



Setup Instructions for Email Setup and Authentication

User Manual

Version: 2.0

Wctel.net

**Examples: mail.wctel.net
smtp.wctel.net**



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Email Authentication

What is Authentication?

SMTP Authentication is a transparent mechanism for our mail server to verify who you are. The server asks for your user name and password, which your mail program passes on. If you are verified as being a “real” WCTEL.NET user, then you’ll be able to send and receive your email messages.

What is it used for?

In the fight to stop Spam (junkmail, Unsolicited Commercial email, etc.), the rules that apply to mail servers acceptance of mail are getting ever stronger.

In order to set up mail clients to use SMTP Authentication, the following instructions should be used. Basically, SMTP Authentication needs to be enabled and set up to use the email address and password of the user in question.

Below are instructions and screen shots for the most common mail software currently in use. Simply select the email client that you currently use from the list below. There you will find step by step instructions on how to change your email settings.

Email Setup Instructions:

Outlook 2013

Step 1:

Open Outlook, you may be prompted immediately to add an account, if so proceed to step 2.

If you are not immediately prompted to add an account, go to File → 'Add Account' as shown in Fig 1.

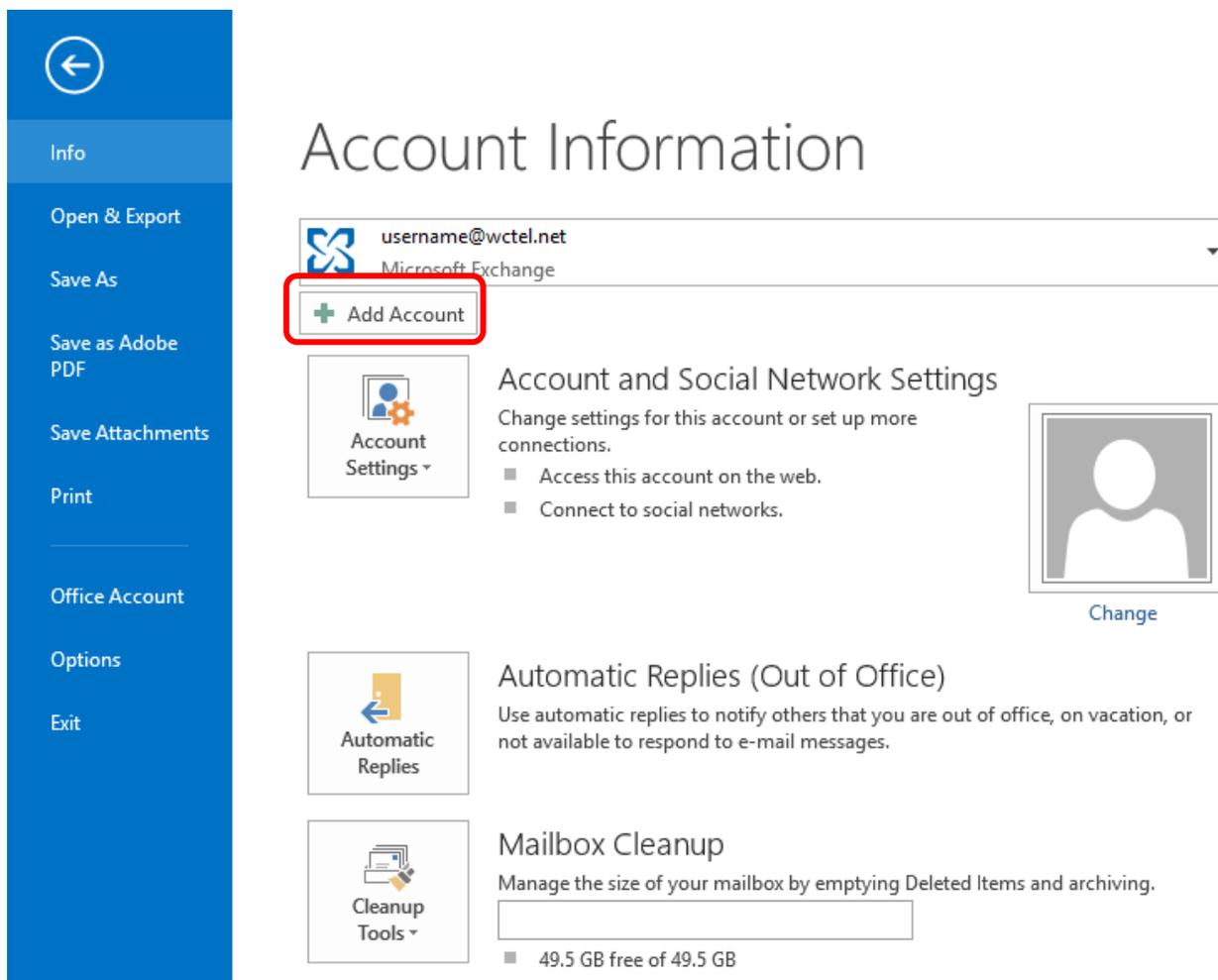
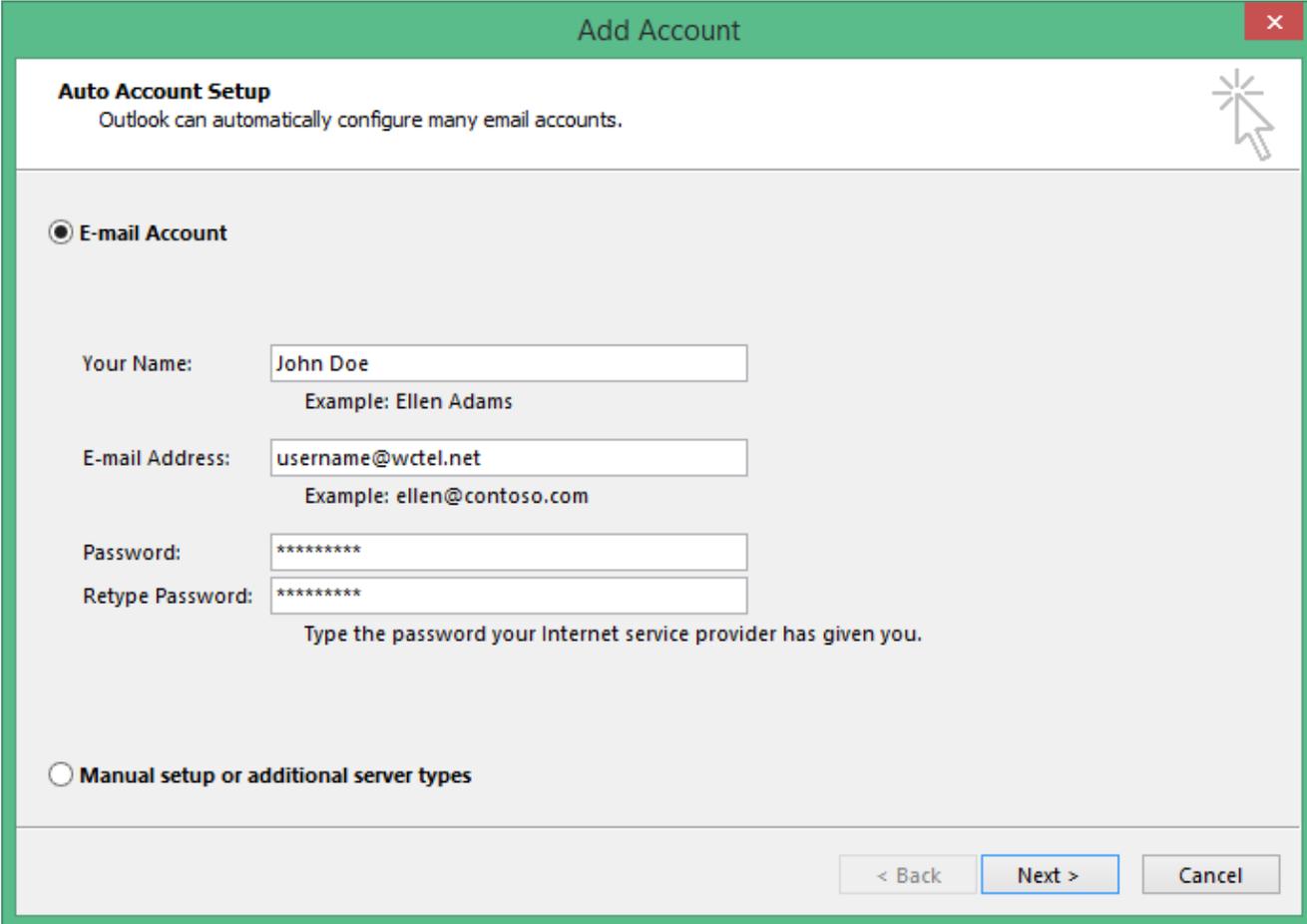


