

# Client Email Set-up for Desktop and Smartphone

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**While these instructions are for PC and Outlook mail software, the settings can be used on Mac Mail as well.** Follow the settings below dependent on which type of Email set up you are using.

Go to Account Settings/Email/New Email

- Select “Manual set up or additional server types”
- Select “POP3 or IMAP”

## POP3

Benefits:

- 1) Your mailbox will not get full because you are downloading mail from the server to your local device.

Disadvantages:

- 1) Mail will be pulled from the server to your device (NOT sync'd)

Settings:

- User name: user@domain.com (or .ca, etc) (note the FULL EMAIL ADDRESS is the USER name)
- Password
- Incoming mail server: mail.domain.com (ie. mail.netclimber.com)
- Outgoing mail server: mail.domain.com (ie. mail.netclimber.com)

Under “More Settings” (or “Advanced” tab)

- Incoming server port: 110
- Outgoing server port: 587
- Outgoing server requires authentication – Same as incoming.
- We recommend you set the server to Keep a Copy on Server / Remove after 7 days.
- On a Mobile Device choose DON'T DELETE FROM SERVER

## IMAP

Benefits:

- 1) Everything is sync'd – you are actually looking at the email on the server

Disadvantages:

- 1) Mail is inaccessible if you don't have internet connection
- 2) People allow their mailboxes to get full because the mail resides on the server and if you don't delete mail regularly or move it to local folders on your computer, it will get fill up the server mailbox.

Settings:

- User name: user@domain.com (note the FULL EMAIL ADDRESS is the USER name )
- Password
- Incoming mail server: mail.domain.com
- Outgoing mail server: mail.domain.com
- Incoming server port: 993 – must select SSL security
- Outgoing server port: 465 - must select SSL security
- Outgoing server requires authentication – Same as incoming

**Please remember that if you choose IMAP**, you are accessing the email directly on the server. You have 100mb of storage for each account. You must manage the account so that the mail server does not get full. If you use POP3, mail is downloaded from the mail server to your local email client.

**SSL** - To utilize SMTP SSL secured, then use the following Incoming/Outgoing port configuration:

POP3

- Secure (POP SSL) = port 995
- Secure SSL SMTP (Outgoing Mail Server) = port 465

IMAP

- Secure (IMAP SSL Secure) = port 993
- same as for POP3 = port 465

NOTE: You may be notified that the certificate does not match. This is because the certificate in place is named for the overall mail server, not your domain. If notified, PLEASE CHOOSE TO ACCEPT THE CERTIFICATE even though it reports that it does not match.

## WEBMAIL

- To access Webmail go to <http://mail.domain.tld> (ie: <http://mail.netclimber.com>)
- Choose **IMP Mail Client**
- Enter user name (full email address) and password
- You will also find a **Change Your POP3 Password** option on the <http://mail.domain.tld> page for your domain.