

# **Email Update Instructions**

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# **Email Client Settings – The Basics**

The following settings must be checked within an email client so an email account will work with the new Gmail infrastructure.

- The username format is the full email address. This is the login portion that is located along with the subscriber's password.
- The new incoming mail server (POP 3) is now "mail.your\_domaim.com".
- The new outgoing mail server (SMTP) is now "mail.your\_domain.com".
- "Outgoing server requires authentication" needs to remain checked.
- Uncheck "This server requires a secure connection (SSL)"

#### Outlook 2013

Open Outlook.

Click the File tab, and select Account Settings...

On the E-mail tab, select your POP account and click Change...

Change the following fields: Incoming mail server: mail.your\_domain.com Outgoing mail server (SMTP): mail.your\_domain.com Require logon using Secure Password Authentication (SPA): Leave this option unchecked.

Click the More Settings... button

| hange Account                                         |                            | 3                                                                                  |
|-------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------|
| POP and IMAP Account Se<br>Enter the mail server sett |                            |                                                                                    |
| User Information                                      |                            | Test Account Settings                                                              |
| Your Name:                                            | First Last                 | We recommend that you test your account to ensure that<br>the entries are correct. |
| Email Address:                                        | username@your_domain.co    | the entries are concet.                                                            |
| Server Information                                    |                            |                                                                                    |
| Account Type:                                         | POP3 👻                     | Test Account Settings                                                              |
| Incoming mail server:                                 | mail.your_domain.com       | Automatically test account settings when Next<br>is clicked                        |
| Outgoing mail server (SMTP):                          | mail.your_domain.com       |                                                                                    |
| Logon Information                                     |                            |                                                                                    |
| User Name:                                            | Username@your_domain.co    |                                                                                    |
| Password:                                             |                            |                                                                                    |
| 📝 R                                                   | emember password           |                                                                                    |
| Require logon using Secu<br>(SPA)                     | re Password Authentication | More Settings                                                                      |
|                                                       |                            | -                                                                                  |
|                                                       |                            | < Back Next > Cancel                                                               |

Select the **Outgoing Server** tab.

Verify the box next to **My outgoing server (SMTP) requires authentication** is checked and select **Use same settings as my incoming mail server.** 

| nternet E- | mail Settings                                     |
|------------|---------------------------------------------------|
| General    | Outgoing Server Advanced                          |
| My o       | utgoing server (SMTP) requires authentication     |
| 0 U        | se same settings as my incoming mail server       |
| 0 L0       | og on using                                       |
| U U        | Iser Name:                                        |
| P          | assword:                                          |
|            | Remember password                                 |
|            | Require Secure Password Authentication (SPA)      |
| C L        | og on to incoming mail server before sending mail |
|            | OK Cancel                                         |

Click the **Advanced tab**, and Click the **Use Defaults** button

| ternet E-mail Settings                               | 23   |
|------------------------------------------------------|------|
| General Outgoing Server Advanced                     |      |
| Server Port Numbers                                  |      |
| Incoming server (POP3): 110 Use Defaults             |      |
| This server requires an encrypted connection (SSL)   |      |
| Outgoing server (SMTP): 25                           |      |
| Use the following type of encrypted connection: None | •    |
| Server Timeouts                                      |      |
| Short Long 1 minute                                  |      |
| Delivery                                             |      |
| Leave a copy of messages on the server               |      |
| Remove from server after 14 🚔 days                   |      |
| Remove from server when deleted from 'Deleted Items' |      |
|                                                      |      |
|                                                      |      |
|                                                      |      |
|                                                      |      |
| OK Car                                               | ncel |
|                                                      |      |

Verify that the settings were reset to the following:

Incoming server (POP3): 110 (This server requires an encrypted connection (SSL) should NOT be checked.)
Outgoing server (SMTP): 25 (Use the following type of encrypted connection should be set to NONE)

Click OK.

Click Next, and then click Finish.

# Outlook 2007

Open Outlook.

Click the Tools menu, and select Account Settings...

On the E-mail tab, select your POP account and click Change...

Change the following fields: **POP server:** mail.your\_domain.com **SMTP server:** smtp.gmail.com **Require logon using Secure Password Authentication (SPA):** Leave this option unchecked.

