United Reformed Church East Midlands Synod
New Email provider

During the last week of May 2020
we will be transferring our urc5.org.uk emails to a new provider.
Hopefully you should not notice much of a difference
except you will have 50Gb of space for your emails, not 1Gb
and an attached 25Gb of cloud file storage.

We will bulk - transfer all of the existing emails (those that are still on the server) over before making the switch.
If you have files archived in Outlook or Thunderbird, these will be in local folders on your machine – they will remain there.

We will make the passwords on the new server match the current ones.
There is a slight risk of you missing an email as the switch takes several hours to propagate over the internet (at worst this 'switch time' can take up to 72hrs to reach all corners of the globe!).
However, you old email box will remain available via the web interface for a couple of weeks, and I will be able, on request, to transfer in bulk if you have a lot.

You will need to

a) be able to **access the existing web based email** using zeus9.easy-internet.co.uk:2096 NOT urc5.org.uk – this as to catch and emails that might slip through during the 'switch time'.

b) **check your Outlook, Thunderbird, Mac-Mail or other email app settings**
to make sure it uses urc5.org.uk and NOT an easy-internet address so it will switch over automatically.

It will help if you also understand **how to access the new web based email.**

This pdf will help you with these tasks.

Contents: -

Accessing your OLD account by web interface

Accessing your OLD account by IMAP interface

Accessing your NEW account by web interface

> **The MailCore Pro Email interface**

Accessing your from Thunderbird, Outlook, Apple Mail and other apps

Accessing your OLD account by web interface

You can type

webmail.urc5.org.uk
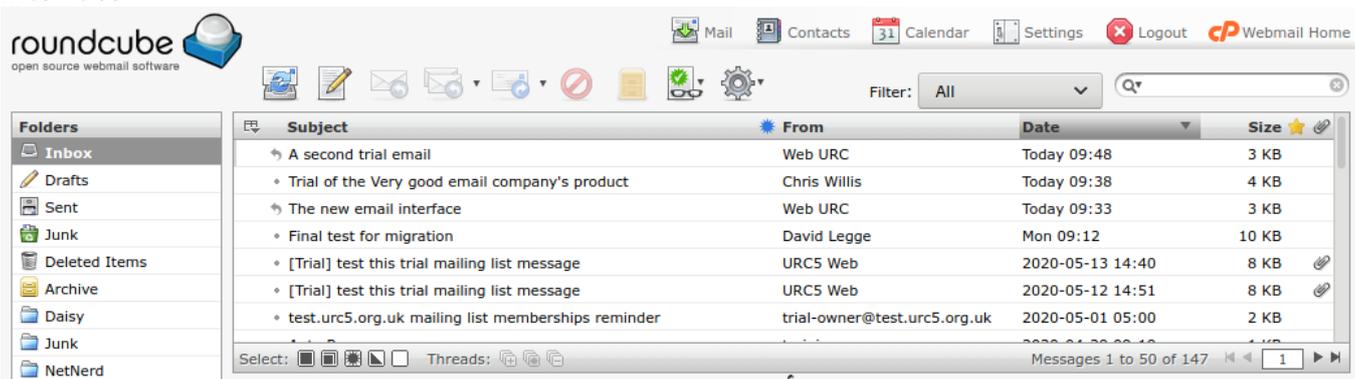
or   urc5.org.uk:2096

or   **zeus9.easy-internet.co.uk:2096**

into your web browser address bar.

From now on, please use the zeus9 address so that you will be able to continue to access your old email account for few weeks after the changeover.

This usually takes you to the Mail View of your inbox – using Either 'Roundcube or 'Horde' interface

in either interface you can look for the cPanel Webmail Home link to change it (and get to other settings like auto responders (out of office), forwarders and filters – not that you will need them!)

This will show you what is actually on the email server. This is what will be migrated over to the new service hopefully 'as-is'. If you have files archived in Outlook or Thunderbird, these will be in local folders on your machine – they will remain there.

