
Using E-Mail Clients

User Guide

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 who want to use other E-Mail clients like eM Client, Apple Mail, MS Outlook 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 groupware.

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

Which further help is available?

A comprehensive groupware documentation can be found in the groupware user guide.

2 Which Data Do I Need?

In order to set up other E-Mail clients for usage with the groupware, you need the following data:

- your groupware server's web address (url)
Example: **https://www.myserver.net**
- The SMTP, IMAP and POP E-Mail server names
Example:
 - SMTP: **smtp.myserver.net**, port: **27** or **587**
 - IMAP: **smtp.myserver.net**, port: **143**
 - POP: **smtp.myserver.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.

3 Setting up E-Mail Clients

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

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

3.1 Setting up the eM Client for App Suite

The following functions are available with eM Client for App Suite.

- You can access your groupware data, like E-Mails, contacts, appointments, and tasks.
- Any action within the eM Client for App Suite 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 the eM Client for App Suite for using it with the groupware:

1. Download the eM Client for App Suite installation program. Depending on the groupware configuration, use the wizard for connecting devices on the start page or in the settings.
2. Install the eM Client for App Suite.
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**.
3. Select a theme for the eM Client for App Suite user interface. Click on **Next**.
4. On the *Set up an account* page, enter your groupware's E-Mail address and password. Click on **Next**.
On the *Account details* page you can check your details. Click on **Next**.
Click on **Finish**.

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].
