

SEM Coaching 74

FREE E-mail Service – Zoho Mail

Introduction

- E-mail still plays a very essential role as an inbound and outbound communication channel for businesses
- So it is essential that businesses adopt a reliable e-mail platform and setup their e-mail accounts properly
- Previously, Google provided businesses with FREE e-mail for their businesses. However, this free service is no longer available.
- Fortunately, another company Zoho filled this gap – they now offer a reliable and full featured e-mail hosting for FREE. Limited to 25 users and 5GB per e-mail account

How It Works

How It Works

- 1) Sign up for a FREE Zoho Mail Account:
<http://www.vipurl.me/freemail>
- 2) Verify Domain (via CNAME) & Add mail Subdomain to Your Domain e.g. mail.domain.com (via CNAME)
- 3) Change MX Records
- 4) Enable IMAP/POP3 Forwarding
- 5) Create Individual & Group E-mail Accounts
- 6) Add Custom Logo

Step #1 – Signup for FREE Zoho Mail Account

Create ZohoMail Account

1. Go to
<http://www.vipurl.me/freemail>

The screenshot shows the ZohoMail pricing page. At the top, there's a banner with the text "Take Control Of Your Inbox" and a subtext about experiencing a clean, ad-free, minimalist interface for business and professional use. Below the banner, there are four pricing plans: PREMIUM (\$10 /User /Month), STANDARD 15GB (\$3.5 /User /Month), STANDARD 10GB (\$2.5 /User /Month), and a FREE plan (\$0 & Ad-Free). The FREE plan is highlighted with a red box and a yellow callout pointing to its "SELECT FREE PLAN" button. To the right of the plans, there's a sidebar for "1-10 Users" showing "5GB /User" and a "CONTINUE" button. Below the plans, there's a section titled "Please select a suitable plan..." with detailed descriptions of each plan's features like Mailbox Storage and Docs Storage.

Get started with ad-free email

Business Email Personal Email

1-10 Users

5GB /User

CONTINUE

or sign in using g f t in

Please select a suitable plan...

PREMIUM \$10 /User /Month (or) \$99 /User /Year	STANDARD 15GB \$3.5 /User /Month (or) \$36 /User /Year	STANDARD 10GB \$2.5 /User /Month (or) \$24 /User /Year	SUGGESTED PLAN FREE \$0 & Ad-Free!
25GB /User Mailbox Storage	15GB /User Mailbox Storage	10GB /User Mailbox Storage	5GB /User Mailbox Storage
250GB Docs Storage (Shared)	5GB /User (For up to 25 users) Docs Storage	5GB /User (For up to 25 users) Docs Storage	5GB /User Docs Storage
Standard Edition Features + Document Sharing Docs Admin Governance	Multiple Domain Hosting* Custom Logo Online Office Apps	Multiple Domain Hosting* Custom Logo Online Office Apps	Host 1 Domain * 25 Users (+ 25 more users) Online Office Apps

2. Click 'CONTINUE'

3. Click 'SELECT FREE PLAN'

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EST. 2011 imarketing.courses BEST PLACE TO LEARN ! Slide 7

The screenshot shows the Zoho Mail domain setup interface. The top navigation bar includes links for More Apps from Zoho, Blogs, Forum, Support, and social media icons. Below the header are tabs for DOMAIN SETUP, SIGN UP, and CONFIRM DETAILS. The main content area starts with a message: "Thank you for considering Zoho Mail to manage your business email". It asks for an existing company or business domain name to set up email addresses like `you@yourdomain`. A red box highlights the input field where "www. flightschool.sg" is typed. An arrow points from this field to a yellow box containing the instruction: "1. Key in a domain that you own, eg: flightschool.sg". To the right, another yellow box contains the instruction: "2. Click 'Add Domain'". A red box highlights the "Add Domain" button. A large yellow box on the right side contains explanatory text about what a domain is: "as an online identity for a business or organisation in the internet. For example www.zillum.com is a website url, where zillum.com is a domain. The email addresses of the organisation members will be like patricia@zillum.com or user@zillum.com instead of @zoho.com or @gmail.com.". Below this, a yellow box contains the instruction: "3. Key in your first name and last name". The next section shows a form for creating an account. It has fields for Name (Fabian Lim), Email Address (admin@flightschool.sg), Password (redacted), and Contact Email (youremailhere123demo@gmail.com). A red box highlights the "Sign Up" button. A yellow box on the right contains the instruction: "4. Create a domain email, this will become the administrator email account and will be used to login to your ZohoMail account. Eg: admin@flightschool.sg". Another yellow box contains the instruction: "5. Assign a password for your Zoho Mail account". A yellow box at the bottom contains the instruction: "6. Key in your existing valid email address". A final yellow box at the bottom contains the instruction: "7. Click 'Sign Up'".

1. Key in a domain that you own, eg: flightschool.sg

2. Click 'Add Domain'

3. Key in your first name and last name

4. Create a domain email, this will become the administrator email account and will be used to login to your ZohoMail account. Eg: admin@flightschool.sg

5. Assign a password for your Zoho Mail account

6. Key in your existing valid email address

7. Click 'Sign Up'

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Congratulations!

You have successfully signed up for the Free plan for your domain. You can easily set your domain for email hosting, and add upto 25 email accounts in your organization setup. You can upgrade to any of our paid plans in case you want to add more user accounts.

You have the following features in the Free plan:

Mail storage per account: 5 GB (Standard plans come with 10GB and 15GB mailbox options)

Domain Name: flightschool.my

Number of user licenses: 25

Number of domains: 1

Referral Program :

You can refer other businesses to get up to 25 free user licenses added to your account for successful referrals. [Learn more](#) about our referral program.

