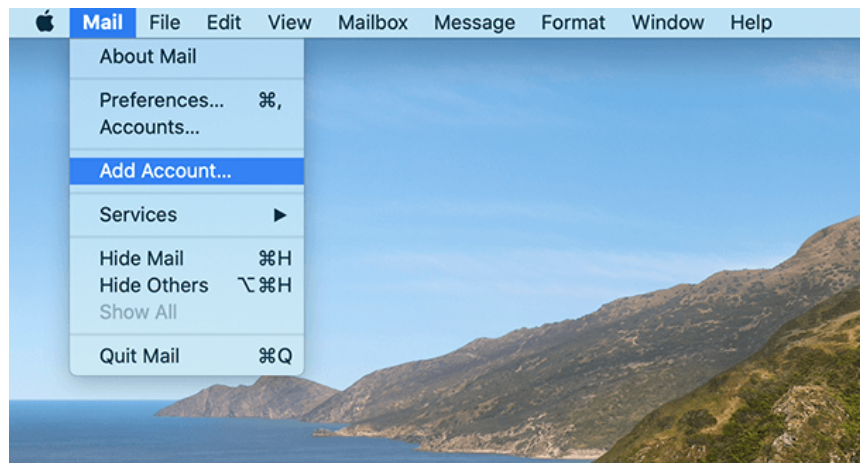


How to Configure Your Hosted Email Account

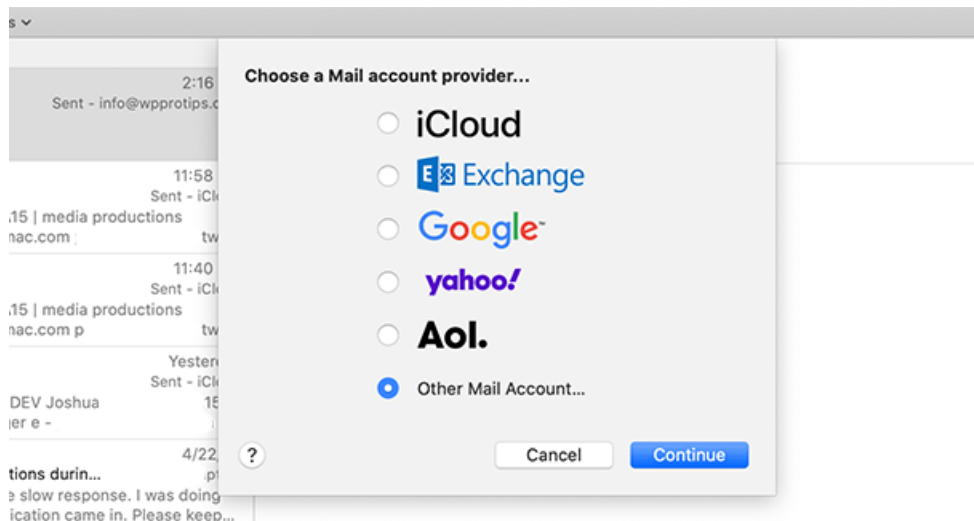
Apple Mail

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.



Choose the Other option in the list of clients.

