RUBY ◆ Design

In these notes, *yourdomain* means the full domain name (i.e. the part of an email address after the @ sign). This doesn't include www, but does include .co.uk or .com. For example, our domain is *rubydesign.co.uk*

We have prepared this guide on setting up your email account in some common email clients.

The username is your full email address, including the domain: *emailaddress@yourdomain*

The mailbox on the server is limited to a maximum size of 400 MB (including inbox, sent items, and any other folders you create. If you would like to increase the capacity, please contact us.
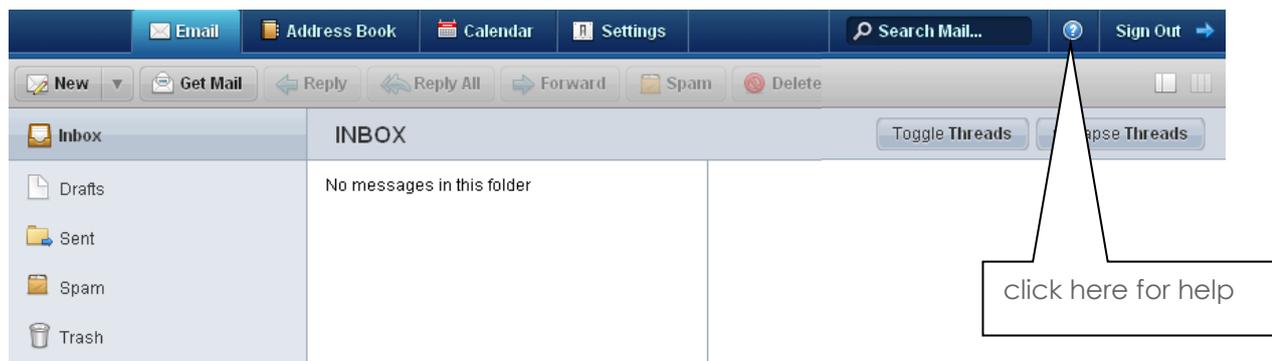
The mail server supports both POP3 and IMAP.

	Incoming Mail: IMAP	Incoming Mail: POP3	Outgoing Mail: SMTP
Server	imap.extendcp.co.uk	pop3.extendcp.co.uk	mta.extendcp.co.uk
Port	993	995	587
SSL	SSL/TLS	SSL/TLS	STARTTLS
Authentication Type	Password	Password	Password

Webmail

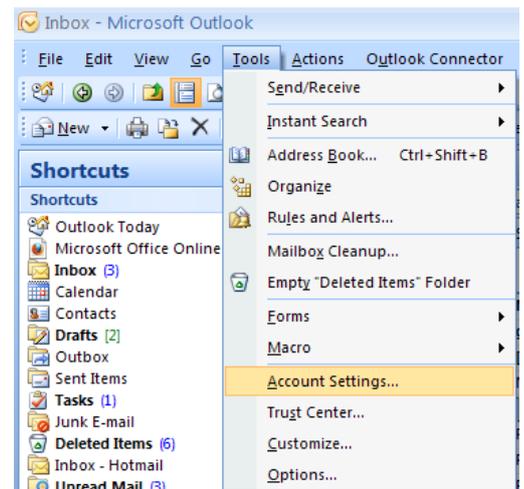To access your account using webmail, go to https://www.outitgoes.com/

Enter your full email address and password.

If you need help with webmail, click the question mark icon at the top right of the screen.

