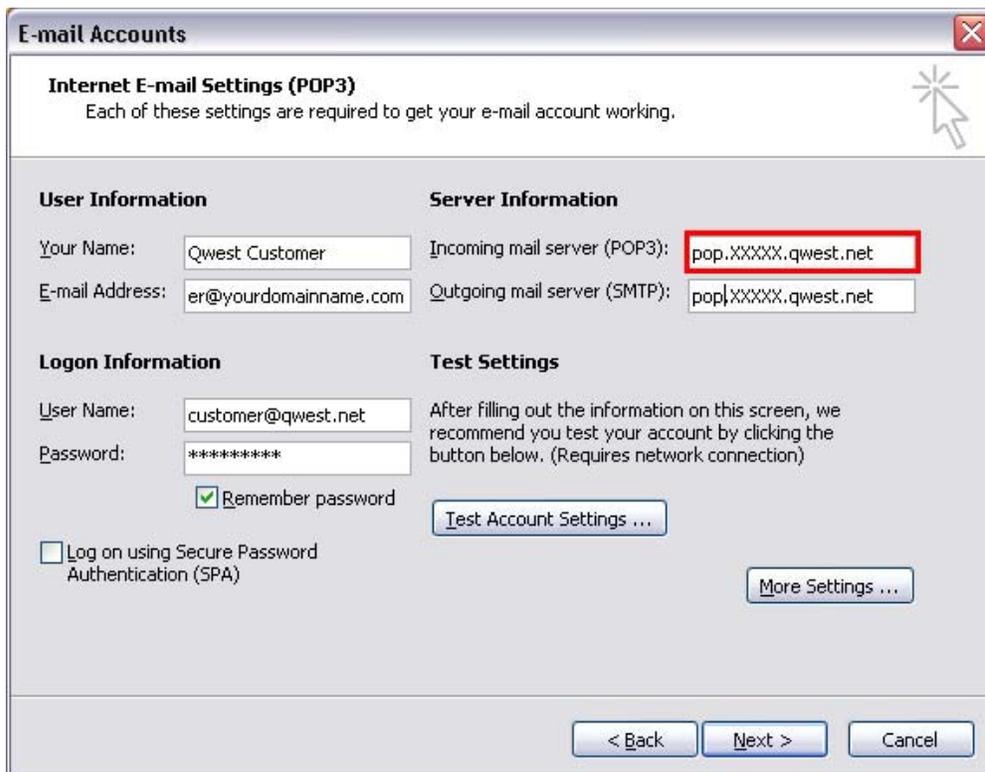
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