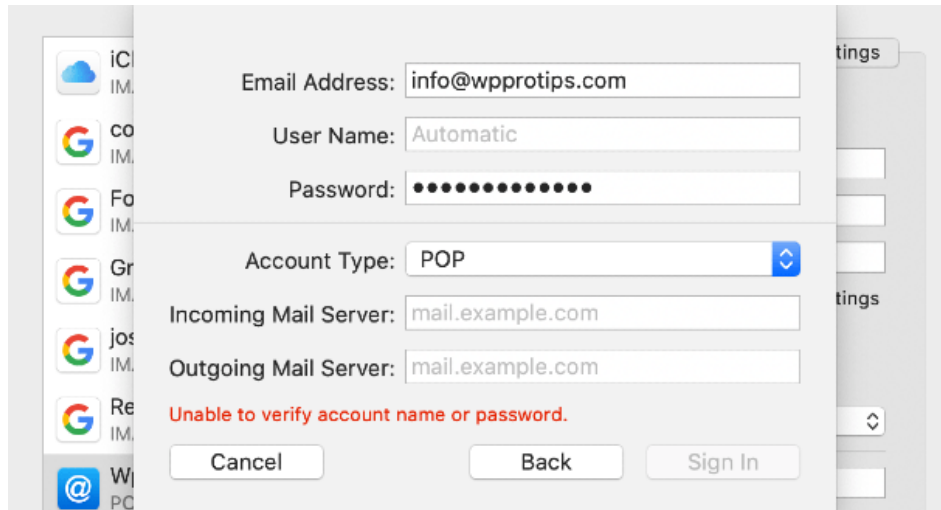


Enter:

- Your name
- Email address associated to your email account provided by River City Design Studio

- The password you created or the strong password generated by when the email account was created

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



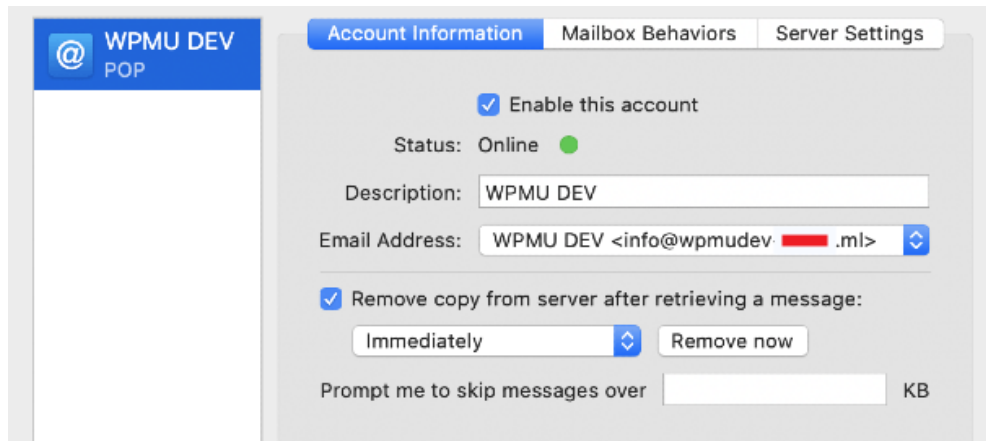
Be sure to switch account type to POP and for the incoming and outgoing mail servers input mailu.wpmudev.host.

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.

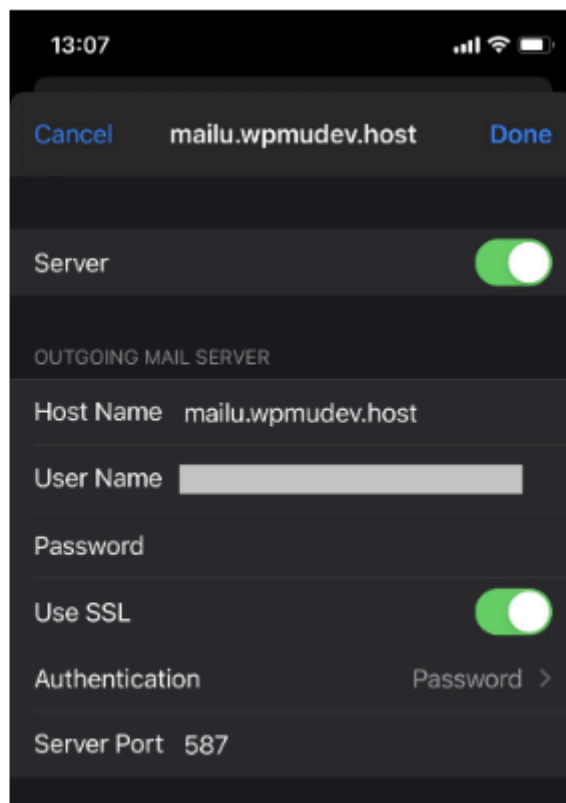
You can access additional configuration options for your POP account in the mail configurations options.