[Setup flightschool.my in Zoho](#)

1. This message confirms account has been created successfully

2. Look for the welcome email in your inbox, click on the confirmation link

Welcome to Zoho! to askjeffreytang@gmail.com

Zoho Team <noreply@zohoaccounts.com> 11:30 PM (2 minutes ago)

Hello and welcome Fabian

Thank you for registering with Zoho Services.

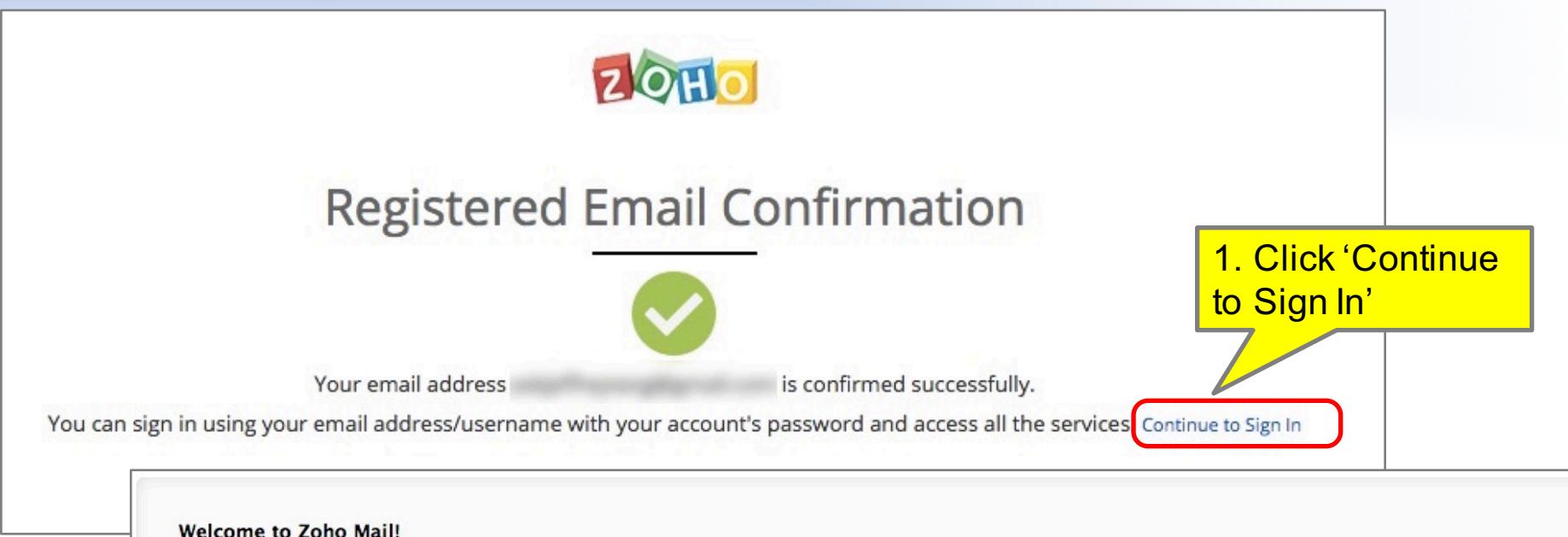
To confirm your registration, click on the link below. The link is valid for **30 days**. In the event you are unable to confirm your registration within the specified period, do not hesitate to write to us.

<https://accounts.zoho.com/accounts/w/c/a?servicename=VirtualOffice&digest=a0ff3676ae26b7ed28a3dc0b1440e0ce29ad20802b503f5727a93faff013a874415be34beb7999f70beaa164a497f00db722a2aa48c3f99bad6fa76b0df55d93>

For any questions related to Zoho services, please submit your request [here](#).

Look forward to serving your business needs.

Thank you



The screenshot shows the Zoho Mail 'Registered Email Confirmation' page. At the top is the Zoho logo. Below it is a large 'Registered Email Confirmation' heading. In the center is a green circular icon with a white checkmark. To its left is the text 'Your email address' and to its right is 'is confirmed successfully.' Below this, a message says 'You can sign in using your email address/username with your account's password and access all the services' followed by a red-outlined 'Continue to Sign In' button. A yellow callout bubble points to this button with the text '1. Click 'Continue to Sign In''. The background of the main content area is light gray.

Welcome to Zoho Mail!

Zoho Mail is primarily meant to serve as a robust [email hosting service](#) for businesses / organizations to set up @<your-own-domain> type email addresses. However, individuals can create a free @zoho.com email address, which is as perfect for personal use. Select an option from below based on your email usage.

You have added your domain for Email Hosting with Zoho. [Verify domain](#) flightschool.sg

Create email account as <username>@zoho.com

Enter the text shown in image



[Verify](#)

2. Click 'Verify' to verify your domain ownership

Step #2 – Verify Domain & Add mail Subdomain

Verify Domain by CNAME

1. Select your domain DNS provider, in this example, we use GoDaddy

Verify Domain ✓

Welcome to Zoho Mail Suite

You are about to setup business email for your domain **flightschool.sg** in Zoho. Follow the instructions here to complete the steps for email setup. You need to start by verifying your domain. [Learn More](#)

Verify the ownership of **FLIGHTSCHOOL.SG** [Edit](#) | [Verify domain later](#)

Select your domain's DNS Manager (DNS Hosting provider) from the list: [Choose](#)

- GoDaddy
- 1and1
- Enom
- Euro DNS
- Wordpress
- cPanel

Squarespace Solutions

2. Copy the CNAME and 'Points To', to be pasted in GoDaddy settings later

Verify Domain ✓

Welcome to Zoho Mail Suite

You are about to setup business email for your domain **flightschool.sg** in Zoho. Follow the instructions here to complete the steps for email setup. You need to start by verifying your domain. [Learn More](#)

