



# Configure Email Client

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# Summary

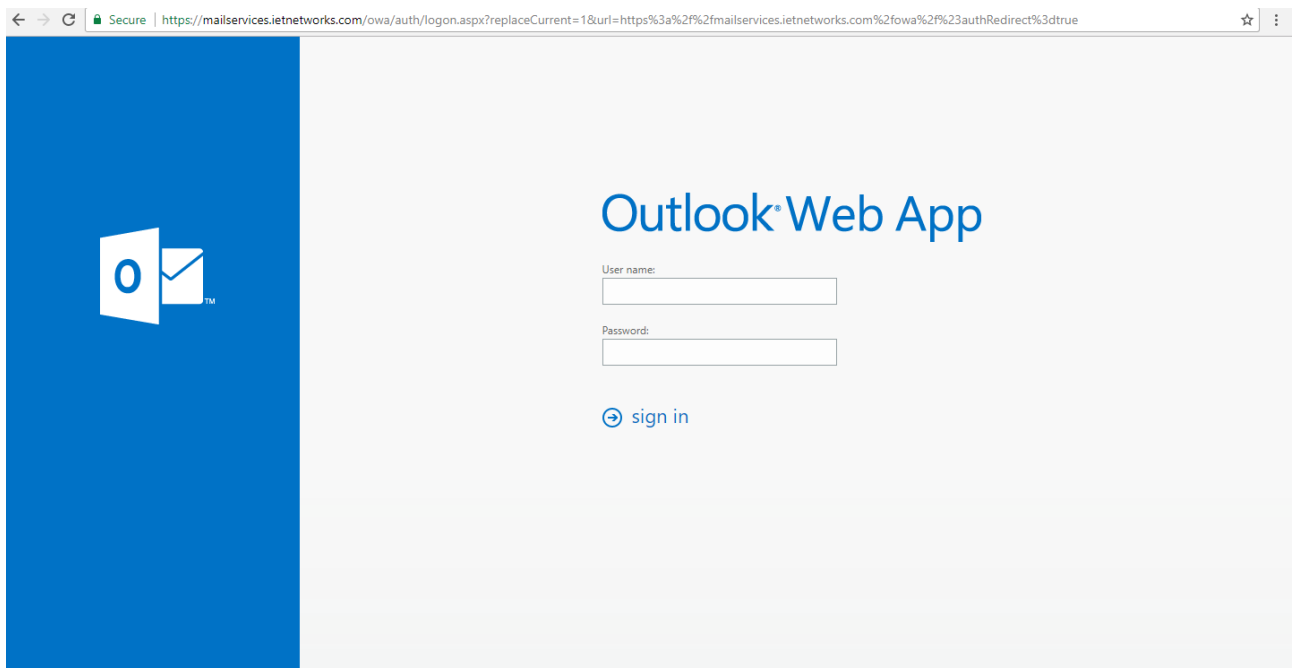
Summary .....	2
Document revision .....	3
Web Mail .....	4
Apple Mac Os Mail .....	5
Apple IOS .....	11
Outlook 2016-2019-365 Windows .....	20
Barracuda Message Archiver Component for Outlook (Windows) .....	26
Android .....	32

## Document revision

Version	Date	Author	Note
1	22 Feb 2016	DPignataro	
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4	29 Nov 2017	DPignataro	
5	29 Mar 2018	DPignataro	IOS 10
6	19 Aug 2019	DPignataro	Windows Phone Deprecated
7	26 May 2023	DPignataro	Client updates

# Web Mail

Webmail is accessible from any browser including mobile one from the website <http://webmail.ietnetworks.com>



Username: «User»

Password: «Password»

Click sign in

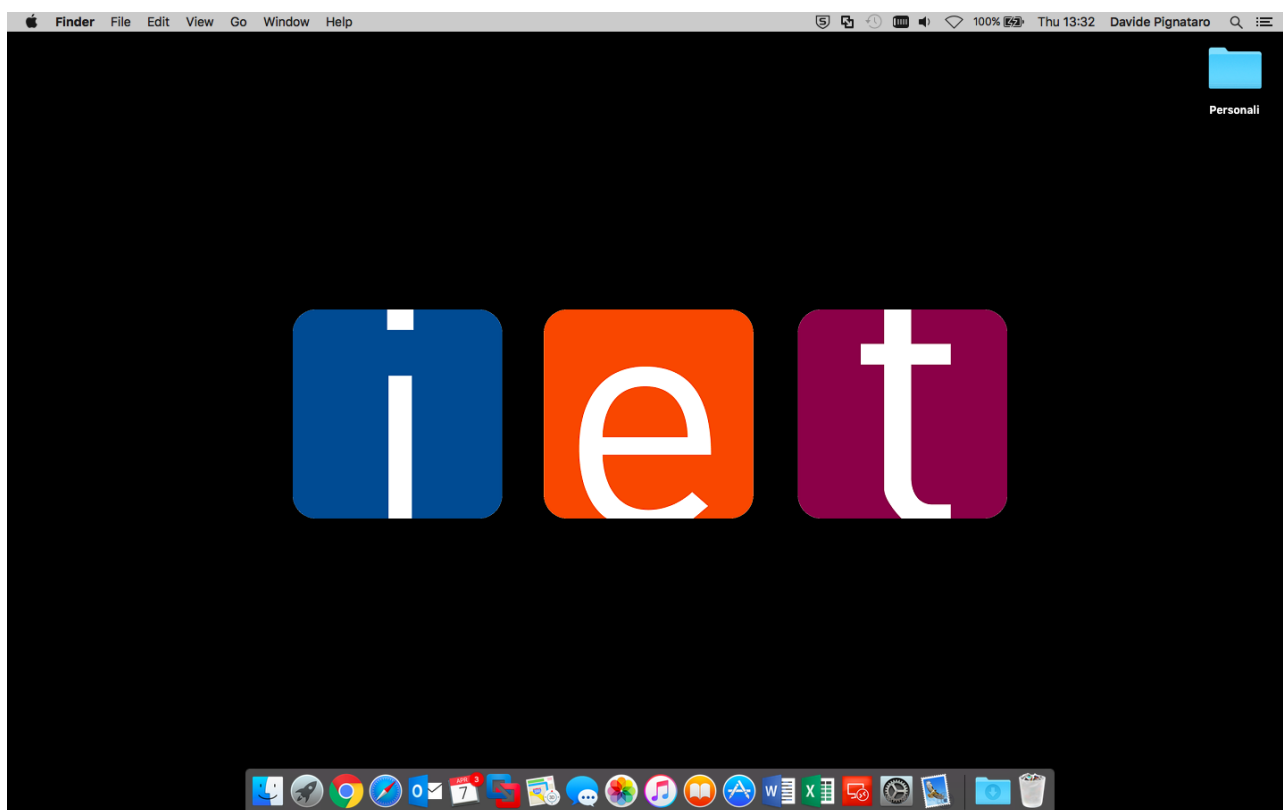
Web mail has all functionality including calendars, notes, contacts.

From the option button is possible to change password, language and out of office settings.

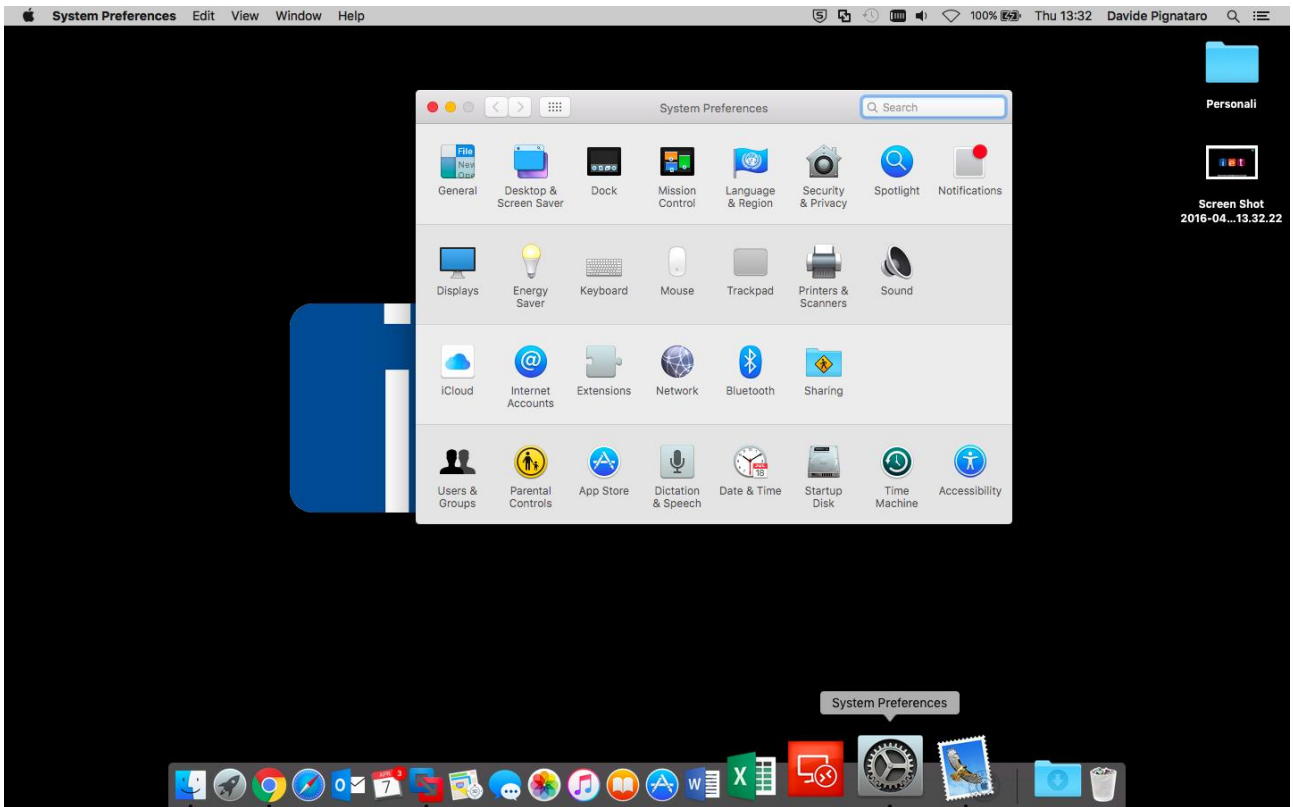
A quick guide is available on [https://www.youtube.com/watch?v=x0NW\\_h6ethY](https://www.youtube.com/watch?v=x0NW_h6ethY)

