

Set Up Mail Client for “NAME@theblacktavern.com”

When you access an email account through a desktop email application such as “Microsoft Outlook 2010® for Windows®”, the email application will require specific information about your email account. You can use the auto-configure options below to attempt to automatically configure your email application. If the available options are not compatible with your application, you will need to use the **Manual Settings** information.

Mail Client Automatic Configuration Scripts

Listed below are the available mail client automatic configuration scripts. Select the script for your mail client and operating system.

Application	Protocols
Mail for Windows® 10	Auto Discovery
Microsoft Outlook 2010® for Windows®	Auto Discovery
Windows Live Mail®	IMAP over SSL/TLS POP3 over SSL/TLS IMAP POP3 (Post)
Microsoft Outlook 2007® for Windows®	Auto Discovery
iOS for iPhone/iPad/iPod and MacOS® Mail.app®	IMAP over SSL/TLS IMAP
Mozilla Thunderbird®	Auto Config
KDE Kmail	Auto Config

Mail Client Manual Settings

If you do not see an auto-configuration script for your client in the list above, you can manually configure your mail client using the settings below. We recommend that you use IMAP and SMTP for your email account rather than ActiveSync unless you are on Android and need calendar and contacts support or push updates.

Secure SSL/TLS Settings (Recommended)

Username:	NAME@theblacktavern.com		
Password:	Use the email account's password. Default is Tavern138!		
Incoming Server:	mail.theblacktavern.com	IMAP Port: 993	POP3 Port: 995
Outgoing Server:	mail.theblacktavern.com	SMTP Port: 465	

IMAP, POP3, and SMTP require authentication.

Email Instructions

Notes:

- IMAP email access coordinates between the server and your mail application. Messages that have been read/deleted/replied to will show up as such, both on the server and in the mail application.
- POP3 does not coordinate with the server. Messages marked as read/deleted/replied to in the mail application will not show up as such on the server. This means that future mail downloads with POP3 will show all messages as unread.
- Outgoing mail is sent using SMTP.
- We recommend using POP3 over SSL/TLS or IMAP over SSL/TLS since they provide increased security for your interactions with the remote mail server.

To access your email from any computer or internet device, go to:

<https://theblacktavern.com:2096>

Click on the roundcube logo to go to email or you can update your password and manipulate other functions in this interface as needed.