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



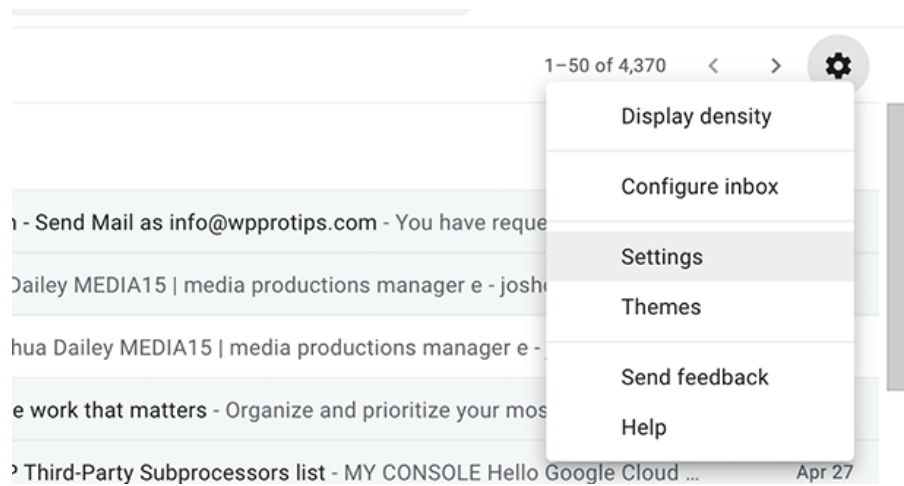
If you're setting this up on an iPhone, the corresponding setting for the above can be found under Advanced > Incoming Settings where you'd select **Delete from server > When removed from the inbox.**

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

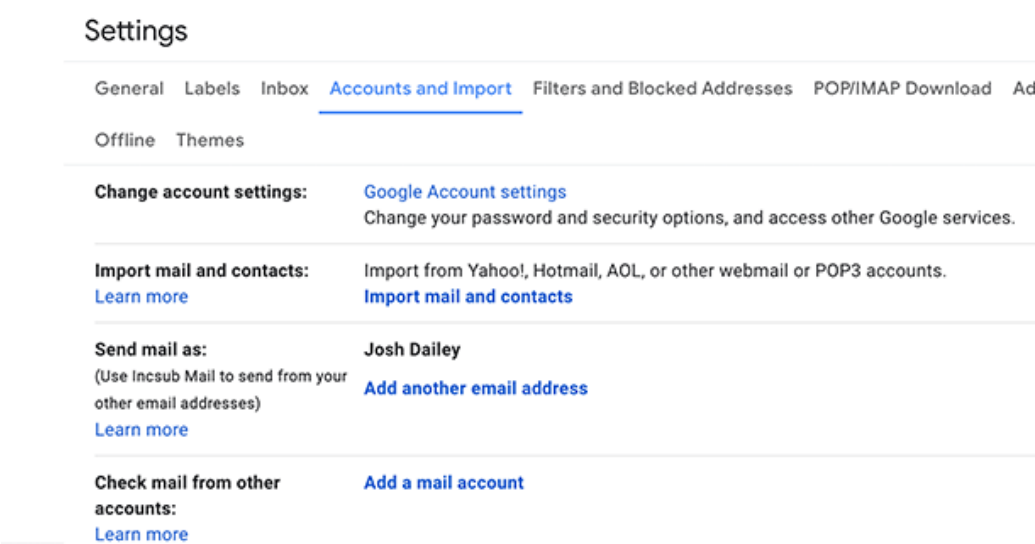


Gmail

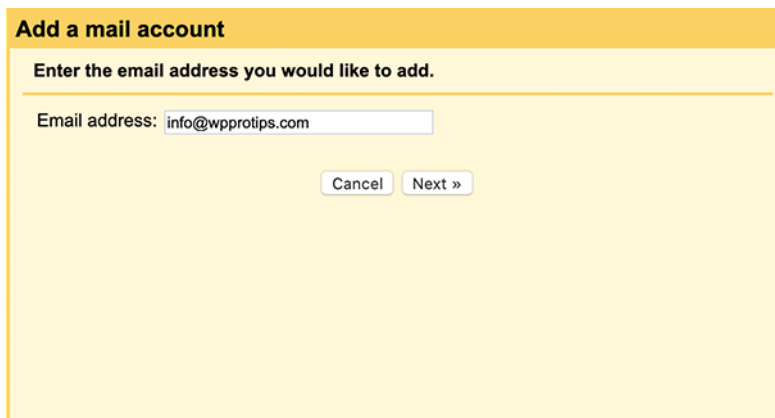
To send and receive emails from your River City Design Studio Email Account in Gmail, open Gmail in your browser and click the settings (gear) icon in the top right of the screen.