# Apple Mac Os Mail

From the main window of mac



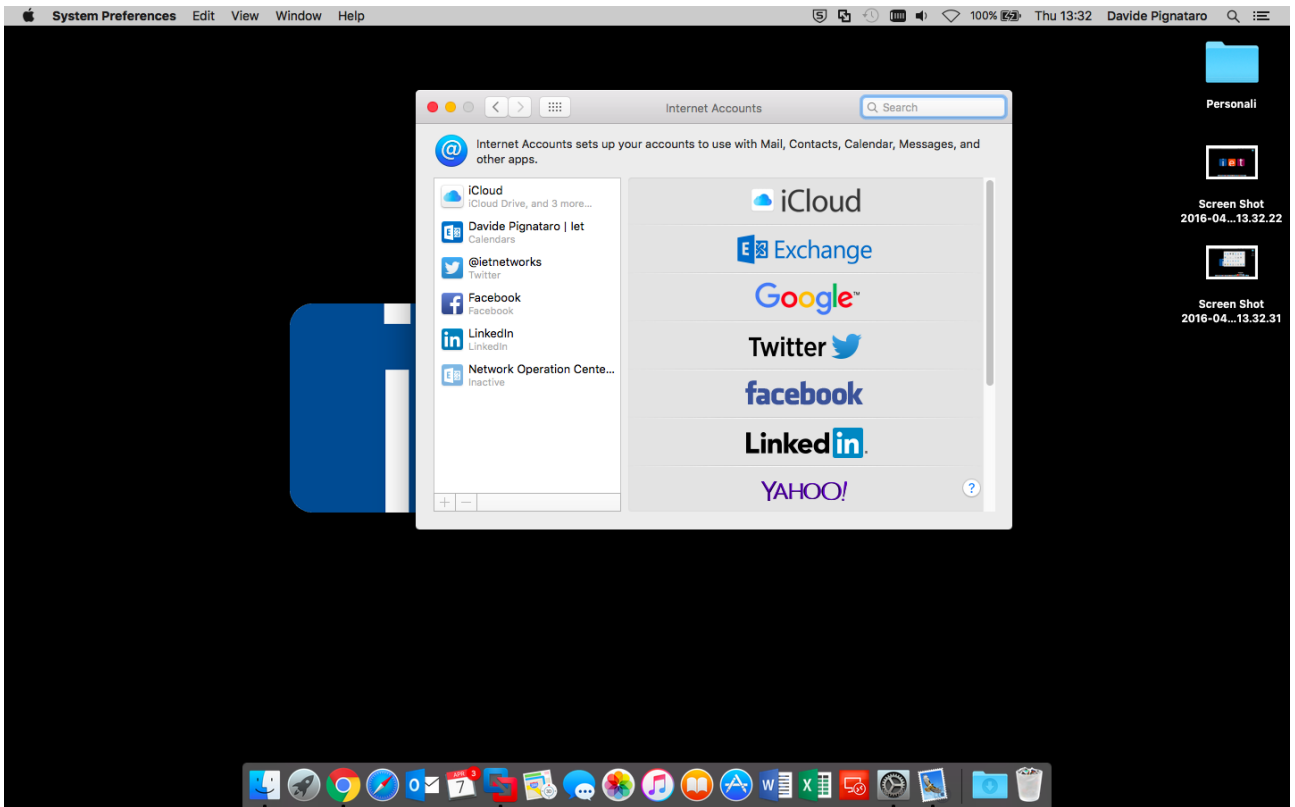
Go to system preferences menu

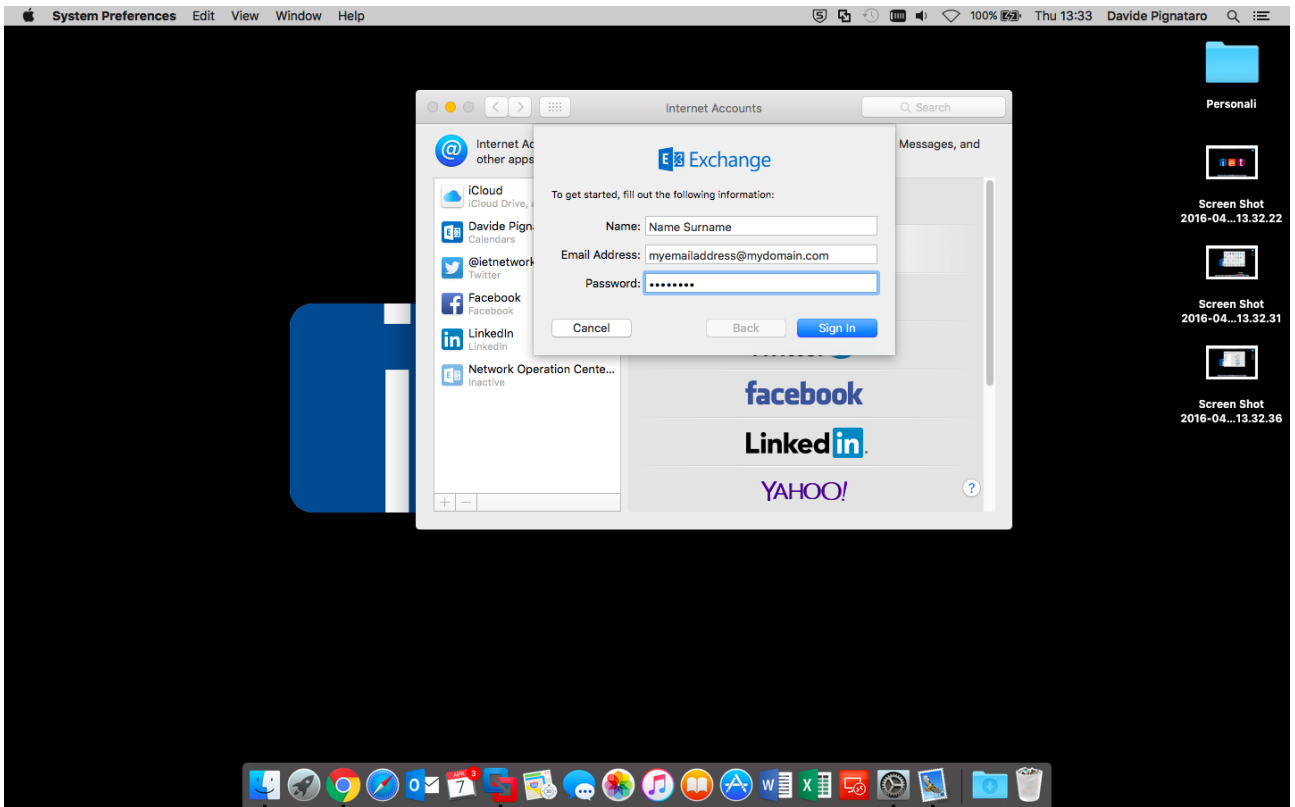


Select Internet Accounts

Verify if on old account for the same email address is existing, if exist remove it or the system will not allow you to re-create it.

