

# ***Mail Programs***

## ***Manual***

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## Introduction

### E-Mail Account

To be able to use your desired e-mail address (es), you must set up this first server-side.

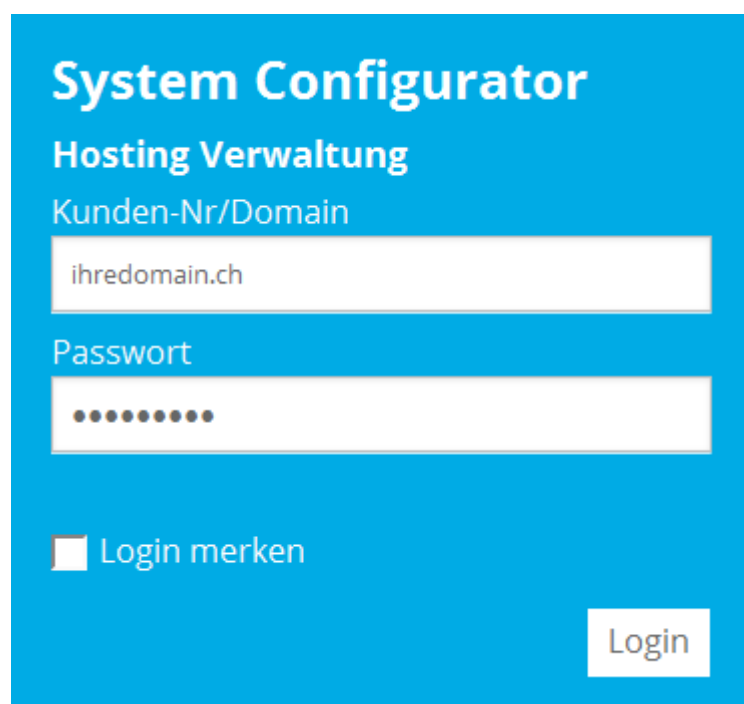
Detailed [online help](#) is available.

### Server Information SSL

Determine the server information for your Xchange account in order to send and receive e-mails with SSL encryption.

Proceed as follows:

Log in to the System Configurator on our [website](#) using your customer or domain data:



The image shows a login form for the 'System Configurator' with a blue background. The form contains the following elements:

- System Configurator** (Main title)
- Hosting Verwaltung** (Section title)
- Kunden-Nr/Domain** (Label for the first input field)
- (Text input field)
- Passwort** (Label for the second input field)
- (Password input field)
- Login merken** (Remember login checkbox)
- (Login button)

Select E-Mail / Xchange:

Hosting: ihredomain.ch



## System Configurator

DE EN FR

Administration **Webserver** DNS Datenbanken Applikationen [E-Mail / Xchange](#)

> Abmelden

Note the **Server Information SSL**.

### Serverinformationen SSL:

Posteingangsserver (POP3):	ms3pop.webland.ch
Posteingangsserver (IMAP):	ms3imap.webland.ch
Postausgangsserver (SMTP):	ms3smtp.webland.ch

#### Note:

This is an example. In your case, the server address may be ms1smtp.webland.ch or ms2smtp.webland.ch. This depends on which mail server (ms1-ms14) your mail hosting is set up.

The ports for the encrypted connection are as follows:

Incoming mail server (POP3): 995  
Incoming mail server (IMAP): 993  
Outgoing mail server (SMTP): 465

## Instructions

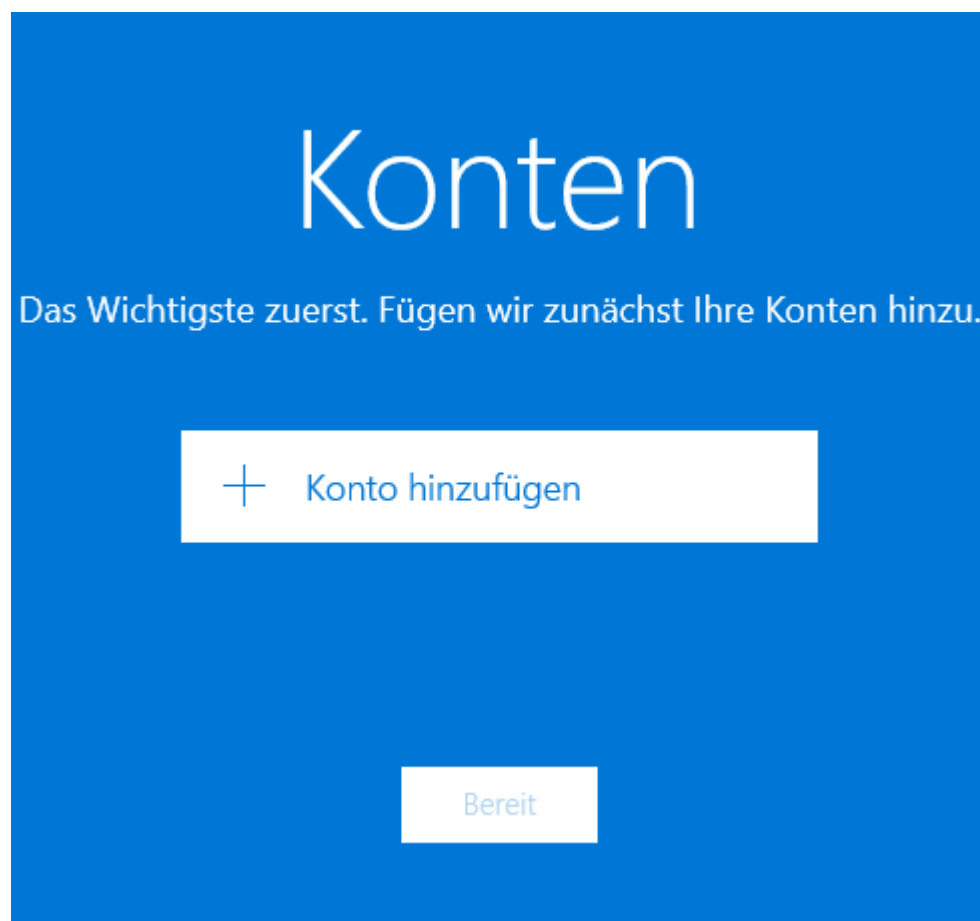
### Windows

#### Mail

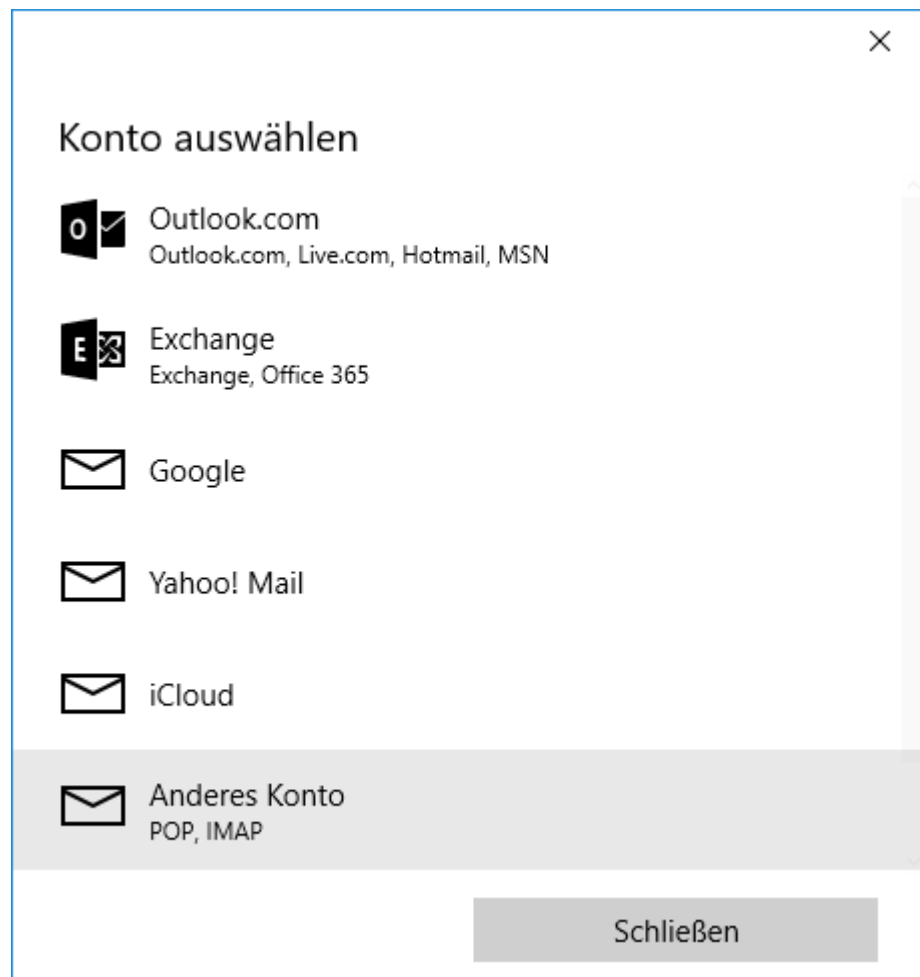
Proceed as follows:

Start the program Mail.

Select **Add account**.



Select **Other account**.



Enter your e-mail address under **E-mail address** in the form:  
YourAccount@YourDomain.ch

Under **Password**, enter the password that you assigned to the account.

Click on **Sign-in**.

✕

### Anderes Konto

E-Mail-Adresse

Kennwort

Diese Informationen werden gespeichert, damit Sie sich nicht jedes Mal anmelden müssen.

Click on **Try again** (you may need to press this button several times).

✕

## Anderes Konto

E-Mail-Adresse

Kennwort

Es wurden keine Informationen zu diesem Konto gefunden.  
Stellen Sie sicher, dass die E-Mail-Adresse korrekt ist, und  
wiederholen Sie den Vorgang.

Abbrechen

Versuchen Sie es noch einm



Click on **Advanced**.

✕

## Anderes Konto

E-Mail-Adresse

Kennwort

Es wurden keine Informationen zu diesem Konto gefunden.  
Stellen Sie sicher, dass die E-Mail-Adresse korrekt ist, und wiederholen Sie den Vorgang.

Wählen Sie „Erweitert“, um Kontoinformationen manuell hinzuzufügen.

Abbrechen Erweitert

Under **Account name** and **Your name** enter your name (selectable).

Under **Incoming mail server** enter **\*\*\*imap.YourDomain.ch** (replace \*\*\*imap.YourDomain.ch with your server address, e.g. ms3imap.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)).

Under **Account Type** select **IMAP4**.



The image shows a dialog box titled "Internet-E-Mail-Konto" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Kontoname:** A text input field containing "Felix Muster".
- Ihr Name:** A text input field containing "Felix Muster".
- Ihre Nachrichten werden unter diesem Namen gesendet.** A descriptive text line.
- Posteingangsserver:** A text input field containing "ms3imap.webland.ch".
- Kontotyp:** A dropdown menu with "IMAP4" selected and a downward arrow.
- Buttons:** Two buttons at the bottom: "Abbrechen" (greyed out) and "Anmelden" (greyed out).

Enter your e-mail address under **E-mail address** in the form:

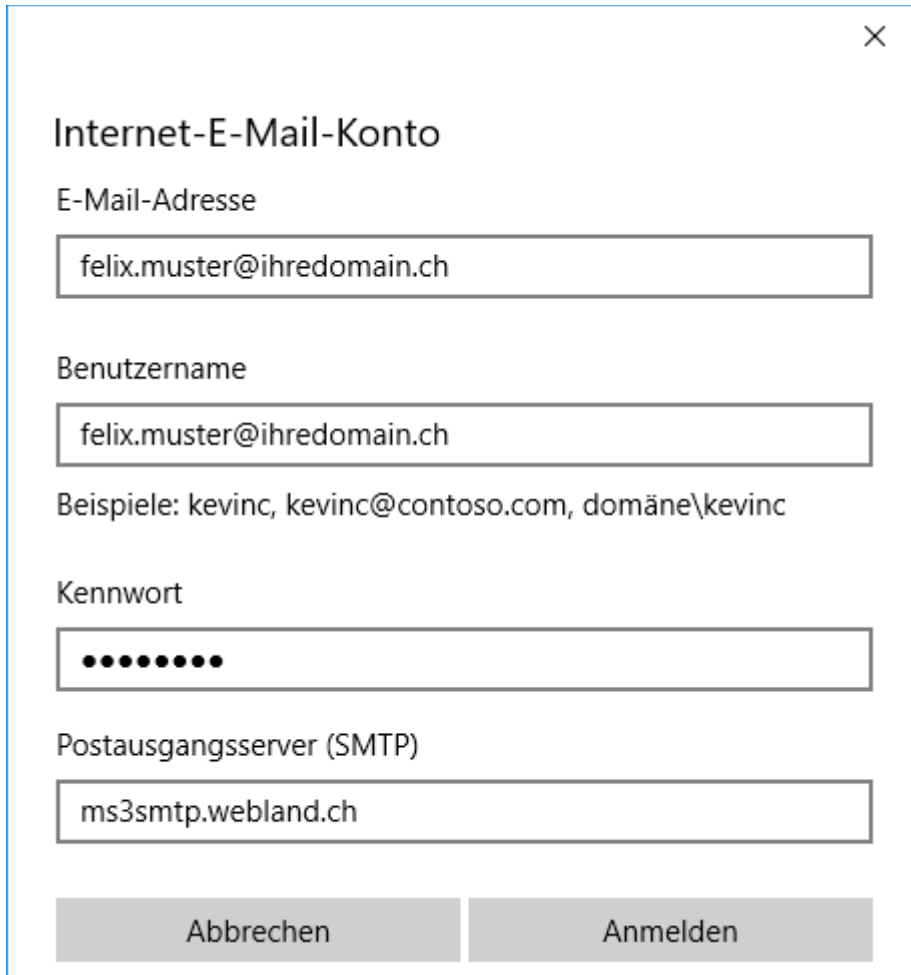
YourAccount@YourDomain.ch

Enter your e-mail address under **User name** again in the form:

YourAccount@YourDomain.ch

Under **Password**, enter the password that you assigned to the account.

Under **Outgoing mail server (SMTP)** enter **\*\*\*smtp.YourDomain.ch** (replace \*\*\*smtp.YourDomain.ch with your server address, e.g. ms3smtp.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)).



Internet-E-Mail-Konto

E-Mail-Adresse  
felix.muster@ihredomain.ch

Benutzername  
felix.muster@ihredomain.ch  
Beispiele: kevinc, kevinc@contoso.com, domäne\kevinc

Kennwort  
●●●●●●●●

Postausgangsserver (SMTP)  
ms3smtp.webland.ch

Abbrechen Anmelden

Leave the following functions active:

- ✓ **Outgoing server requires authentication**
- ✓ **Use the same user name and password for sending email**
- ✓ **Require SSL for incoming email**
- ✓ **Require SSL for outgoing email**

Click on **Sign-in**.

