

Mail server manual

The new mail server has a series of facilities designed for better electronic communication:

- Outlook secure connection
- Connection using the web browser (webmail-roundcube)
- Possibility to change your password and to leave messages as "out of office"
- Encrypted emails using self-signed certificate

For an easy illustrate of how to connect, i will use the email address info@filosoft.ro , which belongs to [filosoft.ro](http://www.filosoft.ro)'s domain.

Useful links:

Webmail: www.filosoft.ro/mail

Password Change: <https://www.filosoft.ro:1234>

Remote control utility: <http://download.teamviewer.com/download/TeamViewerQS-ckq.exe>

You can contact us:

Phone: +4 0213 129 334 ext: 114

+4 0314 056 412

Email: info@filosoft.ro

itadmin@emirom.ro

Quick Guide

How to access the Webmail

Webmail: <http://www.filosoft.ro/mail>
User Name: info@filosoft.ro
Password: *****

How to configure Email Client (Outlook / Thunderbird)

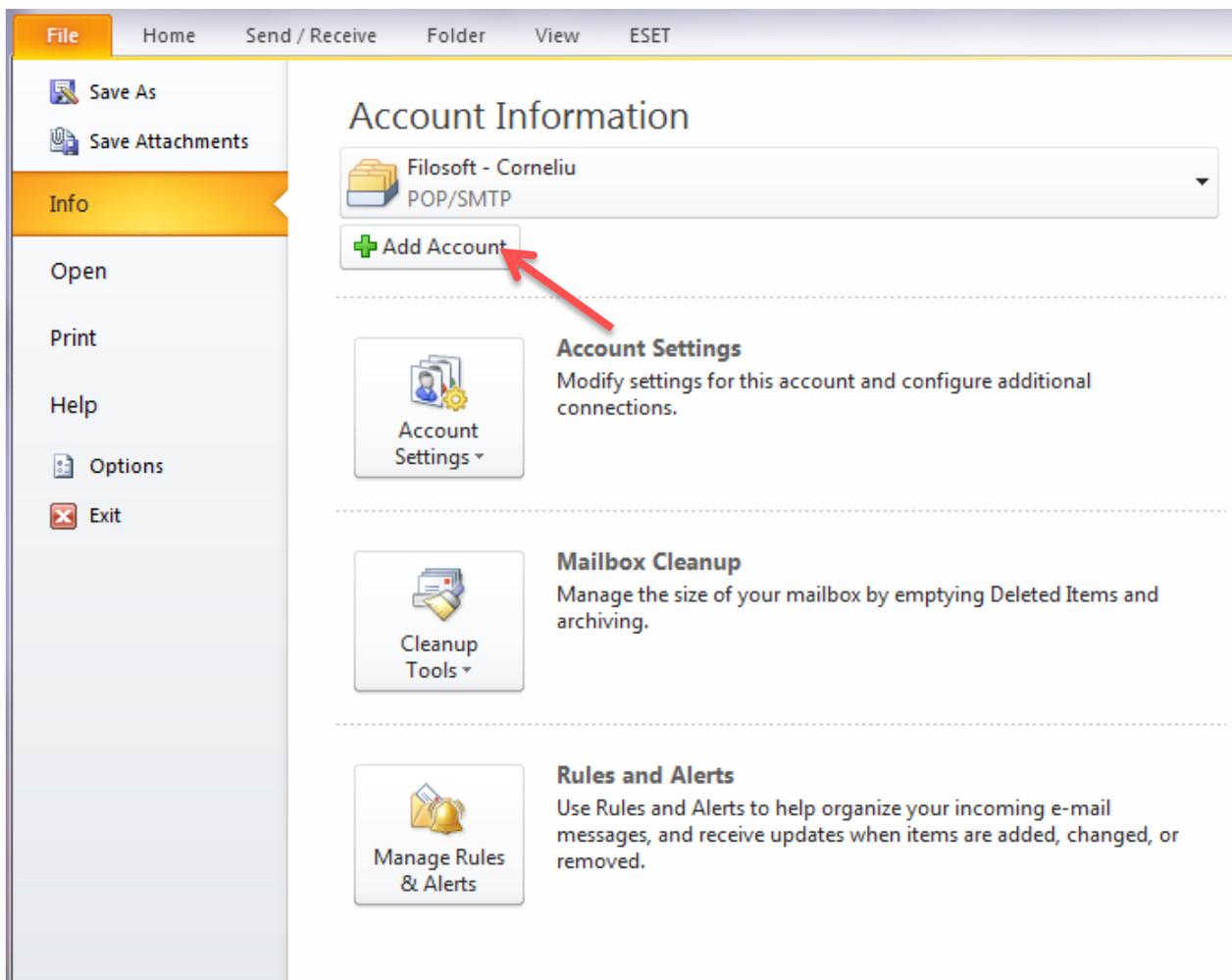
Server POP3: mail.filosoft.ro
Server SMTP: mail.filosoft.ro
User Name: info@filosoft.ro
Password: *****
Username and
password SMTP: Same as POP3
SMTP Port: 587

