

## Setting Up Your Email in Your Email Program

Once you have clicked on Email Accounts in your control panel and set up your email address(es), you will need to configure your email program(s) and devices to send and receive mail to/from those addresses.

*(For help with cpanel, see "The Basics" download category at <https://secure.hostingct.com/clientarea.php>)*

### **Mail Settings:**

You can use POP or IMAP. See below for the differences.

### **Setup as IMAP**

Many tablets and Smartphones will only let you set up your email as an IMAP account instead of POP. Here are those settings:

#### Incoming (IMAP):

Server: host2.52601.com

SSL must be turned on

Password authentication

Port 993 (do not use port 143, it's insecure)

(IMAP Path Prefix must be set to INBOX on iPhone; otherwise, Mail.app® will not be able to store deleted, draft, or sent mail on the server. Also, Outlook 2013 needs INBOX in the root folder field)

#### Outgoing (SMTP):

Server: host2.52601.com

SSL must be turned on

Password authentication (optional)

Port 465

Username is your email address

Password is the one you set up for that email address in cpanel

### **Setup as POP**

Incoming Server: host2.52601.com

Password authentication

SSL must be turned on

Port 995

#### Outgoing (SMTP):

1. SMTP over SSL - use port 465 on host2.52601.com, password authentication optional

2. or use your ISP's SMTP server setting - many ISPs (comcast, cox, etc) require you to use their SMTP server to send mail while connected to the internet through them. Check with them for their server setting and your user name and password for their

server.

**User name:** your email address

**Password:** the password you set up for that email address in cpanel

If you use POP, make sure to set your email program to delete mail from the server. (See Advanced settings in Outlook.) Otherwise it will build up on the server for no reason and take up your disk space.

### **The Differences between POP and IMAP:**

With IMAP accounts you can access mail from multiple devices at once (computer, phone, etc).

The POP protocol is single access method. One device can access your email at a time. To close the connection on one device you may have to exit the email program or disable auto-email checking and only check it manually so you know when the connection is open and locking out other devices.

POP is not designed to retain mail on the server, though if you set your email program not to delete mail from server after download, it will build up there. IMAP allows multiple simultaneous accesses with server folder features built in.

POP – does not take up disk space (unless your email program is not deleting from server)

IMAP – takes up more disk space as your mail stays on the server as well as your computer

POP – deleting mail from your computer will not delete it from your phone

IMAP – deleting mail from one device, deletes it from all devices including the server

POP - no folders on the server, just your computer

IMAP – you can store email in folders that are backed up on the server

POP - single access

IMAP - multiple devices can be connected at the same time

### **Webmail**

You may also access your email at any time, from any computer, by using our web-based email system, called webmail. Just type in <http://yourdomain.com/webmail> (where yourdomain.com is your own site), choose one of the three webmail programs available and login with your email address and email password (that you set up in cpanel).