✕

## Internet-E-Mail-Konto

Kennwort

Postausgangsserver (SMTP)

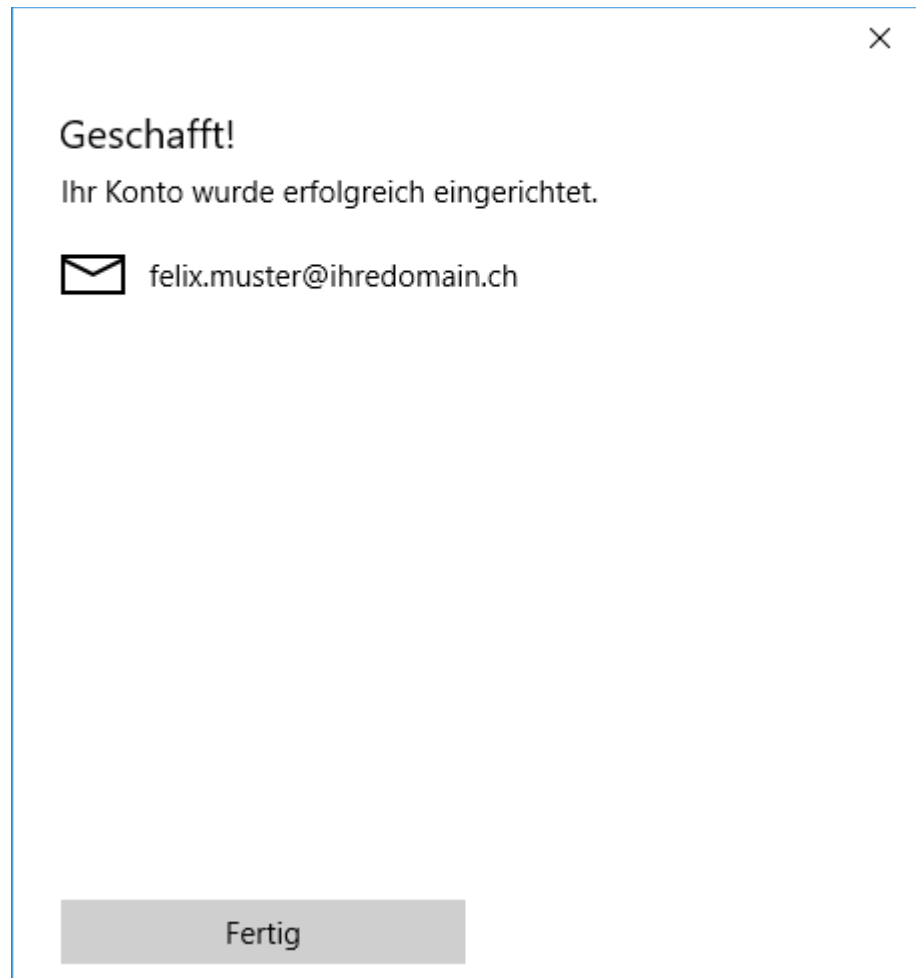
- Ausgangsserver erfordert Authentifizierung
- Denselben Benutzernamen und dasselbe Kennwort zum Senden von E-Mails verwenden
- SSL für eingehende E-Mails erforderlich
- SSL für ausgehende E-Mails erforderlich

Abbrechen

Anmelden

Your account is set-up.

Click on **Finish**.



## Outlook

Proceed as follows:

Start the program Outlook.

In the menu select **File** -> **Informations** -> **Add account**.

Informationen

Öffnen und exportieren

Speichern unter

Anlagen speichern

Drucken

# Kontoinformationen

felix.muster@ihredomain.ch  
IMAP/SMTP

+ Konto hinzufügen

Ein E-Mail-Konto oder eine andere Verbindung hinzufügen.

Kontoeinstellungen

## Einstellungen für Konto und soziale Netzwerke

Ändern der Einstellungen für dieses Konto oder Einrichten weiterer Verbindungen.

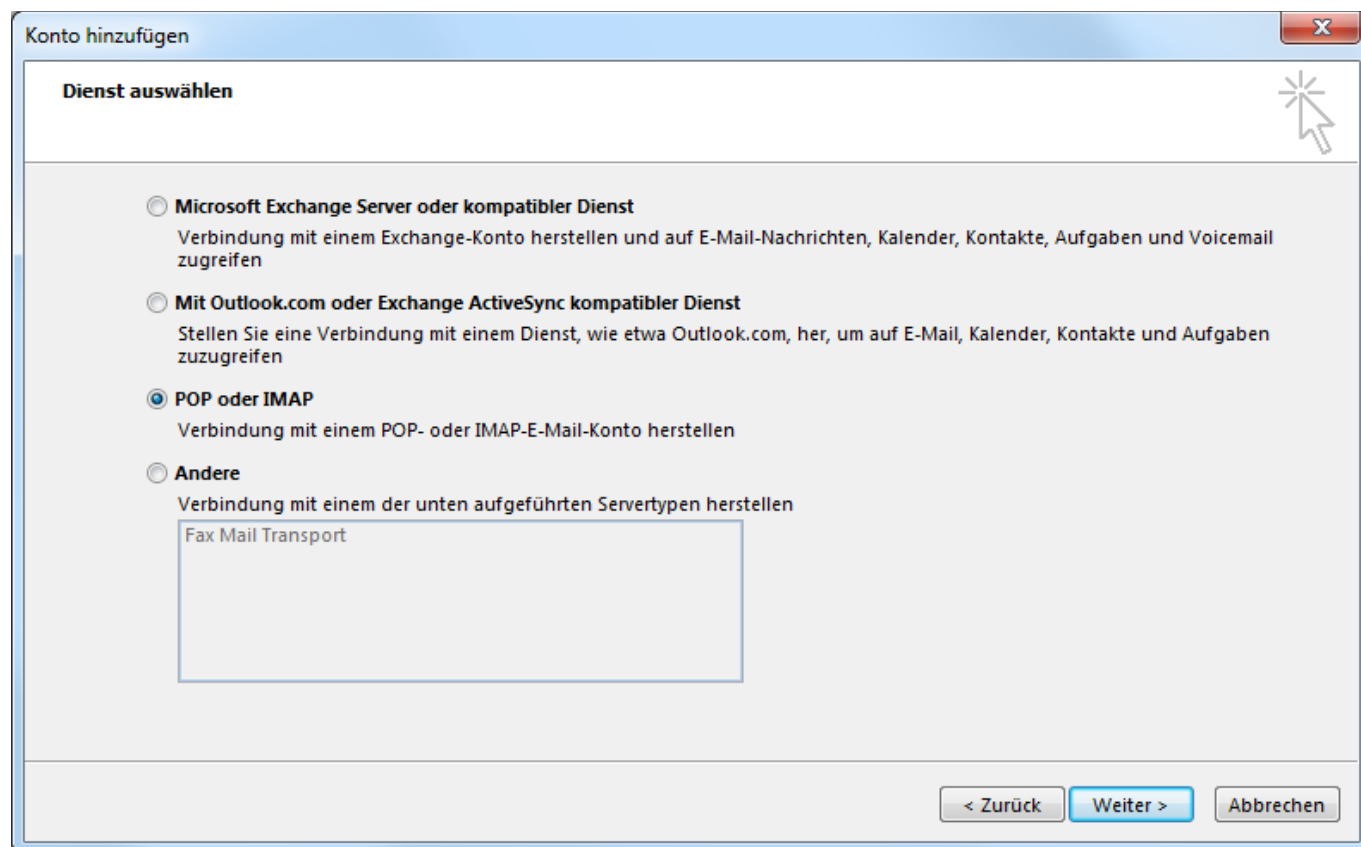
- Mit sozialen Netzwerken verbinden.

Leave all fields empty !

You must activate the control box **Manually configure server settings or additional server types** and select **Next**.

Select **POP or IMAP**.

Click on **Next**.





## User Information:

Under **Your name** enter your name (selectable).

Enter your e-mail address under **E-mail address** in the form: YourAccount@YourDomain.ch

Attention: The information under **E-Mail Address** must agree with the information given under **Logon Information**-> **User Name!**

## Server Information:

Under **Account Type** select **IMAP**.

Under **Incoming mail server** enter **\*\*\*imap.YourDomain.ch** (replace \*\*\*imap.YourDomain.ch with your server address, e.g. ms3imap.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)).

Under **Outgoing mail server (SMTP)** enter **\*\*\*smtp.YourDomain.ch** (replace \*\*\*smtp.YourDomain.ch with your server address, e.g. ms3smtp.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)).

## Login Information:

Enter your e-mail address under **User name** again in the form: YourAccount@YourDomain.ch

Attention: The information under **User Name** must agree with the information under **User Information** -> **E-mail Address!**

Under **Password**, enter the password that you assigned to the account.

If you want to save the password, activate the control box **Save password**.

Click on **More Settings**.

**Konto hinzufügen**

**POP- und IMAP-Kontoeinstellungen**  
Geben Sie die E-Mail-Servereinstellungen für Ihr Konto ein.

**Benutzerinformationen**  
Ihr Name: Felix Muster  
E-Mail-Adresse: felix.muster@ihredomain.ch

**Serverinformationen**  
Kontotyp: IMAP  
Posteingangsserver: ms3imap.webland.ch  
Postausgangsserver (SMTP): ms3smtp.webland.ch

**Anmeldeinformationen**  
Benutzername: felix.muster@ihredomain.ch  
Kennwort: \*\*\*\*\*  
 Kennwort speichern  
 Anmeldung mithilfe der gesicherten Kennwortauthentifizierung (SPA) erforderlich

**Kontoeinstellungen testen**  
Wir empfehlen Ihnen, das Konto zu testen, damit sichergestellt ist, dass alle Einträge richtig sind.  
Kontoeinstellungen testen ...  
 Kontoeinstellungen durch Klicken auf "Weiter" automatisch testen

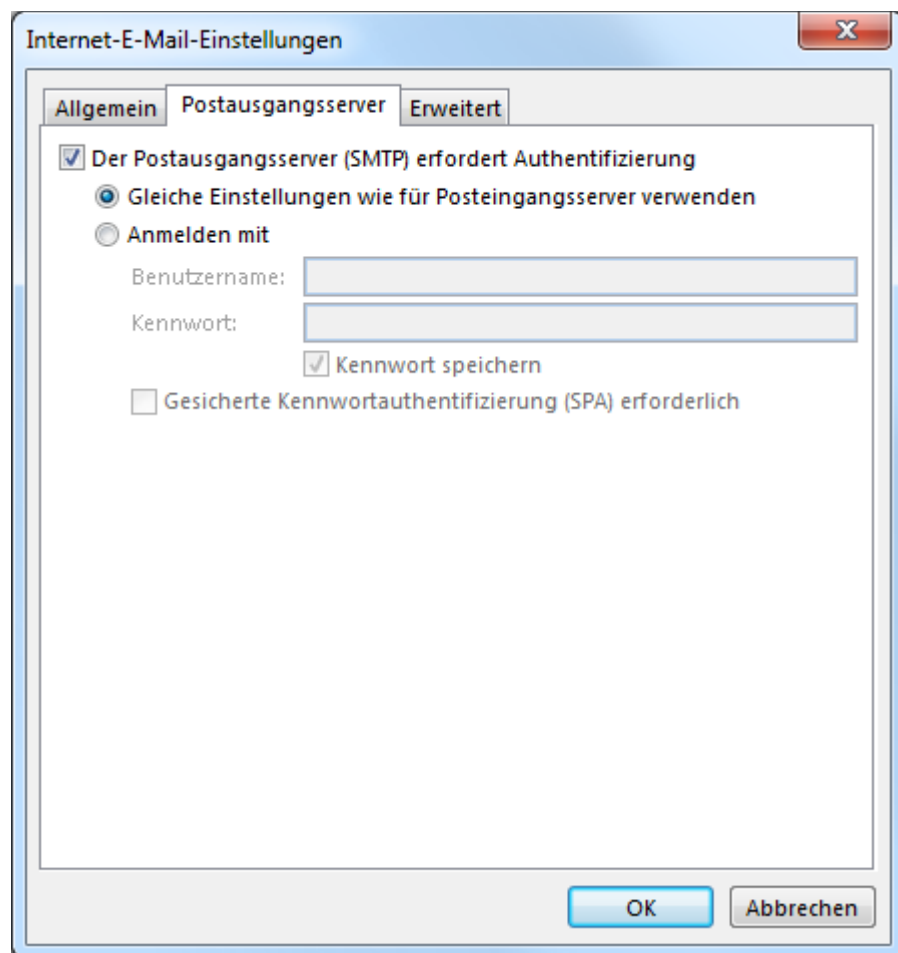
E-Mail im Offlinemodus: Alle

Weitere Einstellungen

< Zurück Weiter > Abbrechen

You must check **The outgoing mail server requires authentication** in the tab **Outgoing Mail Server**.

Then click on the **Advanced** register.



The screenshot shows a Windows-style dialog box titled "Internet-E-Mail-Einstellungen". It has three tabs: "Allgemein", "Postausgangsserver", and "Erweitert". The "Postausgangsserver" tab is selected. The main content area contains the following options:

- Der Postausgangsserver (SMTP) erfordert Authentifizierung
  - Gleiche Einstellungen wie für Posteingangsserver verwenden
  - Anmelden mit
    - Benutzername:
    - Kennwort:
    - Kennwort speichern
  - Gesicherte Kennwortauthentifizierung (SPA) erforderlich

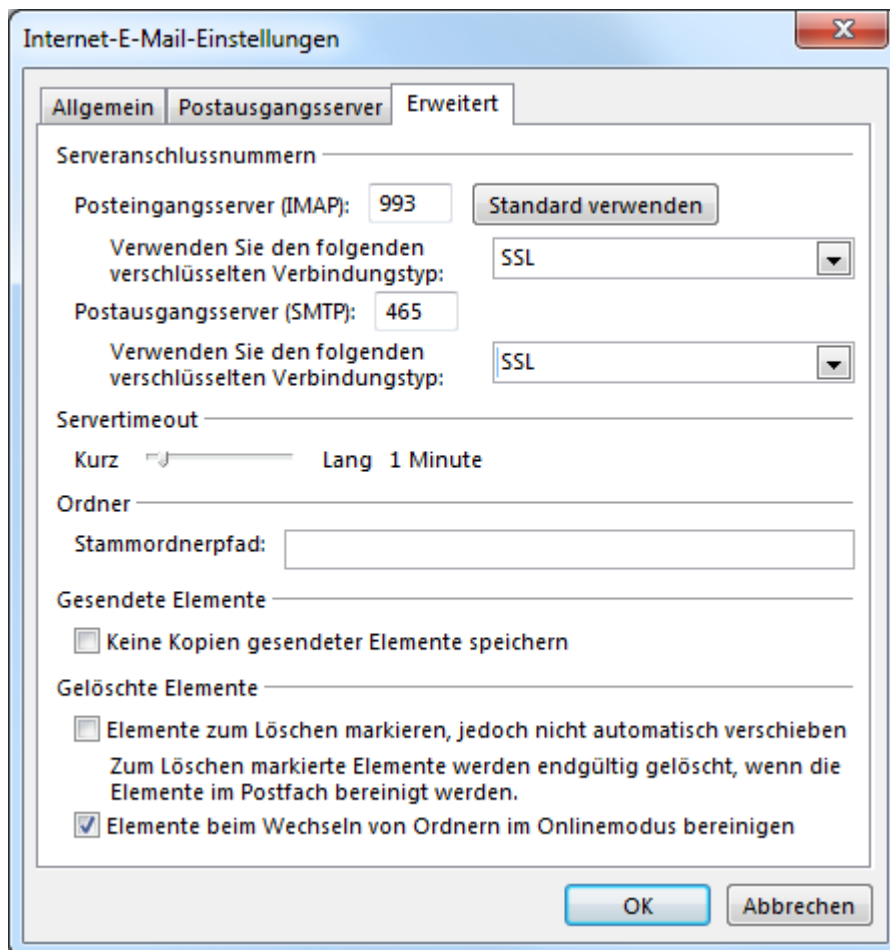
At the bottom right of the dialog box, there are two buttons: "OK" and "Abbrechen".