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 from your River City Design Studio hosting account (*something@yourwebsite.com*) and click next.



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

More about Gmailify.' There are two radio button options: 'Link accounts with Gmailify' (unselected) and 'Import emails from my other account (POP3)' (selected). Below the options are three buttons: 'Cancel', '<< Back', and 'Next >>'." data-bbox="222 403 768 631"/>

Then enter your River City Design Studio email account credentials and server information:


1. Username – Default is your email address (*something@yourwebsite.com*)
2. Password – The password you created or the strong password generated when creating the Email Account
3. Pop Server – mailu.wpmudev.host
4. Port – 995
5. And check the box **Always use a secure connection (SSL) when retrieving mail.**
6. **Make sure to uncheck the Leave a copy of retrieved message on the server box** to ensure your River City Design Studio inbox does not hit the 100Mb limit.
7. Click **Add Account**

Enter the mail settings for info@wpprotips.com. [Learn more](#)

Email address: **info@wpprotips.com**


Username:

Password:

POP Server: Port: 


☐ Leave a copy of retrieved message on the server. [Learn more](#)

☒ Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

☐ Label incoming messages: 

☐ Archive incoming messages (Skip the Inbox)

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.

 **Your mail account has been added.**

You can now retrieve mail from this account.
Would you also like to be able to send mail as **info@wpprotips.com**?

☒ Yes, I want to be able to send mail as **info@wpprotips.com**

☐ No (you can change this later)

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

Add another email address you own

Enter information about your other email address.
(your name and email address will be shown on mail you send)

Name:

Email address: **info@wpprotips.com**

☒ Treat as an alias. [Learn more](#)
[Specify a different "reply-to" address](#) (optional)

Configure the send options:

1. SMTP Server – This is mailu.wpmudev.host
2. Port – 587
3. Username – Default is your email address
4. Password – The password you created or the strong password generated when creating the Email Account

Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through wpprotips.com SMTP servers [Learn more](#)

SMTP Server: Port:

Username:

Password:

☒ Secured connection using [TLS](#) (recommended)

☐ Secured connection using [SSL](#)

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

[Close window](#)

You should now be able to send and receive emails from the Gmail client. If you encounter an issue connecting to Gmail, contact support by submitting a ticket via [your client hub](#).

