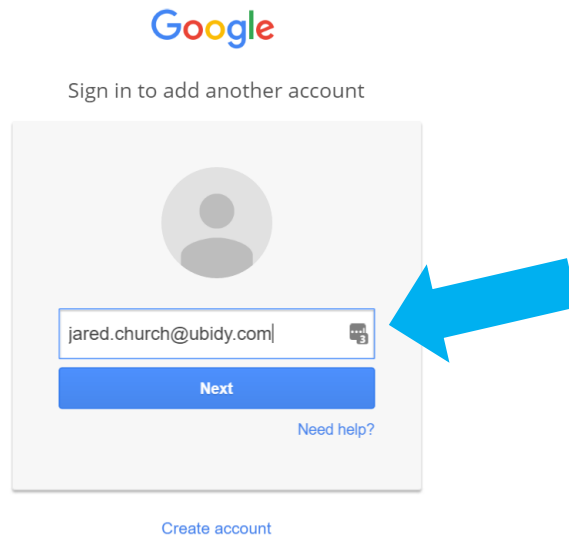
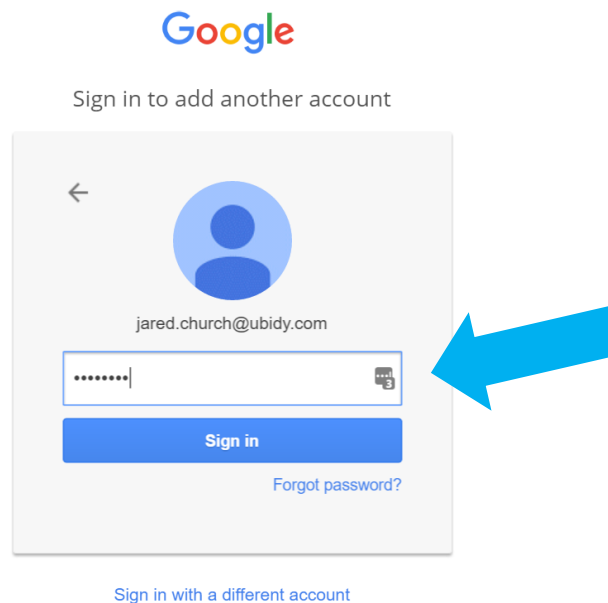


## Ubidy Email Setup Instructions

1. Copy your temporary password from the email I forwarded into a notepad, and then log out of any google account you might be logged into.
2. Go to admin.google.com
3. Enter your Ubidy email address first.last@ubidy.com

