

# Email Setup Guide – June 2016

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Please do not hesitate to contact us should you have any queries or require us to reset your account's password.

Kind Regards Loop Creative

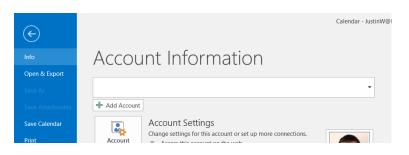
# **Contact Information**

Location:	Johannesburg, GP, RSA
Phone:	(081) 3131 922
eMail:	info@looponline.co.za
Mail:	PO Box 106 Mondeor 2110

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Office 2013

- 1. Open Microsoft Office
- 2. Click "Home" in the top left hand side of the ribbon in the menu bar
- 3. You will be presented with a display like below, click "Add Account"



- 4. You will then be presented with the "Auto Account Setup" page which will allow you to manually or automatically setup your email account. Please fill in the following details
  - Name: Full Name
  - Email Address: Provided by Loop Creative
  - Password: Provided by Loop Creative or Self Setup
  - Enable Manual Setup or Additional Server Types

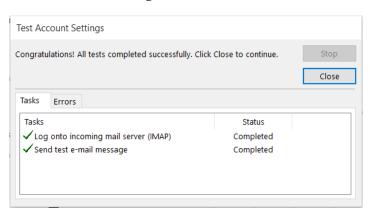
Add Account		×
Auto Account Setur Outlook can autom	atically configure many email accounts.	×
E-mail Account		
Your Name:	Justin Weldon Example: Ellen Adams	
E-mail Address:	justin@loopcreative.co.za Example: ellen@contoso.com	
Password: Retype Password:	*****	
	Type the password your Internet service provider has given you.	
○ Manual setup or a	dditional server types Check/ Enable this option	
	< Back Next >	Cancel

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5. After clicking manual setup, you will be directed to the POP and IMAP account settings page. This page will be the final setup in the configuration of your email account onto your computer. Please note that the section labelled "yourdomainname.co.za" will be the name followed after the "@" sign on your email address. If your email is Justin@loopcreative.co.za you will make use of mail.loopcreative.co.za in the spaces for the server name.

Add Account		×
POP and IMAP Account Set Enter the mail server settir		*
User Information		Test Account Settings
Your Name:	Justin Weldon	We recommend that you test your account to ensure that the entries are correct.
Email Address:	justin@loopcreative.co.za	the entries are correct.
Server Information		Test Assount Sattings
Account Type:	IMAP 🗸	Test Account Settings
Incoming mail server:	mail. yourdomainname.co.za	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail. yourdomainname.co.za	UTCINE M
Logon Information		
User Name:	justin@loopcreative.co.za	
Password:	*****	Mail to keep offline: All
✓ F	Remember password	and the second
Require logon using Secure	Password Authentication (SPA)	
		More Settings
		< Back Next > Cancel
		Caller

6. If all account details are filled in correctly, you will receive the following confirmation message from outlook.



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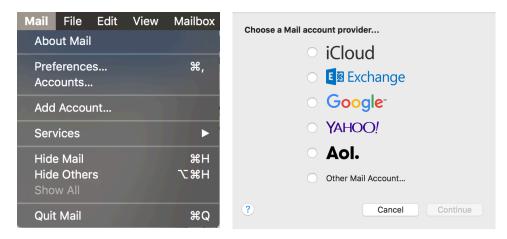
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Mac OS x – Mail (Manual Setup)

- 1. Open Mac OS Mail
- 2. In the top menu bar, select "Add account"
- 3. Select "Other Mail Account"



- 1. Please fill in the following details
  - Name: Full Name
  - Email Address: Provided by Loop Creative
  - Password: Provided by Loop Creative or Self Setup

<b>Add a Mail account</b> To get started, fill out the following information:			
Name: John Appleseed			
Email Address:	: john@apple.com		
Password:	•••••		
Cancel	Back Sign In		

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- 2. Please fill in the following details
  - Email Address: Provided by Loop Creative
  - Username: Your email address is your username
  - Password: Provided by Loop Creative
  - Account Type: IMAP
  - Incoming Mail Server: "mail.yourdomain.com"
    - Example if your website address is www.loopcreative.co.za then your incoming mail server will be mail.loopcreative.co.za
  - Outgoing Mail Server: "mail.yourdomain.com"
    - Example if your website address is www.loopcreative.co.za then your outgoing mail server will be mail.loopcreative.co.za

Email Address:	john@apple.com
User Name:	john@apple.com
Password:	•••••
Account Type:	IMAP 🗘
Incoming Mail Server:	mail.apple.com
Outgoing Mail Server:	mail.apple.com
	Unable to verify account name or password.
Cancel	Back Sign In

3. Lastly, click "done" & your account will have been successfully setup.

Select the apps you want to use with this account:			
🗹 🕵 Mail			
✓ ✓ Notes			
Cancel	Back Done		

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1. Open the iPhone "Settings" application and navigate to the "Mail, Contacts and Calendars" account section and "Add New Account"

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Settings Mail, Contac	cts, Calendars	Kail	Add Account	
Add Account	>			
			iCloud	
Fetch New Data	Push >		<b>4</b>	
MAIL			Exchange	9
Preview	2 Lines >		G <mark>oogle</mark> " YAHOO!	
Show To/Cc Label	$\bigcirc$			
Swipe Options	>		YAHOO!	
Flag Style	Color >		Aol.	
Ask Before Deleting	$\bigcirc$	-		
Load Remote Images		0	Outlook.co	m
Organize By Thread			Other	
Always Bcc Myself	$\bigcirc$			
Mark Addresses	Off >			
Increase Quote Level	On >			
Signatura	Sant from my iDhone			

2. When prompted to do so select the "Other" account type, selecting this option will allow you to select what type of other account you would like to add. Click "Add Mail Account".