Fig 1

Step 2:

When the Add Account dialog box appears, select 'Email Account' as shown in Fig 2. Enter your name, your full email address and your password. Then click 'Next >'



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

Fig 2

Step 3

Outlook should automatically setup the account as shown below in Fig 3. Click 'Finish'.

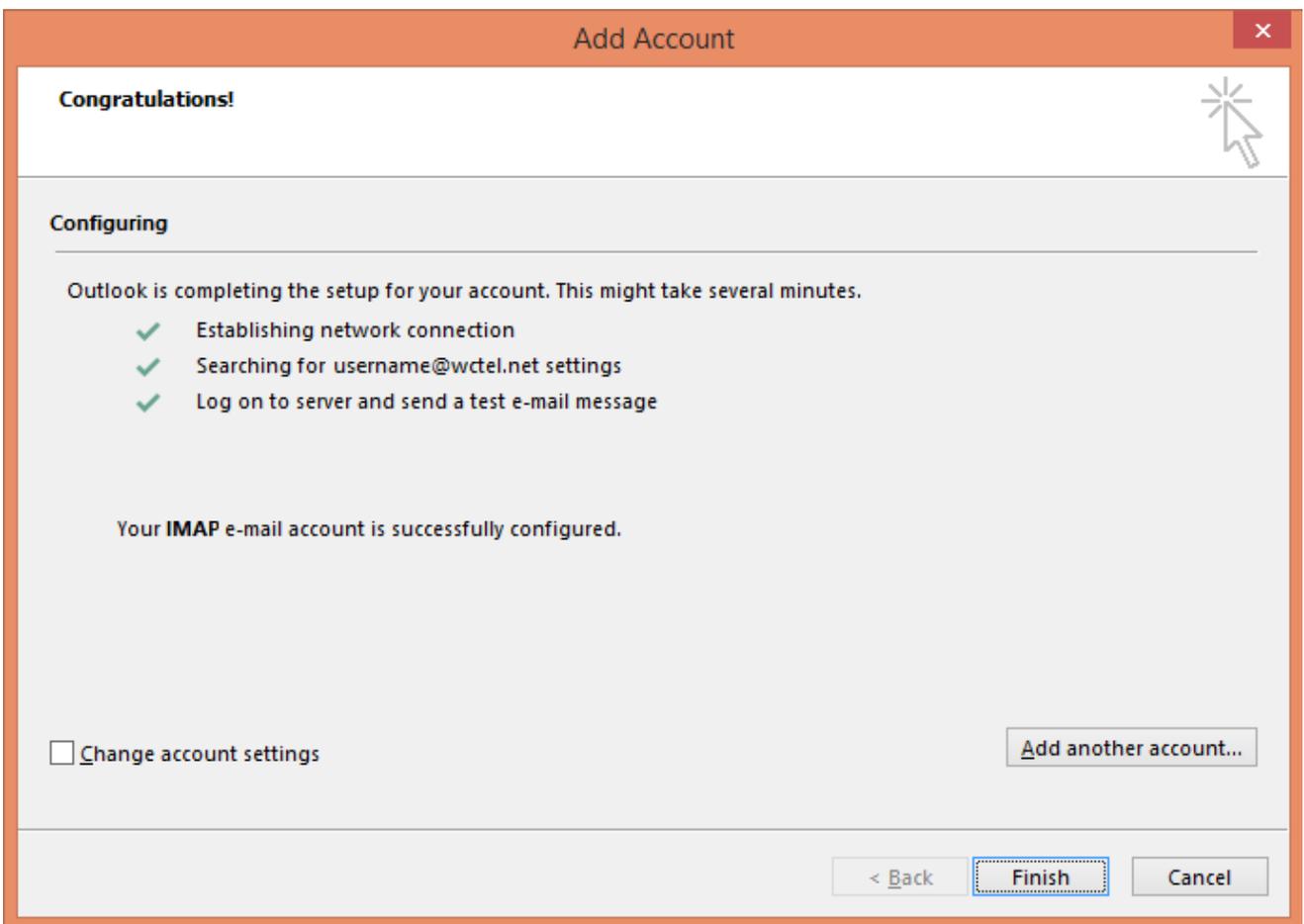


Fig 3

Mozilla Thunderbird

Step 1:

Open the Mozilla Thunderbird mail client, then click 'Email' → 'Skip this and use my existing email' as shown below in Fig 4-A.

