



natural way of living

www.naturalwayofliving.com

Tutorial to Setup

Natural Way of Living Email

Version 5.5

IT Division

it-support@naturalwayofliving.com

[Read me](#)

It is a simple guidance to help you use the new
email on your computer and mobile phone,
including using the email signature

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Tutorial to Setup Natural Way of Living Email

Congratulation for your new email address from NWL - NaturalWayofLiving.com 😊

At this point, you should have received the official information from NWL team regarding your new email account, including the email address /username, password, and **the link to access the email from the web browser**. It is case sensitive, so please make sure you type it correctly.

In this tutorial we will use this example:

Link to access : <https://exchange.naturalwayofliving.com/>
Email address : test@naturalwayofliving.com
Password : justToTest8790@#

[In reality, you should use the email and the password that are provided by NWL team]

This tutorial, cover some basic information about:

- A. how to use your email from different apps (web browser, desktop, mobile app)
- B. how to use the email signature (**important**)
- C. how to forward the emails to your personal email address

Please read until the last page, so that you can use the email properly.

If reading is not your thing, please follow [this link](#) to watch the video tutorial on YouTube. 😊

A. How to use your email from different apps (web browser, desktop, mobile app)

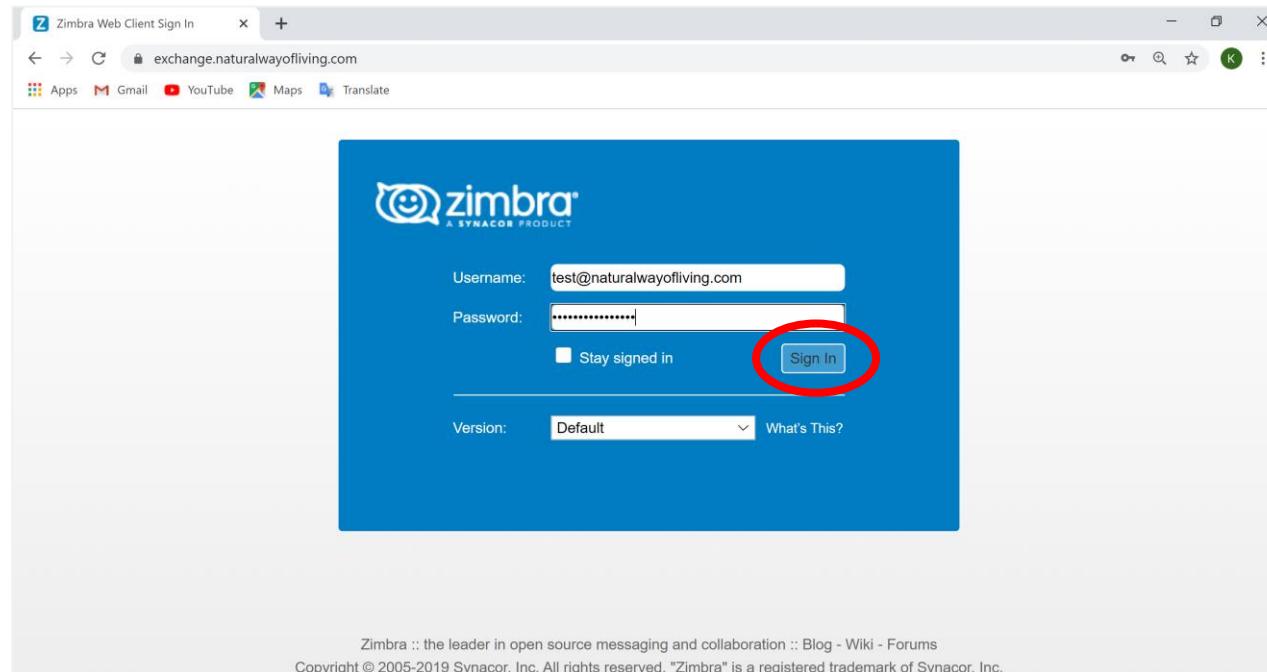
So, there are 3 ways to access your email:

1. The **Web Browser**, by simply follow the link to access the email that has been given to you
2. The **Mozilla Thunderbird Email Client**, by installing it in your computer desktop
3. The **Outlook Email**, by installing the app in your mobile phone

*But for the first time, you **must change the password** by opening the email from the web browser.*

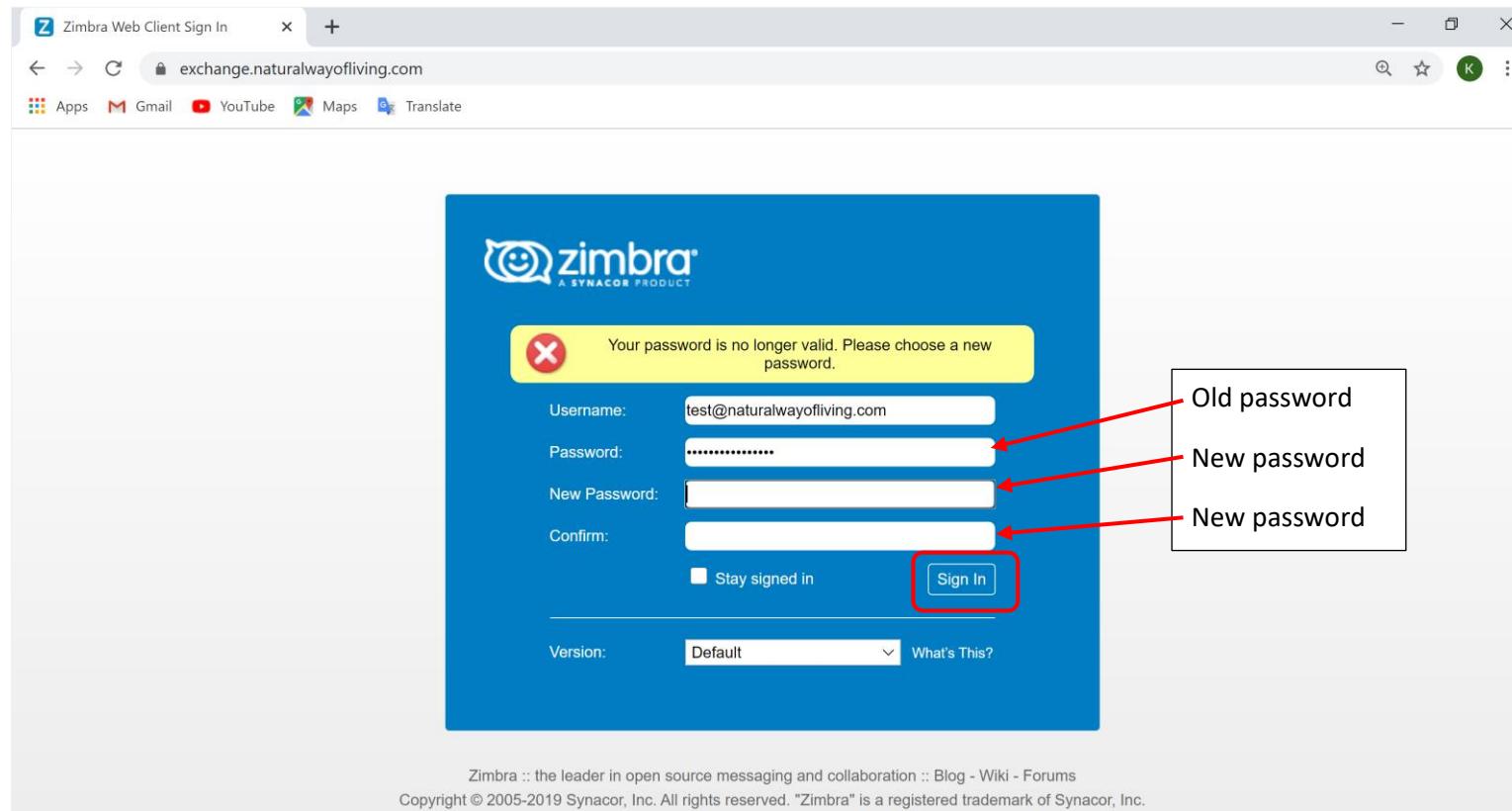
STEP 1. REQUIRED - The Web Browser (**Zimbra**)

To use the email from the web browser is quite simple. All you have to do is just click on this link <https://exchange.naturalwayofliving.com/> (please save the address in the bookmark). You will be directed to the **Zimbra** email platform.



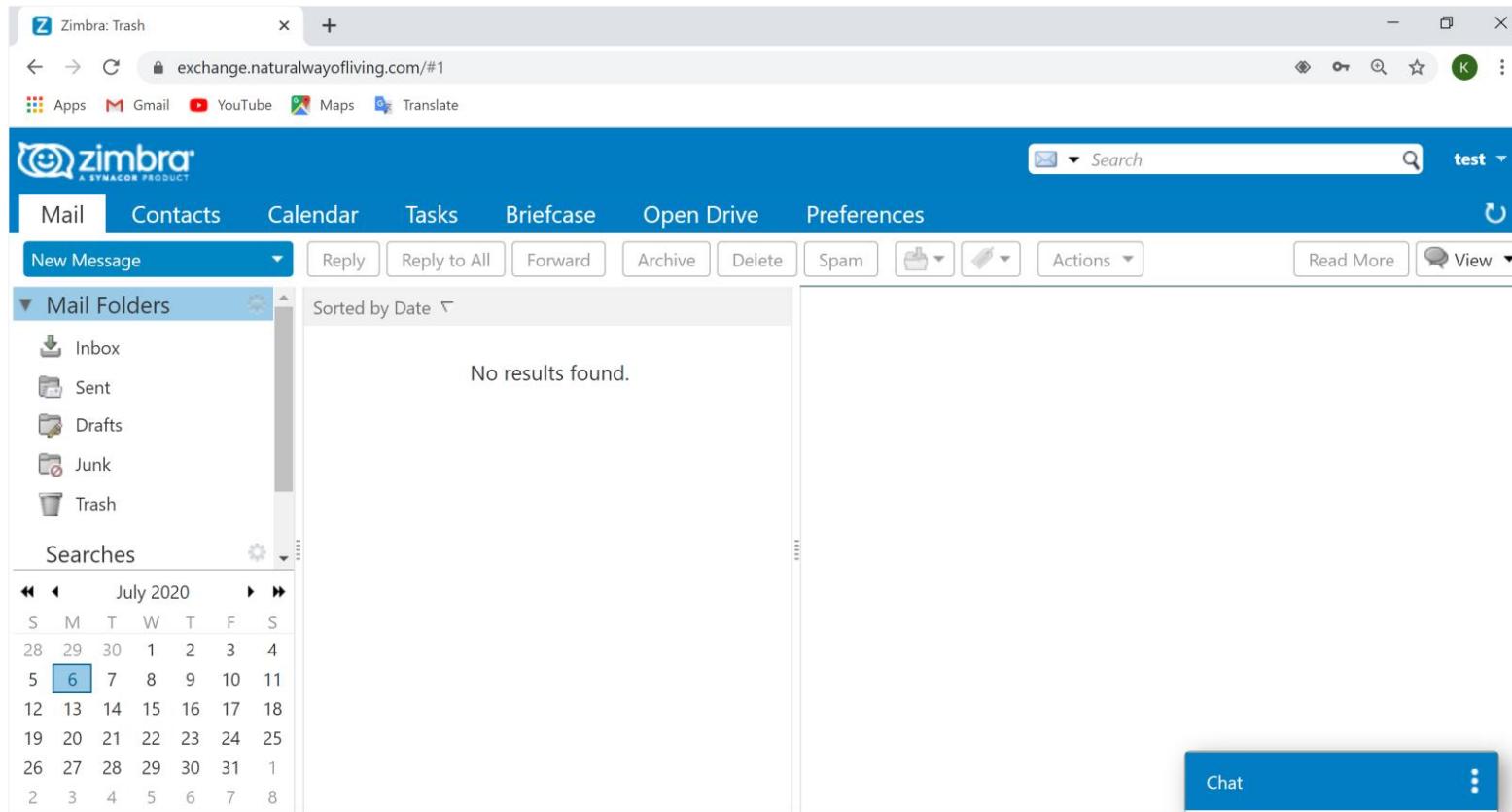
Type your new email address and the password, then click **Sign in**

After you have clicked **Sign In** for the first time, you should change the password. So, type the old password in the **Password box**, and the new password that you want in the **New Password box** and once again the same new password in the **Confirm box**, then click **Sign In**



Please write down or **remember your new password** because you will need it later. After you changed the password, you will be directed to the webmail.

From here, you can use the NWL email from the web browser.



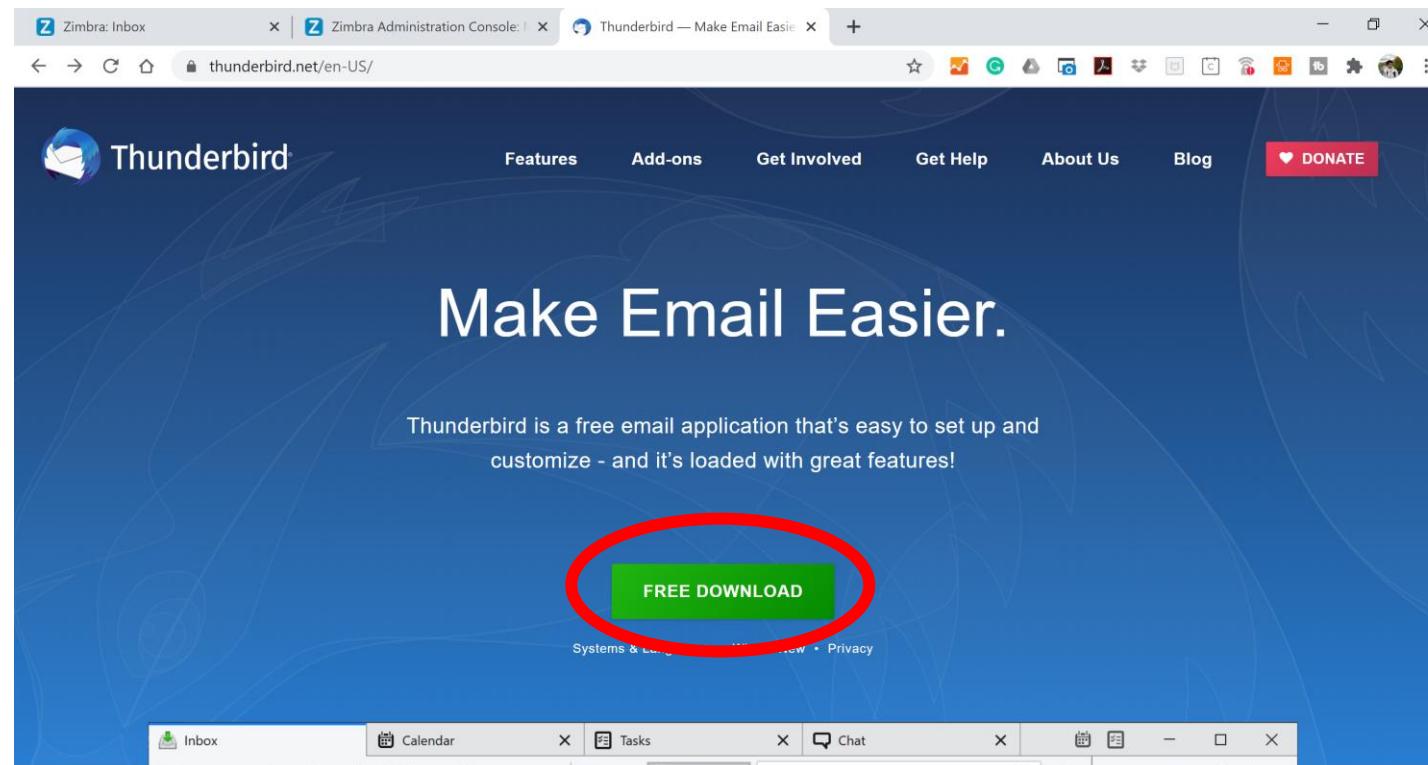
STEP 2. OPTIONAL - The Mozilla Thunderbird Email Client in your Computer Desktop

For you who have more than 1 (one) email account at NWL, we highly recommend you to also install **the email client on your computer or laptop**, so that you can access and manage all your emails easier, better and faster. However, this is an optional decision.

(In this tutorial we use the Windows 10 operating system and Google Chrome web browser).

