# Connecting Email Accounts

Important: Regardless of the email client you use, please be sure to configure it to remove email from the server once it is fetched by the client. Each inbox is limited to 100MB of total storage, so if emails are not removed once they are downloaded, that can fill up very fast. Each email client will have an option for that, but it may differ from one client to another. Check the configuration guides below for examples.

Apple Mail

Follow these instructions to connect your email account to the Mail application included with your Mac computer or Apple iOS devices. Choose the Add an account option or (+) icon in the Mail application preferences for a laptop or desktop computer, or from the preferences in your iOS device select, Add Account.

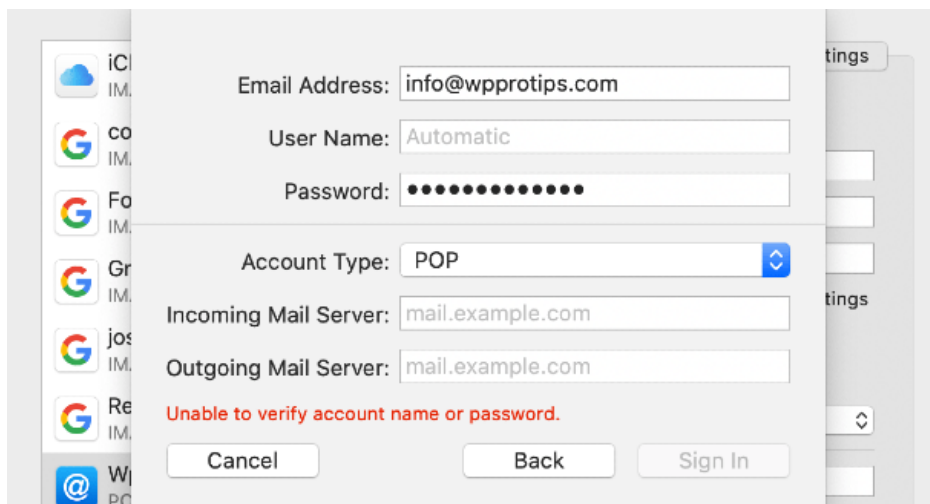Connecting Hosted Email Accounts - River City Design Studio
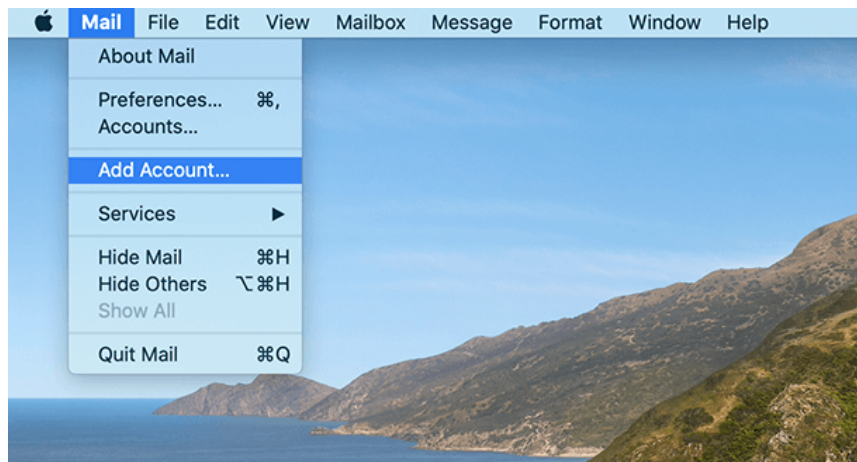
Choose the Other option in the list of clients.
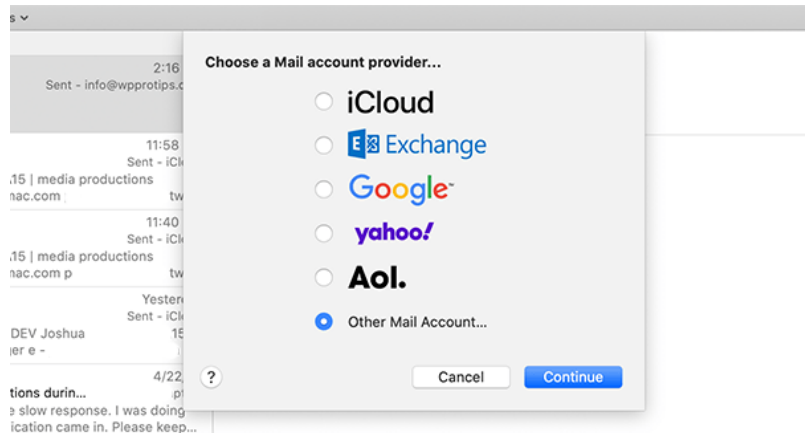
Enter:

- Your name
- Email address you'd like to add (ex., jane@janesbiz.com)
- The password associated with the email address

And click the Sign-in button. This will display the message, Unable to verify the account name or password, message.

Be sure to switch account type to POP and for the incoming and outgoing mail servers input mailu.wpmudev.host. Select the Apps you want to use with the account and click done.

You should now be able to send and receive emails from your Apple devices using the Mail application. You can access additional configuration options for your POP account in the mail configurations options.

Make sure to check the Remove copy from server after retrieving a message box to ensure your server inbox does not hit the 100Mb limit.
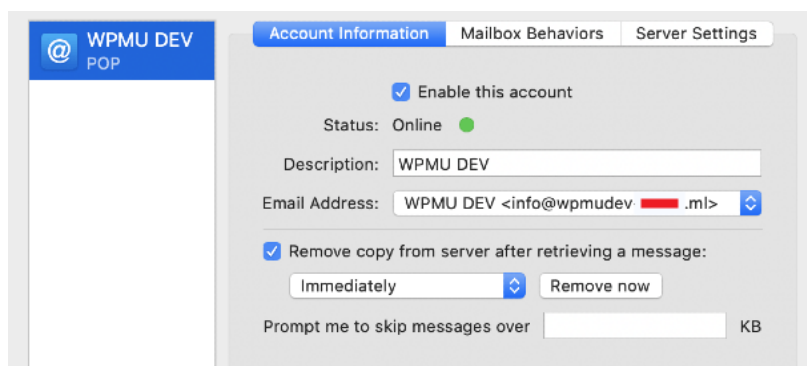

If you're setting this up on an iPhone, the corresponding setting for the above can be found under Advanced > Incoming Settings where you'd select Delete from server > When removed from the inbox.