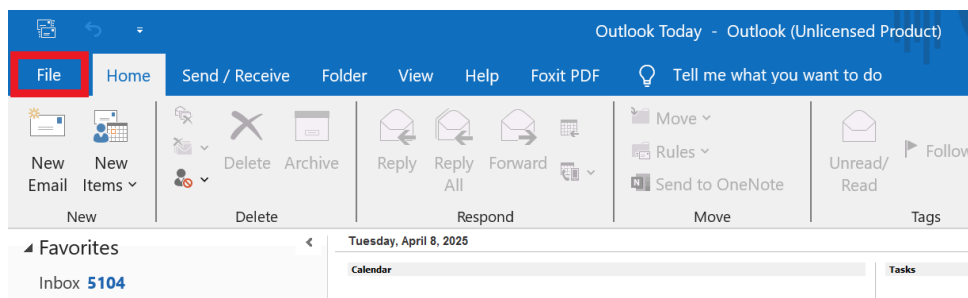
Outlook

Classic Outlook Only

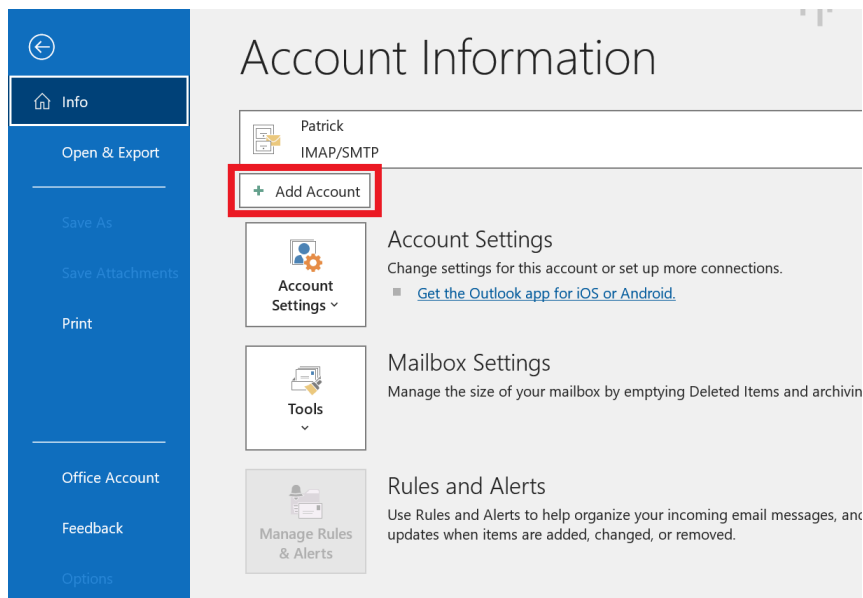
This chapter includes instructions for configuring your hosted POP3 email account in **Classic Outlook only**. The New Outlook app, which replaces the old Windows Mail app, does not have the option to remove emails from the server once they're downloaded. Consequently, we do not recommend using the New Outlook app for POP3 accounts.

If you do not have access to Classic Outlook and can only use New Outlook, you may want to use a different email client or consider using our Pro Webmail service instead. Contact us at kate@rivercitydesignstudio.com for more information.

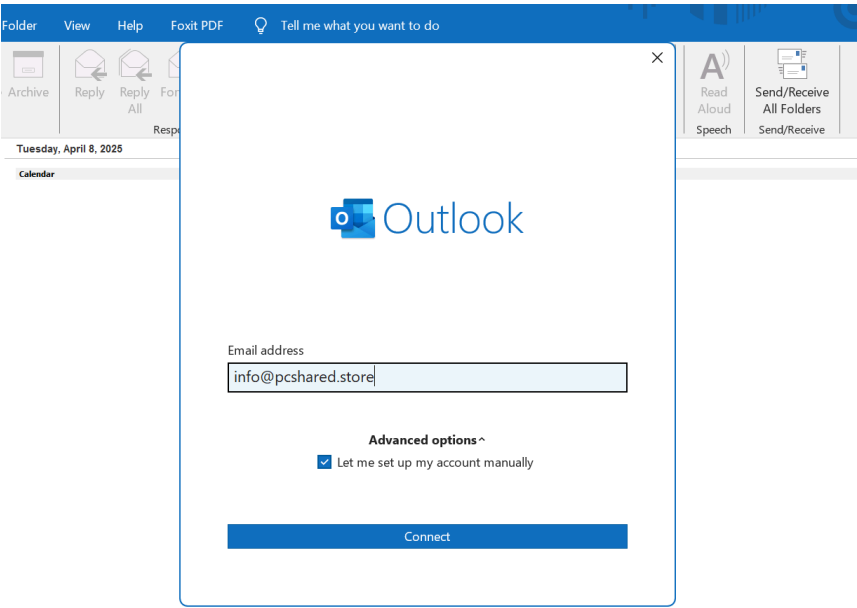
To send and receive emails from your Email Account in Classic Outlook, begin by clicking the **File** tab in the main navigation bar.