Select Microsoft Exchange





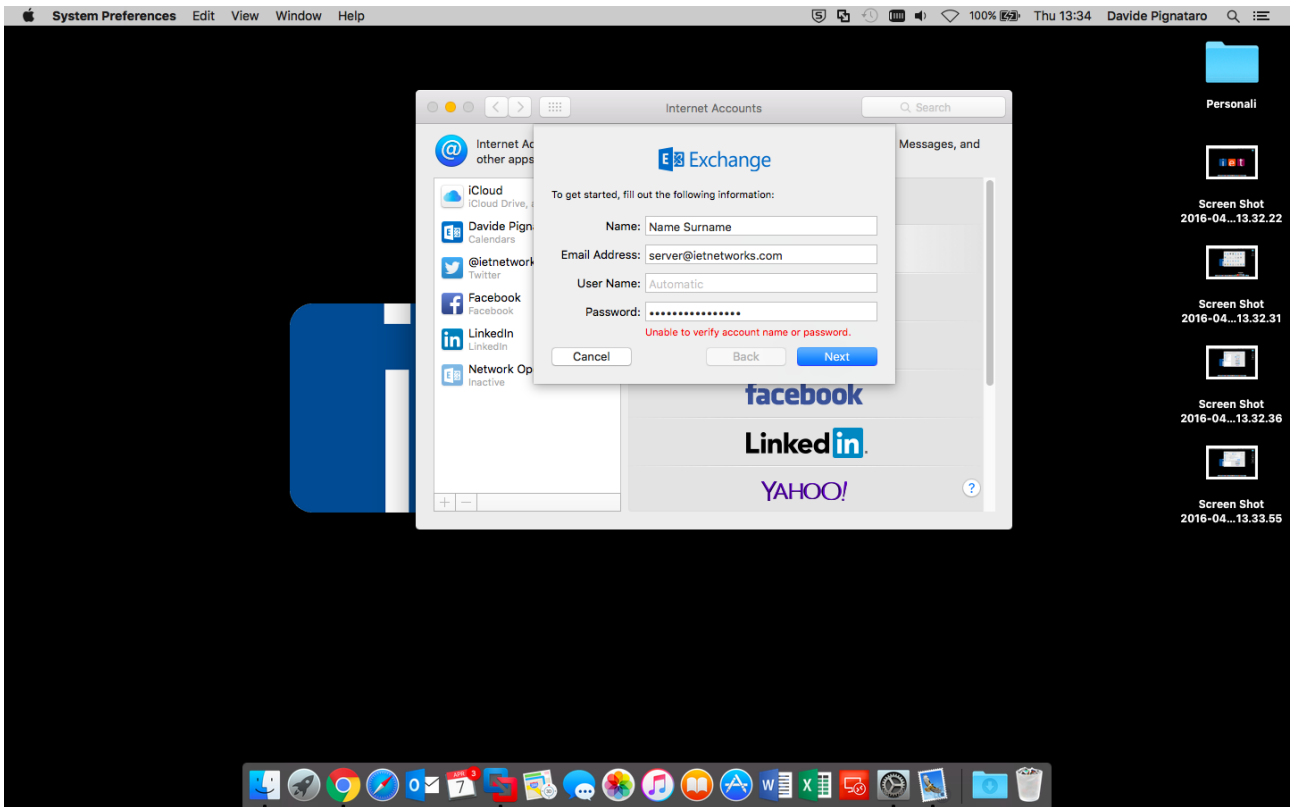
Type name: «Nome»

Email address: «email»

Password: «Password»

Click on Sign In

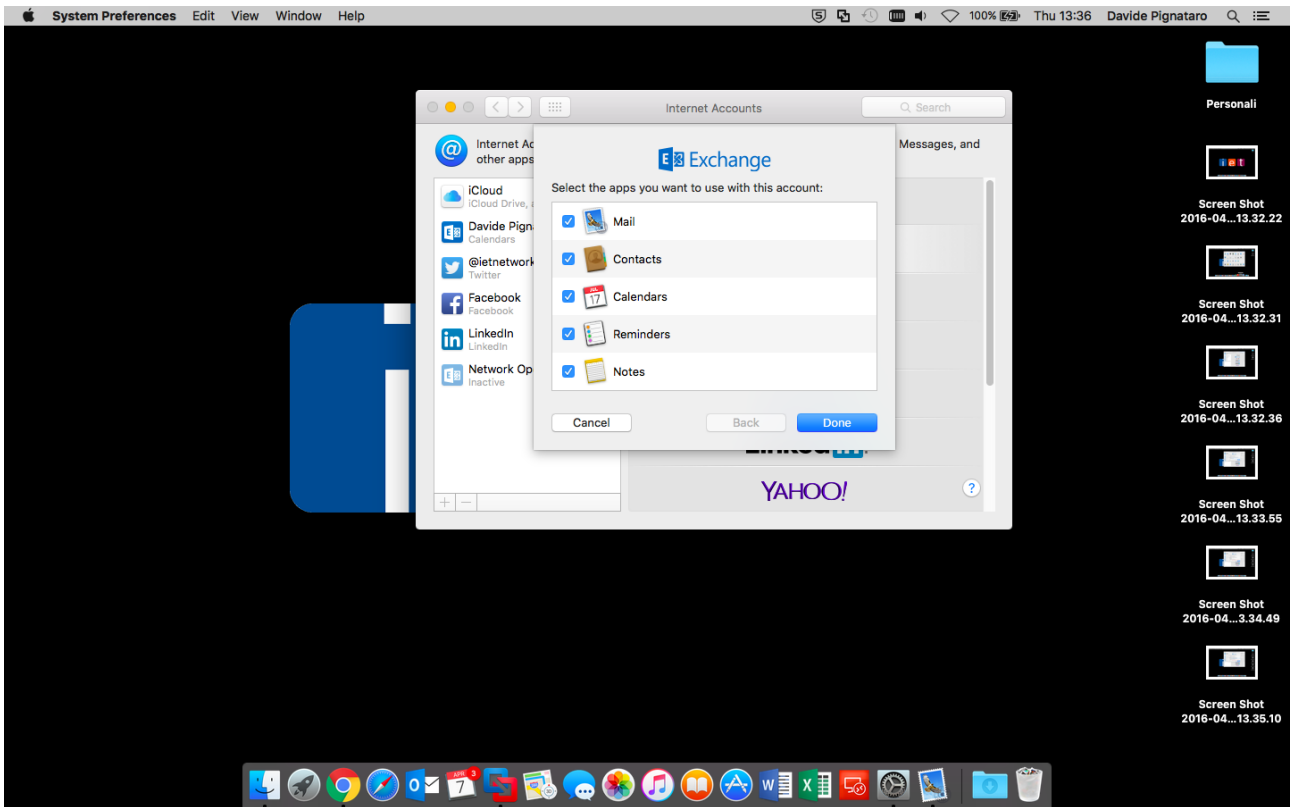




The system will show you an error message (red) Unable to verify your account and will show you an additional box called username.

In the username box type «User»

If everything is correct by pressing next you will see this window where you can check or uncheck the information you want to sync. When finish press done.



# Apple iOS

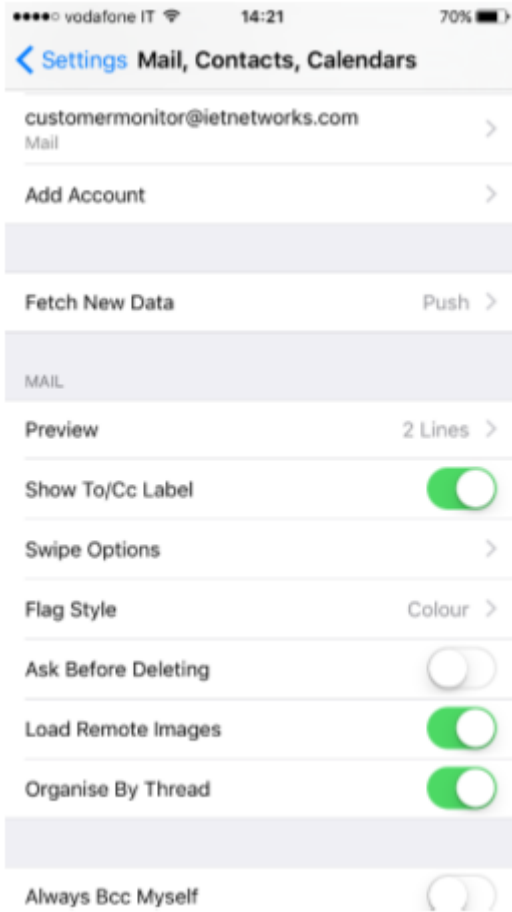
From the main menu



Select settings

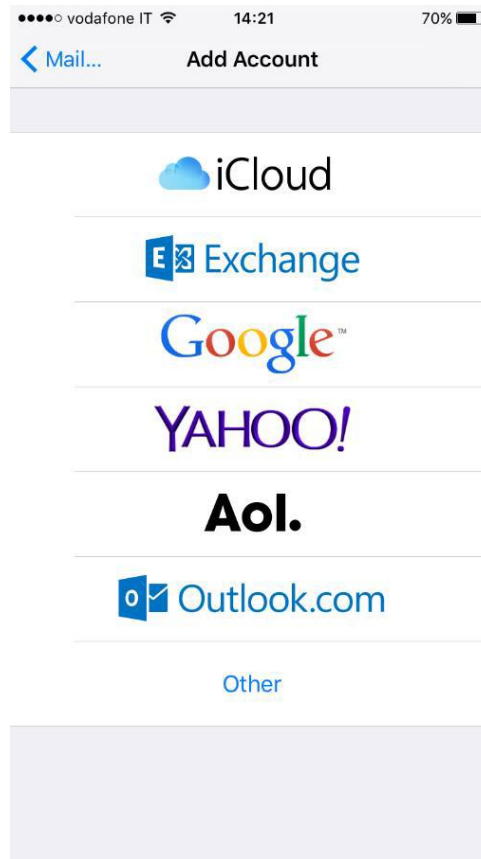


Select Mail



Be sure to remove any account related of your email address (if required from your network administrator). The device will ask you if you want to remove or keep contact on your device. Be sure to remove it to avoid duplications.