Outlook 2007

1. Open Outlook, then go to the **Tools** menu, and choose **Account Settings**

2. Select **New** and then click **Next.**

3. Select **Microsoft Exchange, POP3, IMAP or HTTP** and click **Next**

4. Tick the box marked **Manually configure server settings or additional server types** and click **Next**

5. Select **Internet Email** and click **Next**

6. Enter the following details

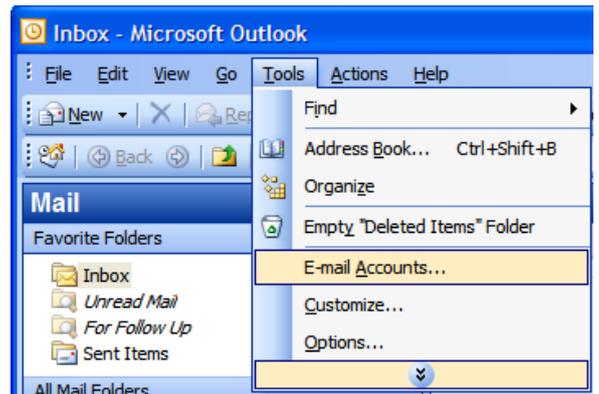|	
Your name	the name you want people to see when they receive email from you
E-mail address	the full email address, including the domain
Account type	POP3
Incoming mail server	mail.*yourdomain*
Outgoing mail server (SMTP)	mail.*yourdomain*
User name	*emailaddress@yourdomain*
Password	The password you chose or were provided with

7. Click **More Settings…** and select the **Outgoing Server** tab

8. Tick the box marked **My outgoing server (SMTP) requires authentication**, and make sure that **Use the same settings as my incoming mail server** is selected, then click **OK**

9. Click **Next**, then **Finish**

Outlook 2003

1. Open Outlook, then go to the **Tools** menu, and choose **E-mail Accounts**

2. Select **Add a new e-mail account** and then click **Next**.

3. Select **POP3** and click **Next**

4. Enter the following details

Your name	the name you want people to see when they receive email from you
E-mail address	the full email address, including the domain
Account type	POP3
Incoming mail server	mail.*yourdomain*
Outgoing mail server (SMTP)	mail.*yourdomain*
User name	*emailaddress@yourdomain*
Password	The password you chose or were provided with

5. Click **More Settings…** and select the **Outgoing Server** tab

6. Tick the box marked **My outgoing server (SMTP) requires authentication**, and make sure that **Use the same settings as my incoming mail server** is selected, then click **OK**

7. Click **Next**, then **Finish**

Entourage 2004 for Mac

1. Open Entourage, then go to the **Tools** menu, and choose **Accounts**

2. Click the **Mail** tab, then click **New**
   (If the Account Setup Assistant appears, click **Configure account manually**)

3. On the Account type pop-up menu, click **POP** then click **OK**

4. Enter the following details:

Account name	a descriptive name for this account (e.g. work email)
Name	the name you want people to see when they receive email from you
E-mail address	the full email address, including the domain
Account type	POP3

5. Deselect **Automatically set up account** if it is enabled, and click **Continue**

6. Enter the following details:

POP server	mail.*yourdomain*
Account ID	*emailaddress@yourdomain*
Password	The password you chose or were provided with

7. Check the box **Save password in my Mac OS keychain**

8. Click **More Settings…** and select the **Outgoing Server** tab

SMTP server	mail.*yourdomain*

9. Click on **Click here for advanced sending options**, then tick the box **SMTP server requires authentication** and check the button **Use same settings as receiving mail server**

Mail for Mac OS X 10.4

10. Open Mail, then go to the **File** menu, and choose **Add Account**

11. Enter the following details

Full name	the name you want people to see when they receive email from you
E-mail address	the full email address, including the domain
Account type	POP3

12. Deselect **Automatically set up account** if it is enabled, and click **Continue**

13. For Account Type, choose **POP**, then enter the following details:

Incoming mail server	mail.*yourdomain*
User name	the full email address, including the domain
Password	The password you chose or were provided with

14. Click **More Settings…** and select the **Outgoing Server** tab

Outgoing mail server	mail.*yourdomain*

15. Tick the box marked **Use authentication**, and enter your username and password again

1. Verify your settings in the Account Summary, check **Take account online**, and click **Create**