Verify the ownership of **FLIGHTSCHOOL.SG** [Edit](#) | [Verify domain later](#)

Select your domain's DNS Manager (DNS Hosting provider) from the list: GoDaddy

CNAME Method | TXT Method | HTML Method

The ZB code for your domain is **zb14644494**. Create a CNAME for your domain **flightschool.sg** in your DNS Provider and point it to **zmverify.zoho.com**:

Name / Host / Alias / CNAME	Value / Points To / Destination
zb	4 zmverify.zoho.com

Update CNAME for verification - GoDaddy

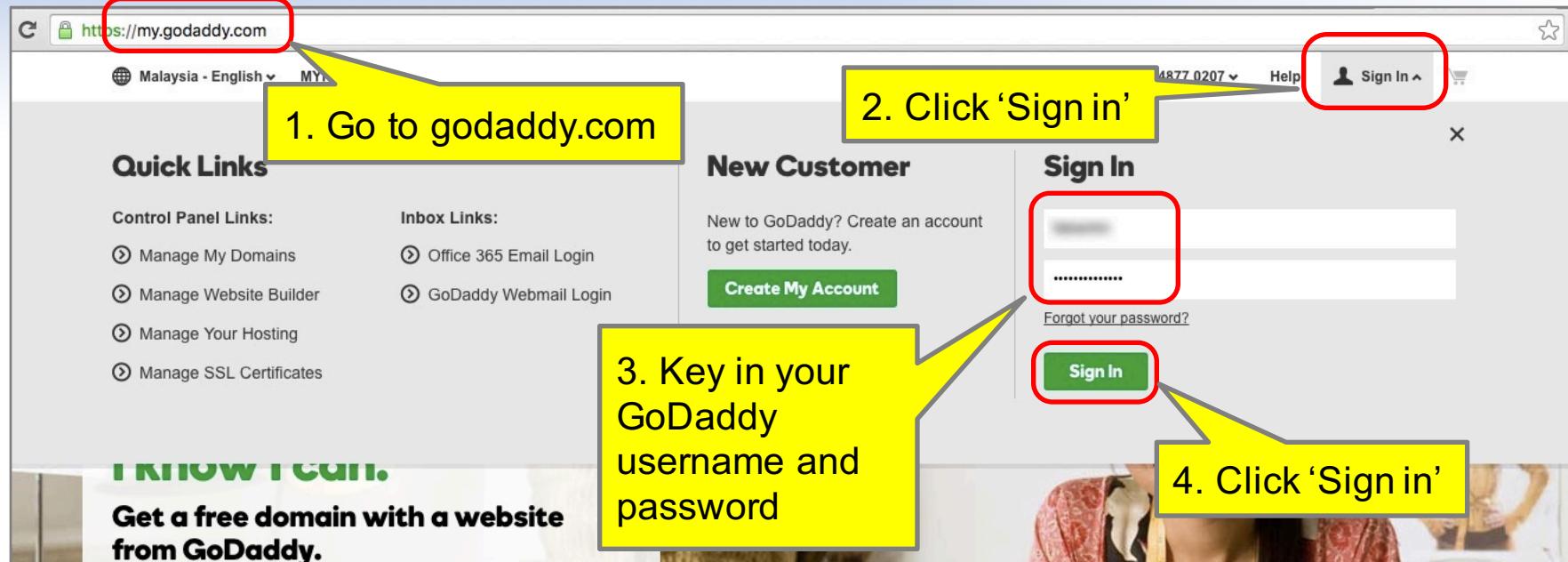
If the DNS Manager for your domain is hosted with GoDaddy follow the below steps to add a CNAME and verify the domain.

Go to GoDaddy DNS Manager >> My Account >> Domains .

Click the Manage button across the domain, for which you want to verify in Zoho.

And select Create Subdomain option from the top links.

A screenshot of the GoDaddy DNS Manager interface shows a table with columns for Name, Type, Value, and Action. A green button labeled "Verify by CNAME" is visible at the bottom.



The screenshot shows the GoDaddy Control Panel. A yellow box labeled '5. Click DOMAINS > 'Manage'' points to the 'Manage' button under the 'DOMAINS' section. The Control Panel lists various services: DOMAINS, WEB HOSTING, MANAGED WORDPRESS, OFFICE 365 EMAIL AND PRODUCTIVITY, WORKSPACE EMAIL, and WEBSITE BUILDER / INSTANTPAGE®. Each service has a 'Rate product' link and a 'Manage' button.

The screenshot shows a domain management interface with the following steps highlighted:

1. Look for the domain name (FLIGHTSCHOOL.SG) in the list.
2. Click on the drop down menu next to the domain name.
3. Click 'Manage DNS'.
4. Click 'Add Record'.