You may also need to double-check that SMTP is enabled for this account (with correct username and password), and SSL is set to port 587.
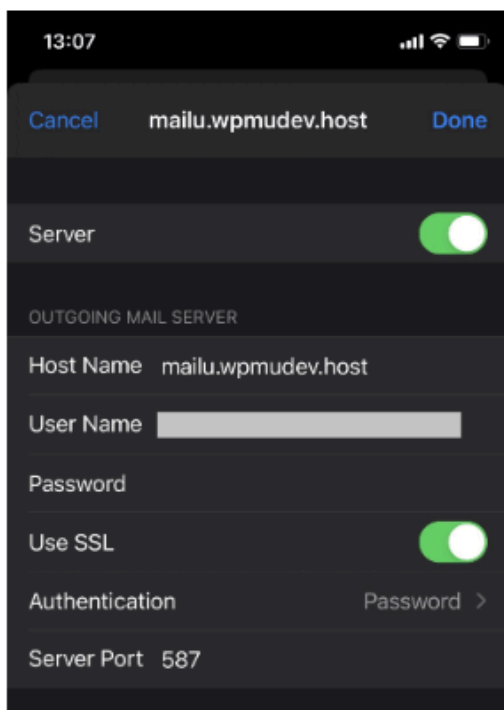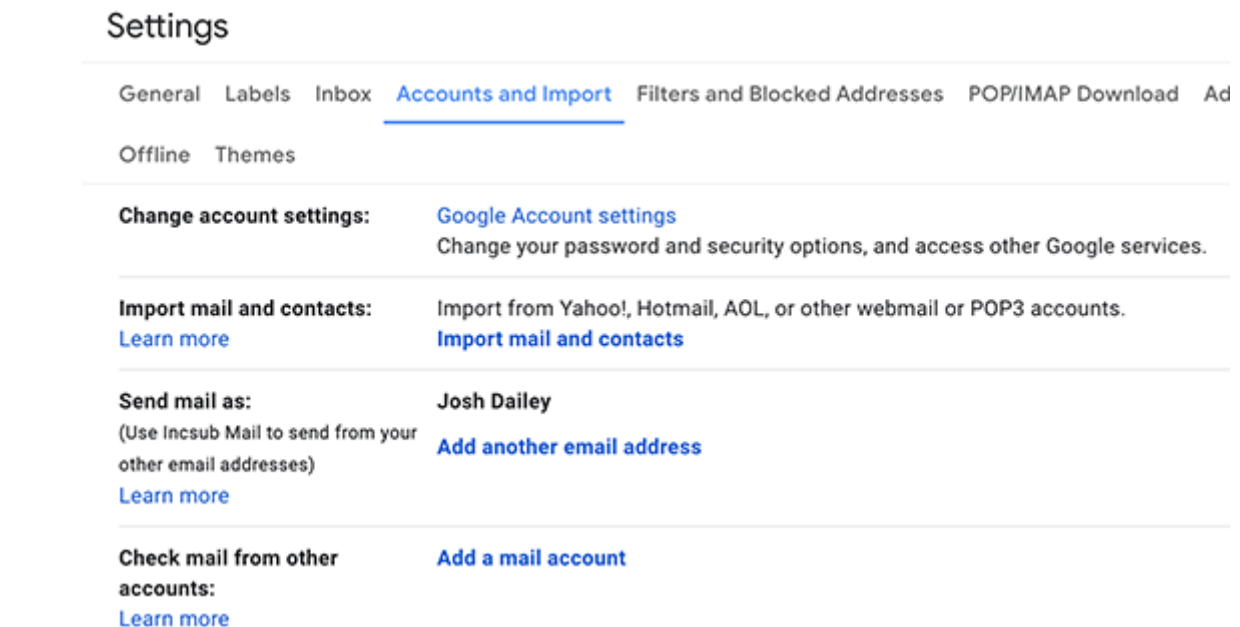

