

Setting Up Mulberry® (Based on version 4.0.7 for Windows, Mac and Linux)

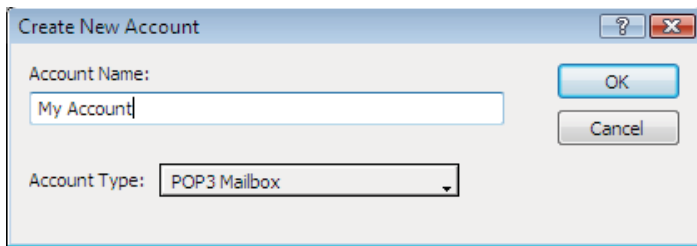
Note: Mulberry is a powerful cross-platform application that includes both email and calendaring functions. It is available in essentially similar versions for Windows, the Mac OS and Linux.

Setting Up Mulberry Mail

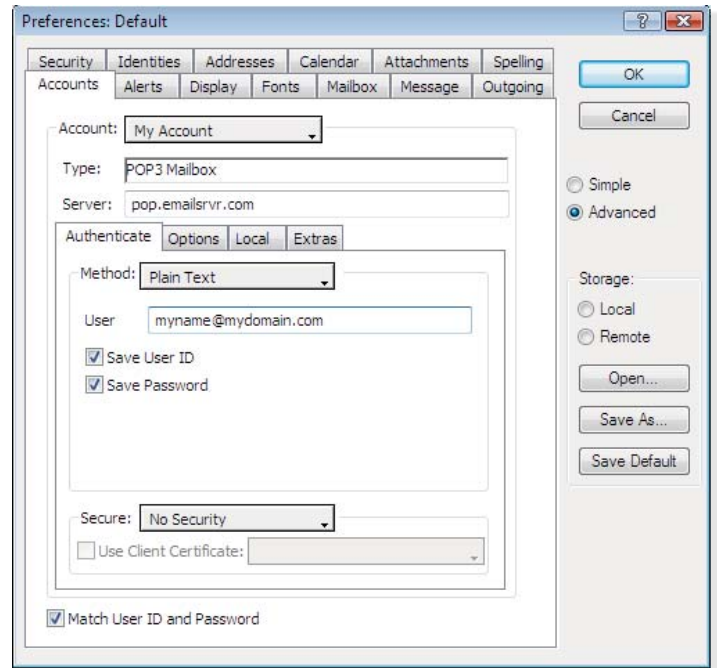
1. To set up your mail account, choose Mulberry's [Preferences / Advanced](#) feature.

Note: The Windows version of Mulberry places tabs in the Preference panel at the top; they are at the left in the Mac version.

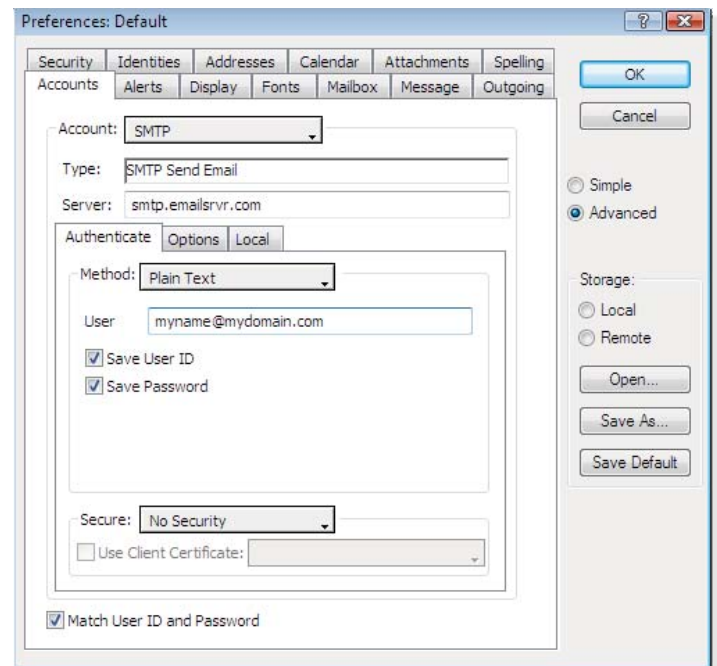
2. Click [Advanced](#) to open the expanded user settings.
3. Select [New](#), from the [Account](#) drop-down menu and enter the following information:
 - In the [Create New Account](#) window, name your account and choose [POP3 Mailbox](#) from the drop-down menu and click [OK](#).



- Under [Server](#), enter `pop.emailsrvr.com`.
 - Under [Authenticate](#), choose [Plain Text](#) from the [Method](#) drop-down menu.
 - In the [User](#) category enter your email address, such as `myname@mydomain.com`.
 - Click [Save User ID](#) and [Save Password](#) to avoid having to reenter your login information every time you retrieve your messages.
 - Make sure that [Match User ID and Password](#) are checked.
4. To configure your SMTP or outgoing server, click on [Account](#) and choose [SMTP](#) from the drop-down menu.
 - Under [Server](#), enter `smtp.emailsrvr.com`.
 - Under [Authenticate](#), choose [Plain Text](#) from the [Method](#) drop-down menu.
 - In the [User](#) category, enter your email address, such as `myname@mydomain.com`.
 - Be sure that [Save User ID](#) and [Save Password](#) are checked to avoid having to reenter your login information each time you retrieve your messages.