In the **Advanced** tab select the type of encrypted connection **SSL** for the **incoming server (IMAP)** and the **outgoing server (SMTP)**.

Enter port **993** under the **incoming server (IMAP)**.

Enter port **465** under the **outgoing server (SMTP)**.

Then click on **OK**.



The screenshot shows the 'Internet-E-Mail-Einstellungen' dialog box with the 'Erweitert' tab selected. The 'Serveranschlussnummern' section contains the following settings:

- Posteingangsserver (IMAP): 993 (with a 'Standard verwenden' button)
- Verwenden Sie den folgenden verschlüsselten Verbindungstyp: SSL (dropdown menu)
- Postausgangsserver (SMTP): 465
- Verwenden Sie den folgenden verschlüsselten Verbindungstyp: SSL (dropdown menu)

The 'Servertimeout' section shows a slider between 'Kurz' and 'Lang 1 Minute'.

The 'Ordner' section has an empty text box for 'Stammordnerpfad'.

The 'Gesendete Elemente' section has an unchecked checkbox for 'Keine Kopien gesendeter Elemente speichern'.

The 'Gelöschte Elemente' section has two checkboxes: 'Elemente zum Löschen markieren, jedoch nicht automatisch verschieben' (unchecked) and 'Elemente beim Wechseln von Ordnern im Onlinemodus bereinigen' (checked). A note below the first checkbox states: 'Zum Löschen markierte Elemente werden endgültig gelöscht, wenn die Elemente im Postfach bereinigt werden.'

At the bottom, there are 'OK' and 'Abbrechen' buttons.

Click on **Next**.

**Konto hinzufügen**

**POP- und IMAP-Kontoeinstellungen**  
Geben Sie die E-Mail-Servereinstellungen für Ihr Konto ein.

**Benutzerinformationen**

Ihr Name: Felix Muster

E-Mail-Adresse: felix.muster@ihredomain.ch

**Serverinformationen**

Kontotyp: IMAP

Posteingangsserver: ms3imap.webland.ch

Postausgangsserver (SMTP): ms3smtp.webland.ch

**Anmeldeinformationen**

Benutzername: felix.muster@ihredomain.ch

Kennwort: \*\*\*\*\*

Kennwort speichern

Anmeldung mithilfe der gesicherten Kennwortauthentifizierung (SPA) erforderlich

**Kontoeinstellungen testen**

Wir empfehlen Ihnen, das Konto zu testen, damit sichergestellt ist, dass alle Einträge richtig sind.

Kontoeinstellungen testen ...

Kontoeinstellungen durch Klicken auf "Weiter" automatisch testen

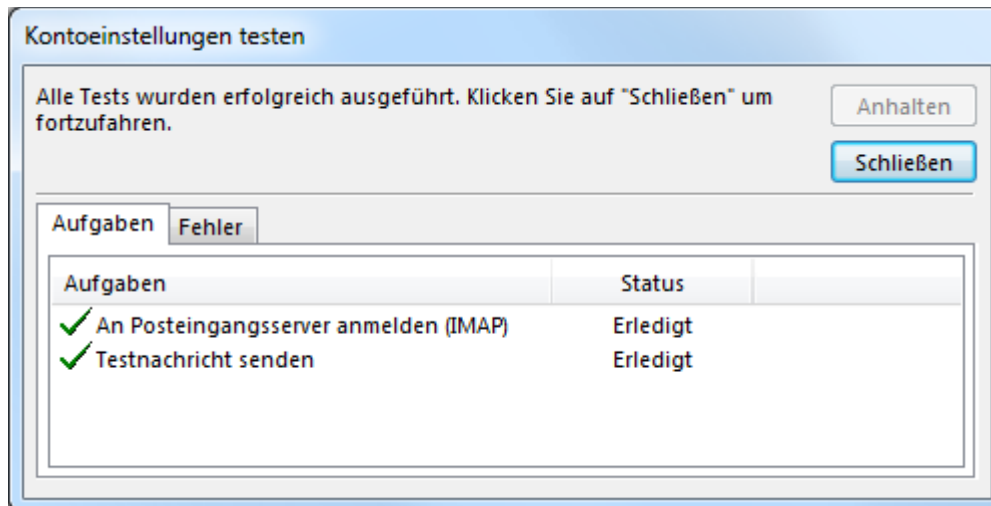
E-Mail im Offlinemodus: Alle

Weitere Einstellungen

< Zurück Weiter > Abbrechen

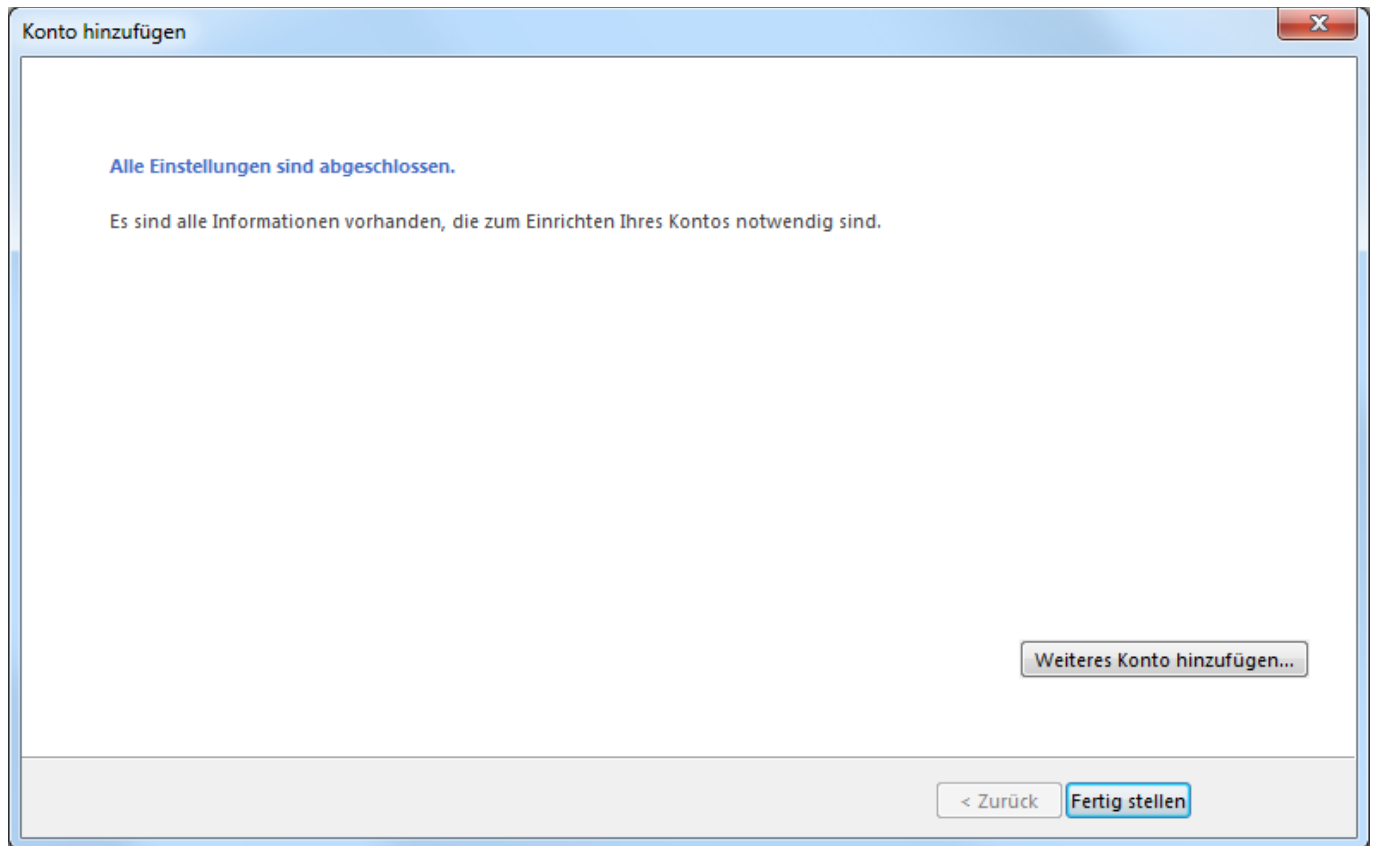
The account settings will be tested.

After all tests completed successfully click on **Close**.



You have finished setting up your new e-mail account.

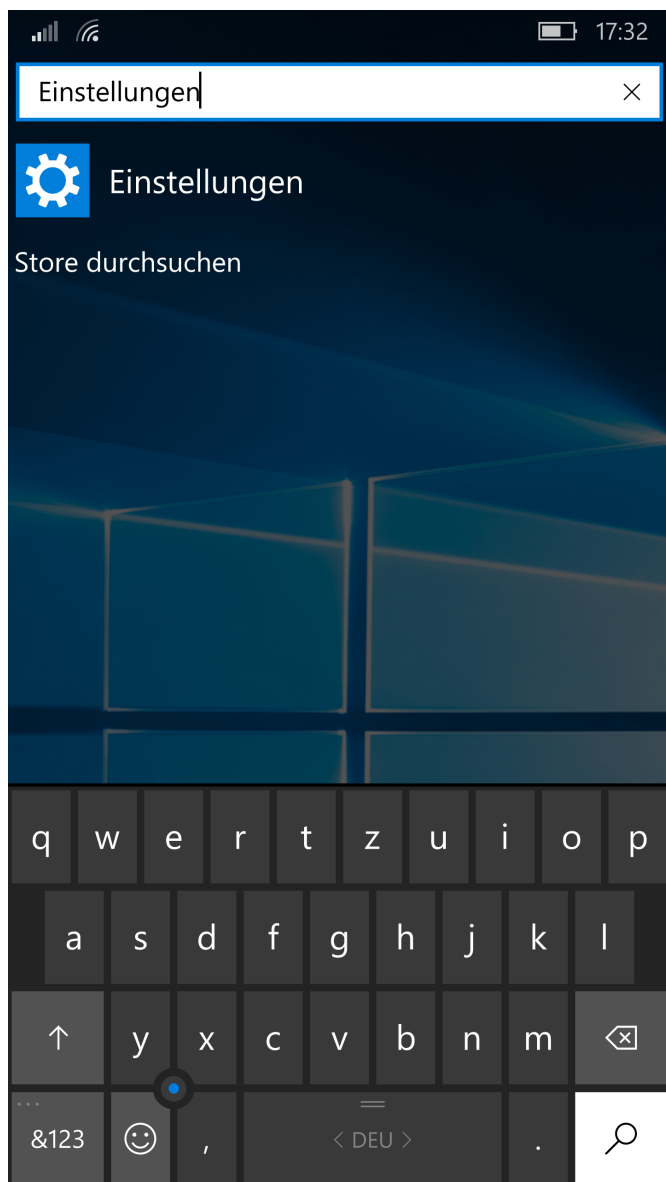
Click on **Finish**.



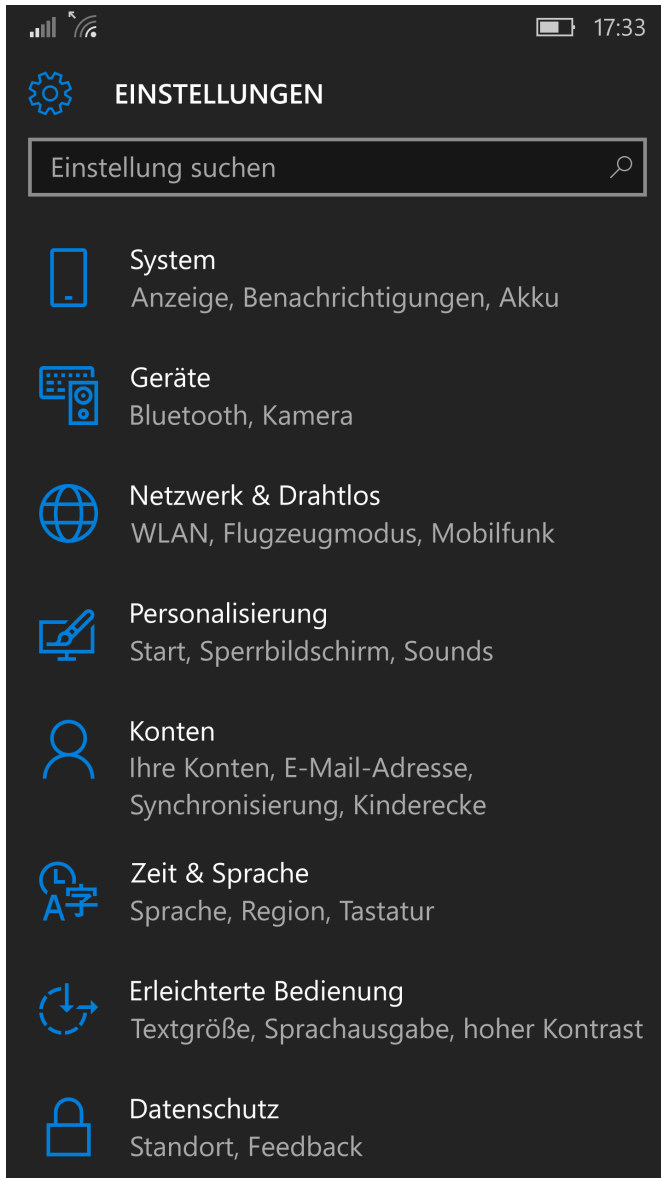
## Mobile

Proceed as follows:

From the home screen, navigate to the right to the list Applications.  
Search and tap on **Settings**.