Click the More Settings... button

| Change E-mail Account                                 |                                   |                                                                                                         |
|-------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------|
| Internet E-mail Settings<br>Each of these settings ar | e required to get your e-mail acc | ount working.                                                                                           |
| User Information                                      |                                   | Test Account Settings                                                                                   |
| Your Name:                                            | Your Name                         | After filling out the information on this screen, we<br>recommend you test your account by clicking the |
| E-mail Address:                                       | username@your_domain.com          | button below. (Requires network connection)                                                             |
| Server Information                                    |                                   | Test Assured Sections                                                                                   |
| Account Type:                                         | POP3                              | Test Account Settings                                                                                   |
| Incoming mail server:                                 | mail.your_domain.com              |                                                                                                         |
| Outgoing mail server (SMTP):                          | mail.your_domain.com              |                                                                                                         |
| Logon Information                                     |                                   |                                                                                                         |
| <u>U</u> ser Name:                                    | username@your_domain.com          |                                                                                                         |
| Password:                                             | *****                             |                                                                                                         |
|                                                       | Remember password                 |                                                                                                         |
| Reguire logon using Secure                            | Password Authentication (SPA)     | More Settings                                                                                           |
|                                                       |                                   | < Back Next > Cancel                                                                                    |

- Select the Outgoing Server tab.
   Verify the box next to My outgoing server (SMTP) requires authentication and select Use same settings as my incoming mail server.

| Internet E-mail Settings                            |
|-----------------------------------------------------|
| General Outgoing Server Connection Advanced         |
| ✓ My outgoing server (SMTP) requires authentication |
| ○ Log on using                                      |
| User Name:                                          |
| Password:                                           |
|                                                     |
|                                                     |
| Cog on to incoming mail server before sending mail  |
|                                                     |
| OK Cancel                                           |

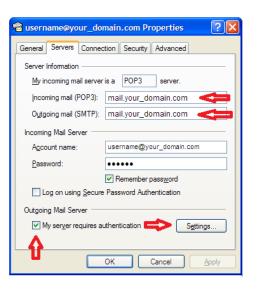
- 3. Click the Advanced tab, and uncheck the box next to This server requires an encrypted connection (SSL). Under Incoming Server (POP3). Enter 110 in the 'Incoming Server' box.
- 4. In the Outgoing server (SMTP) box, enter 25, and select TLS from the drop-down menu next to Use the following type of encrypted connection:

| Internet E-mail Settings                             |
|------------------------------------------------------|
| General Outgoing Server Connection Advanced          |
| Server Port Numbers                                  |
| Incoming server (POP3): 110 Use Defaults             |
| his server requires an encrypted connection (SSL)    |
| Outgoing server (SMTP): 25                           |
| Use the following type of engrypted connection: TLS  |
| Server Timeouts                                      |
| Short 🤝 Long 1 minute                                |
| Delivery                                             |
| Leave a copy of messages on the server               |
| Remove from server after 10 🔮 days                   |
| Remove from server when deleted from 'Deleted Items' |
|                                                      |
| OK Cancel                                            |

- 5. Click **OK**.
- 6. Click **Next**, and then click **Finish.**

# **Outlook Express**

- 1. Open Outlook Express.
- 2. Click the Tools menu, and select Accounts...
- 3. Click the Mail tab, select your POP account and click **Properties**.



- Click on the Servers Tab and change the following fields: POP server: mail.your\_domain.com
   SMTP server: mail.your\_domain.com
- 5. Verify My server requires authentication is checked
- 6. Click the Advanced tab.

| 🗟 username@your_domain.com Properties 👘 🛛 🔀                                                                           |
|-----------------------------------------------------------------------------------------------------------------------|
| General Servers Connection Security Advanced                                                                          |
| Server Port Numbers Qutgoing mail (SMTP): 25 This server reguires a secure connection (SSL) Incoming mail (POP3): 110 |
| his server requires a secure <u>c</u> onnection (SSL)                                                                 |
| Server Timeouts<br>Short - D Long 1 minute                                                                            |
| Sending Break apart messages larger than 60 🔅 KB                                                                      |
| Delivery                                                                                                              |
| Leave a copy of messages on server                                                                                    |
| Remove from server after 5 (\$) day(s)<br>Remove from server when deleted from 'Deleted Items'                        |
| OK Cancel Apply                                                                                                       |

- 7. Enter **25** in the in the box next to **Outgoing mail (SMTP)**, and <u>UNCHECK</u> the box next to **This server requires an encrypted connection (SSL)**.
- 8. Enter **110** in the in the box next to **Incoming mail (POP3)**, and <u>UNCHECK</u> the box next to **This server requires an encrypted connection (SSL)**.
- 9. Click OK.

