

How to Configure Your Webmail on Desktop and Mobiles

Configure Your Desktop Email Client To Send and Receive Email

<https://support.mailhostbox.com/configure-your-desktop-email-clients-to-send-and-receive-email/>

Hey there! If you're looking to set your desktop mail client software as your default email shop, you've come to the right place!!

Logicboxes Business/Enterprise mails can be configured on various email clients such as Outlook, Outlook Express, Thunderbird, Windows Mail, Windows Live Mail, Apple Mail etc.,



The mail clients listed below contain instructions on how to setup your mail account for the mail clients specified.

- Microsoft Outlook 2007
- Microsoft Outlook 2010
- Microsoft Outlook 2013
- Outlook Express
- Mozilla ThunderBird
- Windows Live Mail

- Apple Mail 3.6 (Leopard)
- Apple Mail 4.0
- Apple Mail 8.0 onwards

Setting up Email Account on Microsoft Outlook 2007

In order to send and receive email using Microsoft Outlook 2007, you need to setup your account as described below –

1. Start Microsoft Outlook 2007. Click the *Tools* menu and select *Account Settings...*
2. On the E-mail tab, click **New...**
3. Fill in all necessary fields to include the following information:
 - *Your Name*: Enter your name as you would like it to appear in the From: field of outgoing messages.
 - *E-mail Address*: Enter your full email address (*user@somedomainname.com*).
 - *Password*: Enter your email password.
 - *Manually configure server settings or additional server types*: Select this check box and click Next.
4. On the prompt to *Choose E-mail Service*, select **Internet E-mail** to connect to your **POP**, **IMAP**, or **HTTP** server to send and receive e-mail messages. Click *Next*.
5. In the **Internet E-mail Settings** dialog, verify your **User Information** and enter the following additional details:
 - **Server Information**
 - Account Type: Select POP3 or IMAP
 - Incoming & Outgoing mail server: You can obtain this information from your Email Dashboard. In Dashboard go to **Mail > DNS Configuration and POP/IMAP/SMTP records**. Or if you are using our DNS service for your domain then you can use: Incoming Mail Server: pop.your-domain-name (eg: pop.demomonkey.org)
Outgoing Mail Server: smtp.your-domain-name (eg: smtp.demomonkey.org)***For IMAP configuration,
Account Type: IMAP
Incoming Mail Server: imap.your-domain-name (eg: imap.demomonkey.org)
Outgoing Mail Server: smtp.your-domain-name (eg: smtp.demomonkey.org)
 - **Logon Information**
 - User Name: Enter your full username (same as your email address)
 - Password: Enter your email password
 - *Require logon using Secure Password Authentication (SPA)*: Leave this option unchecked.
 - Click *More Settings...* and select **Outgoing Server**
 - Check the box next to *My outgoing server (SMTP) requires authentication* and ensure that the option *Use same settings as my incoming mail server* is selected.
 - Click *OK* and then *Next*

IMPORTANT

Usually, the port used for the Outgoing Mail Server/SMTP Service is 25. However, there might be a situation where your ISP might be blocking the use of port 25 for SMTP service. Many ISPs block port 25 in order to minimize the amount of spam sent using their network. If you are facing issues sending mails using the default port 25, you can confirm with your ISP whether port 25 is indeed blocked by them.

To circumvent this, you can use an **alternate port 587** for sending mails if **port 25** is blocked. Here's how:

- a) In the *Tools* menu select *Options* -> *Mail Setup* and click *Email Accounts*
- b) Select your account and click *Change* above the list of accounts
- c) Click *More Settings* and then the *Advanced* tab
- d) In the Outgoing server(SMTP) field replace the default port number 25 with the alternate port number 587
- e) Click *Ok* -> *Next* -> *Finish* -> *Close* and then *Ok* to save the changes

ANNOUNCEMENT

SSL/TLS option has been enabled on our servers. The SSL/TLS option will run on the default ports. That means, you do not need to change the port numbers for the SSL/TLS option to work.

Steps to configure TLS/SSL in Outlook 2007

- a) Start the Microsoft Outlook program
- b) Select the account to change. Highlight your e-mail account, then click *Change* to open the settings window. (Do not click *Repair*.)
- c) Open the *Advanced* settings tab. Click the *More Settings* button, then choose the *Advanced* tab.
- d) In the *Advanced* tab:

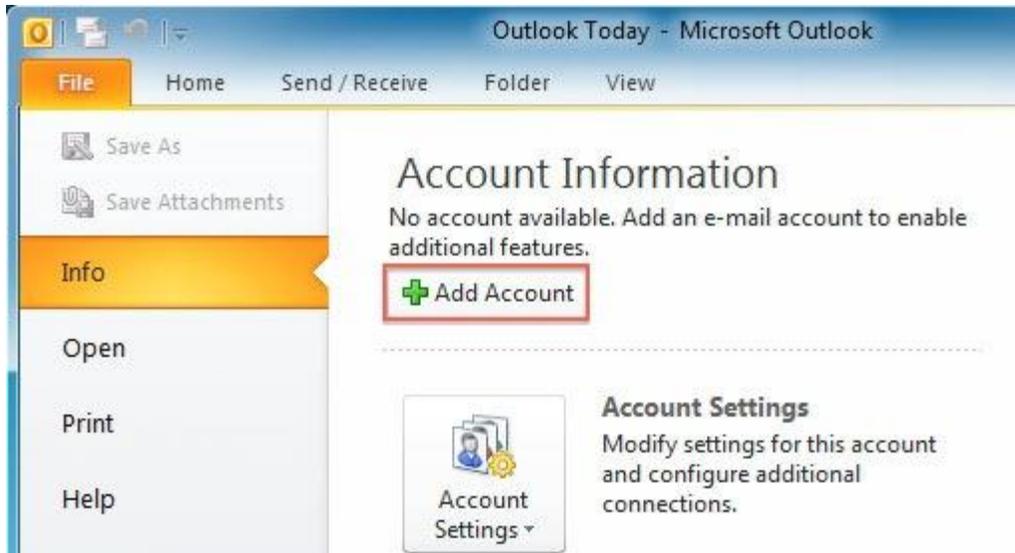
- First, check the box marked *This server requires an encrypted connection (SSL)*
- Make sure that the *Incoming server (POP/IMAP)* port number is 995/993
- In the *Use the following type of encrypted connection* list, choose *TLS*
- Make sure that the *Outgoing server (SMTP)* port number is 25/587

- e) Click *OK* to close the "Internet E-mail Settings" window.

That's it, your account has been setup! When you click on *Send/Receive*, all your email will be downloaded by Outlook 2007.

Setting up Email Account on Microsoft Outlook 2010

- 1). Click on the **File** tab, select **Info**, and then click on the **Account Settings** button and select **Account Settings**.



2). Click on **New** to add your Hover email address. Outlook 2003: Select POP3 or IMAP3 and click **Next**.

3.) Check the box for “Manually configure server settings or additional server types” & then click Next.



4.) Put the bullet next to “Internet E-mail” then click Next.



5.) Type in Your Name/E-mail Address, Incoming/Outgoing mail servers, User Name/Password & then click More Settings.** Please note that the Domain Name used for the configuration here is 'q.com'**For Free Email Service / Email Hosting Plans**

Incoming & Outgoing mail server: You can obtain this information from your Email Dashboard. In Dashboard go to **Mail > DNS Configuration and POP/IMAP/SMTP records**. Or if you are using our DNS service for your domain then you can use:

Incoming Mail Server: pop.your-domain-name (eg: pop.demomonkey.org)

Outgoing Mail Server: smtp.your-domain-name (eg: smtp.demomonkey.org)***For IMAP configuration,

Account Type: IMAP

Incoming Mail Server: imap.your-domain-name (eg: imap.demomonkey.org)

Outgoing Mail Server: smtp.your-domain-name (eg: smtp.demomonkey.org)

User Information		Test Account Settings
Your Name:	<input type="text" value="Clark Kent"/>	
E-mail Address:	<input type="text" value="ckent@example.com"/>	After filling out the information on recommend you test your account below. (Requires network connect
Server Information		<input type="button" value="Test Account Settings ..."/>
Account Type:	<input type="text" value="IMAP"/>	<input checked="" type="checkbox"/> Test Account Settings by d
Incoming mail server:	<input type="text" value="mail.example.com"/>	
Outgoing mail server (SMTP):	<input type="text" value="mail.example.com"/>	
Logon Information		
User Name:	<input type="text" value="ckent@example.com"/>	
Password:	<input type="password" value="*****"/>	
	<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)		

6.) Click the **More Settings** button.

<input type="text" value="Clark Kent"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
<input type="text" value="ckent@example.com"/>	
<input type="text" value="IMAP"/>	<input type="button" value="Test Account Settings ..."/>
<input type="text" value="mail.example.com"/>	<input checked="" type="checkbox"/> Test Account Settings by clicking the Next button
<input type="text" value="mail.example.com"/>	
<input type="text" value="ckent@example.com"/>	
<input type="password" value="*****"/>	
Remember password	
<input type="checkbox"/> Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

7). On the Outgoing Server tab put a check mark next to "My outgoing server (SMTP) requires authentication"
& then put the bullet next to "Use same settings as my incoming mail server".

General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced
<input checked="" type="checkbox"/> My outgoing server (SMTP) requires authentication		
<input checked="" type="radio"/> Use same settings as my incoming mail server		
<input type="radio"/> Log on using		
User Name: <input type="text"/>		
Password: <input type="text"/>		
<input checked="" type="checkbox"/> Remember password		
<input type="checkbox"/> Require Secure Password Authentication (SPA)		

7.) On the Advanced tab change the Outgoing server (SMTP) port to 587, change the encrypted connection to None & then click OK. Tick on Leave a copy of messages on server as per your preference. ***For POP configuration, Incoming (POP) Server Port Number: 110
 Outgoing (SMTP) Server Port Number: 587***For IMAP configuration, Incoming (IMAP) Server Port Number: 143
 Outgoing (SMTP) Server Port Number: 587

General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced
Server Port Numbers		
Incoming server (IMAP): <input type="text" value="143"/> <input type="button" value="Use Defaults"/>		
Use the following type of encrypted connection: <input type="text" value="None"/>		
Outgoing server (SMTP): <input type="text" value="25"/>		
Use the following type of encrypted connection: <input type="text" value="None"/>		
Server Timeouts		
Short <input type="text" value="1 minute"/> Long 1 minute		
Folders		
Root folder path: <input type="text"/>		

8.) Click on Test Account Settings to test the configuration
 Click Next.

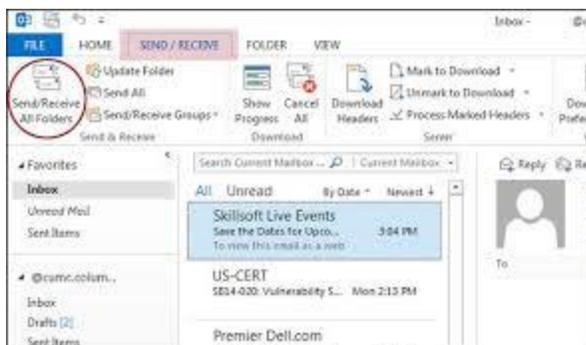
User Information		Test Account Settings
Your Name:	<input type="text" value="Clark Kent"/>	
E-mail Address:	<input type="text" value="ckent@example.com"/>	After filling out the information on recommend you test your account below. (Requires network connect
Server Information		<input type="button" value="Test Account Settings ..."/>
Account Type:	<input type="text" value="IMAP"/>	<input checked="" type="checkbox"/> Test Account Settings by d
Incoming mail server:	<input type="text" value="mail.example.com"/>	
Outgoing mail server (SMTP):	<input type="text" value="mail.example.com"/>	
Logon Information		
User Name:	<input type="text" value="ckent@example.com"/>	
Password:	<input type="password" value="*****"/>	
	<input checked="" type="checkbox"/> Remember password	
	<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)	

9.) Click Finish.

10.) Click Close.

11.) Click Send/Receive to get your mail.

You have successfully configured your Email Address to your Email Client 'Outlook Express'
You can try sending a Test Email and Test the Accounts Settings.



Setting up Email Account on Microsoft Outlook 2013

1. When you first open Outlook, it will provide a "Welcome to Outlook 2013" message, click the **Next** button.
2. The next screen will ask "Do you want to set up Outlook to connect to an email account?" choose **Yes** and click the **Next** button.

3. On the *Auto Account Setup* menu, select the option for **Manual setup or additional server types**, then click **Next**.

The screenshot shows a window titled "Add Account" with a close button in the top right corner. Inside the window, the "Auto Account Setup" section is active, with the subtitle "Manual setup of an account or connect to other server types." Below this, there are two radio button options: "E-mail Account" (which is currently selected) and "Manual setup or additional server types" (which is highlighted with a white box and a red arrow). The "E-mail Account" section contains four input fields: "Your Name:" (with an example "Ellen Adams"), "E-mail Address:" (with an example "ellen@contoso.com"), "Password:", and "Retype Password:" (with a note "Type the password your Internet service provider has given you."). At the bottom of the window, there are three buttons: "< Back", "Next >" (highlighted with a white box and a red arrow), and "Cancel".

On the *Choose Service* menu, click the **POP or IMAP** option then click the **Next** button.

You will then see the POP and IMAP Account Settings menu, fill in the fields.

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

Below is a description of the fields:

Option	Description
Your Name	Enter the name you want people you email to see, such as: John Smith
Email Address	Enter your full email address, such as: username@example.com
Account Type	Choose if you want to use POP or IMAP . By default, POP downloads and removes your emails from the server, while IMAP leaves them on the server. In our tests, we are setting up a POP account.
Incoming mail server	Standard settings: imap.domain.com OR pop.domain.com (Replace domain.com with your actual domain)
Outgoing mail server (SMTP)	Standard settings: smtp.domain.com (Replace domain.com with your actual domain)
User Name	Enter your full email address, such as: username@example.com
Password	Enter the password you for this email address.

Remember password I recommend checking this box, so Outlook will save your password.

Require logon using (SPA) Do not check this box.

1. Click the **More Settings** button.

Add Account [Close]

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type: [v]

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

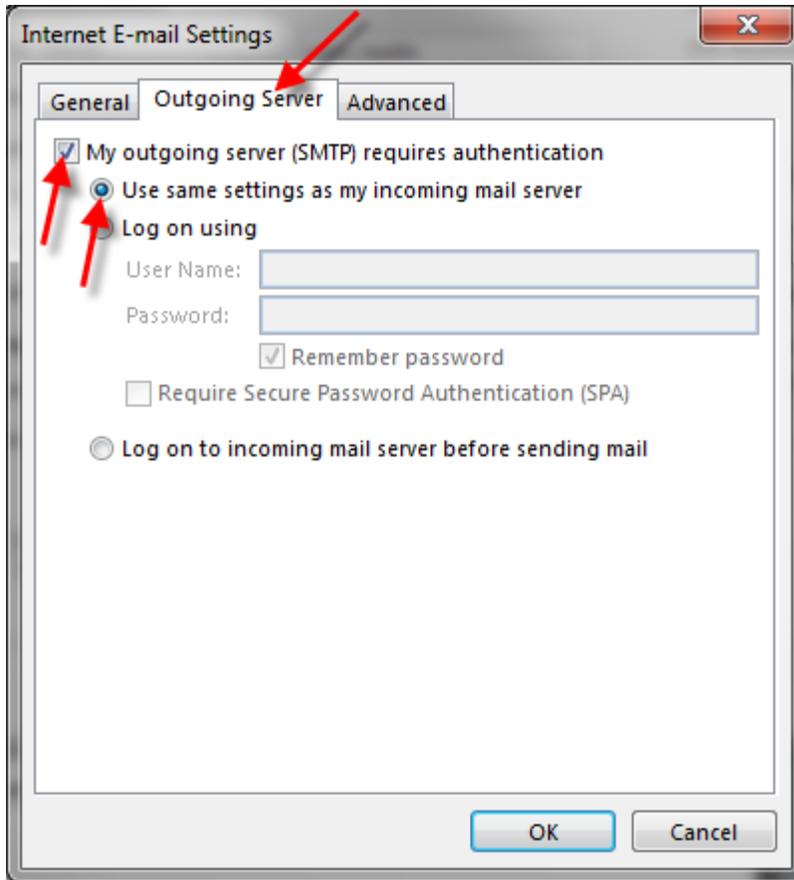
Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

1. Click the **Outgoing Server** tab.
Check **"My outgoing server (SMTP) requires authentication"**.
Check **"Use same settings as my incoming mail server"**.

