



## SETTING UP YOUR NEW EMAIL ACCOUNTS

Dear Customer,

Your new email accounts have now been set up and are ready for you to configure. The accounts are based on the Google Mail platform so offer the same features, security and spam filters.

### WEBMAIL

Your first step will be to log into your webmail accounts and reset the password to one of your choice.

1. Log onto webmail using the url in the format below.

<http://mail.yourdomain.com>

Eg: if your domain was [www.liquidbubble.com](http://www.liquidbubble.com), your webmail url would be: mail.liquidbubble.com

2. Enter your username and temp password on the screen below:

Note your username will be [name@yourdomain.com](#) eg: [info@liquidbubble.com](#)

(On the webmail interface you only need to put in the name on the fist box)

A screenshot of the Gmail login interface for "Liquid Bubble Media". The page features the Gmail logo and the text "Welcome to Liquid Bubble Media". On the left, there is a sign-in form with fields for "Username:" (with a placeholder "@liquidbubble.com") and "Password:", a "Stay signed in" checkbox, and a "Sign in" button. A link for "Can't access your account?" is also present. On the right, there is a section titled "Less spam, plenty of space and access from anywhere." followed by a welcome message and a list of three bullet points: "Keep unwanted messages out of your inbox with Google's powerful spam blocking technology", "Keep any message you might need down the road, and then find it fast with Google search", and "Send mail, read new messages and search your archives instantly from your phone". Below this is a yellow-bordered box with a "New!" announcement about "One-stop information sharing with Google Sites" and a list of example sites: "Company intranet", "Team project", "Employee profile", and "Classroom".

3. Once you have successfully logged in you will be prompted to change your password. Please keep note of this password as you will need this

You can now log into your webmail at any time using the webmail link, your username and new password at any time from an internet enabled computer.



## **ENABLING POP AND IMAP**

1. Log into your webmail account as shown above
2. On the top right of your screen is a Settings Tab – Click this
3. Select Forwarding and POP/IMAP from the menu below based on the options above



4. Enable POP / IMAP. . If your mail client is supported by both POP and IMAP you can choose either

Note: You have a mailbox limit, so on option 2 please select the appropriate option remembering that if you store emails on webmail it is your responsibility to ensure that you keep within the limits and regularly delete/archive emails.

5. Click On the relevant configuration Instructions
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