Select Add Account and choose Exchange



Type the email address, password and a description for the account and press next.

Email address: «email»

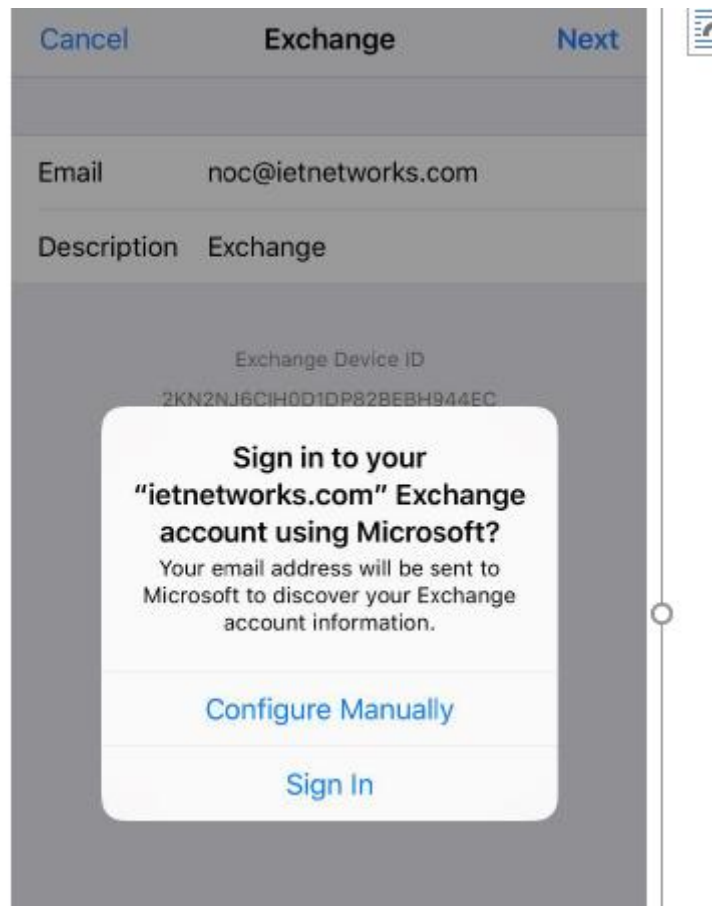
Password: «Password»

Description (example) : «Nome» - Company Name

Click on Sign In

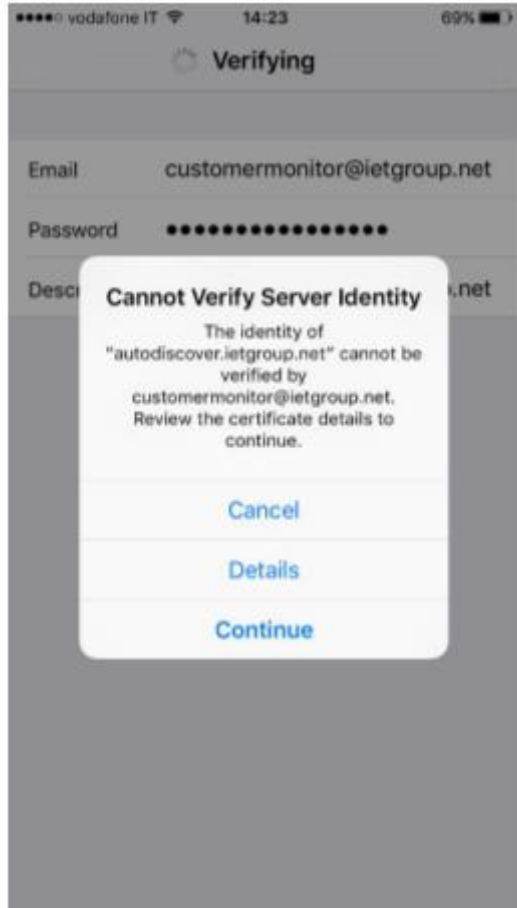


The device will ask to perform automatic or manual configuration. Select manual



The device will show you optionally a warning message, select continue





You will see the same window of with some additional box.

Complete the following additional information:

Server: mailservices.ietnetworks.com

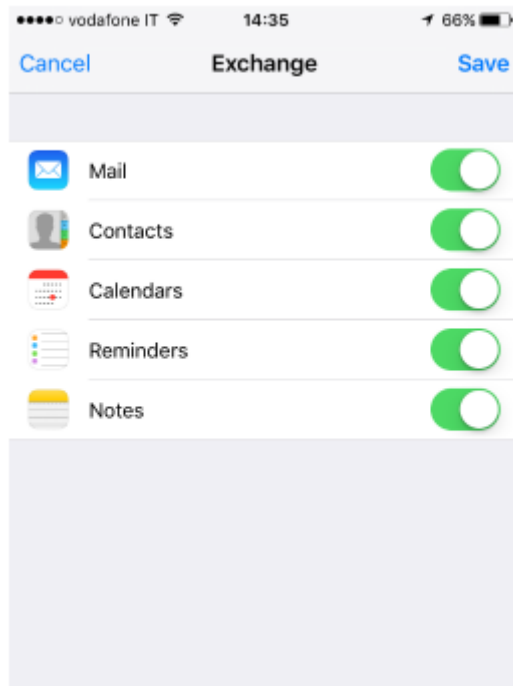
Domain: ietnetworks.com

Username: «User»

Password: «Password»

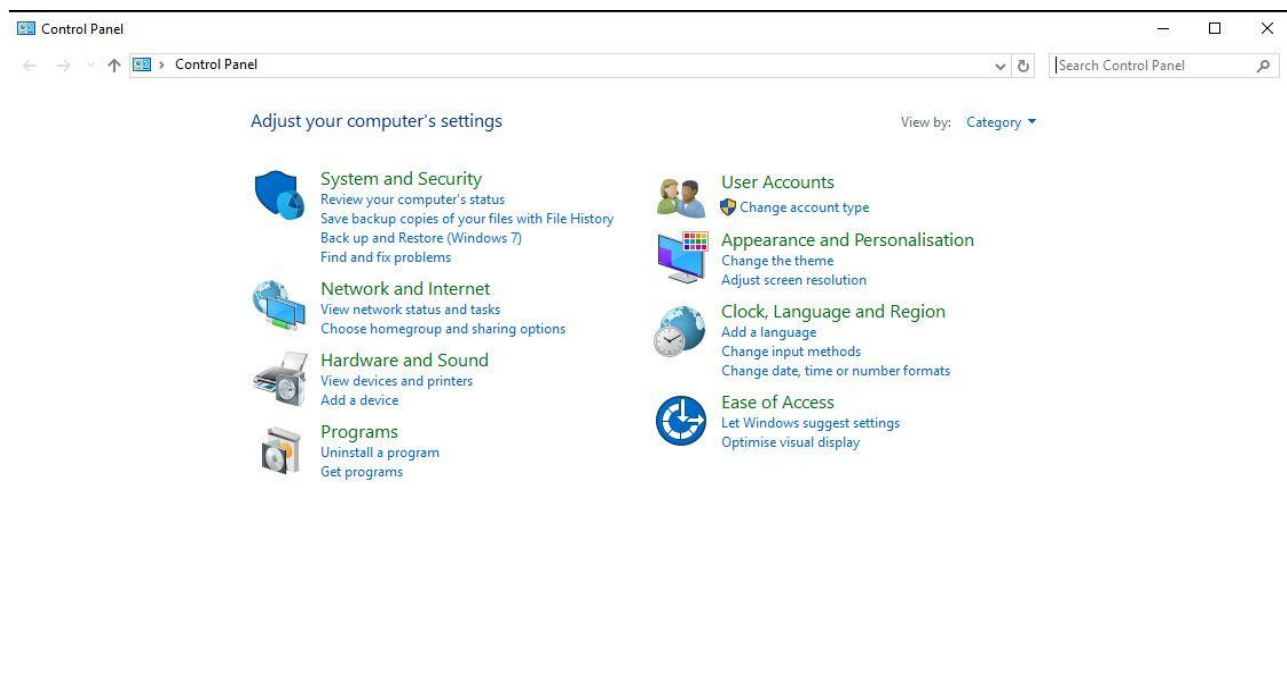


Type next. Select the items you want to synchronize and then click on save.