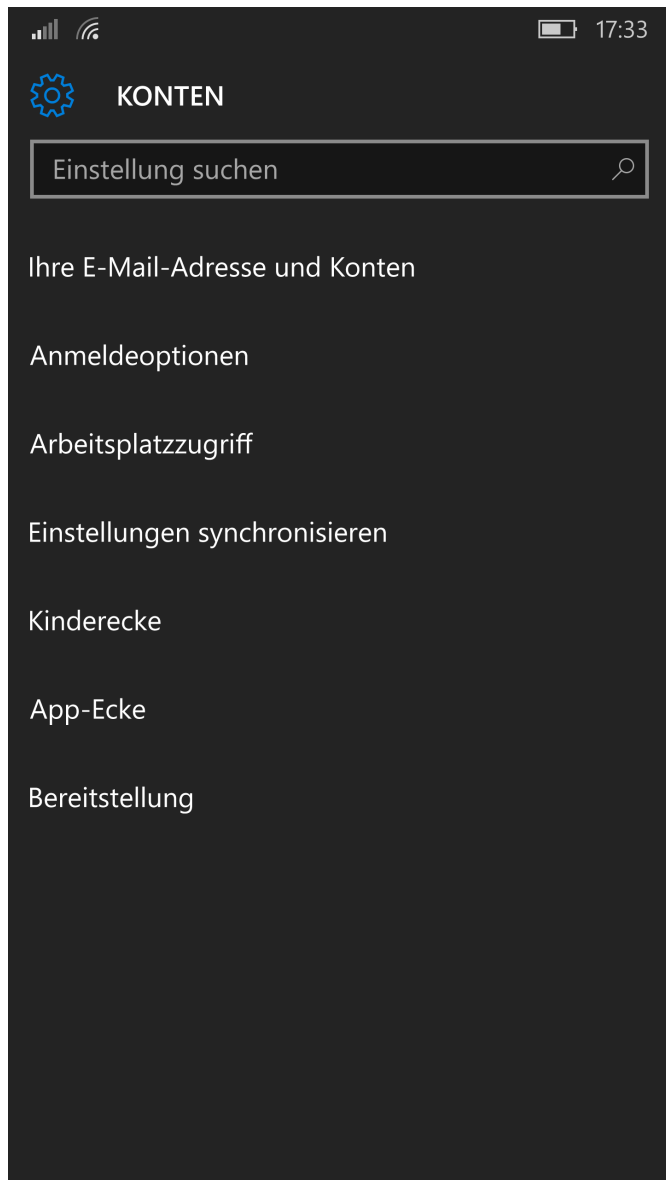


Tap on **Accounts**.

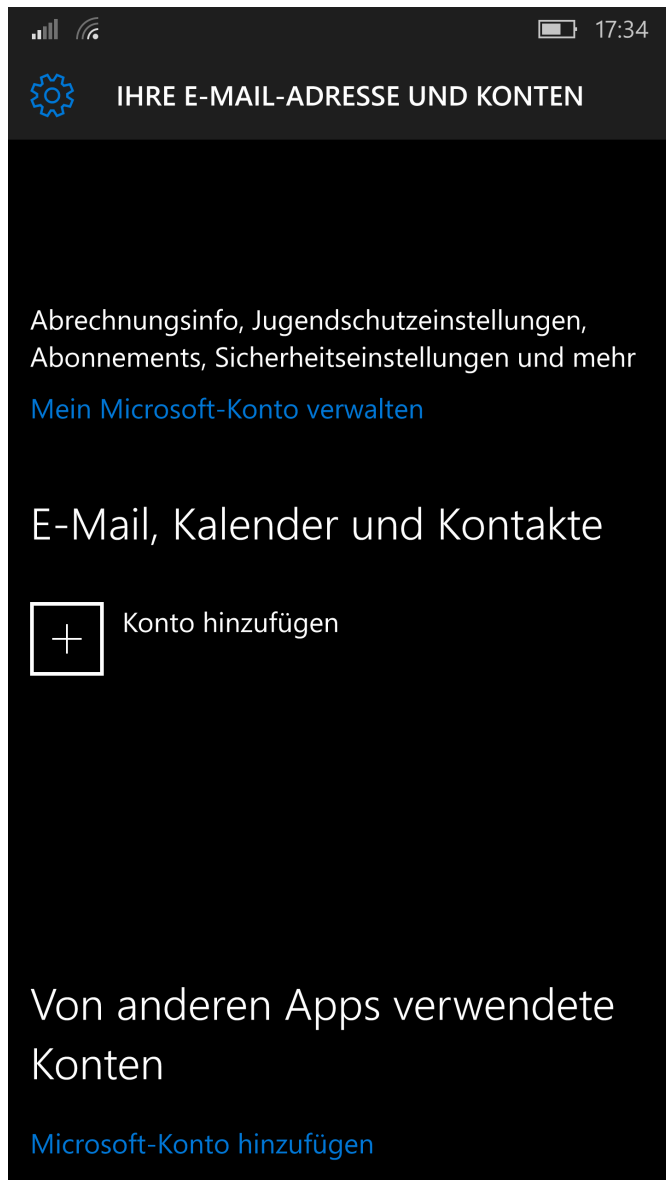




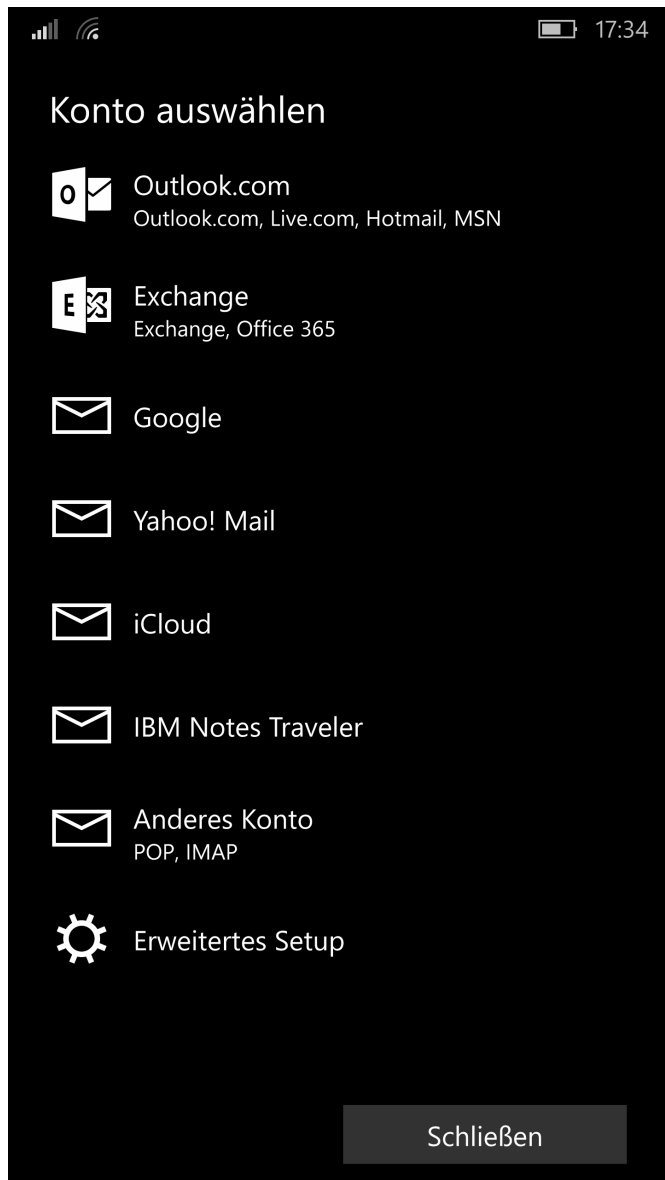
Tap on **Your E-Mail-Addresses and Accounts**.



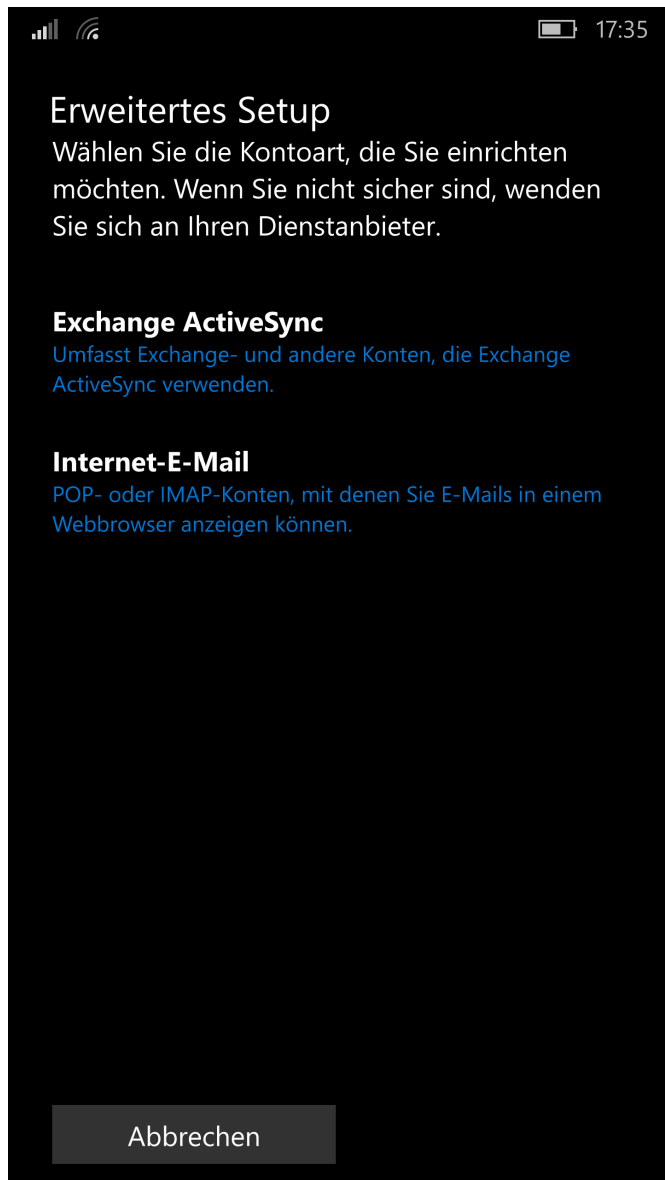
Tap on **Add Account**.



Tap on **Advanced Setup**.



Tap on **Internet-E-Mail**.



Under **Account name** and **Your name** enter your name (selectable).

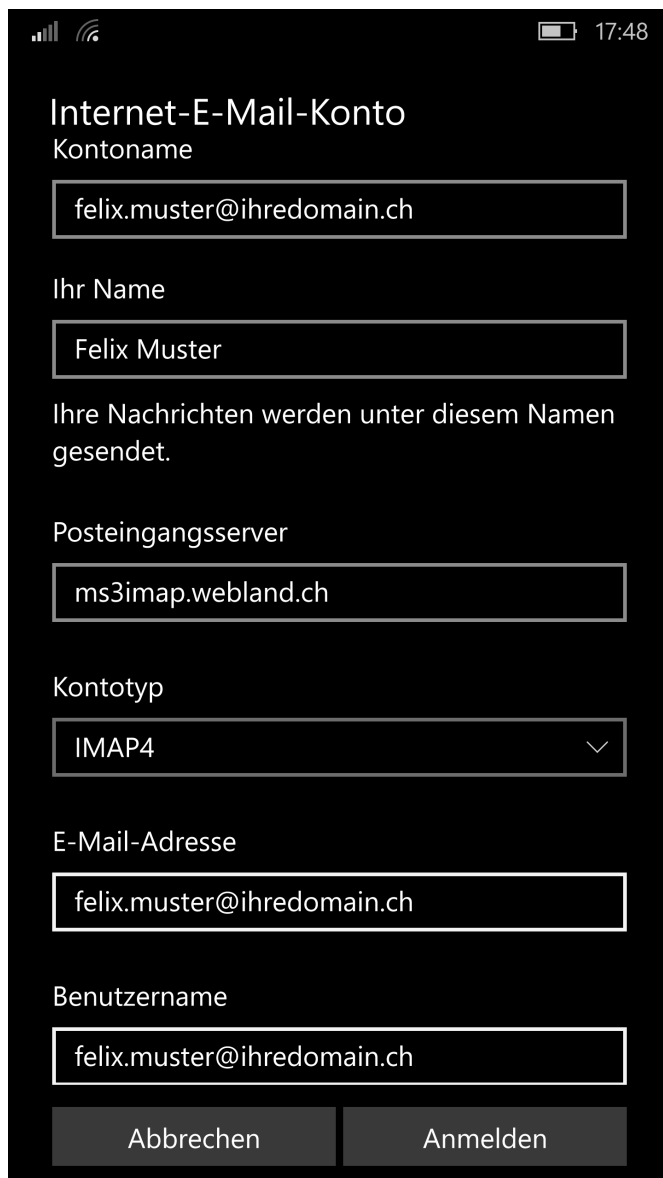
Under **Incoming mail server** enter **\*\*\*imap.YourDomain.ch** (replace \*\*\*imap.YourDomain.ch with your server address, e.g. ms3imap.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)).

Under **Account Type** select **IMAP**.

Enter your e-mail address under **E-mail address** in the form: YourAccount@YourDomain.ch

Enter your e-mail address under **User name** again in the form: YourAccount@YourDomain.ch

Scroll down for more settings.



The screenshot shows a dark-themed Android interface for setting up an email account. At the top, there are status icons for signal strength, Wi-Fi, and battery, along with the time 17:48. The title is 'Internet-E-Mail-Konto'. Below it are several input fields and a dropdown menu:

- Kontoname:** Input field containing 'felix.muster@ihredomain.ch'.
- Ihr Name:** Input field containing 'Felix Muster'.
- Ihre Nachrichten werden unter diesem Namen gesendet.** (Your messages will be sent under this name.)
- Posteingangsserver:** Input field containing 'ms3imap.webland.ch'.
- Kontotyp:** A dropdown menu currently showing 'IMAP4' with a downward arrow.
- E-Mail-Adresse:** Input field containing 'felix.muster@ihredomain.ch'.
- Benutzername:** Input field containing 'felix.muster@ihredomain.ch'.

At the bottom, there are two buttons: 'Abbrechen' (Cancel) and 'Anmelden' (Login).

You have already filled out the **Username** field.

Under **Password**, enter the password that you assigned to the account.

Under **Outgoing mail server (SMTP)** enter **\*\*\*smtp.YourDomain.ch** (replace \*\*\*smtp.YourDomain.ch with your server address, e.g. ms3smtp.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)).

Leave the following functions active:

- ✓ **Outgoing server requires authentication**
- ✓ **Use the same user name and password for sending email**
- ✓ **Require SSL for incoming email**
- ✓ **Require SSL for outgoing email**

Tap on **Sign-in**.