Step by Step Guide

*How to connect using Outlook 2003/2007/2010/2013
In pictures we used Outlook 2010*

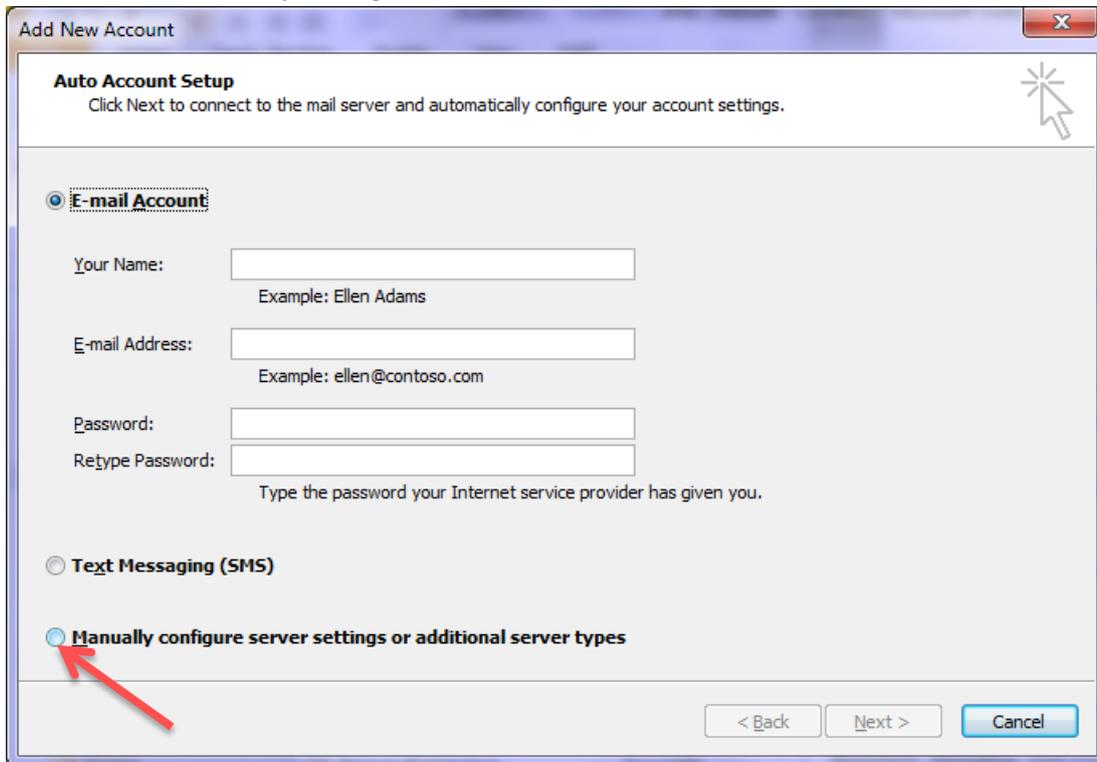
Step 1

Choose from file menu: Info add Account



Step 2

Please select Manually configure server



Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

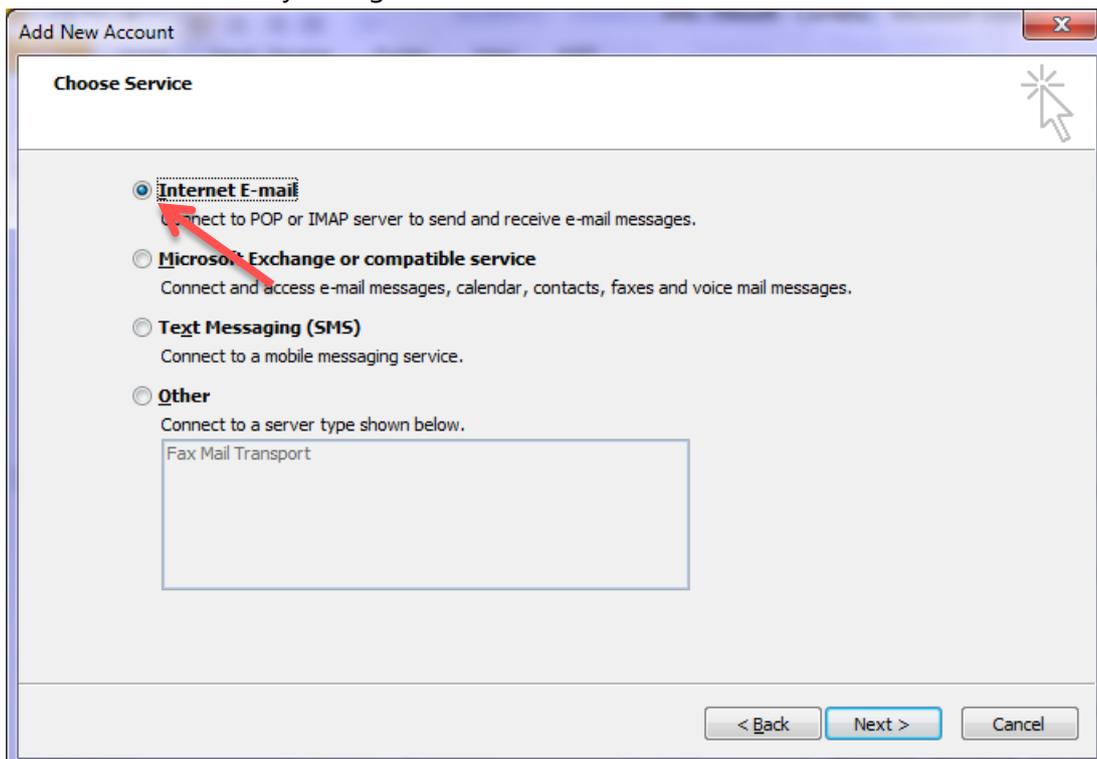
Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Step 3

Please select Manually configure server



Add New Account

Choose Service

Internet E-mail
Connect to POP or IMAP server to send and receive e-mail messages.

Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

Text Messaging (SMS)
Connect to a mobile messaging service.

Other
Connect to a server type shown below.
Fax Mail Transport

< Back Next > Cancel

Step 4

Fill the fields form as shown below replacing the email address with your own address, as well as the mail server's address. (ex. mail.domain's name.ro / if domain's name is www.google.ro then mail server's address will be mail.google.ro)

After that, please choose more settings.

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Filosoft Team
E-mail Address: info@filosoft.ro

Server Information

Account Type: POP3
Incoming mail server: mail.filosoft.ro
Outgoing mail server (SMTP): mail.filosoft.ro

Logon Information

User Name: info@filosoft.ro
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

Test Account Settings by clicking the Next button

Deliver new messages to:

New Outlook Data File
 Existing Outlook Data File

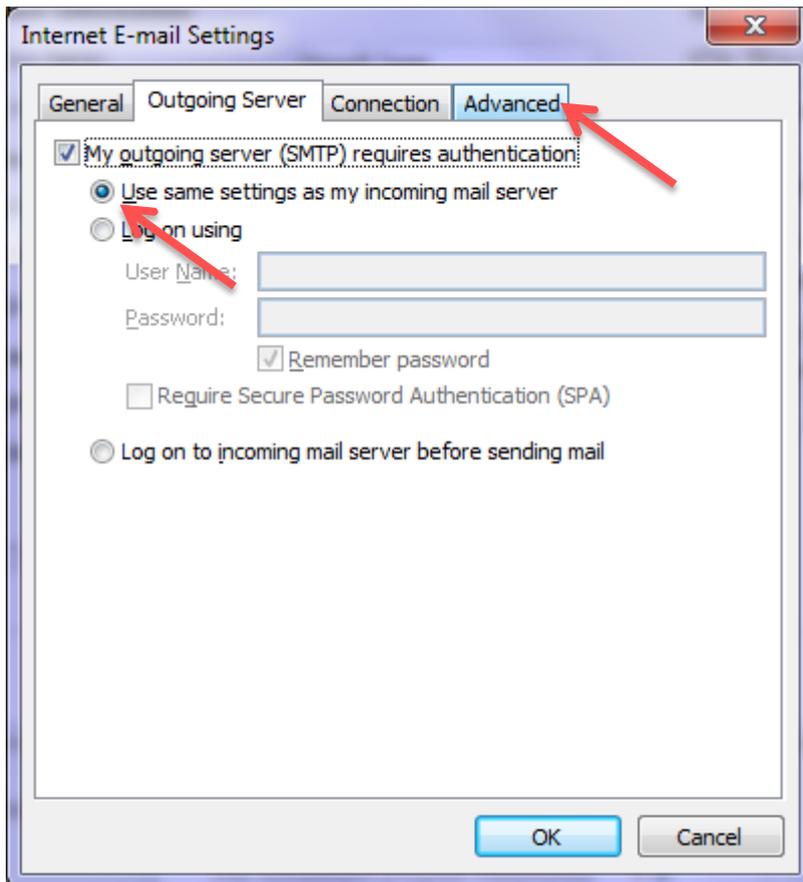
Browse

More Settings ...

< Back Next > Cancel

Step 5

Choose outgoing server tab and select „my outgoing server (SMTP) requires authentication”, then chose advanced tab

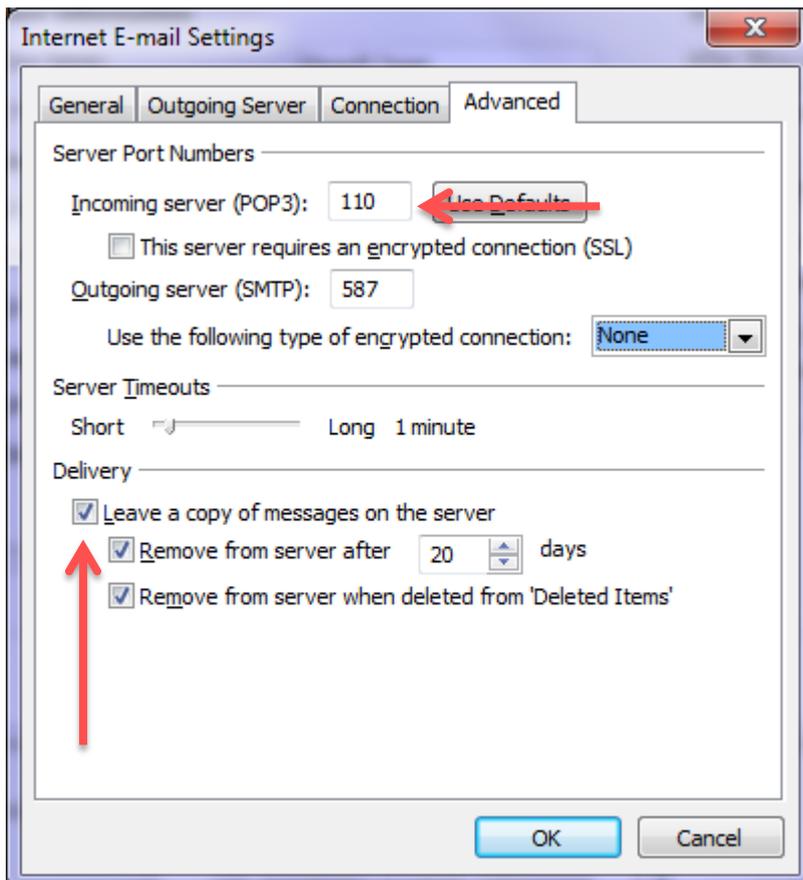


Step 6

At the advanced tab make sure that the right ports are set.

Incoming server (POP3) must be 110 and the outgoing server (SMTP) must be 587.

Please make sure that the delivery check box is right set. After that pressOK



Step 7

Press NEXT and then FINISH and you're done.