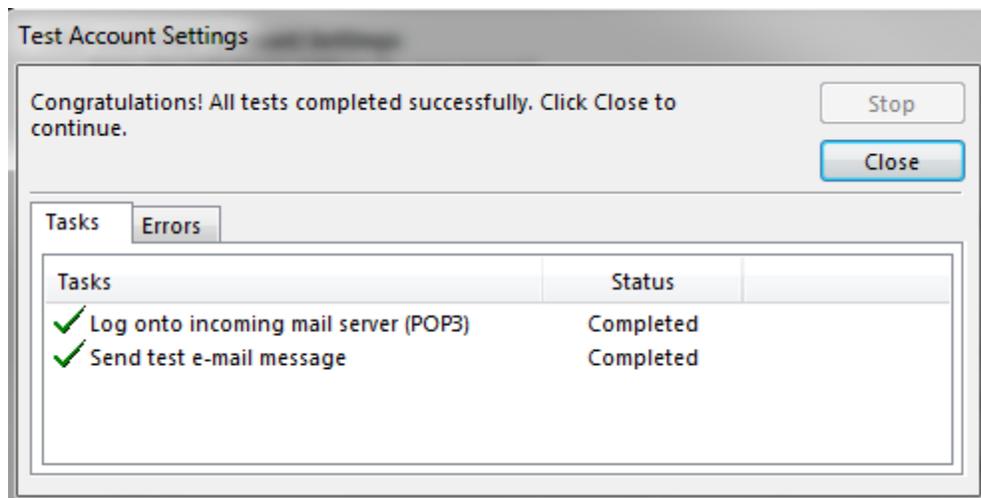


1. Click the **Advanced** tab. Enter your settings, below is a description of the available options.

Option	Description
Incoming Server	Choose your preferred settings, below are the available options. Standard (POP3): 110 Standard (IMAP): 143 SSL (POP3): 995 SSL (IMAP): 993
This server requires an encrypted connection (SSL)	Click this if you are using the SSL option.
Outgoing Server	Standard: 25* or 587 SSL: 465 *Often times, ISP's will block this port for use with their email. You may want to consider using port 587, or the secure settings.

Use the following type of encrypted connection: Standard: None
SSL: SSL

2. Click the **OK** button.
3. Click the **Next** button, Outlook will test the the account settings.



1. You will see two tasks: *Log onto incoming mail server*, and, *Send test e-mail message*. When they are complete, **Close** button.
2. You will see a message stating “You’re all set!” click the **Finish** button.

Setting up Email Account on Microsoft Outlook Express

Follow the steps detailed below to use Microsoft Outlook Express 6.0 to send/receive emails from your Email account.

1. Start Outlook Express 6.0. On the *Tools* menu, click **Accounts...**
2. In the Internet Accounts dialog box, click *Add*, and then click **Mail...**
3. In the Display name box, type the name that you would like others to see when you send a message and then click *Next*.
4. In the E-mail address box, type the email address for the account that you are using (for example, user@somedomainname.com) and then click *Next*.
5. Under E-mail Server Names, click the appropriate incoming e-mail server type **POP3/IMAP** (Post Office Protocol version 3 [POP3] is the default type)
 - *Incoming & Outgoing mail server: Incoming & Outgoing mail server: You can obtain this information from your Email Dashboard. In Dashboard go to **Mail > DNS Configuration and POP/IMAP/SMTP records**. Or if you are using our DNS service for your domain then you can*

use: Incoming Mail Server: pop.your-domain-name (eg: pop.demomonkey.org)
Outgoing Mail Server: smtp.your-domain-name (eg: smtp.demomonkey.org)***For IMAP configuration,
Account Type: IMAP
Incoming Mail Server: imap.your-domain-name (eg: imap.demomonkey.org)
Outgoing Mail Server: smtp.your-domain-name (eg: smtp.demomonkey.org)

- Now, type your complete email address and password in the respective fields and click Next.
- The following window will display the success message – Congratulations, you have successfully entered all of the information required to set up your account. To save these settings, click **Finish**.
- Open the Internet Accounts dialog box referring to steps 1 and 2. In the Mail view, you will see the Account you have just added. Now you need to click **Properties**.
- Under the Servers tab, you need to check the checkbox My server requires authentication placed under Outgoing Mail Server. Once this is done, click Apply.

IMPORTANT

Usually, the port used for the Outgoing Mail Server/SMTP Service is 25. However, there might be a situation where your ISP might be blocking the use of port 25 for SMTP service. Many ISPs block port 25 in order to minimize the amount of spam sent using their network. If you are facing issues sending mails using the default port 25, you can confirm with your ISP whether port 25 is indeed blocked by them.

To circumvent this, you can use an **alternate port 587** for sending mails if **port 25** is blocked. Here's

how:a) In Outlook Express, on the *Tools* menu, click *Accounts*

b) Select the email account you wish to modify and click *Properties*

c) Under the *Advanced* tab, replace the default port number 25 with the alternate port number 587 in the field provided for *Outgoing mail (SMTP)*

d) Click *OK* and then *Close* to save the changes**ANNOUNCEMENT**

SSL/TLS option has been enabled on our servers. The SSL/TLS option will run on the default ports. That means, you do not need to change the port numbers for the SSL/TLS option to work.

Steps to configure TLS/SSL in Outlook Express

a) Go to Outlook Express -> Tools -> Account

b) Click on Mail tab -> highlight your email account -> Properties

c) Click on "Advance" tab, Server Port No. for Outgoing Mail SMTP change to 25/587

d) Server Port No. for Incoming Mail POP3 is 995 and IMAP at 993

e) Check both the "This server require a secure connection (SSL)"

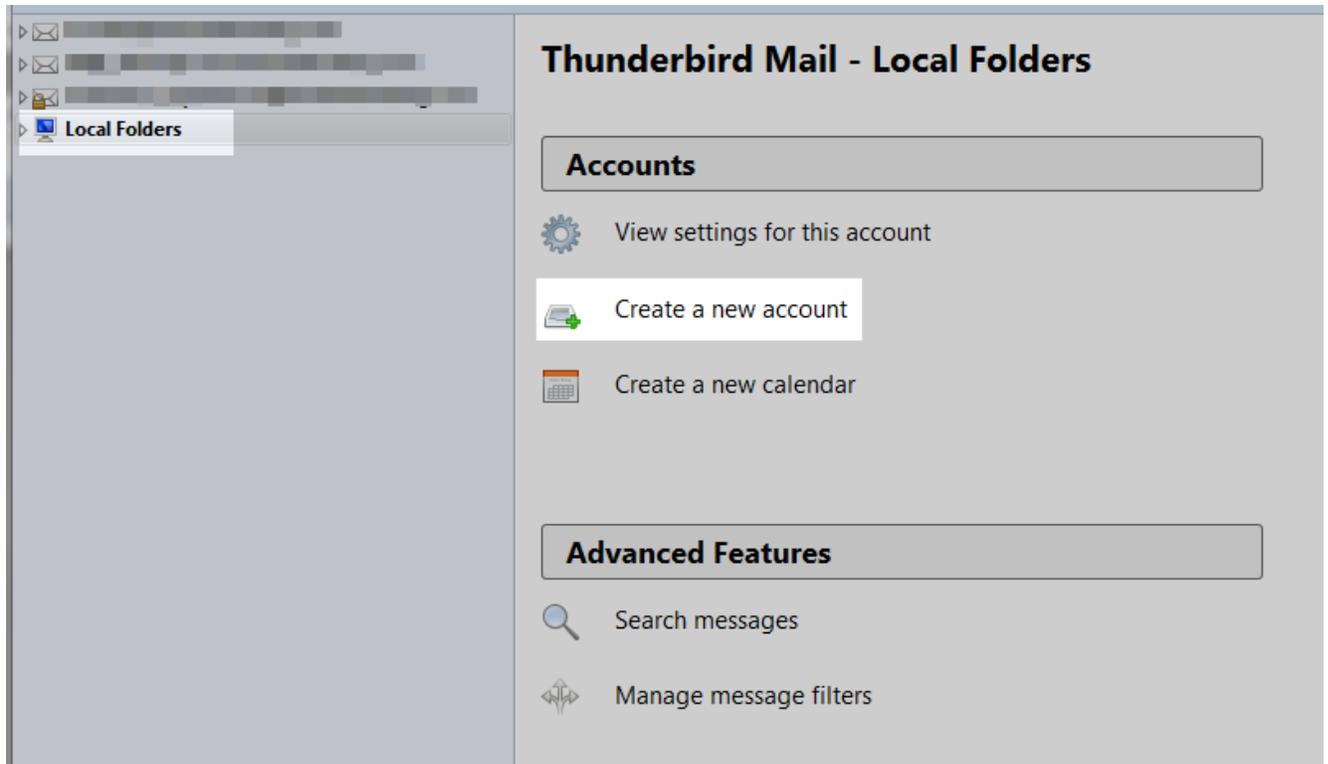
f) Click OK and Close the "Account" Window.

Your setup is complete. When you click on the **Send/Receive button**, your email will be downloaded by Outlook Express.

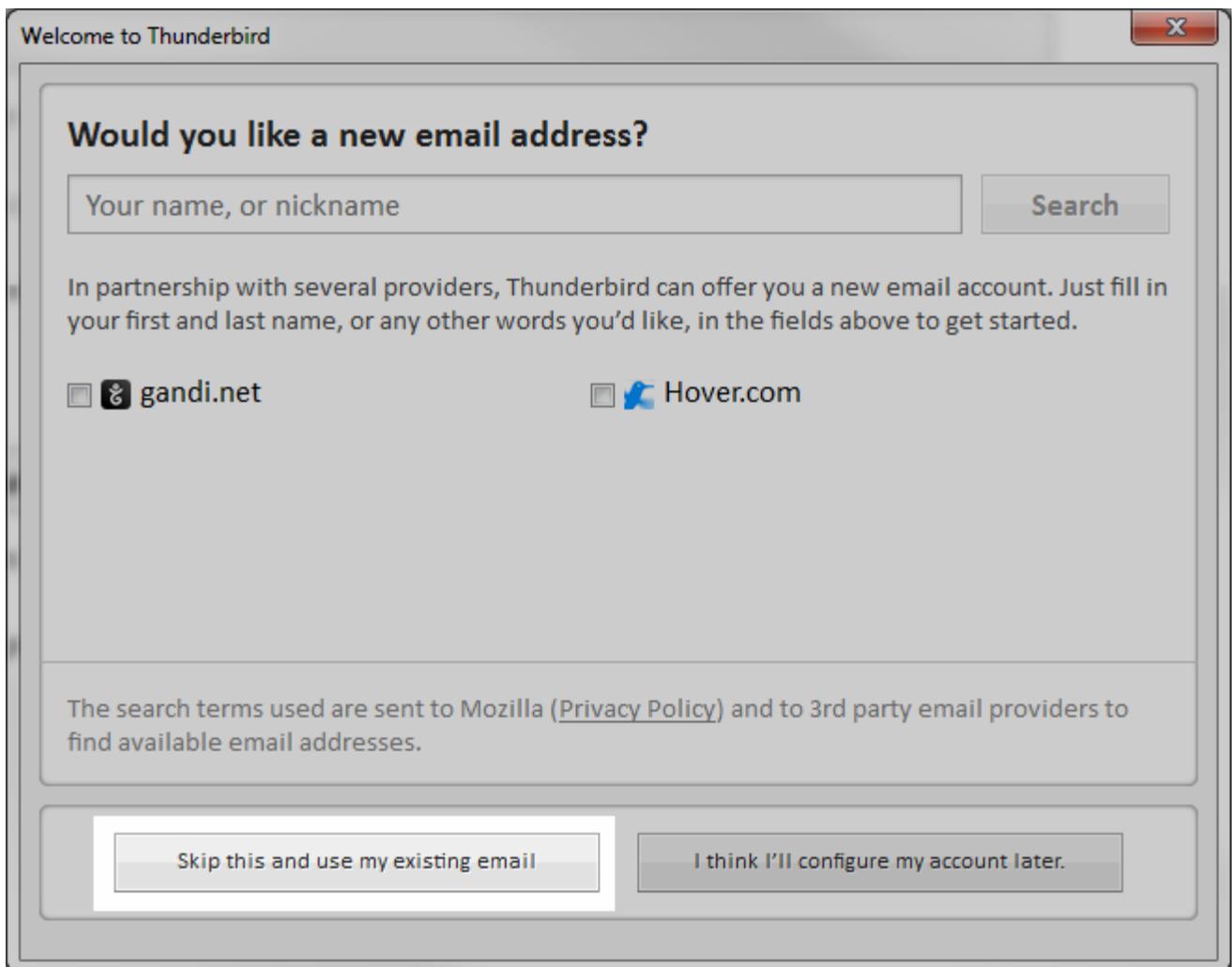
Setting up Email Account on Thunderbird

1. Open up your Thunderbird email client onto your desktop

2. In the left hand sidebar you will see a **Local Folders**. Click on the selection and the right hand panel will offer you several options. Click on the **Create A New Account** option.



In newer versions of Thunderbird, you will be met with a popup offering a new email account from a few sponsors. You simply need to click the button at the bottom entitled **Skip this and use my existing email!**



You are now taken to a page where you will enter your existing email information. After entering the information, click on the **Continue** button at the bottom of the page.

Mail Account Setup

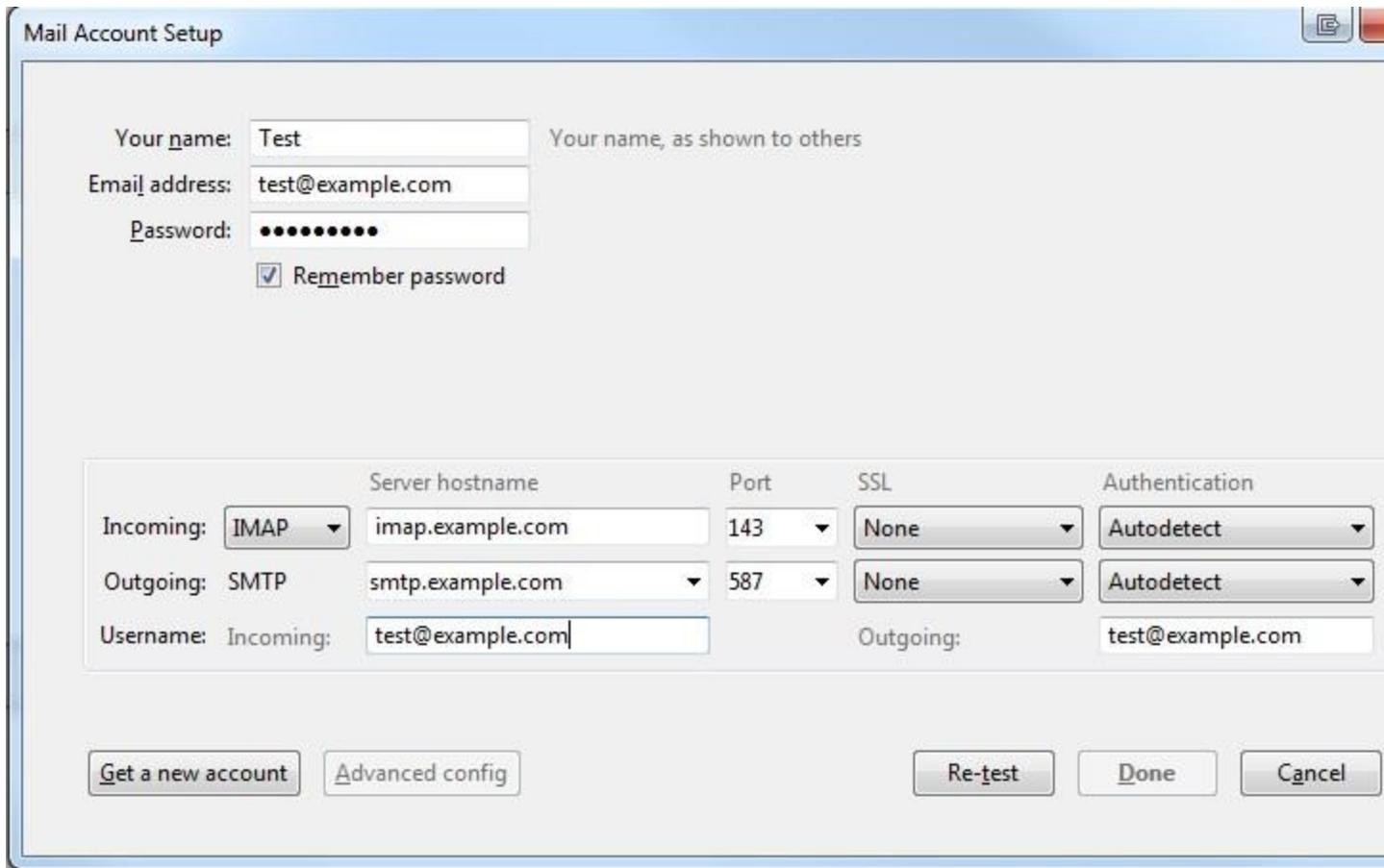
Your name: Your name, as shown to others

Email address:

Password:

Remember password

1. Thunderbird will now try and find standard connection information to connect the email account. It is best to configure this information yourself by clicking the **Manual Config** button found at the bottom. Be sure to select the incoming protocol you wish to use (IMAP or POP3). You can read about the differences here. Generally speaking, IMAP is best if you plan on checking the email from multiple devices.
2. This is the manual configuration page, where you will set up the incoming and outgoing servers and their respective ports. Once you have entered your settings, hit the **Re-test** button. If the settings are correct, the **Done** button will become available. Click it to move on to the next step.



