

# **Email Update Instructions**

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#### **Email Client Settings – The Basics**

The following settings must be checked within an email client so an email account will work with the new email infrastructure.

- The username format is the full email address. This is the login portion that is located along with the subscriber's password.
- In the images, your\_domain.com is the part of your email address that follows the "@" sign.
- The new incoming mail server for (POP 3) & (IMAP) is now "mail.newdaybb.net".
- The new outgoing mail server (SMTP) is now "mail.newdaybb.net".
- "Outgoing server requires authentication" needs to remain checked.
- Uncheck "This server requires a secure connection (SSL)"
- It is highly recommended that only one protocol is used to access the mailbox, either POP or IMAP when using multiple devices such as PCs, cell phones and tablets.

#### Outlook 2013

- 1. Open Outlook
- 2. Click the File tab
- 3. Select Account Settings

4. On E-mail tab select account and click Change



E-mail Accounts You can add or rem	iove an account. You can select ar	n account and change its settings.
E-mail Data Files RSS	Feeds   SharePoint Lists   Interna	et Calendars   Published Calendars   Address Books   efault X Remove 1 4 Type
POP and IMAP Account : Enter the mail server se	Settings ettings for your account.	Ť
User Information Your Name: Email Address: Server Information Account Type: Incoming mail server: Outgoing mail server (SMTI Logon Information User Name: Desemante	First Last username@your_domain.co POP3 mail.your_domain.com p: mail.your_domain.com Username@your_domain.co	Test Account Settings We recommend that you test your account to ensure that the entries are correct. Test Account Settings Automatically test account settings when Next is clicked
Password: Require logon using Se (SPA)	Remember password cure Password Authentication	More Settings

5. Change the following:

Incoming mail server: mail.newdaybb.net Outgoing mail server (SMTP): mail.newdaybb.net Require logon using Secure Password Authentication (SPA): Leave this option unchecked.

6. Click More Settings

7. Select the **Outgoing Server** tab

Verify **My outgoing server (SMTP) requires** authentication is checked and select **Use same** settings as my incoming mail server.

nternet E-ma	l Settings	23
General O	utgoing Server Advanced	
🔽 My outg	oing server (SMTP) requires authentication	
O Use s	ame settings as my incoming mail server	
🔘 Log (	on using	
User	Name:	
Pass	word:	
	Remember password	
R	equire Secure Password Authentication (SPA)	
O Log (	>n to incoming mail server before sending mail	
	OK C	ancel

- 8. Click the Advanced tab
- 9. Click the **Use Defaults** button
- 10. Click **OK**
- 11. Click Next
- 12. Click Finish

ternet E-mail Settings	23	
General Outgoing Server Advanced		
Server Port Numbers	_	
Incoming server (POP3): 110 Use Defaults		
This server requires an encrypted connection (SSL)		
Outgoing server (SMTP): 25		
Use the following type of encrypted connection: None	•	
Server Timeouts	—	
Short Jong 1 minute		
Delivery	_	
Leave a copy of messages on the server		
🔽 Remove from server after 🛛 14 📑 days		
Remove from server when deleted from 'Deleted Items'		
OK Canc	el	

#### Outlook 2007

#### 1. Open Outlook.

2. Click the **Tools** menu, and select **Account Settings...** 

3. On the **E-mail** tab, select your POP account and click **Change...** 

4. Change the following fields: POP/IMAP server: mail.newdaybb.net SMTP server: mail.newdaybb.net Require logon using Secure Password Authentication (SPA): Leave this option unchecked.

5. Click the More Settings... button

6. Select the **Outgoing Server** tab.

7. Verify **My outgoing server (SMTP)** requires authentication is selected and select **Use same settings as my incoming** mail server.

