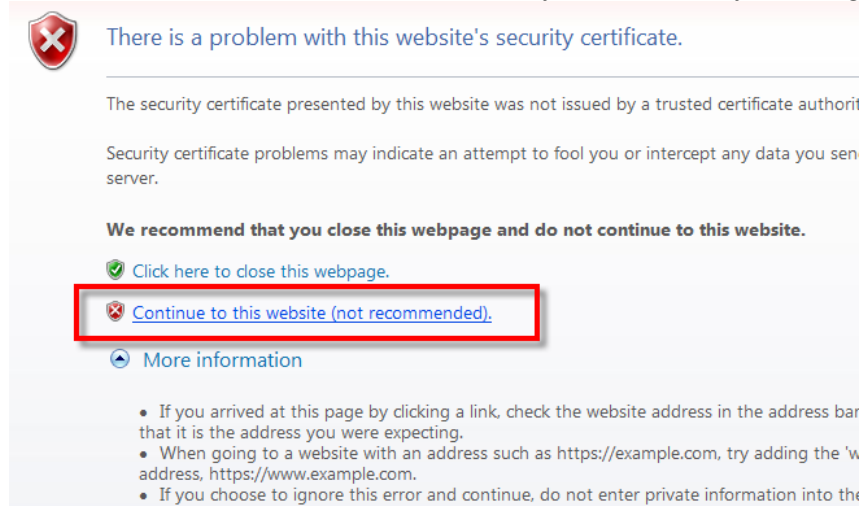




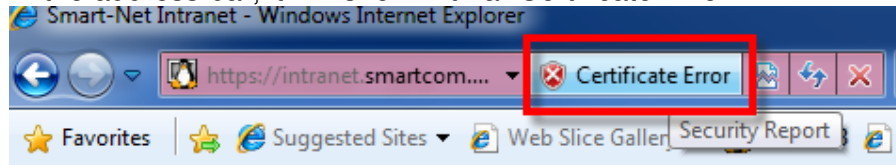
Setting up IMAP Mail in Outlook

Setting up the Certificate in Internet Explorer

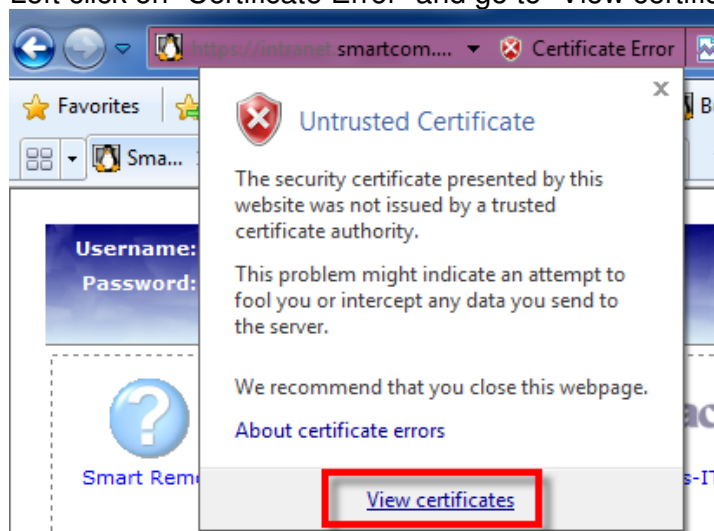
1. Open up Internet Explorer. Browse to <https://intranet.yourschooldomain.school.nz>. You will get a 'Certificate Error'. Click on Continue to this Website. Click yes if a security warning box pops up.