If you have not used the web interface before, **do it now as it is you back up**, and set up a bookmark in your browser or a link on your desktop for easy access. You can, *but should not*, use this to send emails after the switch over, but it will not receive any new mail. Sending email will be turned off after a day or two.

Accessing your OLD account by IMAP interface

If you use an email client on your computer, table or phone than you should be using the IMAP interface.

These are the Secure Settings

Username: Your @urc5.org.uk email address

Password: Use the email account's password.

Incoming Server: **mail.urc5.org.uk**
                 IMAP Port: 993

Outgoing Server: **mail.urc5.org.uk**
                 SMTP Port: 465

IMAP, POP3, and SMTP require authentication.

Please check that these are what you have set – the server and the port settings are important.

One we have transferred over everyone's emails, (not before)
we will change the MX entry so that **mail.urc5.org.uk** automatically points to our new mail servers
You should have to do nothing but wait for the internet to catch up!

Accessing your NEW account by web interface

(You can do this straight away – but there are no emails there yet, and the passwords are wrong!
– I need to coordinate with Hannah W who has the passwords and set up the bulk email transfer.)

Type **https://mail.verygoodemail.com** into your web browser address bar
(After the switch over you should be able to use webmail.urc5.org.uk) :-
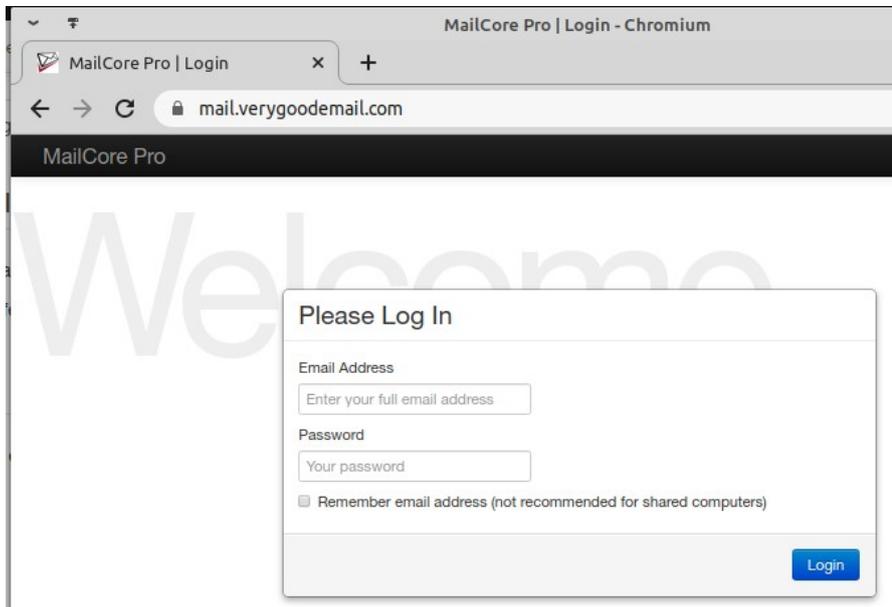
Enter your email address and your password, and you will be taken to MailCore Pro.

Here, the dark **Main Menu** shows the services that MailCore Pro offers.

Mail is your mailbox. More below.

Contacts – manage your address book. Upload contact details (in bulk)

Calendars, **Reminders** – synch your calendars and reminders over several apps and devices.

Notes – make and keep simple notes, draft emails etc.

Files is a 25Gb 'Dropbox' type of cloud file storage. You can keep files private or share selected files or folders with others – better than emailing a large file!

Under **Settings** > Mail You manage your
signature   under "Identities"
mailbox folders   under "Folders"
mailbox filters   under "Filters",