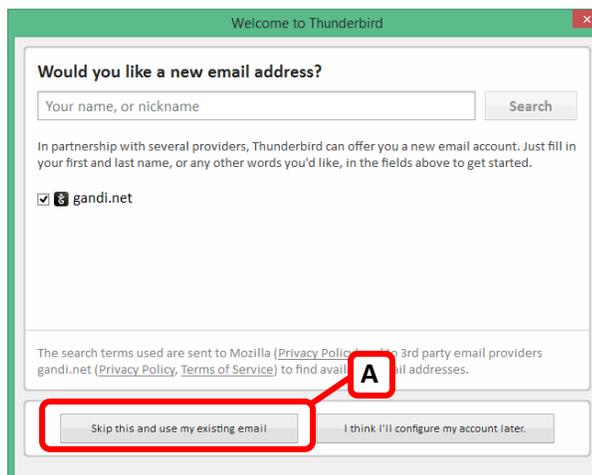
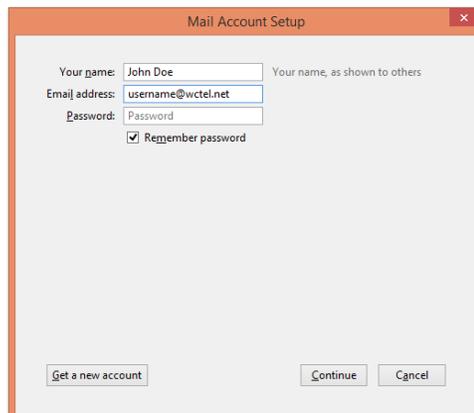


Fig 4

Step 2:

When the dialog box appears, enter your name, email address, and password then select 'Continue'. See below in Fig 5.



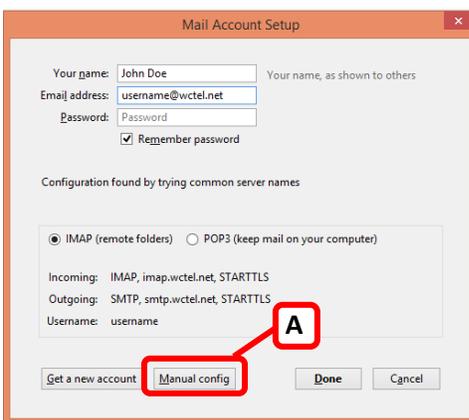
The dialog box titled "Mail Account Setup" contains the following fields and options:

- Your name: John Doe (with a tooltip "Your name, as shown to others")
- Email address: username@wctel.net
- Password: Password
- Remember password
- Buttons: "Get a new account", "Continue", and "Cancel"

Fig 5

Step 3:

Click on 'Manual config' as shown in Fig 6-A.



The dialog box titled "Mail Account Setup" shows the following configuration options:

- Your name: John Doe (with a tooltip "Your name, as shown to others")
- Email address: username@wctel.net
- Password: Password
- Remember password
- Configuration found by trying common server names
- IMAP (remote folders) POP3 (keep mail on your computer)
- Incoming: IMAP, imap.wctel.net, STARTTLS
- Outgoing: SMTP, smtp.wctel.net, STARTTLS
- Username: username
- Buttons: "Get a new account", "Manual config", "Done", and "Cancel"

A red box labeled "A" highlights the "Manual config" button.

Fig 6

Step 4:

Change SSL for both Incoming and Outgoing servers to 'SSL/TLS', Fig 7-A.

Change 'Username' for both Incoming and Outgoing servers to your full email address, Fig 7-B.

Click 'Done' to complete setup. (You may have to click 'Re-test' if 'Done' is not an option).

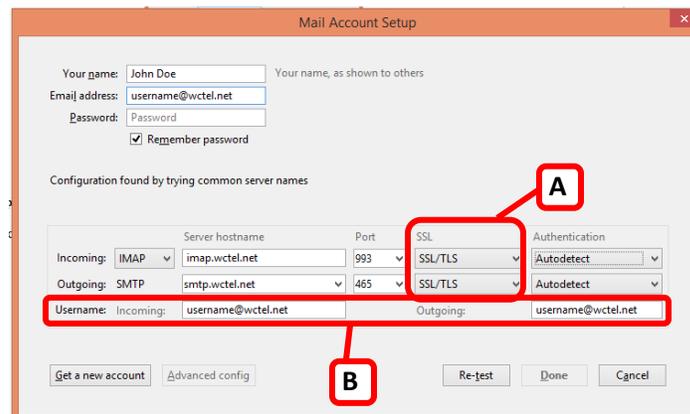


Fig 7

Mail for Mac Computer

Step 1:

Open 'Mail'

You should be prompted to enter account information, if so please continue to step 2.

If you are not prompted, go to 'Mail' → 'Add Account' as shown in Fig 8.