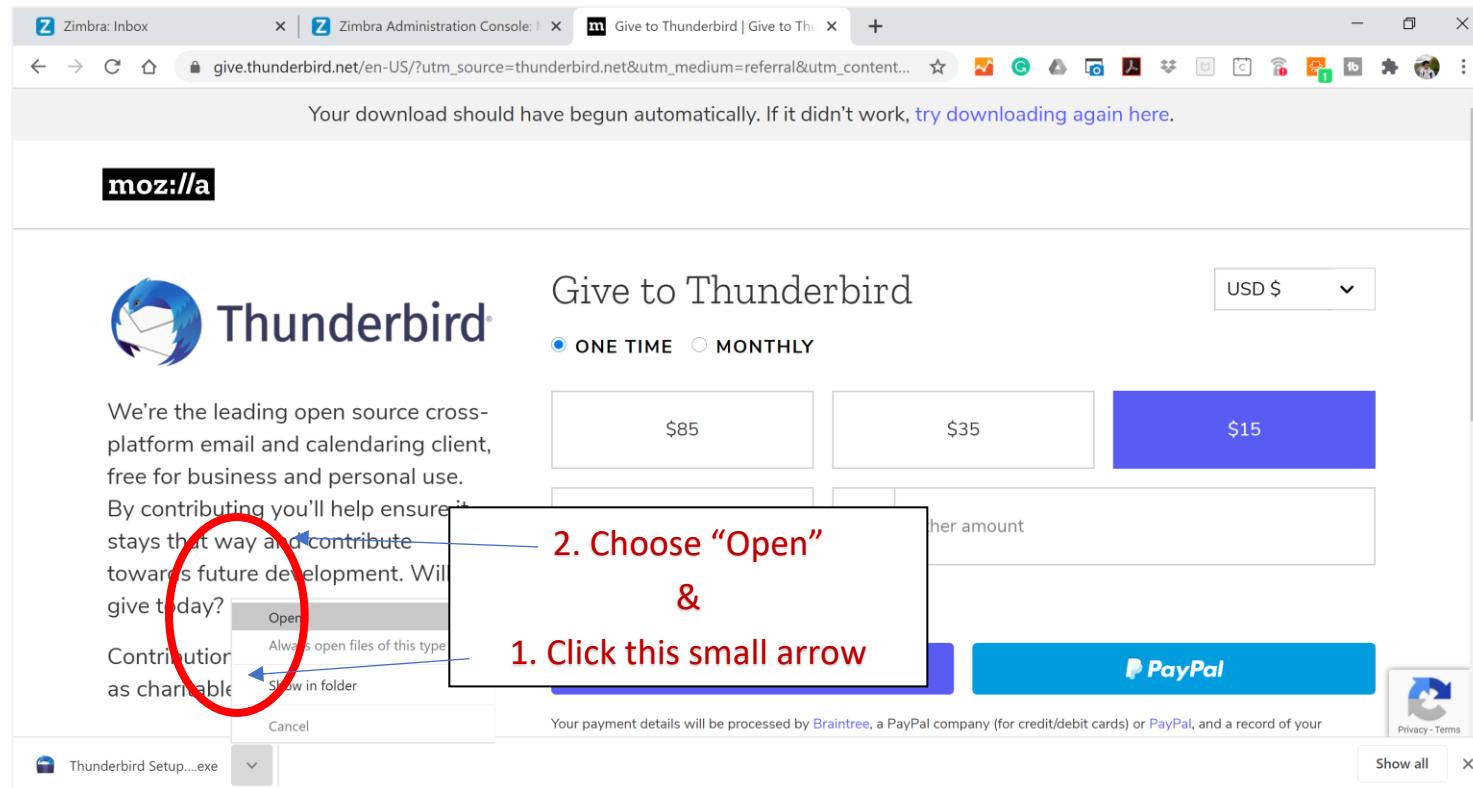
a. Install the Email Client

Now to set up the email client at your computer or laptop, please open your browser and download the latest version of Mozilla Thunderbird from this address, <https://www.thunderbird.net/> and then click the “**FREE DOWNLOAD**” button.

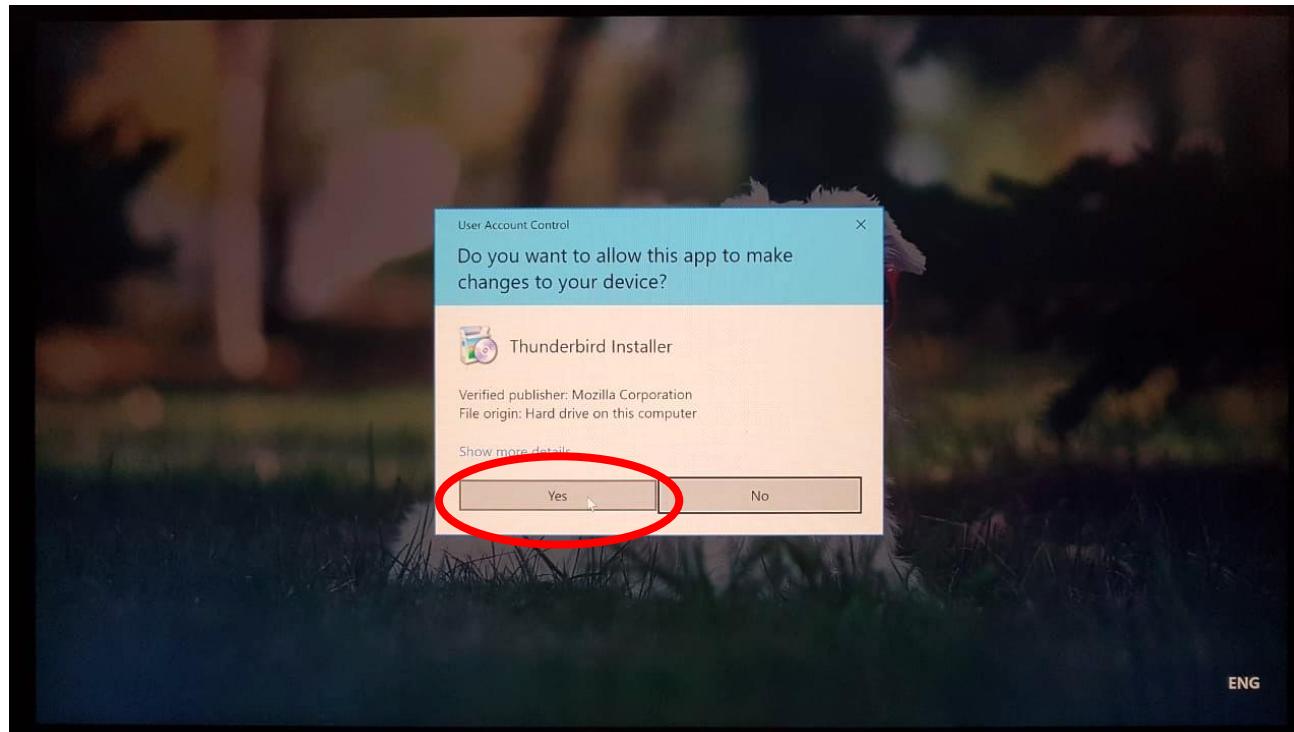


Your browser will download the file called “Thunderbird Setup 78.2.1.exe” (or it can be a different number).

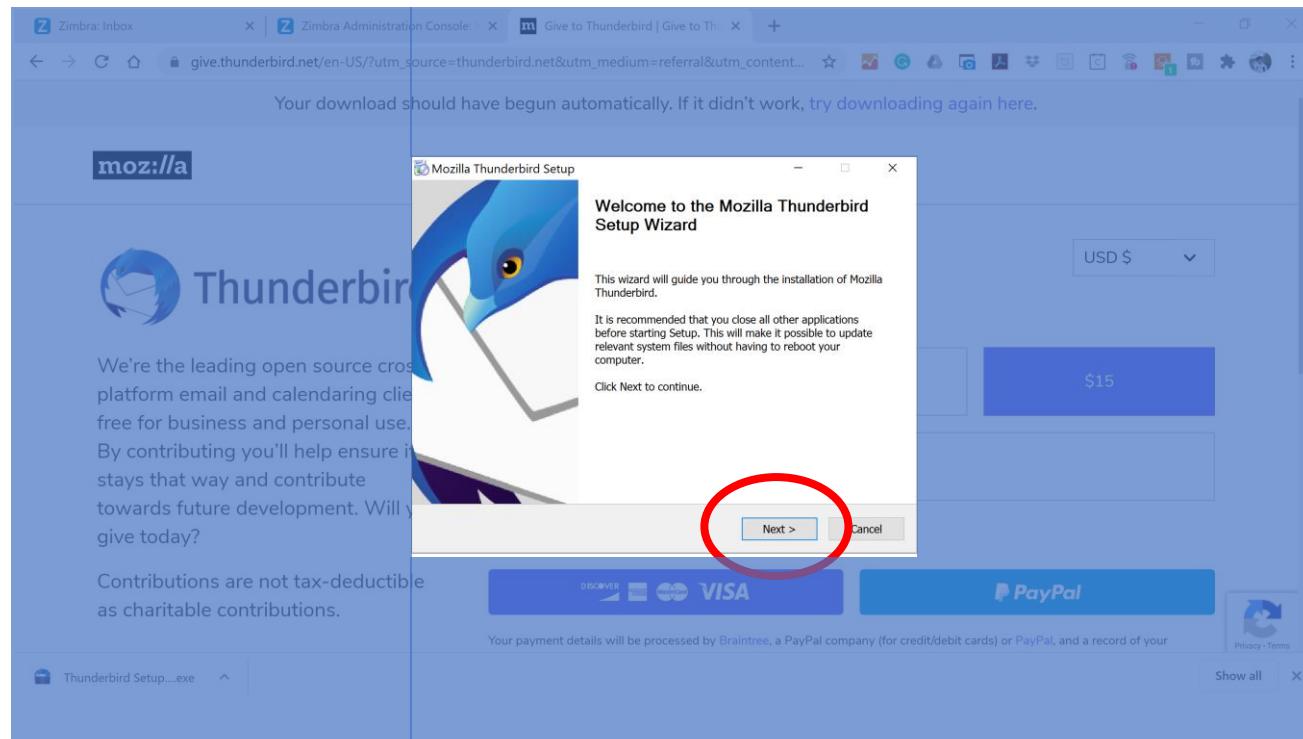
From the browser, please click that file to run the installation, click the arrow and click "Open".



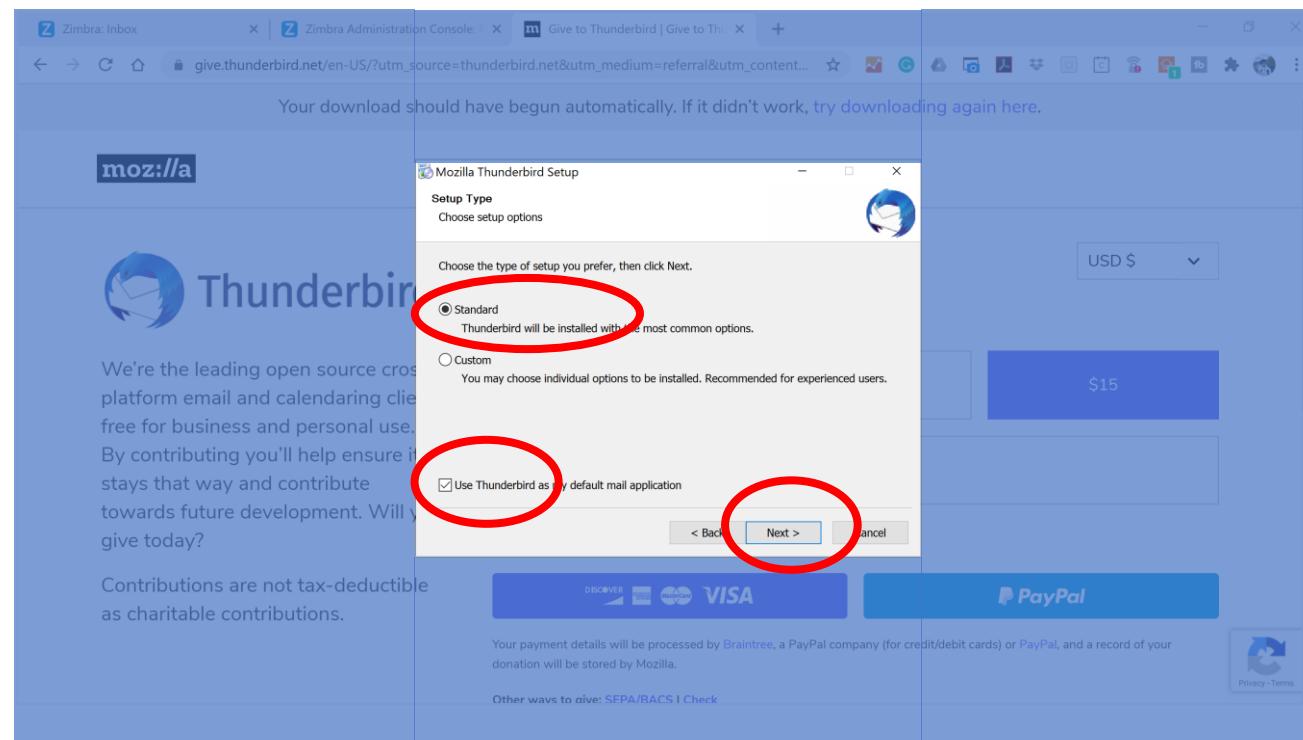
The computer might ask you this question: just click "Yes"



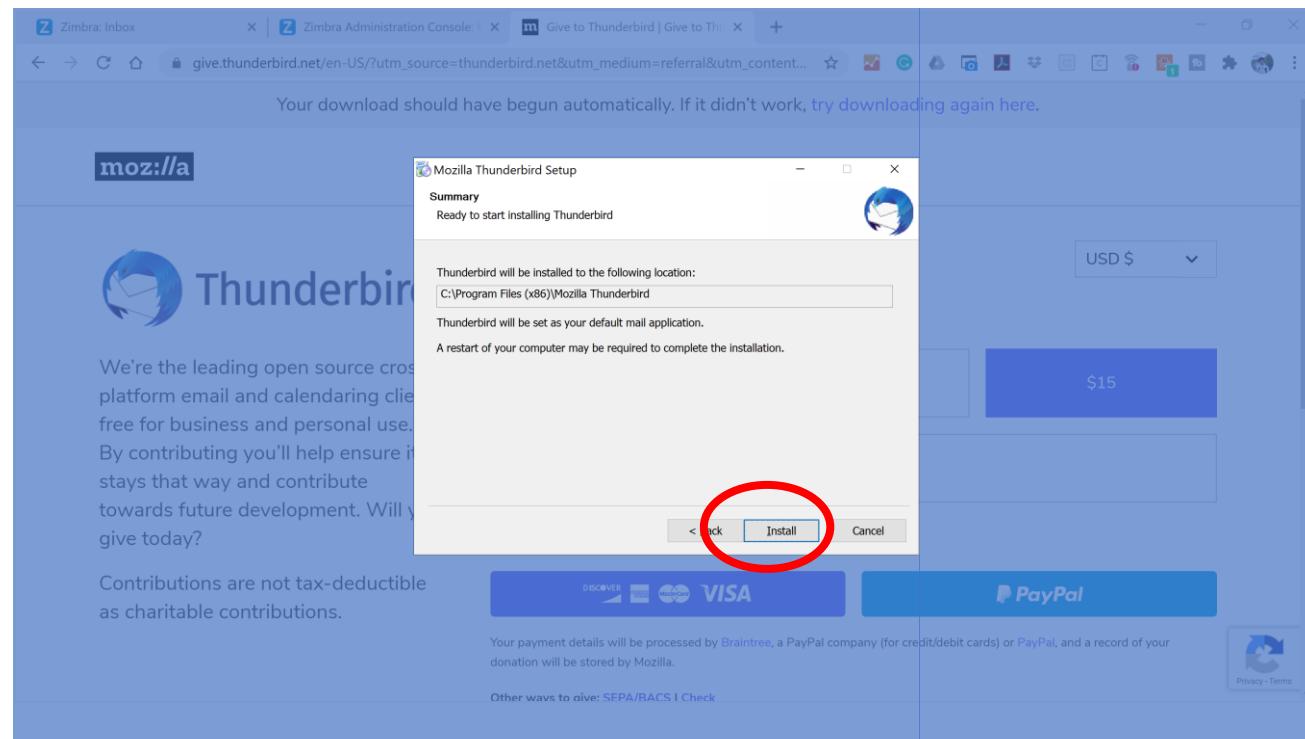
To begin the installation, click "Next"



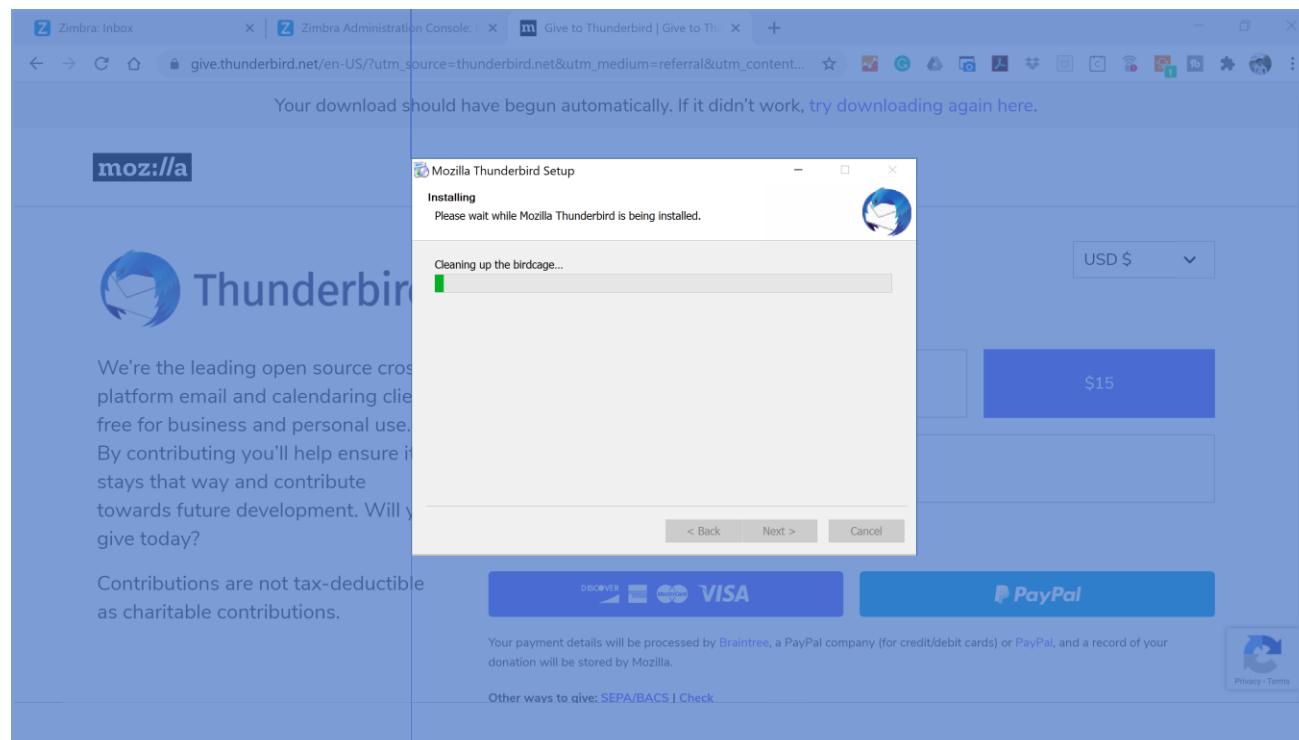
For the **Setup Type**, choose “Standard”, and you can also tick the option to “Use Thunderbird as my default mail application”, then just click “Next”



