

Chapter 1 Using the Email System

POP3/SMTP Access to Email

If a school has purchased the subscription version of Gaggle, then users have the option to use an email client program such as Outlook, Outlook Express, or Eudora to access their email account.

Users can use any POP3 compatible email program to download their mail and read it on their local computer. Most people find an email client program is much faster than using a web based system. Users can use both a client program and the web based system depending on their daily needs.

If users see any banner ads at the top of the Gaggle web pages, then their school is using the free version of Gaggle and will be unable to access Gaggle's POP3 servers.

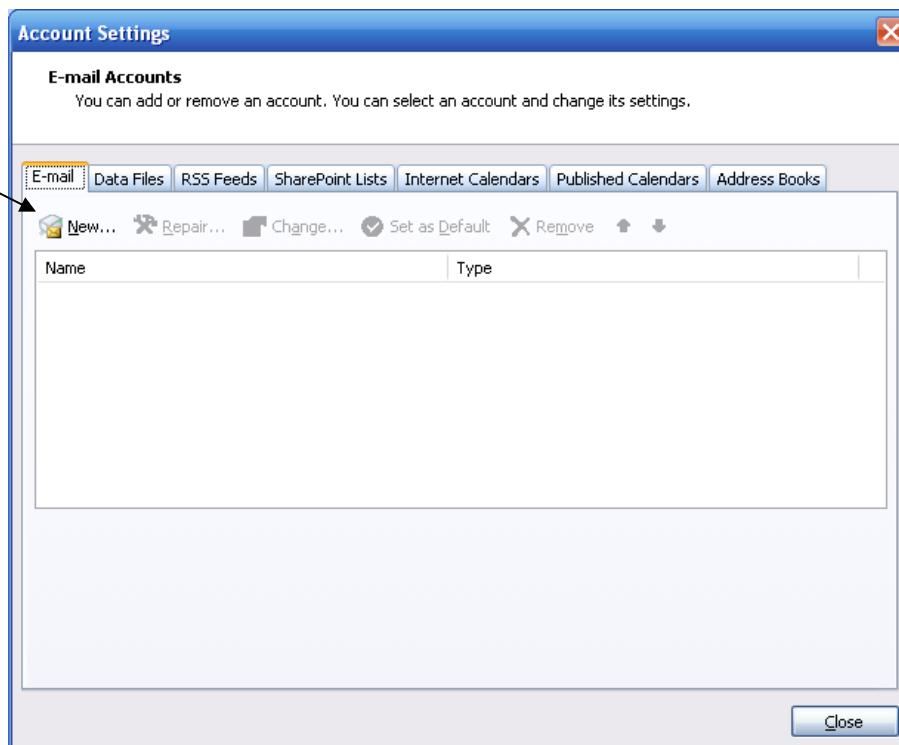
Below are instructions for setting up POP3 and IMAP access with an email client program. This set of instructions is for Windows users.

We recommend starting by upgrading the email client program to the latest version of the software. This will ensure maximum compatibility.

POP3 Access Using Outlook 2007 (Windows)

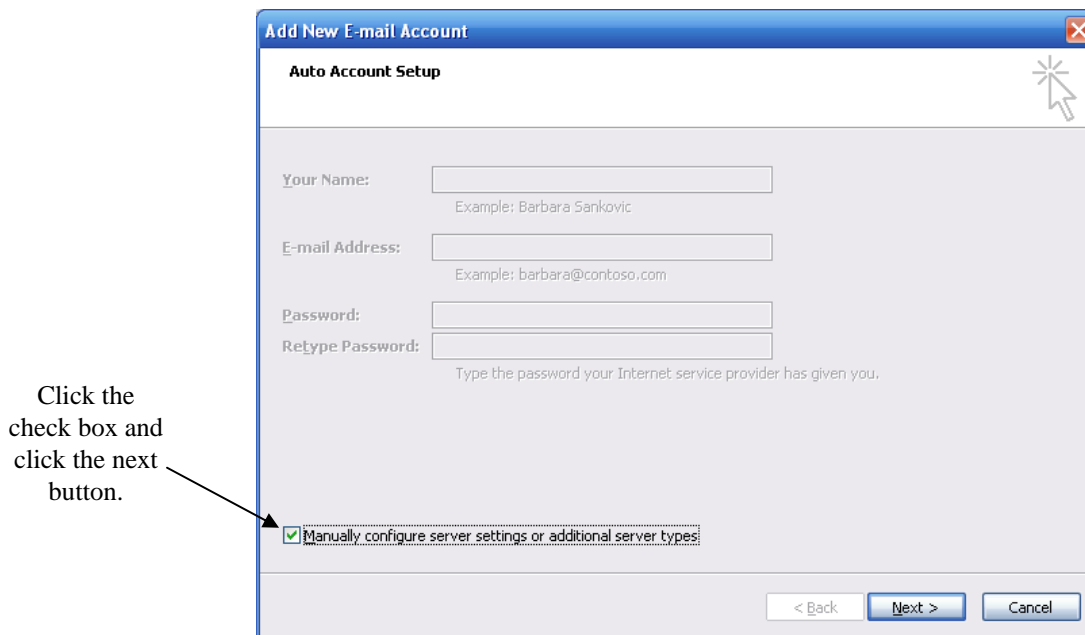
1. From the **Tools** menu, choose **Account Settings**.
2. On the Account Settings screen, click on the "New e-mail account" button.

