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# **Using E-Mail Clients**

## **User Guide**

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## Using E-Mail Clients: User Guide

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# 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 Groupware 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 Groupware.

This documentation describes working with a typical Groupware 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 Groupware documentation can be found in the Groupware user instruction.



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## 2 Which Data Do I Need?

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

- Your Groupware 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 address and password for the Groupware server

**Note:** To configure the eM Client for App Suite you only need the E-Mail address and your password for the Groupware server.





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## 3 Setting up E-Mail Clients

Learn how to set up frequently used E-Mail clients for usage with Groupware:

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

## 3.1 Setting up the eM Client

The following functions are available with eM Client.

- You can access your groupware data, like E-Mails, contacts, appointments, and tasks.
- Any action within the eM Client like sending an E-Mail, editing a contact or creating appointments and tasks, is automatically synchronized with the server.
- You can edit all data off-line. As soon as there is a server connection, changes will be automatically synchronized.

Information on using the eM Client can be found on the [producer's page](http://www.emclient.com/webdocumentation/en/6.0/eMClient/Default.htm) [http://www.emclient.com/webdocumentation/en/6.0/eMClient/Default.htm].

### How to set up eM Client for using it with the groupware:

**1.** Install eM Client.

Upon completion of the installation, the *Your eM Client for App Suite is installed* page is displayed. Make sure, the **Set eM Client for App Suite as default application** checkbox is enabled. Click on **Finish**.

**2.** Select a theme for the eM Client user interface. Click on **Next**.

**3.** On the *Welcome! Set up an account* page, enter your groupware's E-Mail address and password. Click on **Next**.

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

## 3.2 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 \[7\]](#).

## 3.3 Setting up MS Outlook

### How to set up Outlook 2010:

1. On the Outlook toolbar, click on **File**. Then, just above the *Account Settings* button, click on **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 on **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 \[7\]](#).

## 3.4 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 **Next**. 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].

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