# Outlook 2016-2019-365 Windows

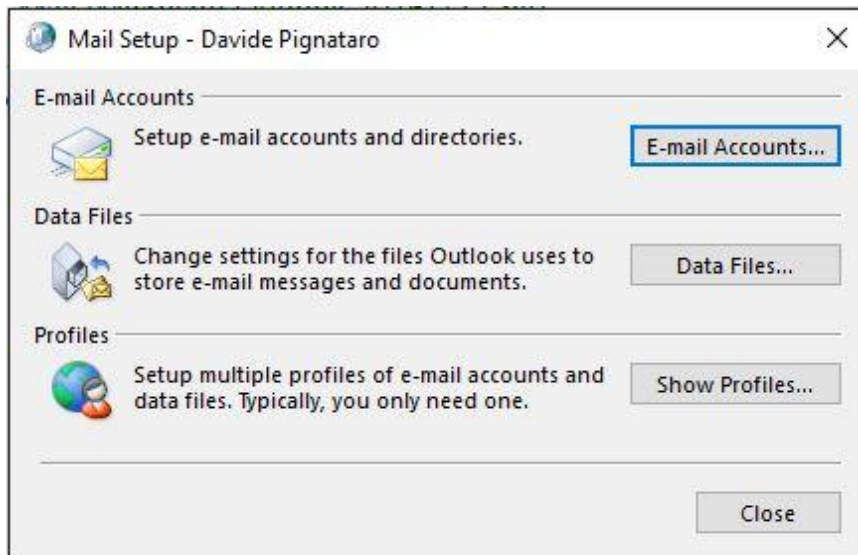
From the main window of windows open control panel



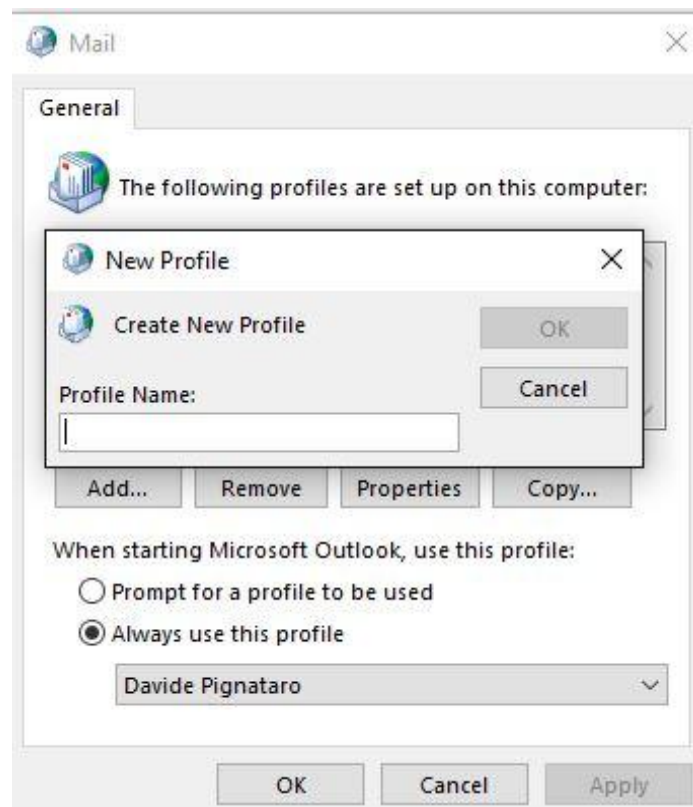
Search for mail



Click on it



Select show profiles and create a new one



Profile name: «Nome» - Company Name

Your Name: «Nome» - Company Name

Email address: «email»

Password: «Password»

Retype Password: «Password»

 Add Account



**Auto Account Setup**

Outlook can automatically configure many email accounts.



**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:

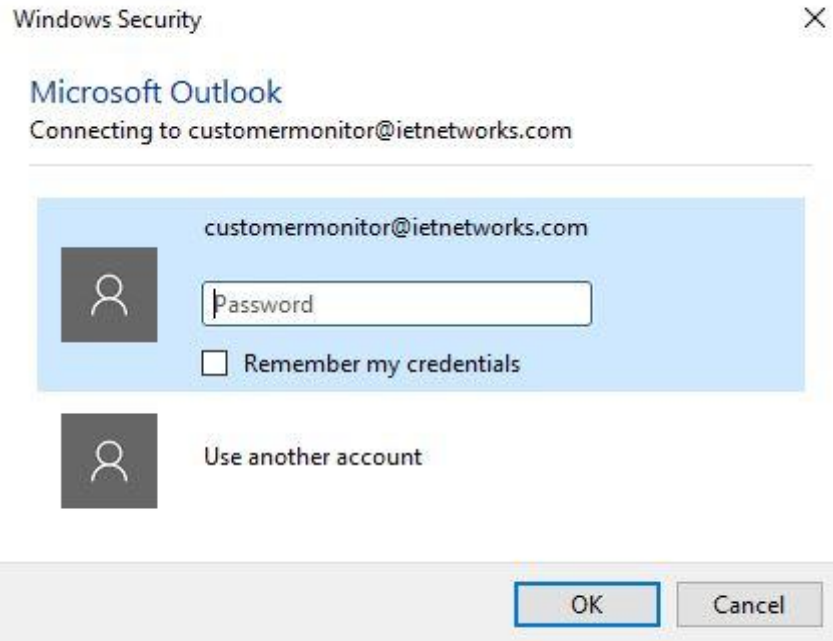
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back

Next >

Cancel

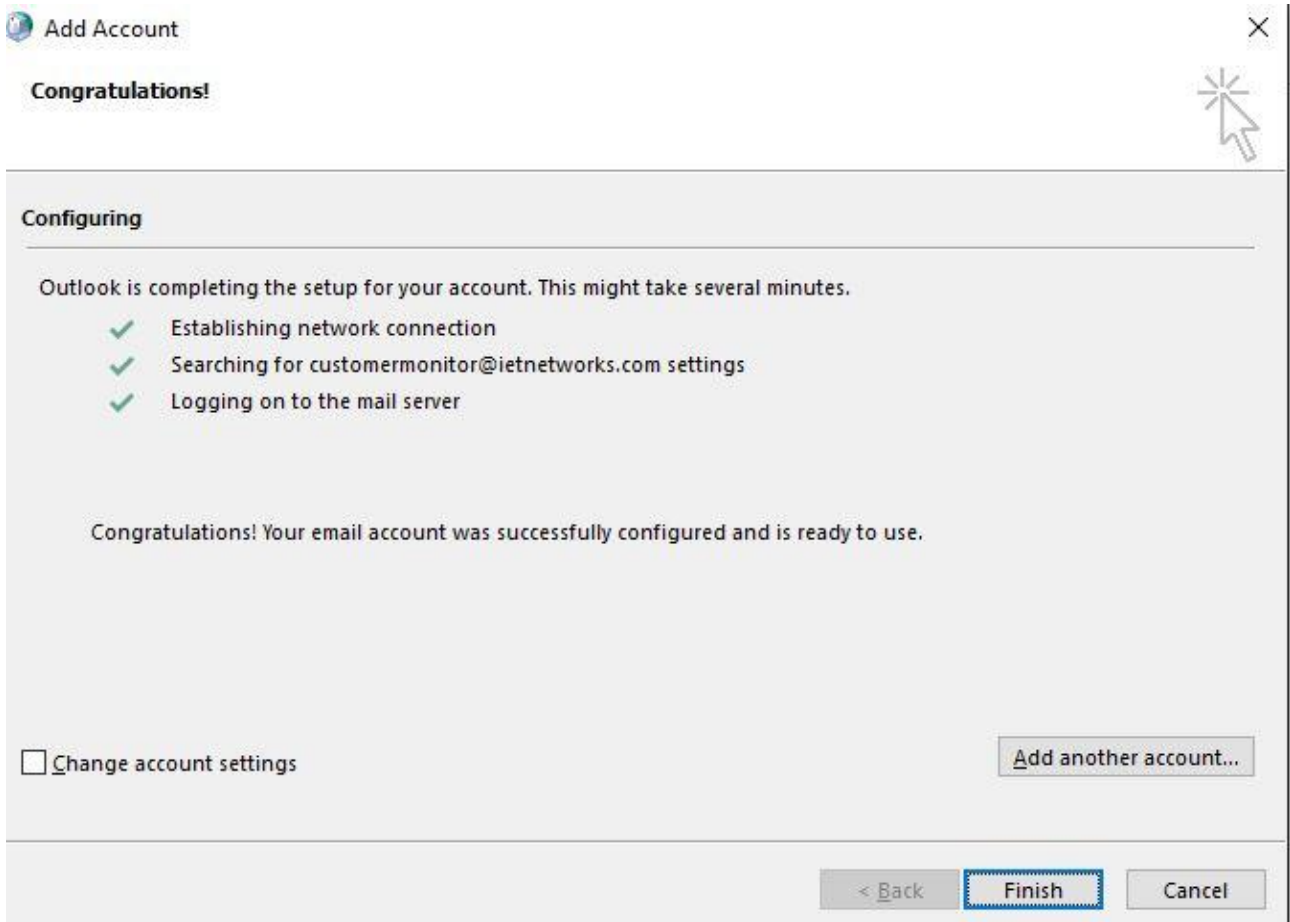


Windows will require you to give the credentials to login into your account.

