AnanziMail Server Settings for Email Clients

(including Outlook, Apple Mail, Thunderbird)

Ver. 1.3 (01-02-2016)

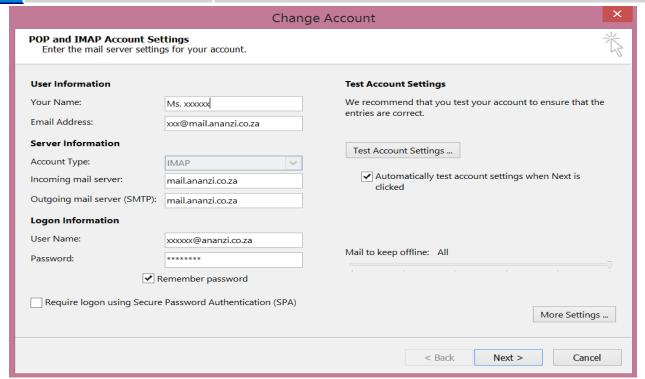
PLEASE NOTE: If you have insufficient rights to change email settings in Outlook (i.e. you can't make any changes to the settings as per this document), please:

- 1. Exit Outlook completely, and wait for it to terminate,
- 2. Press Shift + Right click on the start bar Outlook launcher/Outlook Program icon and,
- 3. Choose "Run as Administrator"

This will allow you to change the settings that we've outlined in this document.

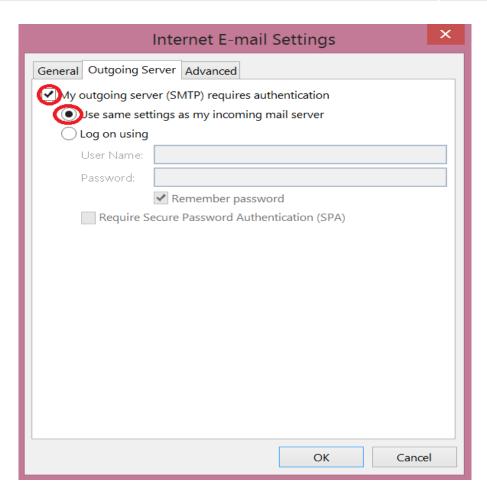
Basic Settings

1	Your Name:	The display name you'd like others to see
2	E-mail Address:	Your AnanziMail address in full (yourname@ananzi.co.za)
3	Account Type:	IMAP (note that in the past, we only supported POP3, but we now fully support IMAP and prefer that our users use IMAP)
4	Incoming mail server:	mail.ananzi.co.za
5	Outgoing mail server:	mail.ananzi.co.za
6	User Name:	Your AnanziMail address in full (yourname@ananzi.co.za)
7	Password:	Your AnanziMail password
8	Remember password	Ticked / Enabled
9	Require logon using Secure Password Authentication (SPA)	Disabled



More Settings: Outgoing Server tab

10	My outgoing server (SMTP) requires authentication:	Enabled	
11	Use same settings as my incoming mail server:	Enabled	



More Settings: Advanced tab

12	Incoming server (IMAP):	143 (if you can ONLY use or prefer to use POP3, then this number must be 110) OR 993 (993 Preferred for Secure Communication)
13	Use the following type of encrypted connection:	None OR SSL OR TLS OR Auto (SSL OR TLS Preferred for Secure Communication)
14	Outgoing server (SMTP):	25 OR 587 (587 Preferred for Secure Communication)
15	Use the following type of encrypted connection:	None OR SSL OR TLS OR Auto (SSL OR TLS Preferred for Secure Communication)

