EnterGroup email powered by

In this tutorial you will learn how to use Outlook with your EnterGroup account. You will learn how to setup an IMAP or POP account, and also how to move your emails and contacts to EnterGroup.

Microsoft Outlook

Microsoft Outlook is a popular and by far most mature e-mail client. It offers a slew of options and features that will appeal to most EnterGroup users. Outlook also aptly serves as a personal information manager, calendar and address book features. You will find more information about Microsoft Outlook on its product page at:

http://www.microsoft.com/outlook
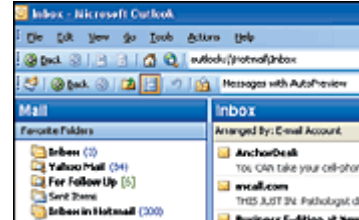
For this tutorial, we will consider Outlook 2003, which is the latest version of Outlook. If you are using a different version of MS Outlook than this tutorial should closely resemble the same options and settings. In this tutorial we will learn how to:

- *Configure Outlook Client for use with EnterGroup via IMAP or POP*
- *Sending Emails*
- *Receiving Emails*
- *Deleting Emails*
- *Backing your Emails using Outlook*
- *Export your Emails to EnterGroup folders*
- *Export your Contacts to EnterGroup folders*
- *Import your Contacts to Outlook*

WHAT IS POP?

EnterGroup email accounts can be accessed either through your browser [Web-mail] or through your desktop email client [POP mail]. Your desktop email client uses the Post Office Protocol (POP3) to receive emails - hence the term POP mail.

The benefit of using a POP client for your mail, as opposed to a Web-based service, is that you do not have to be online to read and reply to your emails. With POP, you can connect to the Internet and automatically download your messages using any popular POP mail client such as MS Outlook, Netscape Messenger, Eudora, etc... Once you have received your messages, you can disconnect from the Net.

Your emails will always be available on your computer for viewing, replying, or whatever other purpose even if you are offline! For example, you can compose a new email offline; when you next connect to the Net, your client will automatically send your messages.

Modern POP clients offer a host of features ranging from customizable views to comprehensive filtering

If you are already familiar with POP mail clients, use the following information to get set-up in a snap!

Incoming Mail (POP3) Server:	**pop.mailanyone.net** - Available on port 110 and port 80 for firewall users
Outgoing Mail (SMTP) Server:	**smtp.mailanyone.net** - Available on port 25 and 2500 for firewall users, please also enable SMTP Authentication.
Account Login:	**your complete email address**
E-mail address:	**your complete email address**
Password:	**Your email address password**

Please Note: After you set-up your desktop email client to work with EnterGroup's POP mail, you will still be able to use your Web-mail account.

Configuring Outlook for use with EnterGroup (IMAP)

WHAT IS IMAP?

IMAP is a protocol for retrieving e-mail messages. It is similar to POP3 but supports additional features. IMAP allows a 2-way communication with your email client and the EnterGroup servers. Using IMAP an email client program can not only retrieve email but can also manipulate message stored on the server, without having to actually retrieve the messages. So messages can be deleted, have their status changed, multiple mail boxes can be managed, etc.

CONFIGURING OUTLOOK

Before you start

You will require some details from when you set up your EnterGroup account.

You require:

The IMAP Server Name - **imap.mailanyone.net**

The SMTP Server Name - **smtp.mailanyone.net**

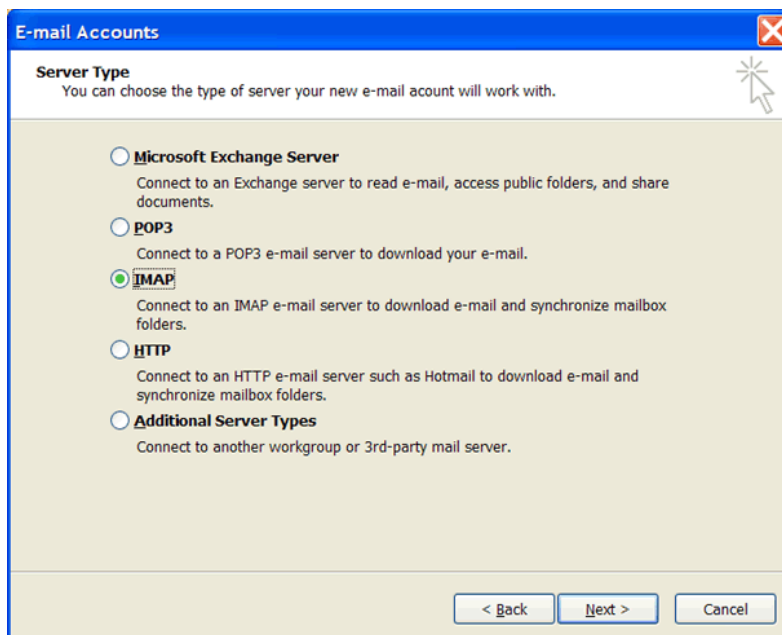Your EnterGroup Username - (for the purposes of this tutorial we will use **demo**)

Your EnterGroup Password - (for the purposes of this tutorial we will use **demo**)

1. Open **Outlook 2003** and from the top menus select **Tools** then **Email Accounts...**

Have any questions? Email us at tech@entergroup.com

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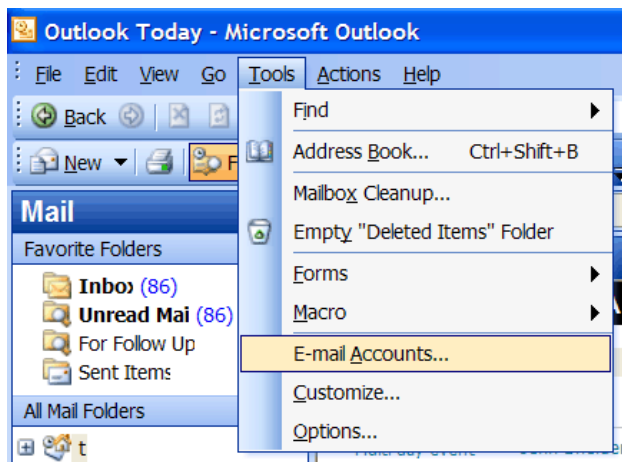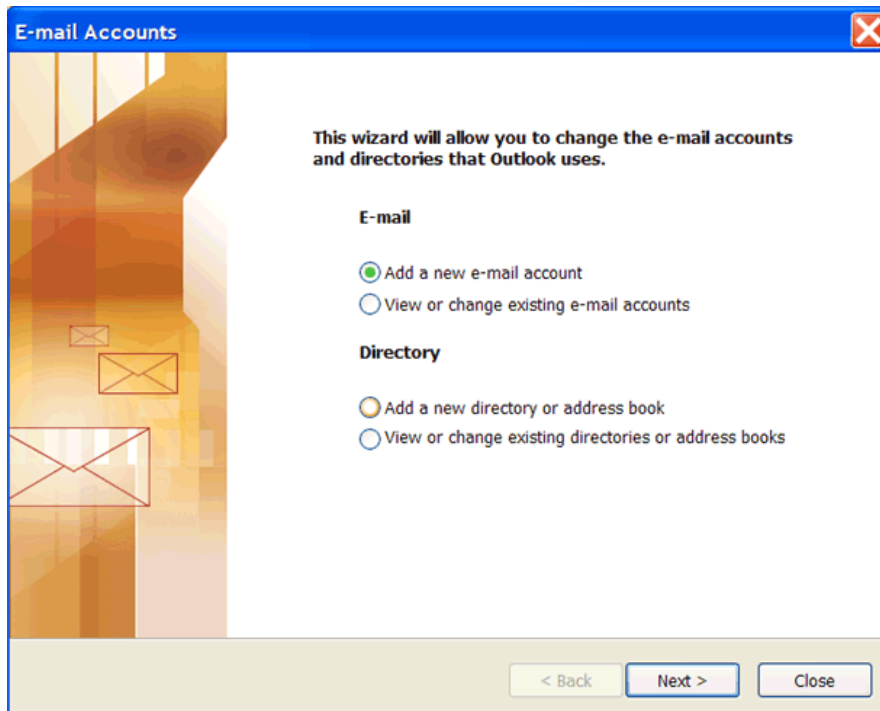
2. Select **Add a new e-mail account** and hit **Next >**

3. Select **IMAP** and hit **Next >**

Your Name: Type your name here - this will be the name emails appear to come from (in this tutorial we will use John Smith)

E-mail address: Type in your email address - this will be the address that emails appear to come from.

