caimes

Google Apps for Domains (Gapps)

High Level Configuration Information

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1   EXECUTIVE SUMMARY

Starting January 2010, CAIMES PTY LTD is recommending Google Apps Domains (Gapps) standard version for all our clients e-mail systems.

Gapps is a web based **e-mail**, **calendar** and **simple document store** system developed by Google to cater for the commercial market. Gapps is similar to gmail, however with more features and specifically designed for the commercial market given it allows for the use of any registered domain.

Gapps can be configured to be used alone, or in connection with any locally install e-mail client like outlook. We are finding more and more of our clients opting to use the Gapps web based utility rather than using a locally installed copy of outlook to send and receive e-mails.

This document has been created to assist clients in understanding the configuration steps/changes needed to setup their e-mail on their PC/laptop.

The information and screen shots within this documentation are based on Mr. John Citizen. Please ensure to ONLY use this document as a guide and replace relevant information relating to your e-mail address or domain name.

The document contains 3 sections to assist you in initialising your new Gapps account and setting up your outlook client installed on your PC/Laptop:

1.1   GAPPS ACCOUNT INITIALISATION:

Once you receive the text message containing the password and webmail URL, it is essential to log into the web based system to initialise your account prior to making changes to your outlook client.

Initialising your account will also give you the opportunity to change your password.

Refer to section 2 within this document, for further information and screen shots relating to account initialisation.

1.2   CHANGING EXISTING OUTLOOK ACCOUNTS:

If you have a pre-existing e-mail account prior to the move to Gapps then complete the steps within this section after initiasing your Gapps account.

Refer to section 3 within this document, for further information and screen shots relating to making changes to an existing e-mail account within outlook.

1.3   CREATING A NEW ACCOUNT IN OUTLOOK:

If you need to create a new e-mail within outlook as part of your Gapps account then complete the steps within this section after initialising your Gapps account.

Refer to section 4 within this document, for further information and screen shots relating to creating a new e-mail account within outlook.

2   GAPPS ACCOUNT INITIALISATION

Once you receive the temporary password, it is essential for you to login to the web based e-mail system within 48 hours to initialise your account.

As part of initialising your account the system will prompt you to change your password.

Note: *The following information and screen shots are based on Mr. John Citizen working for CAIMES PTY LTD.*

   Please ensure that you replace the names and domain information accordingly.

- Open your web browser

- Enter the URL supplied to you
  In this sample the url is mail.caimes.com

- Enter the **login name**
  this is all the characters preceding the "@" in the e-mail address

- Enter the temporary password
  this is all the characters preceding the "@" in the e-mail address
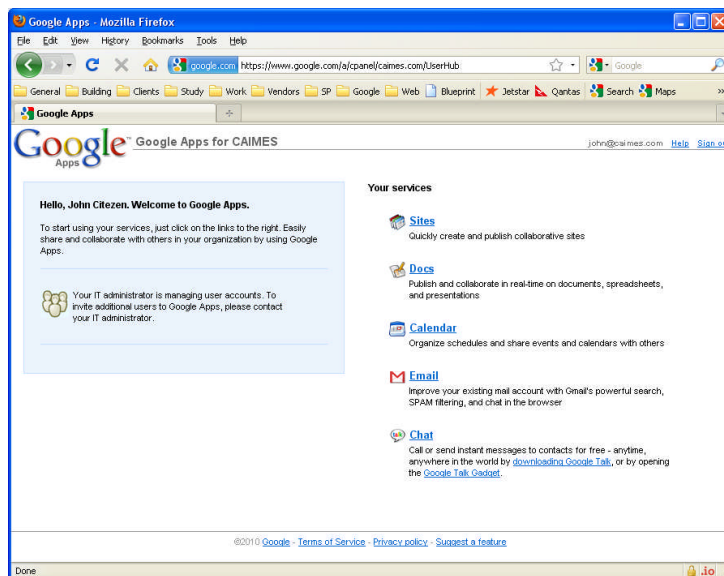
- Select **sign in**
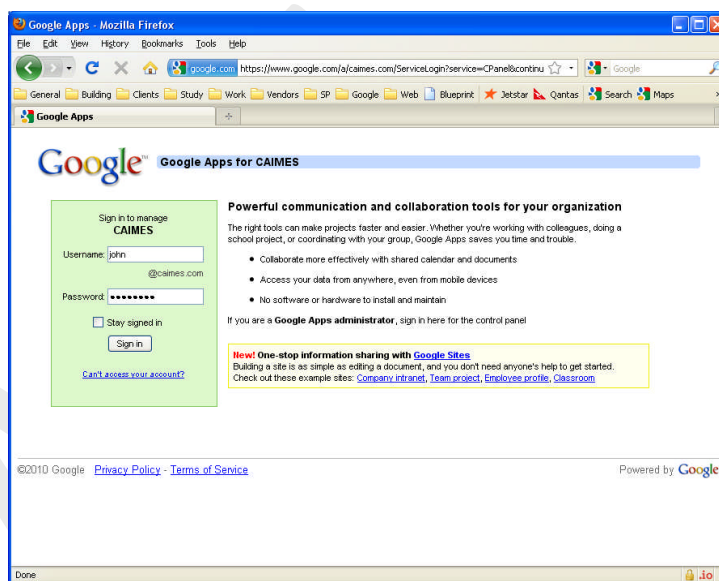
Once you have signed in the system it will prompt you to change your password and initialise the account

