



---

# **OX App Suite**

## **Using E-Mail Clients**

---

## OX App Suite: Using E-Mail Clients

Publication date Wednesday, 20. November 2013 Version 7.4

Copyright © 2006-2013 OPEN-XCHANGE Inc. This document is the intellectual property of Open-Xchange Inc.

The document may be copied in whole or in part, provided that each copy contains this copyright notice. The information contained in this book was compiled with the utmost care. Nevertheless, erroneous statements cannot be excluded altogether. Open-Xchange Inc., the authors and the translators are not liable for possible errors and their consequences. The names of software and hardware used in this book may be registered trademarks; they are used without warranty of free usability. Open-Xchange Inc. generally follows the spelling conventions of the manufacturers. The reproduction of brand names, trade names, logos, etc. in this book (even without special markings) does not justify the assumption that such names can be considered free (for the purposes of trademark and brand name regulations).

---

## Table of Contents

<b>1 About This Documentation .....</b>	<b>5</b>
<b>2 Which Data Do I Need? .....</b>	<b>7</b>
<b>3 Setting up E-Mail Clients .....</b>	<b>9</b>
3.1 Setting up the Apple Mailer .....	10
3.2 Setting up MS Outlook .....	11
3.3 Setting up Mozilla Thunderbird .....	12



---

# 1 About This Documentation

The following information will help you make better use of the documentation.

- [Who is the target group for this documentation?](#)
- [Which contents are included in the documentation?](#)
- [Which further help is available?](#)

## **Who is the target group for this documentation?**

This documentation is addressed to OX App Suite users with other E-Mail clients like Apple Mailer or Mozilla Thunderbird.

## **Which contents are included in the documentation?**

This documentation includes the following information:

- In [Which Data Do I Need?](#) you will learn about the information required to set up other E-Mail clients.
- In [Setting up E-Mail Clients](#) you will learn how to set up other E-Mail clients for usage with the OX App Suite.

This documentation describes working with a typical OX App Suite installation and configuration. The installed version and the configuration of your groupware might differ from what is described here.

## **Which further help is available?**

A comprehensive OX App Suite documentation can be found in the OX App Suite user instruction.



---

## 2 Which Data Do I Need?

In order to set up other E-Mail clients for using the OX App Suite , you need the following data:

- Your OX App Suite server's web address (url)  
Example: For the OX Cloud Service, use the following address:  
*https://www.oxcs.net*
- The SMTP, IMAP and POP E-Mail server names  
Example: For the OX Cloud Service, use the following names:  
SMTP: *smtp.oxcs.net*, port: *27* or *587*  
IMAP: *imap.oxcs.net*, port: *143*  
POP: *pop.oxcs.net*, port: *110*
- Your E-Mail adress and password for the OX App Suite server





### 3 Setting up E-Mail Clients

Learn how to set up frequently used E-Mail clients for usage with the OX App Suite :

- [Setting up the Apple Mailer](#)
- [Setting up MS Outlook](#)
- [Setting up Mozilla Thunderbird](#)

## 3.1 Setting up the Apple Mailer

### How to set up the Apple Mailer:

1. In the **File** menu click on **Add Account**. The set up wizard opens.
2. Enter the required data:
  - Your display name
  - Your E-Mail address
  - Your password

**Result:** The account will be set up.

**Note:** If the setup fails, the data required for incoming and outgoing E-Mails will be queried separately:

- Account type: POP or IMAP
- Server description for incoming E-Mails
- Server name for incoming E-Mails (POP or IMAP)
- Username
- Password
- Server description for outgoing E-Mails
- Server name for outgoing E-Mails (SMTP)
- Query whether an authentication is required

Example data can be found [here \[7\]](#).

## 3.2 Setting up MS Outlook

### How to set up Outlook 2010:

1. On the Outlook toolbar, click **File**. Then, just above the *Account Settings* button, click **Add Account**. The *Auto Account Setup* page opens.
2. If the settings on the *Auto Account Setup* page aren't filled in for you, enter the required data:
  - Your display name
  - Your E-Mail address
  - Your password
3. Click **Next**. During the auto setup you'll be prompted to enter your user name and password. Enter your complete E-Mail address as username.  
As soon as the configuration is completed, click **Finish**.

**Result:** The account will be set up.

**Note:** If the auto setup fails, click **Manually configure server settings or additional server types**. Example data can be found [here \[7\]](#).

### 3.3 Setting up Mozilla Thunderbird

#### How to set up Mozilla Thunderbird:

1. In the **Tools** menu click on **Account Settings**. The *Account settings* window opens.
2. Click on **Account Actions** on the bottom left. Click on **Add Mail Account**.
3. Enter the data in the *Add Mail Account* window. Click on **Continue**. The Server settings are retrieved. As soon as the procedure is completed, click on **Finish**.

**Result:** The account will be set up.

**Note:** If the setup fails, manually enter the data required for the incoming and outgoing server. Example data can be found [here \[7\]](#).