

# How to Set up an Email Client

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**Domain: @iitm.ac.in**

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## 1.Introduction:

This Document describes how to configure IITM email using an email client such as Microsoft Outlook,Apple Mail,Firefox Thunderbird.

Both Webmail and Email clients are used to access and manage a user's emails.

### 1.1. What is webmail?

Webmail is a web-based email account. We read and send email through the web browser and a web-based interface. In fact, webmail allows you to access your email from any web browser, on any device, as long as you are connected to the Internet.

When you access your domain emails via a webmail interface, you will open your web browser and type in the address of your webmail login panel. For example, if you are logging into your IITM domain email account via webmail, you will type in <https://email.iitm.ac.in/owa> into your web browser.

### 1.2. What is an Email Client?

An email client is a piece of software that is installed on your computer. You then use this software to download your emails from the server to your computer, and from there you can read and send emails.

In other words, in order to use an email client to access your domain emails, you will first need to install the email client software on your computer.

If you have the Microsoft Office bundle installed on your computer, you will find Outlook a part of the bundle; or if you are using Mac, you can easily find Apple Mail, the default Mac email application.

### 1.3. Email client may be better for you if:

- You have multiple email addresses with different domains, and you need the ability to manage (read and send) emails from each one as individual addresses but all in one place.
- You need access to your emails offline.
- You prefer to back-up your email regularly and/or you have limited email storage (IITM provides GB for faculty/ GB for Staff). When you access your emails using an email client, you are essentially downloading your emails from the mail server to your computer.

### 1.4. Email Client:

There are various email client programs available. Some of the more common email clients are:

Email Client	How to obtain	Download
Microsoft mail	Default Microsoft Email Client	
Microsoft Outlook	Buy Microsoft office Suite	
Mac OS X Mail	Default Mac Email Application	
Mozilla Thunderbird	Free version	<a href="#">Download Here</a>

### 1.5.Using an Email Client:

#### 1.5.1.Settings for POP or IMAP Access:

Incoming mail Server :	email.iitm.ac.in
Server Port Numbers:	POP3 - 995 (SSL), IMAP - 993 (SSL)
Outgoing mail server(smtp):	smtp2.iitm.ac.in
Server Port Numbers:	SSL - 465 , TLS - 587

#### 1.6.How to Authenticate(username,Password):

Incoming Mail Server Authentication	ADS account (Ex: user)
Outgoing Mail Server Authentication	LDAP Account (Ex: user1)

### 1.7.Target Devices:

Desktop, laptop,Phone and Tablets.

### 1.8.Making Your Choice:

Deciding which email protocol is right for you is entirely dependent upon your needs and what you are doing with that particular email account.

### 1.9.Choose Email Protocol:

**Email protocols** - [IMAP](#), [POP3](#), [Exchange](#), [SMTP](#).

There are pros and cons in all the methods, but with some careful consideration of what is most important to the user you can make a (well) informed decision.

### 1.10.IMAP:

IMAP, It allows the user the freedom to check their email from a variety of devices. So whether you're on your laptop at home, your desktop at work, or using a tablet to catch up on communication while travelling, you have access to all of your mail on the mail server.

If your computer crashes and you lose the data stored on your hard drive, your email is still safe because it is stored on the server.

#### 1.10.1.IMAP-How to configure:

[Microsoft Outlook \(Video\)](#), [Mozilla Thunderbird \(video\)](#), [Mac X Mail](#), Android Device

### 1.11.POP3:

If you want to manage your email through one main interface, POP3 can put all of your messages in one place.

When using POP3, all of the messages are downloaded from the mail server and saved locally. Your mail is only accessible from one computer/device, and Incoming Mail is no longer available when using Web Mail or any other computer/device (unless configured otherwise).

Messages are stored on a local device, so you can always access your email, even when you can not get online.

#### **1.11.1.POP3-How to configure:**

[Microsoft Outlook \(Video\)](#), [Mozilla Thunderbird \(video\)](#), [Mac X Mail](#), Android Device

#### **1.12.Exchange:**

All the Email (Incoming and Sent Item) is stored on the central Exchange mail server, where it can be checked using a capable mail client (such as MS Outlook or most current smartphones) or via WebMail. You may have the option of storing messages in local folders locally for offline consultation (in Outlook this is referred to as "Cached Mode").

Exchange mode also permits syncing of Calendar, Contacts.

- Not all computer mail clients do support or fully support MS Exchange Mode ( MS Windows Outlook and Mac OS X Apple Mail).
- Unless configured otherwise, offline consultation is not available.