**Server
Hostname**

You will need to know the servername to the email company you are using. We use smtp.<domain-name>.com where domain-name is your registered domain name. Others may use imap.mail.servername.com or pop.mail.servername.com, which are fairly standard.

Port number will change depending on your IMAP/POP choice as well as your SSL choice. Use the table below to determine which port number to use.

Incoming Ports

IMAP	143
IMAP with SSL	993
POP3	110
POP3 with SSL	995

Outgoing (SMTP) Ports

Regular (Non-SSL) 25 or 587

SSL 465

This is where you set your encryption settings.

Autodetect Thunderbird will test different standard encryption and port settings.

SSL **None** Standard setup with no encryption

STARTTLS Not used for our hosting Servers.

SSL/TLS Standard encryption setting.

Autodetect Thunderbird will test different standard encryption and port settings.

Authentication **Normal Password** Use an unencrypted password (Recommended Setting.)

Secure Password Use an encrypted password.

Kereberos/GSSAPI Security Protocol not supported by our mail hosting servers.

NTLM Microsoft security protocol. (Not supported on our mail servers)

12. If you did selected the normal (unencrypted) settings, you will be presented with a popup telling you that the email connection to the server is unencrypted. You can check the **I understand the risks** checkbox and then click the **Done** button to continue.



That should complete the process of adding an email address to the Thunderbird email client. You should now see your new email address in the left hand sidebar. That means it is ready for use!

- LogicBoxes Mail Id
 - Inbox
 - Drafts
 - Templates
 - Sent
 - Junk
 - Registrar Relations
 - Sent Items
 - Spam
 - Trash
- Directi Main Mail Id
- Local Folders
 - Trash
 - Outbox

Thunderbird Mail - LogicBoxes Mail Id

Email

-  Read messages
-  Write a new message

Accounts

-  View settings for this account
-  Create a new account:
 -  Email
 -  Chat
 -  Newsgroups
 -  Feeds
-  Create a new calendar

Advanced Features

-  Search messages
-  Manage message filters
-  Manage folder subscriptions
-  Offline settings

Setting up Email Account on Windows Live Mail

1. Start Windows Live Mail, click on the **Accounts** tab and then the **Email** button.

2. Enter the email address you wish to add, the email address password and a preferred display name. Check the **Manually configure server settings** option.

Once these details have been entered click on the **Next** button.

Please note: You can now choose between using **POP3** or **IMAP**. To find out more about these protocols check out this [FAQ](#).

3. Choose either POP or IMAP from the drop down box. You will now need to enter **imap.domain-name.com** or **pop.domain-name-com** as the server address

The port should be set to **143** for IMAP or **110** for POP3.

The port should be set to **993** for IMAP or **995** for POP3 (Secure connectivity).

Check the option **Requires a secure connection (SSL)**. If using the above ports.

Leave the Authenticate using option as **Clear text**.

Finally enter the log-on username which is the email address you are adding.

4. Enter **smtp.123.com OR smtp.<domain-name>.com** as the outgoing server address and set the port to **587**. Check both the **Requires a secure connection (SSL)** and **Requires authentication** options.

Once all these details have been entered click on the **Next** button.

Configure server settings

If you don't know your email server settings, contact your ISP or network administrator.

Incoming server information

Server type:

Server address:

Port:

Requires a secure connection (SSL)

Authenticate using:

Log-on username:

Outgoing server information

Server address:

Port:

Requires a secure connection (SSL)

Requires authentication

Cancel

Back

Next

5. Your account has been added and you can click on the **Finish** button.
6. **That's it**, you're now ready to start sending and receiving email straight away.

Setting up Email Account on Apple Mail (version 3.6 Leopard):

Follow the steps detailed below to use Apple Mail (Leopard) to send/receive emails from your Email account:

1. Go to the *Mail Setup Window* and choose **Add Account** from the File menu
2. In the *Add Account* box, fill in the all the necessary fields:
 - Full Name: Enter your name as you would like it to appear in the From: field of outgoing messages
 - Email Address: Enter your full email address (user@somedomainname.com)
 - Password: Enter your email password
 - Deselect the checkbox next to *Automatically set up account*
3. Click *Create*
4. Fill in the following **Incoming Mail Server** information:
 - Account Type: Select IMAP/POP
 - Incoming server: You can obtain this information from your Email Dashboard. In Dashboard go to **Mail > DNS Configuration and POP/IMAP/SMTP records**. If you are using our DNS service then you can directly use for POP pop.your-domain-name (eg: pop.demomonkey.org)and for IMAP imap.your-domain-name (eg: imap.demomonkey.org)
 - Username: Enter your full username (same as your email address)
 - Password: Enter your email password
5. Click Continue
6. Enter the following **Outgoing Mail Server** information:
 - Outgoing Mail Server: Outgoing mail server: You can obtain this information from your Email Dashboard. In Dashboard go to **Mail > DNS Configuration and POP/IMAP/SMTP records**. If you are using our DNS service then you can directly use smtp.your-domain-name (eg: smtp.demomonkey.org)
 - Select the box next to *Use Authentication*
 - Username: Enter your full username (same as your email address)
 - Password: Enter your email password
7. Click Continue
8. Verify your Account Summary and click Create

IMPORTANT Usually, the port used for the Outgoing Mail Server/SMTP Service is 25. However, there might be a situation where your ISP might be blocking the use of port 25 for SMTP service. Many ISPs block port 25 in order to minimize the amount of spam sent using their network. If you are facing issues sending mails using the default port 25, you can confirm with your ISP whether port 25 is indeed blocked by them.

To circumvent this, you can use an **alternate port 587** for sending mails if **port 25** is blocked. Here's how:

- Open the Preferences window and go to Accounts
- Select your account from the existing list of accounts and click Server Settings
- Under the Server Port field enter the port number as 587
- Enter your email address as your username and your password in the respective field and click Ok

ANNOUNCEMENT **SSL/TLS option has been enabled on our servers.** The SSL/TLS option will run on the default ports. That means, you do not need to change the port numbers for the SSL/TLS option to work.

Steps to configure TLS/SSL in Apple Mail

- a) From the menu bar select "Mail > Preferences..."
- b) Click on "Accounts" and then select your POP/IMAP account. Click on the "Advanced" tab. Check the box next to "Use SSL" and make sure the port number is 995/993.
- c) Now select the "Account Information" tab, and click on the arrow to the right of "Outgoing mail Server (SMTP)".
- d) Select "Edit SMTP Server List..."
- e) Under the "Advanced" tab:

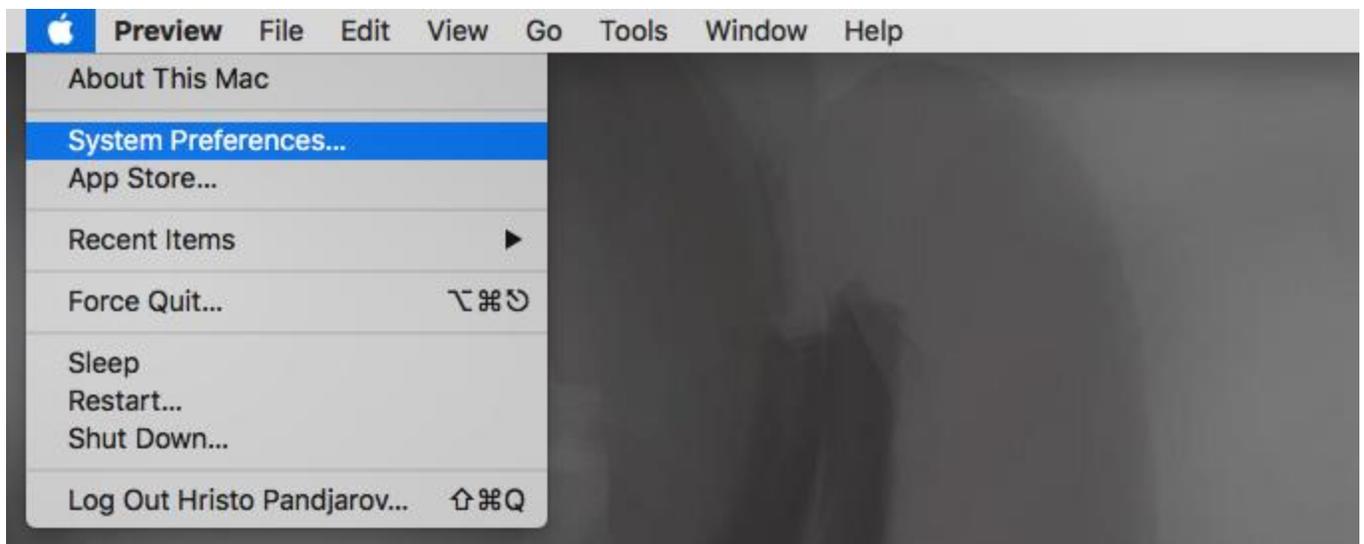
- Select “Use Default ports (25, 465 587)”
- Check “Use Secure Sockets Layer (SSL)”
- For “Authentication”, select “Password”
- For “User Name”, enter your email username
- For “Password”, enter your SMTP password

f) Click “OK” and exit out of the “Accounts” screen.

Thats it, your account has been setup! You may now send and receive all your emails using Apple Mail 3.0 (Leopard)

Setting up Email Account on Apple Mail (version 4.0):

1. To begin with, click on the Apple Icon Menu on the top left of your screen and select the System Preferences... submenu.



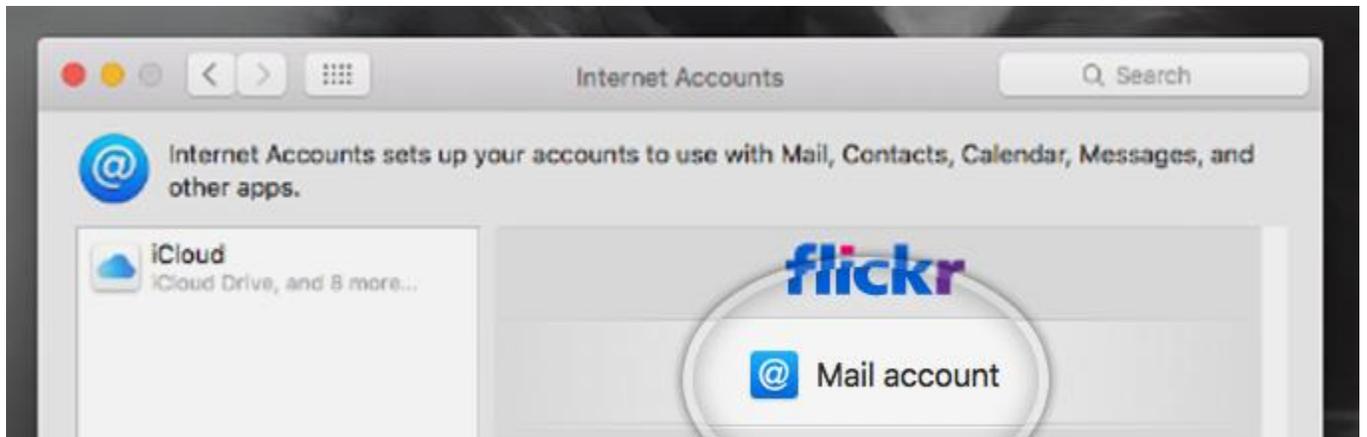
2. You will be taken to your System Preferences screen where you can adjust various options of your Mac OS. Select the **Internet Accounts** link to proceed.



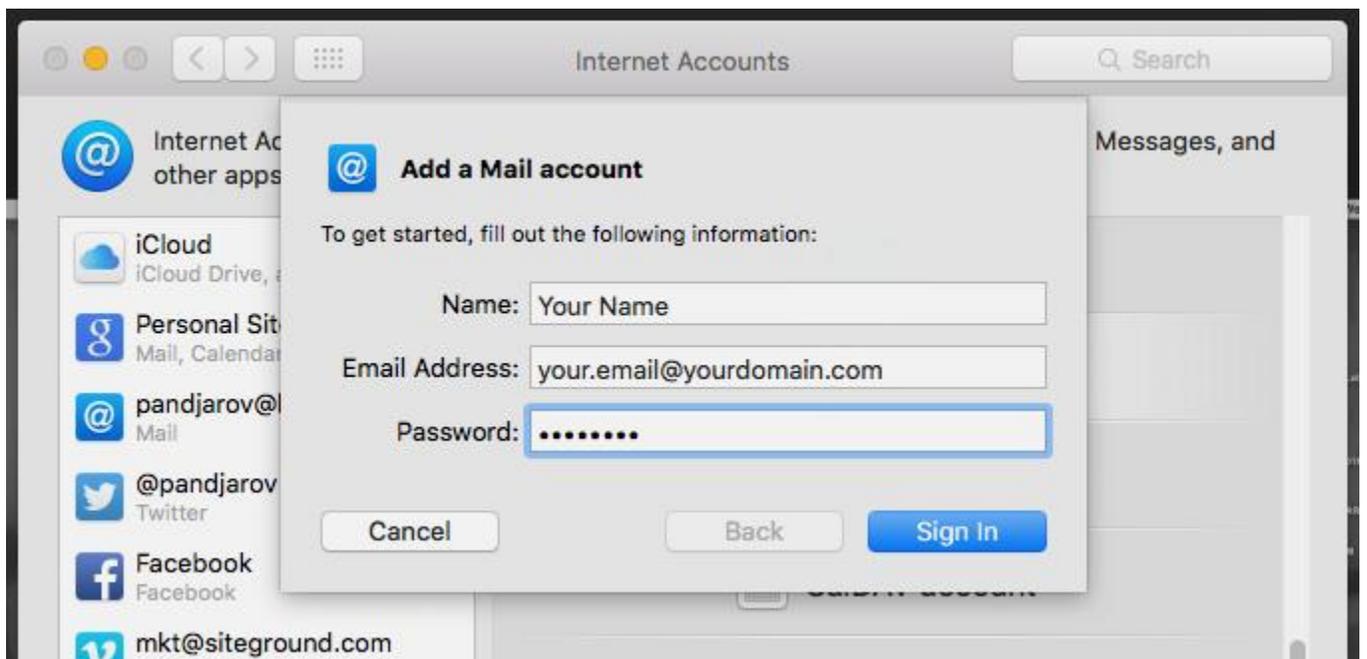
3. Here, you will see a list of all the different accounts you have registered including iCloud, FaceBook, Vimeo, etc. Scroll down and select the **Add Other Account...** option.



