

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

Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: Ms. xxxxxx

Email Address: xxx@mail.ananzi.co.za

Server Information

Account Type: IMAP

Incoming mail server: mail.ananzi.co.za

Outgoing mail server (SMTP): mail.ananzi.co.za

Logon Information

User Name: xxxxxx@ananzi.co.za

Password: *****

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel

More Settings: Outgoing Server tab

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

Internet E-mail Settings

General | **Outgoing Server** | Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

☒ Remember password

☐ Require Secure Password Authentication (SPA)

OK Cancel

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)

Internet E-mail Settings

General | **Outgoing Server** | Advanced

Server Port Numbers

Incoming server (IMAP): **143** Use Defaults

Use the following type of encrypted connection: **None**

Outgoing server (SMTP): **587**

Use the following type of encrypted connection: **None**

Server Timeouts

Short Long 4 minutes

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

OK Cancel