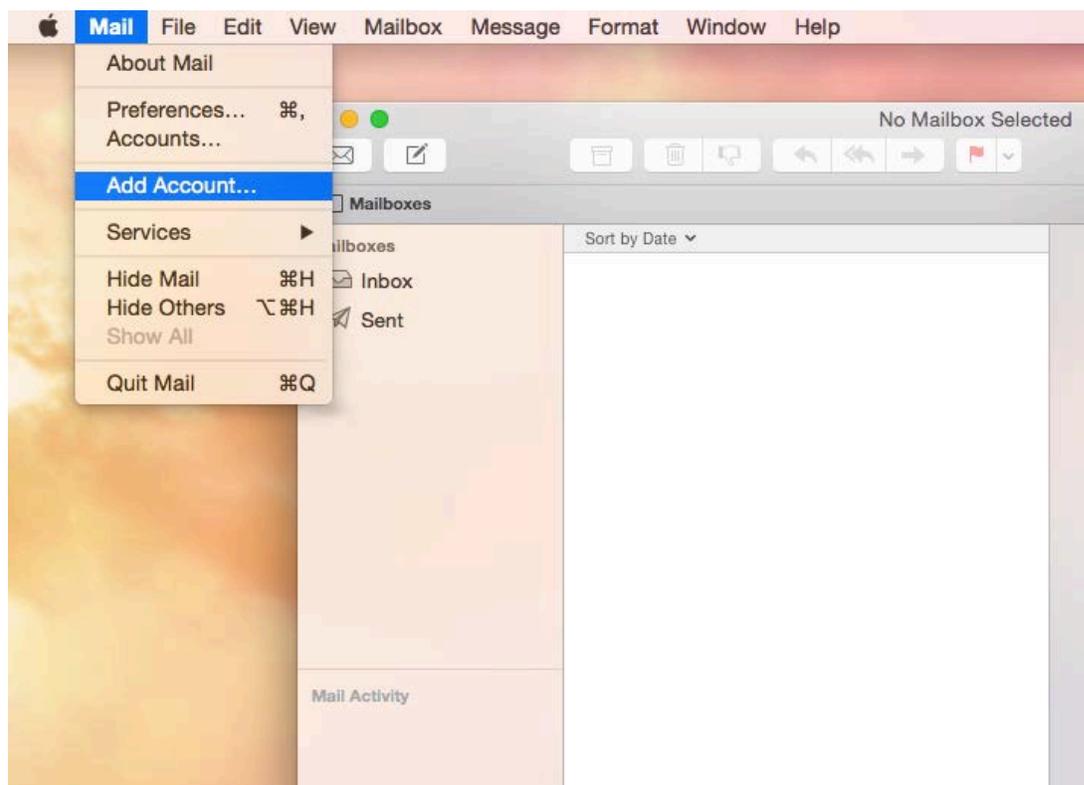


Fig 8

Step 2:

Choose a mail account to add, select 'Add Other Mail Account' as shown in Fig 9. Click 'Continue'

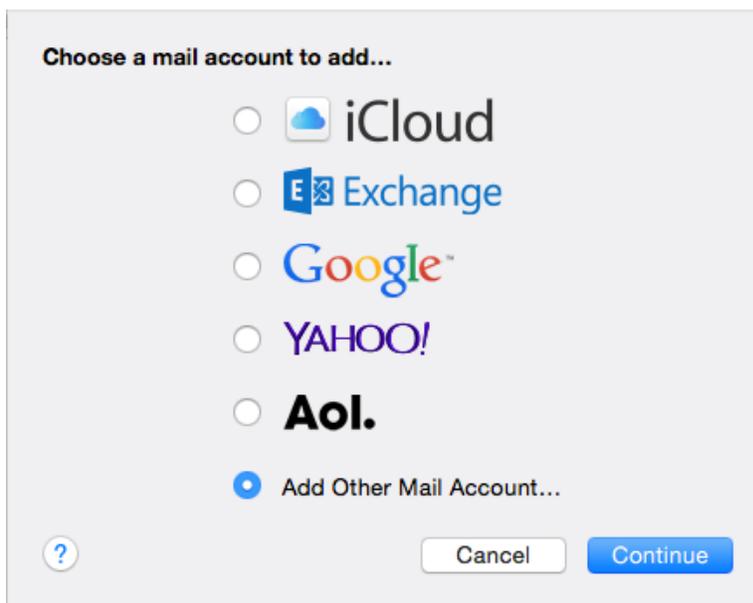


Fig 9

Step 3:

Enter your name, email address and password. (Fig 10) Click 'Create'

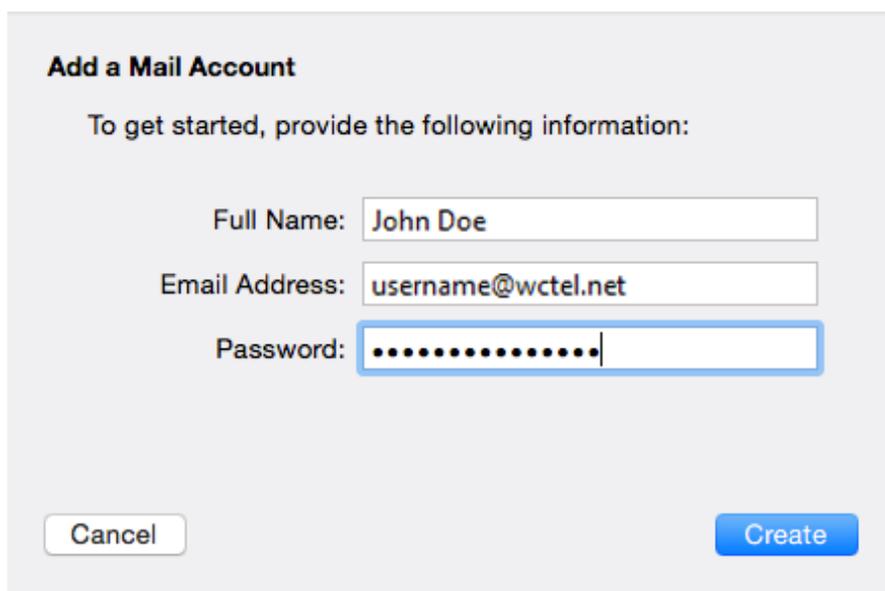
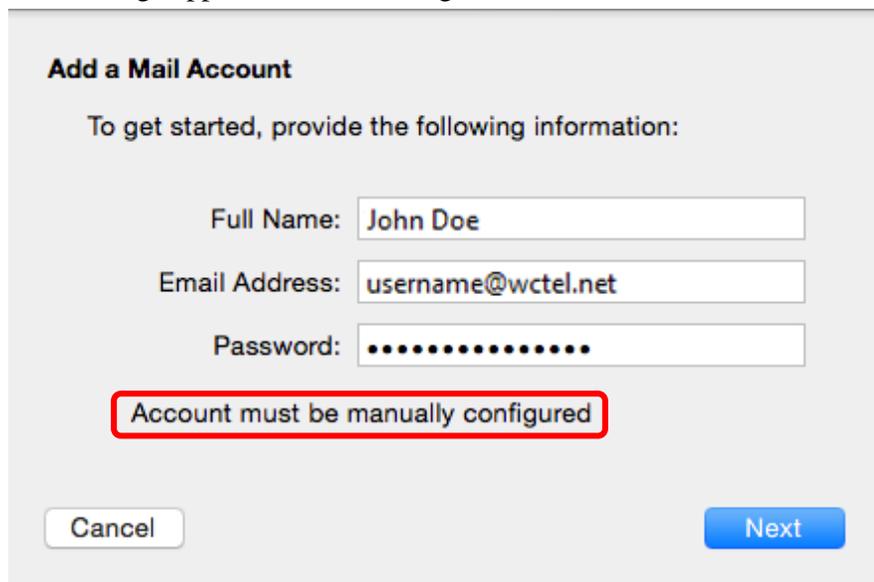


