CONFIGURATION OF E-MAIL SOFTWARE
WORKING WITH
ALL2ALL MAIL SERVERS

Version 2.0 EN Jens-Ingo Brodesser
A manual by

Moving Art Studio asbl
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You can use your all2all e-mail accounts either via an e-mail program which you install on your local computer, like Mozilla Thunderbird, Apple Mail, Outlook, etc, or you can use a browser to access and manage your e-mail messages via our webmail application. The webmail access can be done from any computer with Internet access like for instance in a cybercafé.

We recommend to use the free software Mozilla Thunderbird which can be downloaded free of charge here: http://www.mozillamessaging.com/en-US/ . It integrates most of the IMAP functions, like live quota display, to see how much space you have left on the IMAP server. It can also be extended via plugins for adding an agenda, PGP support, different languages, spell checking, etc.

1. Access via an e-mail program

Configuration of the incoming mailserver (POP or IMAP)

Open your e-mail program and click on Edit => Account Settings => Add Account *(check the details with the manual which came with your e-mail program)*. Please find here the example settings that must be used to add an all2all e-mail account *(your particular settings might differ depending on which mail server your account has been set up and the username and password you have choosen, etc)*:

Name incoming mail server: maximusconfessor.all2all.org *(or vonmuenchhausen.all2all.org)*
Protocol: IMAP or POP3 *(you can choose depending on your preference, see differences below)*
Username: your username *(e.g. example0001)*
Password: your password
Advanced options: use/activate secure connection, activate SSL *(not TLS!)*
Port: when using POP3S: Port 995
           when using IMAPS: Port 993

Please refer to the access information you received via your administrator/webmaster to apply this configuration. The access information should contain your personal username and password and the name of the incoming mail server. Double check that the password is secure and does not exist in a dictionary. A good password should have a minimum length of 8 characters using random numbers and letters. Ideally you use a password that is alphanumeric, e.g. a combination of letters – numbers – symbols – upper and lower case. A password that is too weak can be hacked.

Our experience has shown that especially passwords which are identical to the username are often used for mailbox abuses. So do not hesitate to ask your mailbox manager for a new and better password if you think yours is too weak.

What's the difference between a POP3 and an IMAP account?

POP3 is essentially a temporary store of your e-mail on the server. Each time you login you empty the store by retrieving all messages. With POP3 the mailboxes are managed and stored permanently on your local computer. Once you checked your mail on the server side the e-mail will be removed from the server.

IMAP is a more complex protocol where the mailboxes are managed on the server side. You can access them from anywhere anytime. You can also search your e-mail on the server, the protocol

includes a search fonction. Unless you don't delete e-mails from the server you can access them from different computers. You can have access to the same information at home, at work or in a cybercafé. It's also interesting when you are connecting with a handheld to your all2all e-mail account. Another feature of the IMAP protocol in this context is that you can only download the headers of the messages. On a slow modem or GSM connection this comes in handy.

However, keep in mind that you have to respect a disk quota when using IMAP. The standard **disk quota** for an IMAP account is **1GB**

It is advisable to empty your **trash or waste bin** on a regular basis in your e-mail software so it is deleted from the server. If you don't the trashed e-mails will still add up to your disk quota!

Configuration of the outgoing mailserver (SMTP)

It usually suffices to use the SMTP outgoing e-mailserver of your ISP (internet provider). E.g. **relay.skynet.be** or **uit.telenet.be**. You can find the outgoing mailserver of your provider by contacting their support. If you already have an e-mail account configured with your provider in the same e-mail software then, you should already have access to an outgoing server.
It then suffices to share that with your new all2all account. This happens automatically with most e-mail software.

If you have to configure an outgoing mailserver for all2all, e.g. because you use a laptop, then you can do as follows in the same configuration section of your e-mail software.

Because the outgoing (SMTP) mailserver of all2all is not located on the same network as your computer, it is necessary to use certain advanced parameters such as authentication and SSL. See here for ex. settings:

Outgoing mailserver: maximusconfessor.all2all.org *(the same as your incoming server)*
Authentication: activate authentication with a clear text password
Username: your username *(e.g. user0001)*
Password: your password

Certain e-mail programs allow you to reuse the same settings as for the incoming server which can simplify your set up concerning the ourgoing server.

Advanced settings: Use/activate secure connection, activate SSL *(not TLS!)*
Port: 465
Maximum size per message: 12MB

2. Access using the webmail

Using the webmail is very simple. You only need your username, password and access to a browser. E.g. you can check your mailbox from a cybercafé. Webmail address:

https://maximusconfessor.all2all.org/webmail *or*
https://vonmuenchhausen.all2all.org/webmail *or*

https://moses.all2all.org/webmail

(the address depends on the mailserver on which your e-mail accounts are hosted; see the access codes or ask your webmaster)

Username: your username *(e.g. user0001)*
Password: your password

Be careful not to use your webmail and your e-mail program at the same time. Webmail always uses the IMAP protocol. If your e-mail program accesses your mailbox parallely with POP3 protocol, you could get the impression that messages are disappearing.

Maximum size per message: 12MB

When you use the webmail for the first time it is sufficient to configure a few parameters, e.g. your e-mail address. This is the address that will be appearing in the "From:"-field of the messages you send via webmail. To configure this correctly go to the preferences menu. It is important to fill in your e-mail address exactly as you have received it from your administrator.

In the preferences menu you can also choose a personal interface language. The webmail will then appear in your language. The default language is English.

3. Configuration of vacation messages

For all these, or similar requests you need help from your e-mail administrator. This is the person who gave you the access codes (ex. your webmaster). This person can configure your mailboxes to reply with an automatic vacation message or set up a forward of all your e-mail to another destination e-mail address.

All these changes have to be done via the Webmin management interface on the mail server which hosts your e-mail domain. You cannot access this interface directly with your e-mail user access codes nor via the webmail. You need either the admin access codes you received from all2all or ask your webmaster.