Gmail

To send and receive emails from your Email Account in Gmail, open Gmail in your browser and click the settings (gear) icon in the top right of the screen.
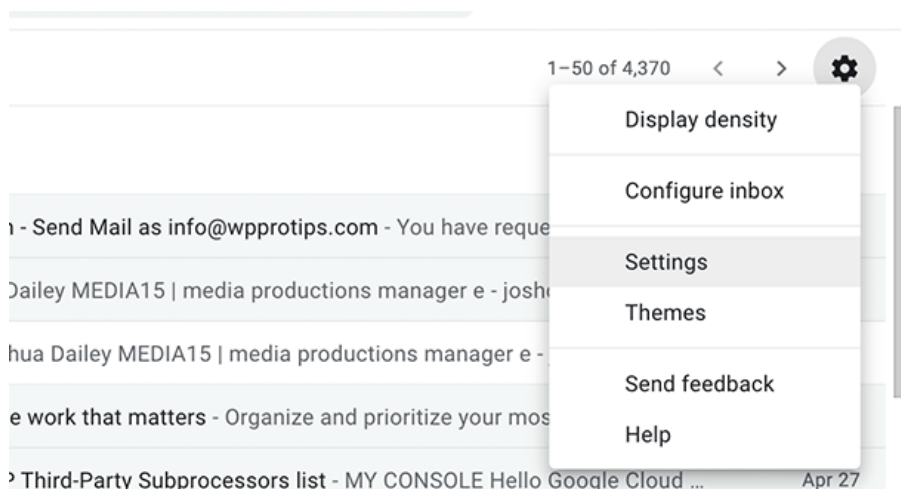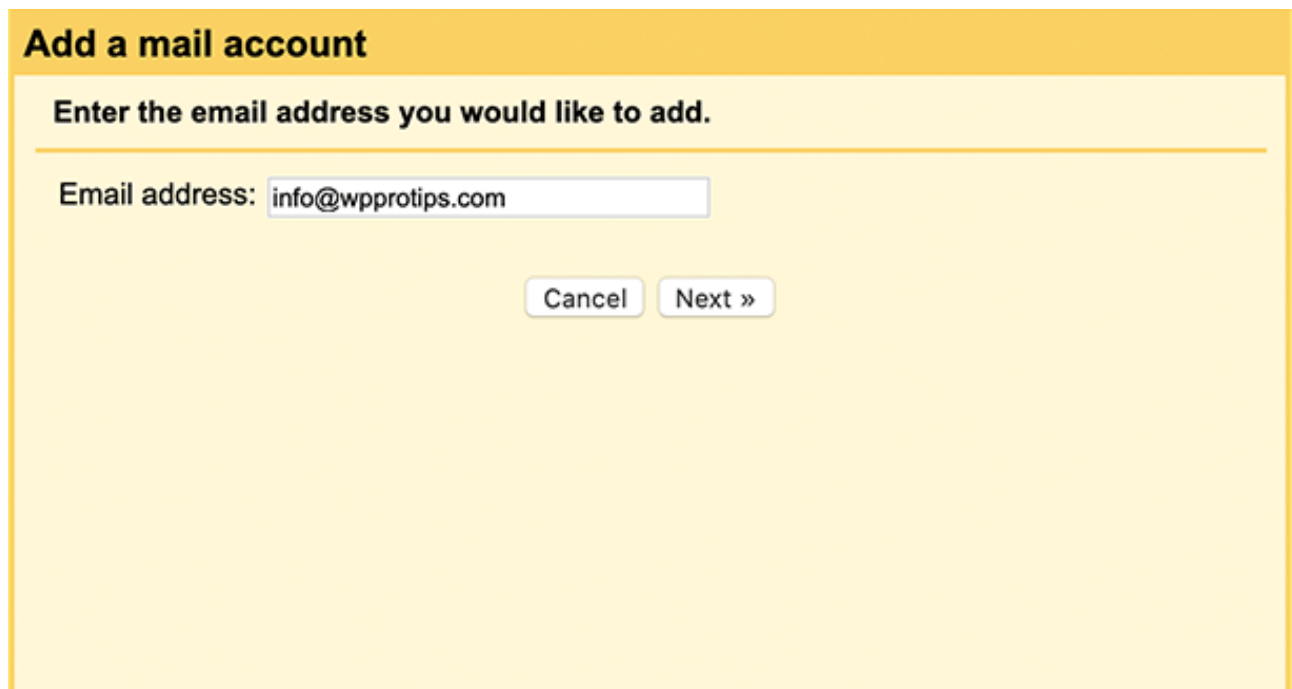
Click the Accounts and Imports tab and under the Check mail from other accounts option, click the Add a mail account link.
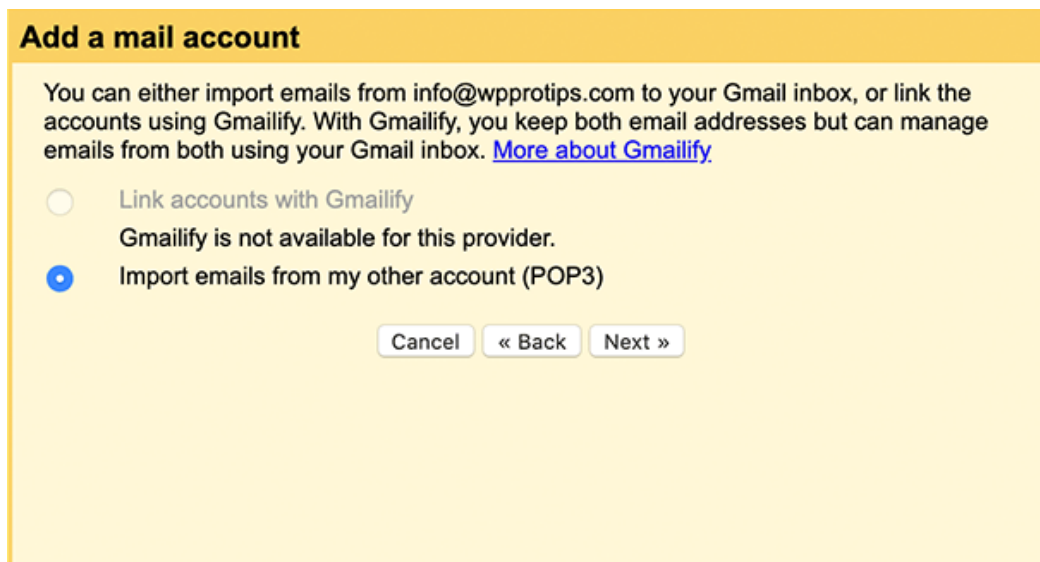

In the "Add a mail account" window, enter the email address you wish to add and click next.

If you see the following step, choose the Import emails from my other account (POP3) and click next.

Add a mail account

You can either import emails from info@wpprotips.com to your Gmail inbox, or link the accounts using Gmailify. With Gmailify, you keep both email addresses but can manage emails from both using your Gmail inbox. More about Gmailify

○ Link accounts with Gmailify
   Gmailify is not available for this provider.
◉ Import emails from my other account (POP3)

[Cancel] [« Back] [Next »]

Then enter your email account credentials and server information:
- Username – the email address you wish to add
- Password – The password associated with the new email account
- Pop Server – mailu.wpmudev.host
- Port – 995
- And check the box **Always use a secure connection (SSL) when retrieving mail**.
- Make sure to uncheck the Leave a copy of retrieved message on the server box to ensure your inbox does not hit the 100Mb limit.
- Click add account

If you would like to also be able to send emails from your Gmail account, choose the Yes, I want to be able to send mail as option.

You will then be asked to enter information the name you wish to appear when sending email. Make sure to check the Treat as an alias box so that messages received from your hosted email account will appear in your Gmail inbox. Click Next Step when this is done.

Configure the send options:
- SMTP Server: mailu.wpmudev.host
- Port: 587
- Username: the email address you are adding
- Password: The password associated with the email account you are adding

Click the Add account button. You'll then receive a confirmation email in your Gmail inbox with the verification link/code you need to confirm this action.

Minimize (don't close) the "Add a mail account" window, go to your Gmail inbox and verify the account by either by clicking on the verification link or by copying the confirmation code and pasting it in the corresponding field in the "Add a mail account" window.

Add another email address you own

Confirm verification and add your email address

Congratulations, we successfully located your other server and verified your credentials.

Just one more step!

An email with a confirmation code was sent to

info@wpprotips.com

[Resend email]
To add your email address, do one of the following:

Click on the link in the confirmation email   **OR**   Enter and verify the confirmation code
[   ] **Verify**

Close window

You should now be able to send and receive emails from the Gmail client.