And then click "Install" to continue

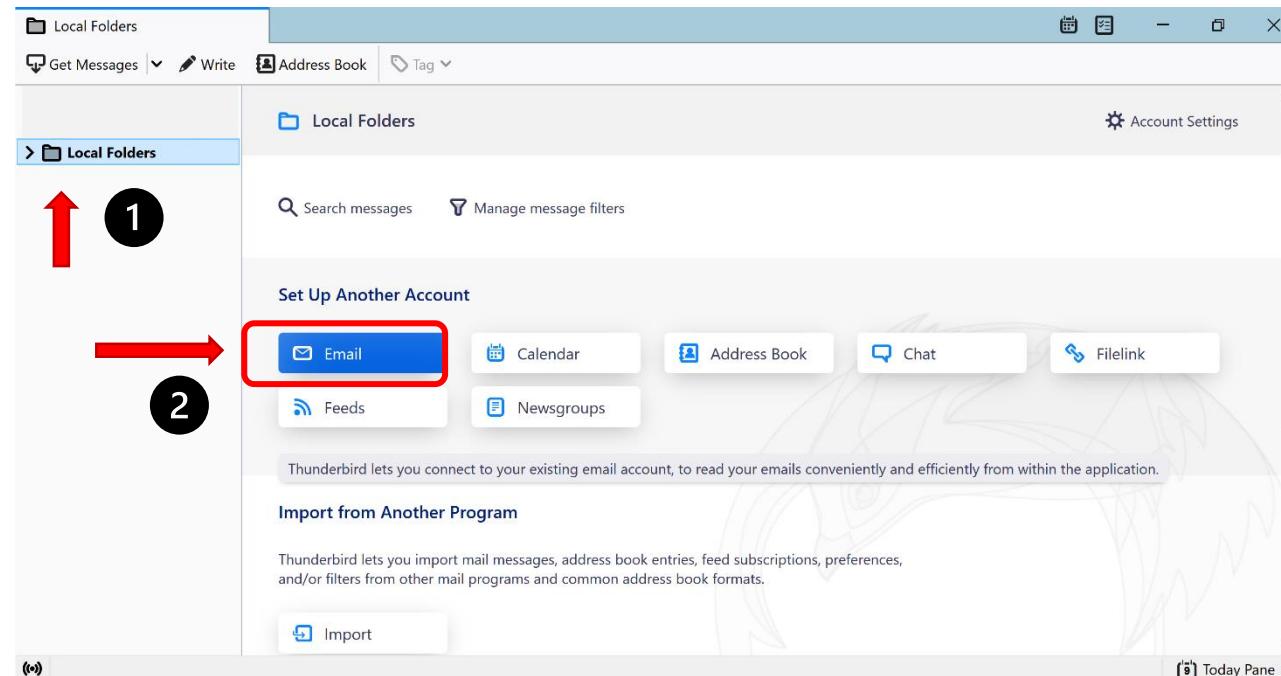


When the installation is done, click “Finish”, and you will be asked to restart your computer, please do so.



b. Set up the Email account

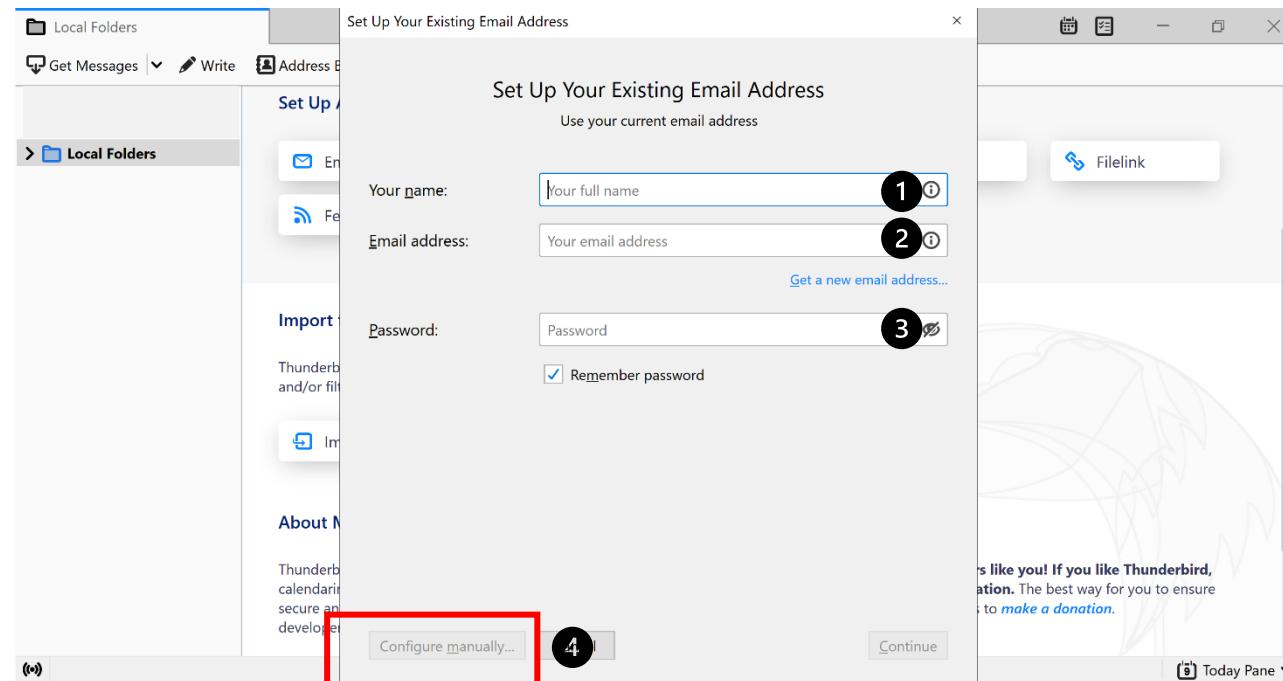
After you have restarted the computer, double-click on the Mozilla Thunderbird icon on your computer desktop to open this app. When you open the app for the first time, you will see this screen.



On the main page, click **Local Folders** and then under the **Set up Another Account:** heading, click **Email**

A window will appear. Enter your email information here, including:

1. Your name
2. Email address (that you get from NWL team)
3. Password (**the new password**) then tick Remember password
4. Click Configure manually...



Then the bigger box will appear

Set Up Your Existing Email Address

Set Up Your Existing Email Address
Use your current email address

Your name: Test Test (i)

Email address: test@naturalwayofliving.com (i)

Password: •••••••••••• (e)

Remember password

INCOMING **OUTGOING**

Protocol:	1 IMAP	SMTP
Server:	2 exchange.naturalwayofliving.com	exchange.naturalwayofliving.com (6)
Port:	3 993	465 (7)
SSL:	4 SSL/TLS	SSL/TLS (8)
Authentication:	5 Normal password	Normal password (9)
Username:	test@naturalwayofliving.com (10) test@naturalwayofliving.com	

[Advanced config](#)

Cancel Re-test Done

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Make sure you are following this **configuration**:

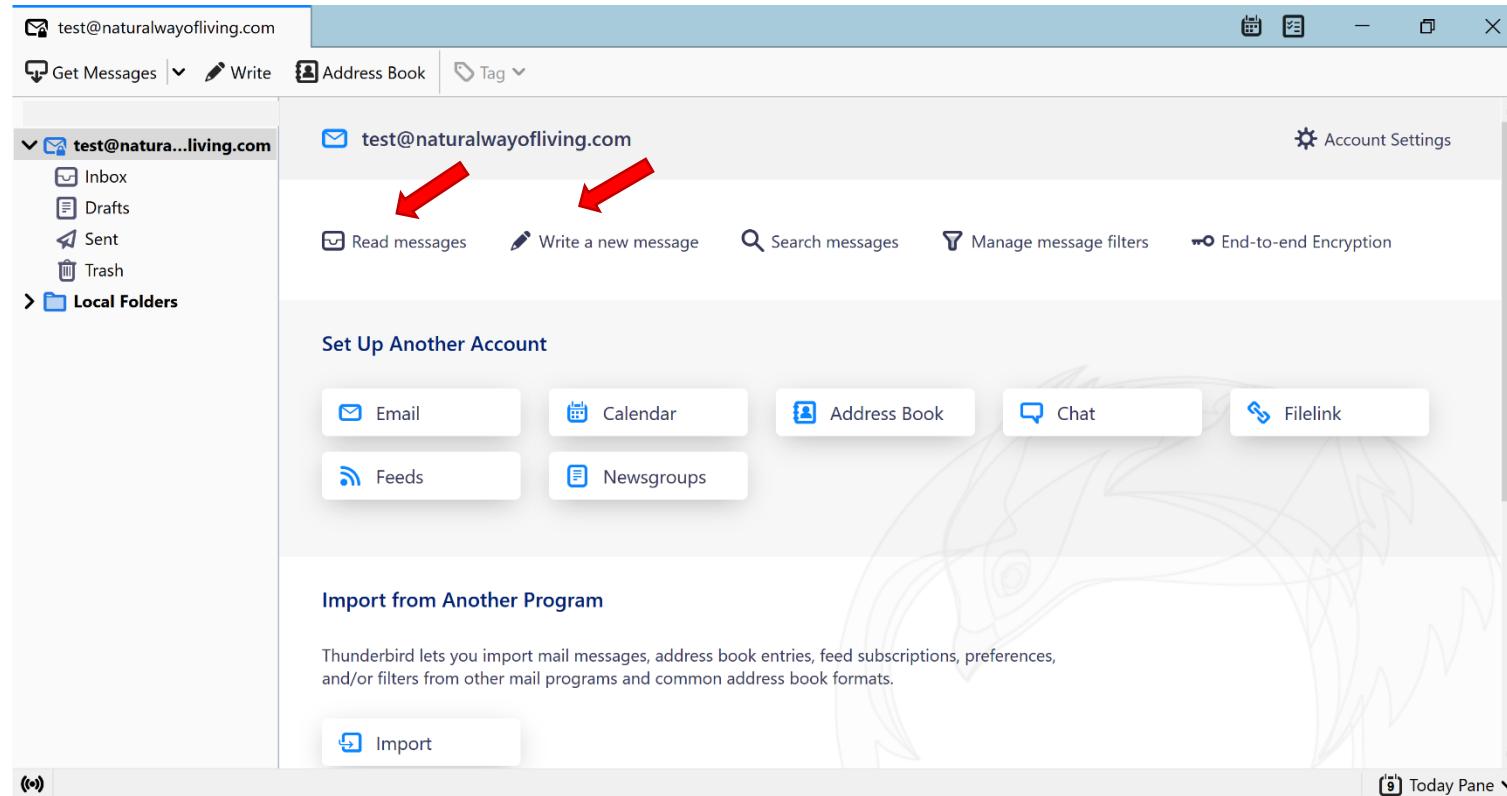
Incoming	
1. Incoming	: IMAP
2. Server hostname	: exchange.naturalwayofliving.com
3. Port	: 993
4. SSL	: SSL/TLS
5. Authentication	: Normal password
Outgoing	
6. Server hostname	: exchange.naturalwayofliving.com
7. Port	: 465
8. SSL	: SSL/TLS
9. Authentication	: Normal password
Username	
10. Incoming	: <i>your-email@naturalwayofliving.com</i> (that you get from NWL team)
Outgoing	: <i>your-email@naturalwayofliving.com</i> (that you get from NWL team)

After you type everything correctly, click **Re-test** and if there is no error message just click **Done**

If there is an error message, please make sure that you have followed the configuration and type everything correctly including your email address.
To check, click **Re-test** again, and then **Done**

c. Read and Write the Email

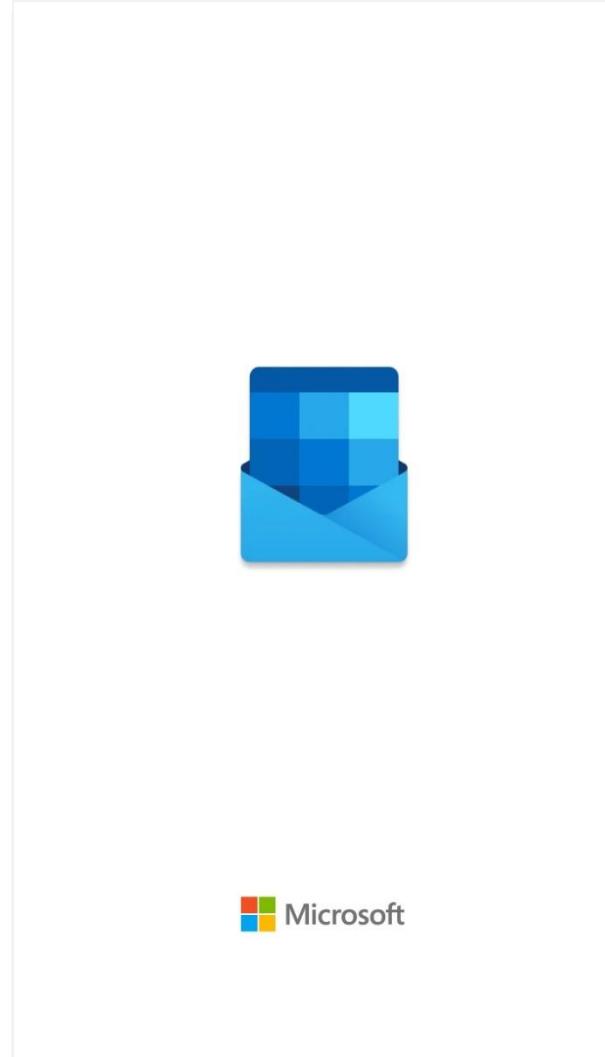
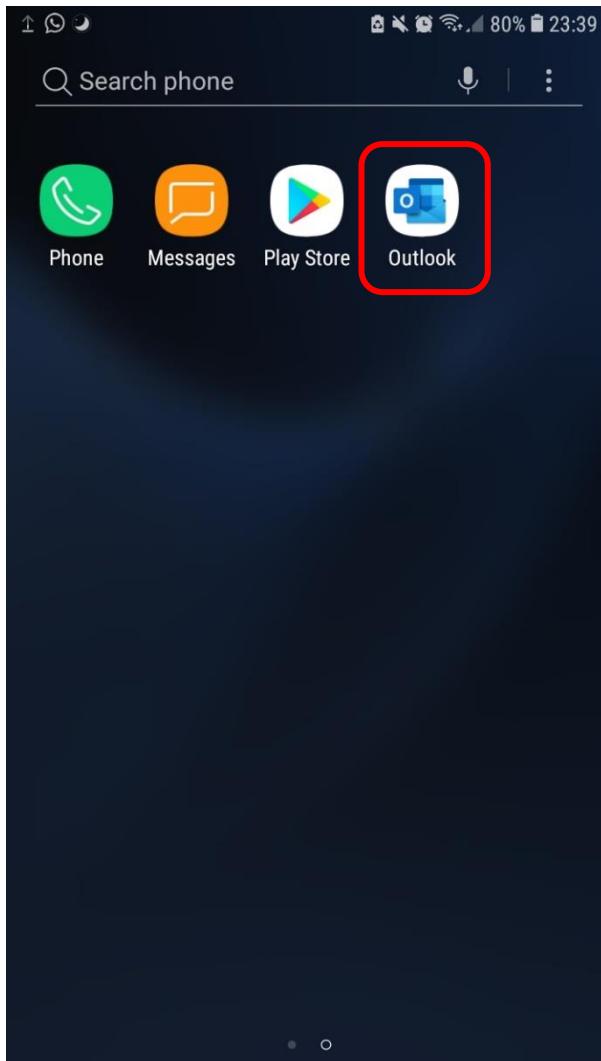
Now you will see this screen, and use **Read messages** to see your inbox and **Write a new message** to send a new email. Enjoy!



