



mydigimail™ Instructions

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Document Updates

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Purpose

This document serves as a detailed reference for accessing your new mydigimail™ from either your web portal or a third party email solution (such as Gmail, Yahoo or Outlook). This document will also provide you with instructions on how to set up your Gmail or Yahoo email account to reply to your new mydigimail™ email address.

Accessing Your Email From The Web Portal

You can access your email from anywhere via a web portal, as long as you have an Internet connection. To access your email via the web portal, follow these steps:

1. From any browser, go to <https://www.zoho.com/mail/login.html>
2. Enter your email address and password.
3. Click on the Sign In button.

You are now logged into your email via the web portal, and can read, send and receive emails from within the web portal itself.

Accessing Your Email Using POP3 (i.e. Outlook, iPhone/Pad, Smartphones, etc.)

Your email is POP3 enabled, which means you can access your email via any application/device that supports POP3 (i.e. Outlook, smartphones, etc.). To configure your email client using POP3, use the following information:

1. Incoming server: pop.zoho.com, Port: 995, Require SSL = Yes
2. Outgoing server: smtp.zoho.com, Port: 465, Require SSL = Yes
3. Username: youremail@yourdomain.com
4. Password: your email address password

NOTE: Be sure to configure your email client to DELETE the email off the mail server when configuring POP3. Otherwise, your email will always remain on our email servers, resulting in delayed delivery of your email.

Configuring Your Email to Work with Gmail

You can easily configure your email account to work within your Gmail account. To configure your email in Gmail, follow these steps:

1. Log onto Gmail.
2. Click on Settings.
3. From the Settings menu, click on Accounts.
4. In the 'Send mail as' section, click on the radio button that says 'Reply from the same address the message was sent to'.
5. Click on Add a POP3 mail account you own.
6. In the first window, enter your mydigimail™ email address.
7. In the second window, do the following:
 - a. Enter your username (youremail@yourdomain.com)
 - b. Enter the password that was provided to you
 - c. Enter pop.zoho.com, Port 995
 - d. Uncheck the box that says 'Leave a copy of retrieved message on the server'
 - e. Check the box that says 'Always use a secure connection'
 - f. Click on the button that says Add Account
8. In the next window, click the radio button that says 'Yes, I want to be able to send mail as'
9. Click on the button that says 'Next Step'
10. Enter a name that you want to give this account in Gmail
11. Check the box that says 'Treat as an alias'
12. Click on the button that says 'Next Step'
13. Select the radio button that says 'Send through Gmail'
14. Click on the button that says 'Next Step'
15. Click on the button that says 'Send Verification'

An email will be sent by Gmail to your mydigimail™ email address (i.e. yourname@yourdomain.com) for verification. Since you've already setup your Gmail to receive your mydigimail™ email, you should receive it in your Gmail inbox within a few minutes. Once you receive it, simply click on the link in the email and enter your mydigimail™ password that was provided to you.

You can now send and receive your mydigimail™ email through your Gmail account.