#### **1.12.1.Exchange-How to Configure:**

[Microsoft Outlook \(Video\)](#), [Mozilla Thunderbird \(Video\)](#), [Mac x Mail](#), Android Device

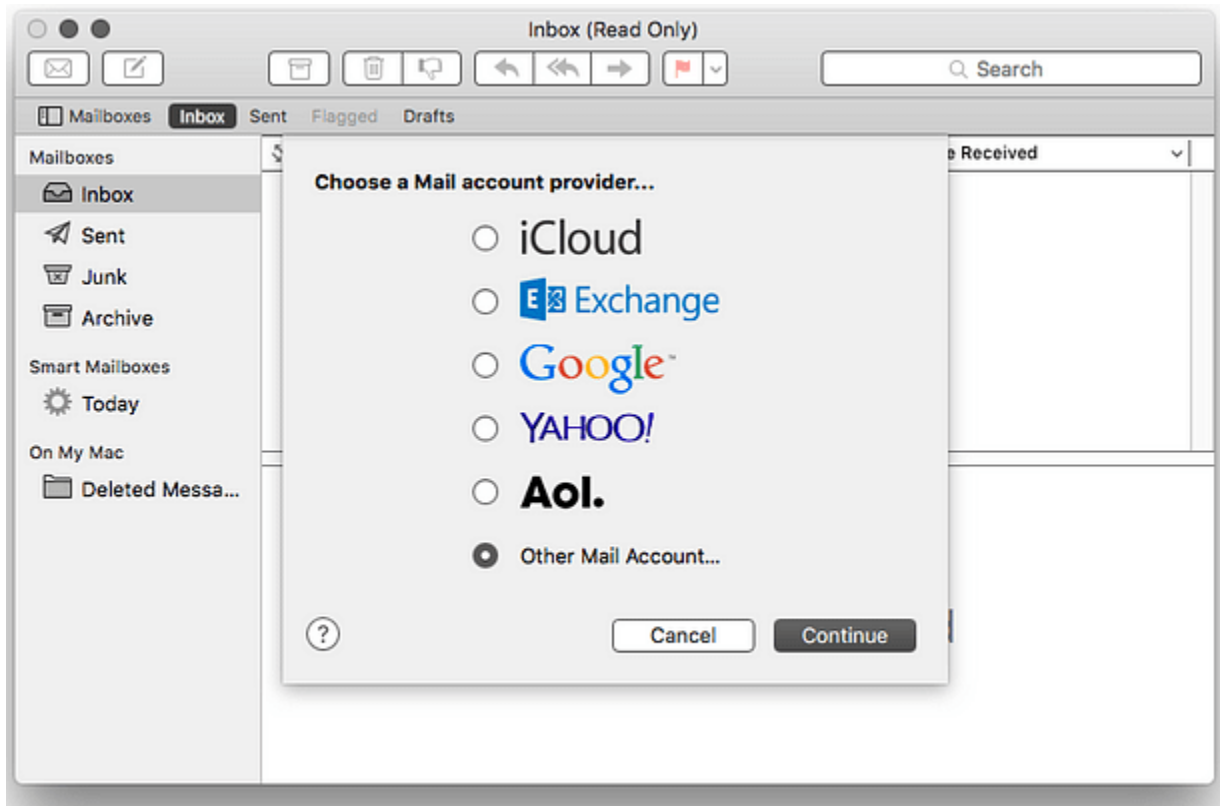
#### **1.13.SMTP:**

SMTP stands for Simple Mail Transfer Protocol. This is a standard protocol for sending emails over the Internet. This is a protocol which is used by a Mail Transfer Agent to deliver emails to a recipient's email server. This is a protocol which defines mail sending and cannot be used for mail receiving.

## 2.MAC Mail:

### 2.1.Create the Account

- Launch Mail by clicking on its icon in the dock. Under the Mail menu, select Add Account.
- On the Choose a Mail account provider screen, select the radio button next to Other Mail Account and click the Continue button.



- On the **Add a Mail Account** screen, enter your name, the email address and the email account's password.

**@ Add a Mail account**

To get started, fill out the following information:

Name:

Email Address:

Password:

## 2.2.Account Settings

- At this point, you should see an additional popup window with a place for you to add additional settings.
- You will need to ensure that all the fields are completed

[Settings POP or IMAP Access](#)

Email Address:

User Name:

Password:

Account Type:

Incoming Mail Server:

Outgoing Mail Server:

Unable to verify account name or password.

- **Email Address** is the full email address you're setting up.
- **User Name** also is the full email address.
- **Password** is the email account's password.
- **Account Type** will be IMAP or POP, depending on your preference. For its ability to keep email in sync across multiple devices (desktop, laptop, phones and tablets), IMAP generally is recommended.
- **Incoming and Outgoing Mail Server**

If you are using SSL settings, both the **Incoming Mail Server** and **Outgoing Mail Server** will need to be set to the server's hostname.

### 2.3.Finishing Up:

- Ensure that the box next to **Mail** is checked and then click on **Done** to complete the setup.
- You're now ready to begin using your email account with Mail.