- Enter new password

- As part of system authorisation, enter the unique letters within the supplied image
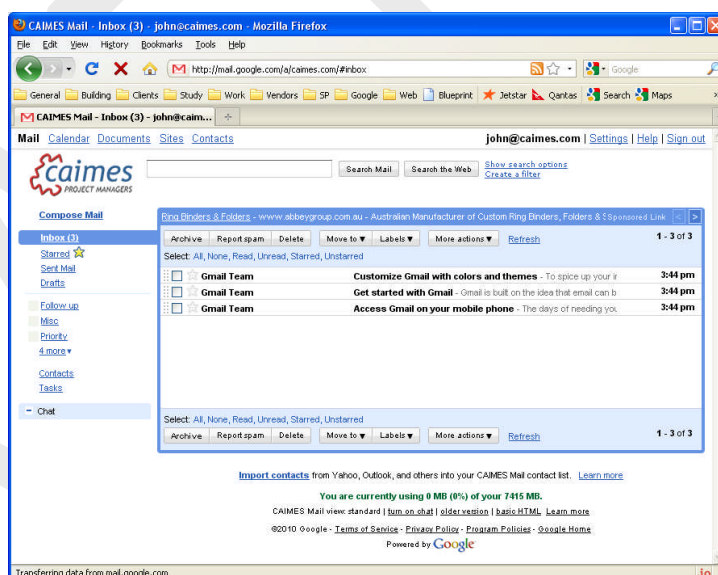
- Select **I accept create my account**
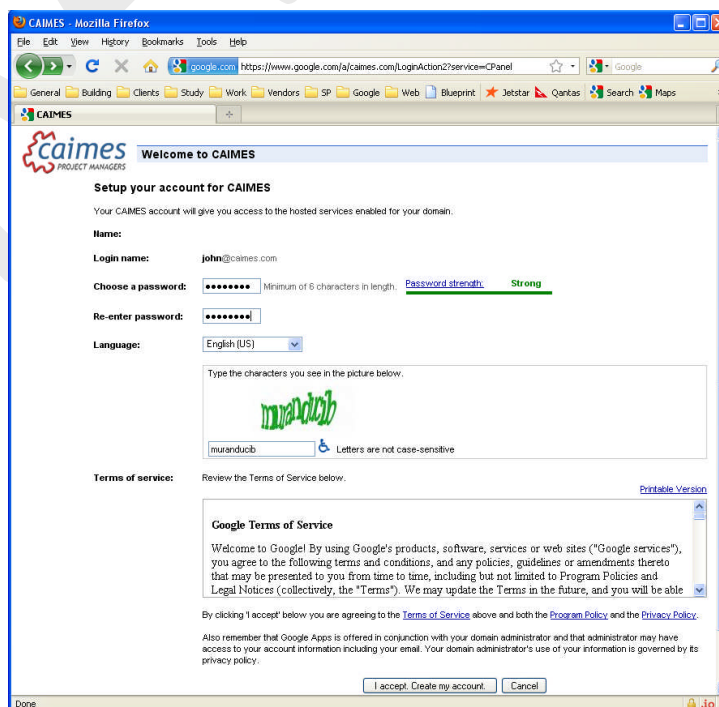
You will ONLY see this screen once

▪ Select E-mail

Your e-mail account has now been initialised

The URL, login name and password that you set can be used at any time to access the web based e-mail system

It is recommended that you spend some time familiarizing yourself with the web based system given the system provides many features similar to gmail.

