

## EMAIL SETUP INSTRUCTIONS

### TO ACCESS YOUR WEBMAIL (email account):

Use the ADMIN link at the bottom your website or at the bottom of ours:  
[www.webdesignerswindon.co.uk](http://www.webdesignerswindon.co.uk) (Username = your email address, you will be given a temporary password, please change this asap!).

To access direct go to: <https://www.stackmail.com/>

### TO SETUP YOUR EMAIL CLIENT / MOBILE PHONE etc:

If you use an email client to view your mail, eg Outlook, Thunderbird, GSuite etc, follow your normal method for **'adding an account'** to your emails, **it should then automatically add the settings for you**. If automatic setup failed, you can choose 'Manual setup' or 'additional server types' to enter your settings manually (*see below*). If you already have an existing setup, please **reset** using these settings:

#### MANUAL SETUP

**Account type: IMAP** - When setting up your account, please choose More Settings > Outgoing Server and check the box for 'My outgoing server (SMTP) requires authentication'.

INCOMING MAIL	OUTGOING MAIL
Server: imap.stackmail.com.	Server: smtp.stackmail.com.
Port (IMAP): 993	Port (SMTP): 465 (or 587)
Encrypted connection: SSL	Encrypted connection: TLS

*If you experience any problems with connection or receive a certificate warning, please **disable SSL/TLS encryption and change incoming server port to 143.***

**Account type: POP3** - You can also set up the account using POP3, however this is not recommended in general as emails will be downloaded to the mail client you connect to the mail server.

INCOMING MAIL	OUTGOING MAIL
server: pop3.stackmail.com.	Server: smtp.stackmail.com.
port (IMAP): 995	port (SMTP): 465 (or 587)
encrypted connection: SSL	encrypted connection: TLS