Domain Details

FLIGHTSCHOOL.SG

Status: Active | Created: 24/3/2016 | Expires: 24/3/2017 | Folder: None | Profile: None

Renew Upgrade Delete

Settings DNS Zone File Contacts

We made DNS easier to manage. See how ×

Zone File

Last updated 27/4/2016 11:05:14 AM MST

Add Record Delete Bulk Actions Templates More Filter List

A (Host)		TTL	Actions
<input checked="" type="checkbox"/> Host	Points To	600 seconds	EST. <input type="checkbox"/>
<input type="checkbox"/> @	128.199.181.94		

AAAA (IPv6 Host)

0 Records (0 Selected)



Domain Details

All Domains > FLIGHTSCHOOL.SG

FLIGHTSCHOOL.SG

Status: Active | Created: 24/3/2016

[Review](#) [Delete](#)

[Settings](#) [DNS Zone File](#)

Zone File (0)
Last updated 22/4/2016 09:55:14 AM (EST)

1. Select 'CNAME' from the drop down list

Add Zone Record

FLIGHTSCHOOL.SG

Record type: *

- ✓ Select Record...
- A (Host)
- AAAA (IPv6 Host)
- CNAME (Alias)**
- MX (Mail Exchanger)
- TXT (Text)
- SRV (Service)
- NS (Nameserver)

4. Add info as below:

Host = mail

Points to = business.zoho.com

Add Zone Record

FLIGHTSCHOOL.SG

Record type: *

[View current](#)

CNAME (Alias)

Host: * ⓘ

zt

Points to: * ⓘ

zmverify.zoho.com

TTL: * ⓘ

1/2 Hour

Add Another

2. Paste the CNAME and 'Points To' which you have copied from Zoho Mail account

3. Click 'Add Another'

Finish

[Cancel](#)

Add Zone Record

FLIGHTSCHOOL.SG

Record type: *

[View current](#)

CNAME (Alias)

Host: * ⓘ

mail

Points to: * ⓘ

business.zoho.com

TTL: * ⓘ

1 Hour

Add Another

Finish

[Cancel](#)

5. Click 'Finish'

⌚ We made DNS easier to manage. [See how](#) ×

Zone File ⓘ

Last updated 28/5/2016 9:26:59 AM MST

[Add Record](#) [Delete](#) [Bulk Actions](#) [Templates](#) [More](#) [Filter List](#)

⌚ Action needed! Your 1 changes aren't final until you save them.

[Save Changes](#) [Discard Changes](#)

A (Host) ⓘ

1 Records (0 Selected)

Host	Points To	TTL	Actions
@	...	600 seconds	Edit Delete

AAAA (IPv6 Host) ⓘ

0 Records (0 Selected)

[Add Record](#)

CName (Alias) ⓘ

4 Records (0 Selected)

Host	Points To	TTL	Actions
email	email.secureserver.net	1 Hour	Edit Delete
www	@	1 Hour	Edit Delete
zb	zmverify.zoho.com	1/2 Hour	Edit Delete
mail	business.zoho.com		Edit Delete

Domain Enhancements

Monetize. Protect. Promote.

[CERTIFIED DOMAIN](#) ⓘ
Not owned [Add](#)

[SSL CERTIFICATE](#) ⓘ
Not owned [Add](#)

[BUSINESS REGISTRATION](#) ⓘ
Not owned [Add](#)

Extras

[CUSTOM DOMAIN BUNDLE](#) ⓘ
Variations Available [Add](#)

1. Click 'Save Changes'

2. Verify both CNAME and Points To has been added here

Domain Setup

- Verify Domain ✓
- Add Users ✓
- Create Groups ✓
- Configure Email Delivery ✓
- Email Migration ✓
- Mail Client Configuration ✓
- Mobile Access ✓

Welcome to Zoho Mail Suite

You are about to setup business email for your domain **flightschool.sg** in Zoho. Follow the instructions here to complete the steps for email setup. You need to start by verifying your domain. [Learn More](#)

Verify the ownership of **FLIGHTSCHOOL.SG** [Edit](#) | [Verify domain later](#)

Select your domain's DNS Manager

CNAME Verification

Ensure that you have added the CNAME with your DNS Provider correctly. Also you may have to wait for 30 to 60 minutes for the changes to be effective.

The zb code for your domain is zb14644

Name / Host / Alias / CNAME	Value / Points To / Destination
zb	4 zmverify.zoho.com

Verify Now **Cancel**

DNS Provider and point it to zmverify.zoho.com:

2. Click 'Verify Now'

1. Go back to Zoho Mail account, click 'Verify by CNAME'

Update CNAME for verification - GoDaddy

If the DNS Manager for your domain is hosted with GoDaddy follow the below steps to add CNAME and verify the domain.

Verify by CNAME



Domain Setup

Verify Domain ✓

Add Users ✓

Create Groups ✓

Configure Email Delivery ✓

Email Migration ✓

Mail Client Configuration ✓

Mobile Access

Domain Setup

Verify Domain ✓

Add Users ✓

Create Groups ✓

Configure Email Delivery ✓

Email Migration ✓

Mail Client Configuration ✓

Mobile Access ✓

Congratulations! You have verified your domain flightschool.sg. Provide a desired username to create your domain based email account.

admin @ flightschool.sg

Create Account

2. Click 'Create Account'

Domain

Verify Domain ✓

Add Users ✓

Create Groups ✓

Configure Email Delivery ✓

Add Users

You have now verified your domain. You can now proceed to add users and create their accounts for your organization. You can add users one by one, or use 'Import users' option to upload a CSV file to create the users.

To add users and create their accounts, click [Proceed to Add Users](#). This will Launch the Add user page of the User Details section in the Control Panel. When you add users, you will create their individual accounts and provide passwords. The users can login to their accounts using the unique email address and their passwords.

Proceed to the next step.

Groups

Groups are common email accounts that serve the purpose of having common email addresses for a team of users in your organization. For example, you can create [hr@flightschool.sg](#) as a Group account, as a common account with all the HRs as members of the group. Group can be used to represent a set of individuals, a team, a department, project group etc.

You have advanced options to set up moderation for emails, configure sending permissions, assign moderators and so on. In Zoho Mail, Groups provide the flexibility, yet effective communication between internal members and external users of the organizations.

