



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 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 \[7\]](#).