8. Click the Advanced tab

9. Enter **110** in the **Incoming Server (POP3)** or **993** if the **Incoming Server is (IMAP)** 

10. Uncheck This server requires an encrypted connection (SSL).

11. Enter **25 or 587** in the **Outgoing Server** (SMTP)

12. Use the following type of encrypted connection should be set to None.

13. Click **OK** 

14. Click Next

15. Click Finish



nternet E-mail Settings			
General Outgoing Server Connection Advanced			
My outgoing server (SMTP) requires authentication			
Use same settings as my incoming mail server			
O Log on using			
User <u>N</u> ame;			
Password:			
✓ <u>R</u> emember password			
Reguire Secure Password Authentication (SPA)			
O Log on to incoming mail server before sending mail			
OK Cancel			



#### **Outlook Express**

1. Open Outlook Express.

2. Click the Tools menu, and select Accounts...

3. Click the Mail tab, select your POP account and click **Properties**.

4. Click on the Servers Tab and change the following fields:
POP/IMAP server: mail.newdaybb.net
SMTP server: mail.newdaybb.net
Verify My server requires authentication is checked

5. Click the **Advanced** tab.

6. Enter 25 or 587 in the Outgoing Server (SMTP)

7. Uncheck This server requires an encrypted connection (SSL).

8. Enter **110** in the **Incoming Mail (POP3)** or **993** if the **Incoming Server is (IMAP)** 

9. Uncheck This server requires an encrypted connection (SSL).

10. Click **OK**.

General Servers Co	onnection Security Advanced	
Server Information -		
My incoming mail s	erver is a POP3 server.	
Incoming mail (POF	P3): mail.your_domain.com <	
Outgoing mail (SM	TP): mail.your_domain.com	
Incoming Mail Server		
Account name: username@your_domain.com		
Password:		
	Remember pass <u>w</u> ord	
Log on using S	ecure Password Authentication	
Outgoing Mail Server		
My server requi	res authentication 之 Settings	
Δ.		
11		

🗟 username@your_domain.com Properties 👘 💽 🔀
General Servers Connection Security Advanced
Server Port Numbers          Outgoing mail (SMTP):       25       Use Defaults         Image: This server reguires a secure connection (SSL)         Incoming mail (POP3):       110         Image: This server requires a secure connection (SSL)         Server Timeouts
Short Long 1 minute Sending Break apart messages larger than 60  KB Delivery Leave a copy of messages on server Remove from server after 5  day(s)

#### Windows Mail

- 1. Open Windows Mail.
- 2. Click the Tools menu, and select Accounts...

3. Click the Mail tab, select your POP account and click **Properties**.

4. Click the Servers tab and change the following fields:
POP/IMAP server: mail.newdaybb.net
SMTP server: mail.newdaybb.net
Verify My server requires authentication is checked

General Servers Connection Security Advanced			
Server Information			
My incoming mail server is a POP3 server.			
Incoming mail (POP3): mail.your_domain.com			
Outgoing mail (SMTP):	going mail (SMTP): mail.your_domain.com		
Incoming Mail Server —			
E-mail username:	username@your_domain.com		
Password:	•••••		
Remember password			
Log on using Secure Password Authentication			
Outgoing Mail Server			
My server requires authentication			
OK Cancel Apply			

5. Click the **Advanced** tab.

6. Enter **25 or 587** in the **Outgoing Server** (SMTP)

7. Uncheck This server requires an encrypted connection (SSL).

8. Enter **110** in the **Incoming Mail (POP3)** or **993** if the **Incoming Server is (IMAP)** 

9. Uncheck This server requires an encrypted connection (SSL).

10. Click **OK**.

General Servers Connection Security Advanced		
Server Port Numbers Outgoing mail (SMTP): 25 Use Defaults This server requires a secure connection (SSL) Incoming mail (POP3): 110 This server requires a secure connection (SSL)		
Server Timeouts		
Short 🐨 Long 1 minute		
Sending		
Break apart messages larger than 60 KB		
Delivery		
Leave a copy of messages on server		
Remove from server after 5 aday(s)		
Remove from server when deleted from 'Deleted Items'		
OK Cancel Apply		