3. Click 'Skip'. We will create Users later in the account settings

4. Click 'Skip'. We will create Groups later in the account settings

Add Users

Skip >

Skip >

Go Back

Proceed to Create Groups

Step #3 – Change MX Records

Domain Setup

- Verify Domain ✓
- Add Users ✓
- Create Groups ✓
- Configure Email Delivery ✓
- Email Migration ✓
- Mail Client Configuration ✓
- Mobile Access ✓

Configure Email Delivery - Start receiving emails

You need to configure the MX records of your domain in the DNS hosting provider (DNS Manager) to start receiving email to the users and groups created. You change the email service provider of the domain, only after this critical step.

MX Records (Mail eXchange) are the special entries in DNS that designate the email-receiving server of your domain. Ensure that you have created the required user accounts and group accounts, before changing the MX.

The MX Records of Zoho are:

Host Name	Address	Priority
@	mx.zoho.com	10
@	mx2.zoho.com	20

2. These are the MX Records. Copy these 2 sets of Host Name, Address, Priority, to be pasted in GoDaddy settings later

You must remove (delete) any other MX records other than the above 2 records. In case you have previous providers MX records, then you may not receive emails in Zoho. You can check the MX Records of your domain in www.mxtoolbox.com a third party DNS lookup application.

To view the instructions to change the MX record, select your domain's DNS Manager (DNS Hosting provider) from the list:

Choose Your Domain Provider

Generic instructions to change the MX records:

You can add the MX records in the DNS Manager following the general instructions given below. The terms used for creating MX may vary based on your DNS Manager. If your DNS host is available in the drop-down below, you can select it to view more specific instructions. You may also reach your DNS provider support with the Hostname and Mail Server information provided in the table above for assistance from them.

< Go Back

Next >



1. Go back to GoDaddy account, click 'Add Record'

The screenshot shows the GoDaddy Zone File management interface. At the top, there's a purple banner with the text "We made DNS easier to manage" and a "See how" button. Below it, the "Zone File" section shows "9 records in this zone". A yellow callout box highlights the instruction "1. Go back to GoDaddy account, click 'Add Record'". A red box highlights the "Add Record" button in the toolbar. A message at the bottom says "Action needed! Your 1 changes aren't final until you save them." with "Save Changes" and "Discard Changes" buttons. On the right, there are sidebar sections for "Domain Enhancements" (Certified Domain, SSL Certificate, Business Registration), "Extras" (Custom Domain Bundle), and "Monetize. Protect. Promote.".

A (Host) *i*

1 Records (0 Selected)

✓ Host	Points To	TTL	Actions
<input type="checkbox"/> @	██████████	600 seconds	

AAAA (IPv6 Host) *i*

0 Records (0 Selected)

[Add Record](#)

CName (Alias) *i*

4 Records (0 Selected)

✓ Host	Points To	TTL	Actions
<input type="checkbox"/> email	email.secureserver.net	1 Hour	
<input type="checkbox"/> www	@	1 Hour	
<input type="checkbox"/> zb █████ 4	zmverify.zoho.com	1/2 Hour	
<input type="checkbox"/> mail	business.zoho.com	1 Hour	

Add Zone Record

FLIGHTSCHOOL.SG

Record type: *

- ✓ Select Record...
- A (Host)
- AAAA (IPv6 Host)
- CNAME (Alias)
- MX (Mail Exchanger)**
- TXT (Text)
- SRV (Service)
- NS (Nameserver)

1. Select MX (Mail Exchanger) from the drop down list

1. Key in the Host, Points to and Priority based on 1st set of MX Records found in Zoho Mail settings

2. Click 'Add Another'

Host: @
Points to: mx.zoho.com
Priority: 10
TTL: 1/2 Hour

Add Another Finish Cancel

3. Key in the Host, Points to and Priority based on 2nd set of MX Records found in Zoho Mail settings

4. Click 'Finish'

Host: @
Points to: mx2.zoho.com
Priority: 20
TTL: 1/2 Hour

Add Another Finish Cancel

Settings DNS Zone File Contacts

We made DNS easier to manage. See how ×

Zone File ⓘ

Last updated 28/5/2016 8:50:22 AM MST

Add Record Delete Bulk Actions Templates More

Action needed! Your 3 changes aren't final until you save them.

Save Changes Discard Changes

A (Host) ⓘ

1 Records (0 Selected)

1. Click 'Save Changes'

+ More Filter List

9 records in this zone

ttl	Actions
600 seconds	<input checked="" type="checkbox"/> <input type="checkbox"/>

Record

CName (Alias) ⓘ

3 Records (0 Selected)

Restore Defaults

Host	Points To	TTL	Actions
email	email.secureserver.net	1 Hour	<input checked="" type="checkbox"/> <input type="checkbox"/>
www	@	1 Hour	<input checked="" type="checkbox"/> <input type="checkbox"/>
zb14644494	zmverify.zoho.com	1/2 Hour	<input checked="" type="checkbox"/> <input type="checkbox"/>

MX (Mail Exchanger) ⓘ

4 Records (0 Selected)

Restore Defaults

Priority	Host	Points To	TTL	Actions
10	@	mailstore1.secureserver.net	1 Hour	<input checked="" type="checkbox"/> <input type="checkbox"/>
10	@	mx.zoho.com	1/2 Hour	<input checked="" type="checkbox"/> <input type="checkbox"/>
20	@	mx2.zoho.com	1/2 Hour	<input checked="" type="checkbox"/> <input type="checkbox"/>
0	@	smtp.secureserver.net	1 Hour	<input checked="" type="checkbox"/> <input type="checkbox"/>

EST.

