

This is the announcement about MAIL Server !!!!

Login with your E-mail address (First initial last name (jferron) or (BJames) for example

And Password (will be attached in the e-mail

Incoming Mail server (SMTP address) is 67.158.97.2

Outgoing Mail server (SMTP address) is 67.158.97.2

On Saturday March 15, 2008 this will be in place!

GO TO YOUR OLD MAIL SETTING AND RETRIEVE YOUR MAIL AND THEN DO 1 OF THE FOLLOWING.

The old mail server **will go off line Monday!**

Steps for e-mail

As a user you have two choices

On Saturday March 15, 2008 this will be in place!

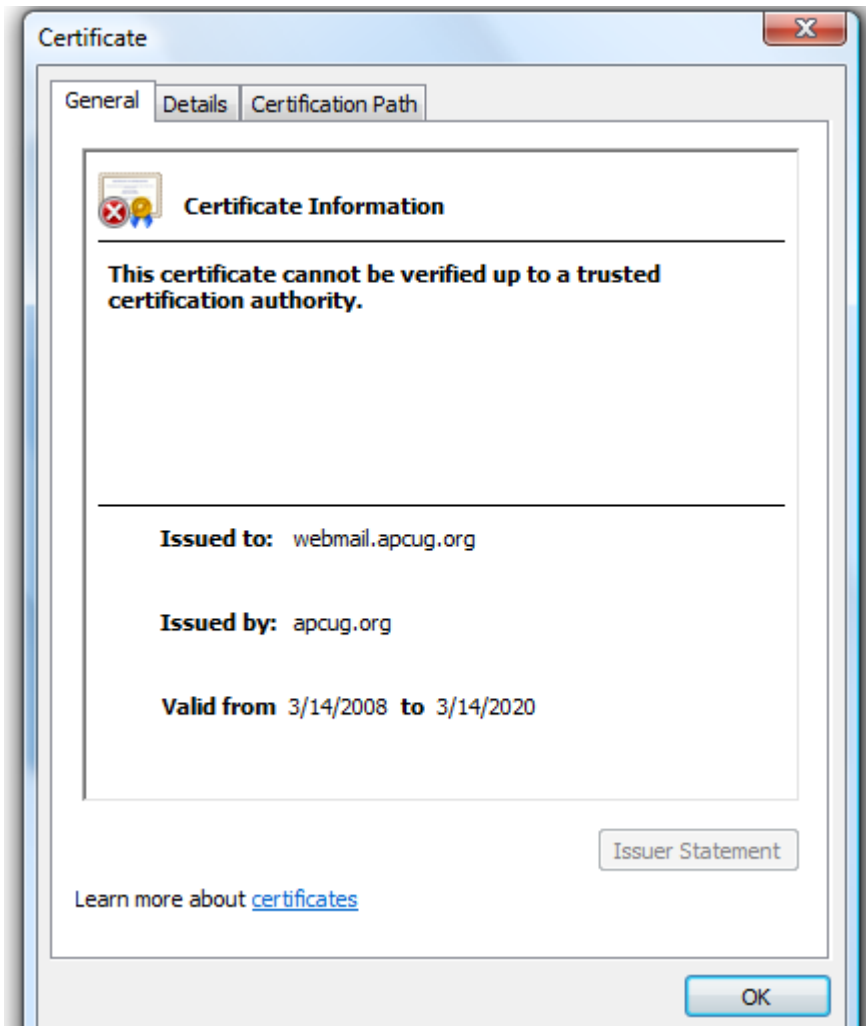
Web Mail or Mail to e-mail client

I recommend that you logon to the webmail first and change your password from the Temporary password you gotten to one you like to use.

For web Mail (no mail will be put on your computer you use your browser

Go to [HTTPS://webmail.apcug.org/iclient](https://webmail.apcug.org/iclient)

You Will get an SSL Error (This is saying your site is using a Non-signed SSL cert instead of a Specific certificate for you site) Choose OK (You can import the certificate if you like, it a self signed Certificate created by APCUG) we did this to save money.




Login with

User name:

And password:

Once logged in you can


Using the IMail Client Main Page

The IMail Client main page lets you view mail from the Folder List, view messages in the Message List, read mail, compose mail, and reply to and forward messages. You can access the main page by clicking the INBOX .

- **Email List** is used to view and create mailbox folders. The following standard mailboxes appear in the folders list, plus any mailboxes that you create:
 - **Inbox**. All new mail is received into this mailbox (folder) by default.