### Windows Mail

- 1. Open Windows Mail.
- 2. Click the Tools menu, and select Accounts...
- 3. Click the Mail tab, select your POP account and click **Properties**.

| General Servers Connection          | Security Advanced        |
|-------------------------------------|--------------------------|
| Server Information                  |                          |
| My incoming mail server             | is a POP3 server.        |
| Incoming mail (POP3):               | mail.your_domain.com     |
| Outgoing mail (SMTP):               | mail.your_domain.com     |
| Incoming Mail Server                | •                        |
| E-mail username:                    | username@your_domain.com |
| Password:                           | •••••                    |
|                                     | Remember password        |
| Log on using Secure P               | assword Authentication   |
| Outgoing Mail Server —              |                          |
| V My server requires authentication |                          |
|                                     |                          |
|                                     | OK Cancel Apply          |

- Click on the Servers Tab and change the following fields: POP server: mail.your\_domain.com
   SMTP server: mail.your\_domain.com
- 5. Verify the box next to My server requires authentication is checked.
- 6. Click the **Advanced** tab.

| General Servers Connection Security Advanced                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Server Port Numbers Outgoing mail (SMTP): 25 Use Defaults This server requires a secure connection (SSL) Incoming mail (POP3): 110 This server requires a secure connection (SSL) |
| Server Timeouts Long 1 minute                                                                                                                                                     |
| Break apart messages larger than     60     KB     Delivery     Leave a copy of messages on server                                                                                |
| Remove from server after  S  day(s)  Remove from server when deleted from 'Deleted Items'                                                                                         |
| OK Cancel Apply                                                                                                                                                                   |

- 7. Enter **25** in the in the box next to **Outgoing mail (SMTP)**, and <u>UNCHECK</u> the box next to **This server requires an encrypted connection (SSL)**.
- 8. Enter **110** in the in the box next to **Incoming mail (POP3)**, and <u>UNCHECK</u> the box next to **This server requires an encrypted connection (SSL)**.
- 9. Click **OK.**

# **Thunderbird 3**

- 1. Open Thunderbird.
- Click the **Tools** menu, and select **Account Settings...**
- 3. Click Server setting in the left-hand pane.

| Account Settings                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul> <li>Local Folders<br/>Junk Settings<br/>Disk Space</li> <li>username@your_domain.com</li> <li>Server Settings</li> <li>Copies &amp; Folders</li> <li>Composition &amp; Addressing<br/>Junk Settings</li> <li>Disk Space</li> <li>Return Receipts</li> <li>Security</li> <li>Outgoing Server (SMTP)</li> </ul> | Server Settings         Server Type:       POP Mail Server         gerver Name:       mail.your_domain.com       Port:       110 © Default:       995         User Name:       username@your_domain       Port:       110 © Default:       995         User Name:       username@your_domain       Port:       110 © Default:       995         User Name:       username@your_domain       Port:       110 © Default:       995         Security Settings       Connection security:       none       Image: Connection security:       Image: Connection security: |
| Account Actions                                                                                                                                                                                                                                                                                                    | OK Cancel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

- 4. In the Server Name field enter mail.your\_domain.com5. In the Port field enter 110.