The system created for you is the standard version for Google Apps for Domains, should you need to there is an option to upgrade the system to premium.

3   MODIFYING EXISTING ACCOUNTS

This section has been provided for individuals that had an outlook client configured on their PC/laptop to send and receive their e-mails and wish to continue to use the same system.

The information and screen shots within this section have been provided to assist you in making the necessary changes to pre-existing e-mail account setup within your current outlook.

Please ensure that you follow the instructions carefully and replace relevant details within **User Information** & **login Information** specific to your name, username, password or e-mail address. The Server Information MUST be as it is within the supplied screen shot. Ie **POP**, **pop.gmail.com** and **smtp.gmail.com**

- Open outlook

- Select **Tools** from the menu bar

- Select **Account Setting** from the pull down menu
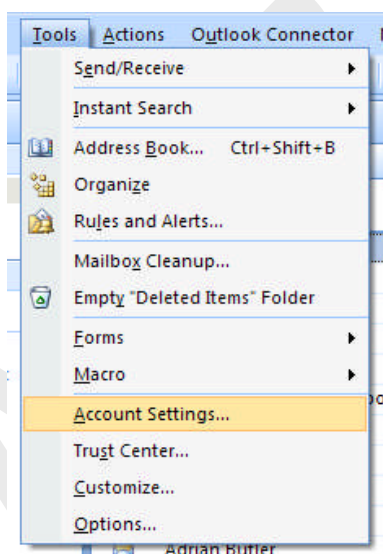
- Select **E-mail** tab

- Select the e-mail account to change

- Select **Change**
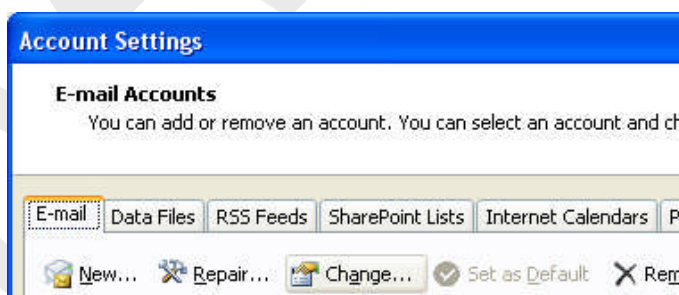
User Information
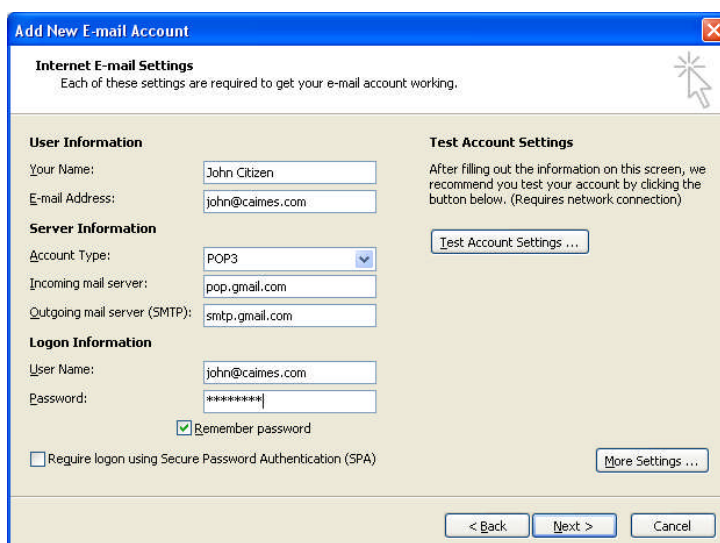- Your Name & E-mail Address are all specific to your own domain name and e-mail address

Logon Information
- Username & Password are all specific to your own domain name and e-mail address

Server Information
- Account type
- Incoming mail Sever and
- Outgoing Mail sever (SMTP)
  Google Apps for Domains used the gmail mail severs, so please ensure that you fill these section out as per the screen shot

- Select **More Settings**

- Select the **Outgoing Sever** Tab

- Ensure that you have a **TICK** in
  **My outgoing sever (SMTP)
  requires authentication**