Internet-E-Mail-Konto

Benutzername

felix.muster@ihredomain.ch

Beispiele: kevinc, kevinc@contoso.com, domäne\kevinc

Kennwort

••••••••

Postausgangsserver (SMTP)

ms3smtp.webland.ch

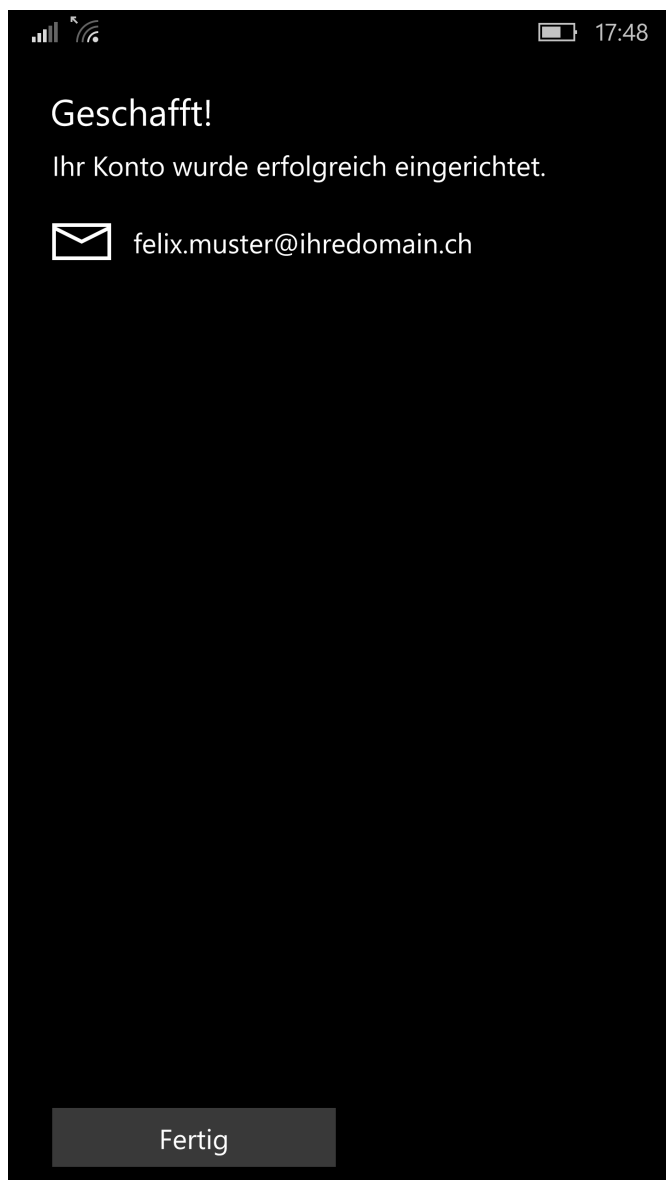
- Ausgangsserver erfordert Authentifizierung
- Denselben Benutzernamen und dasselbe Kennwort zum Senden von E-Mails verwenden
- SSL für eingehende E-Mails erforderlich
- SSL für ausgehende E-Mails erforderlich

Abbrechen Anmelden

The configuration is now complete.

The first synchronization will start automatically. The synchronized data can be found in the corresponding application mail.

Tap on **Finish**.



## Mozilla Thunderbird

Proceed as follows:

Start the program Mozilla Thunderbird.

In the menu select **File/New** -> **Existing E-mail account**.

Under **Your name** enter your name (selectable).

Enter your e-mail address under **E-mail address** in the form: YourAccount@YourDomain.ch

Under **Password**, enter the password that you assigned to the account.

If you want to save the password, activate the control box **Save password**.

Click on **Next**.

Konto einrichten

Ihr Name: Felix Muster Ihr Name, wie er anderen Personen gezeigt wird

E-Mail-Adresse: lix.muster@ihredomain.ch

Passwort: ●●●●●●●●

Passwort speichern

Neue E-Mail-Adresse erhalten...

Weiter Abbrechen



Click on **Edit manually**.


Konto einrichten ✕

Ihr Name:  Ihr Name, wie er anderen Personen gezeigt wird

E-Mail-Adresse:

Passwort:

Passwort speichern

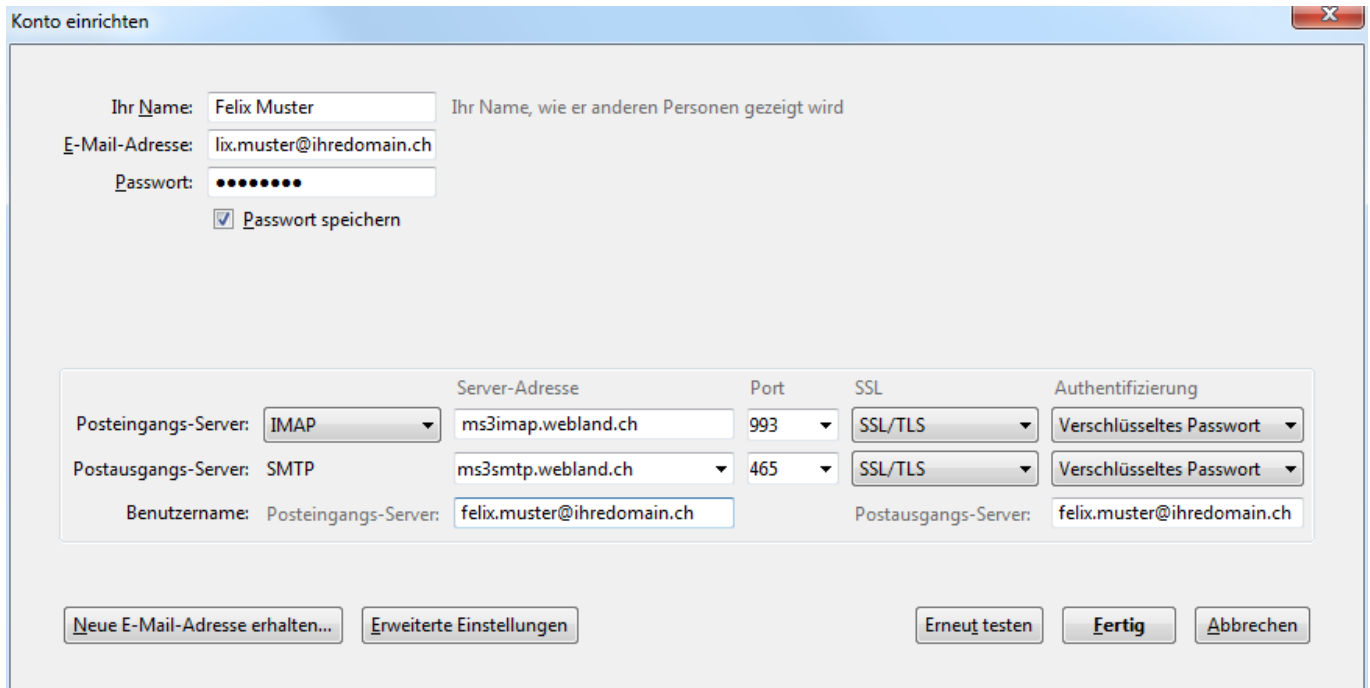
**Einstellungen suchen: Ausprobieren typischer Serverbezeichnungen** 

Under **Incoming mail server** enter **\*\*\*imap.YourDomain.ch** (replace \*\*\*imap.YourDomain.ch with your server address, e.g. ms3imap.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)), Port **993**, **SSL/TLS** under SSL and **Encrypted Password** under Authentication.

Under **Outgoing mail server (SMTP)** enter **\*\*\*smtp.YourDomain.ch** (replace \*\*\*smtp.YourDomain.ch with your server address, e.g. ms3smtp.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)), Port **465**, **SSL/TLS** under SSL and **Encrypted Password** under Authentication.

Enter your e-mail address under **User name** in the form: YourAccount@YourDomain.ch

Click on **Finish**.



	Server-Adresse	Port	SSL	Authentifizierung
Posteingangs-Server: IMAP	ms3imap.webland.ch	993	SSL/TLS	Verschlüsseltes Passwort
Postausgangs-Server: SMTP	ms3smtp.webland.ch	465	SSL/TLS	Verschlüsseltes Passwort

Benutzername: Posteingangs-Server: felix.muster@ihredomain.ch      Postausgangs-Server: felix.muster@ihredomain.ch

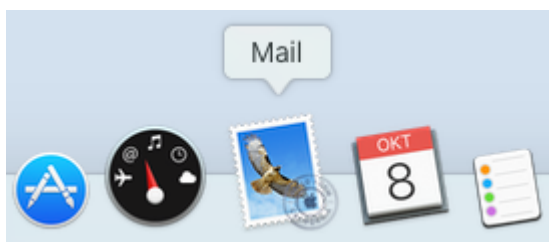
Your e-mail account is set-up.

## Apple / Mac

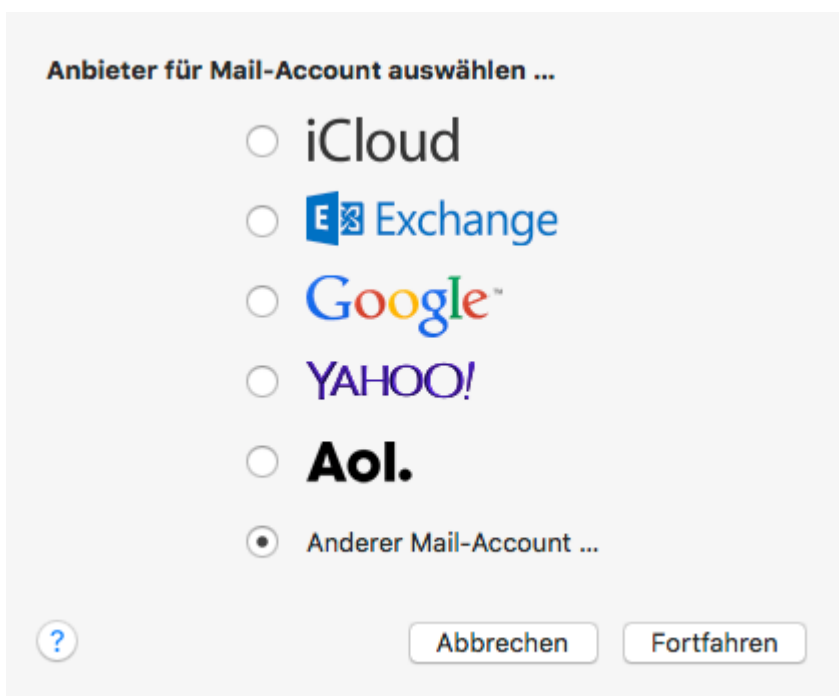
### Mail macOS

Proceed as follows:

Start the program Mail.



Select **Other mail-account ...** and click on **Continue**.




Under **Name** enter your name (selectable).

Enter your e-mail address under **E-mail address** in the form: YourAccount@YourDomain.ch

Under **Password**, enter the password that you assigned to the account.

Click on **Sign-in**.

 **Mail-Account hinzufügen**

Geben Sie zunächst folgende Informationen ein:

Name:

E-Mail-Adresse:

Passwort:

The input fields **E-mail address** and **Password** are already filled out.

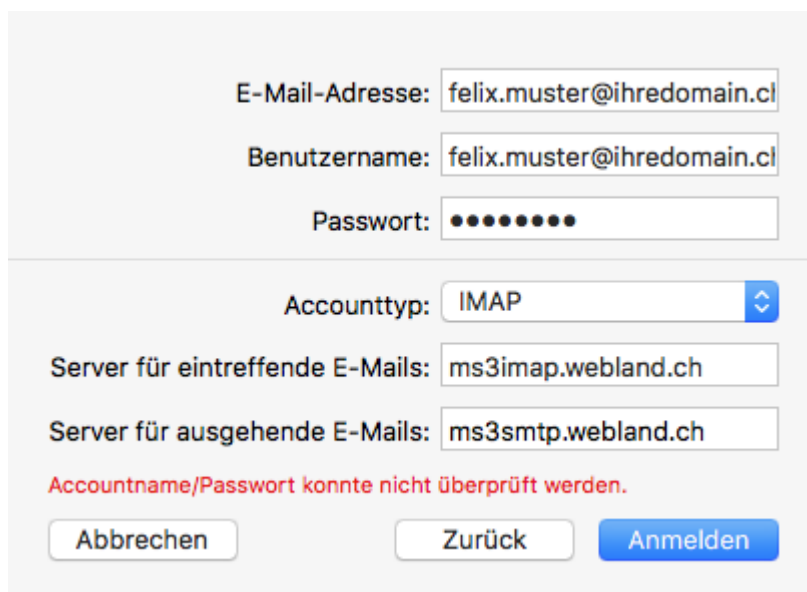
Enter your e-mail address under **User name** again in the form: YourAccount@YourDomain.ch

Under **Account Type** select **IMAP**.

Under **Incoming mail server** enter **\*\*\*imap.YourDomain.ch** (replace \*\*\*imap.YourDomain.ch with your server address, e.g. ms3imap.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)).

Under **Outgoing mail server (SMTP)** enter **\*\*\*smtp.YourDomain.ch** (replace \*\*\*smtp.YourDomain.ch with your server address, e.g. ms3smtp.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)).

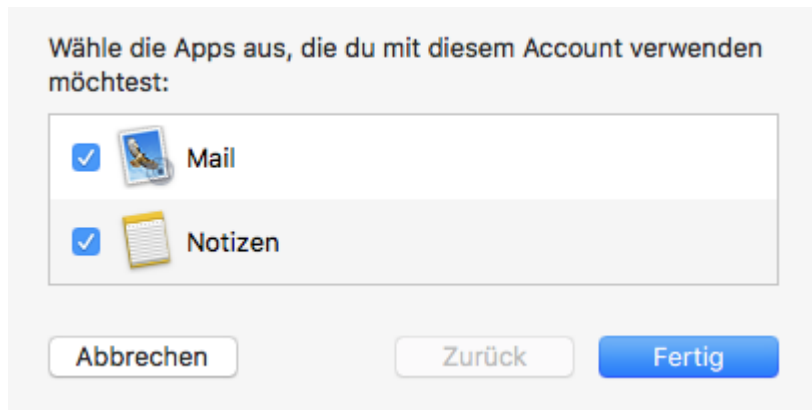
Click on **Sign-in**.