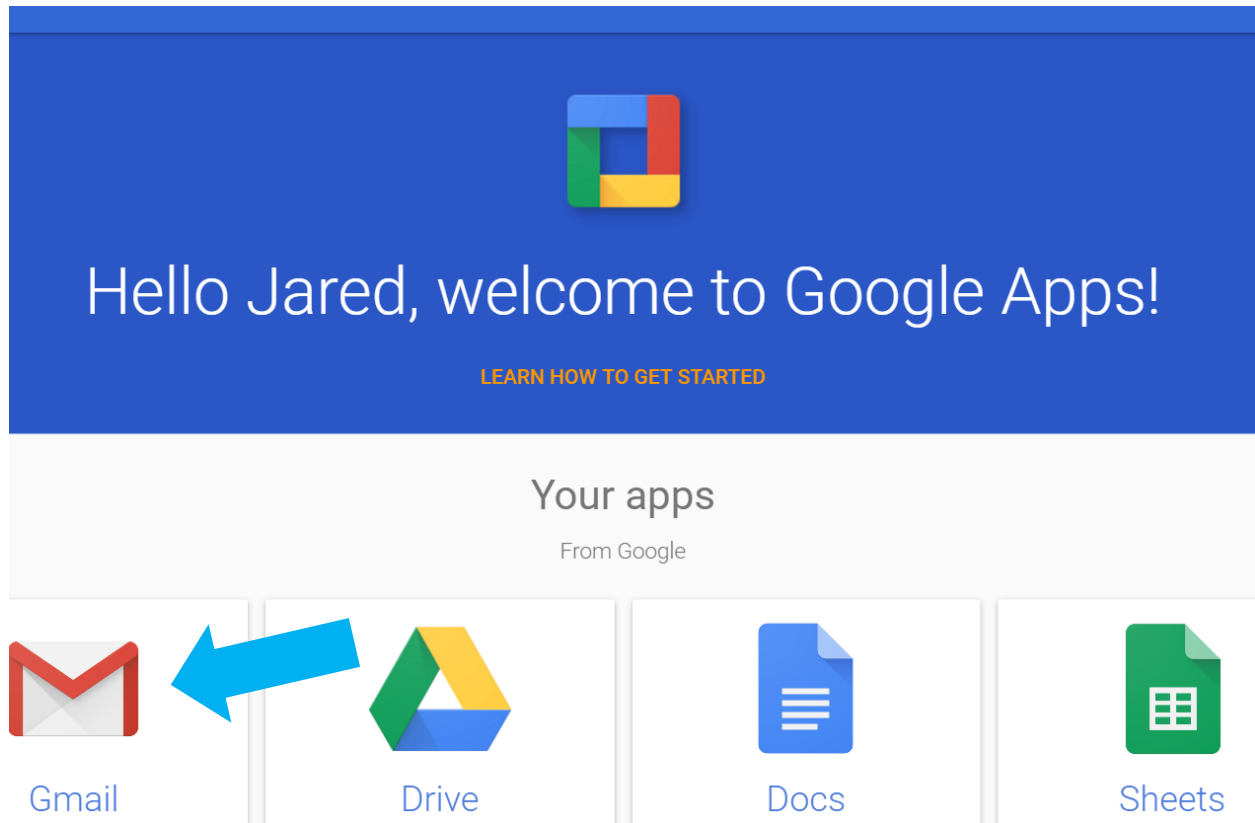


4. Enter your one-time password (which you copied from email in step one)

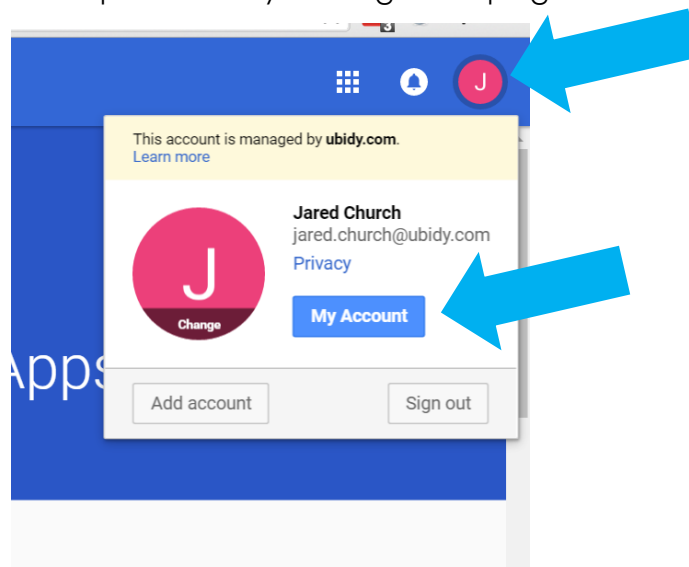


5. You might get a verification by text request for your mobile phone, if so just enter your number and confirm by entering code Google texts you.

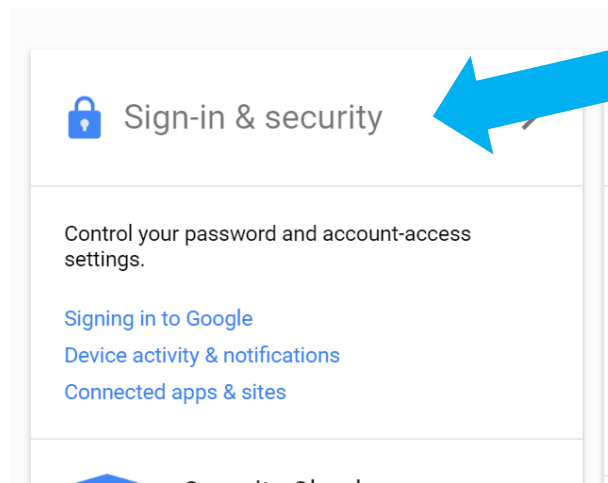
6. You now have access to Google apps for Ubidy.com. You can start using your email from the gmail app.