under **Advanced** use
> "General"   to Prevent the automatic loading of external images - a good security measure
> "Autoreply"   to set your out of office message
> "Protection"   to set the level of the spam filter
> "Security"   to change your passwords
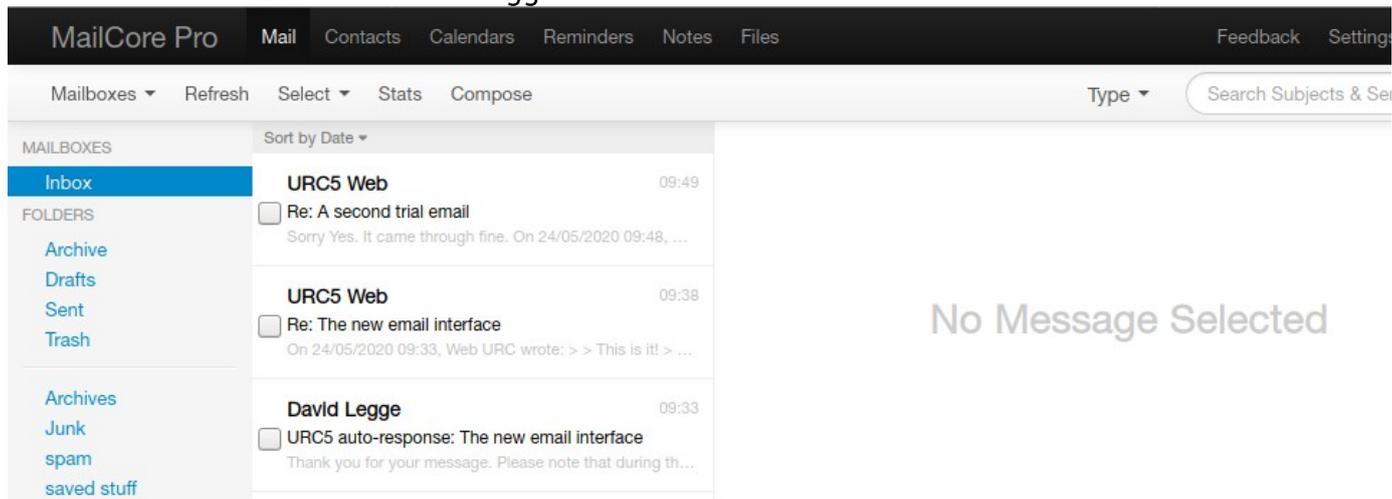   (ALWAYS >13 chars of random upper and lower case letters and numbers, and
save it in your password safe).
> "Forward"   to set up mail forwarding.

More on The MailCore Pro Email interface

Just below the dark Main Menu is a Light **Secondary Menu** which changes according to the service you have selected from the Main Menu.
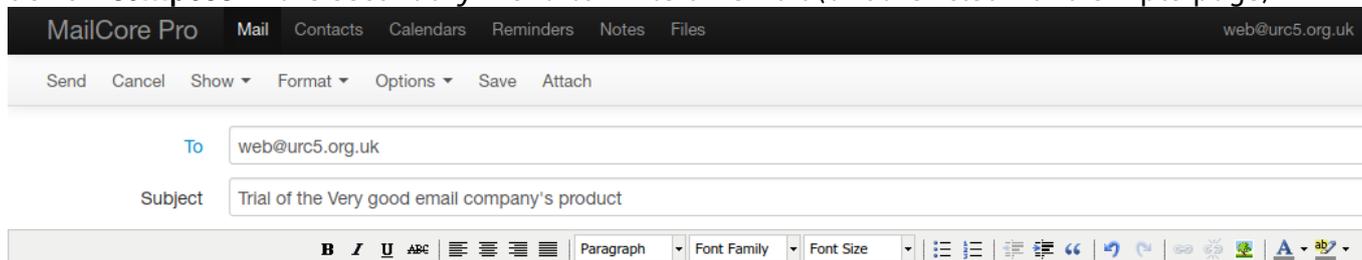This is what Mail look like when I logged in.