- Ensure you select **Use same
  settings as my incoming mail
  server**
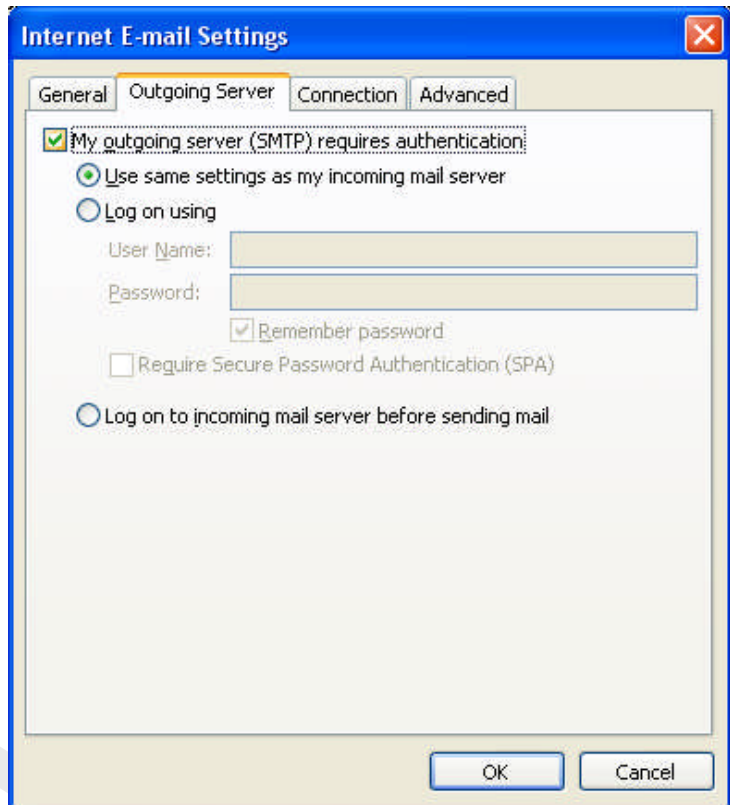
- Select the **Advance** Tab

- Enter 995 in the incoming server
  (POP3)

- Ensure there is a tick in **This
  server requires an encrypted
  connection (SSL)**

- Enter **587** in the **Outgoing
  server (SMTP)**

- Ensure that you select **TLS** from
  the pulldown option within **Use
  the following type of
  encrypted connection**

- Select **OK**

- Select **Next**

- Select **Finish**
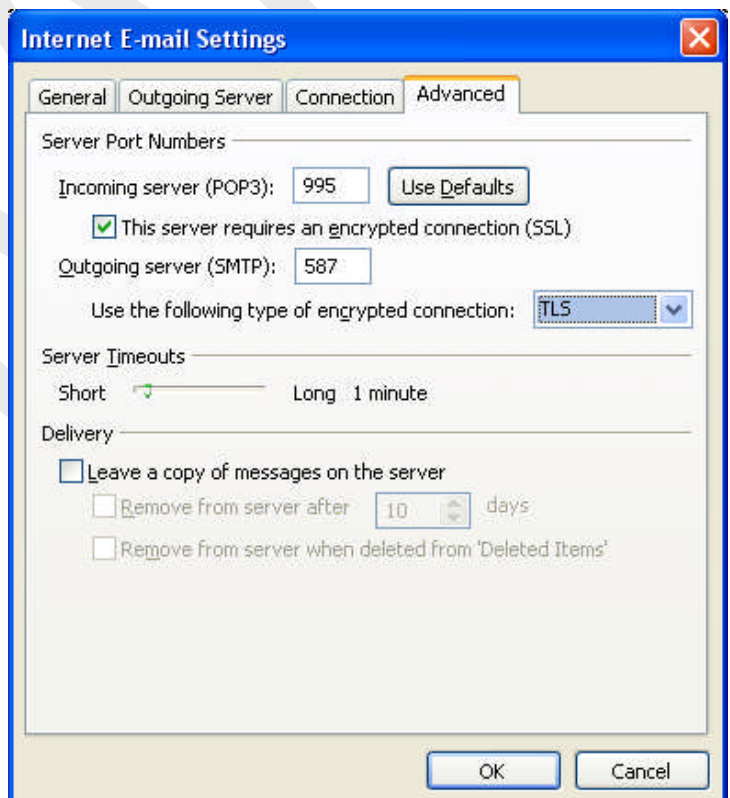
4   CREATING A NEW ACCOUNT

This section has been provided for individuals who have NOT had an account setup within outlook on their PC/laptop to send and receive their e-mails and have recently had a Gapps e-mail account created.

The information and screen shots within this section have been provided to assist you in creating a new email account setup within outlook.

Please ensure that you follow the instructions carefully and replace relevant details within **User Information** & **login Information** specific to your **name**, **username**, e-mail address and **password**.