4. Next, select to add a **Mail account** on the next screen.



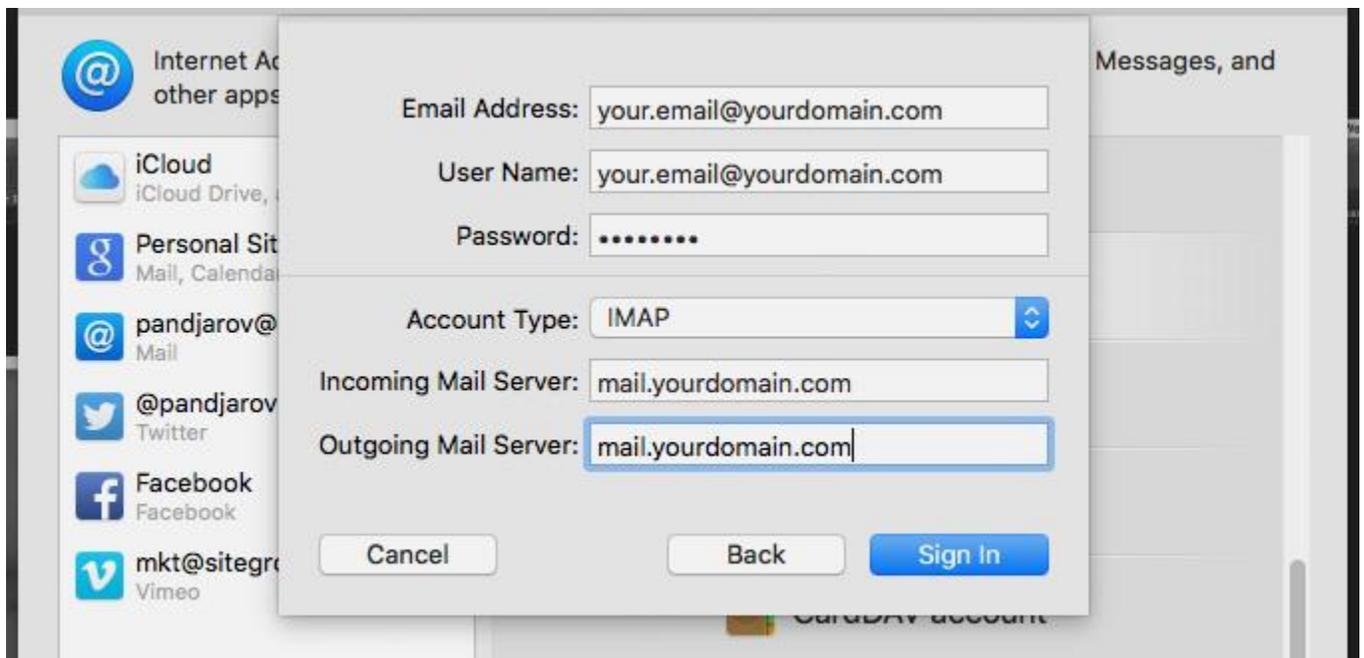
5. A popup will appear asking you to fill in your name and the Email address that you want to register with Mac Mail. Note, that people you send emails too will receive them from the name you enter here. This option, however, can be changed later on. Finally, click **Sign in** to proceed.



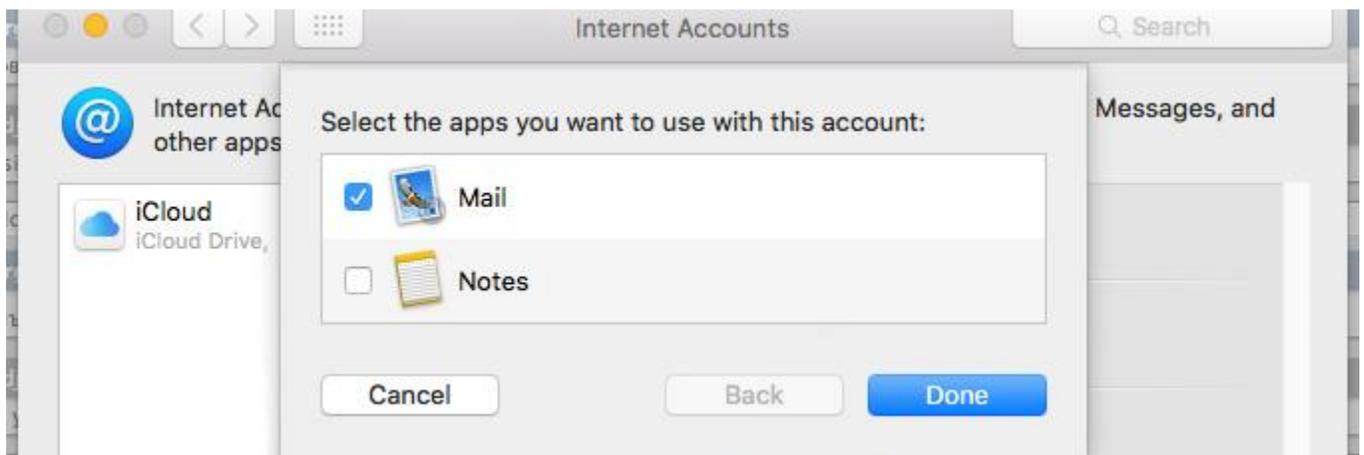
6. Now, you have to fill in the server settings for your Email account:

- **Email Address:** – should be pre-filled with the value you've entered in the previous screen;
- **Username:** – enter your full email address as username. It will be used both for the incoming and outgoing connection;
- **Password:** – enter the password for your email account;
- **Account Type:** – it's set to IMAP by default. Unless you specifically want to use POP3, please leave it that way;
- **Incoming Mail Server:** – add `mail.yourdomain.com` unless you have a specific MX records configuration for your domain name;
- **Incoming Mail Server:** – same as the incoming server;

Once you fill in all the details, press **Sign In** to proceed.



7. Finally, you will be asked which programs you want to use this account with. The available options depend on the applications you have installed on your account.



Setting up Email Account on Apple Mail (version 8 onwards):

Before You Begin

Before you set up email, make sure you have both the incoming (POP and IMAP) and outgoing (SMTP) server settings for your email provider. The settings are available from your email service provider.

Add Email Account

There are two paths to setting up email accounts in the Mac OS:

- Set up the Mail application for the first time.
- Add additional email accounts.

When you get to the **Incoming Mail Server** step, the directions are the same from that point forward.

Add First Account

The directions in this section are for setting up an email account for the first time. Follow these steps to set up a new email account.

3. From the main Mac screen, hover over the dock to display the application icons.
4. Click the **Mail** icon. The **Add Account** dialog box appears.



5. In the **Add Account** dialog box, type the appropriate information in the corresponding fields. The

fields include:

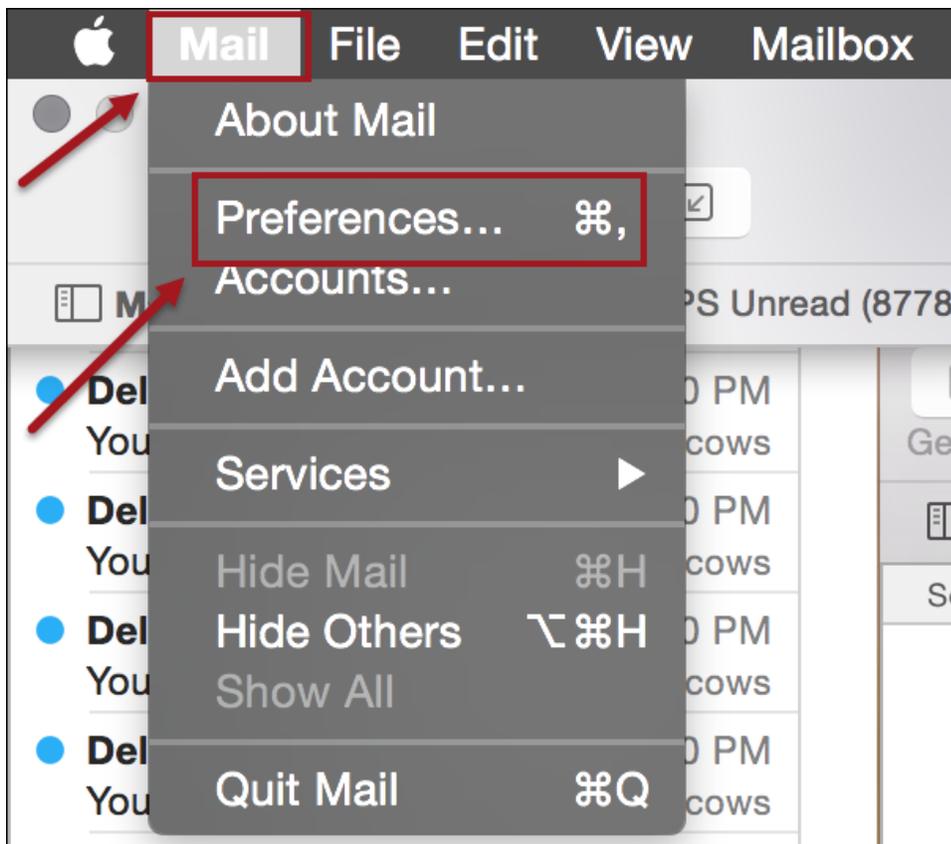
- Full Name.
- Email Address.
- Password.



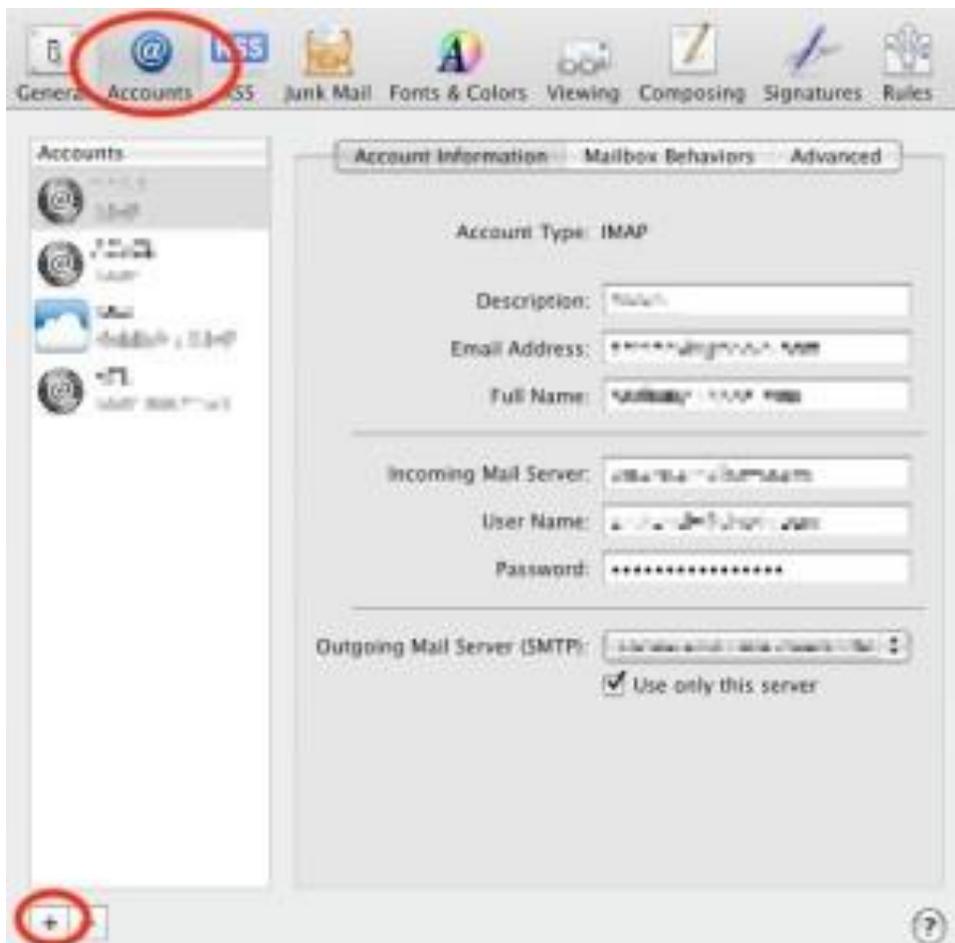
Add Additional Account

If you have already added one email account, the directions in this section are for adding more email accounts. Follow these directions to add additional email accounts.

1. From the main Mac screen, hover over the dock to display the application icons.
2. Click the **Mail** icon. The mail application appears.
3. From the menu bar, click **Mail > Preferences**. The **Accounts** dialog box appears.



4. On the **Accounts** dialog box, click the plus sign.

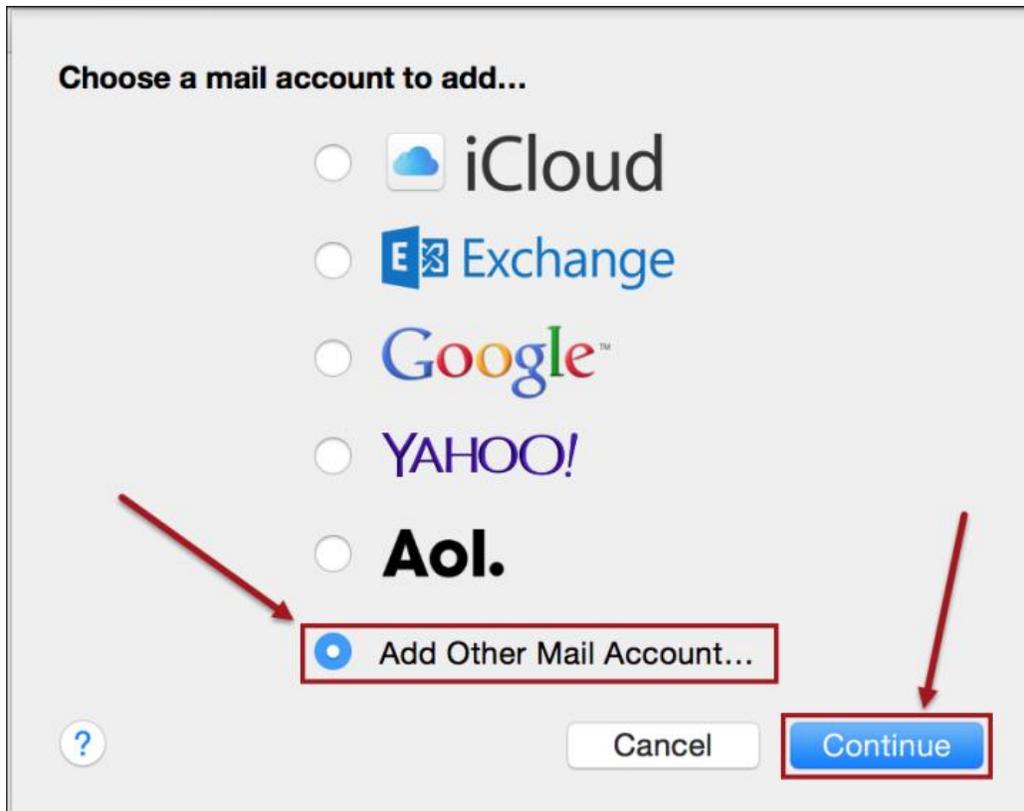


The **Choose a mail account to add** dialog box appears.

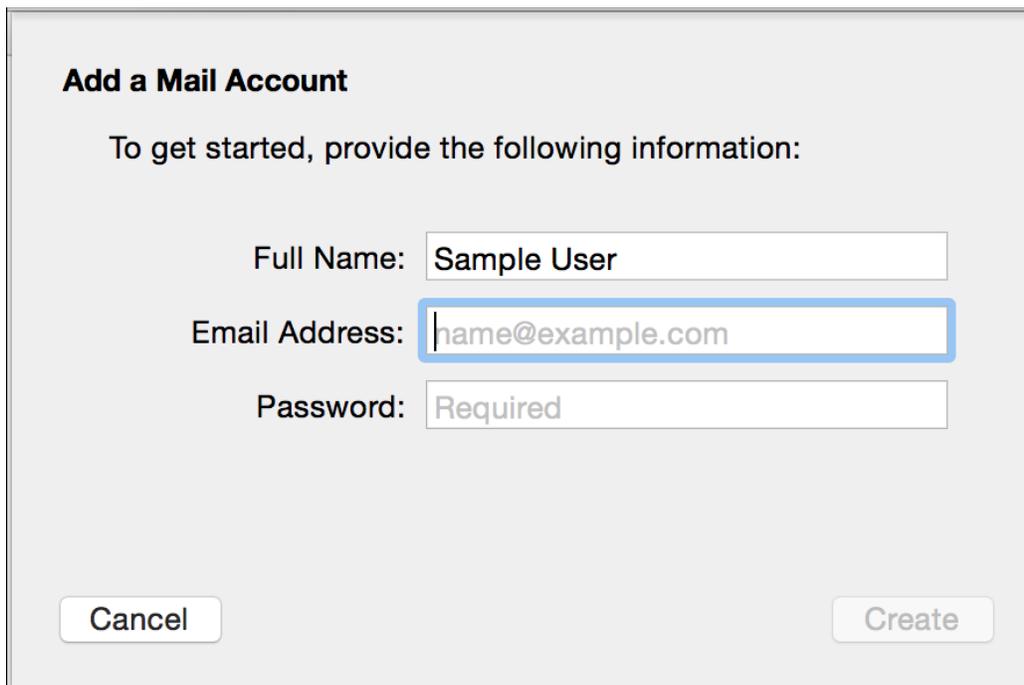
Add Account Information

Whether it's the first time or you are adding a second or third account, the directions are the same from this point forward.