Note that you have to select an email to view it by clicking on some text in the email list (not the check box which is for bulk operations).
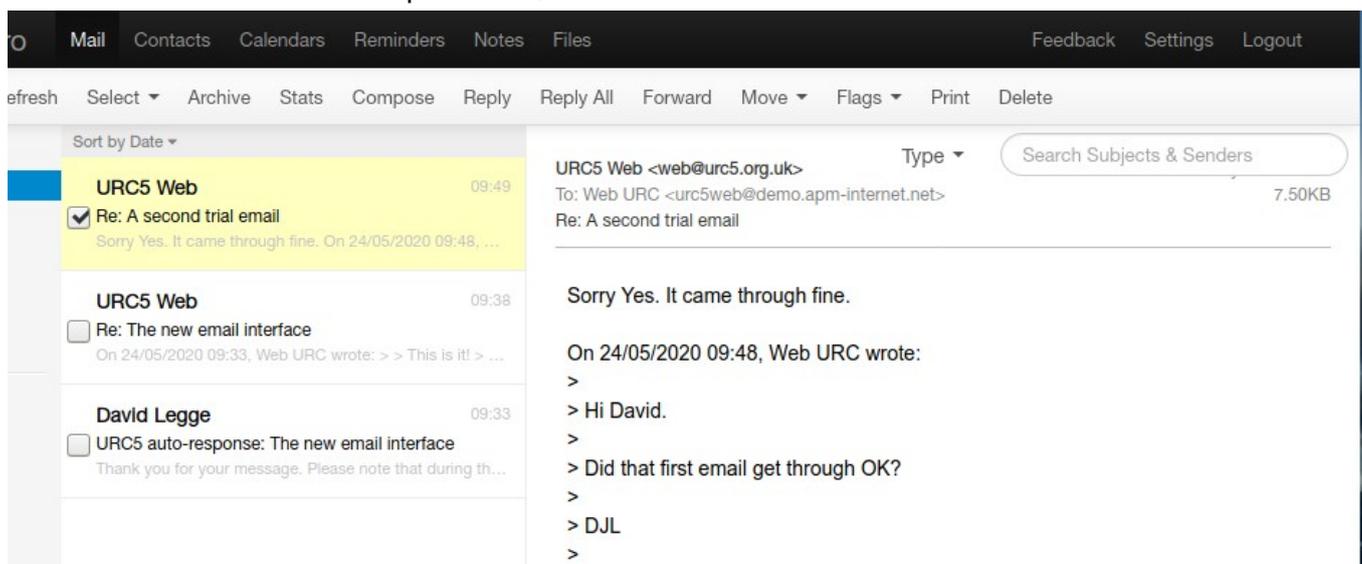
lick on **Compose** in the secondary menu to write an email (another clean and simple page)

Use the show drop down in the secondary menu to add BCC fields etc., and the Options drop down to request a read Receipt.

Accessing your from Thunderbird, Outlook, Apple Mail and other apps

You can access your email using the industry-standard IMAP protocol and send using SMTP. Nearly all email clients support these.
<Your Password> is the password you were given to access your webmail.
<your email address> is the URC5 email address you want to access (e.g.web@urc5.org.uk)

The Incoming and Outgoing mail settings *should* also work with mail.urc5.org.uk as the server. If not*, after the changeover* change the server to match the table below.

Incoming Email

Server Type	IMAP (or IMAPv4)
IMAP Server	mail.overssl.net
IMAP Server Port	993
Use SSL	Yes
IMAP Username	<Your email address>
IMAP Password	<Your Password>
Prefix	INBOX (rarely requested)

Outgoing Email (SMTP Server)

SMTP Server	mail.overssl.net
SMTP Server Port	465
Use SSL	Yes
Use Authentication	Yes
SMTP Username	<Your email address>
SMTP Password	<Your Password>

Calendar

You can use CalDAV to access Calendars and your Reminders in some applications.

CalDAV Server	cal.overssl.net
Username	<Your email address>
Password	<Your Password>
Use SSL	Yes

Contacts

You can use CardDAV to access your contacts.

CardDAV

CardDAV Server	cal. overssl.net
Username	<Your email address>
Password	<Your Password>
Use SSL	Yes

Notes and Files

Both Notes and Files can be access using the WebDAV protocol. Most operating systems, including Windows, Mac OSX and Linux can support this in the form of a mapped drive. NB: Notes can be viewed as HTML files and are read-only.

WebDAV Server	https://dav.overssl.net
Username	<Your email address>
Password	<Your Password>

David Legge, 25 May 2020