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Add Account	Other	
MAIL		
Add Mail Account		>
CONTACTS		
Add LDAP Account		>
Add CardDAV Acco	unt	>
CALENDARS		
Add CalDAV Accour	nt	>
Add Subscribed Ca	lendar	>
SERVERS		
Add OS X Server Ad	count	>

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3. Enter the following details into the "New Account" details screen

Name: Full Name

**Email Address:** Provided by Loop Creative **Password:** Provided by Loop Creative or Self Setup

Description: e.g. Work Email

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Can	cel		N	ew A	ccou	nt		t	lext
Na	ne	J	ustin						
Em	ail	ju	istin@	loop	creati	ve.co	.za		
Pas	sword	e b	••••	••••	•••				
De	scripti	on lo	opcr	eative	e.co.z	а			
1	2	3	4	5	6	7	8	9	0
	7	$\overline{\cdot}$	;	(	)	\$	&	@	"
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#+=		•	,	1	?	!	′		$\bigotimes$

space

return

ABC

4. After clicking "next" on the first screen you will be presented with a more detailed version of the account settings, the following pages requires all fields to be setup and configured. The details are all the same as previously entered however "Incoming Mail Server" and "Outgoing Mail Server" host names will be your domain details, so if your email address is bob@upthehill.co.za your host name will be represented as "mail.upthehill.co.za".

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Cancel	New A		U / 9 /	Next
IM/	AP		POP	
Name	Justin			
Email	justin@loopd	creative.co.	za	
Description	loopcreative	.co.za		
INCOMING MAIL	_ SERVER			
Host Name	mail.loopcre	ative.co.za		
User Name	justin@loopd	creative.co.	za	
Password	•••••	•••		
OUTGOING MAI	L SERVER			
Host Name	mail.loopcre	ative.co.za		
User Name	justin@loopd	creative.co.	za	
Password	•••••	•••		

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5. You may receive a certificate error as indicated in the following screenshot. Continue by selecting "Details" and "trust" on the top right of the Certificate page will avoid any future errors.

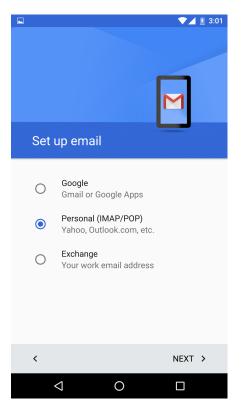
••••• MTN-S	A হ 12:45		Cancel	Certificate	т
	ІМАР	РОР		p.dedicated.co.za ed by cPanel, Inc. Certificatior	n Authority
Name	Justin		Not Expires 5/4/	Trusted 117, 01:59:59	
Email			More Details		
	Cannot Verify Server I The identity of "mail.loopcreative.co.za" ca verified by Settings. Revie certificate details to cont	innot be withe			
Host Na	Cancel				
User Na	Details				
Passwc	Continue				
OUTGOING	MAIL SERVER				
Host Nar	ne mail.loopcreative.co	.za			
User Nar	me justin@loopcreative	.co.za			
Password	d •••••				

6. Once all settings are completed and the server has successfully been linked a menu will popup asking if you would like to enable mail. This is enabled by default, clicking next will complete the process and your new email account will be active in your email application.

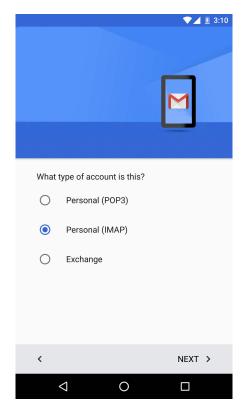
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## Android / Gmail

- 1. Open the Android Mail/Gmail. Open the menu and click "Settings". Select "Add account".
- 2. Select "Personal (IMAP/POP) Password



2.1. Enter your **Email Address** & then select "Personal (IMAP)"



See Next Page

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- 3. Enter you password & proceed to the 'incoming server settings' page
  - 1. Enter your username (Your email address)
  - 2. Enter your password (Provided by Loop Creative or Self Setup)
  - Server: "mail.yourdomain.com" Example – if your website address is www.example.com then your incoming mail server will be mail.example.com
  - 4. Port Do not change
  - 5. Security Type Select None

4.	Enter you password & proceed to the
	'outgoing server settings' page

- SMTP Server: "mail.yourdomain.com" Example – if your website address is www.example.com then your outgoing mail server will be mail.example.com
- 2. Port Do not change
- 3. Security Type Select None
- 4. Enter your username (Your email address)
- 5. Enter your password (Provided by Loop Creative or Self Setup)

#### Your setup is now complete!

# Incoming server settings USERNAME john@example.com AUTHENTICATION Password ..... $\times$ Show password SERVER mail.example.com PORT 143 SECURITY TYPE None NEXT > < $\triangleleft$ 0

Outgoing server settings	
SMTP SERVER	
mail.example.com	
PORT	
587	
SECURITY TYPE	
None	~
✓ Require signin	
USERNAME	
john@example.com	
AUTHENTICATION	
Password	×
Show password	
<	NEXT >
0	

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