= \$ imarketingcourses

2. Verify both CNAME and Points To has been added here

CName (Alias) i

 [Restore Defaults](#)

3 Records (0 Selected)

<input checked="" type="checkbox"/>	<u>Host</u>	<u>Points To</u>	<u>TTL</u>	<u>Actions</u>
<input type="checkbox"/>	email	email.secureserver.net	1 Hour	 
<input type="checkbox"/>	www	@	1 Hour	 
<input type="checkbox"/>	zb14644494	zmverify.zoho.com	1/2 Hour	 

MX (Mail Exchanger) i

 [Restore Defaults](#)

4 Records (0 Selected)

<input checked="" type="checkbox"/>	<u>Priority</u>	<u>Host</u>	<u>Points To</u>	<u>TTL</u>	<u>Actions</u>
<input type="checkbox"/>	10	@	mailstore1.secureserver.net	1 Hour	 
<input type="checkbox"/>	10	@	mx.zoho.com	1/2 Hour	 
<input type="checkbox"/>	20	@	mx2.zoho.com	1/2 Hour	 
<input type="checkbox"/>	0	@	smtp.secureserver.net	1 Hour	 

1. Click this icon to delete the unused MX record

Delete Record

2. Click this icon to delete the unused MX record

Domain Setup

- Verify Domain ✓
- Add Users ✓
- Create Groups ✓
- Configure Email Delivery ✓
- Email Migration ✓
- Mail Client Configuration ✓
- Mobile Access ✓

Configure Email Delivery - Start receiving emails

You need to configure the MX records of your domain in the DNS hosting provider (DNS Manager) to start receiving email to the users and groups created. You change the email service provider of the domain, only after this critical step.

MX Records (Mail eXchange) are the special entries in DNS that designate the email-receiving server of your domain. Ensure that you have created the required user accounts and group accounts, before changing the MX.

The MX Records of Zoho are:

Host Name	Address	Priority
@	mx.zoho.com	10
@	mx2.zoho.com	20

You must remove (delete) any other MX records other than the above 2 records. In case you have previous providers MX records, then you may not receive emails in Zoho. You can check the MX Records of your domain in www.mxtoolbox.com a third party DNS lookup application.

To view the instructions to change the MX record, select your domain's DNS Manager (DNS Hosting provider) from the list:

Choose Your Domain Provider

Generic instructions to change the MX records:

You can add the MX records in the DNS Manager following the general instructions given below. If your DNS host is available in the drop-down below, you can select it to view more specific instructions. Hostname and Mail Server information provided in the table above for assistance from them.