Click the new e-mail account button.

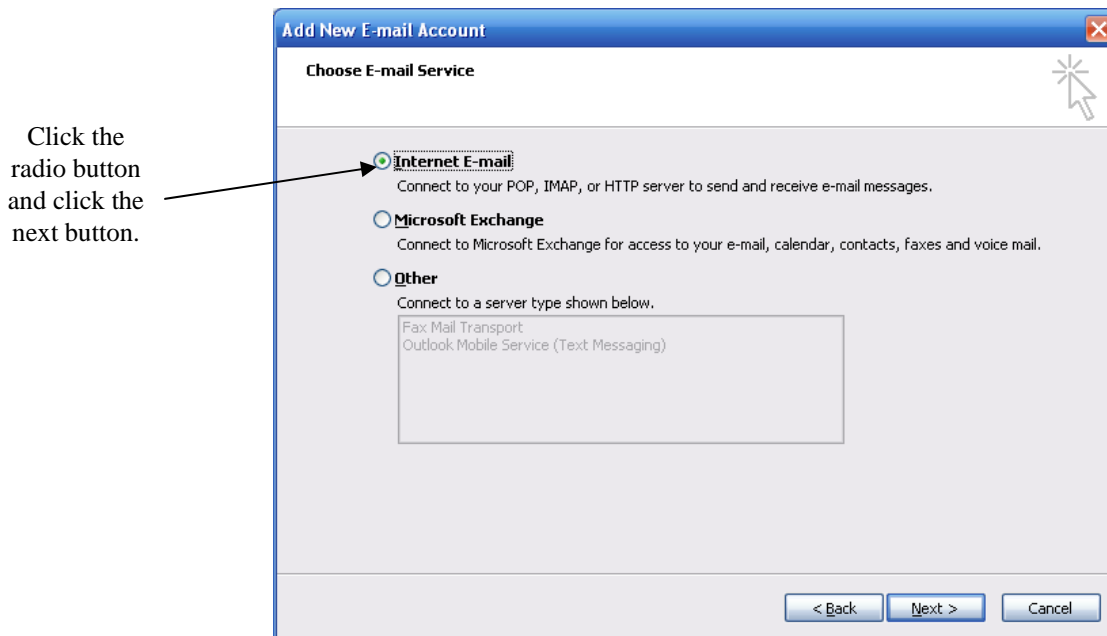


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3. Click on the “Manually configure server settings or additional server types” check box.



4. Click on the “Internet E-mail” radio button, if not selected already and click the next button.



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5. On the Internet E-mail Setting screen, fill in the User Information, Logon Information, and Server Information sections with the following information:

Your Name The full name to be displayed in the From line on all email messages.

Email Address Full Gaggle email address (example: fakeuser@gaggle.net or j.brown@abcisd.k12.il.us)

User Name Full Gaggle email address (example: fakeuser@gaggle.net or j.brown@abcisd.k12.il.us)

Password Password for Gaggle email account (Passwords in Outlook are case sensitive even though they are not in Gaggle.)

Incoming Mail Server (POP3) pop3.gaggle.net

Outgoing Mail Server (SMTP) smtp.gaggle.net

Leave the box for "Log on using Secure Password Authentication (SPA)" unchecked.

The screenshot shows the 'Add New E-mail Account' dialog box with the following sections and fields:

- Internet E-mail Settings**
 - Each of these settings are required to get your e-mail account working.
- User Information**
 - Your Name: Jim Jones
 - E-mail Address: jim.jones@gaggle.net
- Server Information**
 - Account Type: POP3
 - Incoming mail server: pop3.gaggle.net
 - Outgoing mail server (SMTP): smtp.gaggle.net
- Logon Information**
 - User Name: jim.jones@gaggle.net
 - Password: *****
 - Remember password
 - Require logon using Secure Password Authentication (SPA)
- Test Account Settings**
 - After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
 - Test Account Settings ...
- More Settings ...** button
- Navigation buttons: < Back, Next >, Cancel