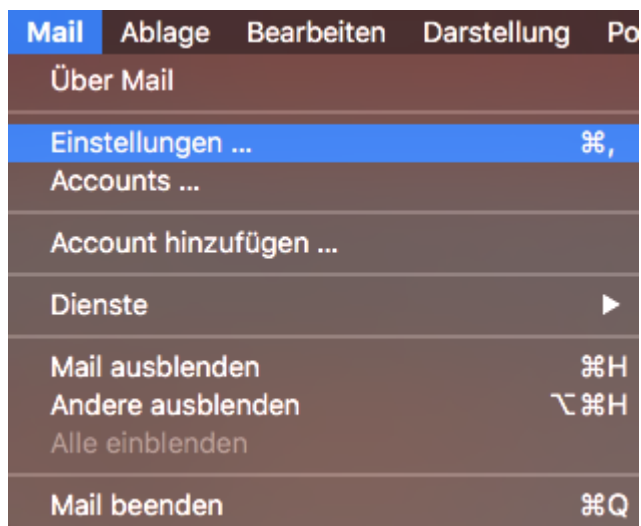
The screenshot shows a webmail login interface with the following fields and buttons:

- E-Mail-Adresse:** Input field containing "felix.muster@ihredomain.cl"
- Benutzername:** Input field containing "felix.muster@ihredomain.cl"
- Passwort:** Input field with 10 black dots representing a masked password
- Accounttyp:** Dropdown menu with "IMAP" selected
- Server für eintreffende E-Mails:** Input field containing "ms3imap.webland.ch"
- Server für ausgehende E-Mails:** Input field containing "ms3smtp.webland.ch"
- Message:** "Accountname/Passwort konnte nicht überprüft werden." (Account name/Password could not be verified)
- Buttons:** "Abbrechen" (Cancel), "Zurück" (Back), and "Anmelden" (Sign in)

Click on **Finish**.

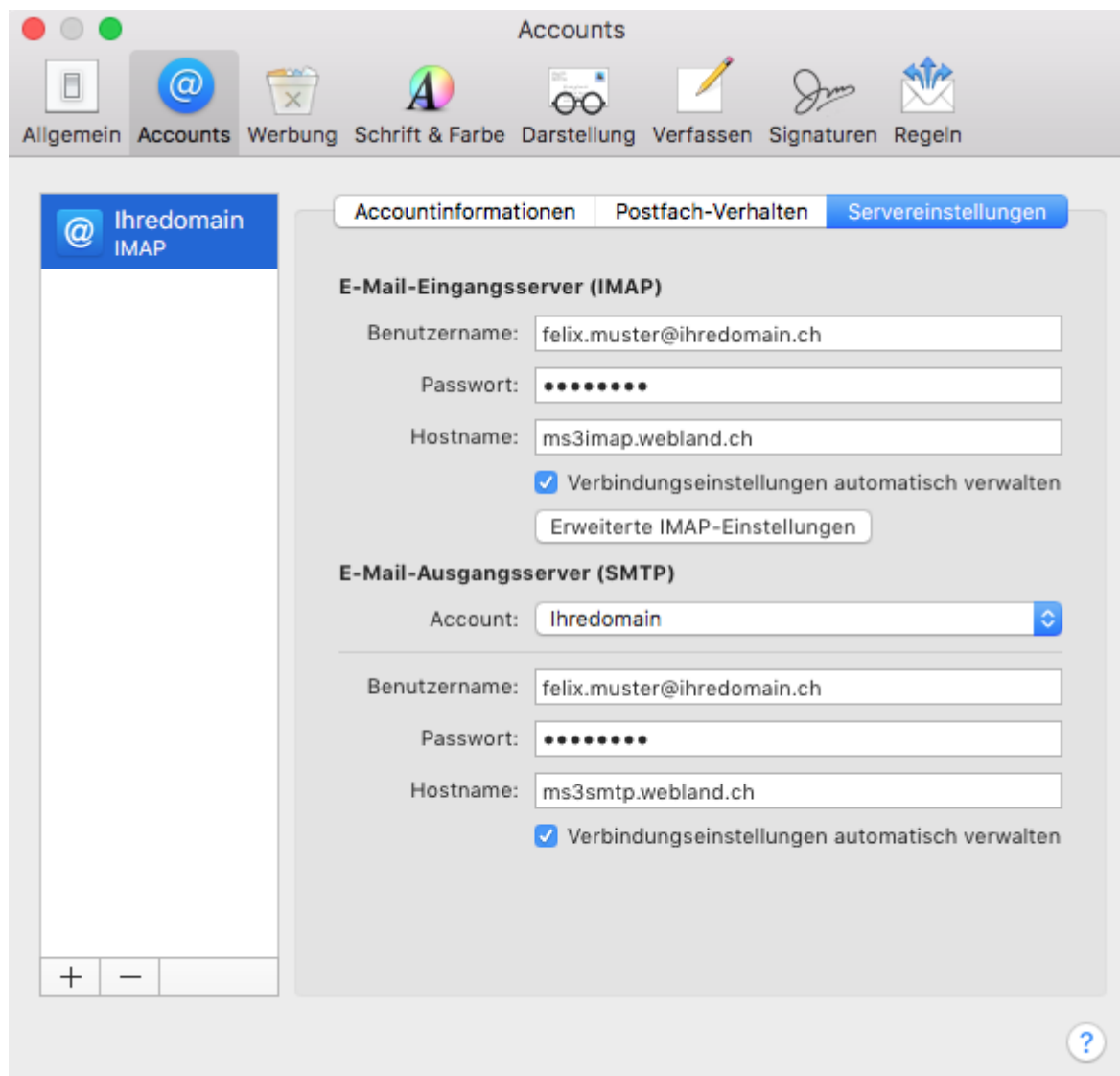


Select **Mail – Settings**.



Select **Server Settings**.

For Incoming Mail Server (IMAP) and Outgoing Mail Server (SMTP) disable the function **Automatically manage connection settings**.



Under Incoming Mail Server (IMAP) enter the **Port 993**.  
Select **Authentication: Password**.

Under Outgoing Mail Server (SMTP) enter the **Port 465**.  
Select **Authentication: Password**.

Click on **Save**.

The screenshot shows the 'Accounts' window in macOS Mail. The 'Server Settings' tab is selected for the 'Ihredomain IMAP' account. The window title is 'Accounts' and the menu bar includes 'Allgemein', 'Accounts', 'Werbung', 'Schrift & Farbe', 'Darstellung', 'Verfassen', 'Signaturen', and 'Regeln'. The account name is 'Ihredomain IMAP'. The 'E-Mail-Eingangsserver (IMAP)' section contains the following fields: 'Benutzername: felix.muster@ihredomain.ch', 'Passwort: [masked]', 'Hostname: ms3imap.webland.ch', 'Port: 993', and 'Authentifizierung: Passwort'. There are checkboxes for 'Verbindungseinstellungen automatisch verwalten' (unchecked) and 'TLS/SSL verwenden' (checked). An 'Erweiterte IMAP-Einstellungen' button is also present. The 'E-Mail-Ausgangsserver (SMTP)' section contains: 'Account: Ihredomain', 'Benutzername: felix.muster@ihredomain.ch', 'Passwort: [masked]', 'Hostname: ms3smtp.webland.ch', 'Port: 465', and 'Authentifizierung: Passwort'. There are checkboxes for 'Verbindungseinstellungen automatisch verwalten' (unchecked) and 'TLS/SSL verwenden' (checked). A 'Sichern' button is at the bottom right. A help icon (?) is in the bottom right corner of the window.

Accounts

Allgemein Accounts Werbung Schrift & Farbe Darstellung Verfassen Signaturen Regeln

Ihredomain IMAP

Accountinformationen Postfach-Verhalten **Servereinstellungen**

**E-Mail-Eingangsserver (IMAP)**

Benutzername: felix.muster@ihredomain.ch

Passwort: [masked]

Hostname: ms3imap.webland.ch

Verbindungseinstellungen automatisch verwalten

Port: 993  TLS/SSL verwenden

Authentifizierung: Passwort

Erweiterte IMAP-Einstellungen

**E-Mail-Ausgangsserver (SMTP)**

Account: Ihredomain

Benutzername: felix.muster@ihredomain.ch

Passwort: [masked]

Hostname: ms3smtp.webland.ch

Verbindungseinstellungen automatisch verwalten

Port: 465  TLS/SSL verwenden

Authentifizierung: Passwort

Sichern

?



Confirm the changes and click on **Save**.



**Änderungen des IMAP-Accounts „Ihredomain“  
sichern?**

Wenn du die Änderungen nicht sicherst, gehen sie verloren.

Nicht sichern

Abbrechen

Sichern

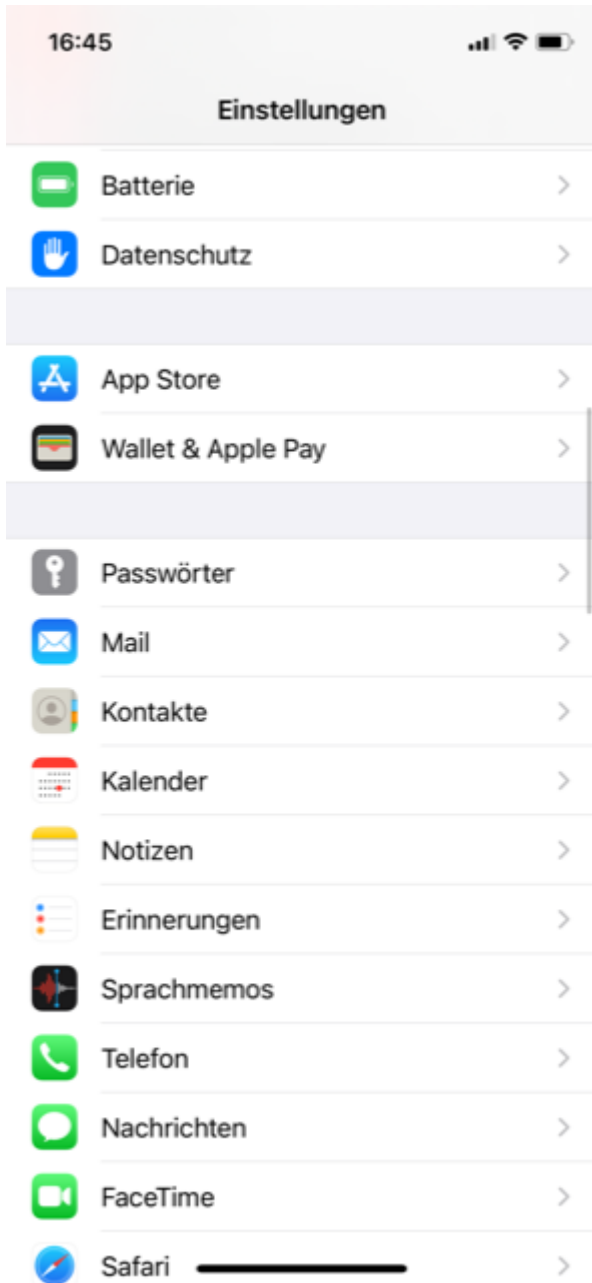
## iOS (iPad/iPhone)

Proceed as follows:

Select **Settings** on the home screen.



Select **Mail**.



Select **Accounts**.



Select **Other**.

 iCloud

---

 Exchange

---

 Google  
Mail

---

YAHOO!

---

**Aol.**

---

 Outlook.com

---

Andere

Select **Add Mail Account**.

Mail-Account hinzufügen >

Under **Name** enter your name (selectable).

Enter your e-mail address under **E-mail address** in the form: YourAccount@YourDomain.ch

Under **Password**, enter the password that you assigned to the account.

Under **Description** enter your name (selectable).

Select **Next**.

Abbrechen	Neuer Account	Weiter
Name	Felix Muster	
E-Mail	felix.muster@ihredomain.ch	
Passwort	●●●●●●●●	
Beschreibung	Ihredomain	

Select **IMAP**.

The input fields **Name**, **E-mail** and **Description** are already filled out.

Under **Incoming mail server** enter **\*\*\*imap.YourDomain.ch** (replace \*\*\*imap.YourDomain.ch with your server address, e.g. ms3imap.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)).

Enter your e-mail address under **User name** in the form: YourAccount@YourDomain.ch

Under **Password**, enter the password that you assigned to the account.

Under **Outgoing mail server (SMTP)** enter **\*\*\*smtp.YourDomain.ch** (replace \*\*\*smtp.YourDomain.ch with your server address, e.g. ms3smtp.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)).

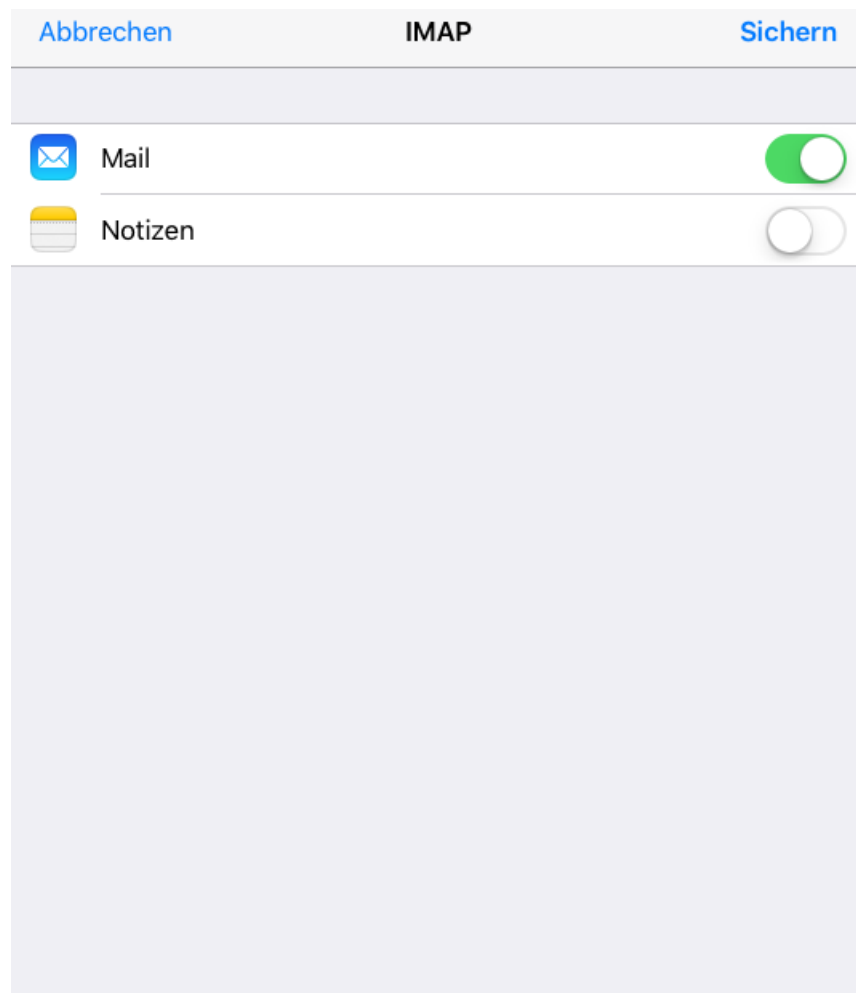
Enter your e-mail address under **User name** in the form: YourAccount@YourDomain.ch

Under **Password**, enter the password that you assigned to the account.