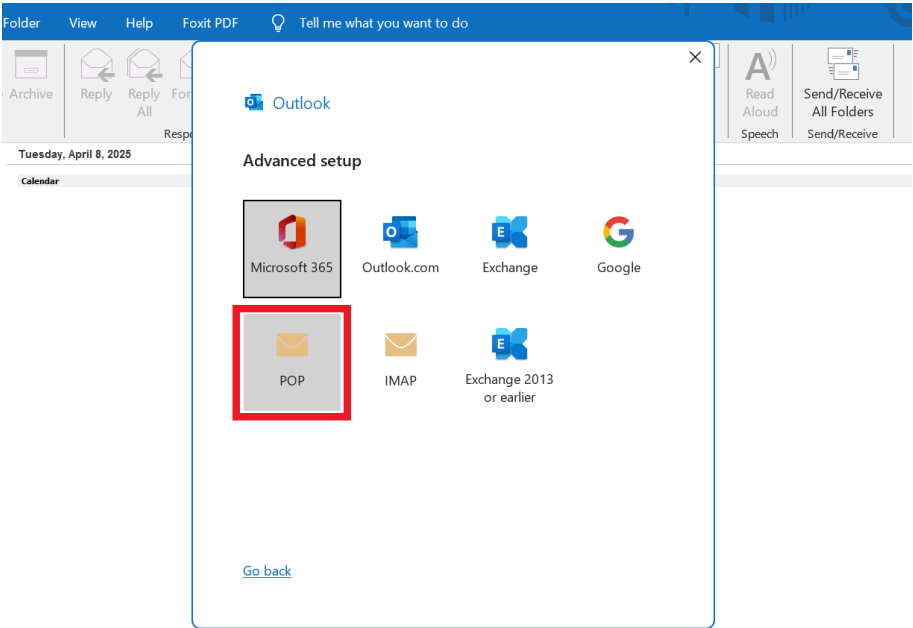
Then click the **+ Add Account** button.



In the modal window that pops open, enter the Email address you want to connect. Under **Advanced Options**, check the box where you see **Let me set up my account manually**. Then click **Connect**.



On the next screen, select the **POP** option.



Next, you'll enter the connection information for your email account. In your [Client Hub](#), click the site associated with your hosted email.

Then, under **Hosting > Emails**, you'll find all the Active Email Accounts for that site listed under the Email Accounts tab.

Click the View Info button next to the email account you wish to use to view the connection information.

Overview

Email Accounts

Email Forwarding

Your hosting comes with 10 free email accounts that you can use with an email client like Outlook or Apple Mail.

Get started by creating an account below or by following [this simple guide](#).

If you need any help configuring DNS, please [start a live chat](#) and our support team can help.

Active Email Accounts

Add account

EMAIL	CONNECTION INFO	DNS STATUS	
affiliate@	View Info	✓	⋮
editor@	View Info	✓	⋮

Copy the connection information into the appropriate fields in Outlook's POP setup screen, and click **Next** when you're done.

- Servers – The same server, or host, is used for both incoming and outgoing email, so enter mailu.wpmudev.host into both server fields.
- This server requires an encrypted connection – Check this box.
- Incoming port – The incoming port for all WPMU DEV email accounts is 995. So, enter that number into the incoming mail port field.
- Outgoing port – The outgoing port for all WPMU DEV email accounts is 587. So, enter that number into the outgoing mail port field.
- Encryption method – Select the STARTTLS option.

POP Account Settings
info@pcshared.store [\(Not you?\)](#)

Incoming mail
 Server: mailu.wpmudev.host Port: 995
☒ This server requires an encrypted connection (SSL/TLS)
☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail
 Server: mailu.wpmudev.host Port: 587
 Encryption method: STARTTLS
☐ Require logon using Secure Password Authentication (SPA)

Message delivery
☐ Use an existing data file
 Browse...

[Go back](#) [Next](#)

On the next screen, enter the Password for your hosted email account, and click Connect.