#### **Thunderbird 3**

1. Open Thunderbird.

2. Click the **Tools** menu, and select **Account Settings...** 

3. Click Server setting in the left-hand pane.

4. Enter **mail.newdaybb.net** in the **Server Name** field

5. Enter 110 in the Port field



6. Click **Outgoing Server (SMTP)** in the left-hand pane.

7. Select your account and click Edit...

8. Enter **mail.newdaybb.net** in the **Server Name** field.

9. Enter **25 or 587** in the **Port** field.

10. Under **Security and Authentication** put a check mark in **Username and password**.

11. Click the **Connection security** dropdown and select **none**.

12. Click **OK** in the *SMTP Server* window

13. Click **OK** in the Account Settings window

Local Folders     Junk Settings	Outgoing Server (SMTP) Settings	
Disk Space Disk space Username@your_domain.com	Although you can specify more than one outgoing server (SMTP), recommended for advanced users. Setting up multiple SMTP serve when sending messages.	, this is only ers can cause erro
Server Settings Copies & Folders	smtp.gmail.com (Default)	Add
Composition & Addressing Junk Settings	SMTP Server	Edit
Disk Space Return Receipts	Settings Description:	Remove Set Defa
Security Outgoing Server (SMTP)	Server Name: mail.your domain.com	
	Security and Authentication	
	User Name: username@your_domain	
	Connection security: none	
	OK Cancel	
Account Actions •		

### **Apple Mail**

- 1. Open Apple Mail.
- 2. Click Mail, and select Preferences...

3. Open the **Accounts** tab and select your existing account in the left panel.

4. Change the Incoming Mail Server to: mail.newdaybb.net

5. At the bottom of the right panel click			
the arrow to the right of Outgoing Mail			
Server (SMTP) and click "Edit SMTP			
Server List" from the dropdown.			

6. Under Account information please enter the Server Name as: mail.newdaybb.net

000	Accounts	
General Accounts RSS	Junk Mail Fonts & Colors View	ving Composing Signatures Rules
Accounts	Account Information M	ailbox Behaviors Advanced
POP	Account Type:	POP
	Description:	username@your_domain.com
	Email Address:	username@your_domain.com
	Full Name:	Your Name
	Incoming Mail Server:	mail.your_domain.com
	User Name:	username@your_domain.com
	Password:	•••••
	Outgoing Mail Server (SMTP):	mail.your_domain.com
		Vse only this server
+ -		?

r	Description:	mail.your_domain.com
	Server Name:	mail.your_domain.com

7. Click the Advanced tab

8. Verify Use default port (25, 465, 587) is selected \*If you get an error, or have issues sending, please change to "Use custom port:" and set to 587

9. Uncheck Use Secure Sockets Layer (SSL)

10. Click **OK** 

Description	Server Name	In Use By Account
mail.your_domain.com	mail.your_domain.com	Your_Domain
+ -		
•	Account Informati	on Advanced
	<ul> <li>Use default p</li> <li>Use custom p</li> </ul>	orts (25, 465, 587) port:
	Use Secure So	ckets Layer (SSL)
Authenticatio	on: Password	•
User Nan	ne: username@your_	domain.com
Passwo	rd: [••••••	

11. On the Account page select the **Advanced** tab

- 12. Enter 110 in the Port field
- 13. Uncheck Use SSL

14. Verify *Authentication* is set to **Password** 





000	Accounts
General Accounts RSS	Junk Mail Fonts & Colors Viewing Composing Signatures Rules
Accounts	Account Information Mailbox Behaviors Advanced
+ -	() //

#### **Apple Mail 8.2**

1. Open Apple Mail.

2. Click **Mail**, and select **Preferences...** 

3. Open the **Accounts** tab and select your existing account in the left panel.

4. Change the Incoming Mail Server to: mail.newdaybb.net

5. At the bottom of the right panel click the arrow to the right of **Outgoing Mail Server (SMTP)** and click **"Edit SMTP Server List ..."** from the dropdown.

6. Under Account information please enter the Server Name as: mail.newdaybb.net

7. Click the **Advanced** tab

8. Verify Use default port (25, 465, 587) is selected \*If you get an error, or have issues sending, please change to "Use custom port:" and set to 587