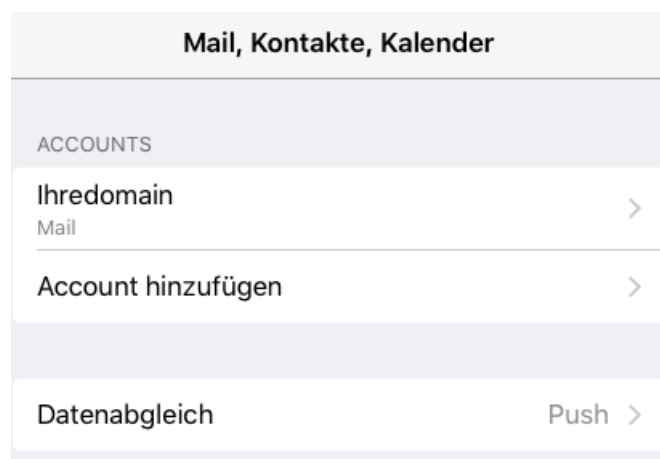
Select **Next**.

Abbrechen	Neuer Account	Weiter
IMAP	POP	
Name Felix Muster		
E-Mail felix.muster@ihredomain.ch		
Beschreibung Ihredomain		
SERVER FÜR EINTREFFENDE E-MAILS		
Hostname ms?imap.webland.ch		
Benutzername felix.muster@ihredomain.ch		
Passwort ●●●●●●●●		
SERVER FÜR AUSGEHENDE E-MAILS		
Hostname ms?smtp.webland.ch		
Benutzername felix.muster@ihredomain.ch		
Passwort ●●●●●●●●		

Select **Save**.



Your e-mail account is set-up.



You can find additional help in your [Manual](#).



# Archive

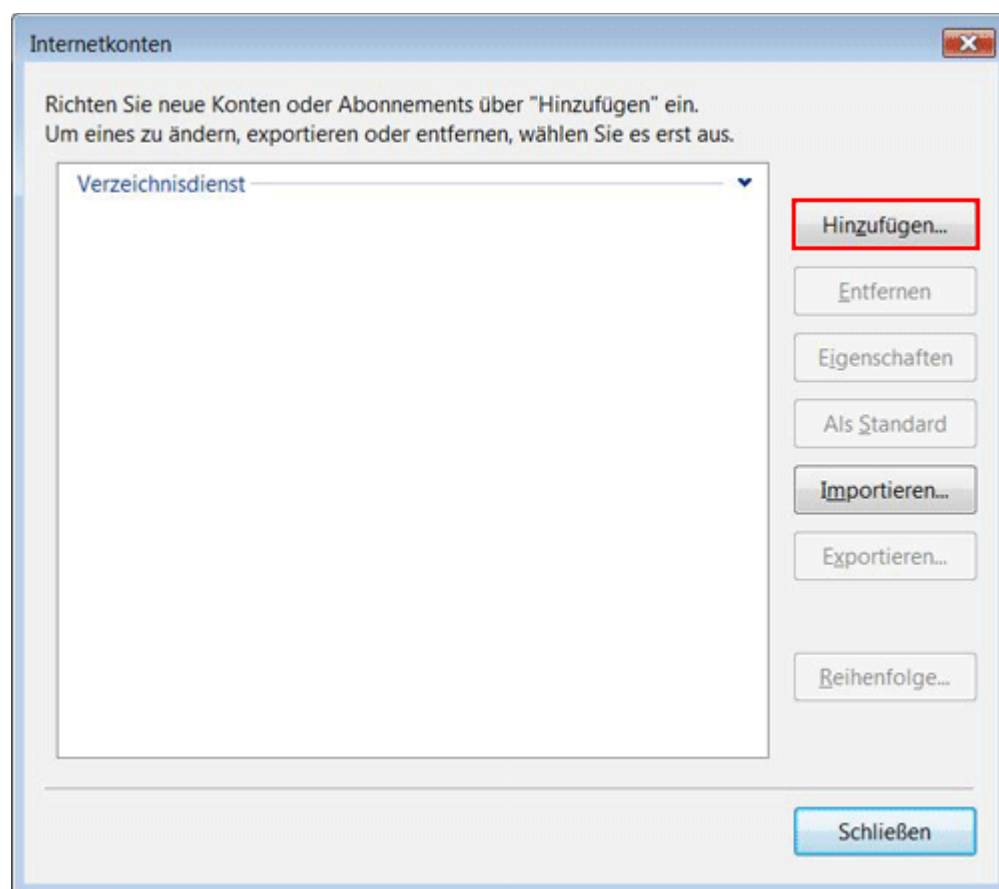
## Windows Mail

Proceed as follows:

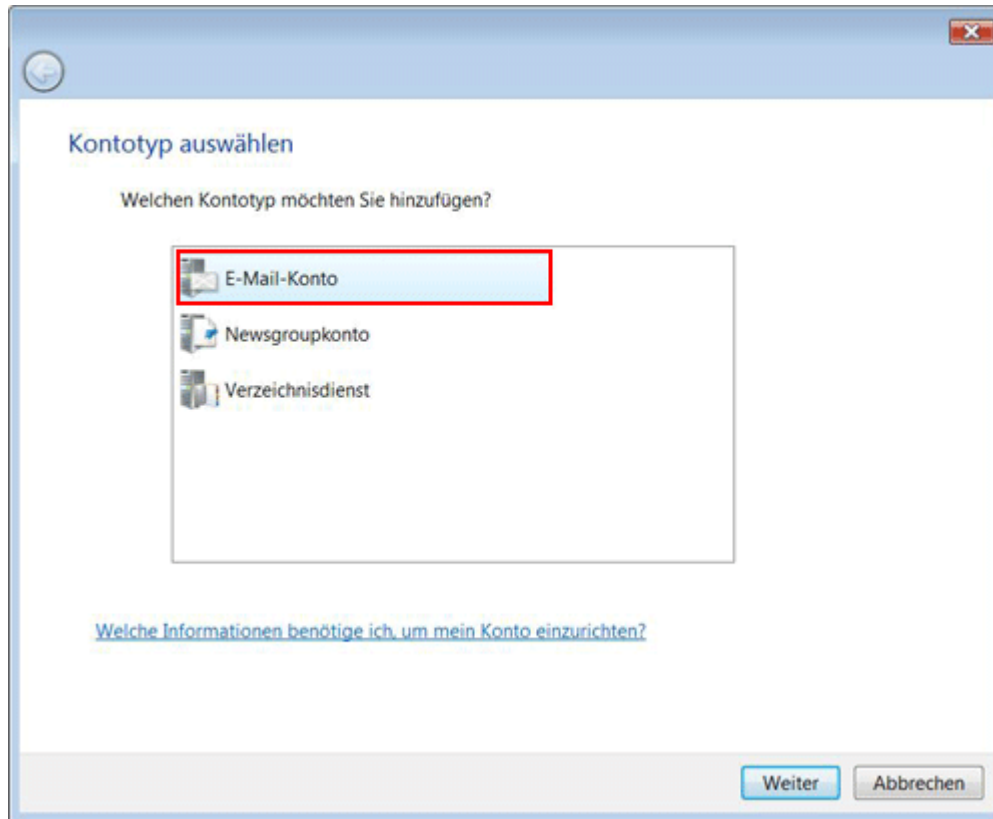
Start the program Windows Mail.

Select **Accounts** in the **Tools** menu.

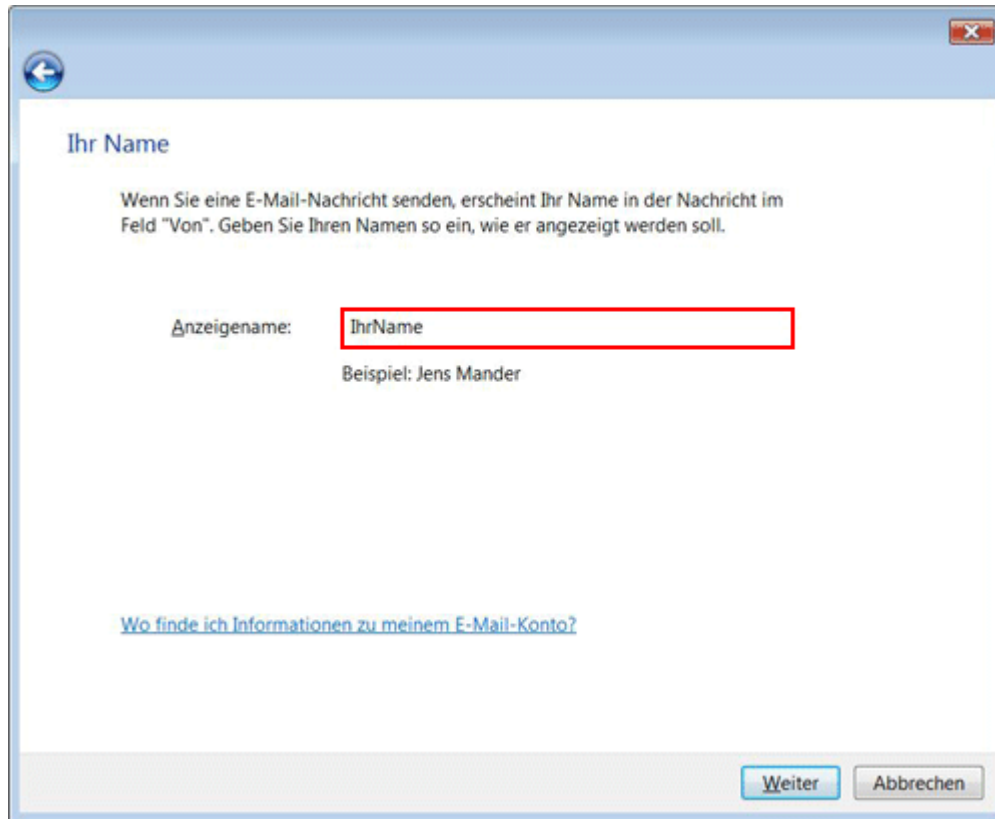
Select **Add**.



Select **E-mail account**.



Under **Display name**, give the e-mail account a name (e.g. your name) and then click on **Next**.



The screenshot shows a window titled "Ihr Name" with a back arrow icon in the top left and a close button in the top right. The main text reads: "Wenn Sie eine E-Mail-Nachricht senden, erscheint Ihr Name in der Nachricht im Feld 'Von'. Geben Sie Ihren Namen so ein, wie er angezeigt werden soll." Below this, there is a label "Anzeigename:" followed by a text input field containing "IhrName". The input field is highlighted with a red border. Below the input field, it says "Beispiel: Jens Mander". At the bottom left, there is a blue hyperlink: "[Wo finde ich Informationen zu meinem E-Mail-Konto?](#)". At the bottom right, there are two buttons: "Weiter" (highlighted in blue) and "Abbrechen".

Under **E-mail address**, enter your e-mail address in the following form:  
YourAccount@YourDomain.ch

Then click on **Next**.

Internetmailadresse

An Sie gerichtete E-Mail-Nachrichten werden an Ihre E-Mail-Adresse geleitet.

E-Mail-Adresse:

Beispiel: jemand@example.com

[Wo finde ich Informationen zu meinem E-Mail-Konto?](#)

Weiter Abbrechen

Under **Incoming mail server type** select **IMAP**.

Under **Incoming mail server** enter **\*\*\*imap.YourDomain.ch** (replace \*\*\*imap.YourDomain.ch with your server address, e.g. ms3imap.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)).

Under **Outgoing mail server** enter **\*\*\*smtp.YourDomain.ch** (replace \*\*\*smtp.YourDomain.ch with your server address, e.g. ms3smtp.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)).

You must activate the control box **Outgoing mail server requires authentication**.

Click on **Next**.

E-Mail-Server einrichten

Typ des Posteingangsservers:  
IMAP

Posteingangsserver (POP3 oder IMAP):  
imap.IhreDomain.ch

Name des Postausgangsservers (SMTP):  
smtp.IhreDomain.ch

Ausgangsserver erfordert Authentifizierung

[Wo finde ich Informationen zum E-Mail-Server?](#)

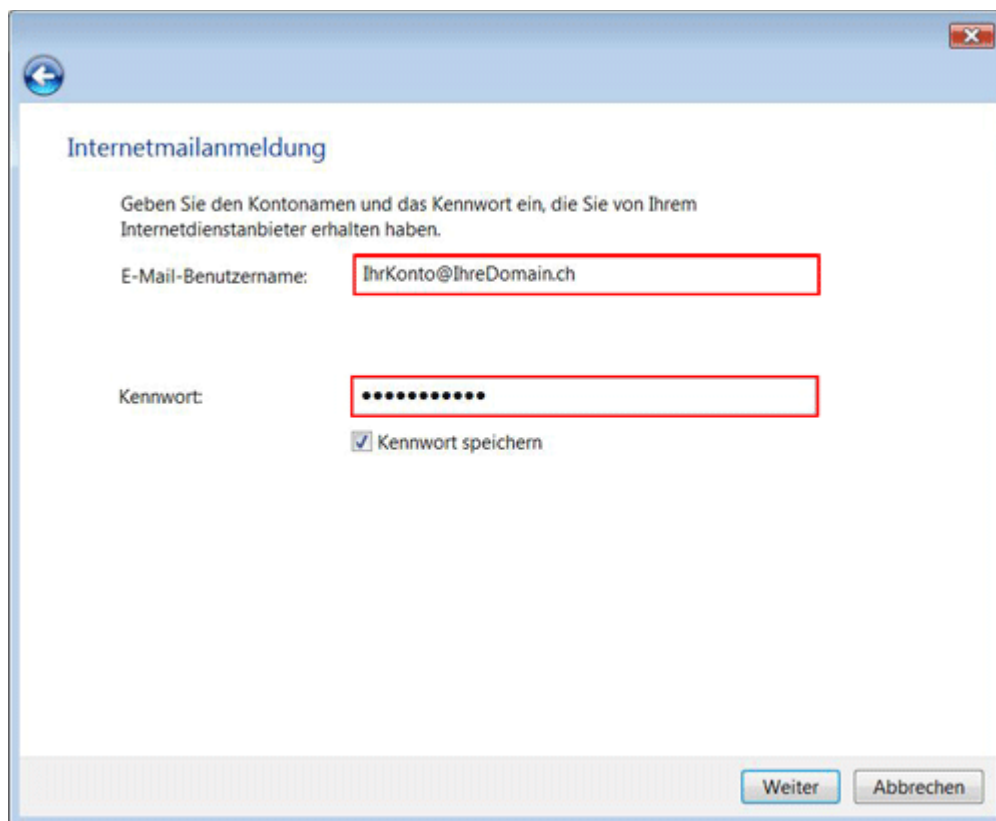
Weiter Abbrechen

Under **E-mail user name**, enter your e-mail address in the form:  
YourAccount@YourDomain.ch

Under **Password**, enter the password that you assigned to the account.