- [Drafts](#). When you click **Save to Drafts**, rather than **Send** while composing a message, the message draft is saved in this folder and can be further re-opened for composing, editing, and sending.
- **Sent**. All mail sent is copied to this folder.
- **Deleted**. All mail deleted is copied to this folder.
- [Address Books](#). Click the icon to access your public and personal contacts.
- [Calendar](#). Click the icon to manage events, tasks, notes, invitations, options, multiple calendars, and viewing preferences.
- **Rules**. Click the icon to add, delete, and edit rules, and move rule processing priority up or down.
- [Preferences](#). Click the icon to change your password and personalize your mail sending, message display, forwarding, and delete options.

Note: The **Drafts** folder is not created until you compose an email and click the **Save to Drafts** button.

- [New](#). Click to start a new mail message. The button is accessible from any page.
- [Delete](#). Click to delete the selected message.
- [Reply](#). Click to reply to a message sender.
- [Reply All](#). Click to reply to all message recipients of a message.
- [Forward](#). Click to forward a message to another email address.
- [Move/Copy](#). Click to move or copy a message to another folder.
- [Check Mail](#). Click to manually check for new messages.
- [Search](#). Enter search text in the Search box and click **Go**, or click  to open **Advanced Search options**.
- **Log Out**. Click to end your session with the IMail Client.
- **Help**. Click to get help information about using IMail Client.
- [Message List](#). Lets you view messages in the Inbox or from a folder selected in the Folder List. Click a folder and select a message to view

For E-mail Clients

For mail to your e-mail client here is an example of the setting that you would use.

This example is based on Outlook But the same setting line in different e-mail clients

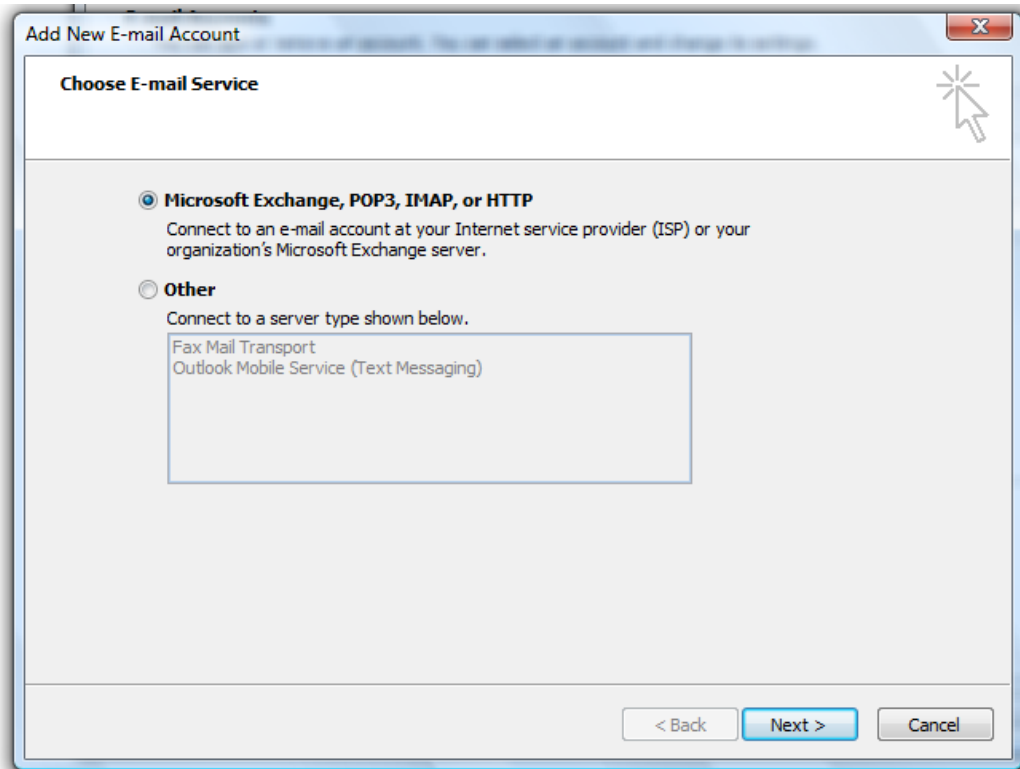
Login with your E-mail address (First initial last name (jferron) or (BJames) for example