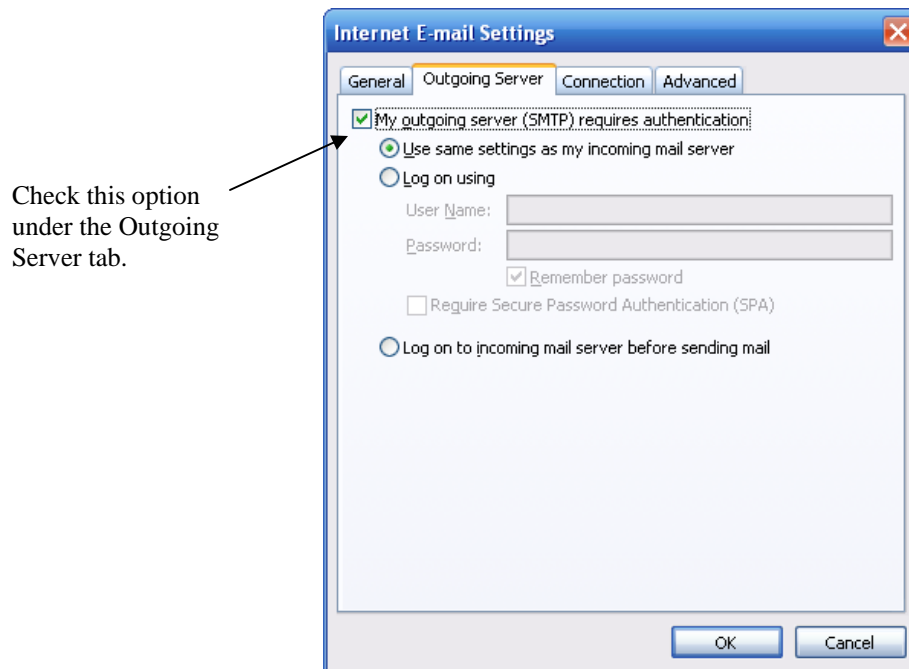
Annotations on the left side of the dialog box:

- Enter Your Name (points to 'Your Name' field)
- Enter your E-mail address (points to 'E-mail Address' field)
- Enter pop3.gaggle.net (points to 'Account Type' dropdown)
- Enter smtp.gaggle.net (points to 'Outgoing mail server (SMTP)' field)
- Enter E-mail address and password (points to 'User Name' and 'Password' fields)
- Leave box unchecked (points to 'Require logon using Secure Password Authentication (SPA)' checkbox)
- More settings Button (points to 'More Settings ...' button)

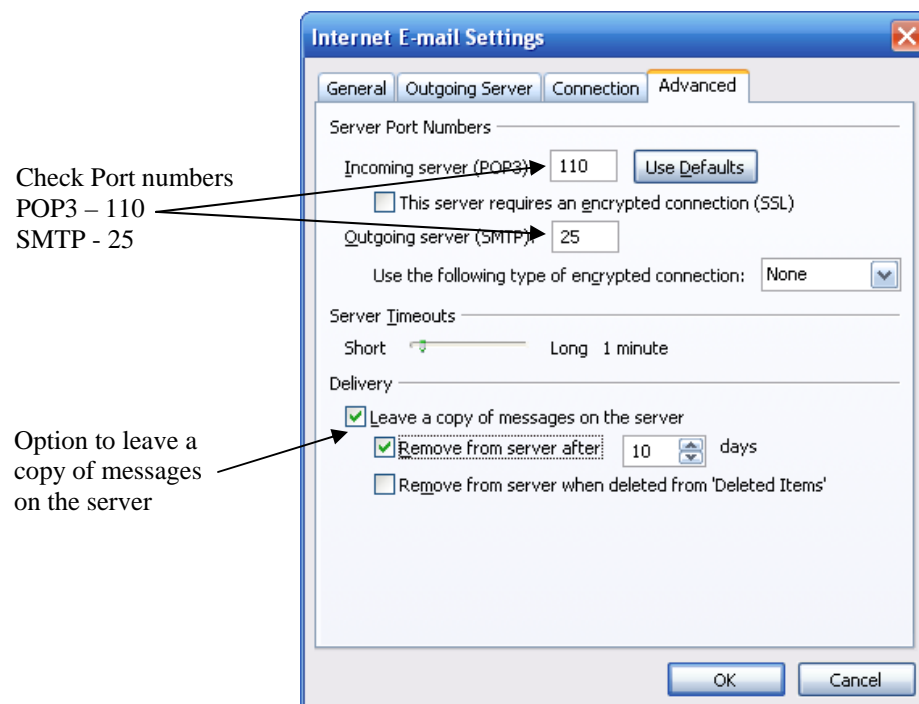
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6. Click the **More Settings** button.

7. Under the **Outgoing Server** tab, click the check box for “My outgoing server (SMTP) requires authentication”. This option should also automatically select the radio button for “Use same settings as my incoming mail server”.



8. Under the **Advanced** tab, make certain the server port numbers are set to 110 for the incoming server and 25 for the outgoing mail server. (Gaggle's Alternative POP3 port is 10110 and alternative SMTP port is 2525. The secure IMAP port is 993)



9. As an optional setting, users may choose to leave a copy of their messages on the server by checking the appropriate box under the Advanced tab. If a user does choose this option, we recommend also selecting the option to remove messages from the server after 7 days.

10. As another optional setting, users may choose to fill in their appropriate account information under the General tab.

11. After selecting any optional settings, click the **OK** button, then click the **Next** button, and finally click the **Finish** button.