Select Use another account and type username provided, password, click on Remember my credentials and type next.

Username: «Nome»

Password: «Password»



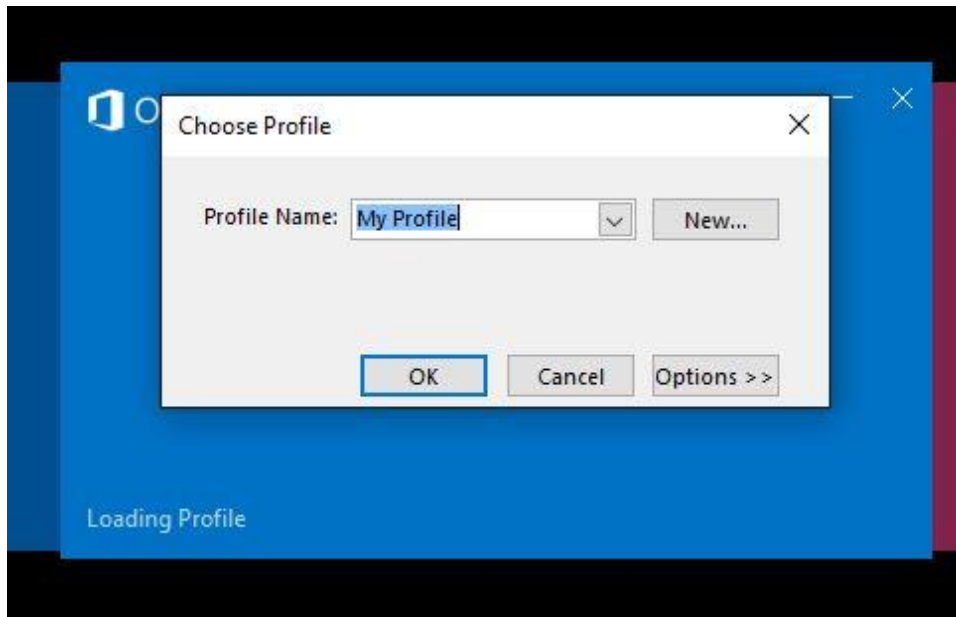
If everything has been correctly set you will see this windows. Simply click on finish.



Remember to select the option Prompt for a profile to be used before closing the window.

By opening outlook you will see this window.



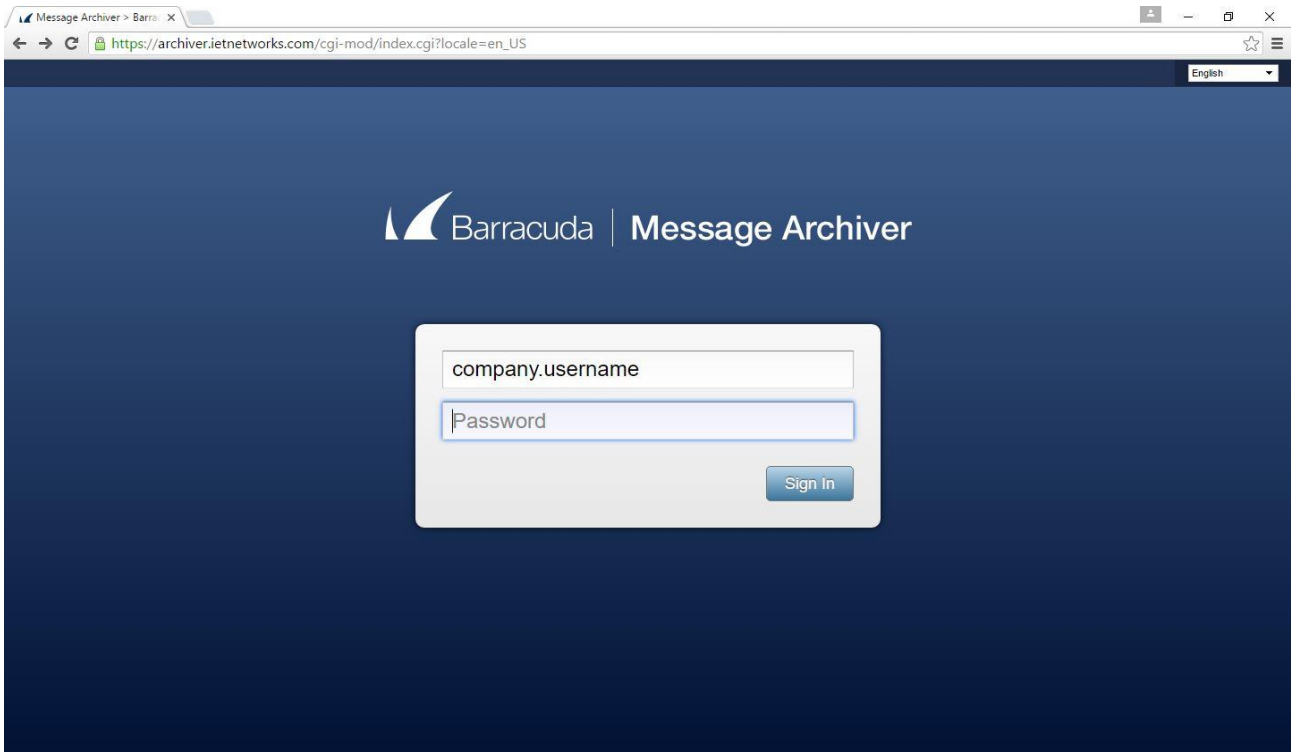


Select your new Profile and click OK. If you don't want to see every time this window you can click Options and select it as default.

Sometimes (depends on windows version) system can ask you again for the password. Simply type it and click save credentials.

# Barracuda Message Archiver Component for Outlook (Windows)

Open the browser and go to <https://archiver.ietnetworks.com>

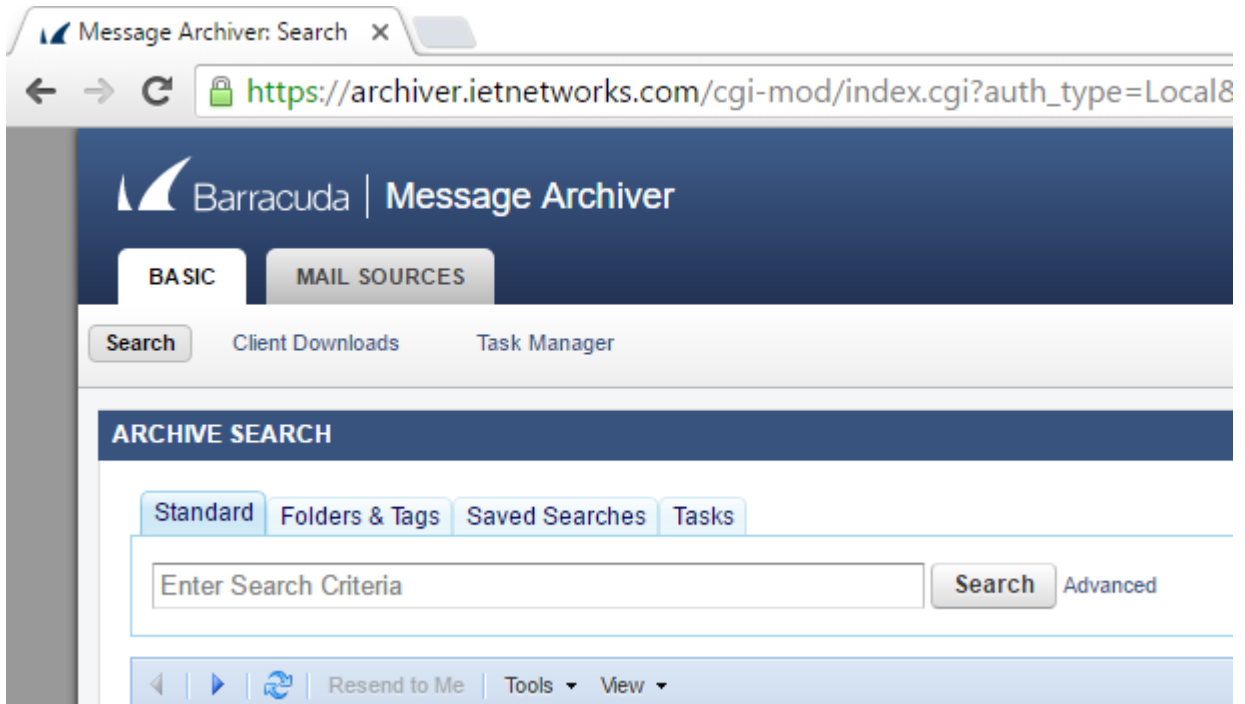


Type

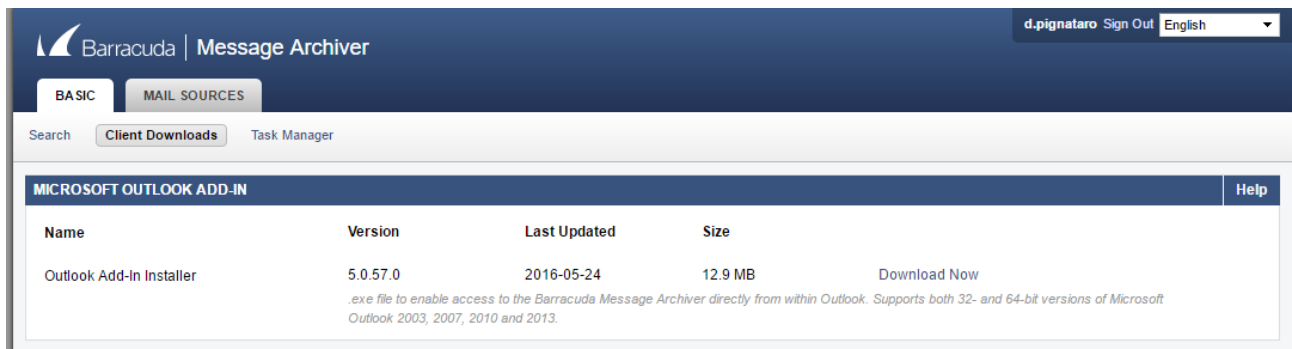
Username: «User»

Password: «Password»

Click Sign In



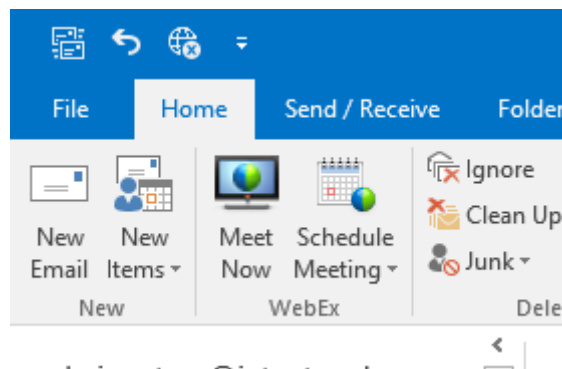
Select Client Downloads



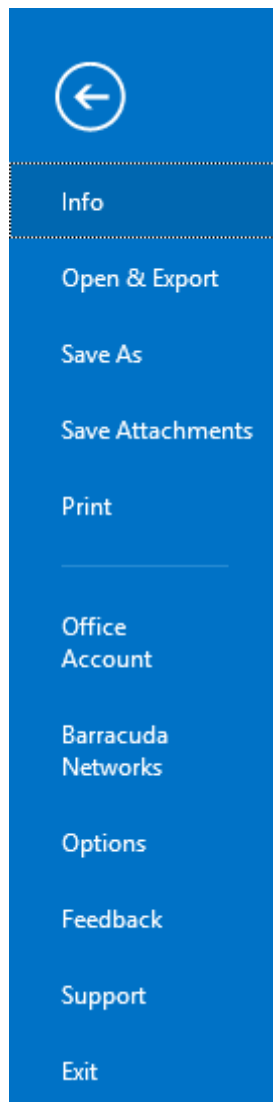
And download the Outlook- Add-In Installer

After downloading it and having outlook not open install it. When complete outlook will automatically open.

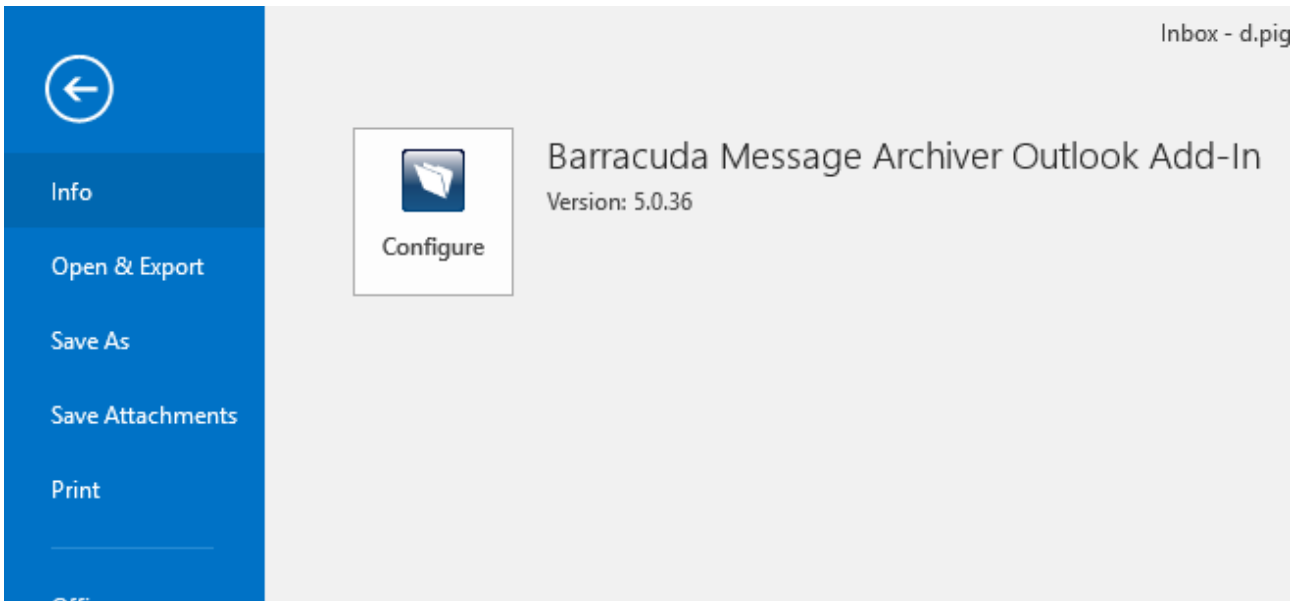
With outlook open click on file



Click on Barracuda Networks



Click on configure

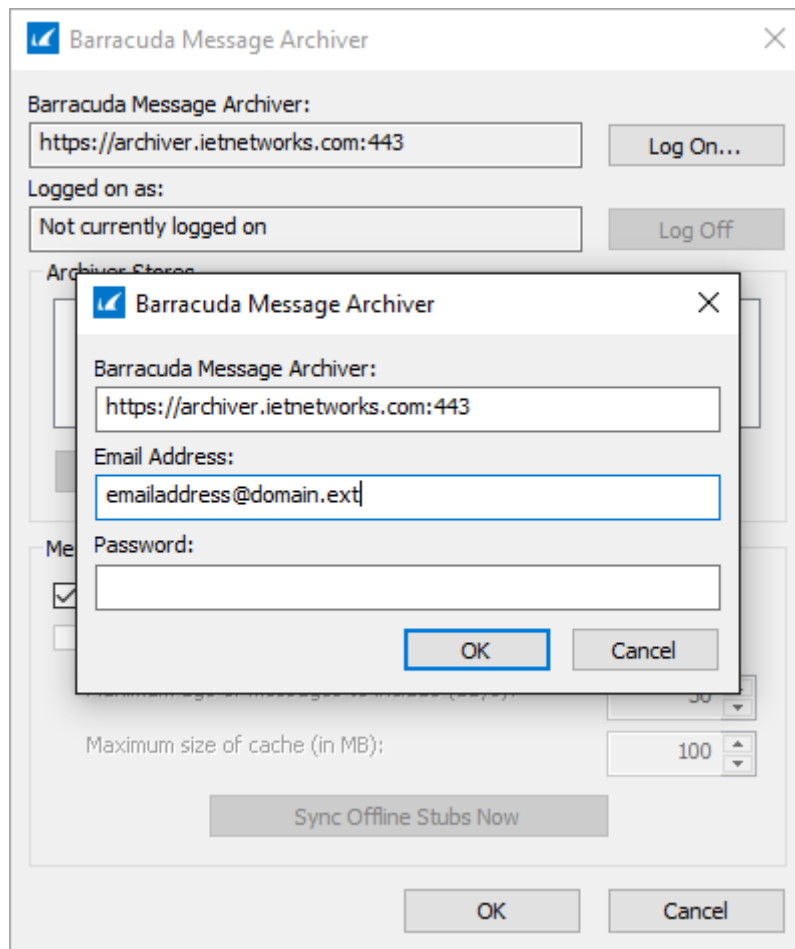


Complete the form

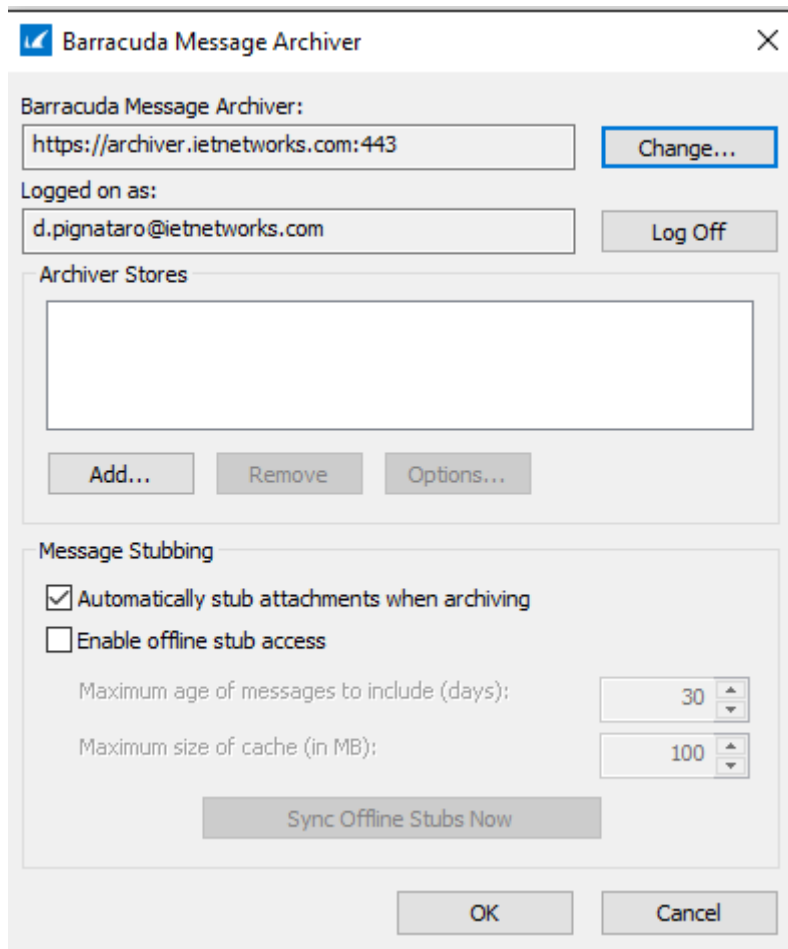
Barracuda Message Archiver: <https://archiver.ietnetworks.com:443>

Email: «email»

Password: «Password»



Click on ok.

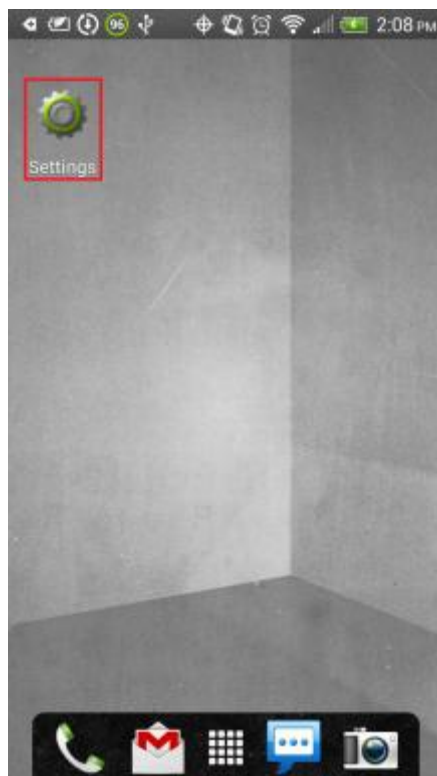


Click again on ok.

# Android

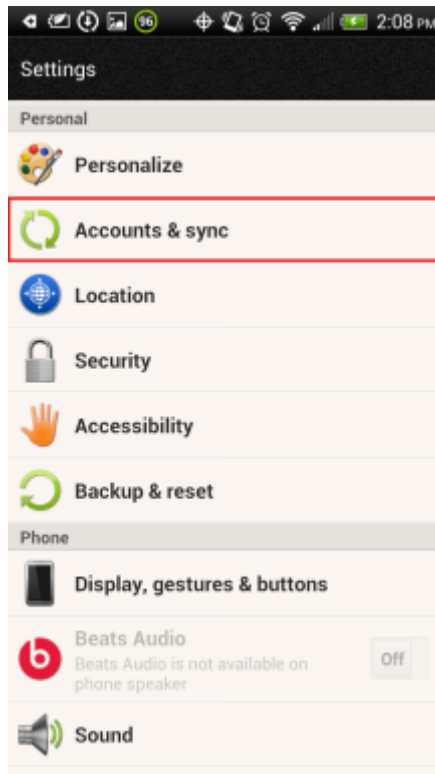
Windows settings may be different due to different Android version

Tap on the system **Settings**.

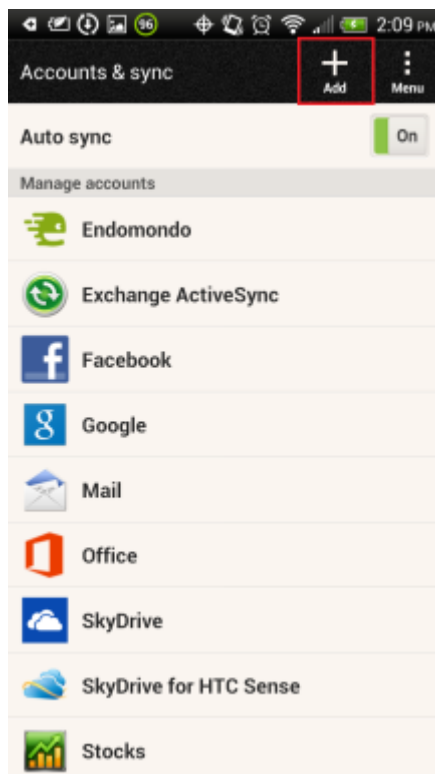


Tap **Accounts and Sync** (**Accounts** on some devices).

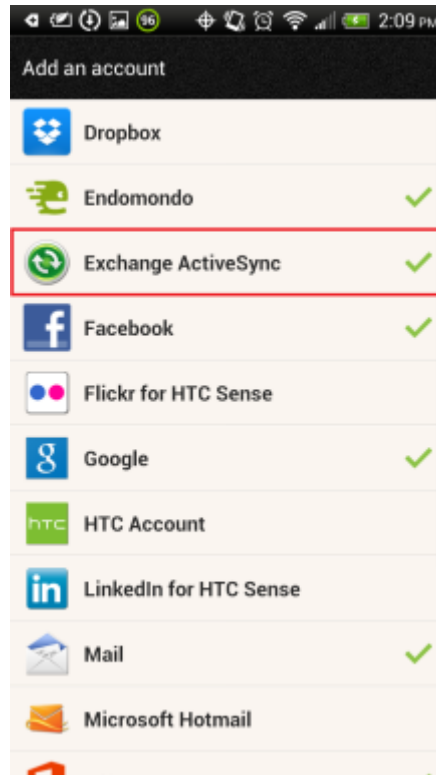




Tap on Add.



Select Exchange ActiveSync \*\* (Microsoft Exchange ActiveSync\*\* on some devices).



Fill in your email address and password and tap Manual Setup.



On the next page, add in the rest of the necessary information:

Email address: «email»

Server Address: `mailservices.ietnetworks.com`

Domain: `ietnetworks.com`

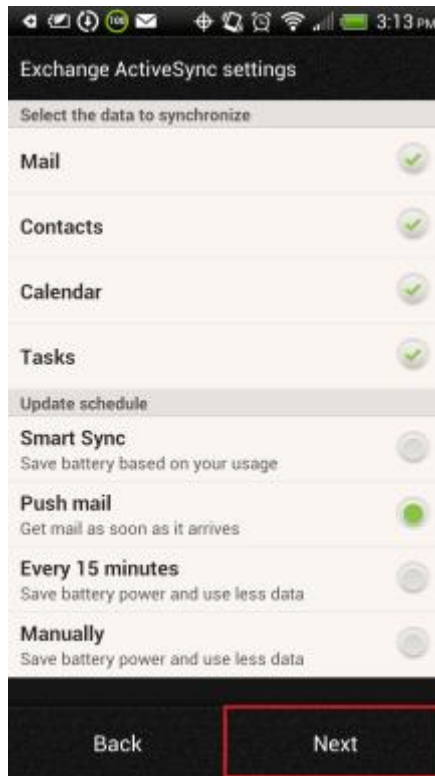
Username: «User»

Select **This server requires an encrypted SSL connection**.

With the information filled in, click **Next**. You may be prompted to Enable Remote Security Administration. Press **Ok** or **Allow**. This allows you to remotely perform a factory reset (Delete all data) on the device from OWA (Outlook Web App) in the event that the phone is lost or stolen and there is sensitive company information within the device.

The screenshot shows a mobile application interface for setting up an Exchange ActiveSync account. The title bar reads "Set up Exchange ActiveSync account". Below the title, there are several input fields: "Email address" with the value "test@emailcompany.org", "Server address" with the value "mex06.emailsrvr.com", "Domain" with the value "Exchange domain name", "Username" with the value "test@emailcompany.org", and "Password" which is masked with dots. A checkbox labeled "This server requires an encrypted SSL connection" is checked. At the bottom of the screen, there are two buttons: "Back" and "Next".

Next select the services you wish to sync with the Exchange server and when to sync. Tap **Next**.



Give your account a descriptive name and tap Finish Setup.

