

## Setting up you email on a cell phone

You will need your incoming mail server, outgoing mail server, full email address, and your email password. The default settings are listed below.

In *Settings* on your phone, select *Mail*

- Then select *Accounts*
- Then *Add Account*
- Select *Other*
  - Select *Add Mail Account*
    - **Name** is what you want others to see when they receive email from you
    - Enter your email address *name@hope-reimagined.com*
    - Enter your password
    - **Description** is how it will be listed on your phone. We recommend you re-enter your email address here.

When you click **Next**, you will be presented the following:

### Incoming Mail Server

- **Host Name** is *imap.startlogic.com* (that is the server that we use)
- **User Name** is your email address *name@hope-reimagined.com*
- Enter your password

### Outgoing Mail Server

- **Host Name** is *smtp.startlogic.com* (that is the server that we use)
- **User Name** is your email address *name@hope-reimagined.com*
- Enter your password

Then click **Next**

Click on the **name of the account**

Then click on **Advanced Settings** and you will see the information below as an example:

Be sure to slide the button to the left to turn off SSL (ios) or do NOT select SSL from the menu (Android) **DO NOT SET THIS AS A SECURE (SSL) SERVER.**

Note the Port Addresses below, as they may need to be manually entered:

**Automatic setup**

1. Go to Settings, Mail, Add Account.
2. Select Other.
3. Tap Add Mail Account.
4. Enter the following settings when prompted:

Name	Your name (eg. John Smith)
Email	<input type="text" value="name@hope-reimagined.com"/>
Password	Your mailbox password
Description	IMAP Account

**Manual setup**

1. Go to Settings, Mail, Add Account.
2. Select Other.
3. Tap Add Mail Account.
4. Enter the following settings when prompted:

Name	Your name (eg. John Smith)
Email	<input type="text" value="name@hope-reimagined.com"/>
Password	Your mailbox password
Description	IMAP Account
Account Type	IMAP
Host Name (Incoming)	<input type="text" value="imap.startlogic.com"/>
Port (Incoming)	<b>143</b>
User Name	<input type="text" value="name@hope-reimagined.com"/>
Host Name (Outgoing)	<input type="text" value="smtp.startlogic.com"/>
Port (Outgoing)	<b>587</b>
Security Type	<b>None</b>

Once you've done these, you are finished. **Your email has successfully added.**

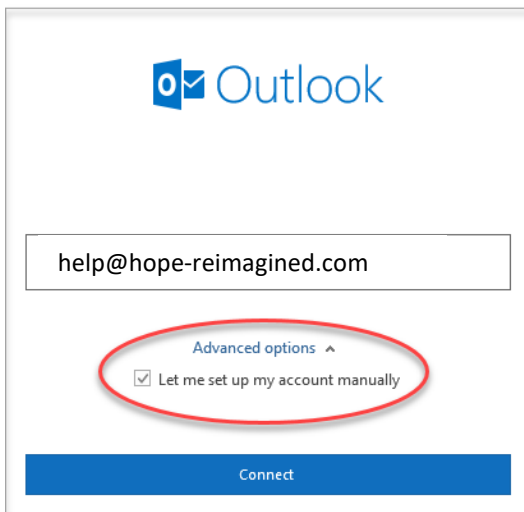
## Setting up your email with Outlook 2016 and Microsoft 365?

You will need your incoming mail server, outgoing mail server, full email address, and your email password. The default settings are listed below.

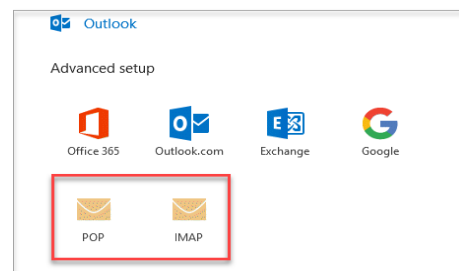
1. Open Outlook 2016 or Microsoft 365.
2. Select **File**.



3. Click on **Add Account**.
4. Enter the email address in the box. Click **Advanced Options** and check the box for "Let me set up my account manually."



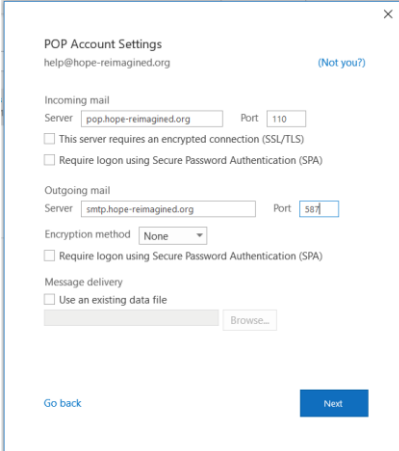
5. Click the **Connect** button.
6. Choose **POP** or **IMAP**. IMAP synchronizes the email on your computer with the contents of your account on the server, while POP simply downloads the inbox. (The choice is yours, as either method works well.)