STEP 3. OPTIONAL - The Outlook Email Mobile App

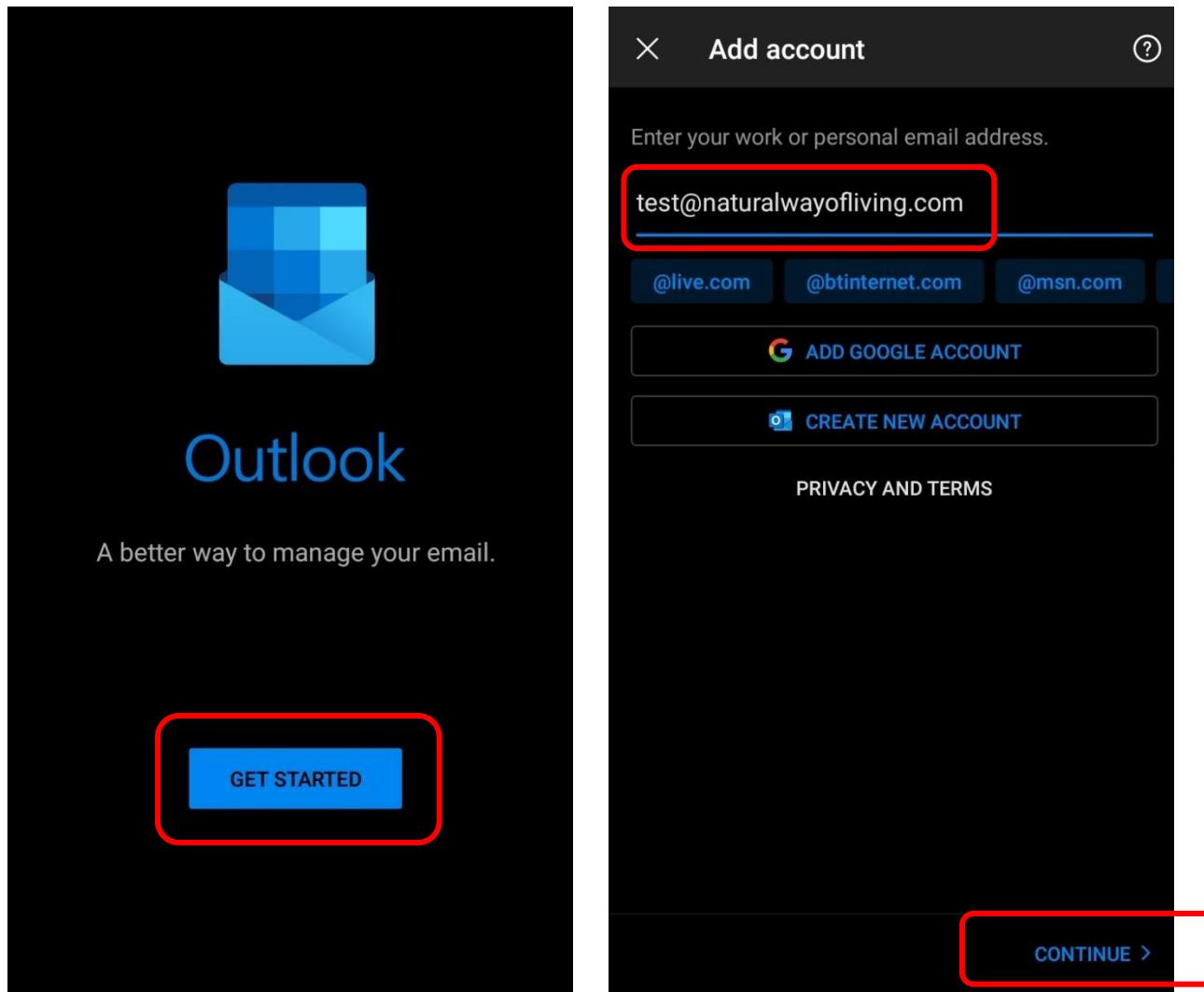
If you want, you can also get the NWL email's messages in your favourite mobile phone device, by using **Outlook**. Please follow the link to install Microsoft Outlook on your mobile phone ([Apple](#) or [Android](#)).

In this tutorial, we will give an example of the configuration on the Android phone.

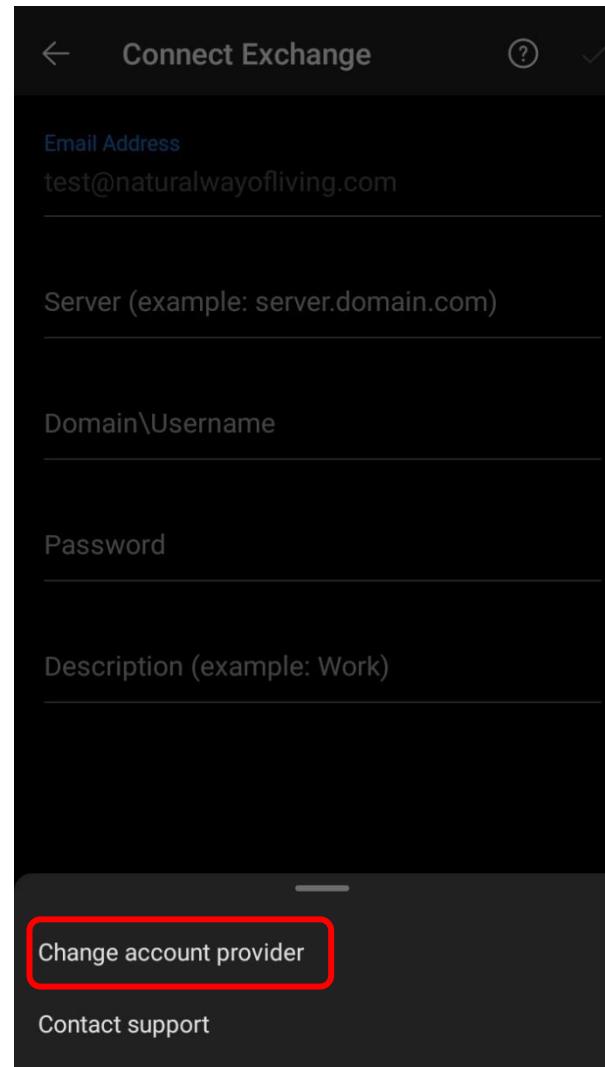
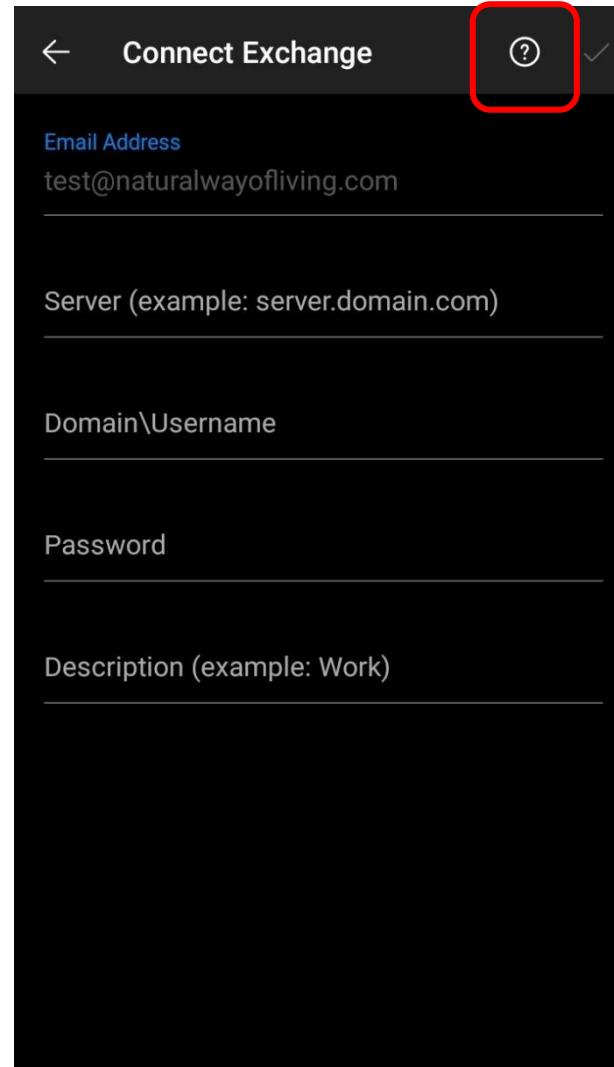


After you have installed **Outlook** on your mobile phone, tap on the Outlook icon, then Microsoft Logo will appear

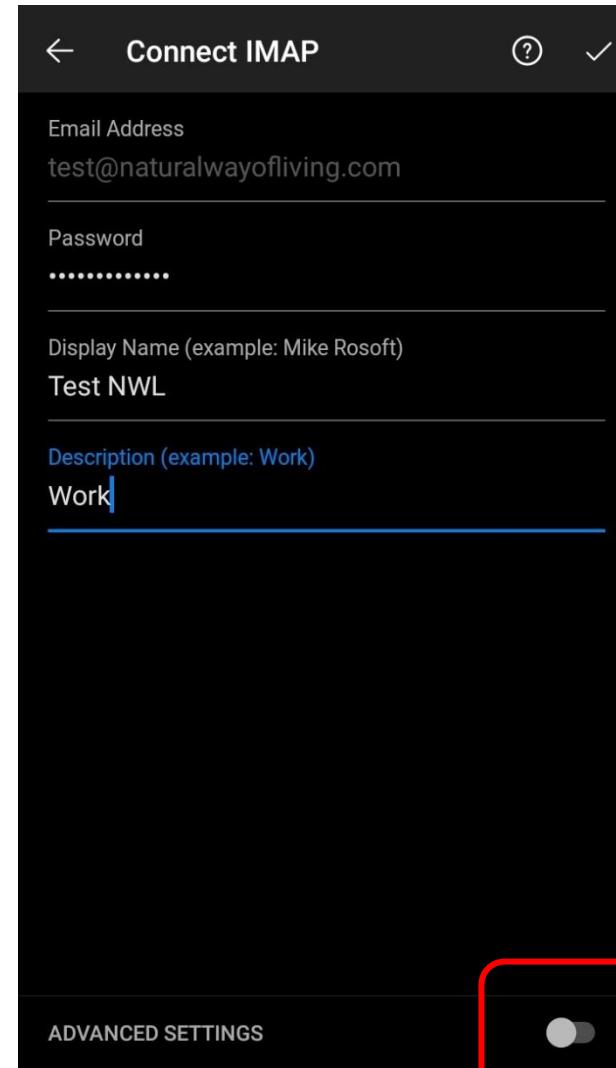
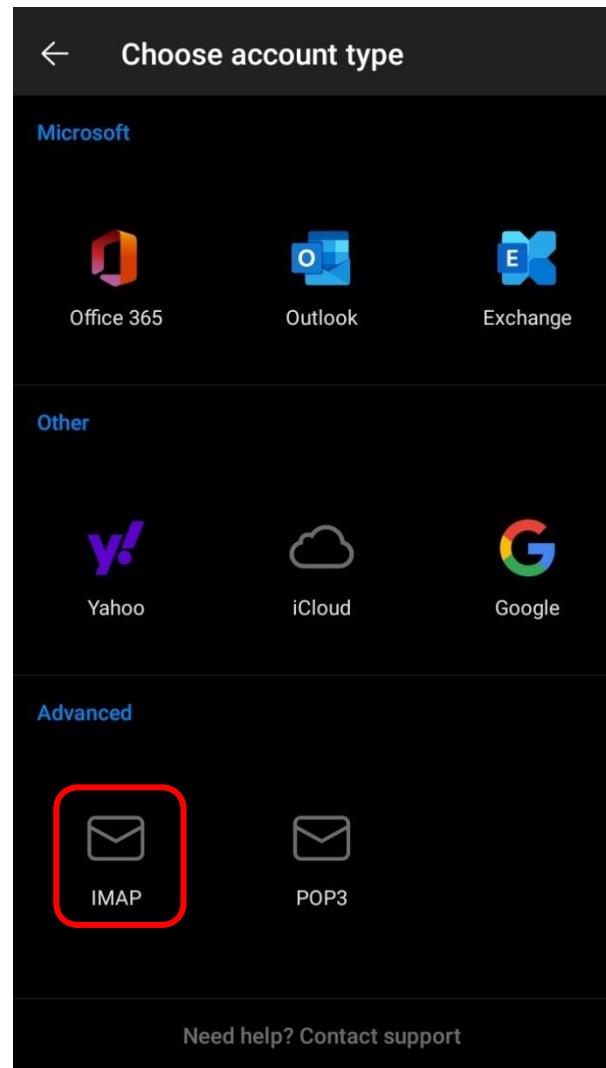
Tap **Get Started** button and then write down your new email address, and tap **Continue**



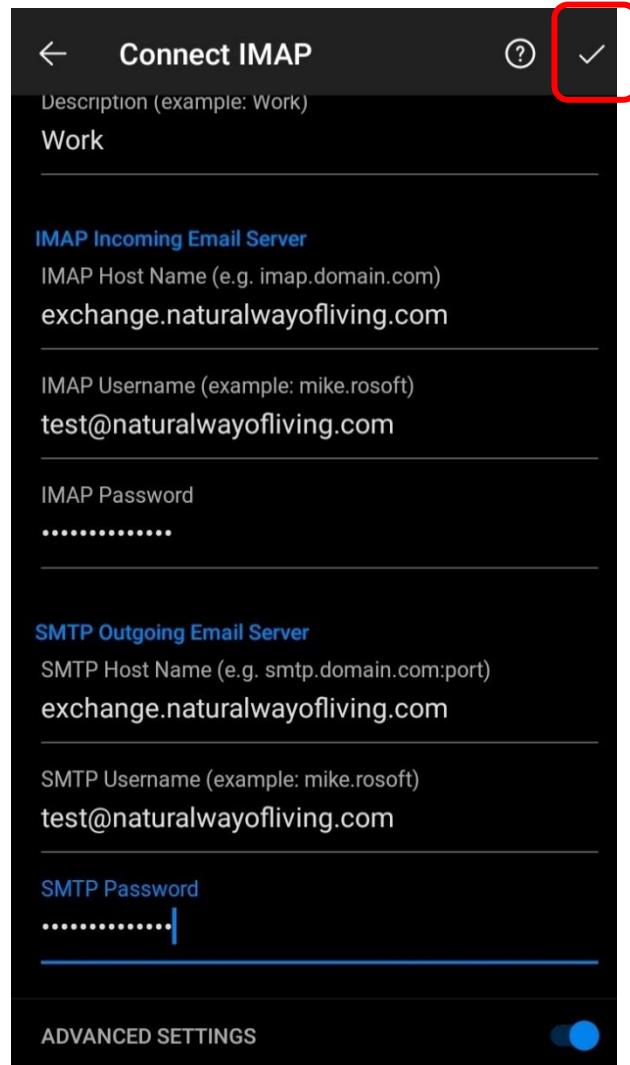
On this page tap the **Question Mark Sign (?)** then tap **Change account provider**



Then tap **IMAP**, next write down your Password, and fill in the Display Name (Coordinator / Instructor) and Description (example: Work) according to your preference. Then slide-right the **Advance Settings** button and turn it On



With the Advance Setting button turned On, now fill in the details as follow, and then click this sign ✓



IMAP Incoming Email Server
IMAP Host Name:
exchange.naturalwayofliving.com

IMAP Username:
your_email_address@naturalwayofliving.com

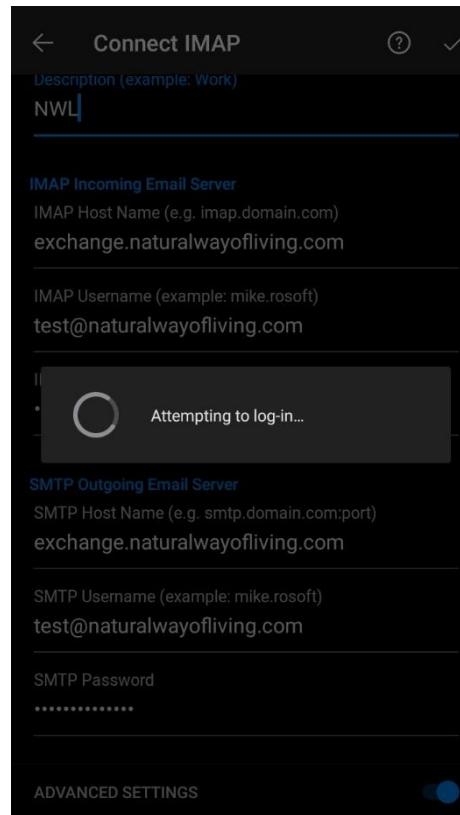
IMAP Password: your email's password

SMTP Outgoing Email Server
SMTP Host Name:
exchange.naturalwayofliving.com

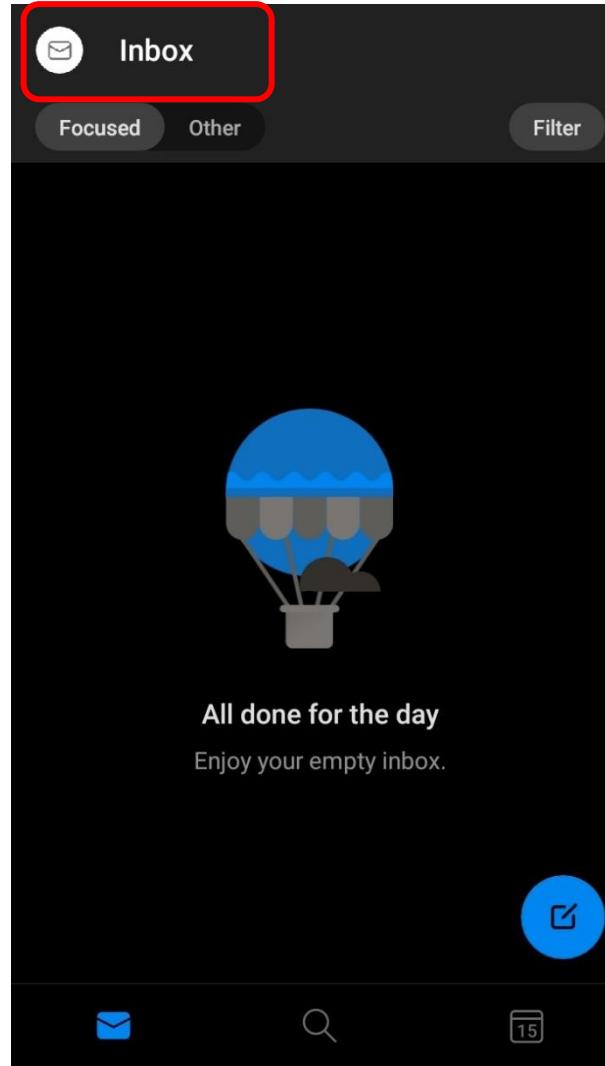
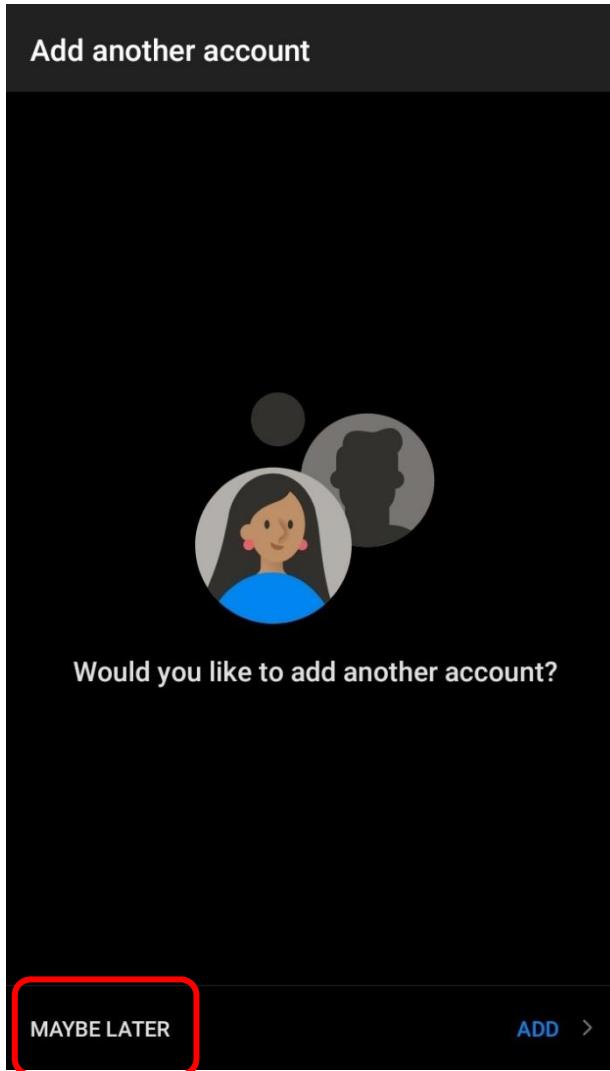
SMTP Username:
your_email_address@naturalwayofliving.com