1. On the **Choose a mail account to add** dialog box, click the **Add Other Mail Account** radio button.



2. Click Continue. The Add a Mail Account dialog box appears. The Full Name field is with your full name.



3. In the Add a Mail Account dialog box, in the Email Address and Password fields, type the corresponding information.

Add a Mail Account

To get started, provide the following information:

Full Name:

Email Address:

Password:

4. Click Create. The Incoming Mail Server Info screen appears.

Incoming Mail Server Info

Account Type: IMAP POP

Mail Server:

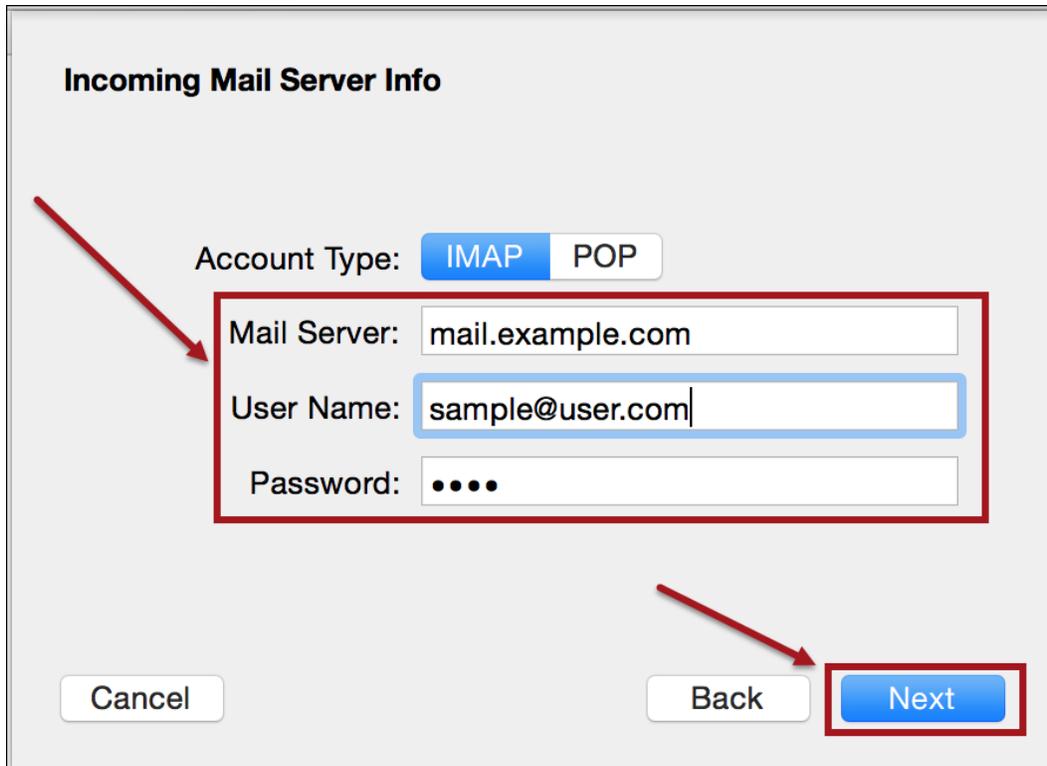
User Name:

Password:

Setup IMAP

When the Incoming Mail Server Info dialog box appears, the IMAP fields appear by default. Follow these directions to set up IMAP.

1. In the Incoming Mail Server dialog box Mail Server, User Name, and Password fields, type the corresponding information.



The screenshot shows a dialog box titled "Incoming Mail Server Info". At the top, there are two buttons for "Account Type": "IMAP" (which is selected and highlighted in blue) and "POP". Below this, there are three input fields: "Mail Server:" with the text "mail.example.com", "User Name:" with the text "sample@user.com", and "Password:" with four dots. A red rectangular box highlights these three input fields. A red arrow points from the left side of the dialog box towards the "Mail Server" field. At the bottom of the dialog box, there are three buttons: "Cancel", "Back", and "Next". The "Next" button is highlighted in blue and has a red rectangular box around it. A red arrow points from the "Back" button towards the "Next" button.

2. Click Next. The Outgoing Mail Server Info dialog box appears.

Outgoing Mail Server Info

SMTP Server:

User Name:

Password:

3. In the Outgoing Mail Server Info dialog box SMTP Server, User Name, and Password fields, type the corresponding information.

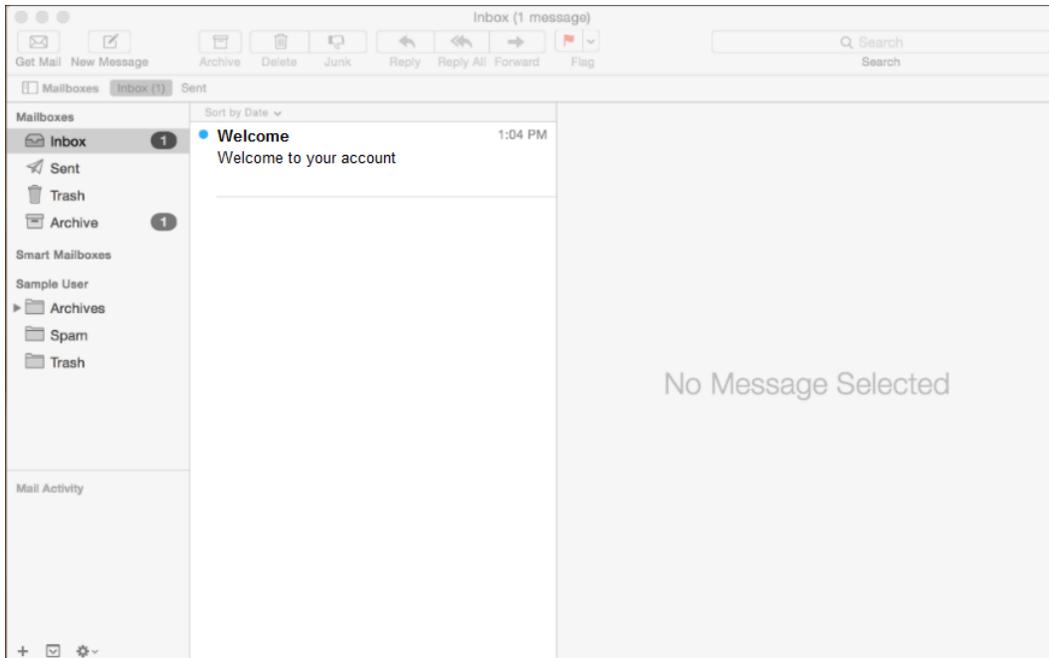
Outgoing Mail Server Info

SMTP Server:

User Name:

Password:

4. Click Create. The Inbox appears and the new email account is created.



Configure Your Email Address On Your Mobile Device

<https://support.mailhostbox.com/configure-your-email-address-on-your-mobile-device/>

Configure Your Email Address On Your Mobile Device

21 Apr, 2016 Mail Client Configurations17

OVERVIEW:

The following article will guide you through configuring your email on an Android device, iOS device, Blackberry device, Windows Mobile etc.,



REQUIREMENTS:

Before you start, be sure you have the following handy:

Your domain name: example.com

Your email address: johndoe@example.com

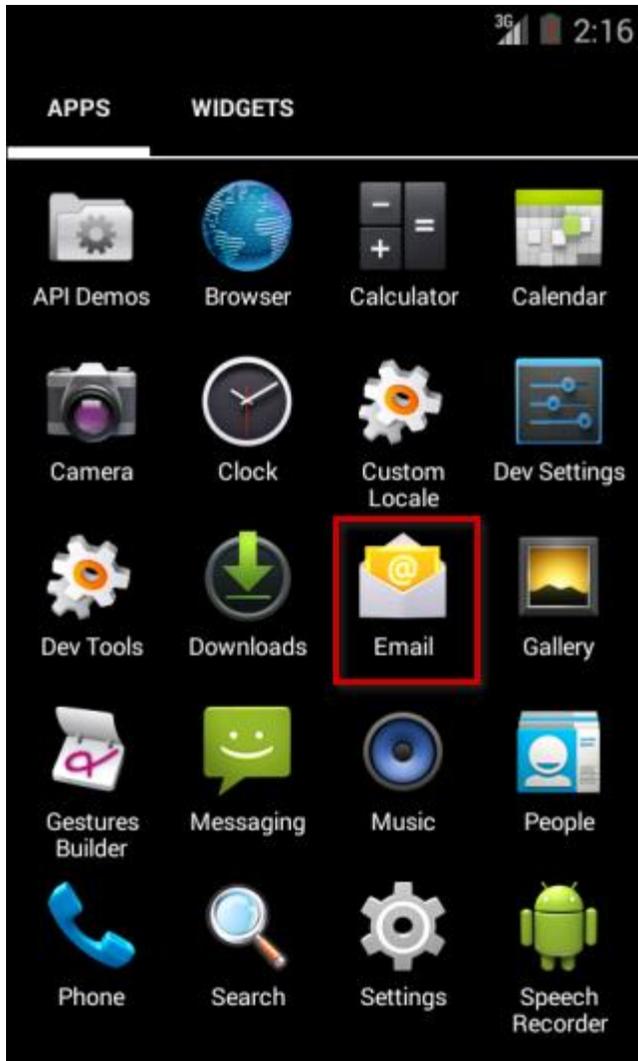
Your email account password.

1A. CONFIGURE YOUR MAIL ACCOUNT ON ANDROID MOBILE DEVICE (Kitkat OS):

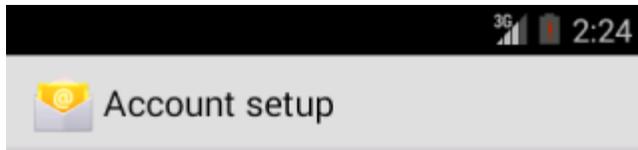
1. Click on the Applications / Menu button on the Home Screen of your Android Device



2. Open the 'Email' Application.



3. Select the Account Type as either 'POP' or 'IMAP account'. (Recommended Configuration – IMAP)



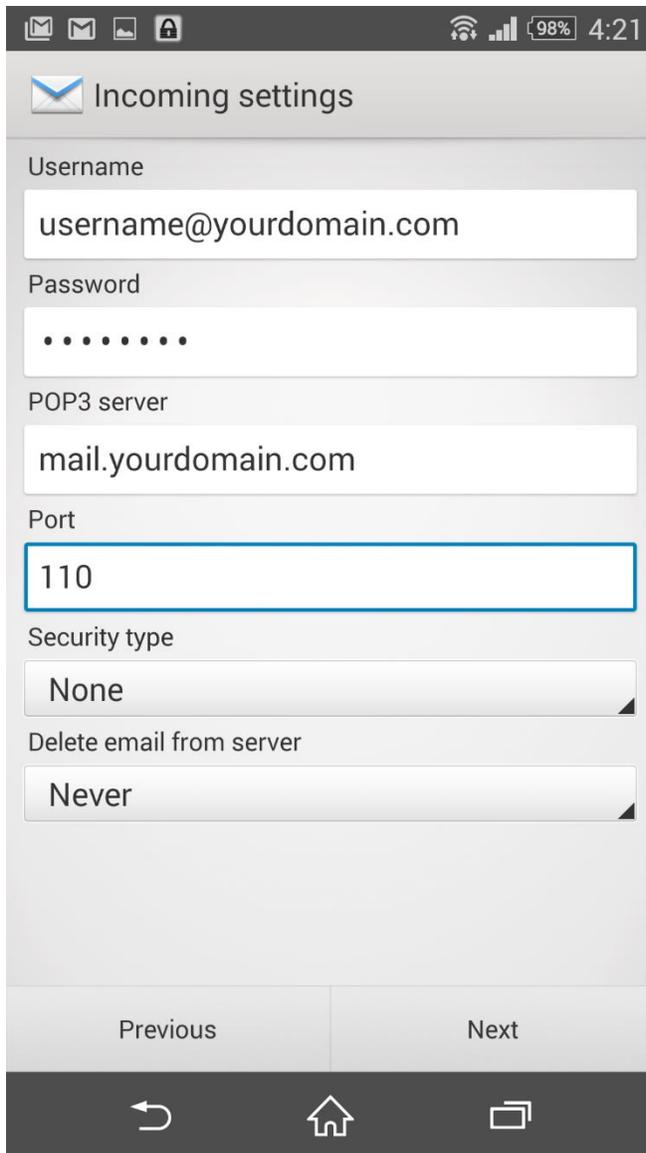
What type of account is this?

POP3

IMAP

Exchange

4. Enter your Email address & Password > Click on Next



5. Enter the information as per the instructions provided on the following screen:

User name: <Complete Email address>

Password: <Email Password>*** **For IMAP Configuration**

IMAP Server:

imap.your-domain-name (eg: imap.demomonkey.org)

Port: 143*** **For POP Configuration**

POP Server:

pop.your-domain-name (eg: pop.demomonkey.org)

Port: 110Security type: None

Click on Next

6. Enter the information as per the instructions provided on the following screen:

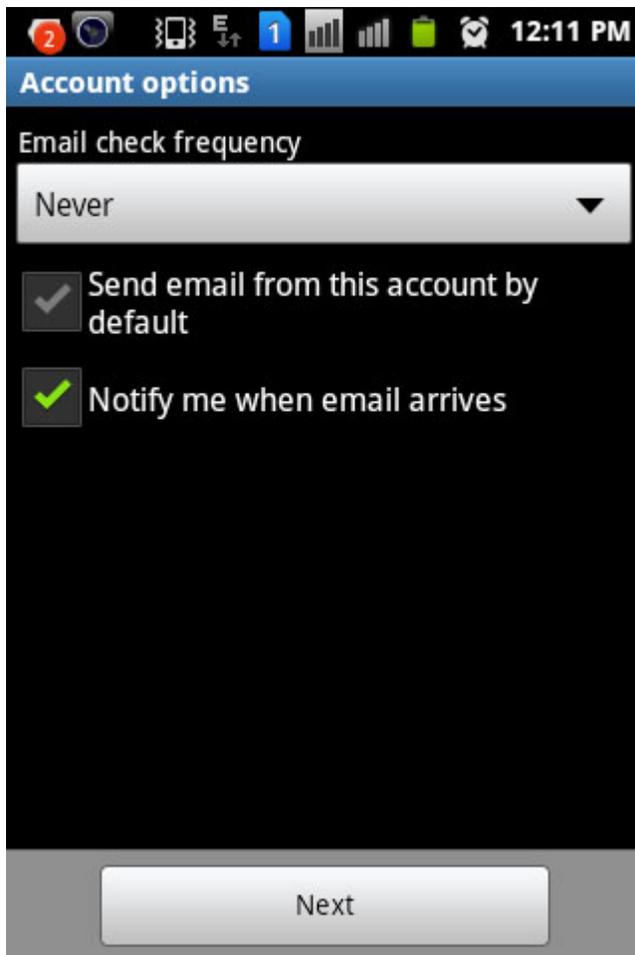
SMTP Server:smtp.your-domain-name (eg: smtp.demomonkey.org)