9. Uncheck Use Secure Sockets Layer (SSL) and set Port to 25 or 587.

10. Place a check in the box that states **Allow insecure authentication** 

11. Verify the **Username** has your full email address and your **Password** is entered. Click **OK**.

• • •	Accounts
E 🥝 🛒	A) 👼 🖊 Som 🕅
General Accounts Junk M	ail Fonts & Colors Viewing Composing Signatures Rules
Nour Do	Account Information Mailbox Behaviors Advanced
POP	Enable this account
	Account Type: POP
	Description: Your_Domain
	Email Address: youremail@your_domain.com
	Full Name: Your Name
	Lies Name: unursmail
	Paseword:
	Password.
	Outgoing Mail Server (SMTP): mail.your_domain.com (Offlind ᅌ
	Use only this server
	TIS Cartificate: None
	Teo outmonte.
+ -	
	?
	Ŭ
+ -	
	Account Information Advanced
	Account montation
Descript	tion: mail.your_domain.com
Server Na	me: mail.vour domain.com
TLS Certific	ate: None
?	Cancel OK
+ -	
+ -	Account Information Advanced
+-	Account Information Advanced
+ -	Account Information Advanced Automatically detect and maintain account settings
+-	Account Information Advanced Automatically detect and maintain account settings Port: 25 Use SSL
+ -	Account Information Advanced Automatically detect and maintain account settings Port: 25 Use SSL ation: Password \$
+ -	Account Information Advanced Automatically detect and maintain account settings Port: 25 Use SSL ation: Password \$
+ -	Account Information Advanced Automatically detect and maintain account settings Port: 25 Use SSL ation: Password ✓ Allow insecure authentication
+ -	Account Information Advanced Automatically detect and maintain account settings Port: 25 Use SSL ation: Password V Allow insecure authentication ame: youremail@your_domain.com
+ -	Account Information Advanced Automatically detect and maintain account settings Port: 25 Use SSL ation: Password ✓ Allow insecure authentication Jame: youremail@your_domain.com word: ••••••
+ - Authentic User N Pass	Account Information Advanced Automatically detect and maintain account settings Port: 25 Use SSL ation: Password ✓ Allow insecure authentication Jame: youremail@your_domain.com word: ••••••
+ - Authentic User N Pass	Account Information Advanced Automatically detect and maintain account settings Port: 25 Use SSL ation: Password ✓ Allow insecure authentication Jame: youremail@your_domain.com word: ••••••

12. On the Account page select the **Advanced** tab

13. Enter **110** in the **Port** field

14. Uncheck Use SSL

15. Verify *Authentication* is set to **Password** 

16. Place a check in the box that states **Allow insecure authentication** 

• •	Accounts
General Accounts Junk Mail	Fonts & Colors Viewing Composing Signatures Rules
Vour_Do Pop	Account Information       Mailbox Behaviors       Advanced         Image: Automatically detect and maintain account settings       Image: Imag
+ -	
	(?)

17. Close the window to save

Image: Second State       Image: Second State<	• •			Accounts				
General Accounts Junk Mail Fonts & Colors Viewing Composing Signatures Rules         Imape		@		A	00		Som	1
Account Information       Mailbox Behaviors       Advanced         Image       Automatically detect and maintain account settings       Include when automatically checking for new messages         Image       Remove copy from server after retrieving a message:       After one week       Remove now         Prompt me to skip messages over       KB         Check with your system administrator before changing any of the advanced options below:       Port:       110       Use SSL         Authentication:       Password       Image: Authentication       Image: Authentication	General	Accounts	Junk Mail	Fonts & Colors	Viewing	Composin	g Signature	es Rules
Verizon POP Automatically detect and maintain account settings Include when automatically checking for new messages Remove copy from server after retrieving a message: After one week Remove now Prompt me to skip messages over KB Check with your system administrator before changing any of the advanced options below: Port: 110 Use SSL Authentication: Password Authentication: Password	@	Example IMAP		Account Info	ormation	Mailbox	Behaviors	Advanced
After one week  Remove now Prompt me to skip messages over KB Check with your system administrator before changing any of the advanced options below: Port: 110 Use SSL Authentication: Password Authentication	@ V P	Vérizon POP		<ul> <li>Automatically detect and maintain account settings</li> <li>Include when automatically checking for new messages</li> <li>Remove copy from server after retrieving a message:</li> </ul>				
Prompt me to skip messages over KB Check with your system administrator before changing any of the advanced options below: Port: 110 Use SSL Authentication: Password				After one week S Remove now				
Check with your system administrator before changing any of the advanced options below: Port: 110 Use SSL Authentication: Password				Prompt me to skip messages over KB				КВ
Authentication: Password				Check with ye any of the ad-	our syster vanced op Port:	n administro otions belov 110	ator before v: Use SSL	changing
Allow insecure authentication				Authentica	tion: Pa	ssword		0
					<b>N</b> i/	llow insect	ure authentio	cation