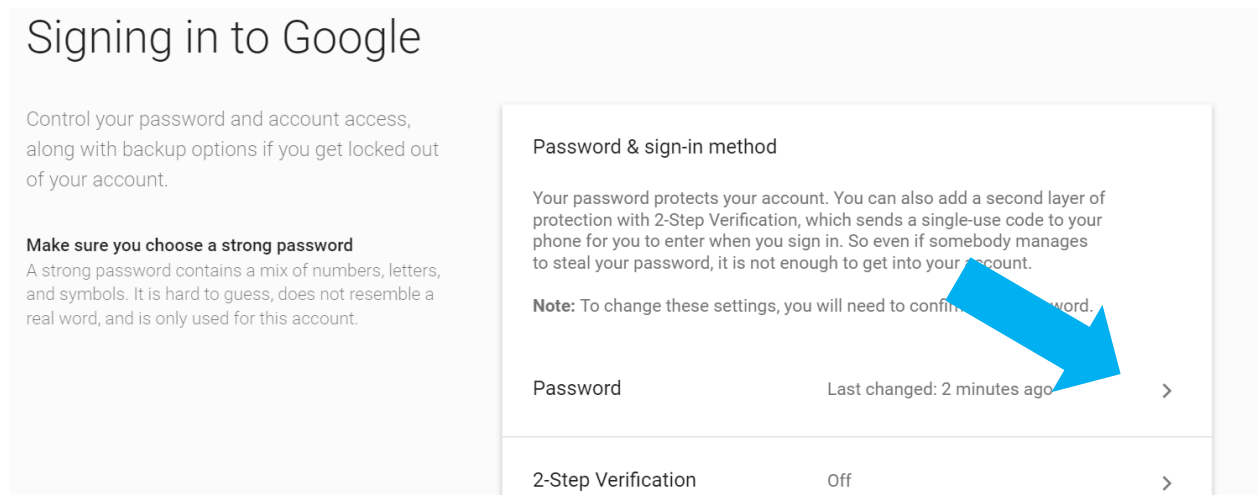
7. Now create your own password by clicking the top right and selecting My Account



8. Then click on Sign-in & Security on the right hand side



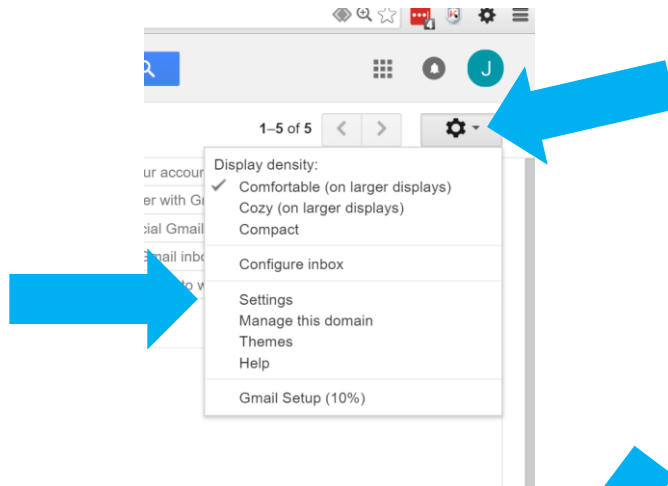
9. Scroll down to "Signing In with Google", Click on Password last changed ">"



10. Create your new password, **make it something complex! And then write it down for a minute because you're going to need it again in a minute**

Now just have to **Enable IMAP** for your account so you can connect it to Outlook/Thunderbird and mobile phones.