The Server Information MUST be as it is within the supplied screen shot. Ie **POP**, **pop.gmail.com** and **smtp.gmail.com**
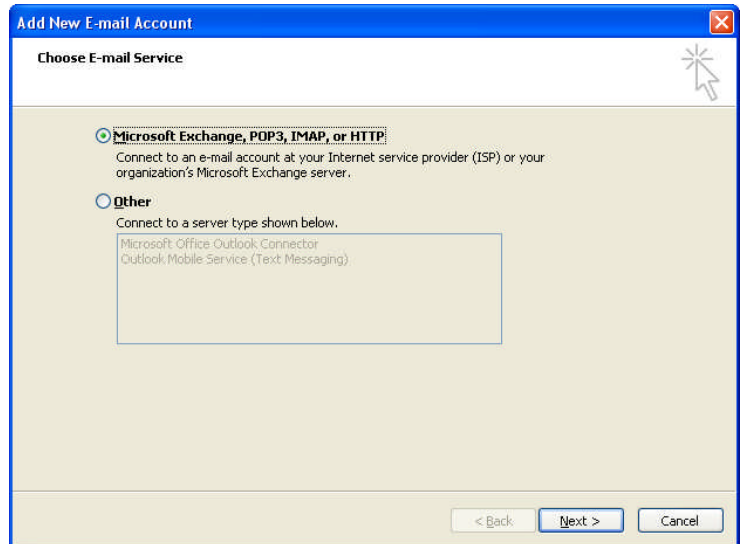
- Open outlook

- Select **Tools** from the menu bar, and select **Account Setting** from the pull down menu
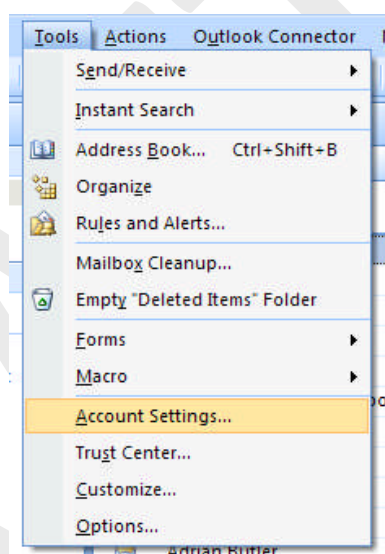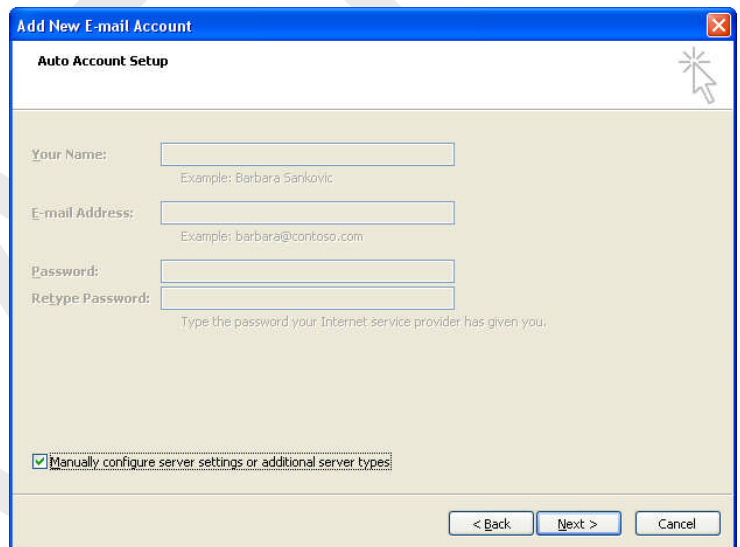