7. Fill in the following information depending on the protocol you chose in Step 6:

1. **POP**

- **Your Name:** The name to display on your email. (e.g. **HOPE Reimagined**)
- **Email Address:** Your full email address (e.g. **help@hope-reimagined.com**)
- **Account Type:** POP
- **Incoming Mail Server:** **pop.startlogic.com**
- **Outgoing Mail Server (SMTP):** **smtp.startlogic.com**
- **User Name:** Your full email address (e.g. **help@hope-reimagined.com**)
- **Require logon using Secure Password Authentication (SPA):** We recommend having this *unchecked*
- **Incoming Server (POP Port):** **110**
- **This server does NOT require an encrypted connection (SSL/TLS) (Incoming):** *Optional. (If checked, change Incoming Server (POP Port) to 995.) Keep the SSL turned off and the setting to 110*
- **Outgoing Server (SMTP Port):** **587**
- **Encryption method (Outgoing):** **This server does NOT require an encrypted connection** - *Optional. If using SSL, change the Outgoing Server (SMTP Port) to 465 We recommend leaving this as 587 without SSL.*



The screenshot shows a 'POP Account Settings' dialog box for the email address help@hope-reimagined.org. It is divided into 'Incoming mail' and 'Outgoing mail' sections. In the 'Incoming mail' section, the server is set to 'pop.hope-reimagined.org' and the port is '110'. There are three checkboxes: 'This server requires an encrypted connection (SSL/TLS)' (unchecked), 'Require logon using Secure Password Authentication (SPA)' (unchecked), and 'Require logon using Secure Password Authentication (SPA)' (unchecked). In the 'Outgoing mail' section, the server is 'smtp.hope-reimagined.org' and the port is '587'. The 'Encryption method' is set to 'None'. There are also checkboxes for 'Require logon using Secure Password Authentication (SPA)' (unchecked) and 'Use an existing data file' (unchecked). A 'Browse...' button is next to the 'Use an existing data file' checkbox. At the bottom, there are 'Go back' and 'Next' buttons.

- **Password:** Your email password (Use the one that we assigned to you)

2. **IMAP** (If you used the POP instructions above, you are done setting up the email on your computer) Use these instructions if you chose not to use POP to connect

- **Your Name:** The name to display on your email. (e.g. **Joe at HOPE Reimagined**)
- **Email Address:** Your full mailbox address (e.g. **name@hope-reimagined.com**)
- **Account Type:** IMAP

- **Incoming Mail Server:** [imap.startlogic.com](http://imap.startlogic.com)
- **Outgoing Mail Server (SMTP):** [smtp.startlogic.com](http://smtp.startlogic.com)
- **User Name:** Your full email address (e.g. [name@hope-reimagined.com](mailto:name@hope-reimagined.com))
- **Password:** Your email password (Use the one we assigned to you)
- **Require logon using Secure Password Authentication (SPA):** **NO** - We recommend having this *unchecked*
- **Incoming Server (IMAP Port):** **143**
- ***This server does NOT require an encrypted connection (SSL/TLS) (Incoming):*** *Optional. (If checked, change Incoming Server (IMAP Port) to 993) Keep the SSL turned off and the setting to 143*
- **Outgoing Server (SMTP Port):** **587**
- ***Encryption method (Outgoing):*** *Optional. **This server does NOT require an encrypted connection** - If using SSL, change the Outgoing Server (SMTP Port) to 465 – We recommend leaving this as None. Keep the SSL turned off and the setting to 587*

IMAP Account Settings (Not you?)

name@hope-reimagined.org

**Incoming mail**

Server:  Port:

Encryption method:

Require logon using Secure Password Authentication (SPA)

**Outgoing mail**

Server:  Port:

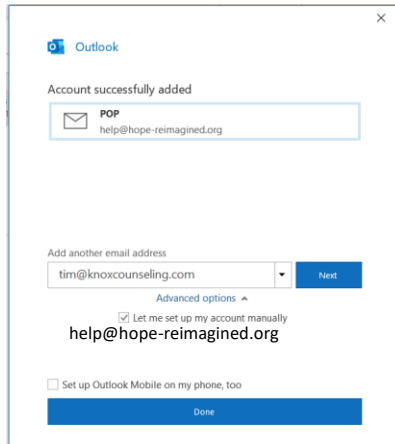
Encryption method:

Require logon using Secure Password Authentication (SPA)

[Go back](#)

8. Click **Next**.

Regardless of whether you chose to set up the email as a pop or imap account in Outlook or MS Office 365, you will receive a notification that the account has been successfully added next:



Notice the checkbox for those tech-savvy people who want to set up the email to flow into their mobile phone, as well.

Then our mail server will send an email (see below) to the new account to provide links to help you access the account from other computers using Roundcube (such as when using a hotel courtesy computer), your mobile device (cell phone or tablet), and auto-forwarding instructions. If you still have questions, send an email to [support@hope-reimagined.org](mailto:support@hope-reimagined.org) and we will provide you with assistance.

### Congratulations! Your new mailbox is ready to go!

We understand that email is an important part of your online presence. That is why we want to help you get the most of your email experience. Click on one of the links below to learn more:

#### [Introduction to Roundcube](#)

Roundcube is our top webmail solution to help you manage your email. You can check messages, write email, and manage various aspects of your webmail experience through Roundcube's online interface.

#### [How do I connect to my mailbox to an email client or mobile device?](#)

Learn how to connect your email to your mobile device or an email client.

#### [Can I add a forward to an existing mailbox?](#)

Yes! Learn how to forward your email to a different mailbox, or how to create a Forward-Only email address.

#### [Still Need Help?](#)

Visit our Support Center to browse and search for more helpful articles.

You are now done. Repeat these steps to set up another email account on your computer.