Outlook

To send and receive emails from your email address in Outlook, begin by opening the Outlook desktop application and clicking File in the menu ribbon. Next, click the Add Account button.
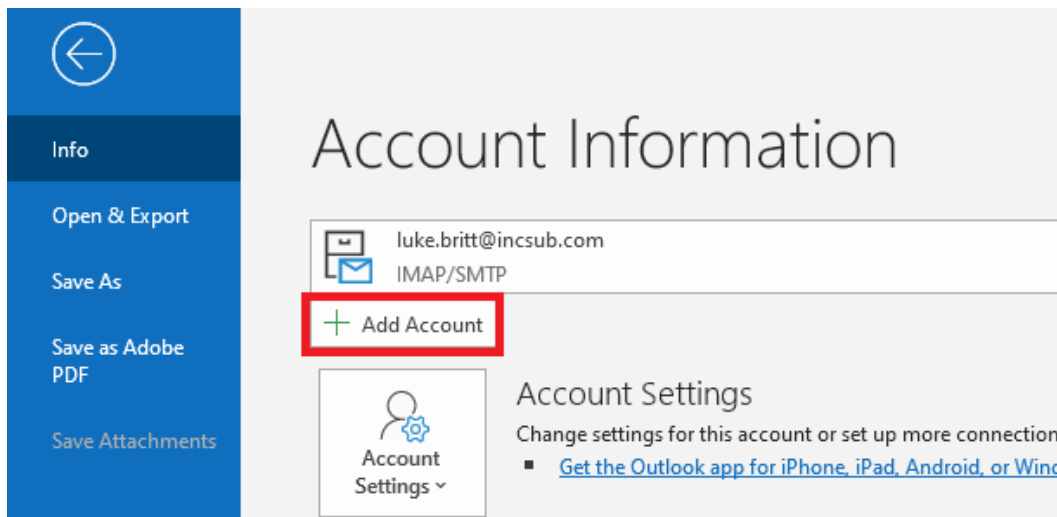
Enter the hosting email address you wish to connect, and click the checkbox for the Let me set up my account manually option. Then, click Connect.
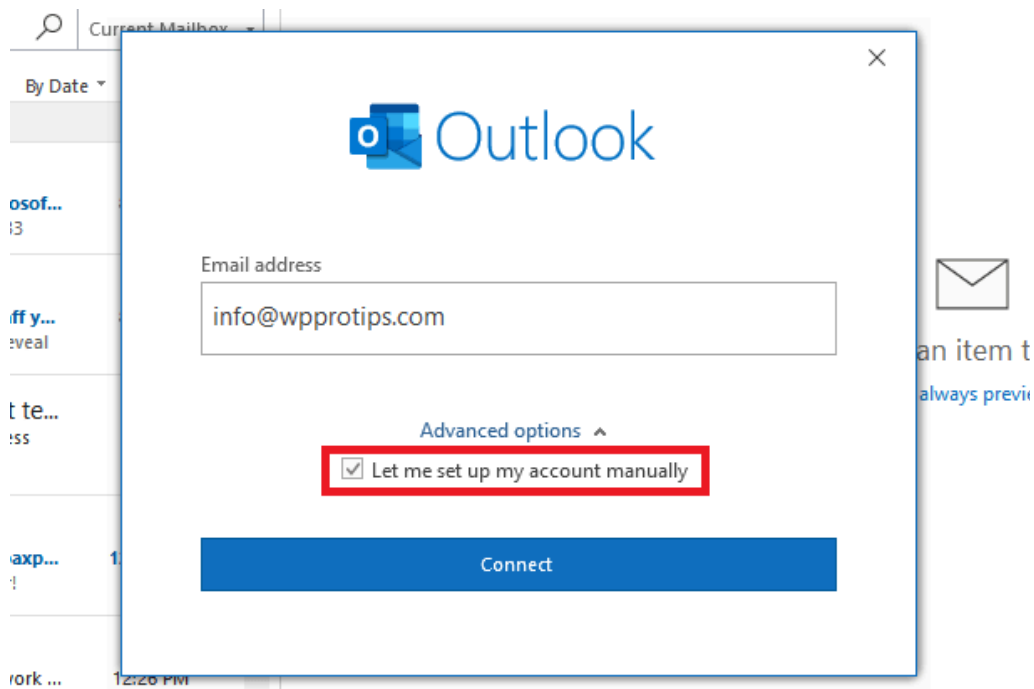
Select POP as the type of email account you are connecting.
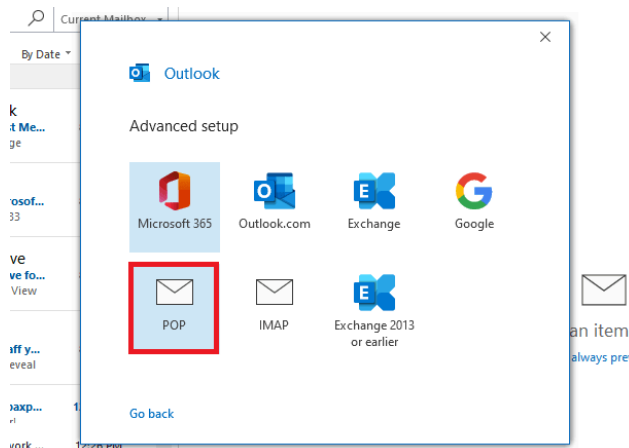
The information required to complete the POP email setup is located on the Email Accounts screen for the site associated with that address. Go to the Active Email Accounts section in your hub and click the information button.
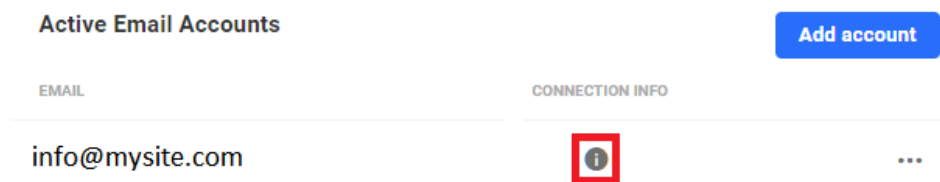

Copy the connection information into the appropriate fields in Outlook's POP setup screen.

Connecting Hosted Email Accounts - River City Design Studio
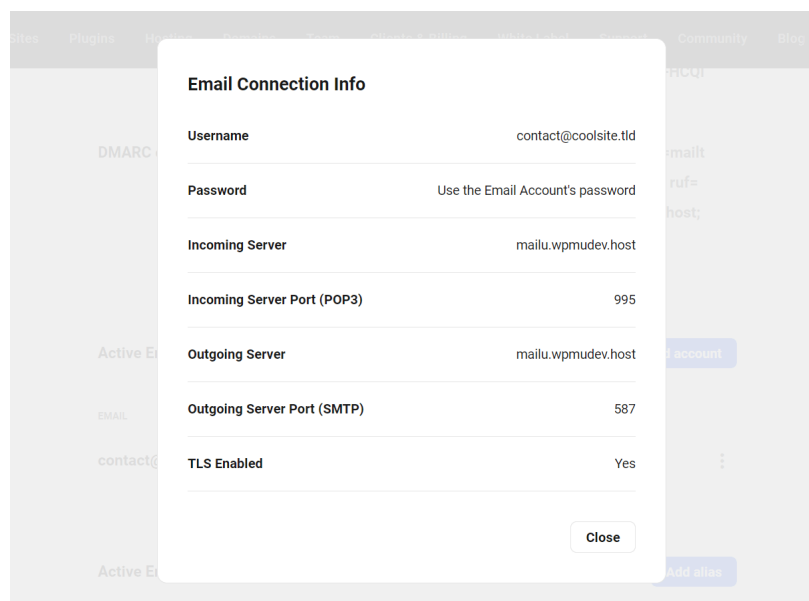
Enter the following information into the indicated fields:

- Servers: The same server, or host, is used for both incoming and outgoing email, so enter mailu.wpmudev.host into both server fields.
- Incoming port: The incoming port for all hosted email accounts is 995. So, enter that number into the incoming mail port field.
- Outgoing port: The outgoing port for hosted email accounts is 587.
- Encryption method: TLS is enabled for all hosted email accounts, but there are two TLS options available in Outlook. It is important to select the STARTTLS option. Mac User?

If you are configuring this in the Outlook app on an Apple device and don't see the STARTTLS option for the Outgoing mail > Encryption method as noted above, try setting it to SSL and Port 465. Then, under More Options at the last step (as seen in the image below), switch the Authentication from Incoming Server Info to Username/Password.
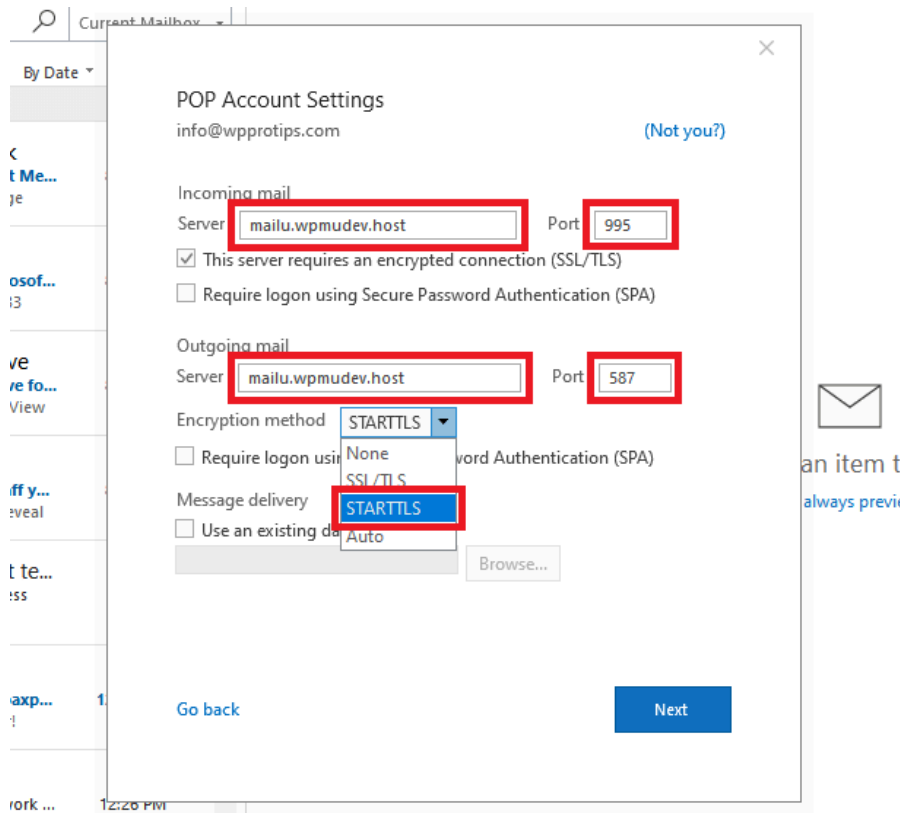
When ready, click the Next button. On the next screen, Outlook will request the email account password. This is the password associated with the email address (the one that you chose or was provided when the account was created.) Enter the email address password into the field provided by Outlook and click Connect.
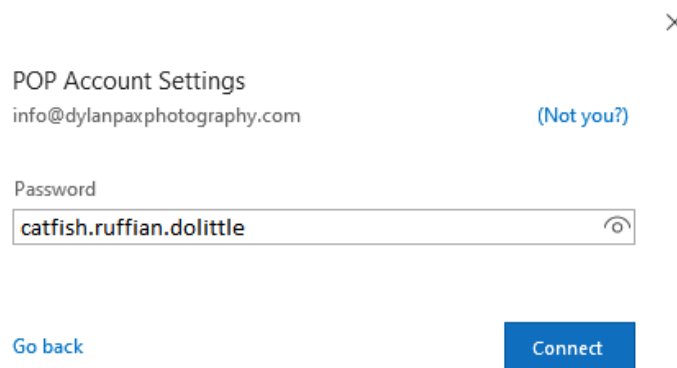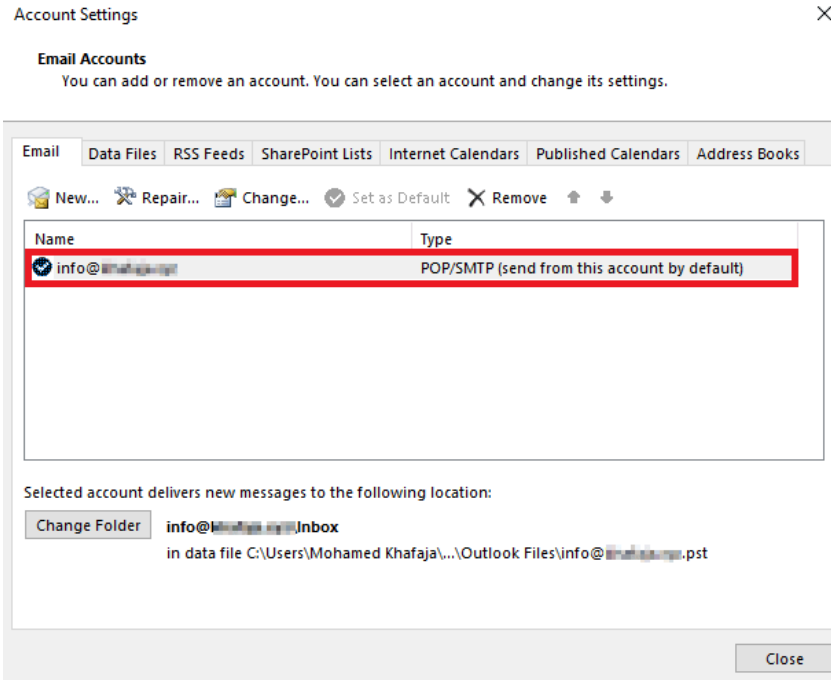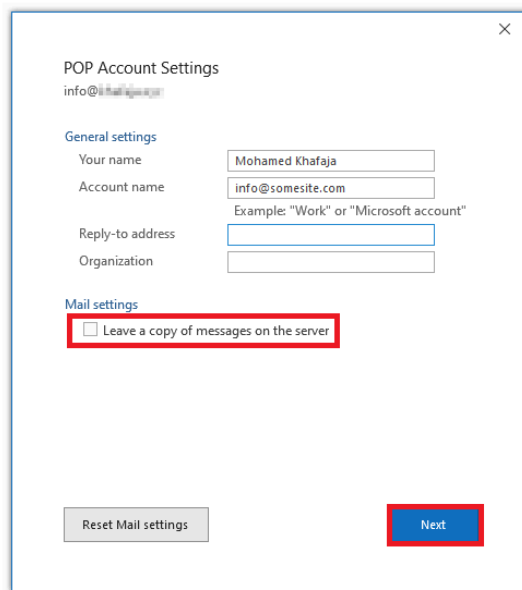
Click Done to complete adding the account.
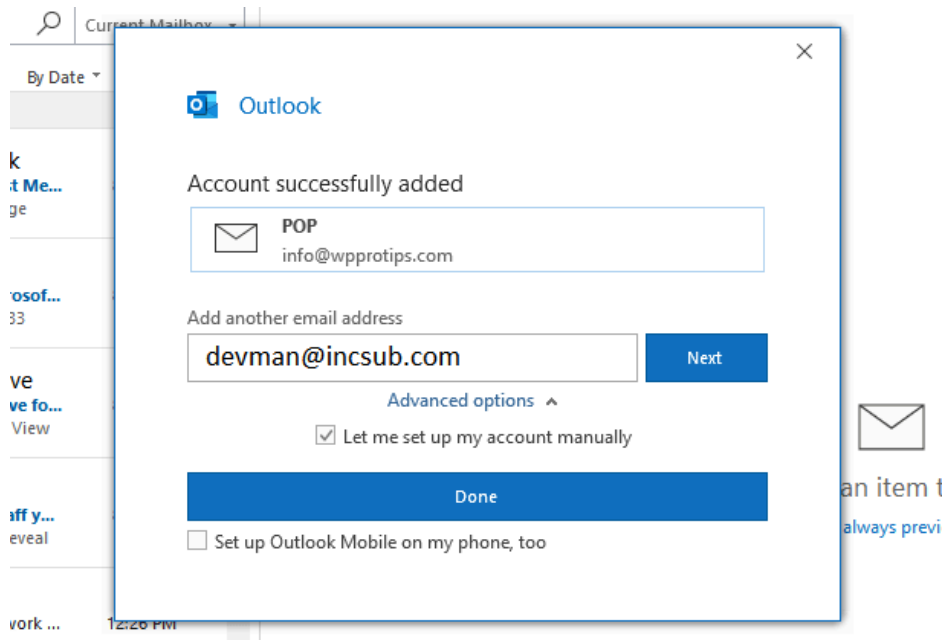
Next, click File in the menu ribbon, then click the Account Settings dropdown menu and choose Account Settings.
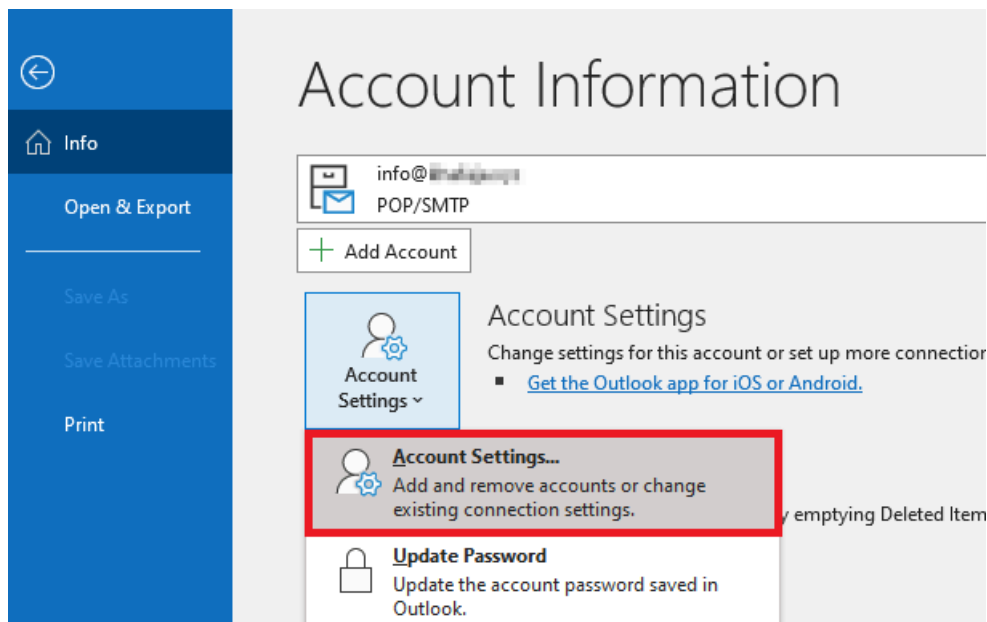
Double-click the email account that you added.

Make sure the Leave a copy on the server box is unchecked to ensure your WPMU DEV inbox does not hit the 100Mb limit.

Finally, click Next, then Done to save the changes. You can now begin sending and receiving emails from the Outlook client using the connected WPMU DEV hosted email address.

Windows Mail

IMPORTANT

Windows Mail does not have an option to remove email from the server after you've downloaded or synced it to your client. This means that once your 100Mb limit for the connected email account is reached, email will cease functioning. This guide is provided as a configuration example for your convenience, **but we do not recommend this client.**

To send and receive emails from your hosted email account in Windows Mail, first open the Mail app in Windows 10. In the application settings, click Manage accounts, and then click Add account.
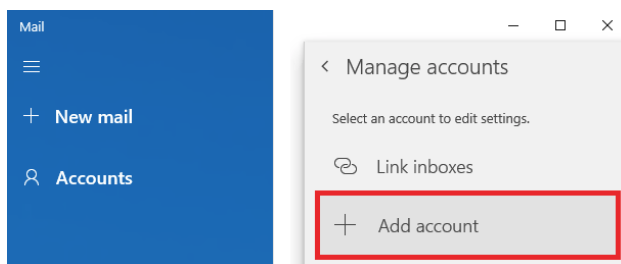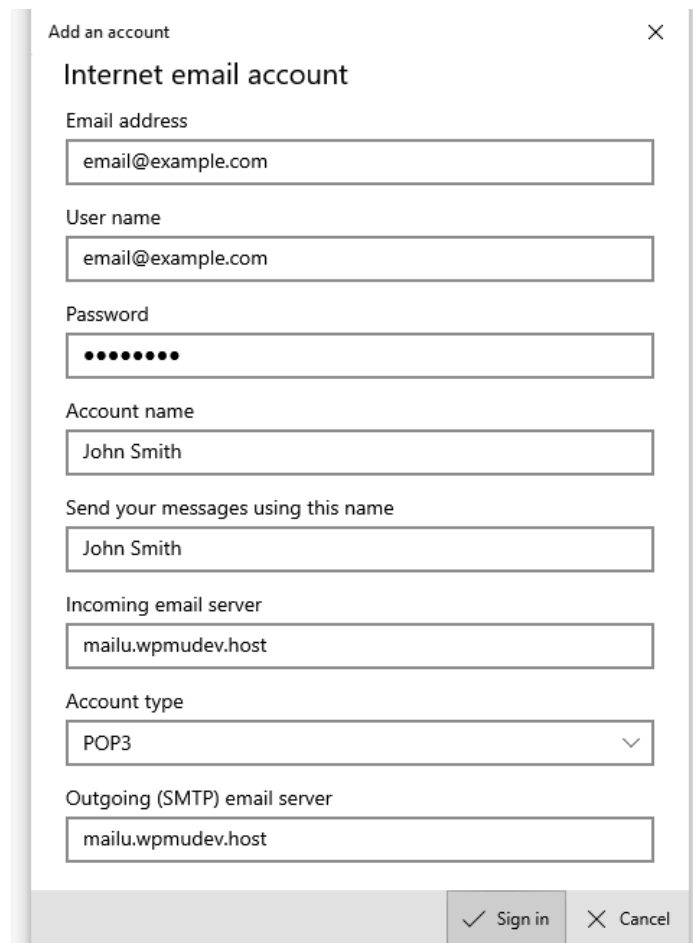

From the list of account types, click Advanced setup. On the next screen, select Internet email.
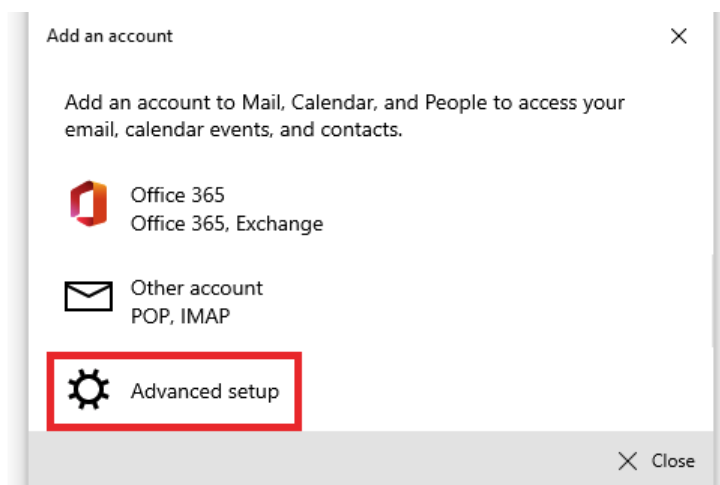
Enter the account information associated with your hosted email address:

- Email address: Your hosted email address

- User name: Your hosted email address

- Password: The password associated with your email account

- Account name: The name associated with your email account

- Incoming email server: mailu.wpmudev.host

- Account type: POP3

- Outgoing email server: mailu.wpmudev.host

Click Sign in to finish adding your account. Once finished, you should be able to send and receive email from Windows Mail using the connected hosted email address.
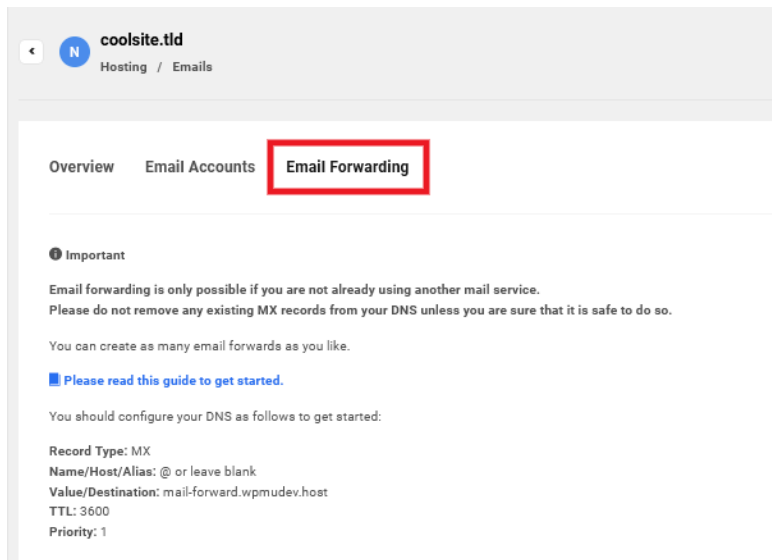
Email Forwarding

Email forwarding is a simple way to use an existing email account, such as Gmail, Outlook, Rackspace, or other service, to receive emails from an alias address that includes your domain name. This is ideal for individuals and small businesses concerned with maintaining a professional online reputation without incurring email hosting fees.

In simplest terms, using our forwarding tool, you can create an address like you@yourdomain.com, share that email address on your site (or anywhere you want, really), and we will forward emails sent to that address to your Gmail, Outlook or other email address.

Note that you can also create a forwarder to redirect email from a secondary domain to the Primary domain of the same WPMU DEV hosted site in your Hub. For example, if you have domain.tld set as the Primary domain for a site, and have anotherdomain.tld added to that same site, you can create a forward for contact@anotherdomain.tld that will send to contact@domain.tld.

Creating A Forward

Log into your hosting hub and click the Emails tab, then click Email Forwarding to open the email forwarding creation and management tool.

Note the following information, displayed on that screen, which you may need to configure a forwarding address:

Record Type: MX

Name/Host/Alias: @ or leave blank

Value/Destination: mail-forward.wpmudev.host

TTL: 3600

Priority: 1

Click the Add email forward button in the bottom left corner. In the screen that appears, enter the following information into the fields provided:
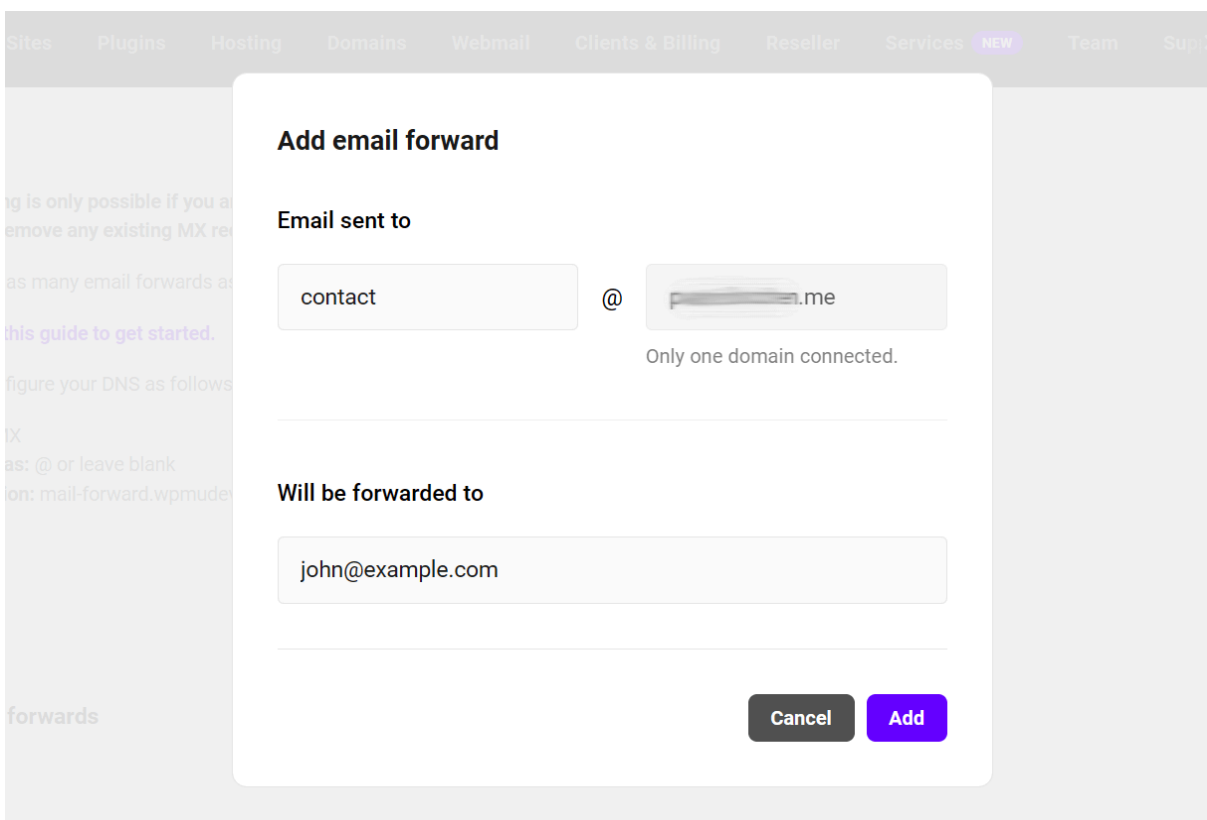
- Email Sent to: In this field, enter the user portion of the address, which is everything before the @. Do not include the @.
- Domain: In this field enter the domain portion of the email address, which is everything after the @. Do not include the @.
- Will be forwarded to: Enter the entire email address to which you want emails forwarded.

You can only configure one forwarding address at a time, but you can add up to 20 per site. If you want to forward multiple addresses to a single account, simply create an email forward for each using the same "forwarded to" address.

IMPORTANT

Emails can be forwarded to a single address only. If you need emails to be forwarded to multiple addresses, you will need to configure CC or BCC options at the "forwarded to" address for the additional destinations.

When ready, click the Add button.

Verify the Forward to Address

Within a few minutes, we will send an email to the forwarded to address that contains a verification link. You must click this link to activate forwarding for the newly-created address.

Configuring Forwarding MX Records

The verification email also includes important instructions for editing the DNS information for the applicable domain. Typically, these records are maintained by the registrar where you purchased your domain, unless you are using our DNS management tool, which we strongly encourage.

It is important to note that once you edit DNS, it may take some time (up to 24 hours in rare cases) for the DNS changes to take full effect and for the email forward to begin working.

IMPORTANT

Do not remove or change any existing MX records from your DNS unless you are certain it is safe to do so.