< Go Back

1 Go back to Zoho Mail setting, click 'Next'

Next >



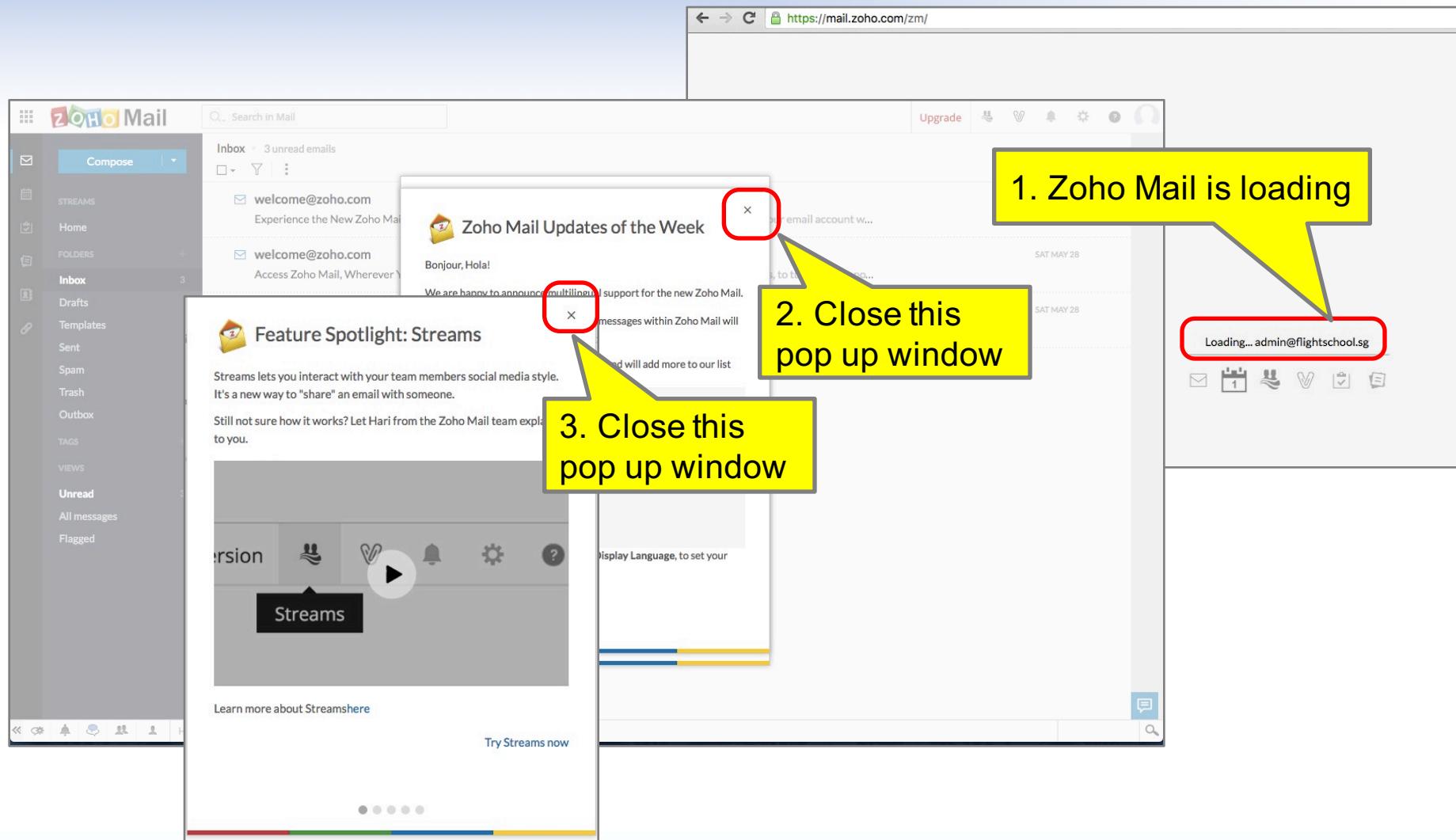
Step #4 – Enable IMAP/POP3 Forwarding

The screenshot shows the Zoho Mail Domain Setup wizard. The left sidebar lists steps: Verify Domain (✓), Add Users (✓), Create Groups (✓), Configure Email Delivery (✓), Email Migration (✓), Mail Client Configuration (✓), and Mobile Access (✓). The main area shows the 'Domain Setup' step completed.

Step 1: A yellow callout points to the 'Skip >' button in the 'Mobile Access' section of the 'Mail Client Configuration' step. The text in the callout says: "1. Click 'Skip' for all these steps".

Step 2: A yellow callout points to the 'Proceed to Access ZohoMail' button at the bottom of the page. The text in the callout says: "2. Click 'Proceed to Access Zoho Mail'".

Bottom Right: A logo for imarketing.courses featuring a stylized dollar sign and the text "EST. 2002" and "imarketing.courses BEST PLACE TO LEARN IT".



Enabling IMAP

The screenshot shows the Zoho Mail interface. A yellow callout box labeled "1. This is your Zoho Mail interface" points to the main window. Another yellow callout box labeled "2. Click on the Settings icon" points to the gear icon in the top right corner of the header bar. A third yellow callout box labeled "3. Click 'Settings'" points to the "Settings" link in the dropdown menu that appears when the gear icon is clicked. A fourth yellow callout box labeled "4. Click 'Email forwarding and POP/IMAP'" points to the "Email forwarding and POP/IMAP" link under the "Mail Accounts" section in the left sidebar.

1. This is your Zoho Mail interface

2. Click on the Settings icon

3. Click 'Settings'

4. Click 'Email forwarding and POP/IMAP'

Zoho Mail

Compose | Search in

Upgrade STREAMS Home FOLDERS Inbox Drafts Templates Sent Spam Trash Outbox TAGS VIEWS Unread All messages Flagged

Mail Settings Calendar Settings

Keyboard shortcuts View Keyboards shortcuts

Conversation View: View Conversations Across Folders | Action: Only the emails within folder

Mail Organisation

- Filters Filters and Filter Recommendations to organize your Mails automatically
- Rearrange Change the order of the apps or the sections in mail

Personalize

- Signature Customize Signatures
- Vacation Reply Configure Vacation replies

Anti Spam

- Custom Whitelist | Blacklist for domains and emails

Integrations

- Smart Create Menu: Enabled | Desktop Notification: Disabled

Feature Tours

- Take a look at the various new features

Access old version for

- Send Mail As

Mail Accounts

- Email forwarding and POP/IMAP
- Import / Export
- Groups

Tasks, Notes and Links

Here is your Smart Chat (Ctrl + Space)



My Preferences

- + Appearance
- + Compose
- + Themes
- + Keyboard Shortcuts
- + Gadgets

Mail Organization

- + Filters
- + Archive Policy

Personalize

- + Send Mail as
- + Signatures
- + Vacation Reply

Mail Accounts

Email forwarding and POP/IMAP

Import / Export

Anti-Spam

Email Forwarding

Forward a copy of incoming message to: Add email address

Delete Zoho Mail's copy Yes No

POP Access

Status Disable Enable for all messages Enable for messages that arrive from now on

POP Configuration details: [Learn More!!](#)
 Incoming server: popro.zoho.com, Port: 995, SSL
 Outgoing server: smtp.zoho.com, Port: 465, SSL

Include spam mails Yes No

POP Delete Settings Leave the messages in the Server Delete emails from the Server, when POP client issues a Delete command

IMAP Access

Status Enable Disable

IMAP Configuration details: [Learn More!!](#)
 Incoming server: imapro.zoho.com, Port: 993, SSL
 Outgoing server: smtp.zoho.com, Port: 465, SSL

Folder View Settings

Auto-Expunge Immediately Expunge Messages when I mark them deleted in IMAP Do not automatically Expunge Messages

Help Doc

1. Look under IMAP Access > Status, Click 'Enable'

2. Your settings will be saved automatically

Your changes updated Successfully.

Step #5 – Create Individual & Group E-mail Accounts

Add Users

The screenshot shows the Zoho Mail interface with a sidebar on the left and a main content area. A yellow callout box at the top left says "1. Go back to Zoho Mail interface". A yellow callout box on the right says "2. Click on the Settings icon". A yellow callout box in the center says "5. Click 'Add User'". Another yellow callout box on the right says "3. Click 'Control Panel'". A yellow callout box on the left says "4. Click 'User Details'". Red boxes highlight the "Settings" icon in the top right, the "Control Panel" link in the sidebar, the "User Details" link in the sidebar, and the "Add User" button in the main content area. The main content area shows a "User Details" section with one entry for "Fabian Lim" and the email "admin@flightschool.sg".

1. Go back to Zoho Mail interface

2. Click on the Settings icon

3. Click 'Control Panel'

4. Click 'User Details'

5. Click 'Add User'



Add users:

Enter the desired username and select a domain from the drop-down list. Use the Create Mail Alias option to create alternative email addresses with other available domains simultaneously.