SMTP Password: your email's password

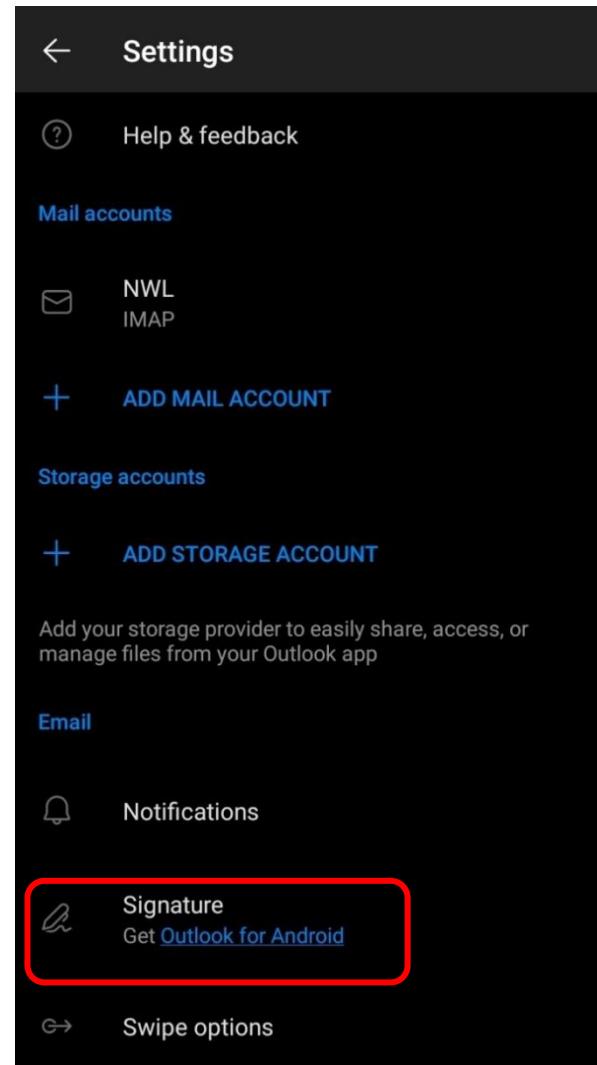
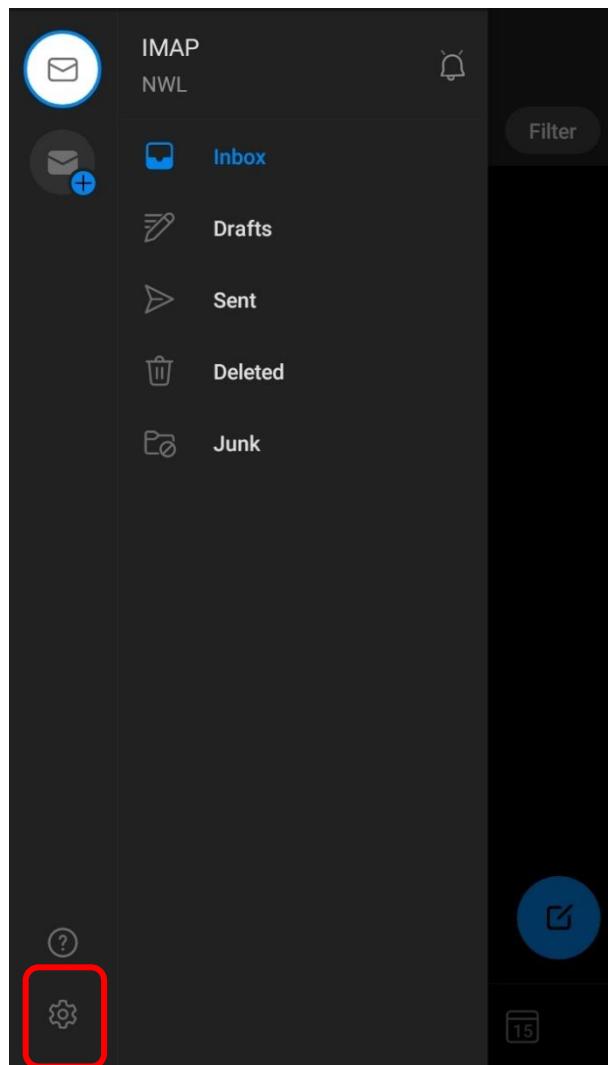
Then it will attempt to log-in, just wait of a couple of seconds, and if it fails, please keep repeat or wait until you have a better and stable internet connection.



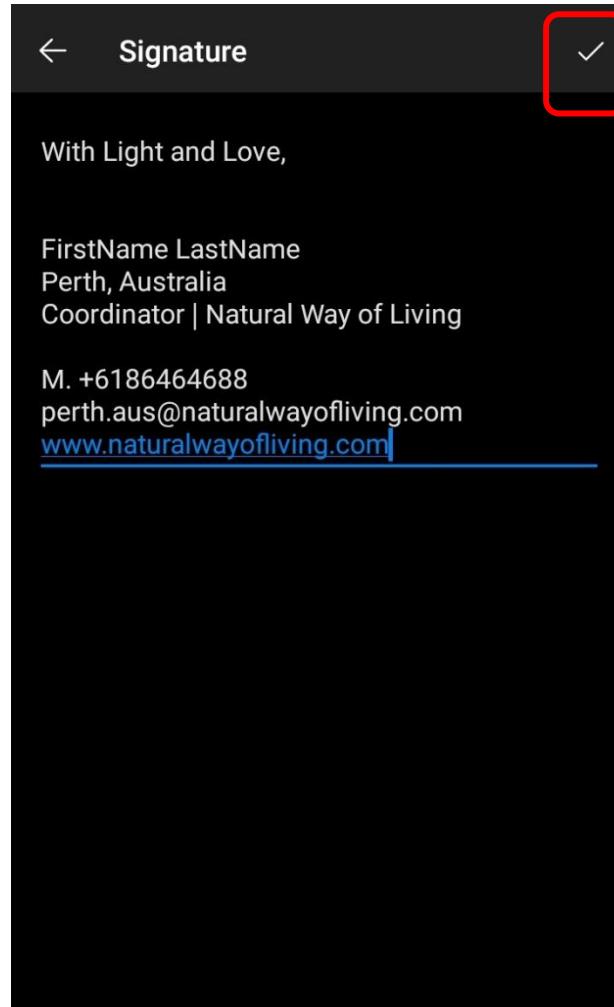
After you successfully have login, this window will appear, and choose **Maybe Later**. Then tap on **Inbox**



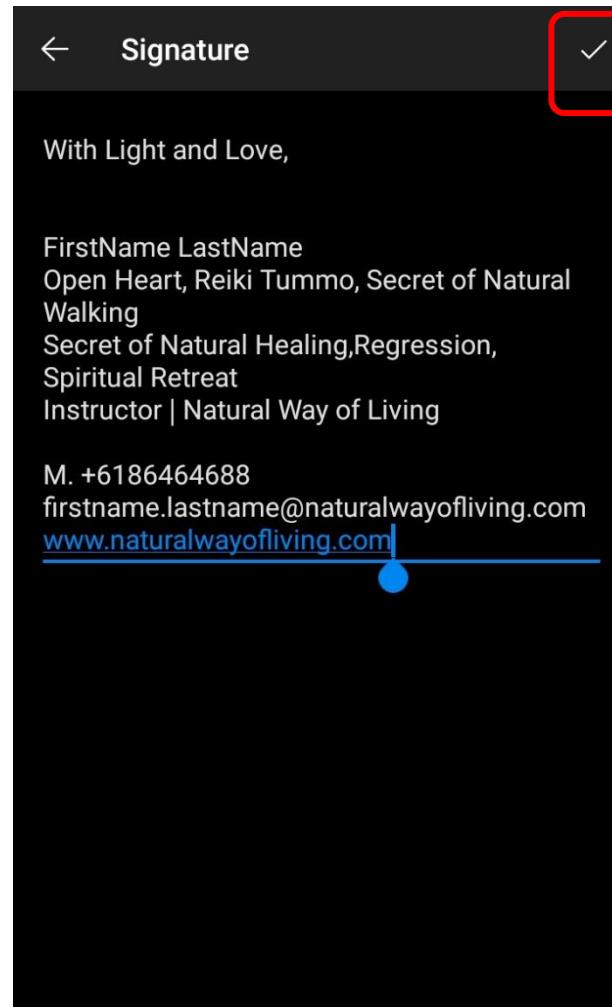
And then on this page tap **Settings** button, and tap **Signature**



Write down your signature, see pictures for the example. Please mention your position as a Coordinator/Instructor, detail of your city or job details, phone number, email address and website www.naturalwayofliving.com. After you have finished, tap this sign



Coordinator Signature



Instructor Signature

Go back to the main page and tap this icon to **Write a new email**. In the New message page, you will see the signature has been attached automatically. Send the email to your personal email and check the result.

The image consists of two side-by-side screenshots of an email application on a mobile device. The left screenshot shows the inbox screen with a dark background. It features a large blue hot air balloon icon in the center. Below the icon, the text "All done for the day" is displayed, followed by "Enjoy your empty inbox.". At the bottom right of the screen is a blue circular button with a white pen-and-paper icon, which is outlined with a thick red border. The right screenshot shows a "New message" screen. At the top, it says "New message" and "test@naturalwayofliving.com". Below this are fields for "To", "Cc", and "Bcc". The message body contains the following text:
Test email signature from my phone

Dear Sir,

Here's the email with the signature attached on the bottom of this message. Thank you!

With Light and Love,

FirstName LastName
Perth, Australia
Coordinator | Natural Way of Living

M. +6186464688
perth.aus@naturalwayofliving.com
www.naturalwayofliving.com

Here is the email that you sent from **Outlook** with your mobile phone.

The screenshot shows an email message in the Microsoft Outlook app on a mobile device. The message is titled "Test email signature from my phone" and is located in the "Inbox". The sender is "Test" (represented by a blue circle icon with a white 'T') and the time is 23:19. The recipient is "to me". The message body starts with "Dear Sir," followed by a note: "Here's the email with the signature attached on the bottom of this message. Thank you!" Below this, there is a closing statement: "With Light and Love," followed by a signature block containing the recipient's name, address, title, and contact information: "FirstName LastName
Perth, Australia
Coordinator | Natural Way of Living
M. +6186464688
perth.aus@naturalwayofliving.com
www.naturalwayofliving.com".

B. REQUIRED - How to use the Email Signature into Zimbra & Mozilla

1. Create email Signature

Email Signature is important because it represents our identity as an official member of Natural Way of Living team. So, we highly recommend that you put the signature in your official email. Here we have a simple, yet beautiful design (Thanks to Sean, Krissan, and Emmanuella) I guess you will like it too 😊

Now to use it, you can click on this address [Signature Generator](#) or you can also type <https://nwl-signature.netlify.app/> in the web browser

FOR INSTRUCTOR

NWL Signature

First Name:	Fname
Last Name:	Lname
Job Title:	Open Heart, Reiki Tummo,
Custom Field:	Secret of Natural Healing,
Department:	Instructor
Email Address:	fname.last@naturalwayofl
Office Phone:	
Mobile Phone:	+6282554909450

(Please include country code)

Submit

Email Signature

```
<table class='sc-gPEVay eQYmiW' style='vertical-align: -webkit-baseline-middle; font-size: medium; font-family: Arial; ' cellpadding='0'>
<tbody>
<tr>
<td>
```

Copy All

© 2020 - NWL Signature

Fname Lname
Open Heart, Reiki Tummo, Secret on Natural Walking
Secret of Natural Healing, Spiritual Retreat, Regression
Instructor | Natural Way Of Living

+6282554909450
fname.last@naturalwayofliving.com
www.naturalwayofliving.com

Fill in the box with the below details, and then click **Submit**

For Instructor	
First Name	<i>Your first name</i>
Last Name	<i>Your last name</i>
Job Title	<i>Open Heart, Reiki Tummo, Secret of Natural Walking,</i>
Custom Field	<i>Secret of Natural Healing, Spiritual Retreat, Regression, etc.</i>
Department	<i>Instructor</i>
Email address	<i>your_new_email_address@naturalwayofliving.com</i>
Office phone	<i>Please include country code & city code</i>
Mobile phone	<i>Please include country code</i>

FOR COORDINATOR

NWL Signature

First Name	First Name
Last Name:	Last Name
Job Title:	Toronto, Canada
Custom Field:	
Department:	Coordinator
Email Address:	toronto.can@naturalwayo
Office Phone:	
Mobile Phone:	+123456789
(Please include country code & city code)	
<input type="button" value="Submit"/>	
Email Signature	
 natural way of living	
	
First Name Last Name Toronto, Canada Coordinator Natural Way Of Living	
 +123456789  toronto.can@naturalwayofliving.com  www.naturalwayofliving.com	

© 2020 - NWL Signature

Fill in the box with the below details, and then click **Submit**

For Coordinator	
First Name	<i>Your first name</i>
Last Name	<i>Your last name</i>
Job Title	<i>Name of your city, Name of your country</i>
Custom Field	Leave it empty
Department	Coordinator
Email address	<i>your_new_email_address@naturalwayofliving.com</i>
Office phone	<i>Please include country code & city code</i>
Mobile phone	<i>Please include country code</i>

Now click the **Copy Signature** button and paste (ctrl+v) it into the **signature box** in your email (Zimbra or Thunderbird).
To find the **signature box**, please read the next page.

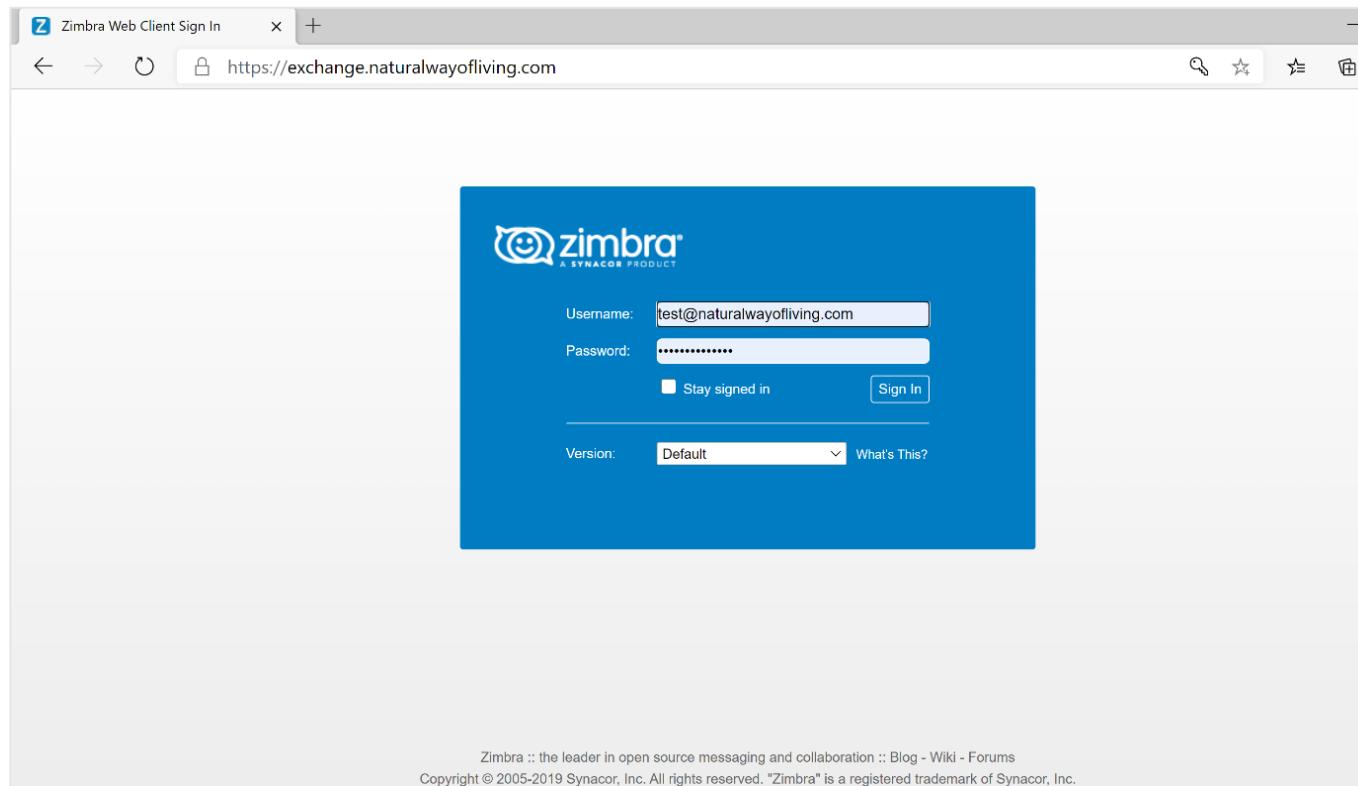
The screenshot shows a web browser displaying the NWL Email Signature Generator at <https://nwl-signature.netlify.app>. The page has a header with a logo and the title "NWL Email Signature Generator". On the left, there is a form with fields for First Name, Last Name, Job Title, Custom Field, Department, Office Phone, Mobile Phone, and Email. To the right, a preview area shows a green circular profile picture with the text "naturalway of living" and social media links (Facebook, LinkedIn, Instagram, YouTube). Below the profile picture, the generated signature includes "Firstname Lastname", "Perth, Australia", "Coordinator | Natural Way Of Living", a phone number "+6123456789", an email "perth.au@naturalwayofliving.com", and a website "www.naturalwayofliving.com". A green button labeled "Copy Signature" is highlighted with a blue arrow pointing to it from a callout box containing the text "Click this button". At the bottom, there is a code block for the generated email signature:

```
<table style="min-width:500px; vertical-align:webkit-baseline-middle; font-size: medium;font-family: Arial;" cellspacing="0" cellpadding="0">
```