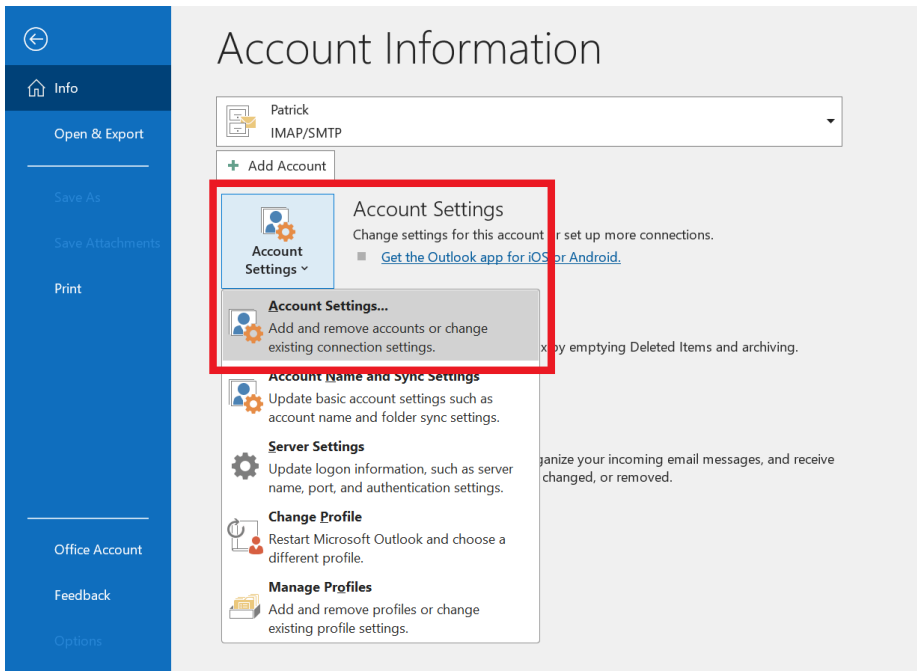
POP Account Settings
info@pcshared.store [\(Not you?\)](#)

Password

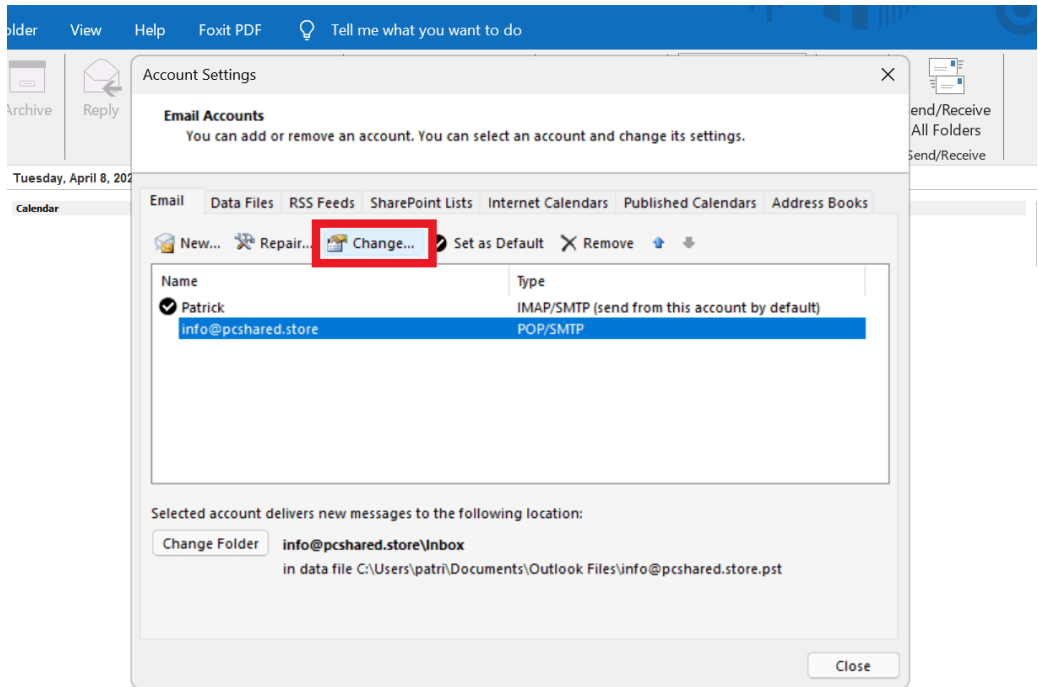
[Go back](#) [Connect](#)

When the screen refreshes after the account connection is successful, click the **Done** button.