- Click Outgoing Server (SMTP) in the left-hand pane.
   Select your account and click Edit...
- 8. Enter mail.your\_domain.com in the Server Name field.
- 9. Enter **25** in the **Port** field.
- 10. Under Security and Authentication put a check mark in Username and password.
- 11. Click the **Connection security** dropdown and select **none**.

| Account Settings                                                                                                                                                                                                                       | X                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Account Settings<br>Junk Settings<br>Disk Space<br>username@your_domain.com<br>Server Settings<br>Copies & Folders<br>Composition & Addressing<br>Junk Settings<br>Disk Space<br>Return Receipts<br>Security<br>Outgoing Server (SMTP) | Outgoing Server (SMTP) Settings         Although you can specify more than one outgoing server (SMTP), this is only recommended for advanced users. Setting up multiple SMTP servers can cause errors when sending messages.         smtp.gmail.com (Default)       Add         Edit       Edit         Settings       Edit         Pescription:       Edit         Remove       Set Default         Setury and Authentication       Vise name and password         User Name:       username@your_domair         Use secure authentication       OK         Cognection security:       none |
| Account Actions                                                                                                                                                                                                                        | OK Cancel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

- 12. Click **OK** on the SMTP Server box.
- 13. Click **OK** on the Account Settings box.

# **Apple Mail**

#### Setting Your Outgoing (SMTP) Server Settings

- 1. Open Apple Mail.
- 2. Click Mail, and select Preferences...
- 3. Open the Accounts tab and select your existing account in the left panel.
- 4. Setting up your outbound SMTP server.

At the bottom of the right panel click the arrow to the right of **Outgoing Mail Server (SMTP)** and click "Edit SMTP Server List ..." from the dropdown.

| 000                  | Accounts                      |                                 |
|----------------------|-------------------------------|---------------------------------|
| General Accounts RSS | Junk Mail Fonts & Colors View | ving Composing Signatures Rules |
| Accounts             | Account Information M         | ailbox Behaviors Advanced       |
| POP                  | Account Type:                 | POP                             |
|                      | Description:                  | username@your_domain.com        |
|                      | Email Address:                | username@your_domain.com        |
|                      | Full Name:                    | Your Name                       |
|                      | Incoming Mail Server:         | mail.your_domain.com            |
|                      | User Name:                    | username@your_domain.com        |
|                      | Password:                     | •••••                           |
|                      | Outgoing Mail Server (SMTP):  | (mail.your_domain.com           |
|                      |                               | Use only this server            |
|                      |                               |                                 |
| + -                  |                               | ?                               |

You will be presented with the screen below.

| Description          | Server Name            | In Use By Account       |
|----------------------|------------------------|-------------------------|
| mail.your_domain.com | n mail.your_domain.com | Your_Domain             |
|                      |                        |                         |
|                      |                        |                         |
|                      |                        |                         |
| + -                  |                        | Hener an analyses       |
|                      | Account Informatio     | on Advanced             |
|                      |                        |                         |
| Descrip              | tion: Your_Domain      |                         |
| Server N             | ame: mail.your_doma    | in.com                  |
|                      |                        | of the arts this server |
|                      |                        |                         |
|                      |                        |                         |

5. Click the Advanced tab and verify Use default port (25, 465, 587) is selected.

- <u>UNCHECK</u> the box next to Use Secure Sockets Layer (SSL).
   Click OK

| Description          | Server Name          | In Use By Account                                 |
|----------------------|----------------------|---------------------------------------------------|
| mail.your_domain.com | mail.your_domain.com | Your_Domain                                       |
|                      |                      |                                                   |
| + -                  |                      | ( prost   put profilery                           |
|                      | Account Informati    | on Advanced                                       |
|                      | O Use custom p       | orts (25, 465, 587)<br>oort:<br>ckets Layer (SSL) |
| Authenticatio        |                      | •                                                 |
| User Nan             |                      |                                                   |
| Passwor              | rd: •••••            |                                                   |
|                      |                      |                                                   |
|                      |                      |                                                   |

#### Setting Your Incoming (POP) Server Settings

- 1. At the Accounts screen click the Advanced tab.
- Set the Port field to 995 and put a check mark in the box labeled Use SSL
   Make sure Authentication is set to Password and the close button and confirm that you wish to save.

| 000                  | Accounts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Accounts RSS | Junk Mail Fonts & Colors Viewing Composing Signatures Rules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Accounts             | Account Information       Mailbox Behaviors       Advanced         Include when automatically checking for new messages       Include when automatically checking for new messages         Remove copy from server after retrieving a message:       After one week       Remove now         Prompt me to skip messages over       KB         Check with your system administrator before changing any of the advanced options below:       110       Use SSL         Authentication:       Password       Image: State S |
| + -                  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |