

# Setting Up SnapperMail®

## Setting Up a Mail Account

1. In SnapperMail, click the **Menu** button on your wireless device to activate the main menu.
2. Select **Accounts / Edit Accounts**.
3. Tap the **New** button.
4. If prompted, indicate whether you want to use a POP3 or IMAP4 server. (IMAP4 is available in SnapperMail Enterprise only.)
5. On the **Identity** tab, enter the following information:
  - In the **Your Name** box, enter your name. This is the name that will be displayed when you send an email message.
  - In the **Email Address** box, enter your entire email address (e.g., *myname@mydomain.com*).
  - In the **Reply To address (optional)** box, you can indicate an alternate email address that recipients should use when replying to your messages. This is optional.
6. Tap the **Server** tab.
7. In the Incoming Mail section, do one of the following:
  - If you are using a POP3 server, enter the following server name: *pop.emailsrvr.com*

| Identity              | Server            | Rules |
|-----------------------|-------------------|-------|
| <b>Incoming Mail:</b> |                   |       |
| POP3 Server:          | pop.emailsrvr.com |       |
| Username:             | myname@mydom...   |       |
| Password:             | -Assigned-        |       |

- Or, if you are using an IMAP4 server (SnapperMail Enterprise only), enter the following server name: *imap.emailsrvr.com*

| Identity              | Server             | Rules |
|-----------------------|--------------------|-------|
| <b>Incoming Mail:</b> |                    |       |
| IMAP4 Server:         | imap.emailsrvr.com |       |
| Username:             | myname@mydom...    |       |
| Password:             | -Assigned-         |       |

8. In the **Username** box, enter your entire email address (e.g., *myname@mydomain.com*).
9. In the **Password** box, enter your password.
10. In the Outgoing Mail section, enter the outgoing server in the **SMTP Server** box: *smtp.emailsrvr.com*

|   |                    |  |
|---|--------------------|--|
| <b>Outgoing Mail:</b>   |                    |  |
| SMTP Server:  | smtp.emailsrvr.com |  |
| Username:   | myname@mydom...    |  |
| Password:   | -Assigned-         |  |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input <="" td="" type="button" value="More..."/> |                    |  |

11. In the **Username** box, enter your entire email address (e.g., *myname@mydomain.com*).
12. In the **Password** box, enter your password.
13. Tap the **OK** button.
14. Tap the **Done** button.

## Assigning SSL Secure Server Settings (SnapperMail Premier and Enterprise only)

The SSL protocol allows you to send and receive secure email messages.

1. In SnapperMail, click the **Menu** button on your wireless device to activate the main menu.
2. Select **Accounts / Edit Accounts**.
3. Select your email account and tap the **Edit** button.
4. Tap the **Server** tab.
5. In the Incoming Mail section, replace the POP or IMAP server with the secure server name: *secure.emailsrvr.com*
6. In the Outgoing Mail section, replace the SMTP server with the secure server name: *secure.emailsrvr.com*
7. Tap the **More** button. The Server Settings window will appear.

### POP3 or IMAP4 Settings

8. In the POP3 or IMAP4 Settings section, tap the arrow next to the **No SSL security** drop-down menu and select **Always secure (wrapped port)**.

The screenshot shows the 'Server Settings' window. Under 'POP3 Settings', 'Use Port' is set to 995, 'Use APOP Authentication' is unchecked, and 'Always secure (wrapped port)' is selected with 'Always trust server' checked. Under 'SMTP Settings', 'Use Port' is set to 465, 'POP before send' is unchecked, and 'Always secure (wrapped port)' is selected with 'Always trust server' checked. 'OK' and 'Cancel' buttons are at the bottom.

9. The number in the **Use Port** box will automatically change to reflect the selected SSL setting.
  - If you are using a POP3 server, ensure that the port number has automatically changed to **995**.
  - If you are using an IMAP4 server, ensure that the port number has automatically changed to **993**.
10. Check the **Always trust server** box.

### SMTP Settings

11. In the SMTP Settings section, tap the arrow next to the **No SSL security** drop-down menu and select **Always secure (wrapped port)**.
12. The number in the **Use Port** box will automatically change to reflect the selected SSL setting. Ensure that the port number has automatically changed to **465**.
13. Check the **Always trust server** box.
14. Tap the **OK** button twice.
15. Tap the **Done** button.