If you want to save the password, activate the control box **Save password**.

Then click on **Next**.



Internetmailanmeldung

Geben Sie den Kontonamen und das Kennwort ein, die Sie von Ihrem Internetdienstanbieter erhalten haben.

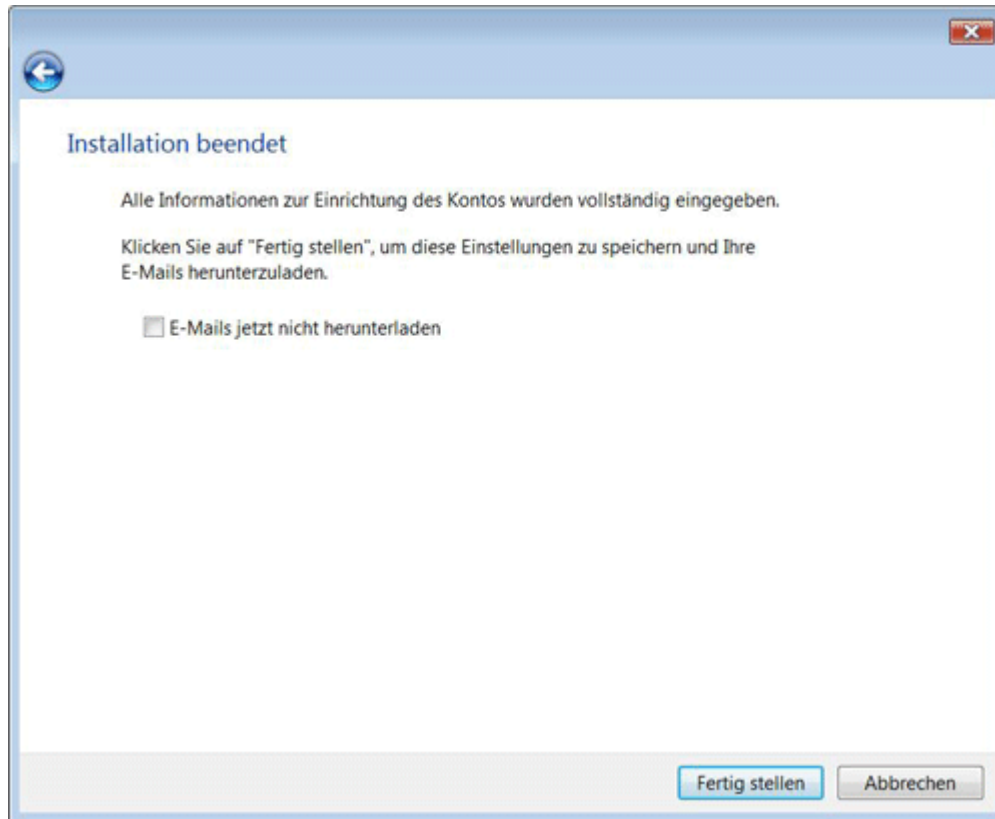
E-Mail-Benutzername: IhrKonto@IhreDomain.ch

Kennwort: .....

Kennwort speichern

Weiter Abbrechen

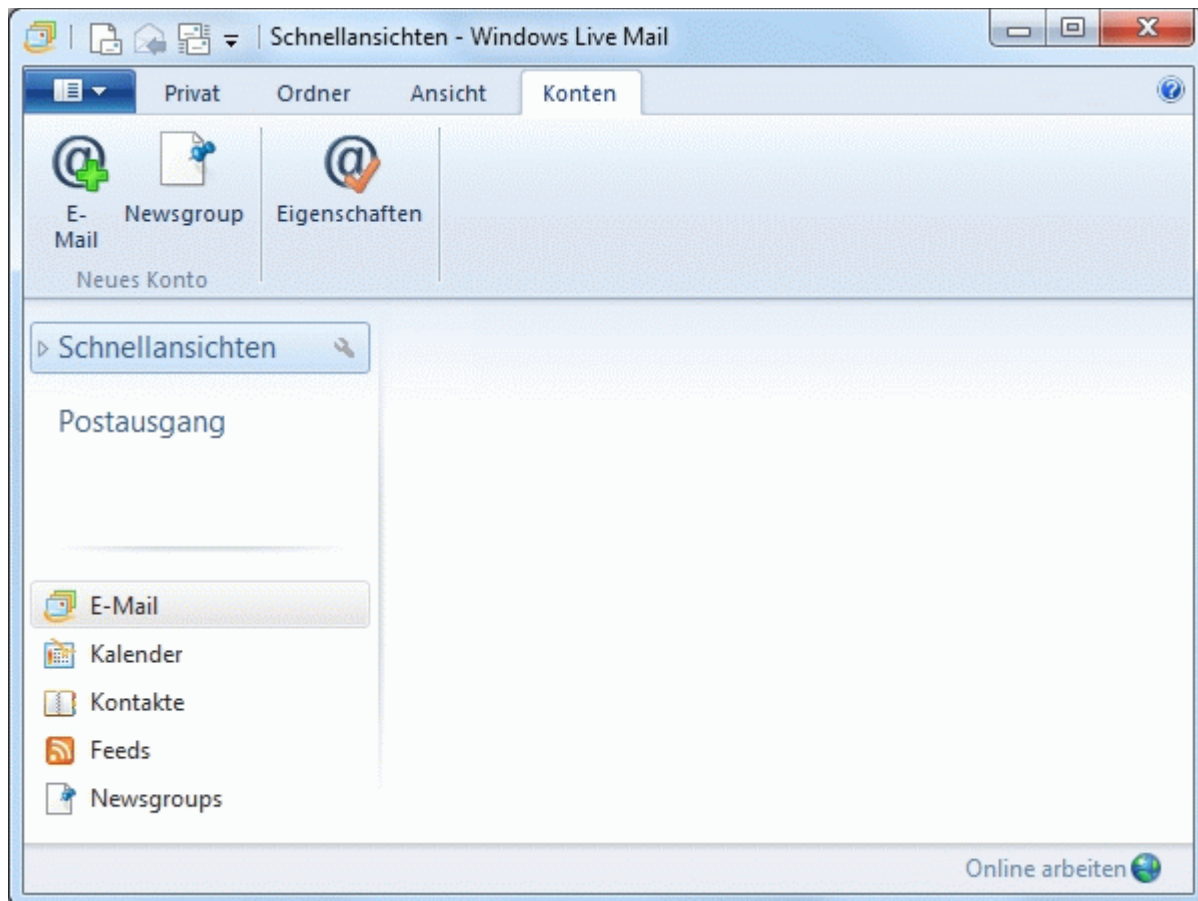
Click on **Finish** to conclude installation.



## Windows Live Mail

Proceed as follows:

Start the program Windows Live Mail.  
Select **E-Mail** in the **Accounts** menu.





Enter your e-mail address under **E-mail address** in the form:  
YourAccount@YourDomain.ch

Under **Password**, enter the password that you assigned to the account. If you want to save the password, activate the control box **Save this password**.

You can enter your name under **Display name** (optional).

Activate the control box **Manually configure server settings**.

Click on **Next**.

Windows Live Mail

## E-Mail-Konten hinzufügen

Melden Sie sich jetzt an, wenn Sie über eine Windows Live ID verfügen. Falls Sie über keine verfügen, können Sie später eine erstellen.  
[Bei Windows Live anmelden](#)

E-Mail-Adresse:  
  
[Windows Live-E-Mail-Adresse holen](#)

Kennwort:  
  
 Dieses Kennwort speichern

Anzeigename für Ihre gesendeten Nachrichten:

Servereinstellungen manuell konfigurieren

Die meisten E-Mail-Konten können mit Windows Live Mail verwendet werden, einschließlich  
Hotmail  
Gmail  
und viele weitere.

Abbrechen Weiter

Select **IMAP** under **Server type**.

Under **server address**, enter **\*\*\*imap.YourDomain.ch** (replace \*\*\*imap.YourDomain.ch with your server address, e.g. ms3imap.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)). Under **Port**, enter 143.

Select **Clear Text** under **Authentication with**.

Under **Login username**, enter your e-mail address in the form YourAccount@YourDomain.ch.

Under **server address**, enter **\*\*\*smtp.YourDomain.ch** (replace \*\*\*smtp.YourDomain.ch with your server address, e.g. ms3smtp.webland.ch ; the server address you find in the System Configurator -> instructions in this manual chapter [introduction](#)). Under **Port** enter 587.

Activate the control box **Require authentication** and click on **Next**.

Windows Live Mail

## Servereinstellungen konfigurieren

Wenden Sie sich an Ihren ISP oder Netzwerkadministrator, wenn Sie die Einstellungen Ihres E-Mail-Servers nicht kennen.

Informationen zum Posteingangsserver

Servertyp:  
IMAP

Serveradresse: imap.ihredomain.ch Port: 143

Erfordert eine sichere Verbindung (SSL)

Authentifizierung mit:  
Klartext

Anmeldebenutzername:  
felix.muster@ihredomain.ch

Informationen zum Postausgangsserver

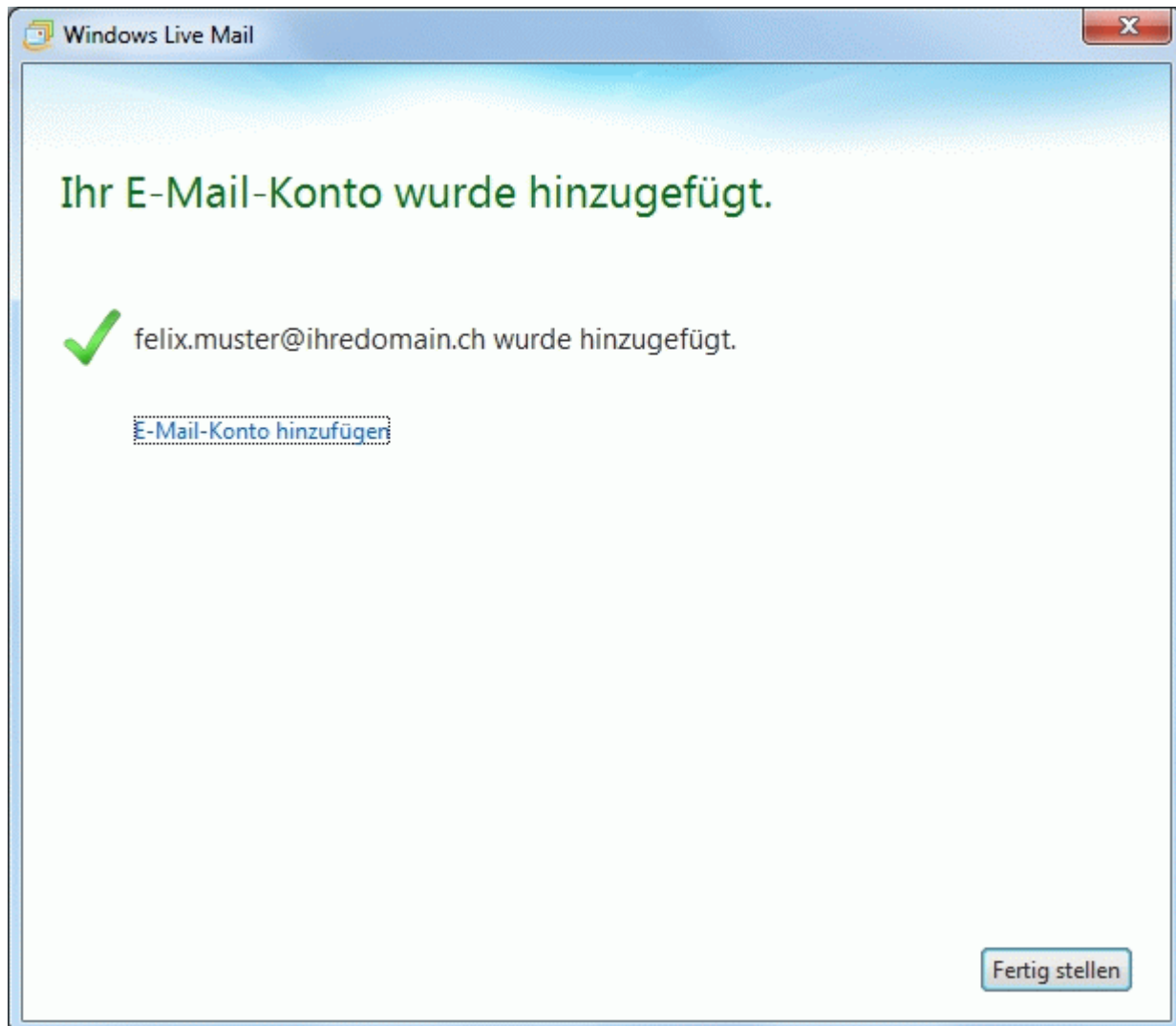
Serveradresse: smtp.ihredomain.ch Port: 587

Erfordert eine sichere Verbindung (SSL)

Erfordert eine Authentifizierung

Abbrechen Zurück Weiter

Click on **Finish**.



Your account is set-up.

# Appendix

## POP3

POP3 (Post Office Protocol Version 3)

Post Office Protocol (POP) is a transfer protocol via which a client can retrieve e-mails from an e-mail server. Version 3 (POP3) is described in RFC 1939. POP3 is an ASCII protocol meaning that data transfer is controlled by commands that are sent to Port 110 as default.

A constant connection to the mail server is not necessary for POP3.

The connection to the server is established by the client as needed and then terminated.

The protocol is therefore also suitable for mobile devices (like the iPhone), since the e-mails are transferred to the device, so that they can be read if there is an internet connection.

POP3 is very restricted in functionality and only permits listing, retrieval and deletion of e-mails on the e-mail server. For additional functionalities, such as hierarchical mailboxes directly on the server, access to multiple mailboxes during a session, pre-selection of e-mails, etc. protocols such as IMAP must be used.

As a counterpart to POP3 for sending e-mails, the Simple Mail Transfer Protocol (SMTP) is generally used in clients and servers.

Explanations come from the WIKIPEDIA encyclopaedia.

## IMAP

IMAP (Internet Message Access Protocol)

IMAP is a text-based protocol for accessing e-mails that are located on a mailserver. A mail client sends queries to the server only requesting currently needed information. If a user wants to see the content of a folder, for example, the client will retrieve a current list of messages from the folder in question from the server. If the content of a mail needs to be displayed, it is loaded from the server. Since all data continue to remain on the server, they all show—even if several clients are used—the same current data inventory in a mailbox. Additionally, local data storage is unnecessary and advanced options such as searching emails is carried out server-side.

With IMAP, access to various folders inside a mailbox is also possible. If one does not have an internet connection to the mailserver, no further access to the mails is possible, as a rule. Some clients solve this problem by storing a local copy of the mail which they can then access in offline-mode. If an internet connection is restored, the data will be compared with the mailserver again.

Explanations are taken from the WIKIPEDIA encyclopaedia.



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