Fig 10

(Continued)

You will see a message appear as shown in Fig 11. Click 'Next'



Add a Mail Account

To get started, provide the following information:

Full Name:

Email Address:

Password:

Account must be manually configured

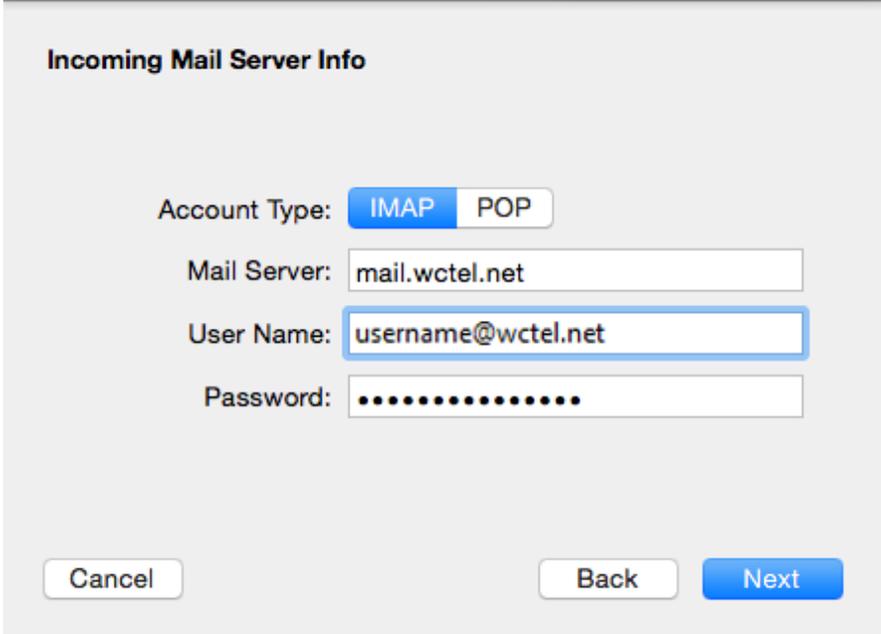
Fig 11

Step 4:

Enter incoming server as: mail.wctel.net

Enter your full email address beside 'User Name' and enter password. Click 'Next'

Example shown below in Fig 12.



Incoming Mail Server Info

Account Type: IMAP POP

Mail Server:

User Name:

Password:

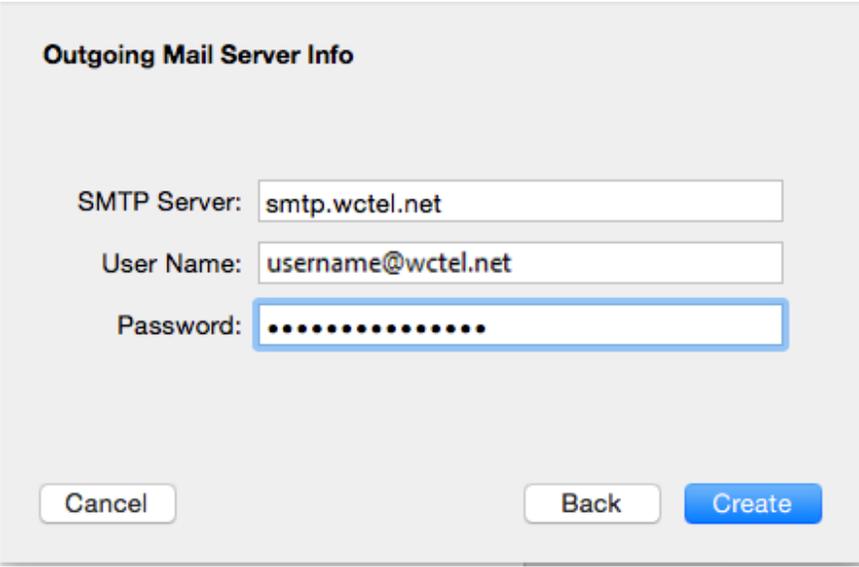
Fig 12

Step 5:

Enter outgoing server as: smtp.wctel.net

Enter your full email address beside 'User Name' and enter password. Click 'Next'

Example shown below in Fig 13.



The screenshot shows a dialog box titled "Outgoing Mail Server Info". It contains three input fields: "SMTP Server" with the value "smtp.wctel.net", "User Name" with the value "username@wctel.net", and "Password" which is masked with dots. At the bottom, there are three buttons: "Cancel", "Back", and "Create".

Fig 13

Mail for iPhone

Step 1:

Go to 'Settings' → 'Mail, Contacts, Calendars'

Click on 'Add Account' as shown in Fig 14.

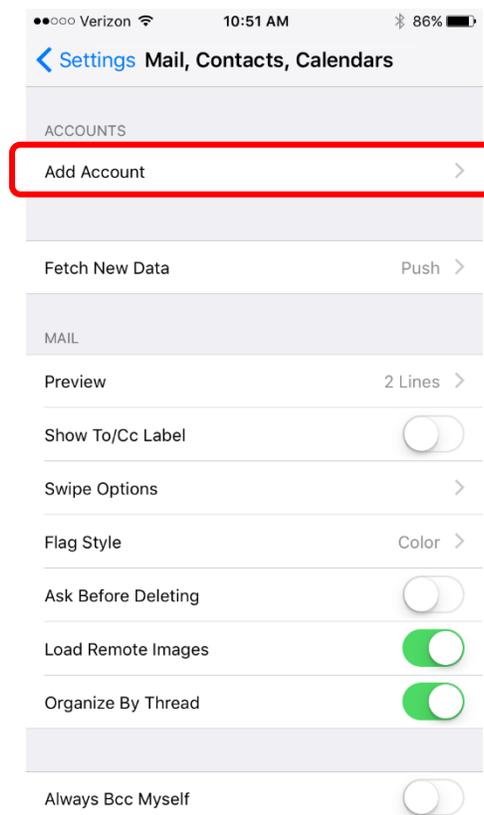


Fig 14

Step 2:

Select 'Other' as shown in Fig 15.