Port: 587

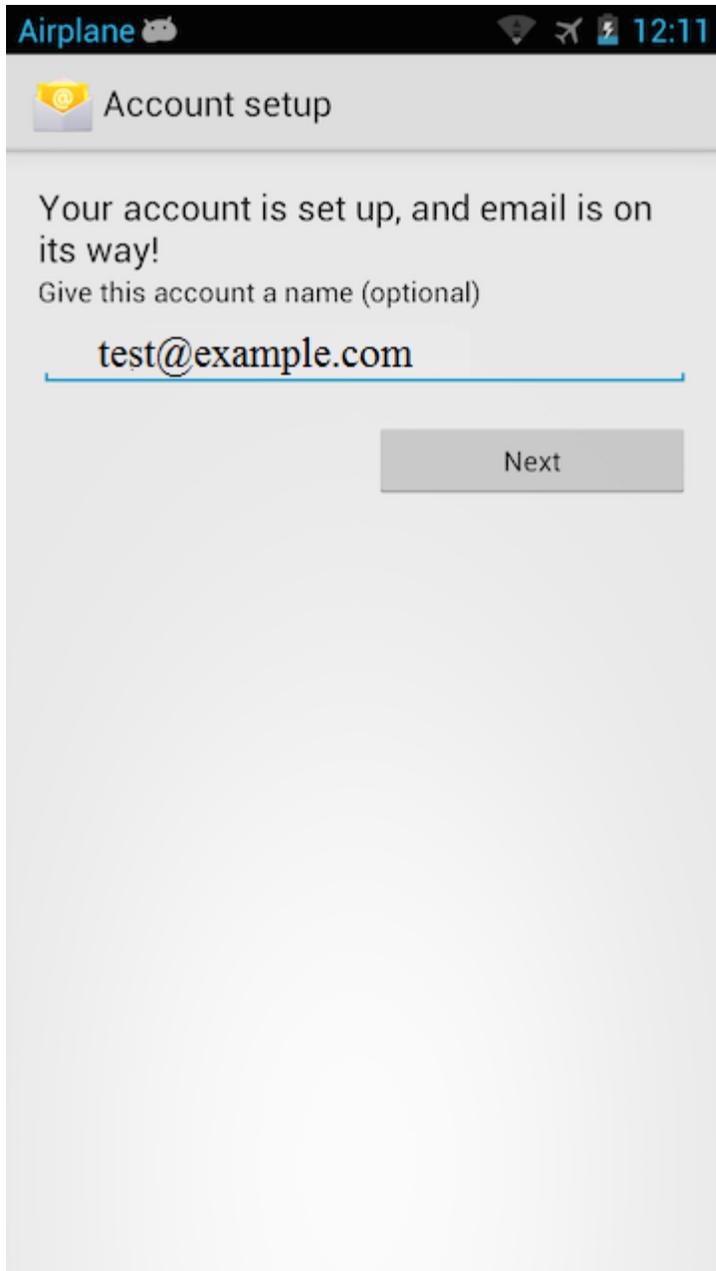
Security Type: None

Require sign-in: Keep in marked/ticked
Click on Next
User name: <Complete Email address>
Password: <Email Password>.
Click on Next

7. Select 'Email check frequency' 'Notify me when email arrives' as per your preference.



8. Give an account name for the configuration (optional).
Enter Your Name and click on Done.

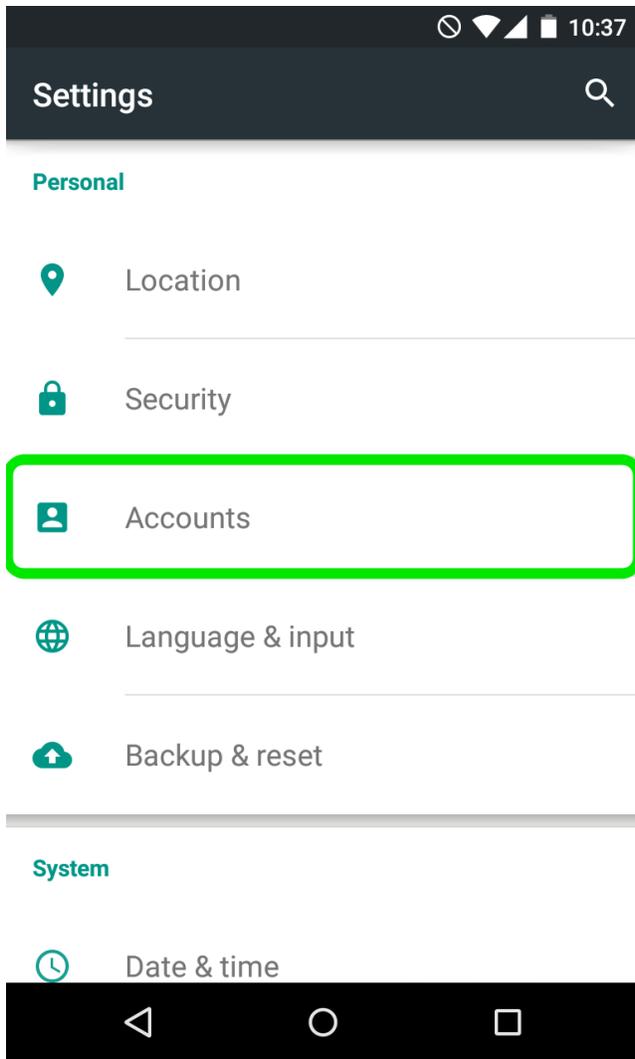


9. You have successfully setup an email account on your Android Device. You may try sending/receiving a test email from the email application.

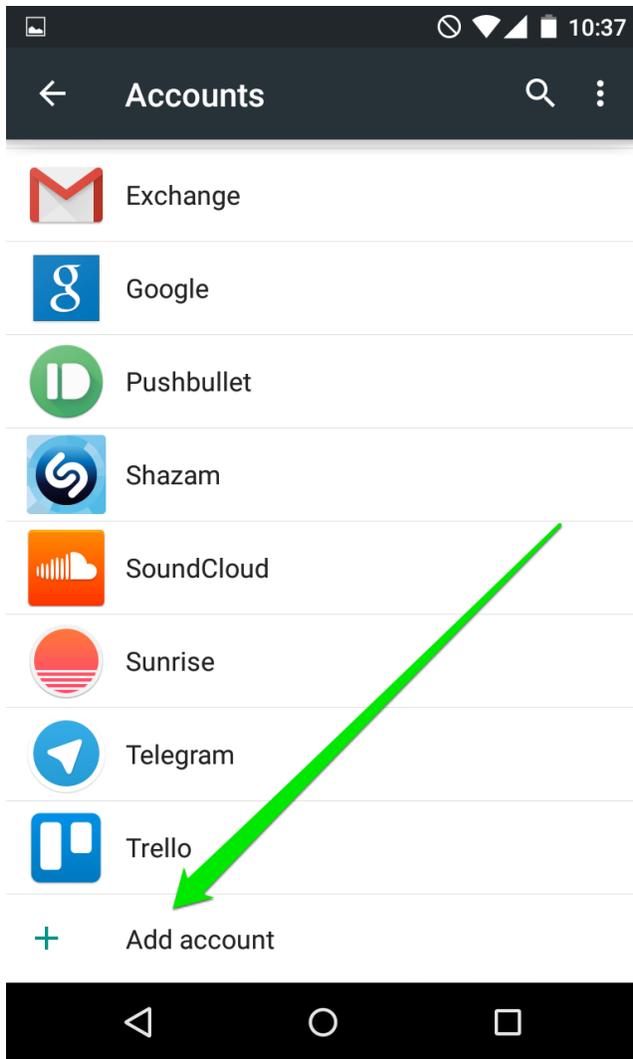
1B. CONFIGURE YOUR MAIL ACCOUNT ON ANDROID MOBILE DEVICE (Lollipop 5.x.x onwards):

To set up Email account via IMAP/POP3/SMTP protocols, do the following:

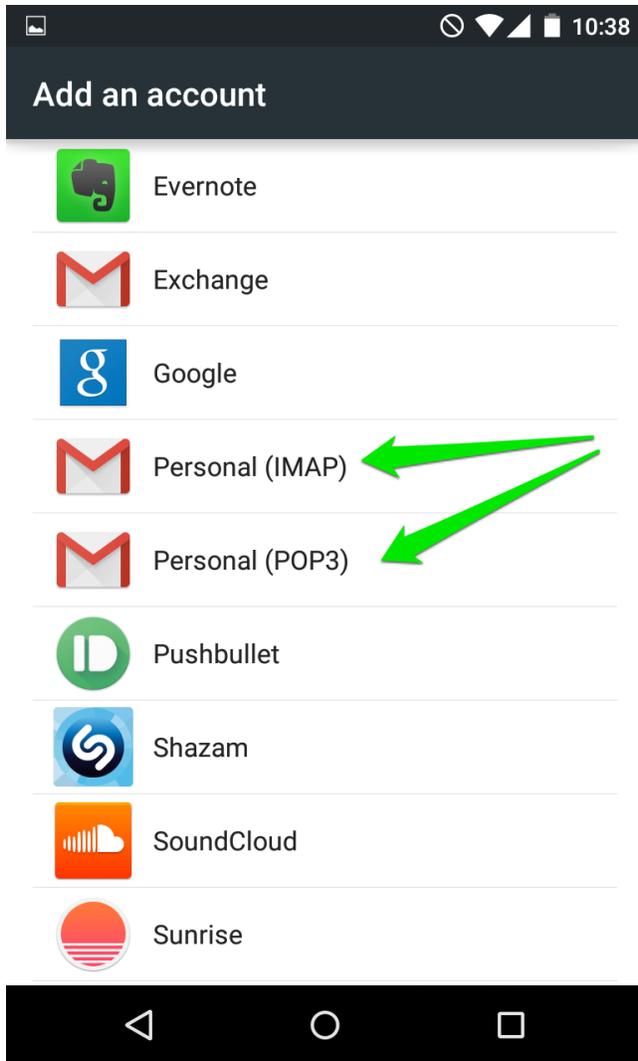
1. Open **Settings** of your Android device and tap on **Accounts** menu in section Personal:



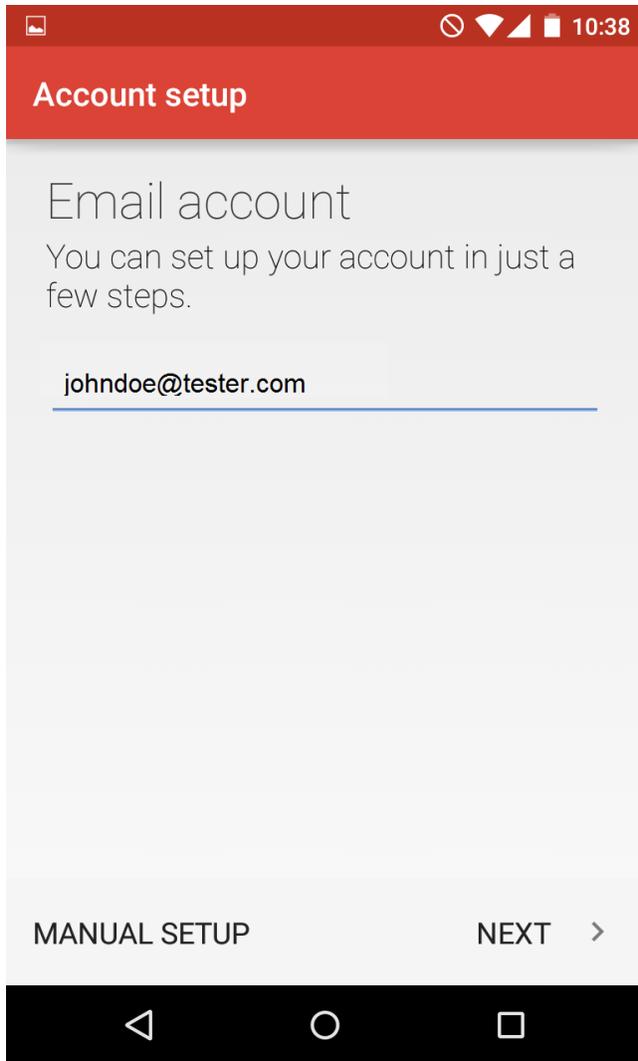
2. Tap on **Add Account** at the very bottom of the screen:



3. On the next screen you will need to choose whether you wish to configure IMAP or POP3 account. Simply choose the desired option by tapping on **Personal (IMAP)** or **Personal (POP3)** correspondingly:



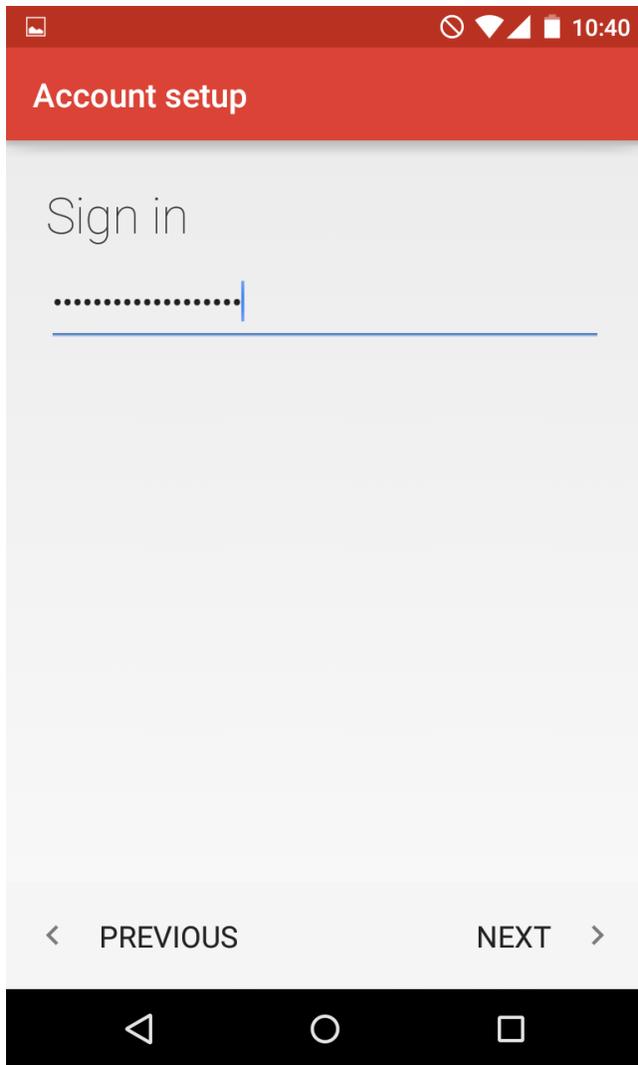
4. The next screen will prompt you to enter your email address. Make sure to type in full Email address:



5. Once done, tap **Next** to proceed to the next step.

6. Here you will need to indicate your email account password.

NOTE: if by any chance you do not remember your password, you can easily reset it using the following tutorial.



7. Here you will need need to type in correct IMAP/POP3 settings depending on the option you choose. Make sure to use the following settings for **IMAP**:

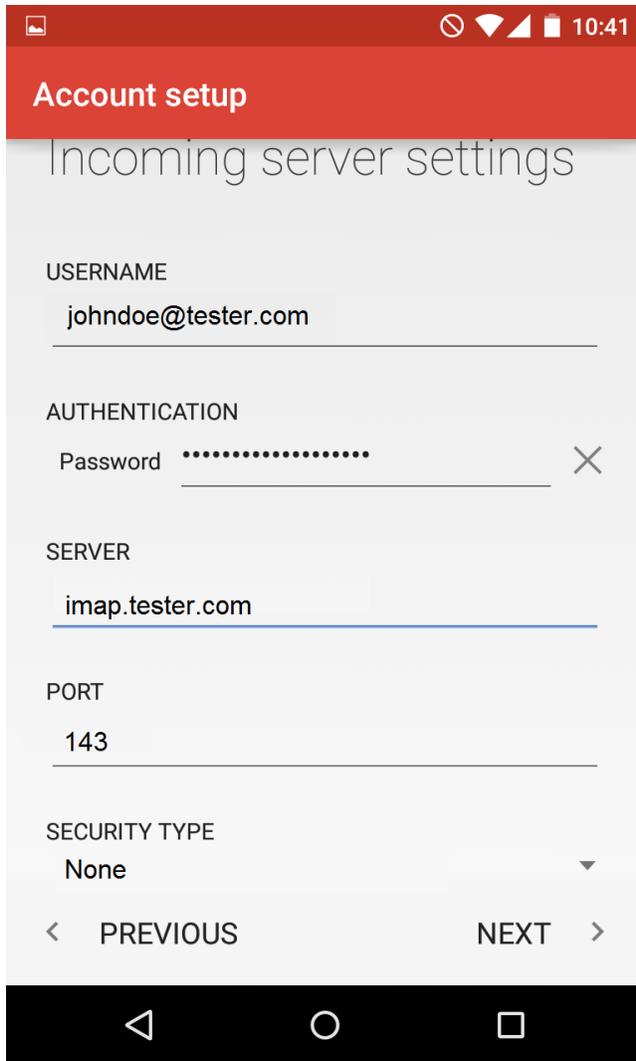
Username: full email address

Password: password for this mailbox

Server: imap.yourdomain-name.com i.e., imap.testner.com

IMAP Port: 143 or 993

Security Type: None or SSL/TLS (Accept All certificates)