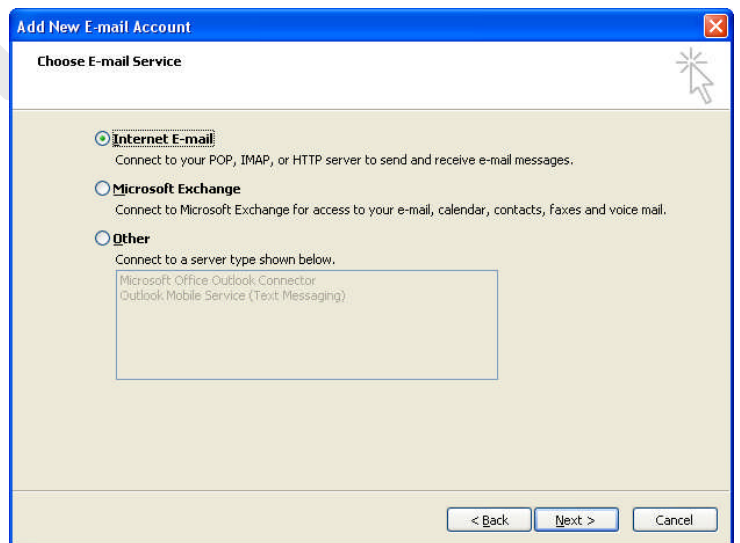- Select **E-mail** tab

- Select **New**
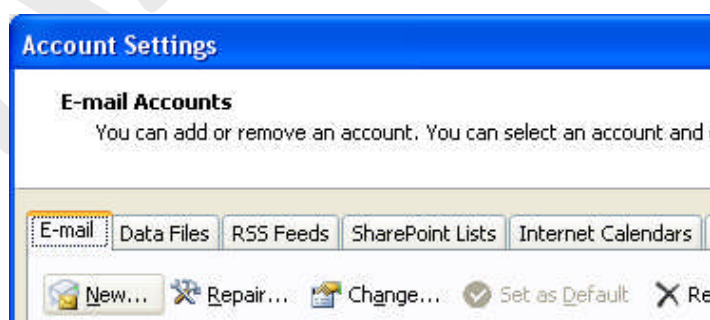
- Select **Microsoft Exchange, POP3, IMAP, or HTTP**

- Select **Next**

- Select **Manually configure server settings or additional server types**

- Select **Next**

- Select **Internet e-mail**

- Select **Next**

User Information
- Your Name & E-mail Address are all specific to your own domain name and e-mail address

Logon Information
- Username & Password are all specific to your own domain name and e-mail address

Server Information
- Account type
- Incoming mail Sever and
- Outgoing Mail sever (SMTP)
  Google Apps for Domains used the gmail mail severs, so please ensure that you fill these section out as per the screen shot

- Select **More Settings**

- Select the **Outgoing Sever** Tab

- Ensure that you have a tick in **My outgoing sever (SMTP) requires authentication**

- Ensure to select **Use same settings as my incoming mail server**

- Select the **Advance** Tab

- Enter 995 in the incoming server (POP3)

- Ensure there is a tick in **This server requires an encrypted connection (SSL)**

- Enter **587** in the **Outgoing server (SMTP)**

- Ensure that you select **TLS** from the puldown option within **Use the following type of encrypted connection**

- Select **OK**

- Select **Next**

- Select **Finish**
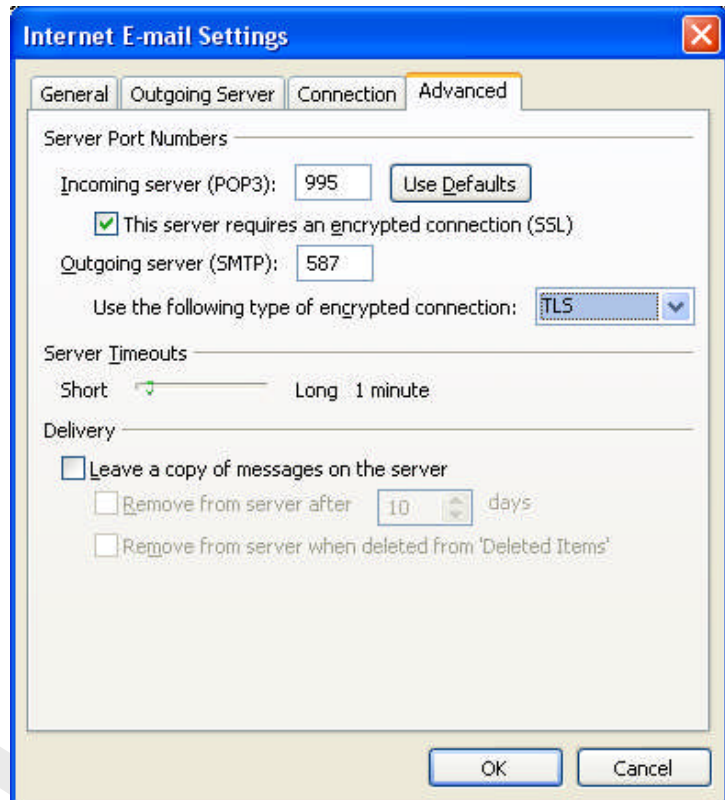
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Finding the missing pieces

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