

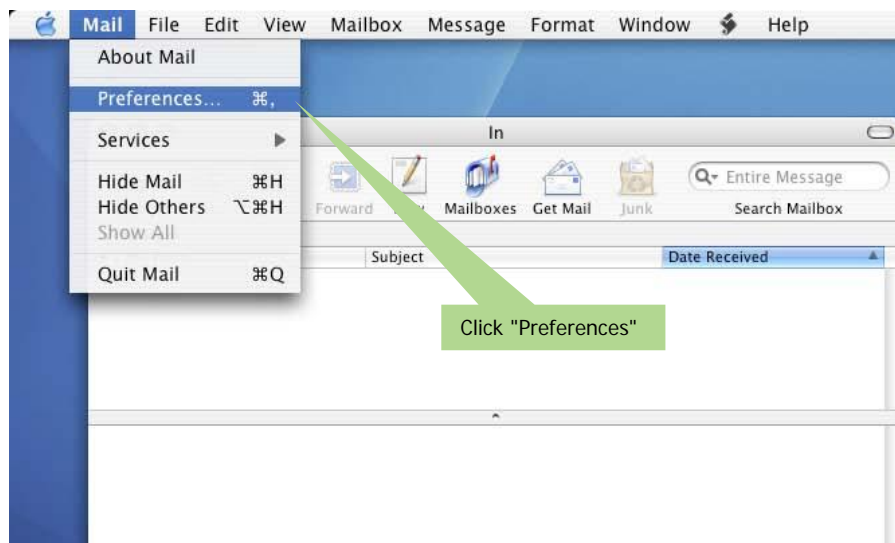
Configure gloogLight

Mac Mail

To configure your Mail, please follow the detailed steps below.

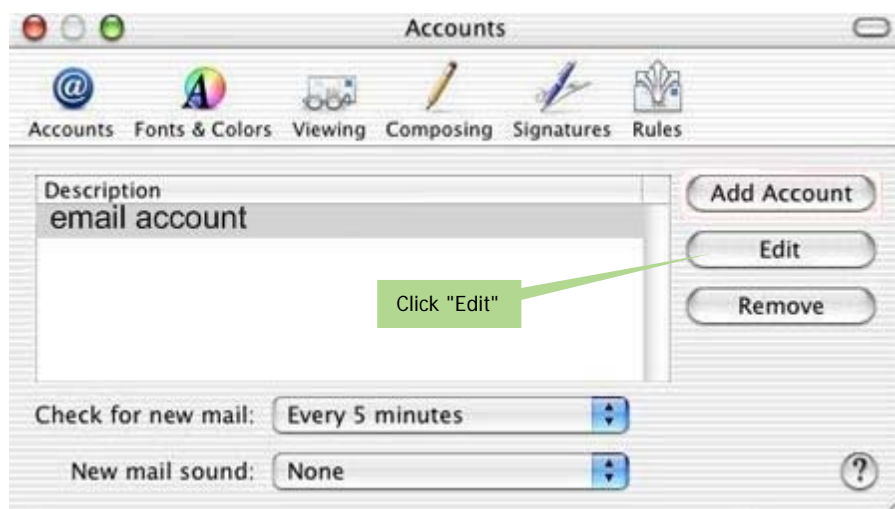
1.

Open your Mail client. Click "Mail" → "Preferences".



2.

Select your existing account and click "Edit".



3.

- a. Change the "Outgoing Mail Server (SMTP)" to the address that is given to you by glooq.
- b. After you change the SMTP server name, click on the "Server Settings".



Do not change the "Receiving mail (POP3)" or "Account ID".
These settings are for your incoming mail and are not managed by glooq.

The screenshot shows the 'Account Information' tab of a web interface. It contains several input fields and a dropdown menu. The 'Outgoing Mail Server (SMTP)' field is highlighted with a green callout box labeled 'a. Change "Outgoing Mail"'. Below it, a 'Server Settings...' button is highlighted with a green callout box labeled 'b. Click Here'.

Account Information | Special Mailboxes | Advanced

Account Type: POP

Description: Description

Email Address: email@domainname.xyz

Full Name: Full Name

Incoming Mail Server: mail.domainname.xyz

User Name: email@domainname.xyz

Password:

Outgoing Mail Server (SMTP): mail.domainname.xyz:ema

Server Settings...

4.

Select the Authentication "Password" and make sure that the configuration is as follows:

[The User Name & Password will be provided by the gloog technical division.]

SMTP Server Options

Outgoing Mail Server: mail.domainname.xyz

Check with your system administrator before changing any of the advanced options below:

Server port: 25

Use Secure Sockets Layer (SSL)

Authentication: Password

User Name: email@domainname.xyz

Password:

Cancel OK

After you're done, just click "OK" → "Next" → "Finish".

That's it. You're set to go.

We hope that you will enjoy using our unique gloogLight system.

For any query please do not hesitate to contact us on support@gloog.com