- Check [Match User ID and Password](#).
5. Some versions of Mulberry require you to alter the default IMAP account before you can save a new account. In order to do this, following these steps:
 - First, click on [Account](#) and select [IMAP](#). Click on [Account](#) again and select [Delete](#).
 - Next, choose [Identities](#) and select [Default](#) from the list. Select [Change](#) and enter your [Name](#) and



Email where indicated.

6. Click **OK** to store your new account preferences.

Note: To create additional accounts, repeat the above steps beginning with number 3, where you name your account and choose the mailbox type.

Changing Outgoing (SMTP) Servers

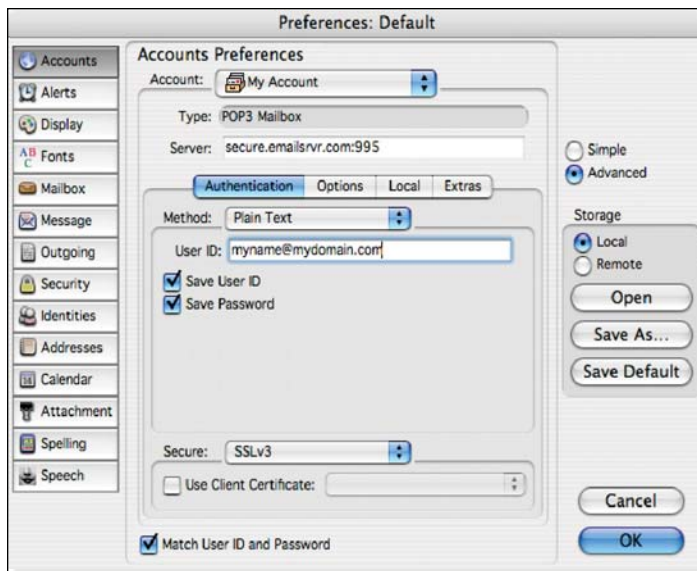
If you experience trouble sending mail, it is likely that your ISP is blocking the default Port 25; this is a very common process that's designed to protect the service from spammers. To fix this problem, follow these steps:

1. Choose Mulberry's **Preferences / Advanced** dialog box.
2. Click **Advanced** to open the expanded user settings.
3. Select **SMTP**, from the **Account** drop-down menu and reenter the server information as follows: *smtp.emailsrvr.com:587*. The last number represents the port number used to send outgoing messages.
4. Click **OK** to store your settings.

Assigning SSL Secure Server Settings

The SSL protocol allows you to send and receive secure mail messages to and from your email server. The setting, though, doesn't apply to your messages once they leave the email server.

1. Choose Mulberry's **Preferences / Advanced** dialog box and follow these steps:



- Click **Advanced** to open the expanded user settings.
- Select **My Account** (or whatever name you used when you created your account).
- When your account information appears, reenter the server information as follows: *secure.emailsrvr.com:995*. The last number represents the port number used to receive incoming messages via a secured setting.
- At the lower part of the dialog box, click on the

Secure drop-down menu and select **SSLv3**.

2. To assign secure settings to your outgoing messages, choose **SMTP**, from the **Account** drop-down menu and follow these steps:

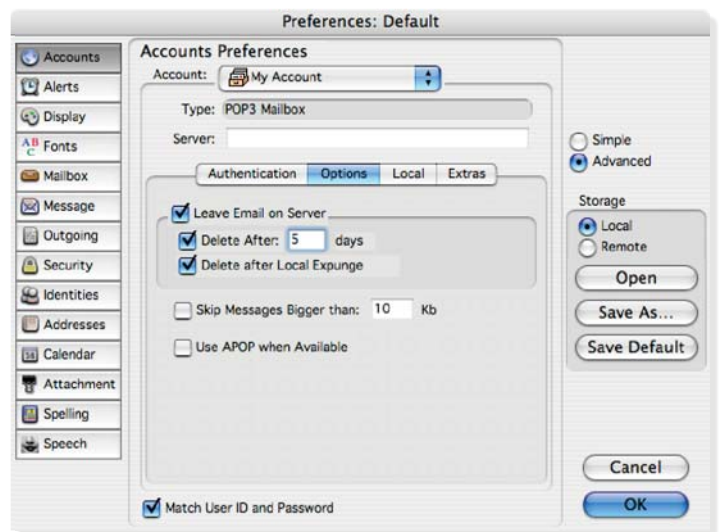
- Under **Server**, reenter the server information as follows: *secure.emailsrvr.com:465* (or you can use 587). The last number represents the port number used to send outgoing messages.
- At the lower part of the dialog box, if you entered port 465, above, select **SSLv3** If you entered port 587, above, select **STARTTLS - SSL**.

3. Click **OK** to store your settings.

Note: Some ISPs do not allow their customers to use third-party SMTP servers. If you encounter this problem, you will need to use the ISP's outgoing servers instead for the messages you send.

Leaving a Copy of Messages on the Server

1. Choose Mulberry's **Preferences / Advanced** dialog box.
2. Click **Advanced** to open the expanded user settings.



3. Select **My Account**, from the **Account** drop-down menu.
4. Click the **Options** tab and follow these steps:

- Click the checkbox labeled **Leave Email on Server**.
- Click **Delete After** and specify how long you want messages to be saved before they are deleted. The default setting is 5 days.
- Click **Delete After Local Expunge** to remove messages when they are deleted in Mulberry on your computer.

5. Click the **OK** button to store your settings.

Note: If you receive a large amount of email each day, particularly if they contain large document or image attachments, you'll want to delete messages from your email server more frequently to keep the server from becoming full.