Email Configuration

Laboratory for Manufacturing Systems & Automation

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1   Introduction

This following guide contains information necessary to configured properly your email account to be able to receive and send emails. The current settings required are using the POP3, IMAP and SMTP protocols.

For any issue may be raised please submit a ticket to LMS HELPDESK

2   Change your password

Before you proceed with the email configuration you should change your default password.
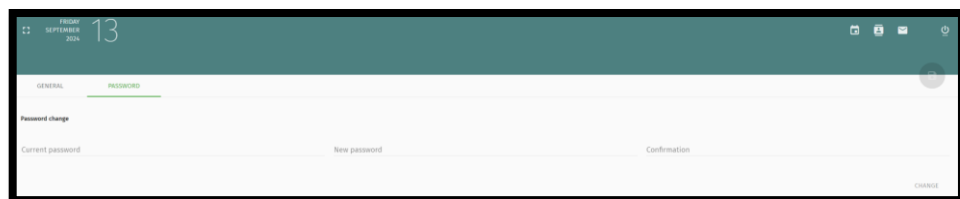
1. Visit mail.domain.ltd
2. Log in using your new credentials
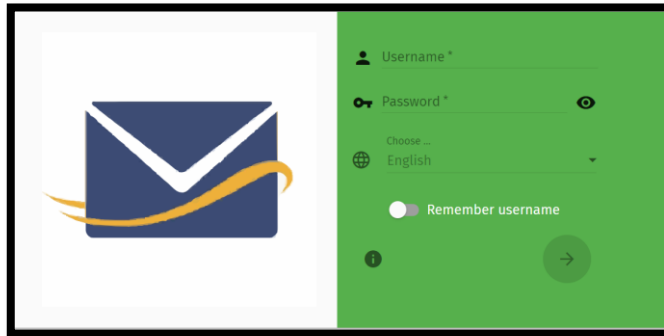
3. In the upper-left corner, click the settings icon

4. Navigate to the "Password" tab, enter your current password, followed by your new password, and then click the "Change" button


5. Your new password is now successfully configured.

NOTE: If you exclusively use the web interface for managing your emails, no further action is required as all necessary steps have been completed.
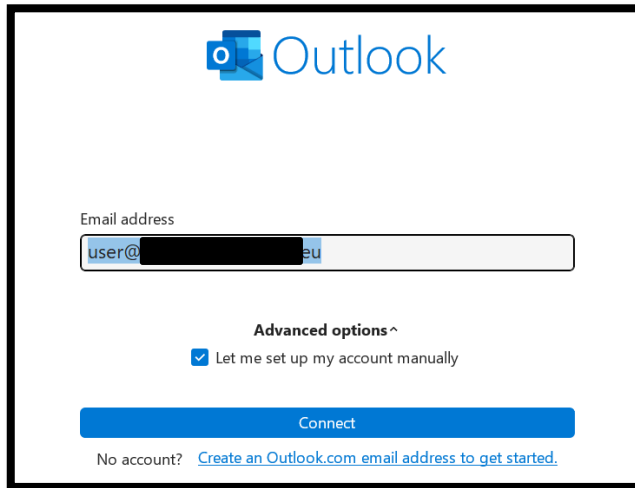
3   Outlook Configuration

To configure Outlook instead of using the webmail interface, please follow the steps below.

1. Open Microsoft Outlook
2. Go to File>Info>Add account
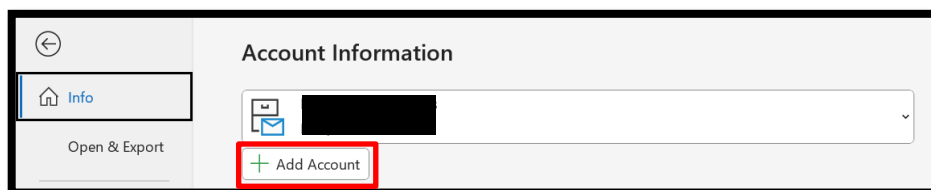
3. Type your email address and then tick under the Advanced options the "Let me set up my account manually"
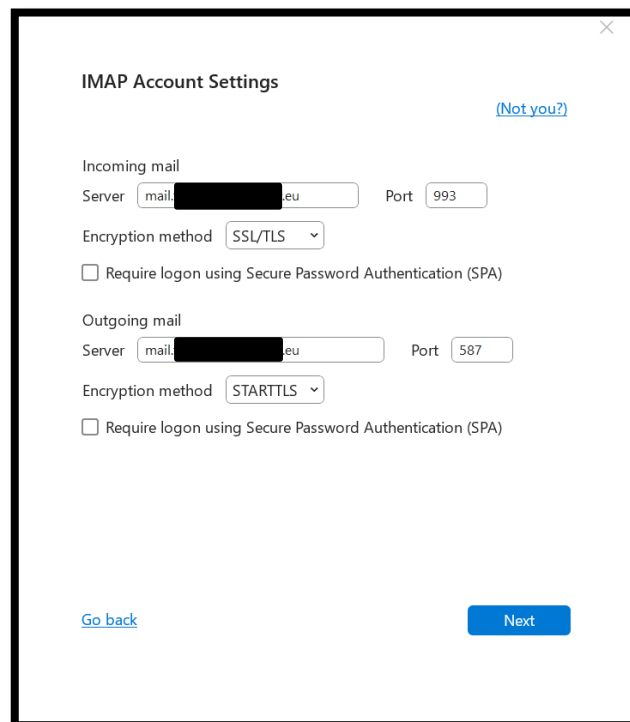
4. Click POP or IMAP depending on your preference and configure the settings accordingly.

NOTE: IMAP keeps the email messages available on the server for later access via webmail and it is able to sync them across all the connected devices. POP3 downloads the messages, while removing the messages from the server (eg. after 7 days). The emails are then no longer accessible via webmail or a mail program.

Email Server Settings			
Service	**Encryption**	**Host**	**Port**
IMAP	SSL	mail.domain.ltd	993
POP3	SSL	mail.domain.ltd	995
SMTP	STARTTLS	mail.domain.ltd	587

5. Click Next, type your new password and your account has been successfully configured.

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