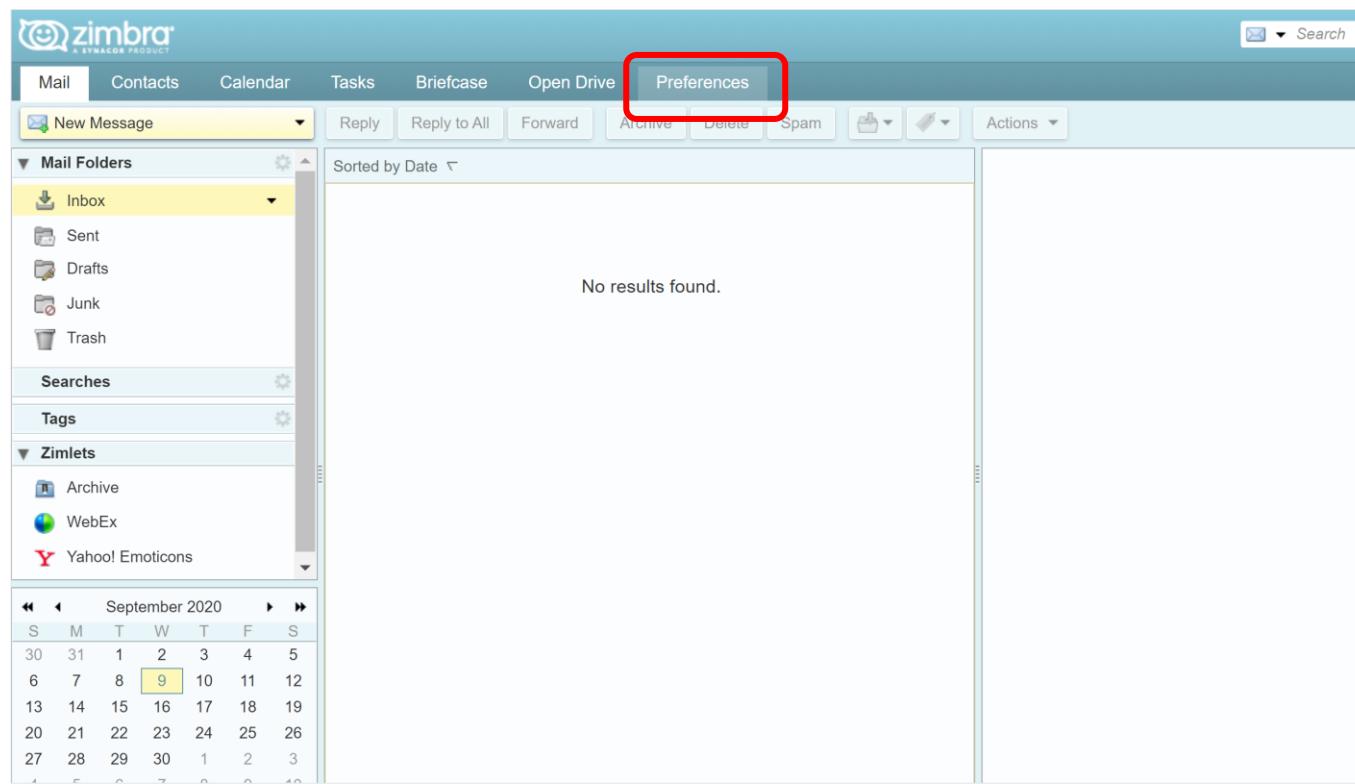
2. Insert email signature to Zimbra

To insert your signature into Zimbra signature box, please go back to the web browser and open this link

<https://exchange.naturalwayofliving.com/>, then sign in to your new email.

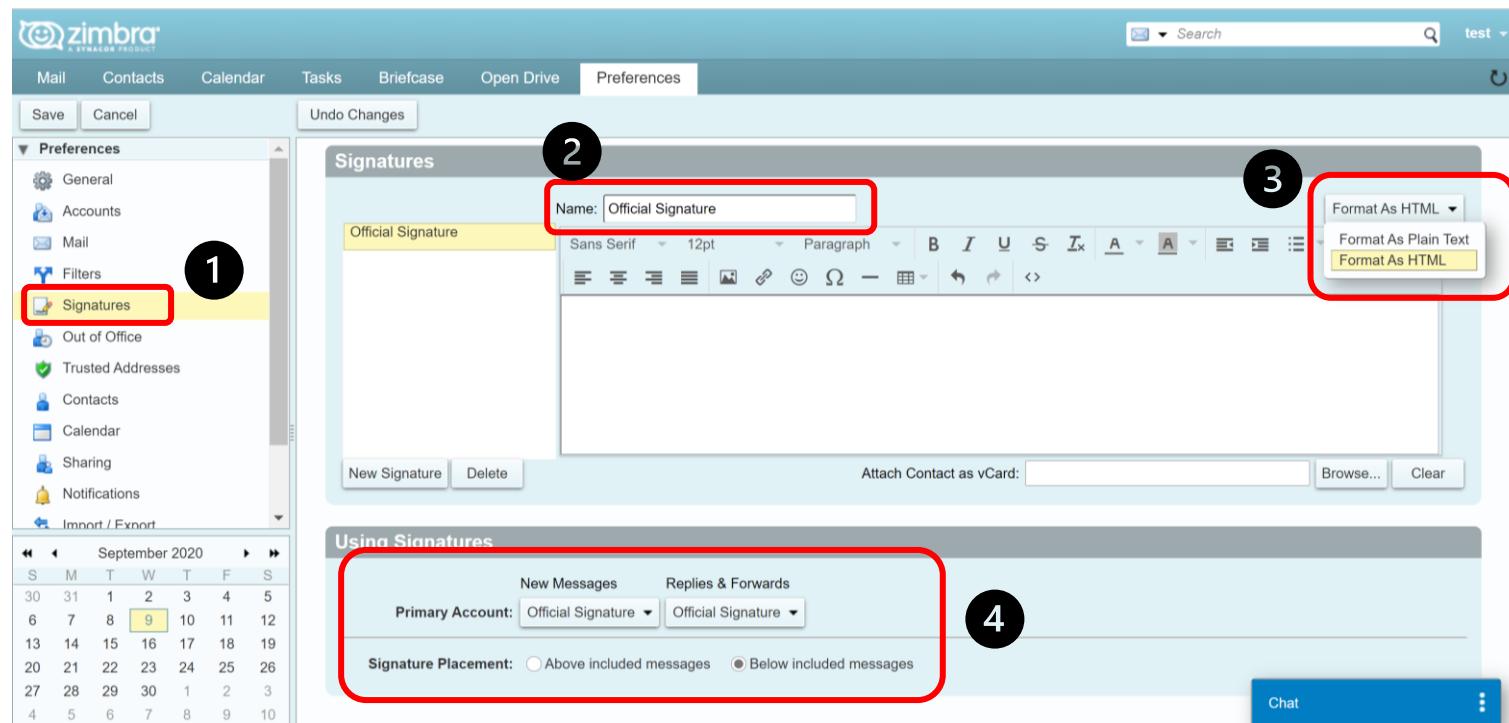


And then click **Preferences**

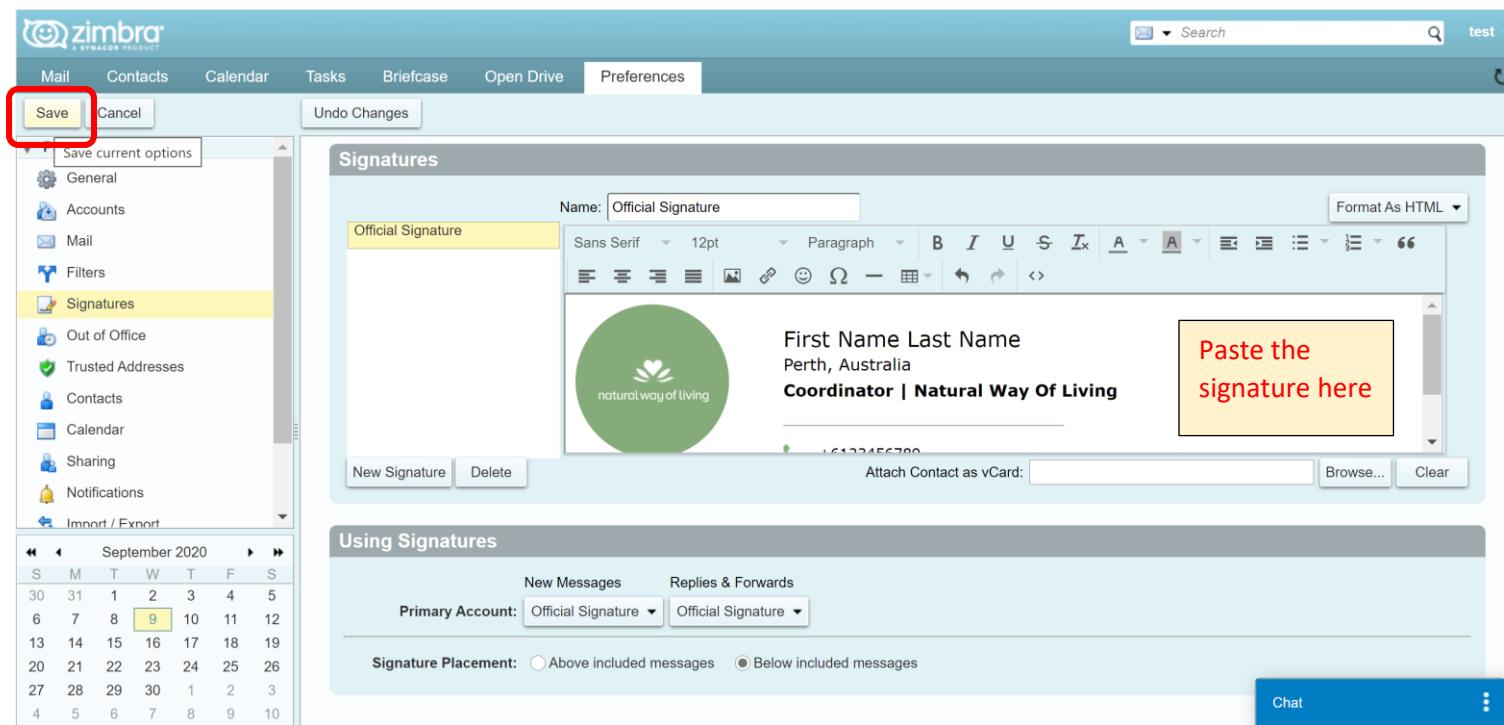


In the Preferences Tab, please do the following:

1. click **Signatures**,
2. in the **Name** box type “Official Signature”,
3. choose **Format as HTML**
4. New Messages: Official Signature,
Replies & forwards: Official Signature,
Signature Placement: Below included messages



Now, Paste (ctrl+V) the signature that you get from the previous step into this box, and click **Save** on the left-top corner



3. Insert email signature to Mozilla Thunderbird

Open the [Signature Generator](#) that you have created previously, then click **Copy Code** button

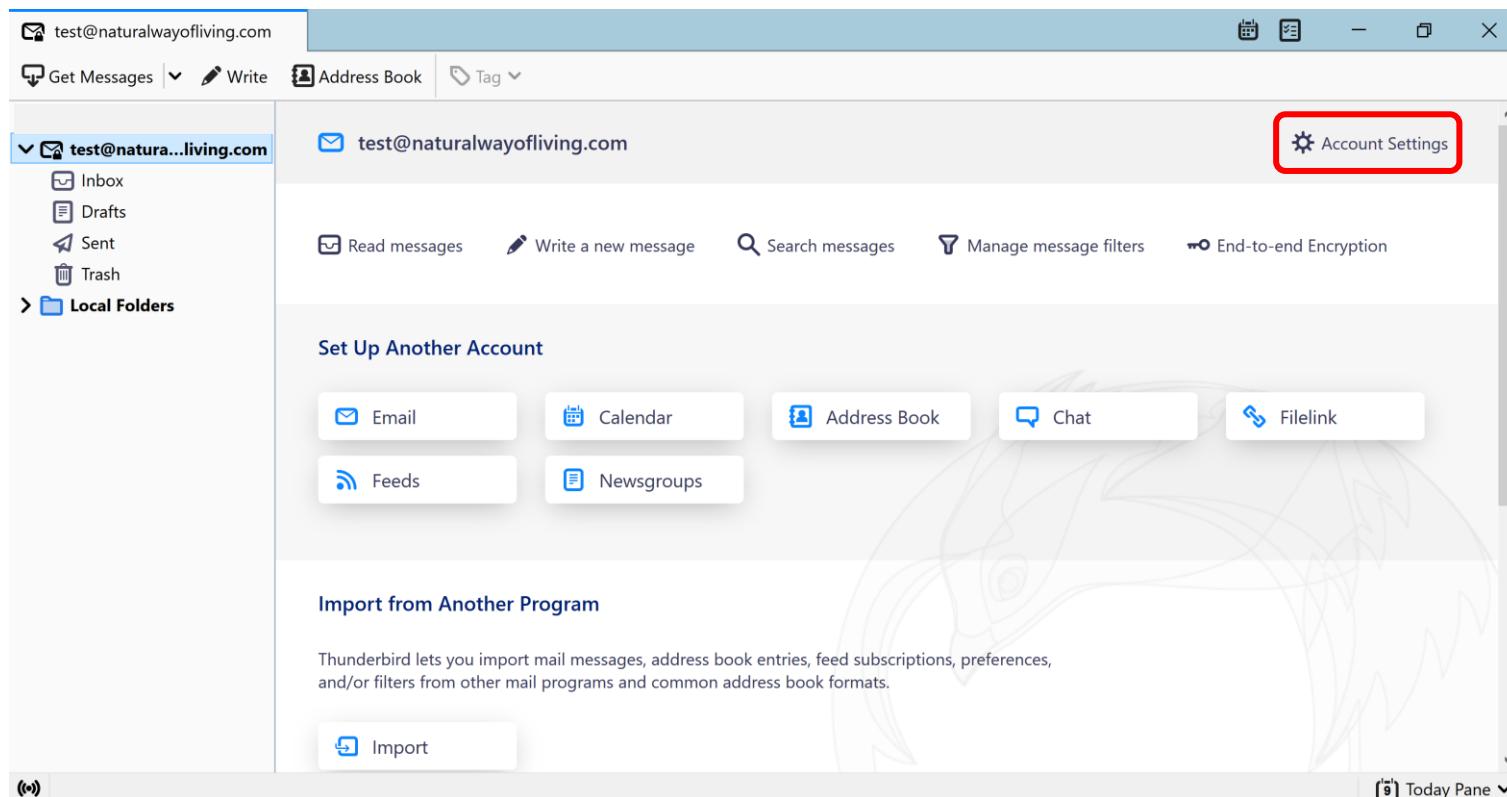
The screenshot shows a web browser window with the URL <https://nwl-signature.netlify.app>. The page contains a form for generating an email signature. The form fields include:

- Department: Coordinator
- Office Phone (include the country code): [empty input]
- Mobile Phone (include the country code): +6123456789
- Email *[required]: perth.au @naturalwayofliving.com