1. Return to your gmail account (where your emails appear) and click on the Gear Icon (top right) and select "Settings"



2. From here, click on “Forwarding and Pop/IMAP”

**Forwarding and POP/IMAP**

10%

[Continue setting up account](#)

Ubidy.com Mail display language: English (US)

[Change language settings for other Google products](#)

3. Scroll down to IMAP Access, and select “Enable IMAP”, then “Save Changes”

#### IMAP Access:

(access Ubidy.com Mail from other clients using IMAP)

[Learn more](#)

#### Status: IMAP is disabled

- ☒ Enable IMAP  
☐ Disable IMAP

#### When I mark a message in IMAP as deleted:

- ☒ Auto-Expunge on - Immediately update the server. (default)  
☐ Auto-Expunge off - Wait for the client to update the server.

#### When a message is marked as deleted and expunged from the last visible IMAP folder:

- ☒ Archive the message (default)  
☐ Move the message to the Trash  
☐ Immediately delete the message forever

#### Folder Size Limits

- ☒ Do not limit the number of messages in an IMAP folder (default)  
☐ Limit IMAP folders to contain no more than this many messages

#### Configure your email client (e.g., Outlook, Thunderbird, iPhone)

[Configuration instructions](#)

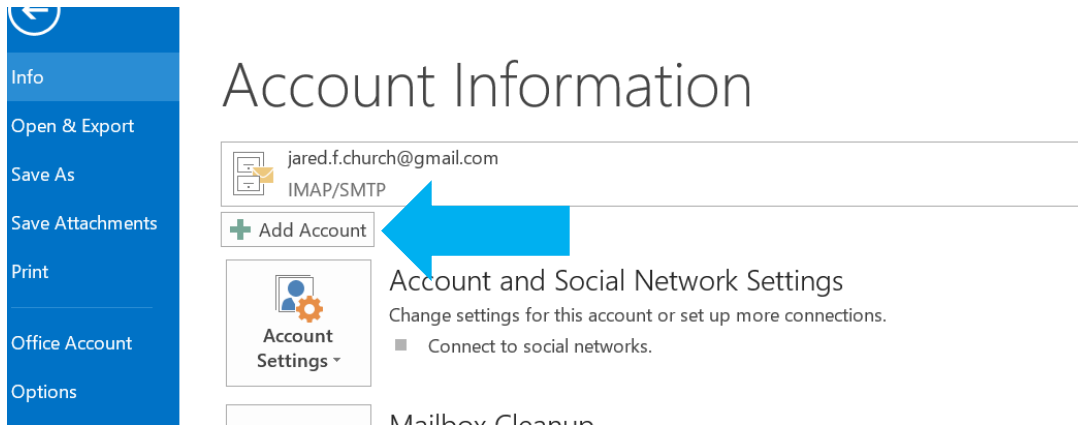
Save Changes

Cancel

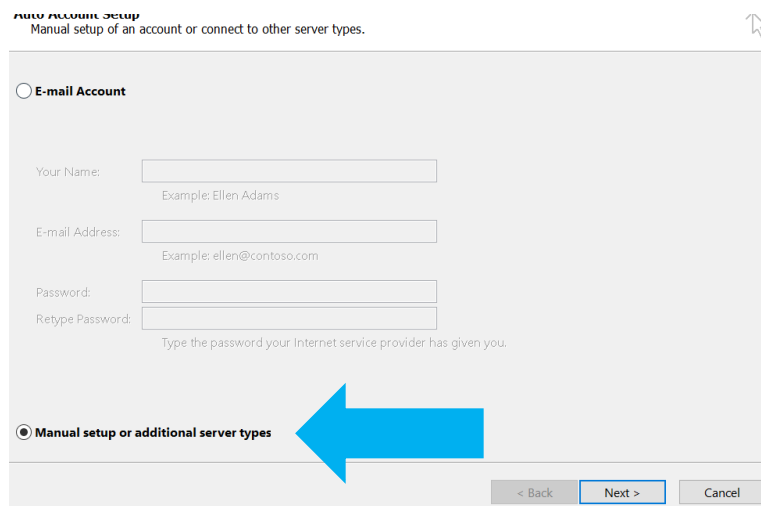
That's it, **now connect the email to your Outlook and phone.** (See below)