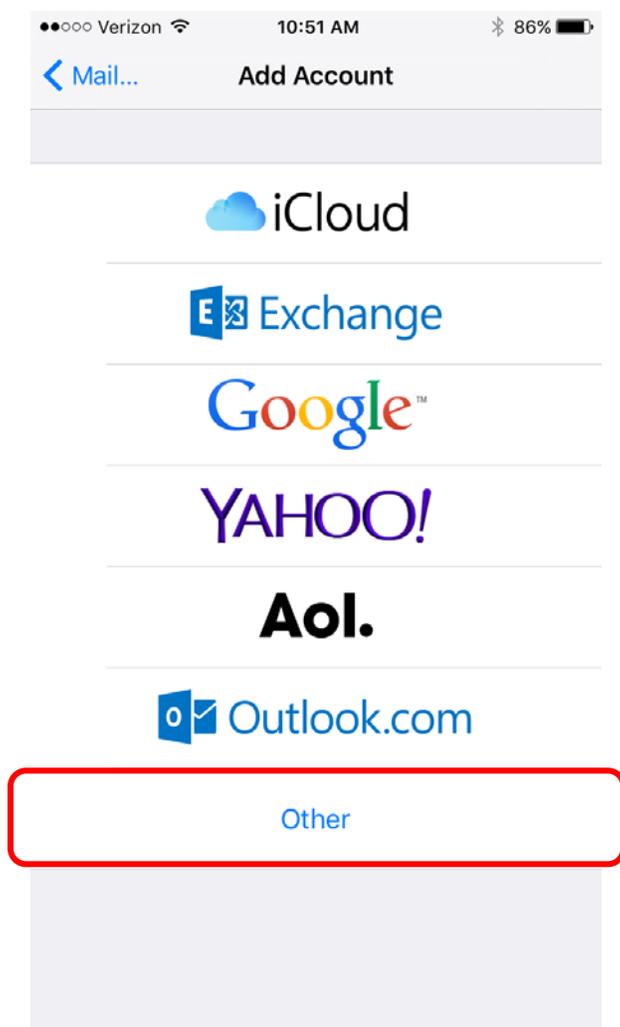


Fig 15

Step 3:

Select 'Add Mail Account' as shown in Fig 17.

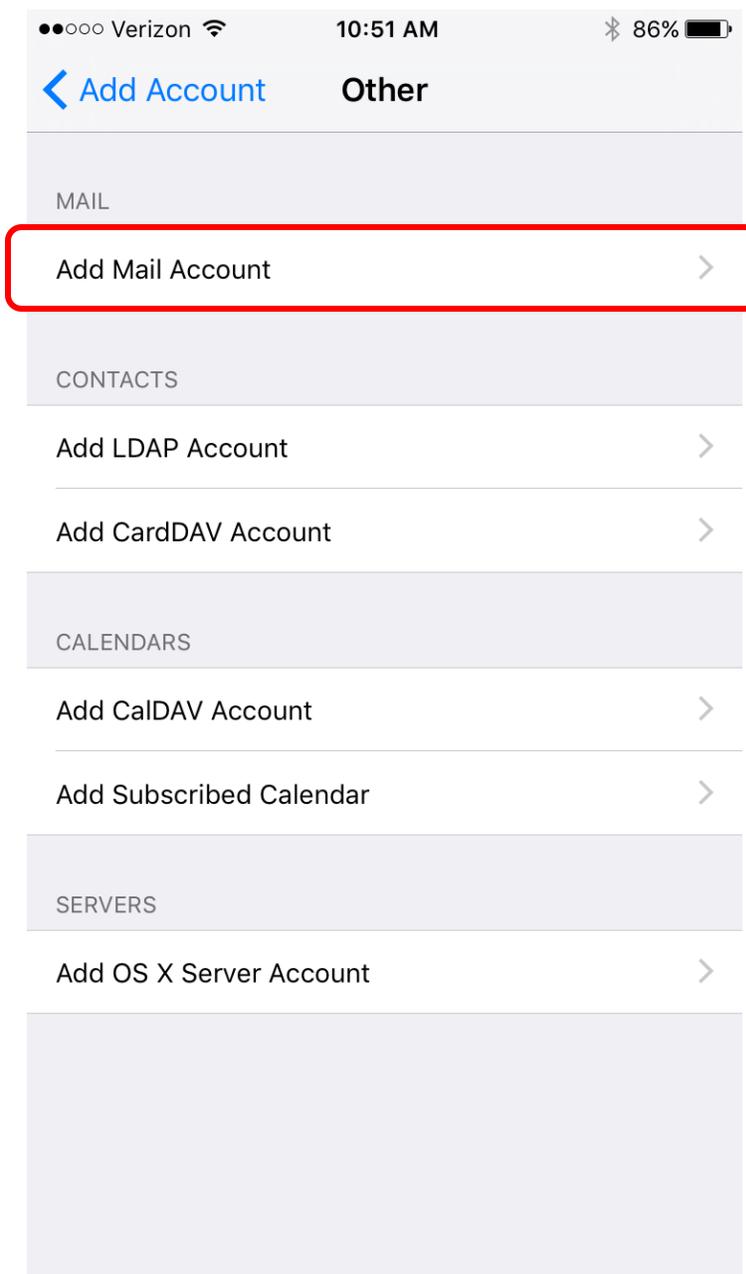


Fig 17

Step 4:

Enter your full name, full email address, and password as shown in Fig 18.

Note: The 'Description' is how the email address will be listed on your phone.

Your 'Name' is how your name will appear in the sender line of an email.

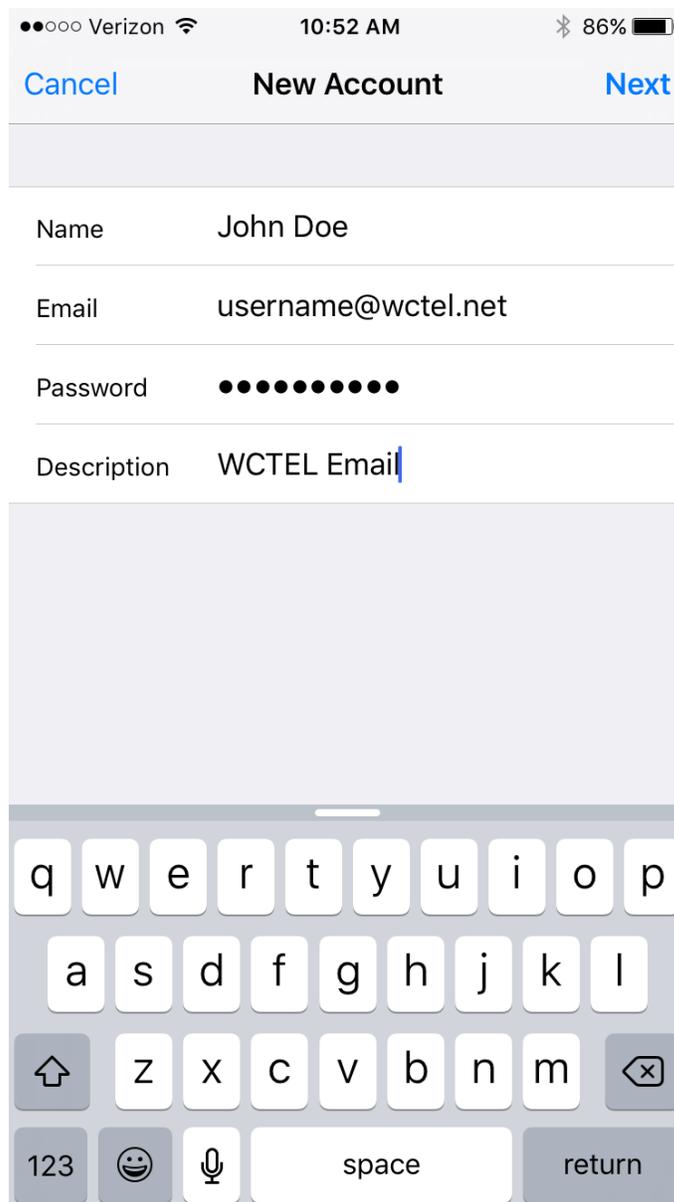


Fig 18

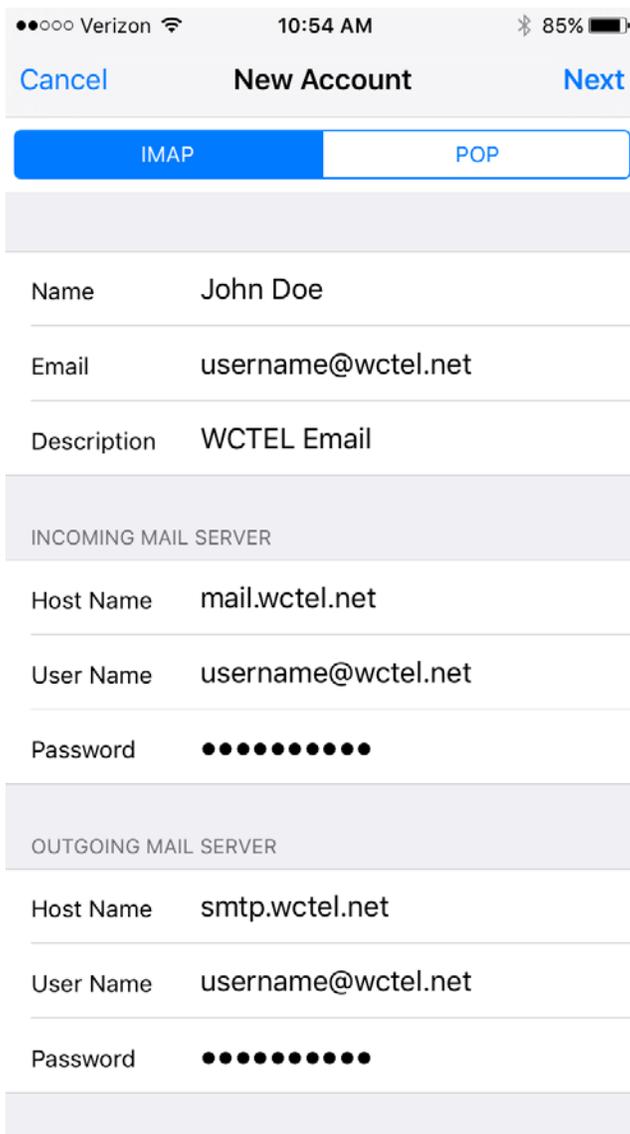
Step 5:

Enter incoming and outgoing mail servers as shown in Fig 19.

‘User Name’ = Full email address

Always enter ‘User Name’ and ‘Password’ even where optional.

Click ‘Next’ to complete email setup.



Verizon 10:54 AM 85%

Cancel New Account Next

IMAP POP

Name John Doe

Email username@wctel.net

Description WCTEL Email

INCOMING MAIL SERVER

Host Name mail.wctel.net

User Name username@wctel.net

Password ●●●●●●●●

OUTGOING MAIL SERVER

Host Name smtp.wctel.net

User Name username@wctel.net

Password ●●●●●●●●

Fig 19

Mail for Android

Step 1:

Go to 'Settings' → 'Add Account' as shown in Fig 20.

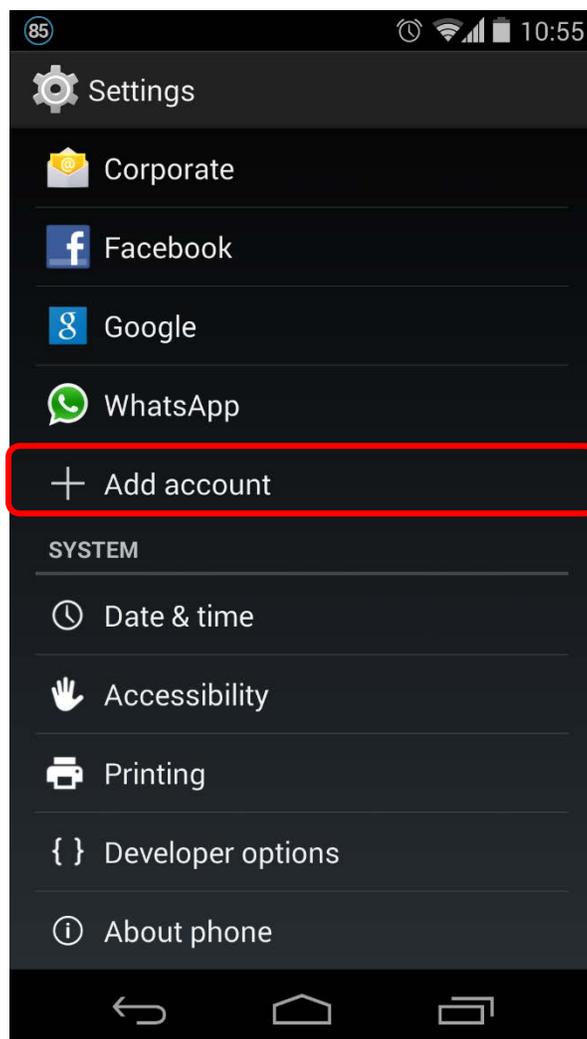


Fig 20

Step 2:

Select 'IMAP' as shown in Fig 21.

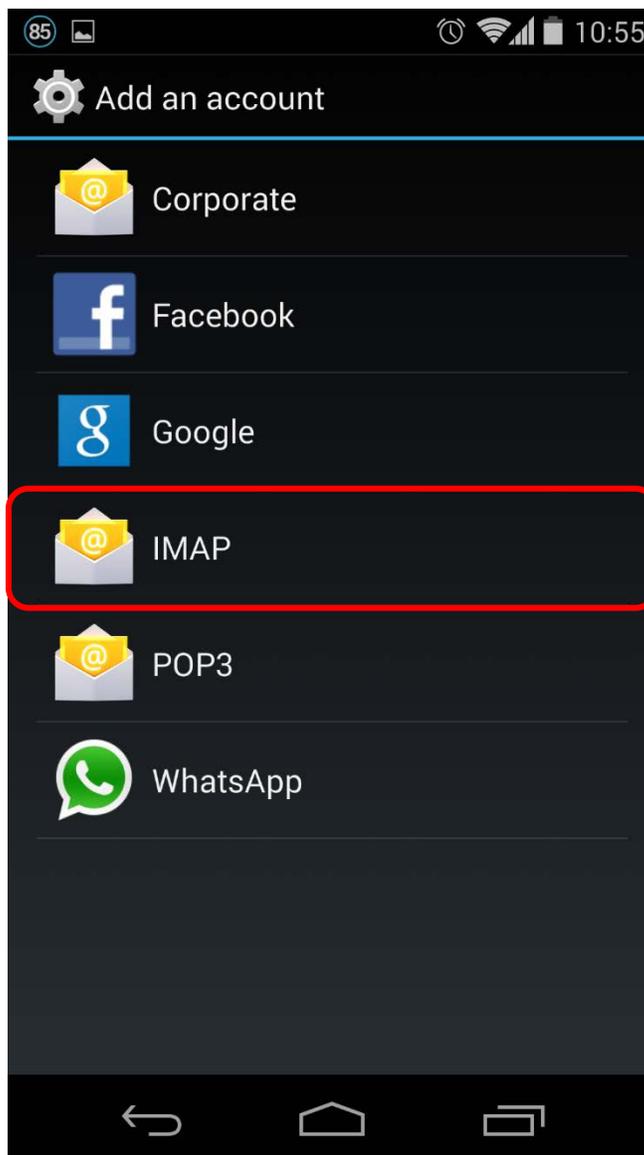


Fig 21

Step 3:

Enter your full email address and password, then select 'Manual Setup'

Step 4:

Enter your information as shown in Fig 22. Click 'Next'

'Username' = Full email address

'Server' = wctel.net

'Port' = 993

'Security Type' = SSL/TLS

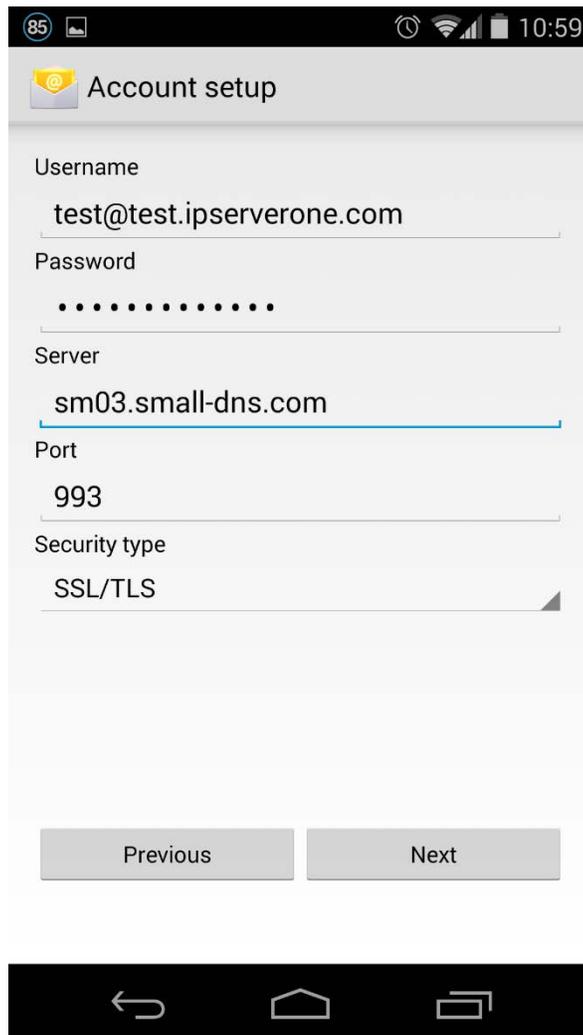


Fig 22

Step 5:

Check all boxes as shown in Fig 23. Click 'Next' to complete setup.

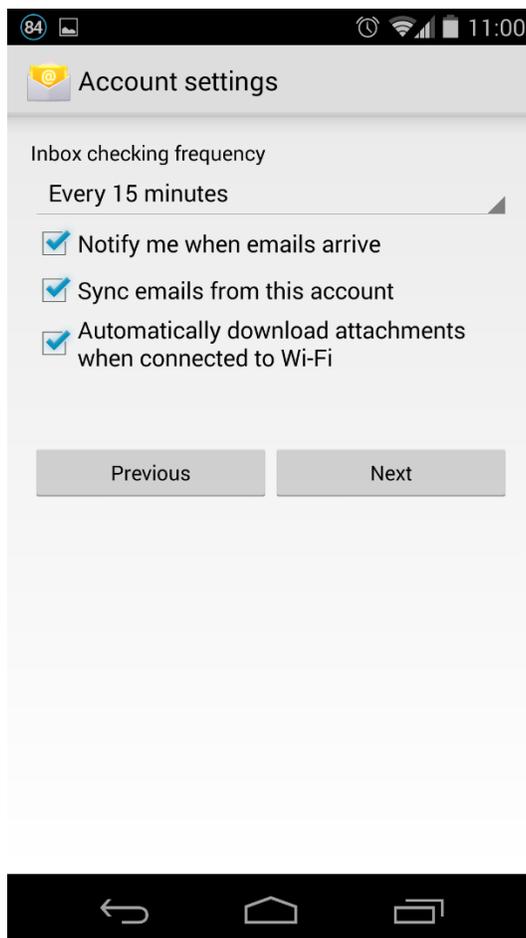


Fig 23

If you have any questions about making these changes, please contact WCTEL's Internet Technical Support at 1-888-446-4638.