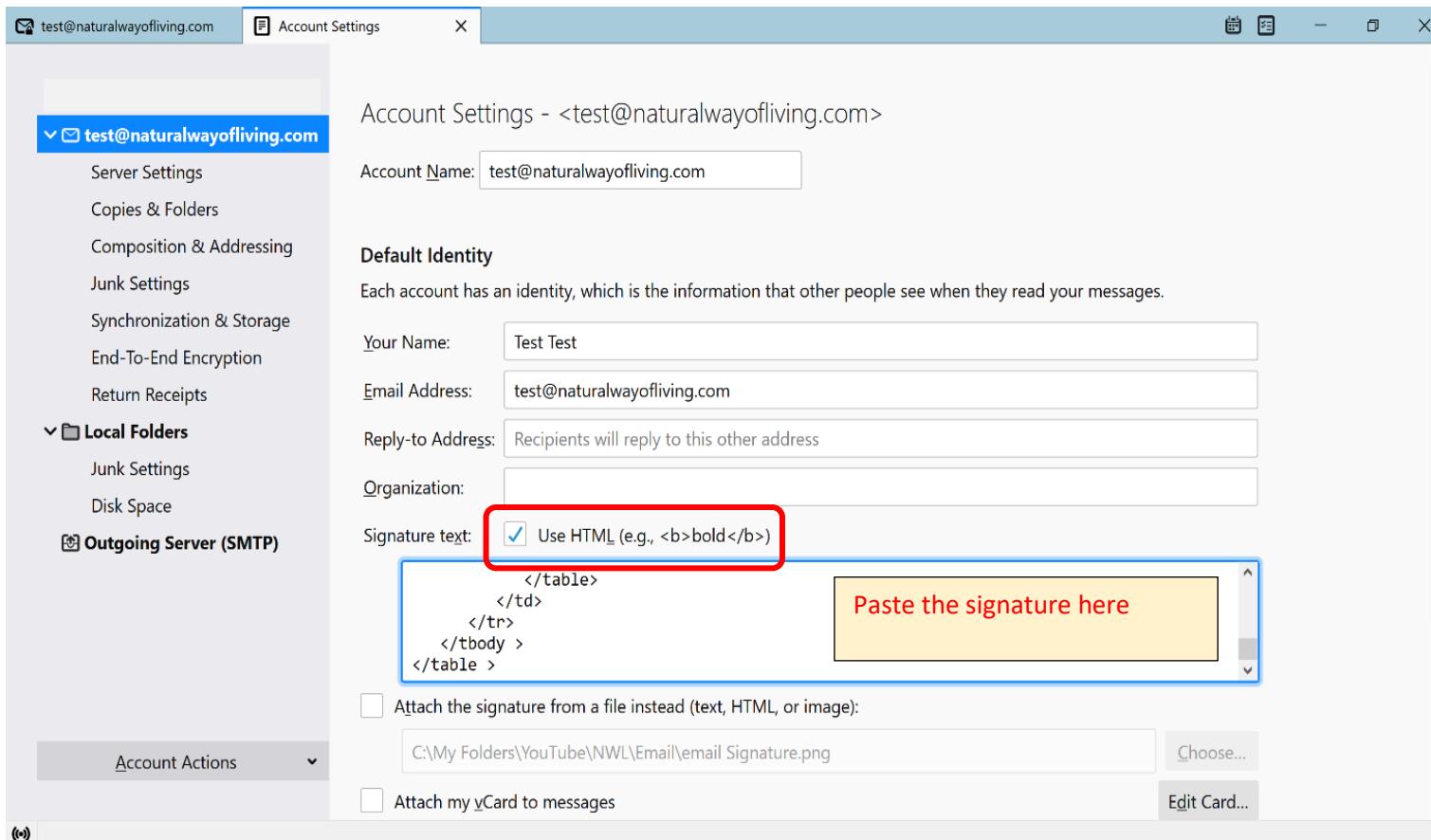
Below the form is a green "Submit" button. To the right of the form, there is a "Please simply click this button --->" button and a "Copy Signature" button. A "Copy Code" button is located at the bottom of a scrollable code editor window, which displays the generated HTML code for the signature. This "Copy Code" button is highlighted with a red rectangle.

```
<table style="min-width:500px; vertical-align:-webkit-baseline-middle; font-size: medium;font-family: Arial;" cellspacing="0" cellpadding="0">
<tbody>
<tr style="height: 130px">
<td style="height: 130px"><a href="https://naturalwayofliving.com/" target="_blank">
<img style="max-width: 130px; display: block;">
</a>
</td>
</tr>
</tbody>
</table>
```

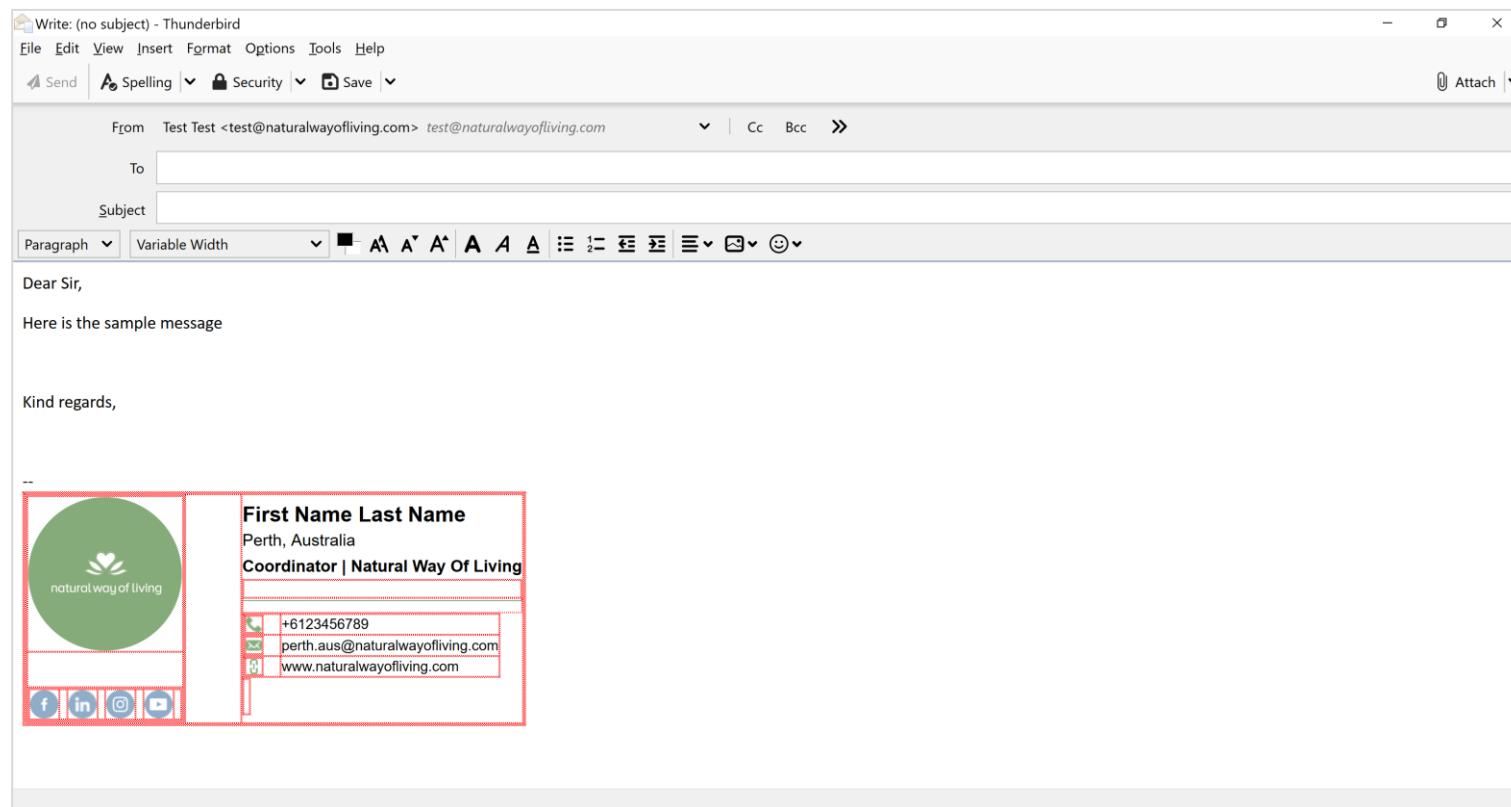
Then from your computer please open Mozilla Thunderbird App, click **Account Settings** on the right-top corner



Paste (ctrl+v) the signature code into this box, make sure to tick the **Use HTML**, and close this page

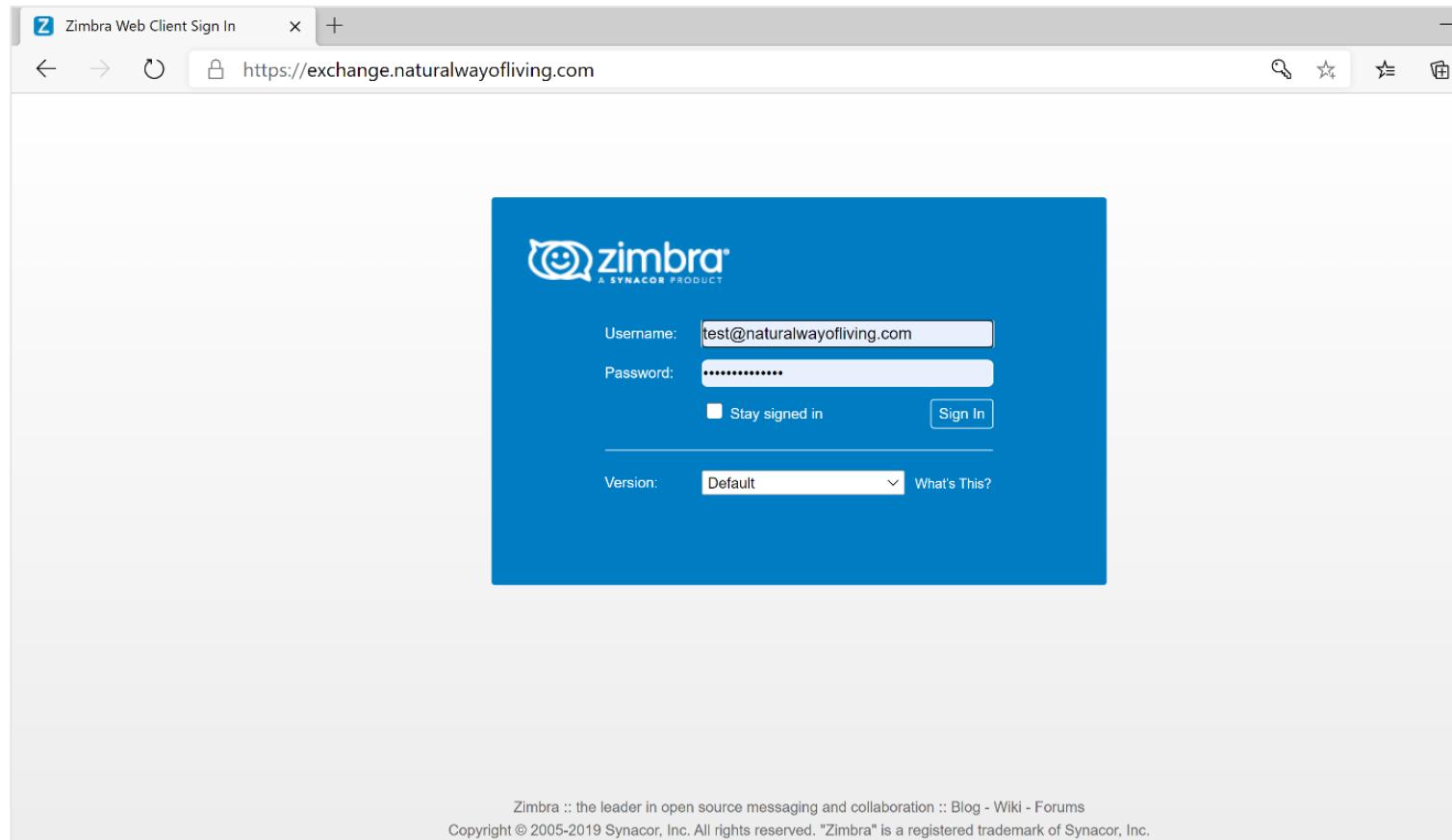


Now when you write a new message, it will automatically include your signature in the email

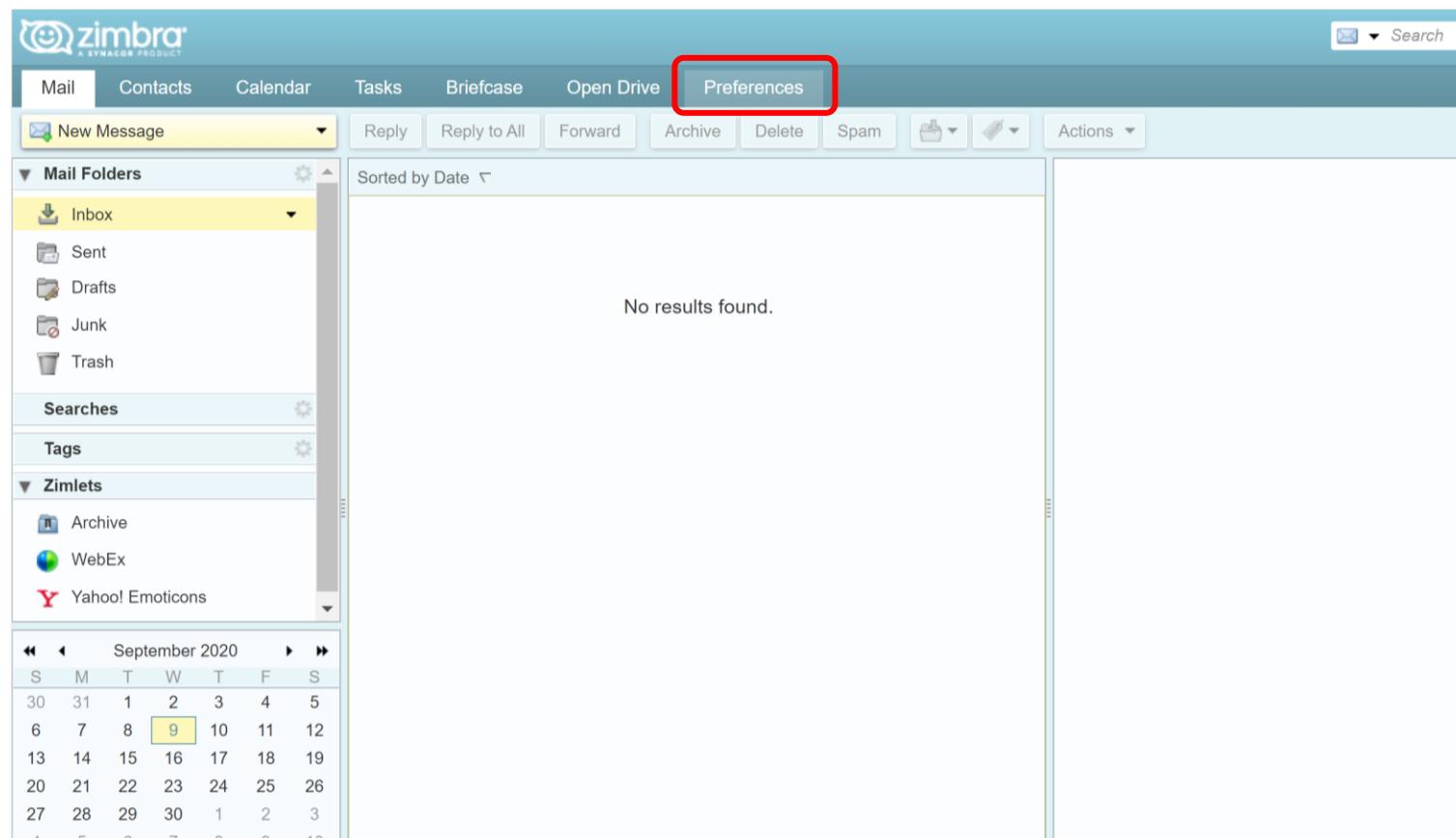


C. How to forward the emails

To forward the upcoming email messages into your current or personal email, please go back to the web browser and open this link <https://exchange.naturalwayofliving.com/>, then sign in to your NWL email.

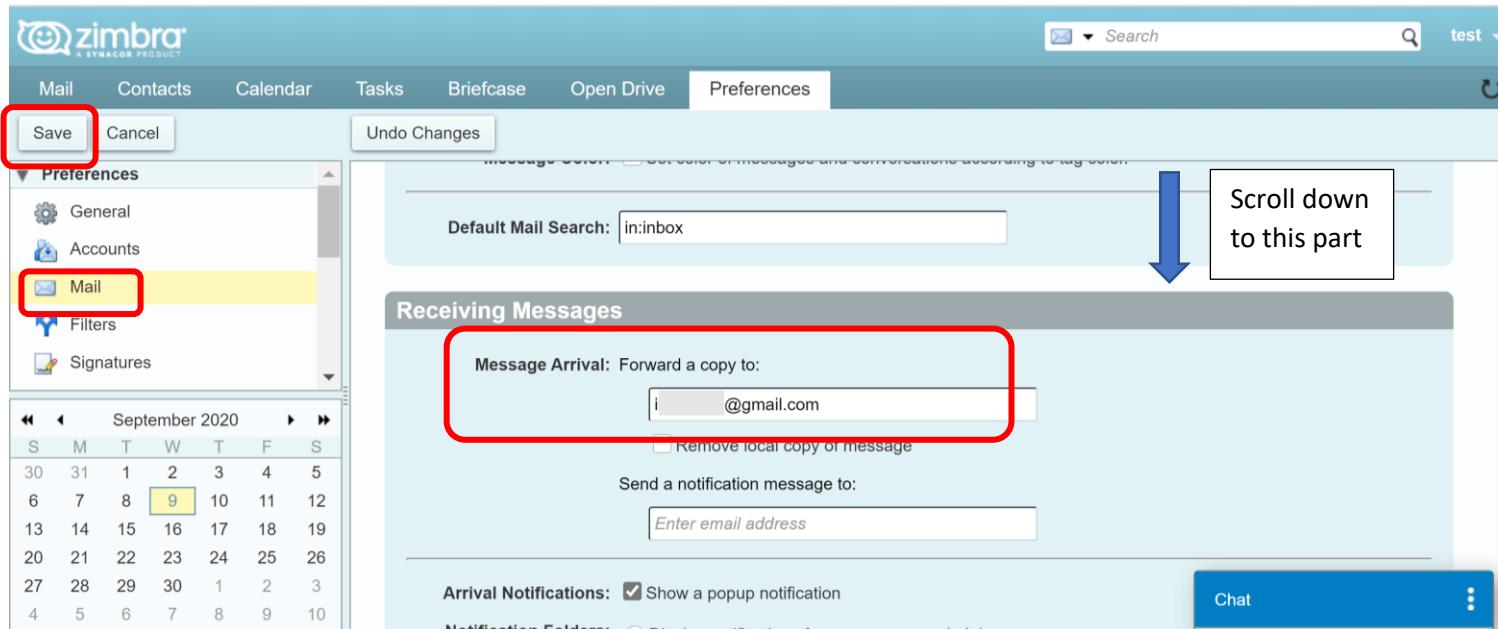


And then click **Preferences**



In the Preferences Tab, please do the following:

1. Click **Mail**
2. Scroll down the right part of the page until you find **Receiving Messages**
3. **Write** down your personal/current email
4. And click **Save** on the left-top corner

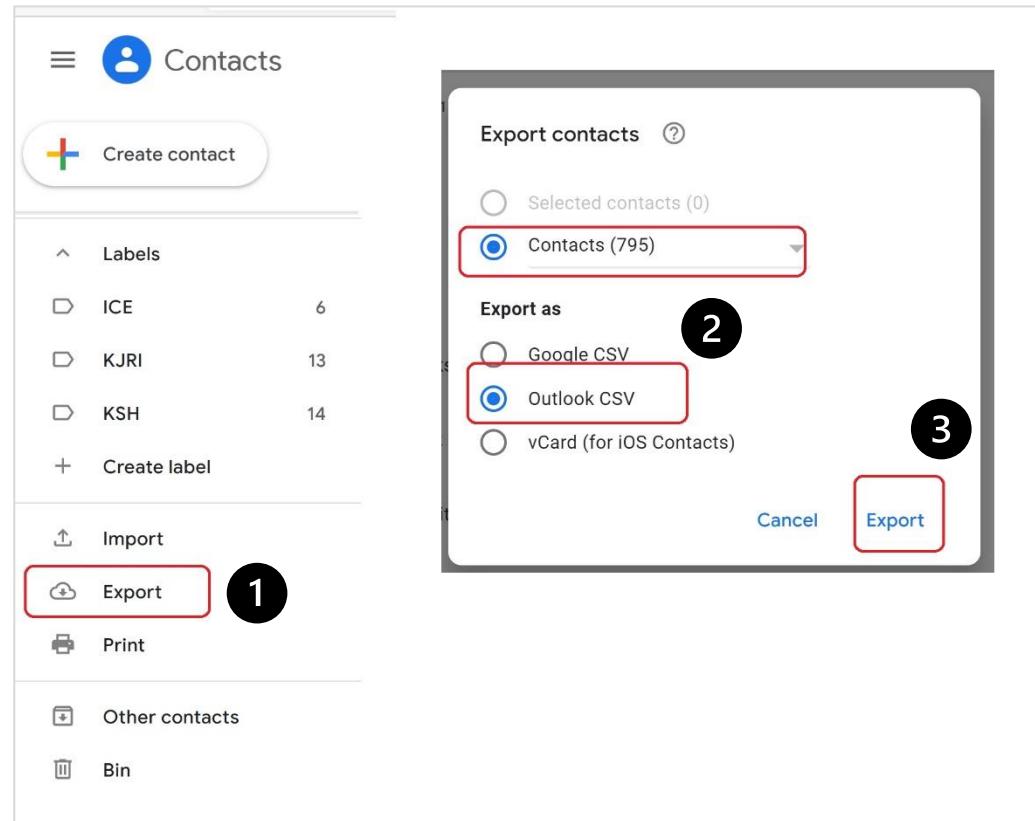


D. How to import the contacts

You can import your contacts. In this example, we will show you how to import the contacts from Gmail to Zimbra.

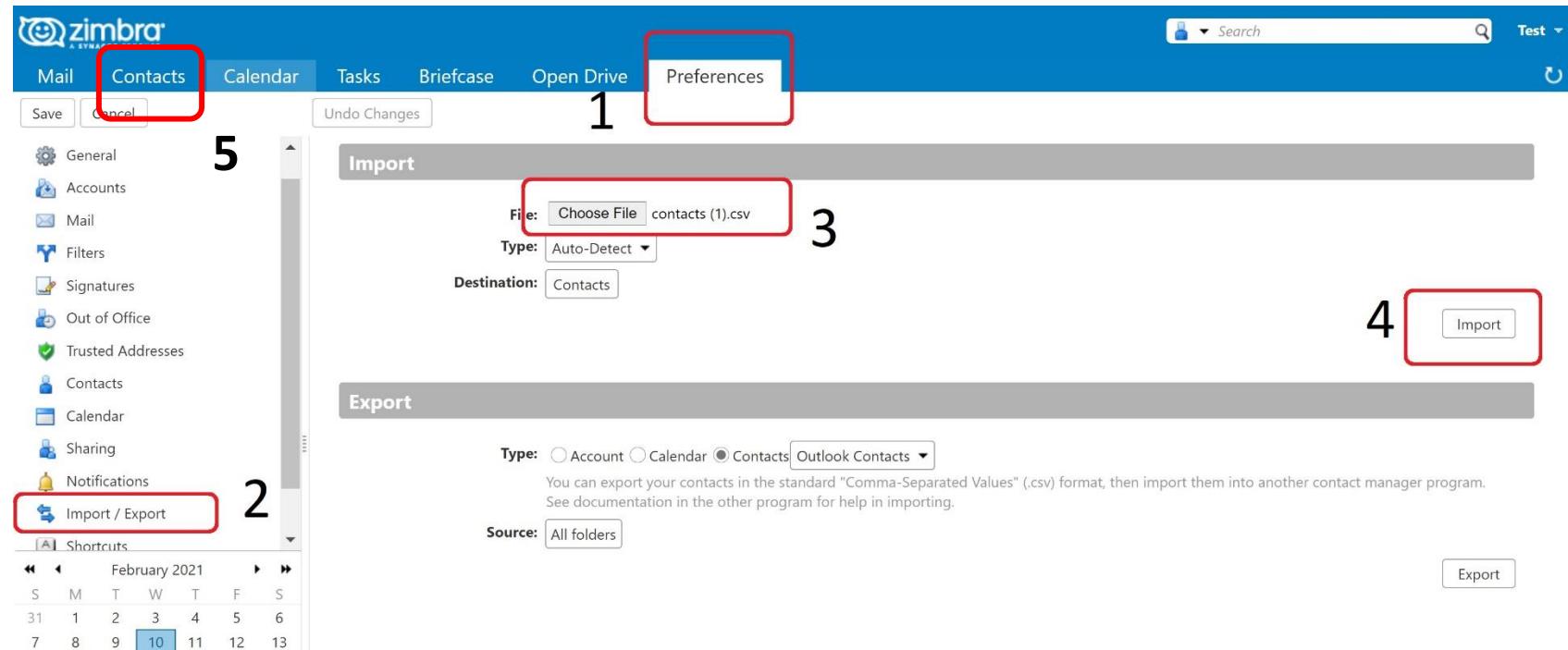
So, from **Gmail**, Sign in to your Gmail and go to <https://contacts.google.com/>, then:

1. On the left side menu Choose **Export**
2. Choose Contacts and Export as Outlook CSV (also possible as Google CSV)
3. Click **Export**
4. Remember where you keep the CSV file on your computer (usually, Download folder)



Then from **Zimbra**, Sign In to your Zimbra (Natural Way of Living email account), then:

1. Click **Preference** from the top main menu
2. Click **Import / Export** on the left side menu
3. Choose the downloaded CSV file
4. Click **Import**
5. Now click **Contact** from the top main menu, and you will find all your contacts from Gmail.



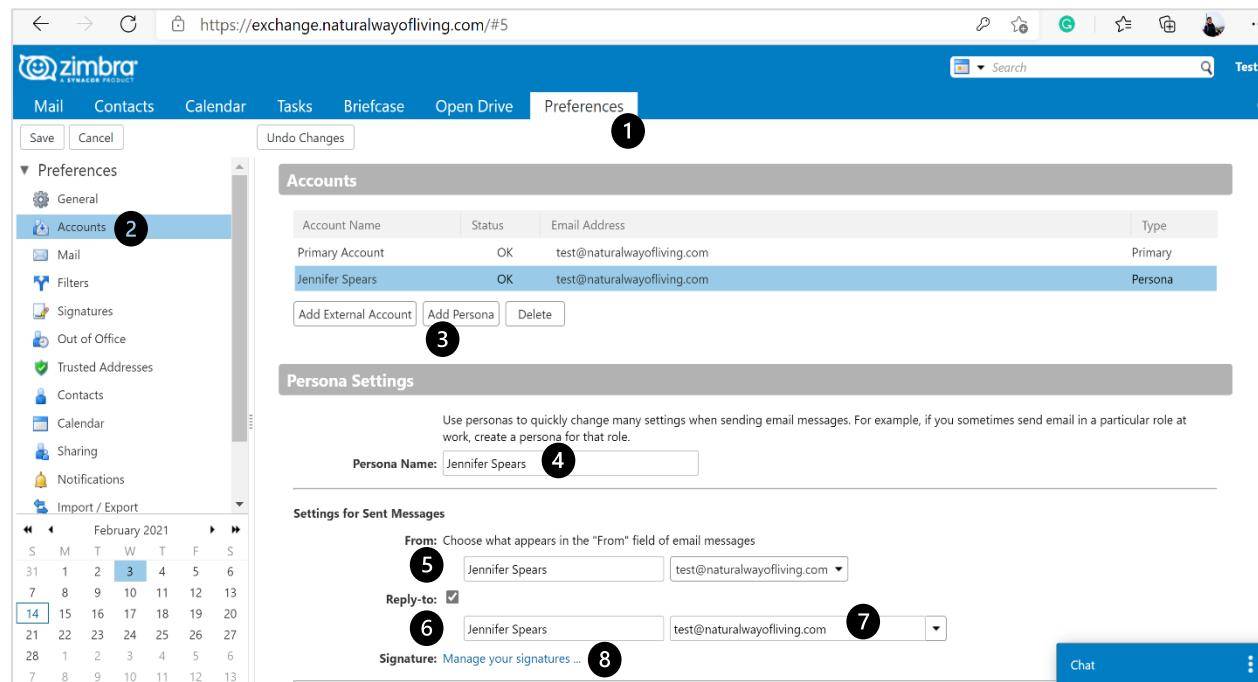
E. How to setup Persona (Sharing Email only)

Some of you might be sharing one email address. For example, there are 2 coordinators in one city, and they are given only one email address test@naturalwayofliving.com. In this case, one person needs to activate the email at the first place and change the password. He/she then must share the new password with the other email users. So, then everyone can use the email by following the tutorial from the beginning.

However, In Zimbra there's possibility to create persona. So, each coordinator can create different signature with their own name. For example, the names of these 2 coordinators are Jennifer Spears and Justin Smith. Here's how to do it.

Login to your email via Zimbra

1. Click **Preferences** from the top menu
2. Click **Accounts** from the left side menu
3. Click **Add Persona**
4. Write the name of the coordinator
5. Write the name of the coordinator
6. Check Reply-to and write the name of the coordinator
7. Choose the email account
8. Click **Manage signatures**



Now, go to [Email Generator](#) and create the desired signature.

For example:

The screenshot shows a web browser displaying the NWL Email Signature Generator at <https://nwl-signature.netlify.app>. The page has a header with the logo "natural way of living" and the title "NWL Email Signature Generator". On the left, there is a form with fields for First Name, Last Name, Job Title, Custom Field, Department, Office Phone, Mobile Phone, and Email. The values entered are: First Name: Jennifer, Last Name: Spears, Job Title: Treasurer, Custom Field: Asheville, NC, USA, Department: Coordinator, Office Phone: +1987654322, Mobile Phone: +1987654321, and Email: asheville.us @naturalwayofliving.com. To the right of the form is a preview area. It features the "natural way of living" logo, social media icons for Facebook, LinkedIn, Instagram, and YouTube, and a contact card for Jennifer Spears, Treasurer, Asheville, NC, USA, Coordinator | Natural Way Of Living. Below the card are links for phone (+1987654322), email (asheville.us@naturalwayofliving.com), and website (www.naturalwayofliving.com). A green button labeled "Copy Signature" is highlighted with a red rectangle. At the bottom, there is a text box containing the generated HTML code for the email signature.

First Name *(required)

Jennifer

Last Name

Spears

Job Title *(required)

Treasurer

Custom Field

Asheville, NC, USA

Department

Coordinator

Office Phone (include the country code)

+1987654322

Mobile Phone (include the country code)

+1987654321

Email *(required)

asheville.us @naturalwayofliving.com

Submit

Email Signature

```
<table style="min-width:500px; vertical-align:-webkit-baseline-middle; font-size: medium;font-family: Arial;" cellspacing="0" cellpadding="0">
```

Jennifer Spears
Treasurer
Asheville, NC, USA
Coordinator | Natural Way Of Living

+1987654322 | +1987654321
asheville.us@naturalwayofliving.com
www.naturalwayofliving.com

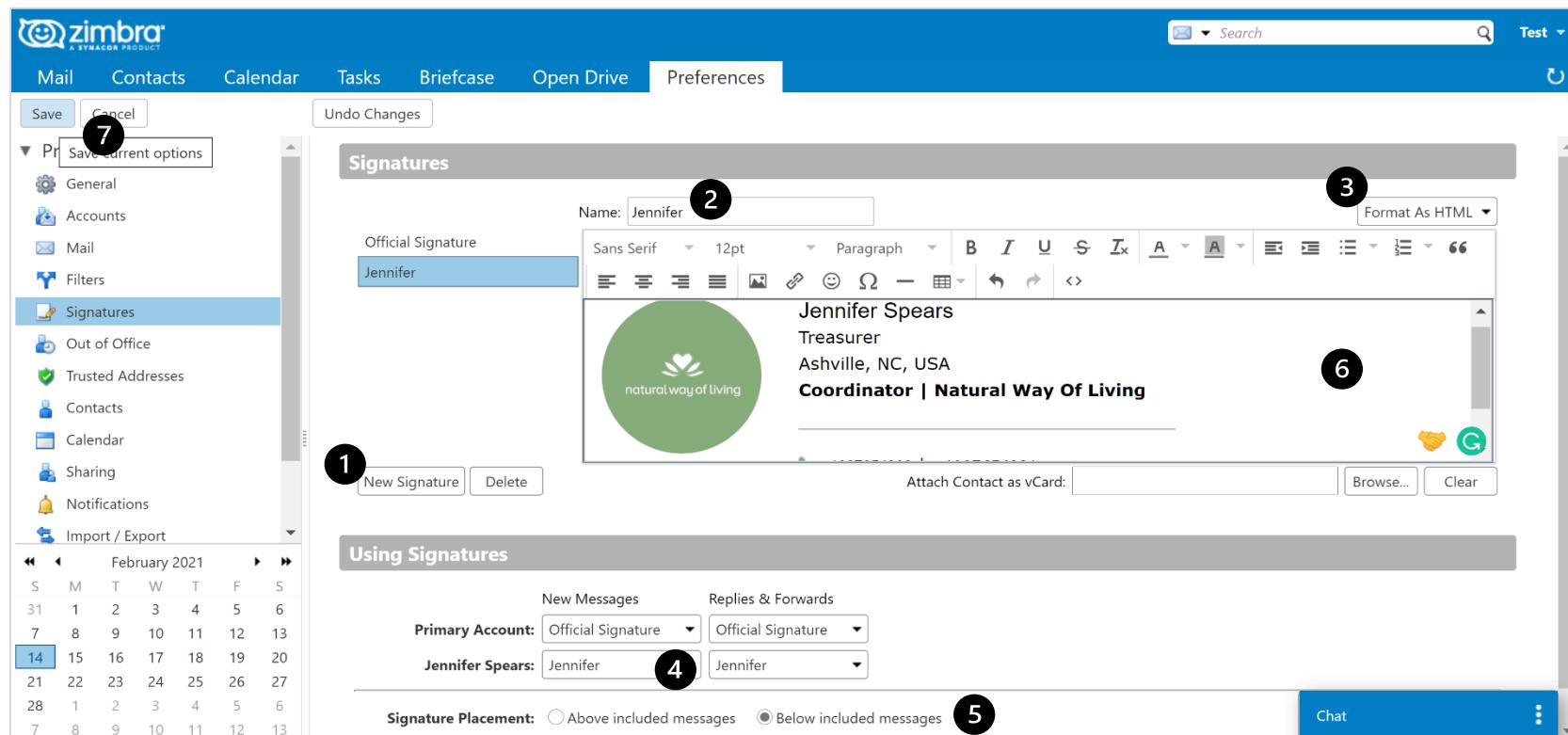
Please simply click this button --->

Copy Signature

Then click **Copy Signature** button and paste it into the signature box in your Zimbra.

Now go back to your Zimbra, and make sure to follow all these steps:

1. Click **New Signature**
2. Write down your name
3. Choose **Format As HTML**
4. Choose your name under New Messages and Replies & Forwards
5. For Signature Placement, choose: Below included messages
6. Paste (Ctrl+V) your signature into this box
7. Click **Save**



Then the second coordinator may sign-in to the email and follow all these same steps.

And here how it looks when you write new message. There will be option to choose the Sender (From).

The screenshot shows the Zimbra webmail interface. At the top, there is a navigation bar with links for Mail, Contacts, Calendar, Tasks, Briefcase, Open Drive, Preferences, and a Compose button. Below the navigation bar, there are buttons for Send, Cancel, Save Draft, and Options. The main area is titled "Compose" and contains fields for "From", "To", "Cc", and "Subject". A dropdown menu is open under the "From" field, showing "Justin (Justin Smith <test@naturalwayofliving.com>)". Another option, "Jennifer Spears (Jennifer Spears <test@naturalwayofliving.com>)", is highlighted with a blue arrow pointing to it from the left. The "To" field also contains "Primary Account (Test <test@naturalwayofliving.com>)". The "Cc" field contains "Justin (Justin Smith <test@naturalwayofliving.com>)". The "Subject" field is empty. Below the composition area is a rich text editor toolbar with various styling options like font, size, and alignment. On the left side of the editor, there is a green circular profile picture for "natural way of living" and social media links for Facebook, LinkedIn, Instagram, and YouTube. The bottom right corner of the editor has a "Chat" button and a three-dot menu icon.

Okay, we hope this tutorial will help you to use the new email easier.

If you have some questions or need more help with the configuration, please feel free to send an email to it-support@naturalwayofliving.com.

All the best 😊

With light and love 💕

- Irfani Silviana -
IT Support
Natural Way of Living Team



natural way of living

www.naturalwayofliving.com