First Name*	<input type="text" value="Fabian"/>
Last Name*	<input type="text" value="Lim"/>
Email ID*	<input type="text" value="fabian"/> @ <input type="button" value="flightschool.sg"/>
Password*	<input type="password" value="*****"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

1. Key in user's first name and last name

2. Key in user's email ID. Eg:
fabian@flightschool.sg

3. Key in user's email ID. Eg:
fabian@flightschool.sg

4. Click 'OK'

Invite a user through other existing email address

Enter an existing email address of the user you want to invite. Upon accepting your invitation, the user will be prompted to create a Zoho account and added to your organization.

Email ID :	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Add users:

- Click Add user to provide the email address and password to create new user account in Zoho Mail.
- The user should login using the email address and Password, in mail.zoho.com.
- You can use the Import CSV option to import users from a CSV file.
- If the email address is already linked with an account in Zoho, he will receive an invitation to join your Organization.
- The user will be listed in the Users section, once he accepts the invitation.
- If you already have a Zoho CRM account, use the Invite from CRM option to directly add the users in your CRM Set up to ZMail Set up.

Control Panel

- Dashboard
- Domains
- User Details
- User Access
- Groups
- Privileges

User Details

Add User | Import User ▾ | Export User(s) | Role ▾ | Location ▾ | Delete

	User Details
<input type="checkbox"/>	Fabian Lim admin@flightschool.sg
<input type="checkbox"/>	Fabian Lim fabian@flightschool.sg

5. Verify the user's email has been added

Add Groups

The screenshot shows the Zoho Mail Control Panel interface. On the left, a sidebar lists various administrative options like Dashboard, Domains, User Details, User Access, Groups, Privileges, Mail Administration, and more. The 'Groups' option is highlighted with a red box and a yellow callout '1. Click "Groups"'. In the main content area, under the 'Groups' section, there's a sub-menu with 'Add Group' highlighted with a red box and a yellow callout '2. Click "Add Group"'. A table lists existing groups: Sales (Mail alias: sales@flightschool.sg, Access Level: Public, Total Members: 2). Below this, a modal window titled 'Add new group' is open. It has fields for 'Group Name*' (containing 'Inquiry' with a red box), 'Group Email id*' (containing 'inquiry' with a red box), 'Access Level*' (set to 'Everyone' with a red box), and a 'Moderators' section with a text input field for suggestions. At the bottom right of the modal are 'Create group' and 'Cancel' buttons, with 'Create group' also highlighted with a red box and a yellow callout '5. Click "Create group"'. A yellow callout '3. Key in Group Name. eg: Inquiry' points to the 'Group Name' field.

Control Panel

Groups

1. Click 'Groups'

2. Click 'Add Group'

3. Key in Group Name. eg: Inquiry

4. Key in Group Email id. eg: Inquiry@flightschool.sg

5. Click 'Create group'

Upgrades | Home | Help | Forum

Name	Mail alias	Access Level	Total Members
Sales	sales@flightschool.sg	Public	2

Add new group

Group Name*

Inquiry

Enable Email Enable Streams

Group Email id*

inquiry @ flightschool.sg

Access Level*

Everyone

Organization Members

Group Members

Only Moderators

Description

Moderators

Type first four letters for suggestions

[Multiple values as comma separated]

Create group Cancel

Groups - inquiry@flightschool.sg

General | Members | Mail Options | Mail Moderations | Advanced | Anti-Spam

Change Role | View | Export

Email ID	Role	Status	Failure Count
No Members			

Add Members

Email ID: Search and add users from Org | Add all users of Org

Org Users

Users List: admin@flightschool.sg, hoiseng@flightschool.sg, sara@flightschool.sg, vincent@flightschool.sg

Selected Users: fabian@flightschool.sg

Add | Reset

Separated by comma

Mail will be sent to users outside the domain. External users will be delivered to external users only when they log in.

2. Choose the selected users from the left hand pane to be added into this group

3. Click 'Add'

4. Click 'Go to Group Home'

5. Verify the group has been created

Groups
Add Group | Delete

Name	Mail alias	Access Level	Total Members	
Inquiry	inquiry@flightschool.sg	Public	1	X
Ops	ops@flightschool.sg	Public	1	EST. X
Sales	sales@flightschool.sg	Public	3	X



Step #6 – Add Custom Logo

Add A Logo

The screenshot shows the Zoho Mail Control Panel interface. On the left, a sidebar lists various administrative options like Control Panel, Dashboard, Domains, User Details, etc. The main area is the 'Dashboard' for the organization 'flightschool'. It shows 5 Total Users and a Super Administrator named Fabian Lim. A yellow callout box labeled '1. Click "Dashboard"' points to the 'Dashboard' button in the sidebar. Another yellow callout box labeled '2. Hover your mouse over the existing log, click on "Change Log"' points to the 'Change Logo' link next to the Zoho Mail logo on the dashboard. A third yellow callout box labeled '3. Click "Choose File" to select the logo image file from your computer' points to the 'Choose File' button in a modal titled 'User Photo Upload'. A fourth yellow callout box labeled '4. Click "Upload"' points to the 'Upload' button in the same modal. A fifth yellow callout box labeled '5. Your logo will be displayed here' points to the newly uploaded logo 'Flight School SG' in the dashboard header. A sixth yellow callout box labeled '6. Click "Home" to go back to ZohoMail' points to the 'Home' link in the top right corner of the page.

1. Click 'Dashboard'

2. Hover your mouse over the existing log, click on 'Change Log'

3. Click 'Choose File' to select the logo image file from your computer

4. Click 'Upload'

5. Your logo will be displayed here

6. Click 'Home' to go back to ZohoMail

Questions?