



G O O Z M O

EMAIL ACCOUNT SETUP

Email Account Setup

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Microsoft Outlook 2007 - PC

IMAP

1. Click on 'Tools' - 'Accounts'
2. Click on 'New'
3. Enter 'Your Name' - this can be whatever you want it to be
4. Enter 'E-Mail Address' - this is your full email address
5. Enter 'Password'
6. Retype your 'Password'
7. Check 'Manually configure server settings or additional server types'
8. Click 'Next'
9. Select 'Internet E-Mail'
10. Set 'Account Type' to 'IMAP'
11. Enter 'Incoming Mail Server' - mail.goozmo.com
12. Enter 'Outgoing Mail Server' - mail.goozmo.com
13. Enter 'User Name' - this is your full email address (ie name@name.com)
14. Enter 'Password'
15. Make sure 'Require logon using Secure Password' is NOT checked
16. Click on 'More Settings'
17. Click on the 'Outgoing Server' Tab
18. Check 'My outgoing server (SMTP) requires authentication'
19. Check 'Use same settings as my incoming mail server'
20. Click 'Ok'
21. Click 'Next'
22. Click 'Finished'
23. You are DONE!

Thunderbird 2.0 - PC

IMAP

1. Click on 'Tools' - 'Account Settings'
2. Click on 'Add Account'
3. Select 'Email Account'
4. Enter 'Your Name' - This can be whatever you want it to be
5. Enter 'Email Address' - This is the email address you are setting up
6. Click 'Next'
7. Select IMAP
8. Enter 'Incoming Server' - mail.goozmo.com
9. Click 'Next'
10. Enter 'Incoming User Name' - this is your full email address (ie. name@name.com)
11. Click 'Next'
12. Enter 'Account Name' - this can be whatever you want it to be
13. Click 'Next'
14. Review settings and click 'Finish'
15. Click on 'Outgoing Server (SMTP)'
16. Select the account you just setup and click 'Edit'
17. Make sure 'Use name and password' is checked and your username is in the box
18. 'Use Secure Connection' should be set to 'No'
19. Click 'OK'
20. Click 'OK'
21. You are DONE!

Thunderbird 2.0 - Apple

IMAP

1. Click on 'Tools' - 'Account Settings'
2. Click on 'Add Account'
3. Select 'Email Account'
4. Enter 'Your Name' - This can be whatever you want it to be
5. Enter 'Email Address' - This is the email address you are setting up
6. Click 'Next'
7. Select IMAP
8. Enter 'Incoming Server' - mail.goozmo.com
9. Click 'Next'
10. Enter 'Incoming User Name' - this is your full email address (ie. name@name.com)
11. Click 'Next'
12. Enter 'Account Name' - this can be whatever you want it to be
13. Click 'Next'
14. Review settings and click 'Finish'
15. Click on 'Outgoing Server (SMTP)'
16. Select the account you just setup and click 'Edit'
17. Make sure 'Use name and password' is checked and your username is in the box
18. 'Use Secure Connection' should be set to 'No'
19. Click 'OK'
20. Click 'OK'
21. You are DONE!

Entourage 2008 - Apple

IMAP

1. Click on 'Tools' - 'Accounts'
2. Click on 'New'
3. Select 'IMAP' from the drop down
4. Click 'OK'
5. Enter 'Account Name' - this can be whatever you want it to be
6. Enter 'Name' - this can be whatever you want it to be
7. Enter 'Email Address' - this is your email address
8. Enter 'Account ID' - this is your full email address (ie name@name.com)
9. Enter 'IMAP Server' - mail.goozmo.com
10. Enter 'Password'
11. Click on 'Save my password in my Mac OS keychain'
12. Enter 'SMTP Server' - mail.goozmo.com
13. Click on 'Click here for advanced setting options'
14. Check 'SMTP Server Requires Authentication'
15. Check 'Use same settings as receiving mail server'
16. Click close button
17. Click 'OK'
18. You are DONE!

iPhone - Apple

IMAP

1. Click on 'Settings'
2. Click on 'Mail, Contacts, Calendars'
3. Click on 'Add Account'
4. Select Other, and click 'Add Mail Account'.
5. Enter your name, and your email address and your password, and click 'Save'
6. Make sure the account type slider is set to IMAP
7. Under Incoming Mail server, make sure that the Host Name is set to mail.goozmo.com
8. Make sure that your User Name is set to your full email address
9. Enter your Password
10. Under Outgoing Mail server, make sure that the Host Name is set to mail.goozmo.com
11. Make sure that your User Name is set to your full email address
12. Enter your Password
13. Click 'Save'
14. The iPhone will prompt you to continue without SSL. Say yes. It may do this twice.