8. If you decided to use **POP3** protocol, the following settings should be indicated:

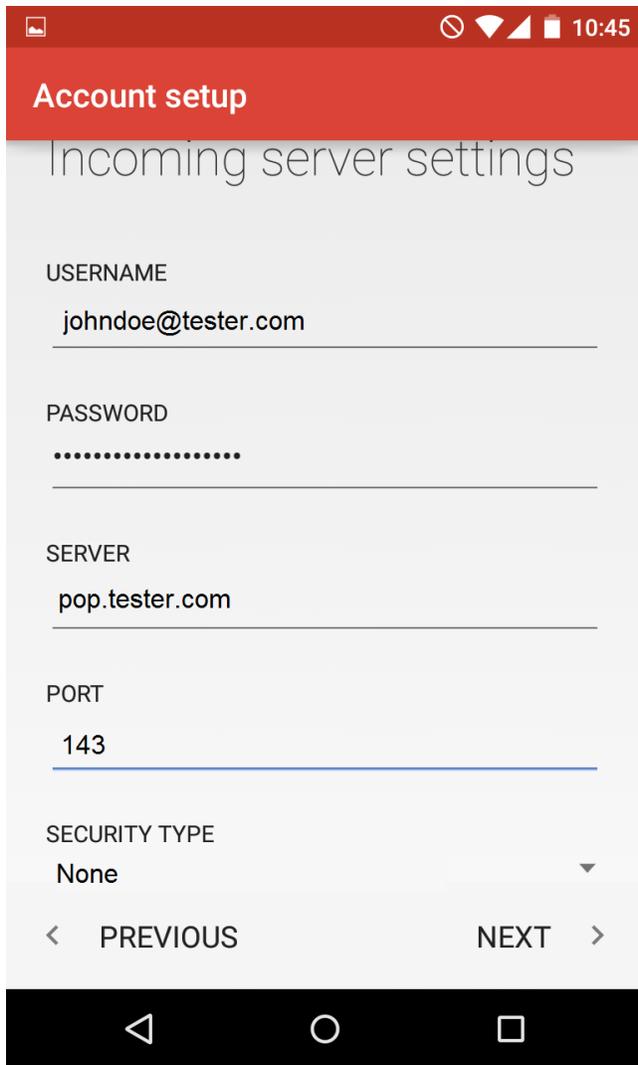
Username: full email address

Password: password for this mailbox

Server: pop.yourdomain-name.com i.e., pop.testster.com

POP3 Port: 110 or 995

Security Type: None or SSL/TLS (Accept All certificates)



9. Once done, tap **Next** to verify the settings and proceed to **Outgoing Server** settings menu.

10. Here you will need to fill in the corresponding fields as shown below:

SMTP Server: smtp.yourdomain-name.com i.e., smtp.testester.com

Port: 587 or 25

Security Type: None or SSL/TLS (Accept All certificates)

Username: full email address

Password: password for this mailbox

11. Once ready, tap **Next** to verify SMTP settings and finish the account setup:



Account setup

Account options

Sync frequency:

Every 15 minutes

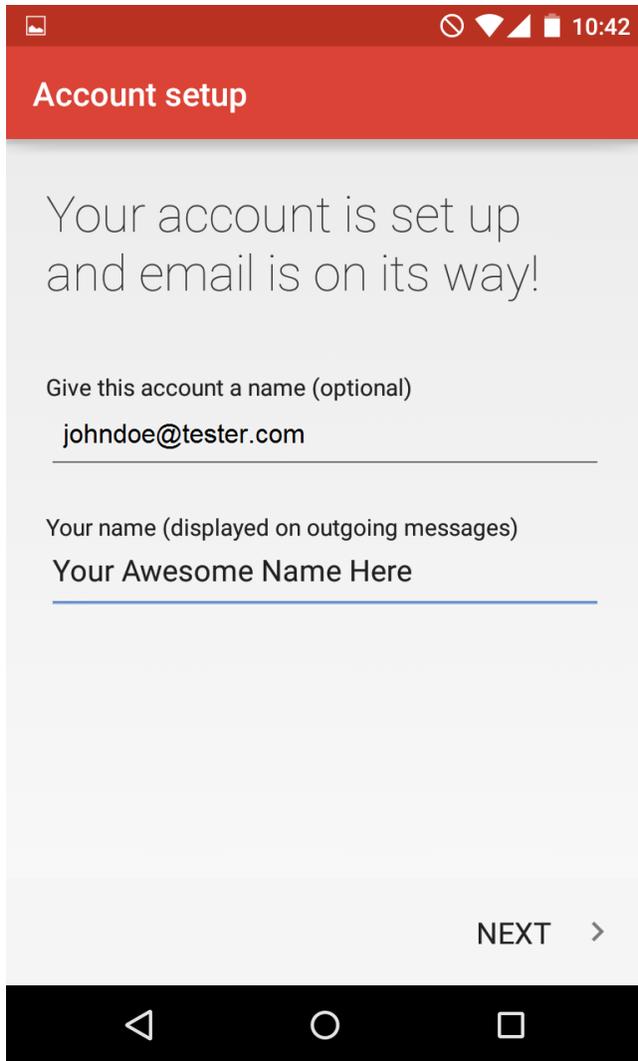


- Notify me when email arrives
- Sync email from this account
- Automatically download attachments when connected to Wi-Fi

< PREVIOUS

NEXT >





2. CONFIGURE YOU MAIL ACCOUNT ON iOS DEVICE (iPHONE) with IOS 7 and newer :

From the Home screen, choose Settings.



Next, tap Mail, Contacts, Calendars.

In the Accounts section, tap Add Account.

Choose your email account type. For setting up email to work with our service, choose Other.

[Mail...](#)

Add Account

 iCloud

 Exchange

Google™

YAHOO!

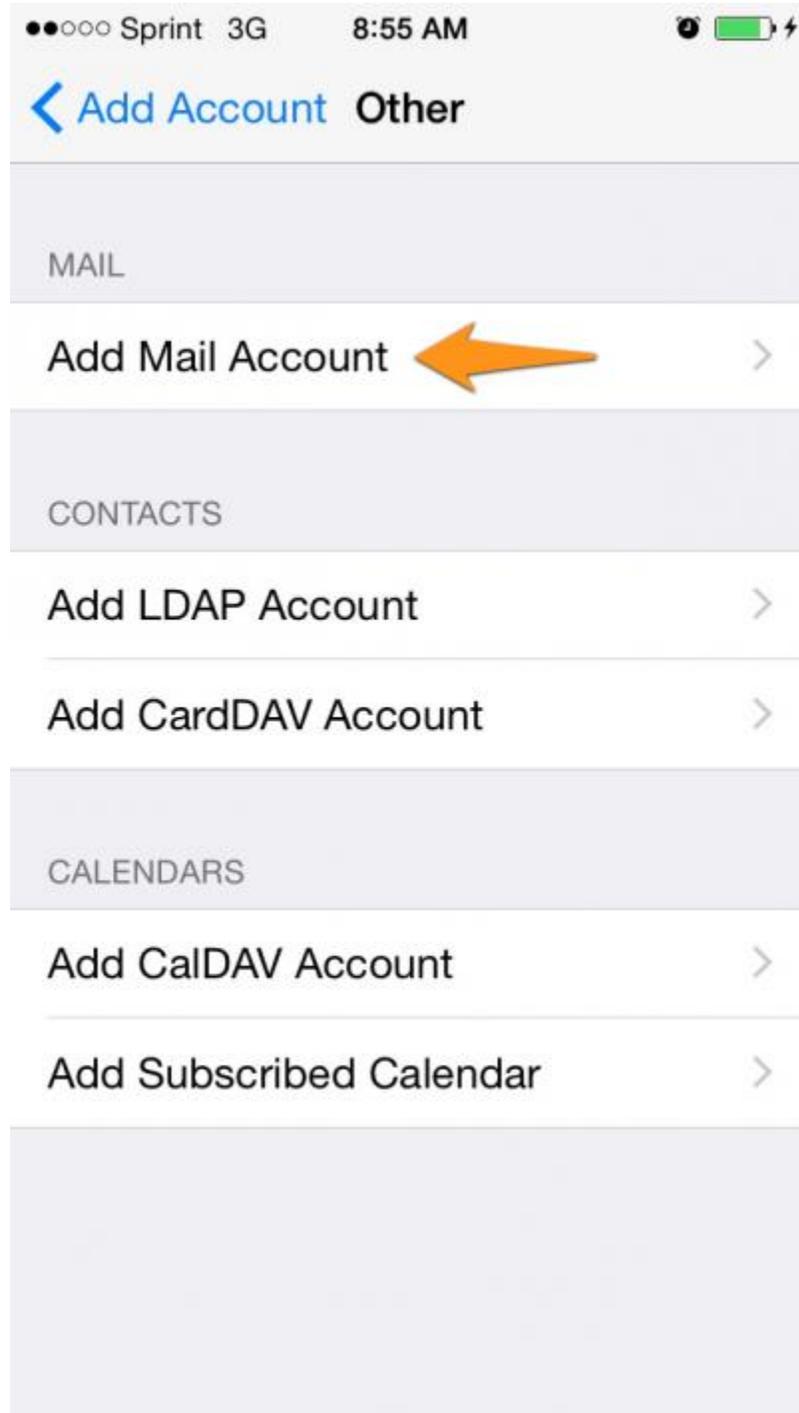
Aol.

 Outlook.com

Other



Select Add Mail Account under the Mail section.



Enter your account information.

●●○○○ Sprint 3G

8:56 AM



Cancel

New Account

Next

Name John Doe

Email john@mt-example.com

Password ●●●●●●●●

Description mt-example.com



On the next screen, enter your account details.

INCOMING MAIL SERVER

Host Name mail.mt-example.com

User Name john@mt-example.com

Password ●●●●●●●●

OUTGOING MAIL SERVER

Host Name mail.mt-example.com

User Name john@mt-example.com

Password ●●●●●●●●

Incoming Mail Server

For POP protocol

Host Name: pop.mt-example.com

Port: 110

User Name: john@mt-example.com

Password: If you do not know your password, you can reset it from the Admin Email Interface panel.

For IMAP protocol

Host Name: imap.mt-example.com

Port: 143

User Name: john@mt-example.com

Password: If you do not know your password, you can reset it from the Admin Email Interface panel.

Outgoing Mail Server (SMTP)

Host Name: smtp.mt-example.com

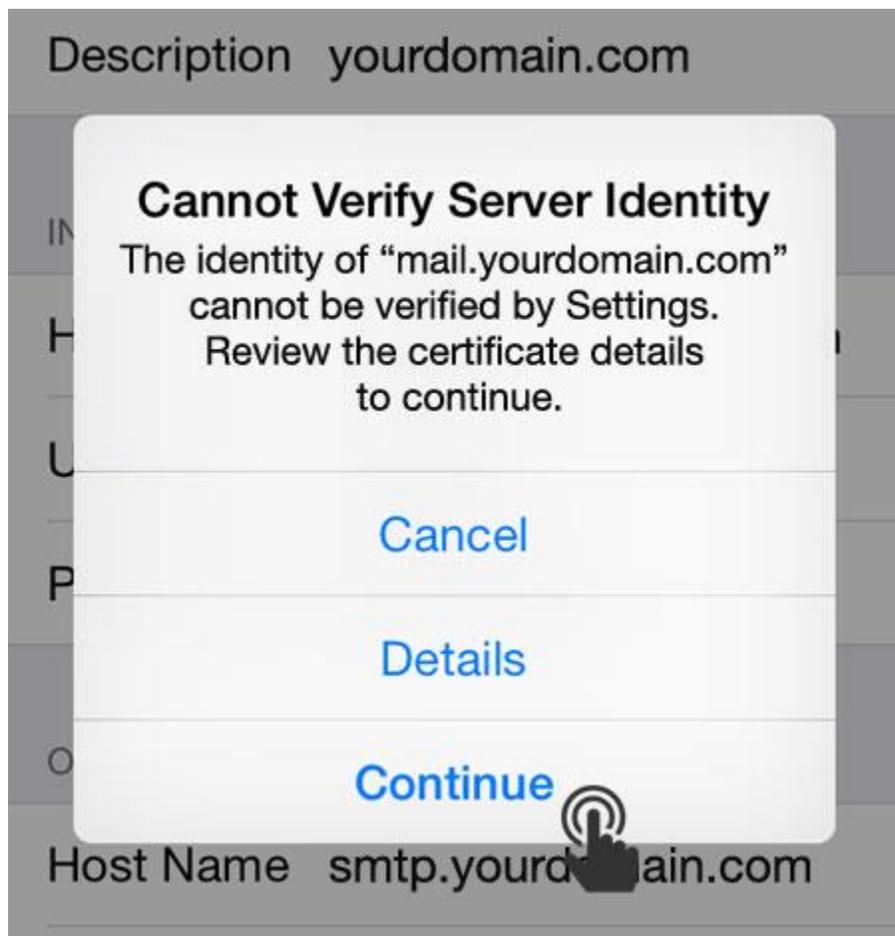
Port: 587 or 25

User Name: john@mt-example.com

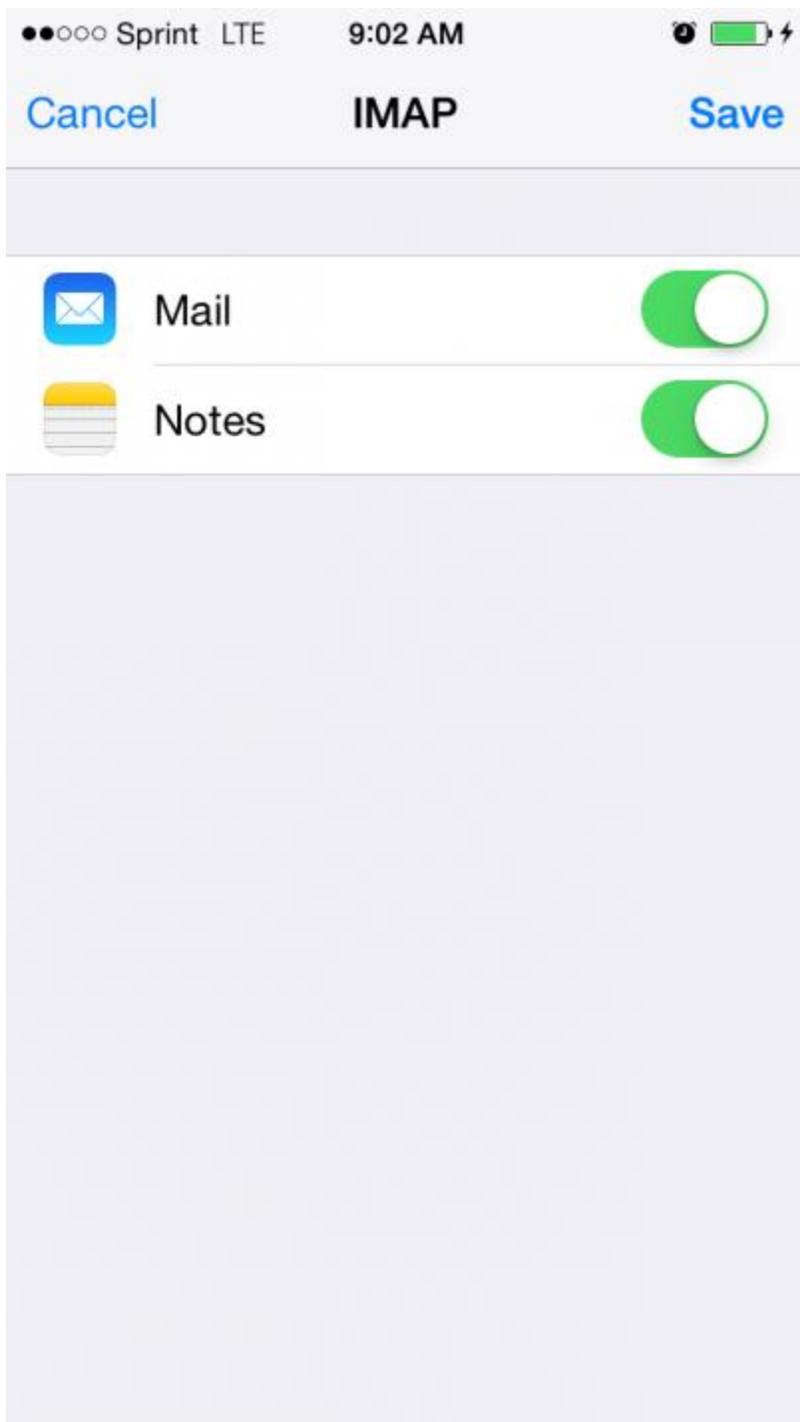
Password: If you do not know your password, you can reset it from the Admin Email Interface panel.

Once the email configuration is added, tap Next to continue.

After you fill in each section for the incoming and outgoing server, your phone will attempt to verify the server. If you see this below warning, please click on Details. You will then see the details for the certificate in use. Make sure to select to trust the certificate. The certificate is a self-signed certificate used by email server. The certificate information should show that it is coming from your mail server. If it is, then click the options to trust the certificate and then your iPhone will be able to confirm the server.



Congratulations your account information is now setup successfully !!



Upon successful completion, you will be taken back to the Mail screen. Your account will now be listed in the Accounts section.