Incoming mail server (IMAP): this tells Outlook where your emails are stored. Type in **imap.mailanyone.net**

Incoming mail server (IMAP): this tells Outlook how to send your outgoing email. Type in **smtp.mailanyone.net**

User Name: type in your **EnterGroup user name** – your entire email address you@your-domain.com. (in this tutorial we will use demo)

Password: type in your **EnterGroup password**.

Click the **More Settings** button.
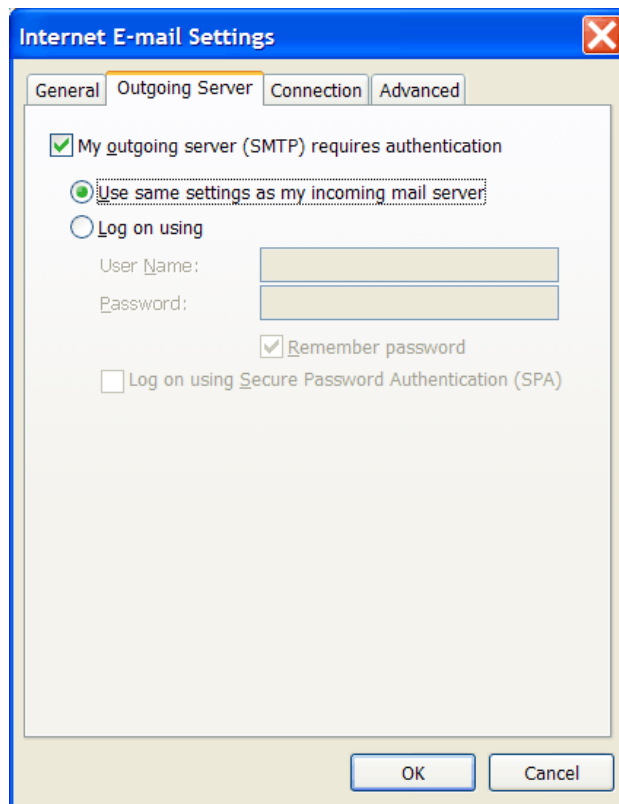
5. Click the **Outgoing Server** tab.
6. Check the box **My outgoing server (SMTP) requires authentication**

7. Select **Use the same settings as my incoming server** - this allows EnterGroup servers to confirm your identity for sending mail

8. Click **OK**

9. Click **Next >**
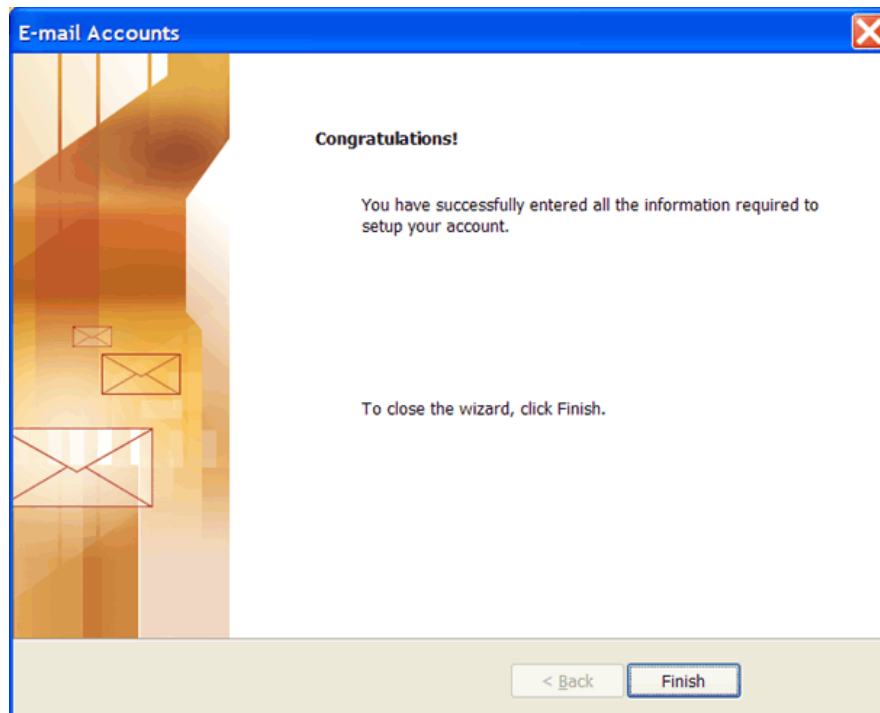
10. Click **Finish** to complete the wizard.

At this point, if you have entered everything correctly, Outlook should connect to EnterGroup and download any messages you have.

<u>You will see a new folder free within your folder view</u>

Have any questions? Email us at tech@entergroup.com

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Sending Emails

To send new emails within Outlook:

1. Click on the New icon from the Toolbar, or just the shortcut Ctrl + N.

This will bring up the compose email window and after typing your To: address, Subject and email message,

2. Click on the Account menu from the toolbar, and select your EnterGroup account.
3. Finally, click on the Send button or Ctrl + Enter to send your email.

Sending with the From: address different from EnterGroup

If you have your domain name or other emails account setup with EnterGroup, you might want to send email with those From: email addresses. Unfortunately Outlook doesn't support identities. One workaround is explained below:

1. When composing a new email, click on View -> From Field.
2. Enter your desired From: email address in that field.
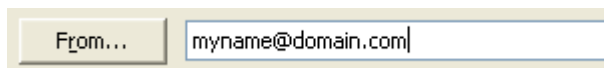
SAVING YOUR SENT-EMAILS TO YOUR ENTERGROUP ACCOUNT

By default, Outlook will save your sent-emails to its default Sent Items folder. If you want to have all your sent emails saved to your EnterGroup Sent Items folder instead, follow the steps below:

1. Open Outlook 2003
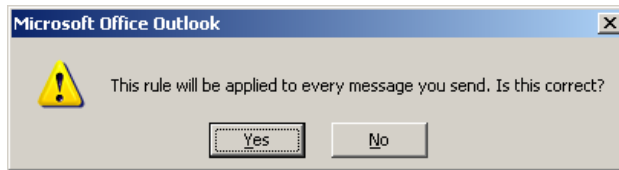2. Select **Tools | Rules and Alerts...** from the menu. This leads to:
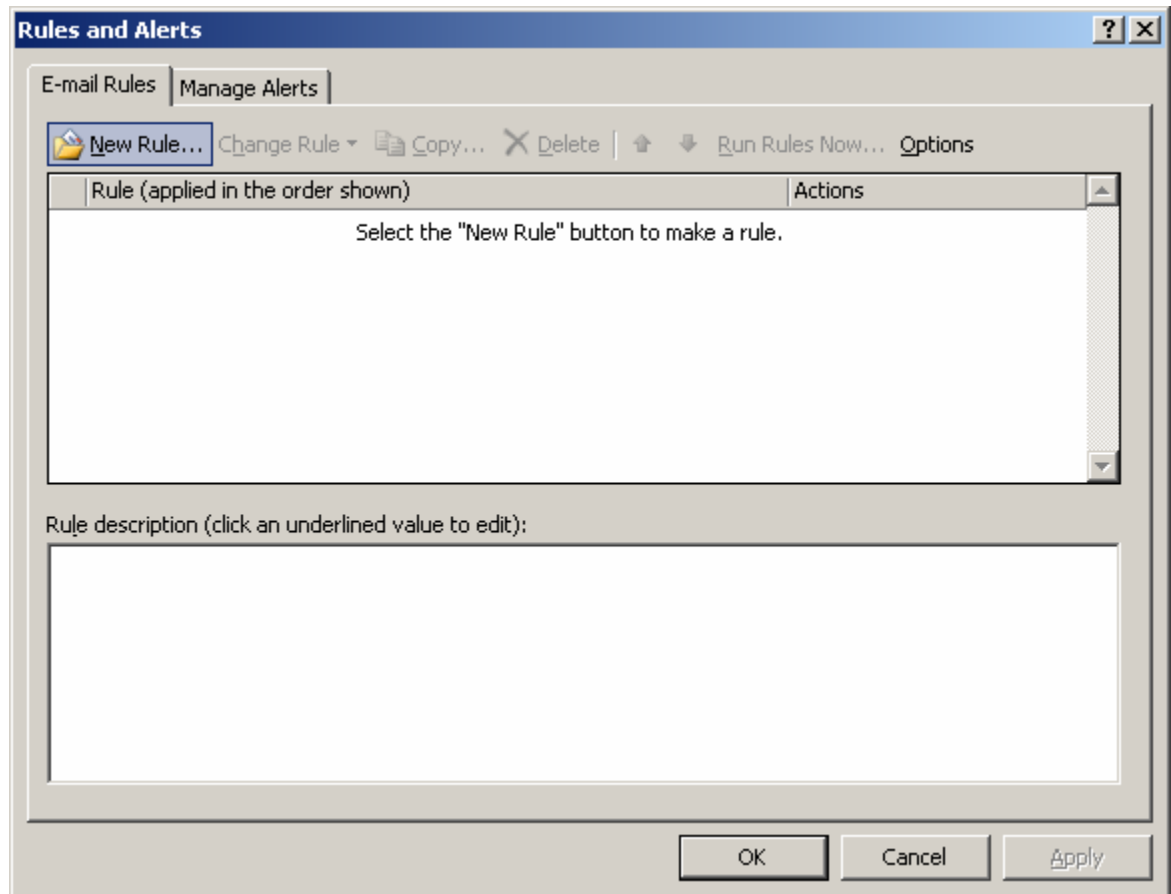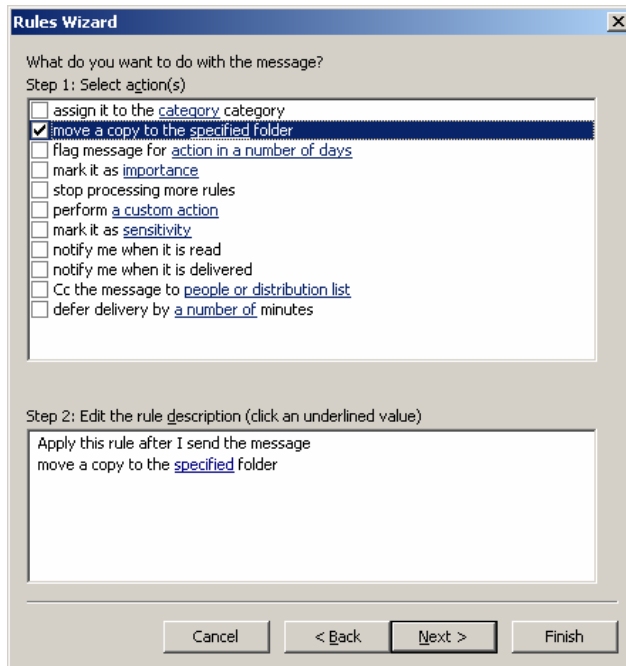
3. Click on **New Rule...**
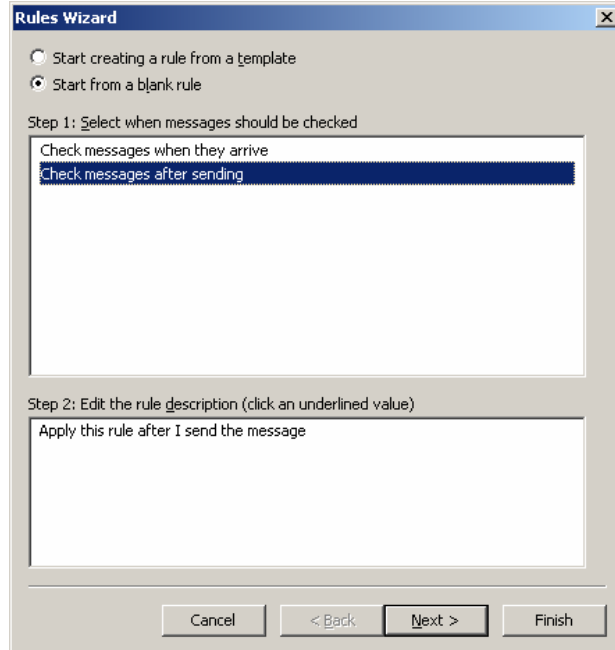
4. Select **Start from a blank rule**
5. Highlight **Check messages after sending**
6. **Next**
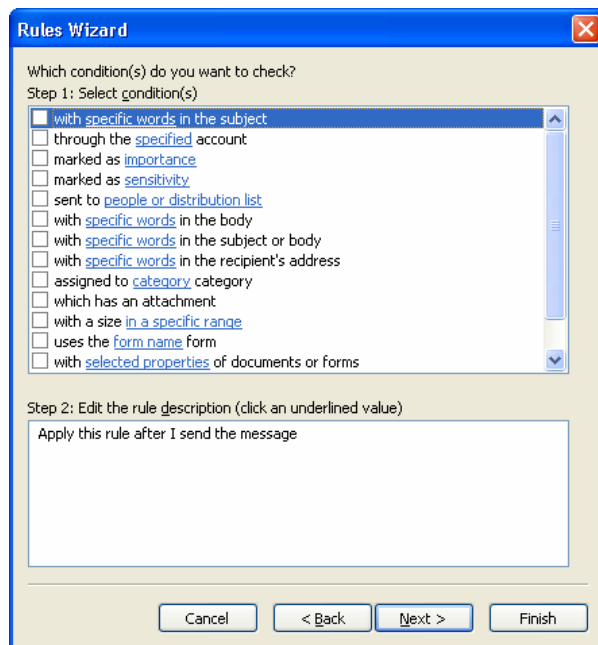
7. Click on **Next** and you should see this dialog