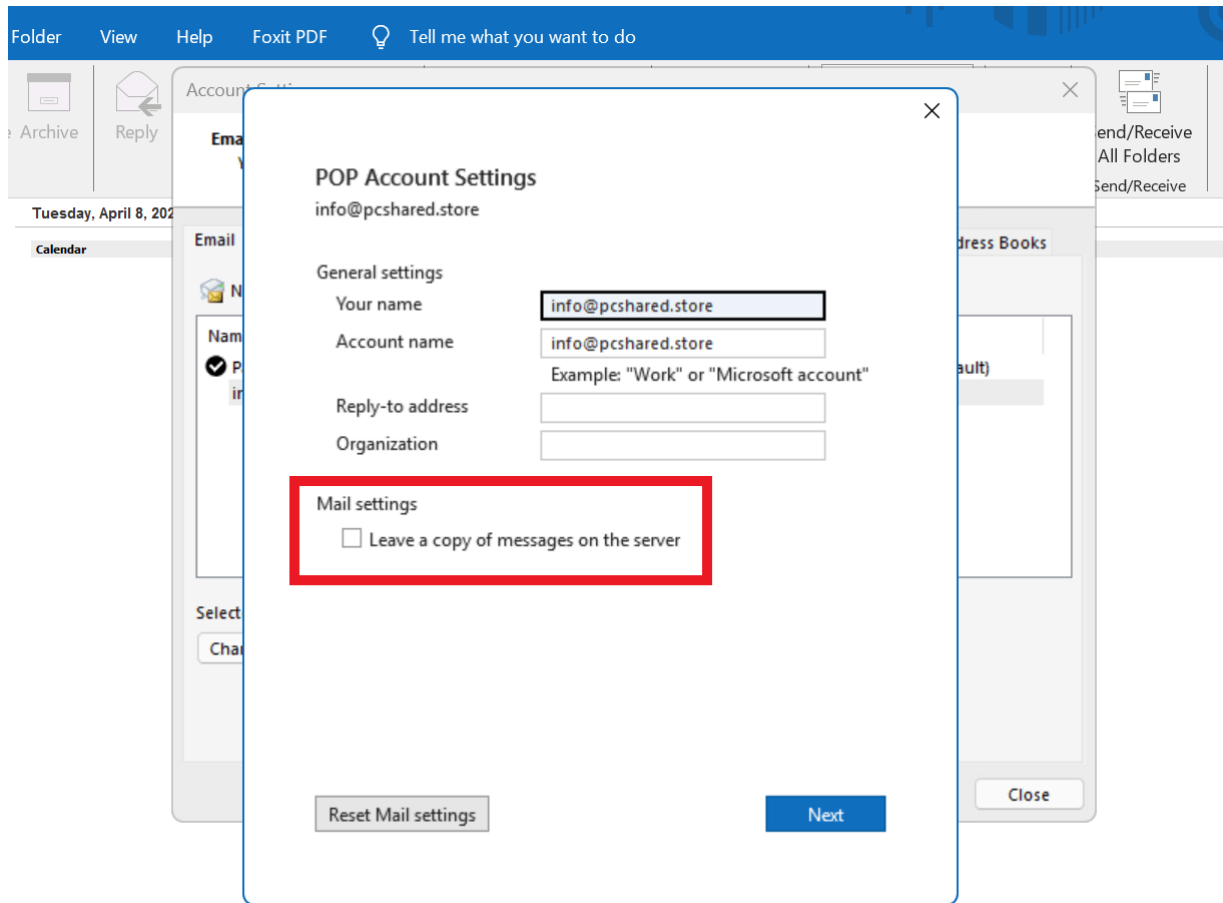
Now you want to ensure that emails are removed from the server once they're downloaded so you don't hit the storage limit. To do that, click the **File** tab again in the main navigation bar. Then select the **Account Settings** option from the **Account Settings** dropdown.



In the modal window that pops open, select the account you just connected and click the Change tab.



Uncheck the box where it says **Leave a copy of messages on the server**. Then click **Next** and **Done**.



You can now begin sending and receiving emails from the Outlook client using the connected River City Design Studio hosted email address.

If you are unable to send or receive emails, please go through the setup steps again to ensure that you have the correct settings. Most clients find that a missed setting is the cause of their email issue. If you continue to have problems setting up your email, please submit a support ticket via your Client Hub.