And Password

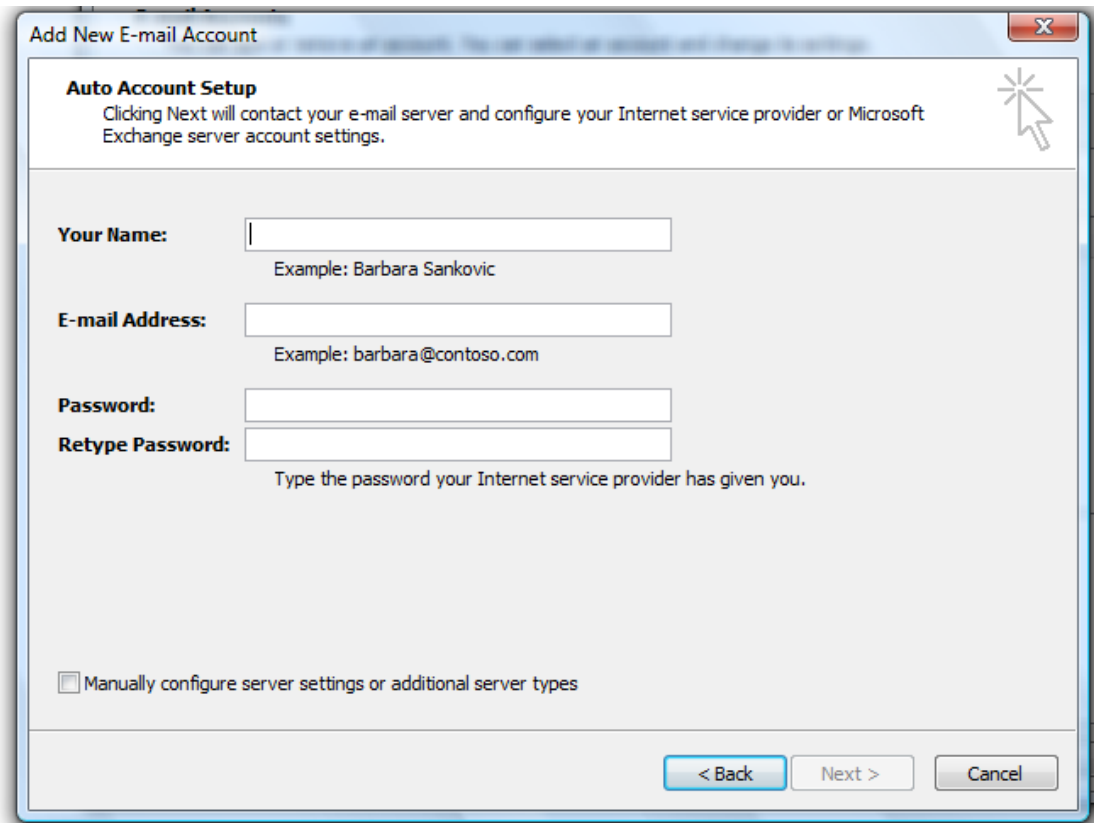
Incoming Mail server (SMTP address) is 67.158.97.2

Out going Mail server (SMTP address) is 67.158.97.2

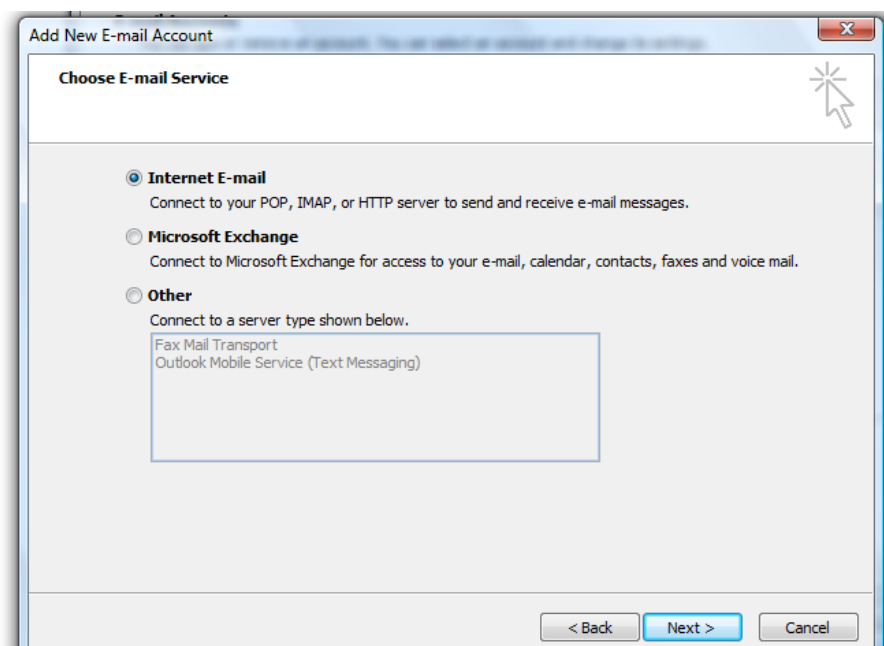
1. Open your e-mail client and go to accounts



2. Choose POP or IMAP (click next)



3. Fill In supplied User name and Password (password are Case sensitive) and check Manually configure server settings –(Click next)



4. You May see a screen like this if you do choose POP again – (click Next)

Add New E-mail Account

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

User Information

Your Name: Test user
E-mail Address: test@tes.com

Server Information

Account Type: POP3
Incoming mail server: Supplied by your administrator
Outgoing mail server (SMTP): Supplied by your administrator