8. Click on **Yes**

9. Select **move a copy to the specified folder** in the Step1: pane
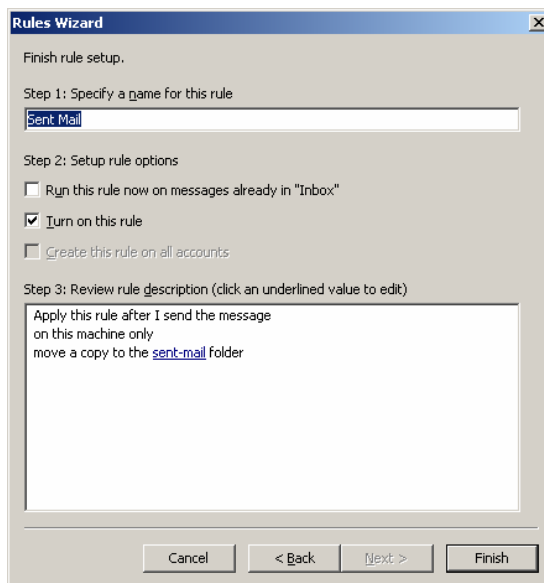10. In the Step2: pane click on the word **specified**
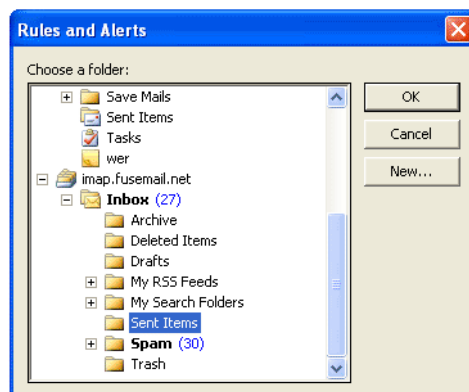
11. Scroll down, expand **imap.hosting-email.net** folder and select **sent-mail**
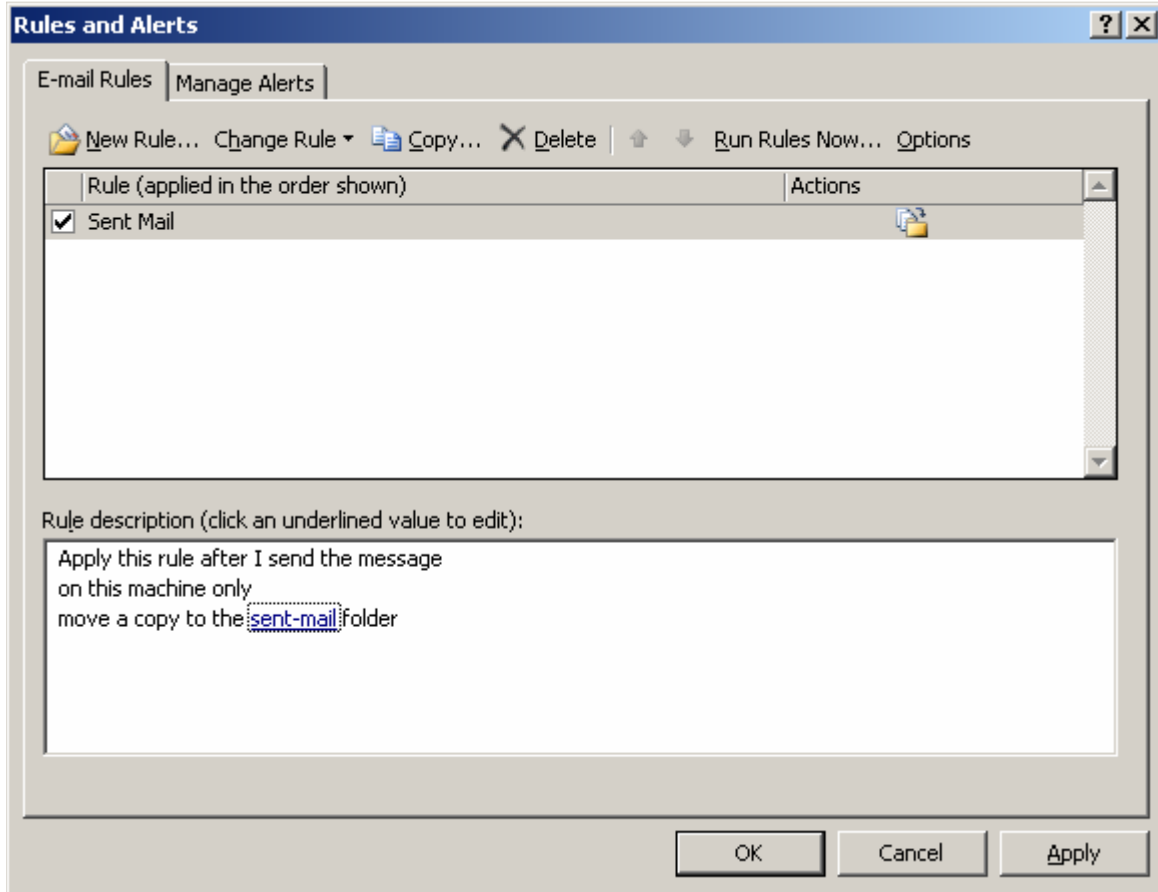
12. Click on **OK**
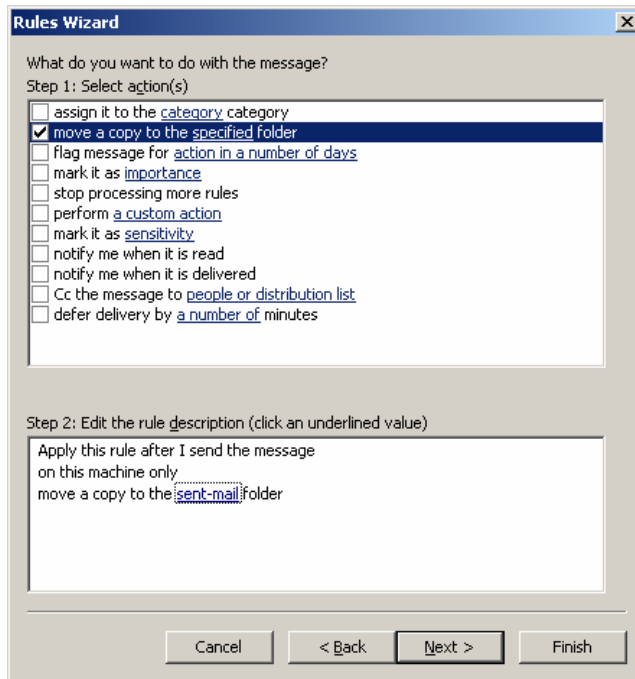
13. Click on **Next**

14. Step1: Specifiy a name for this rule. Name the rule "**Sent Mail**"

Click on **Finish**

15. Click on **OK**

Receiving Emails

CHECKING EMAILS

To check your emails, simply click on the 'Send/Receive' button from the toolbar. Outlook will check for new emails in your subscribed folders.
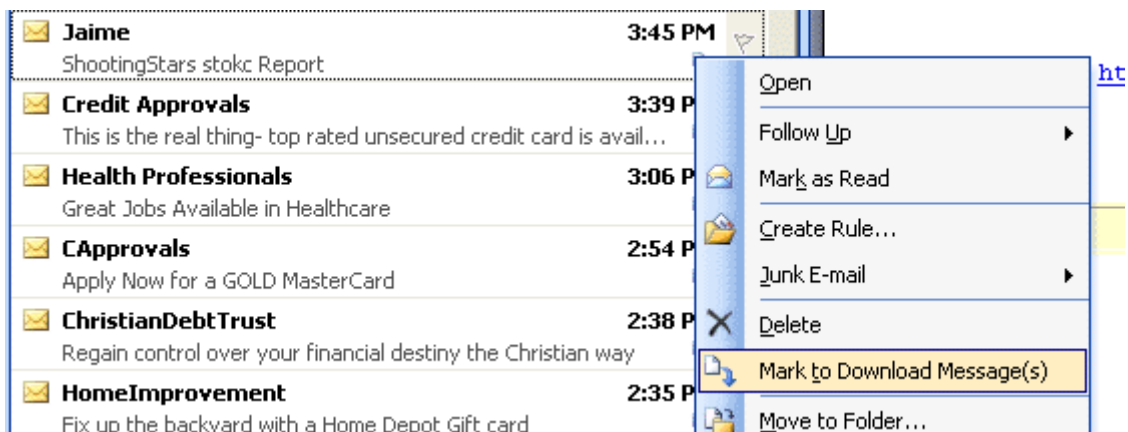
Send/Receive ▼

DOWNLOADING EMAIL HEADERS

By default, Outlook is set to download your email headers only. This involves downloading a list of subject lines of all emails in your IMAP account. To read an email, simply click on the subject line, and wait for a few seconds for Outlook to retrieves the email from the EnterGroup Server.

DOWNLOADING SOME ITEMS IN A FOLDER

After you downloaded the headers, you can mark items to be downloaded from the server. When you download messages, they are placed only on your computer. When you delete messages, they are removed from both your computer and the server.

1. In your Inbox, right-click the header, and then click Mark to Download Message(s) on the shortcut menu.
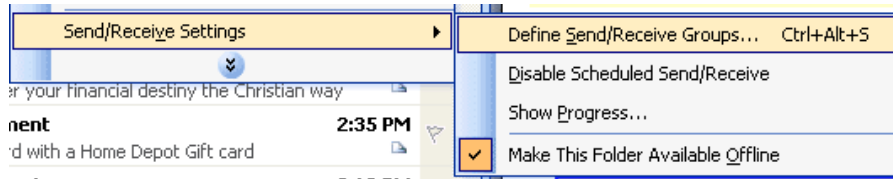

2. Click on the Send/Receive button to download the selected items.
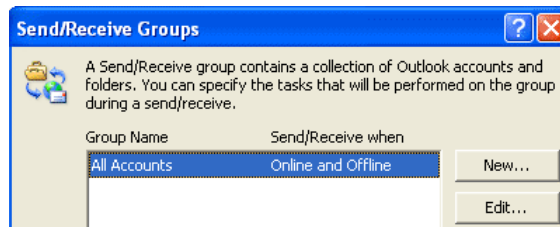
DOWNLOADING ALL ITEMS IN A FOLDER

You can configure Outlook to download complete emails including their attachment from the EnterGroup server.

1. On the Tools menu, point to Send/Receive, point to Send/Receive Settings, and then click Define Send/Receive Groups.

2. Click a group that contains your EnterGroup IMAP account, and then click Edit.

3. Under Accounts, click your IMAP account.
4. In the list, select the check box for each folder you want to include when checking e-mail, and then select Download complete item including attachments.
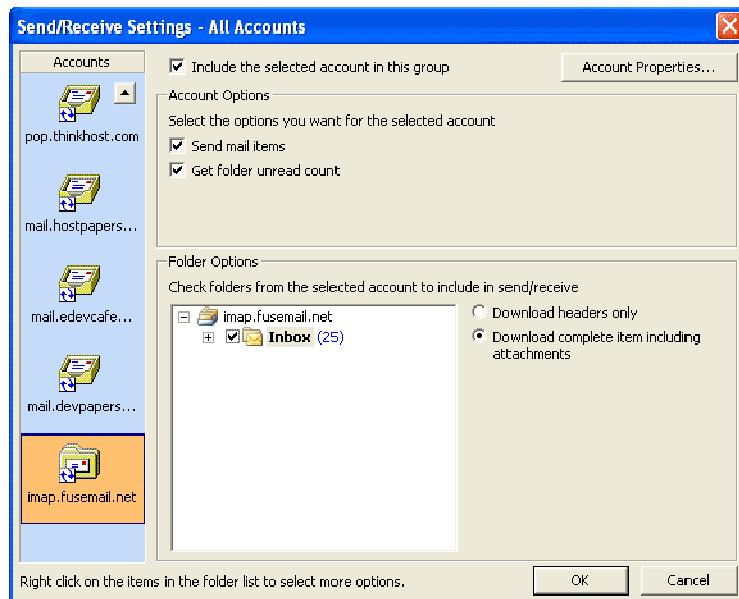
Deleting Emails

When you delete an item in IMAP mode, the message is marked for deletion by Outlook. It indicates this by drawing a line through the message. Outlook will not actually delete the message from the server until you tell it to.

To remove deleted items from the server so that they will no longer appear or count towards your email quota, open the Edit menu and select Purge Deleted Messages.
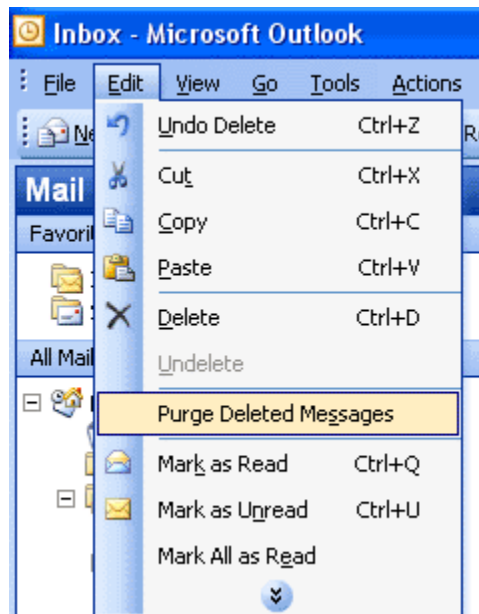
Backing up your Emails

To backup your emails on your local computer, you can use several features of Outlook to do so. Below are a few of them:

METHOD I: Drag-and-Drop

Select the message you want to backup. You can select multiple messages by pressing the CTRL key. Simply drag and drop the message(s) to the folder you want to backup the email(s). Make sure that the folder you have chosen is on a local mail folder.

METHOD II – Copy folder to…

If you want to backup a whole folder, you can simply select the folder, and right-click it. From the context menu, select *Copy 'FolderName'* (where FolderName is the name of the folder you have selected.)
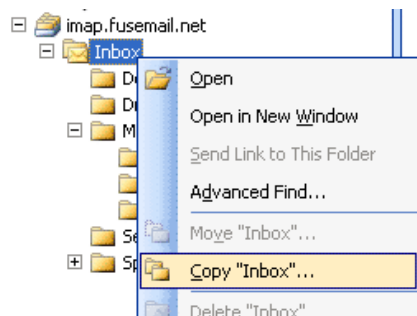
This will bring up a pop-window asking you the location whereby you want to paste that folder. Select your location by clicking on the destination folder, and finally click on the Ok button.
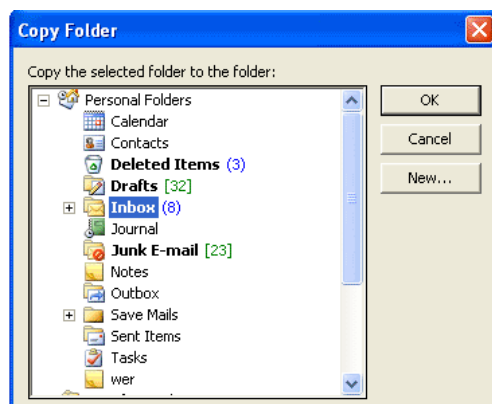
METHOD III: Using Mail Rule

White the above outlined methods are straightforward; they may become tedious after some time. Another way to do this would be to set up a mail rule that copies all messages to your local folders as well. You would use the Outlook Rule Wizard to do this. You would setup a mail rule for all messages, and the action would be to "move a copy" to a local folder.

If you're not familiar with how to do this, here are the steps that you should follow:

- Click on Tools/Rules Wizard.
- Make sure the correct mail account is selected in the "Apply changes to this folder" drop down menu.
- Click "New".
- Choose the "Start from a blank rule" radio button.
- "Check messages when they arrive" should be highlighted by default. If not, click on it.
- Click Next.
- On the "Which conditions.." page, do not click any conditions, just click Next.
- You may be prompted that "This rule will be applied to every message you receive". Click Yes.
- On the "What do you want to do with this message?" page, check "move a copy to the specified folder" (do not use "move it to the specified folder".
- In the rule description box below the list of possible actions, click on the blue text "specified" and choose a local folder. This is where copies of your mail will go.
- Click Next.
- Click Next on the exceptions page, unless you want some of your messages to not be copied. In that case, you can add conditions on this page.
- Type a name for the rule, "Backup Messages" perhaps.
- Check "Run this rule on messages already in "Inbox", and click Finish.

Backing up of your messages should now be setup.

Export your Contacts to EnterGroup

Step 1: Exporting Contacts from Outlook

To export/upload your existing email folders to your EnterGroup account, simply select the folder you wish to export, and drag and drop it to the EnterGroup IMAP folder tree.

An upload progress window will popup and once upload is completed, it will disappear. Your folder will by then be uploaded with all its emails. It will also be accessible via your EnterGroup Webmail interface.
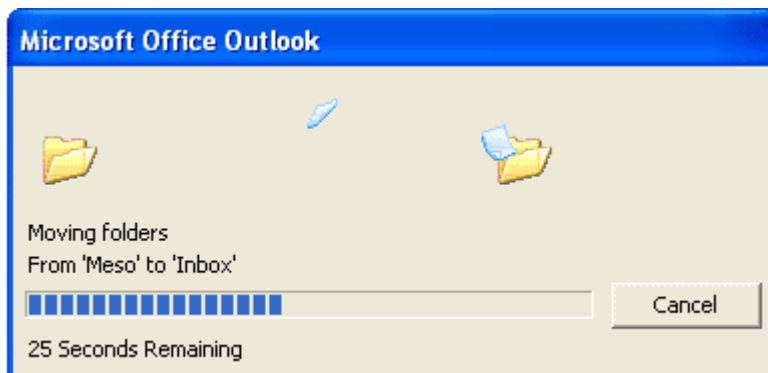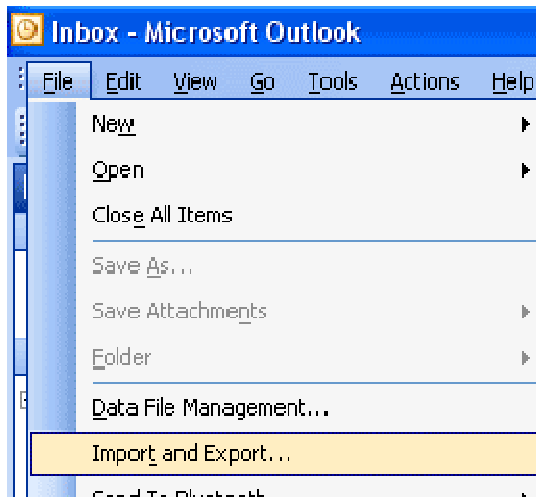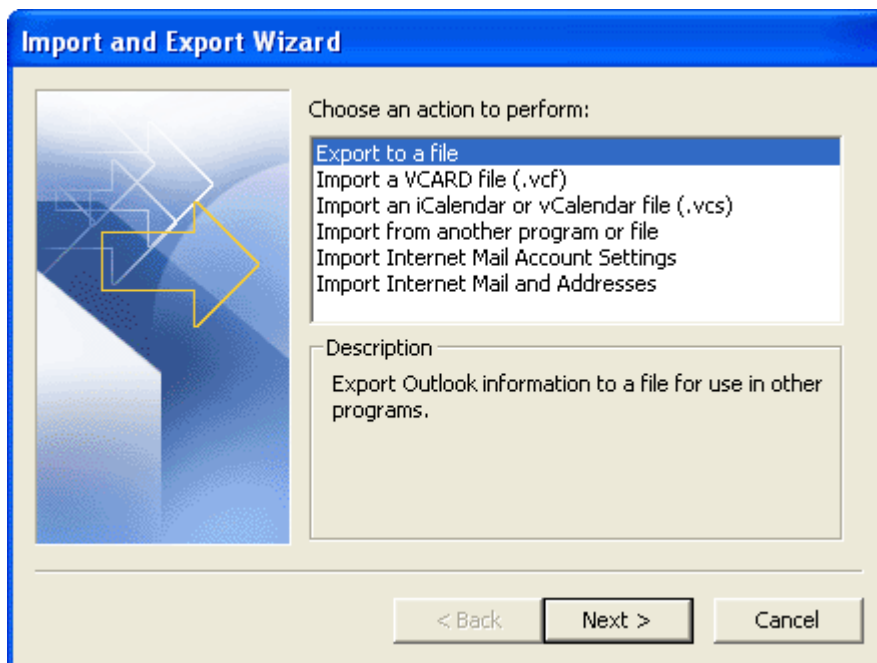
 Export your Contacts to EnterGroup

You must now export your address book from your email client. EnterGroup accepts this data in CSV (Comma Delimited format). The following is the step-by-step directions for exporting this CSV file from Outlook:

1. Click on **File**, go to **Import and Export**
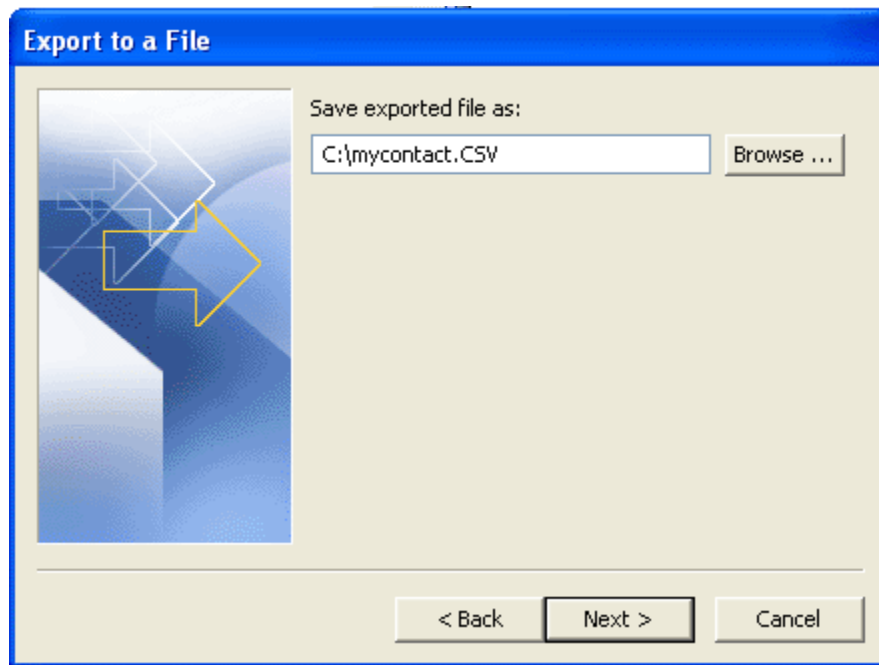

2. Select **Export to a file** and click **Next**

3. Select **Comma Separated Values (Windows)** and click **Next**
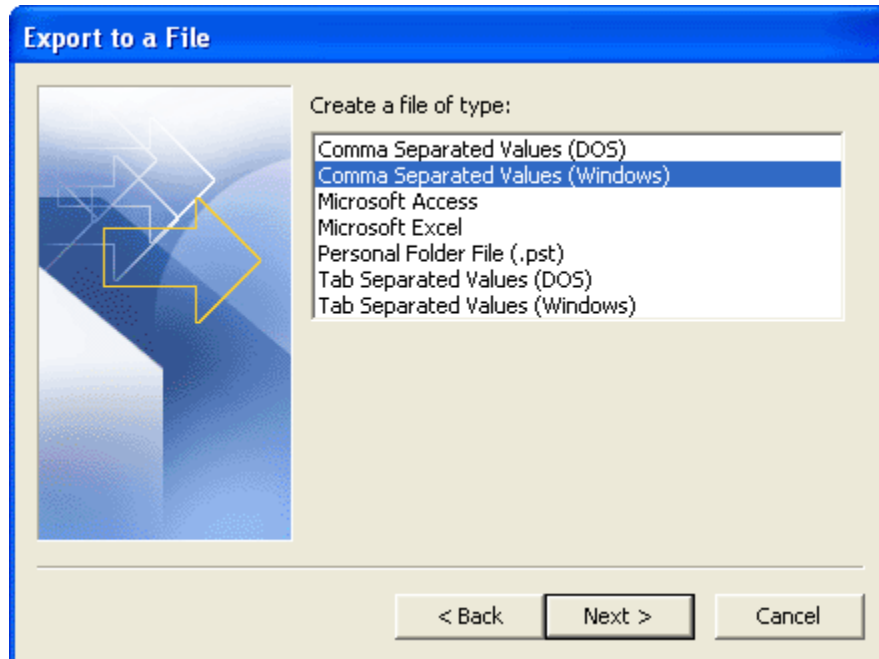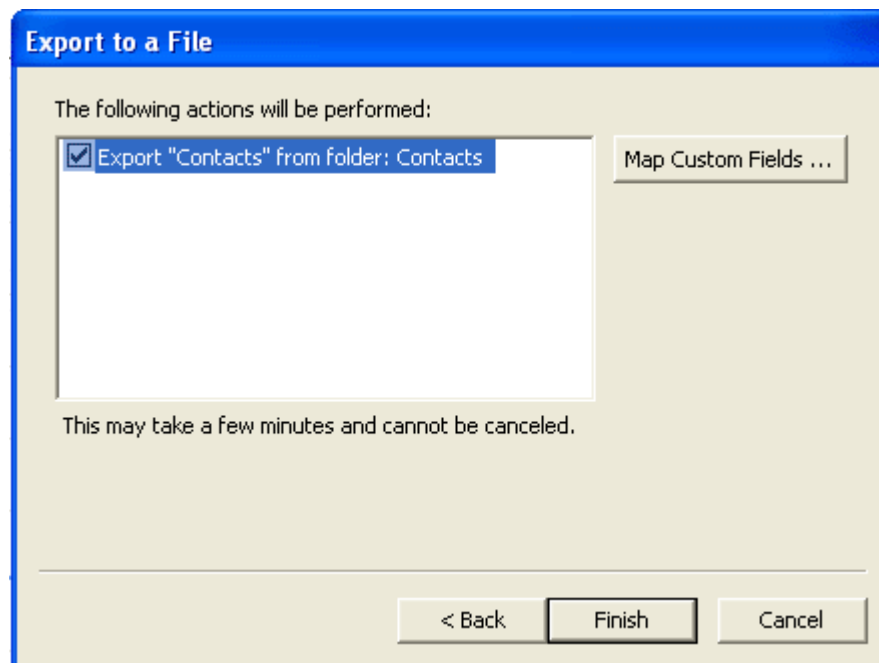

4. You should now select the Contacts type folder (Address Book Folder) to export and click **Next**
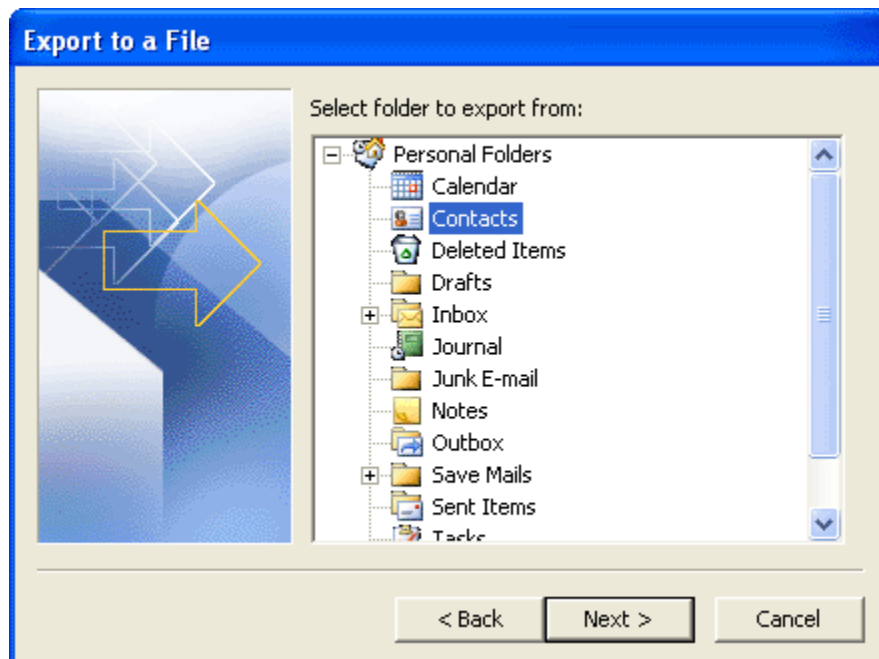
5. You will now want to click on **Browse** and select a location to save your CSV file on your PC.

6. After clicking Next you will see a screen to confirm an Export of your Contacts folder, simply click on Finish

Step 2: Importing the Contacts to EnterGroup

We'll now upload the contact file we just exported to EnterGroup. To do so, login your EnterGroup account.

1. Using the **Navigation Bar**, Click on **Contacts**

2. To the right is a picture of the EnterGroup **Settings Bar** which lists the different pages of setting options you can change. On the **Settings Bar**, click **Import / Export Wizard**.

3. This will open up the first step page of the wizard as shown below:

Select Import/Export: Select Import from email client
Select Contact Folder: Choose the contact folder to which you want to have your contacts imported to.
Select email client: Choose Microsoft Outlook from the list.

4. Click on the **Go to Step 2** button to go to the next screen.

5. Click on the **Browse...** button to locate the file where you stored the .CSV file you previously exported from Outlook. Click on the **Go to Step 3** button.

6. Choose the action to be performed. You can either select to have your contact items to be overwritten or inserted as new record. Click on the **Do Import Now** button when you are done. You should get a congratulations message as shown below:

Import your Contacts to Outlook

EnterGroup allows you to export your contact to your email client. To import your EnterGroup Contact to Outlook, follow the following steps:

Step 1: Exporting the Contacts

1. Using the **Navigation Bar**, Click on **Contacts**

2. To the right is a picture of the EnterGroup **Settings Bar** which lists the different pages of setting options you can change. On the **Settings Bar**, click **Import / Export Wizard**.