4. Configure Your Mail Account On Windows Mobile Device :

1. Swipe left to view the Apps list.



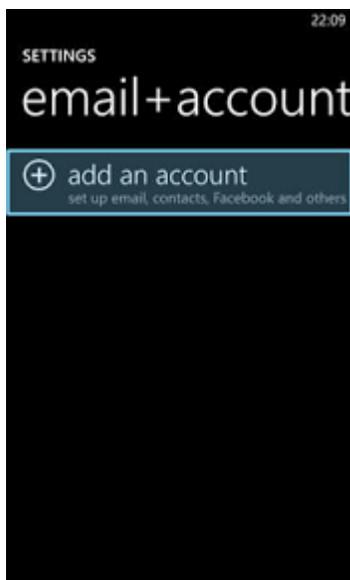
2. Tap Settings.



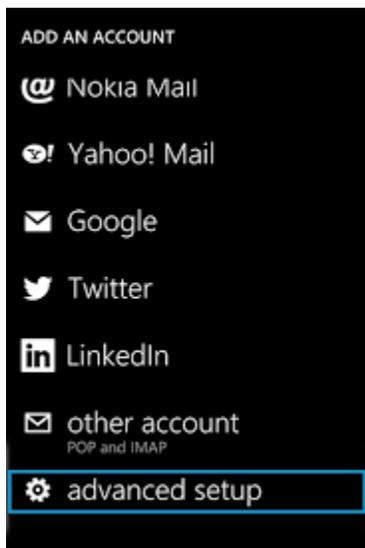
3. Tap Email + Accounts.



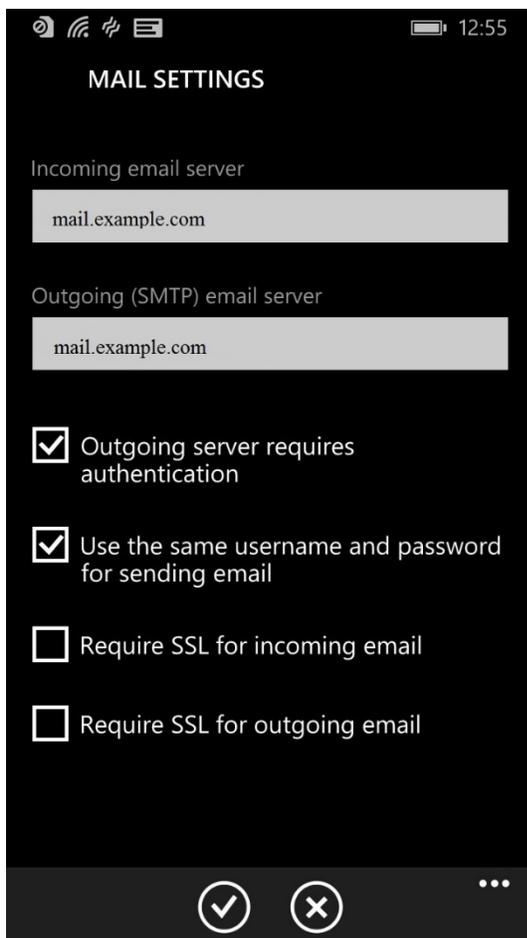
4. Tap Add an Account.



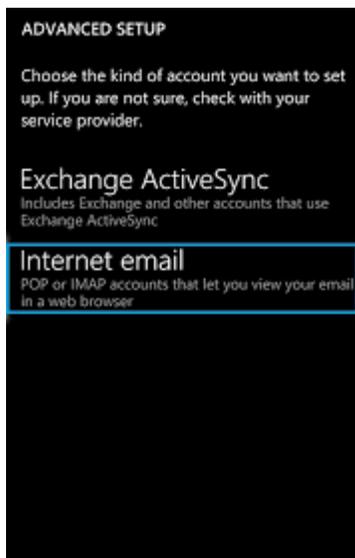
5. Tap Advanced Setup



6. Enter your Email address e.g. johndoe@letsguide.it.
Password is the password that you selected for the email account in the Control Panel.
Tap Next.



7. Tap Internet email.



8. Enter an Account name, this is only a description to identify this e-mail account. You can enter anything here.

Enter Your name, this will be shown to people receiving emails from you.

For Incoming email server enter:imap.your-domain-name (eg: imap.demomonkey.org) **(For Free Email Service / Business or Enterprise Email Hosting Plans)**

mail.your-domain-name (eg: mail.demomonkey.org)9. Set Account type to IMAP4.

Enter your email address as Username as your complete email address e.g. johndoe@letsguide.it.

Password is the password that you selected for the email account in the Control Panel.

Scroll Down.10. For Outgoing (SMTP) email server enter:

smtp.your-domain-name (eg: smtp.demomonkey.org) **(For Free Email Service / Business or Enterprise Email Hosting Plans)**

mail.your-domain-name (eg: mail.demomonkey.org)

b. Check Use the same username and password for sending email.

c. Uncheck Require SSL for incoming email.

d. Uncheck Require SSL for outgoing email.11. Download new content : You can use this setting to download new emails in equal intervals of time as per your choice. You can select from the following options :

a. every 15 minutes

b. every 30 minutes

c. hourly

d. every 2 hours

e. manually12. Download email from : You can use this setting to download previous emails. You can select from the following options :

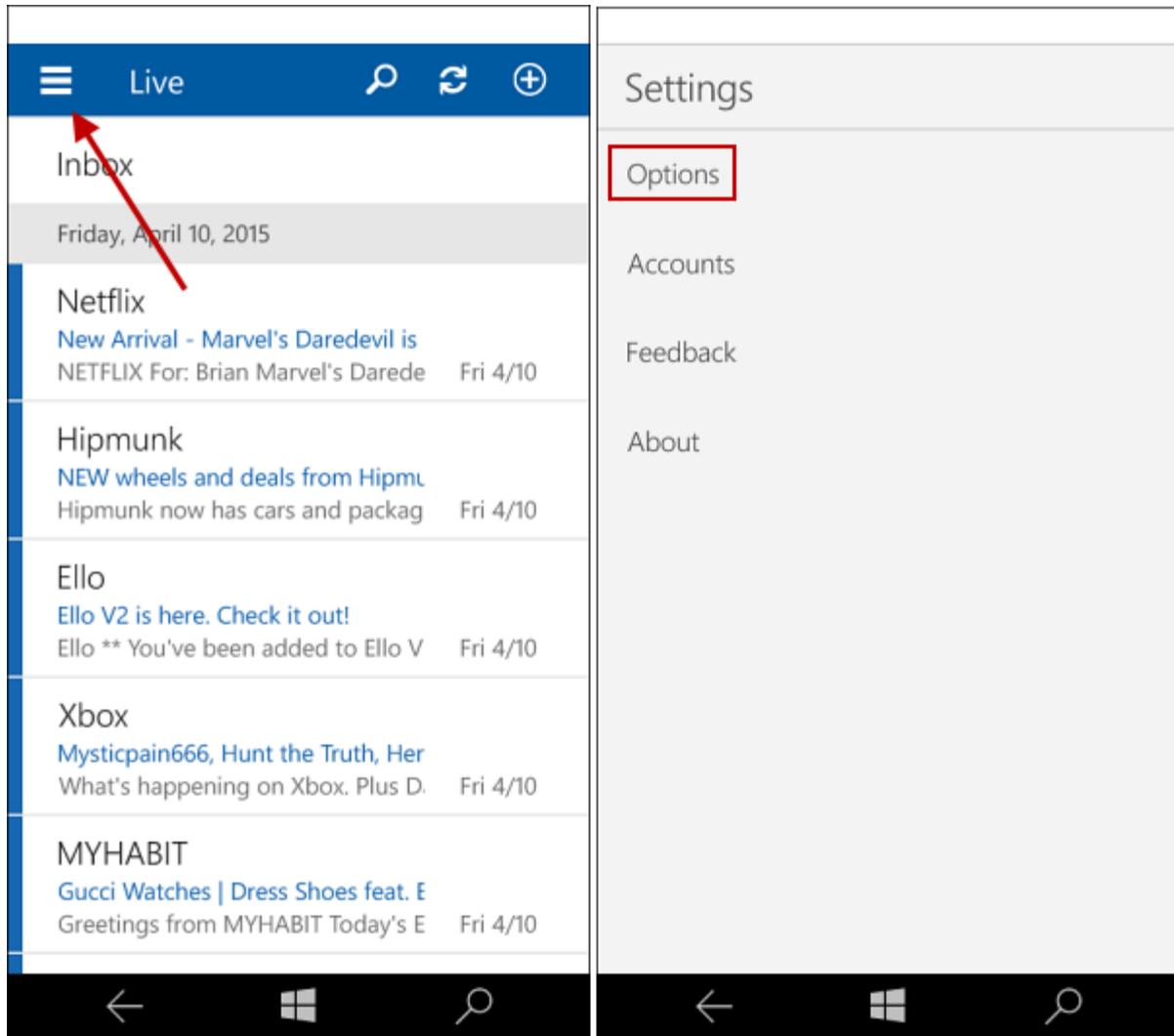
a. the past 7 days

b. the past 2 weeks

c. the past month

d. anytime.

13. Setup is now done. Tap sign in and you should be good to go !!



5. Configure Your Mail Account On Blackberry Mobile Device :

Please note: that these screenshots are from Blackberry 9800 3G running OS version 6.0.0.141.

These instructions may be slightly vary on different models and OS versions.

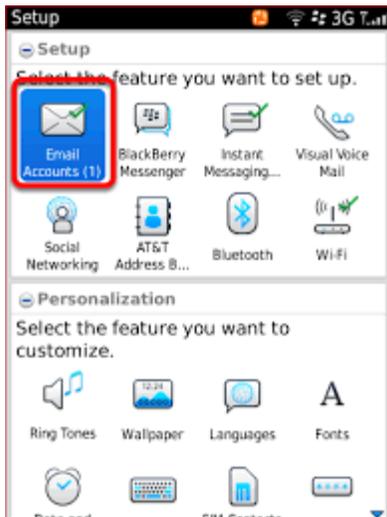
However, the server settings remain the same as mentioned on this page

You may also refer Blackberry's KnowledgeBase on the following link: <http://stik.in/qS>

1. From your home screen, scroll down and tap **Setup**.

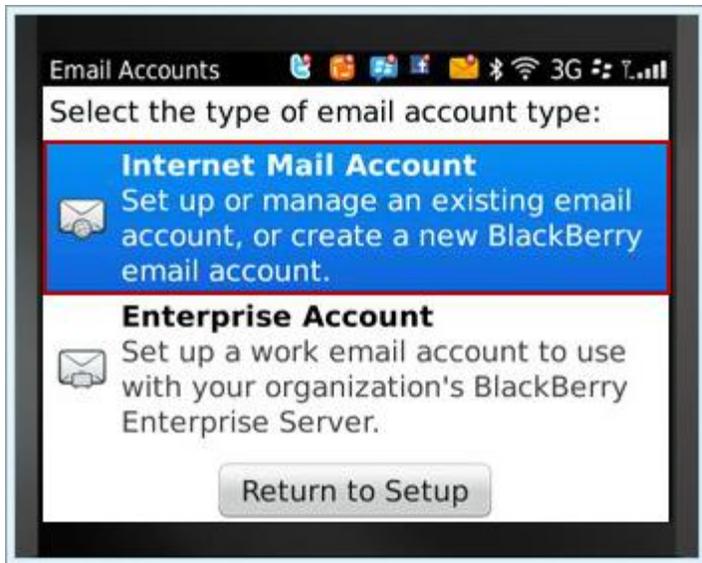


2. Tap **Email Accounts**.

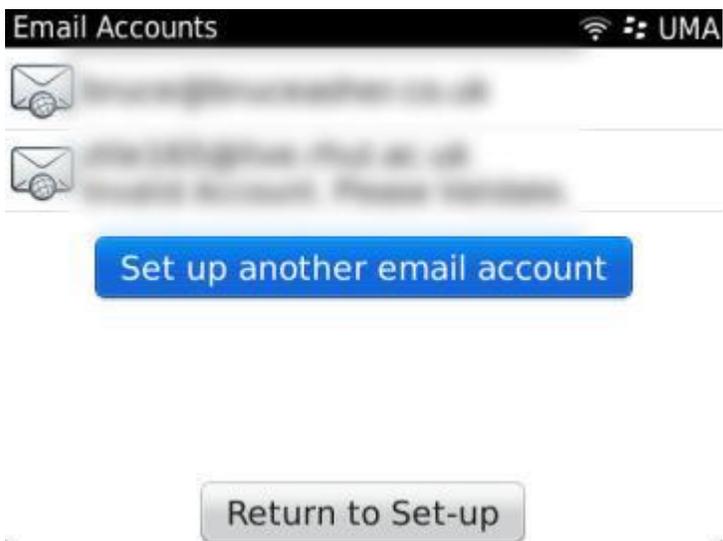


3. Tap **Internet Mail Account**.

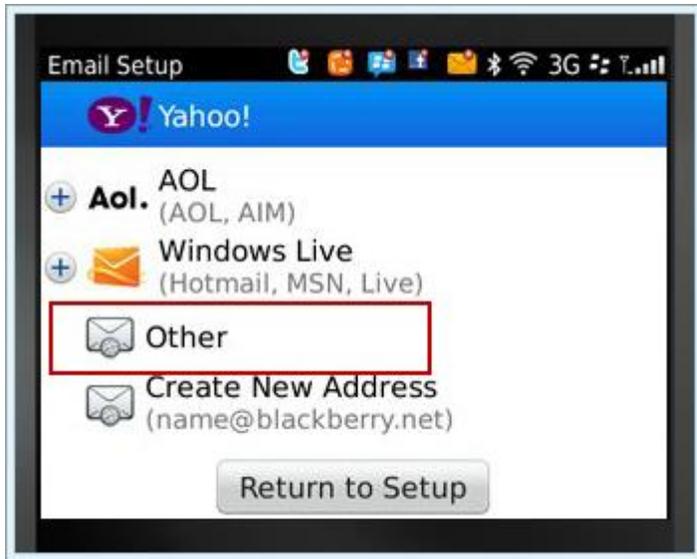
Skip to step 4 if you have no email accounts on your BlackBerry already.



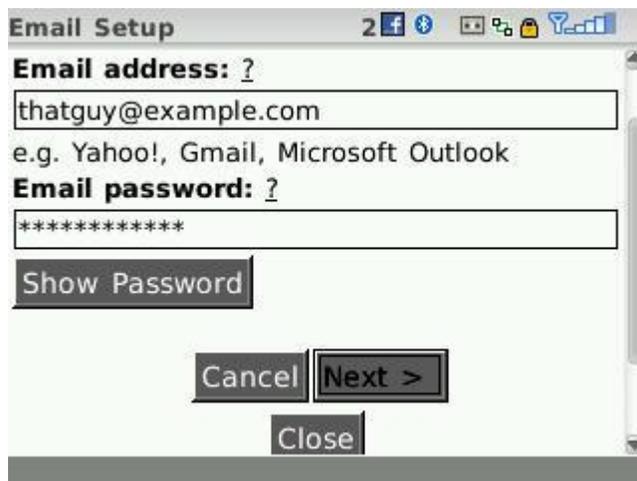
4. Tap **Set up another email account**.



5. Tap **Other**.



6. Enter your Hover email address and password then tap **Continue** or **Next**.



7. A processing message will be displayed on your screen.

8. Tap **Change Settings**.

9. Scroll down and tap on **Advanced Options**. The following settings need to be edited: If you are setting up **POP** configuration:

Email Server:

pop.your-domain-name (eg: pop.demomonkey.org) **(For Free Email Service / Business or Enterprise Email Hosting Plans)**

mail.your-domain-name (eg: mail.demomonkey.org)

Use SSL: Do not check this option

If you are setting up **IMAP (Recommended)** configuration:

Email Server:

imap.your-domain-name (eg: imap.demomonkey.org) **(For Free Email Service / Business or Enterprise**

Email Hosting Plans)

mail.your-domain-name (eg: mail.demomonkey.org)

Use SSL: Do not check this option

Tap **Save**.

10. If you get the error message below, then you should try again with SSL disabled. Tap **OK** and open **Advanced Options** again.

11. Change your email server to:

pop.your-domain-name / imap.your-domain-name (**For Free Email Service / Business or Enterprise Email Hosting Plans) (POP/IMAP)**)

mail.your-domain-name

Leave SSL unchecked and then tap **Save**.

12. Enter your email password to validate your changes and tap **OK**.

13. The account has been configured! Tap on **Return to Setup**.