Logon Information

User Name: test
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings

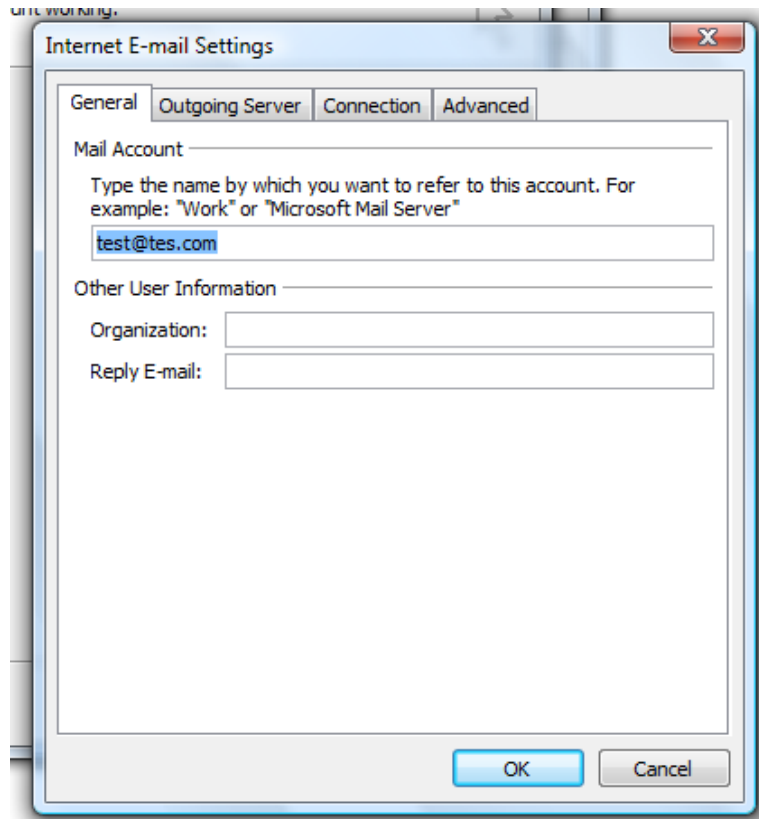
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

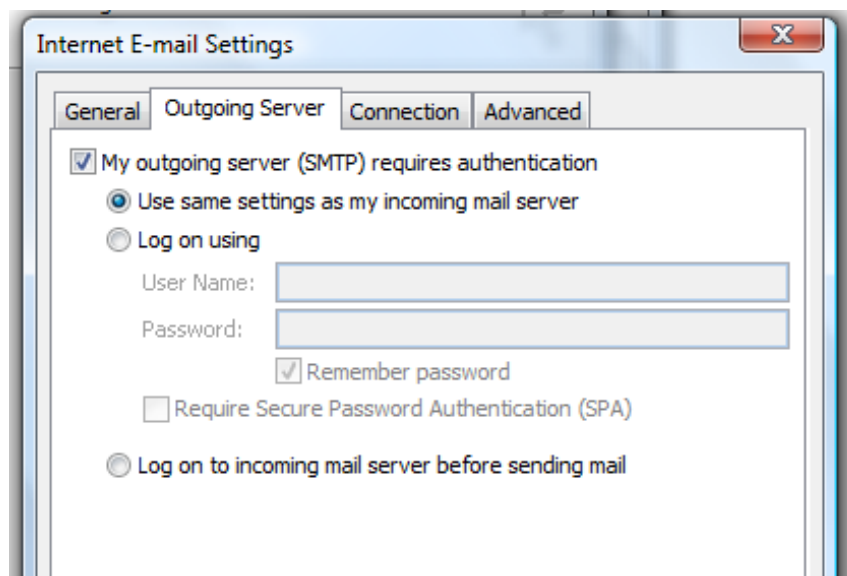
< Back Next > Cancel

5. Fill out the information that your administrator send you in the following fields
 - a. Your name (this is the name that e-mail receipts will see)
 - b. Your assigned e-mail address
 - c. Account type is POP or IMAP (POP brings all mail off server , IMAP leaves mail on the server)
 - d. Incoming server (POP or SMTP, You software program may call it either)
 - e. Outgoing server (POP or SMTP, Your software program may call it either)
 - f. User name (login name)
 - g. Password (case sensitive)
 - h. **CLICK MORE SETTINGS!**



6. Fill in

- a. Mail account name (if you have more than 1 e-mail this give you a choose of what account to send with)
- b. reply E-mail (your e-mail address)
- c. Then Click on Out GOING SERVER



7. Make sure to Click on MY outgoing server (SMTP) requires authentication.

- a. Use same setting as my incoming Mail Server (Click OK)
8. Click to finish
9. E-mail is now set up