3. This will open up the first step page of the wizard as shown below:

**Select Import/Export:** Select Export to email client

Select Contact Folder: Choose the contact folder you which to Export.

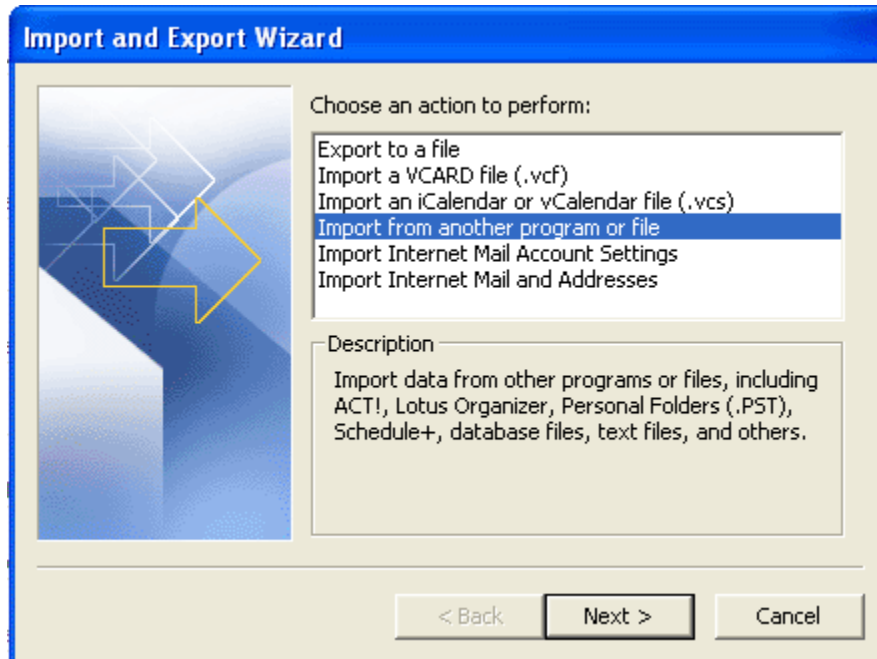**Select email client:** Choose Microsoft Outlook from the list.

4. Click on **Go to Step 2** when you are done. This will be prompted save a .CSV file of your contact folder.

5. Click on the **Save** button to save the file.

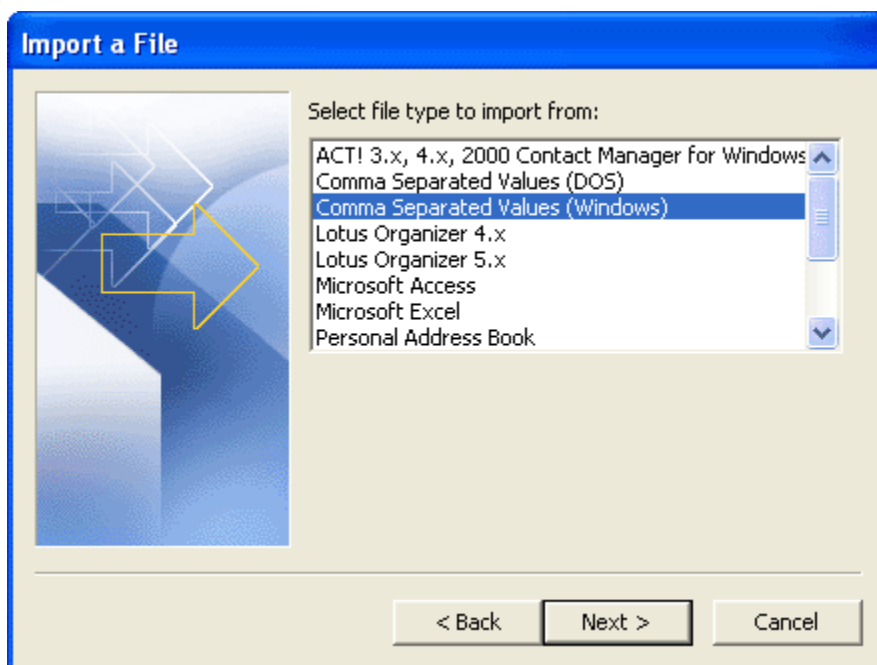**Step 2: Importing your Contacts to Outlook**

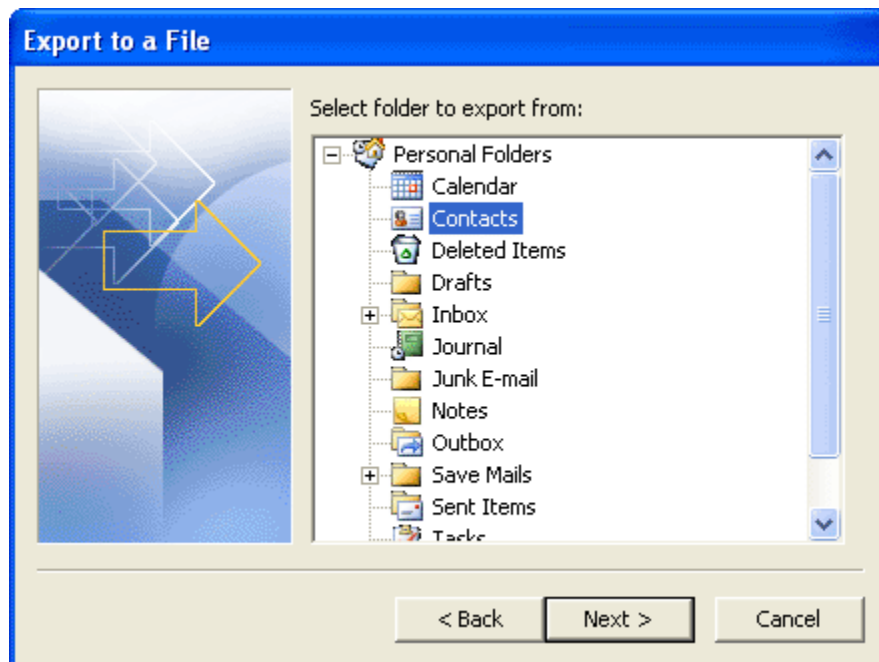1. Click on **File**, go to **Import and Export**
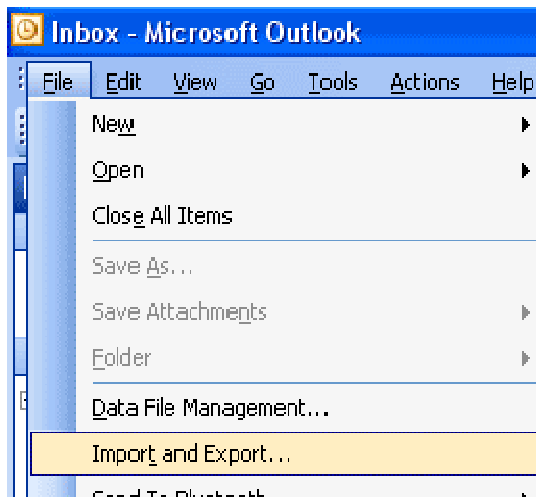
2. Select **Import from another program or file** and click **Next**

3. Select **Comma Separated Values (Windows)** and click on **Next**.

4. Click on the **Browse...** button and select the file you saved from EnterGroup. Click on **Next.**

5. You should now select the Contacts type folder (Address Book Folder) to export and click **Next**

6. Click on the **Finish** button on the next screen to begin import.