## Setting Up Outlook

1. Open outlook and click File, Add Account (this screen grabs are from Outlook 2013)

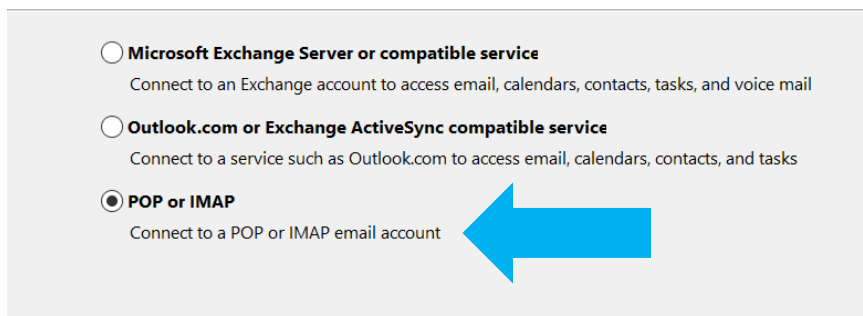


2. Check the "Manual Setup or Additional Server Types"



3. Select Pop or IMAP

### Choose Service



- Complete the account info as I have below. The username at the bottom is your **full email address**, not the first.last it auto populates in the form. The password is the new one you created the steps above.
- Select "More Settings"

**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name: Jared Church

Email Address: jared.church@ubidy.com

**Server Information**

Account Type: IMAP

Incoming mail server: imap.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

**Logon Information**

User Name: jared.church@ubidy.com

Password: \*\*\*\*\*

☒ Remember password

☒ Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the settings are correct.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

Keep offline: All

More Settings ...

< Back Next > Cancel

- Select Outgoing Server tab, and check the box "My outgoing Server Requires Authentication"

**Internet E-mail Settings**

General Outgoing Server Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

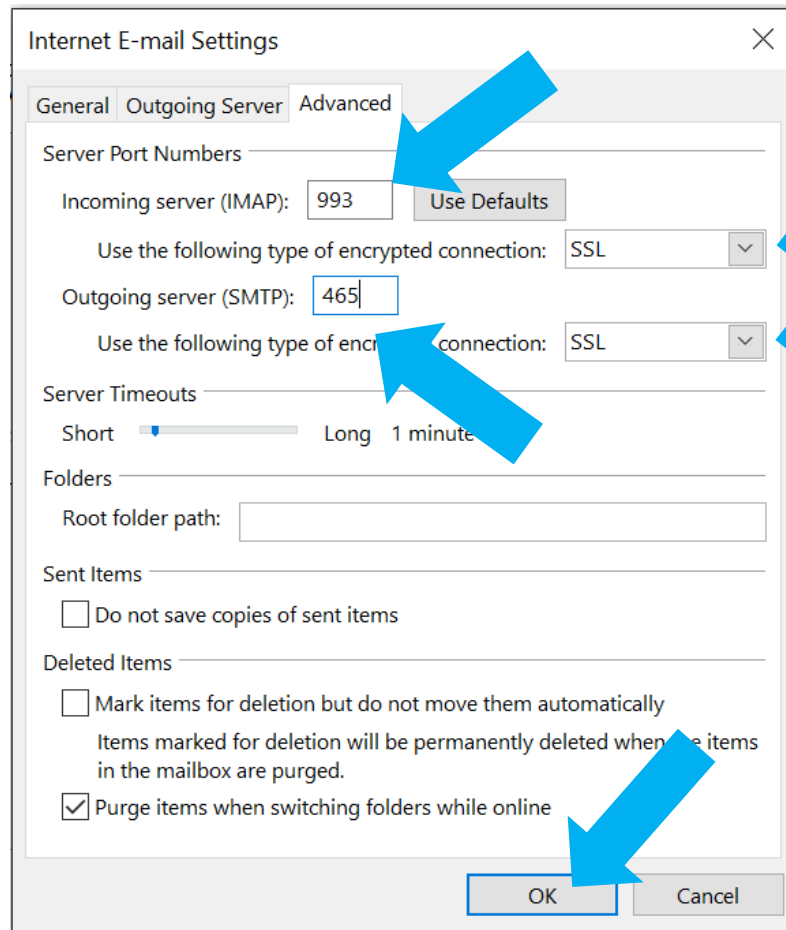
User Name:

Password:

☒ Remember password

☐ Require Secure Password Authentication (SPA)

7. Select Advanced Tab, select requires SSL for each and enter the port numbers. IMAP: 993, SMTP 465. (Change to SSL first, then enter port numbers)



The 'Internet E-mail Settings' dialog box is shown with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (IMAP)' set to 993 and 'Outgoing server (SMTP)' set to 465. Both are configured to use SSL. The 'Server Timeouts' section shows a slider between 'Short' and 'Long' (1 minute). The 'Folders' section has a 'Root folder path' field. The 'Sent Items' section has a checkbox for 'Do not save copies of sent items'. The 'Deleted Items' section has a checkbox for 'Mark items for deletion but do not move them automatically' and a checked checkbox for 'Purge items when switching folders while online'. The 'OK' button is highlighted with a blue arrow.

Internet E-mail Settings

General Outgoing Server **Advanced**

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

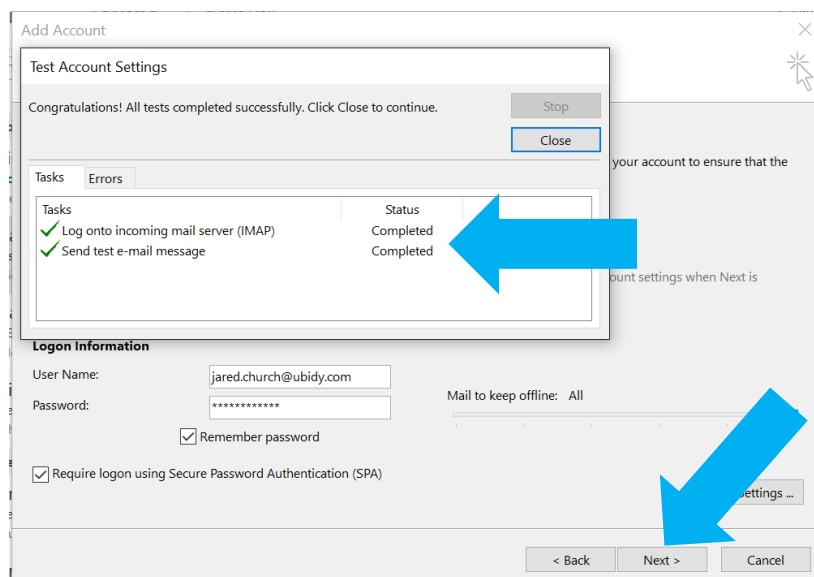
☐ Mark items for deletion but do not move them automatically

Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

OK Cancel

8. Click "Next", and **hopefully** you should be good to go.



The 'Add Account' dialog box is shown with the 'Test Account Settings' window open. The 'Test Account Settings' window displays a table of tasks and their status. The 'Logon Information' section shows the user name 'jared.church@ubidy.com' and a password field. The 'Mail to keep offline' is set to 'All'. The 'Next >' button is highlighted with a blue arrow.

Add Account

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop Close

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

Logon Information

User Name: jared.church@ubidy.com

Password: \*\*\*\*\*

☒ Remember password

☒ Require logon using Secure Password Authentication (SPA)

Mail to keep offline: All

< Back Next > Cancel

### **Connecting to Phone (Android)**

1. Open up Gmail on your Android device.
2. Swipe right from the left edge of the screen.
3. In the sidebar, scroll all the way down to the bottom.
4. Tap Settings.
5. Tap Add account.
6. Tap Google (Gmail or Google Apps)
7. Enter your email address and password