2. In the address bar, it will show with a "Certificate Error".

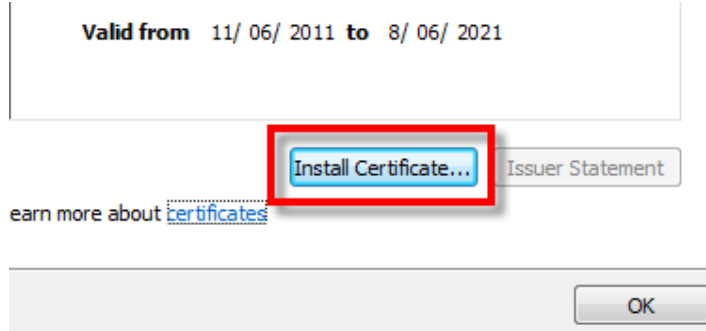


3. Left click on "Certificate Error" and go to "View certificates".

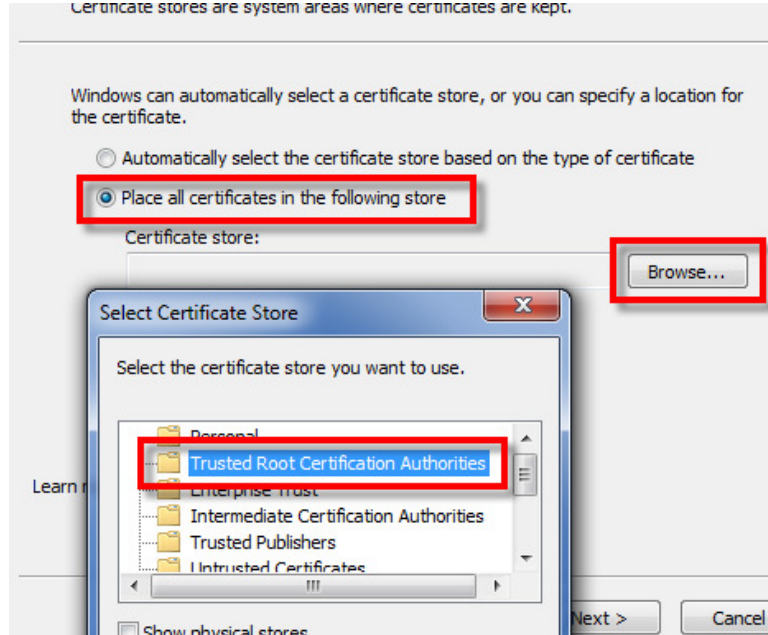




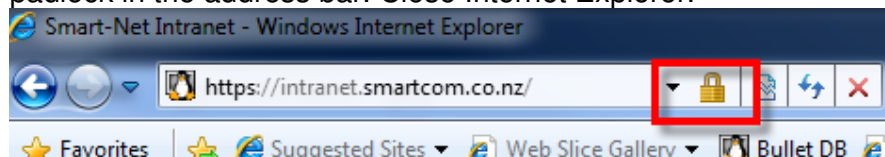
4. Click on Install Certificate down the bottom of the Certificate window.



5. You will now get a Certificate Import Wizard window. Click Next.
6. We need to store the certificate. Click in "Place all certificates in the following store" and click "Browse". Select "Trusted Root Certification Authorities" and click OK. Click Next then Finish.



7. A security warning will popup asking if you want to install the certificate – Click Yes.
8. Click OK on the Import was Successful Window. Click OK on the Certificate box.
9. Close Internet Explorer and open again. When you browse back to <https://intranet.yourschooldomain.school.nz> it should have a closed gold padlock in the address bar. Close Internet Explorer.





Setting up the Certificate in Mozilla Firefox

1. Open up Internet Explorer. Browse to <https://intranet.yourschooldomain.school.nz>. An 'Untrusted Connection' window will pop up. Click on 'I Understand the Risks'.

This Connection is Untrusted

You have asked Firefox to connect securely to **intranet.smartcom.co.nz**, but we can't confirm that your connection is secure.

Normally, when you try to connect securely, sites will present trusted identification to prove that you are going to the right place. However, this site's identity can't be verified.

What Should I Do?

If you usually connect to this site without problems, this error could mean that someone is trying to impersonate the site, and you shouldn't continue.

► **Technical Details**

▼ **I Understand the Risks**

If you understand what's going on, you can tell Firefox to start trusting this site's identification. **Even if you trust the site, this error could mean that someone is tampering with your connection.**

Don't add an exception unless you know there's a good reason why this site doesn't use trusted identification.

2. Click 'Add Exception'.
3. Click 'Confirm Security Exception'.

Add Security Exception

You are about to override how Firefox identifies this site.
Legitimate banks, stores, and other public sites will not ask you to do this.

Server

Location:

Certificate Status

This site attempts to identify itself with invalid information.

Unknown Identity

Certificate is not trusted, because it hasn't been verified by a recognized authority.



Permanently store this exception



Adding Users to the mail_relay group

Users that are wanting to use IMAP or SMTP authenticated mail on their machines or capable devices will need to be a member of the mail_relay group.

1. Login to the Smart-Net Intranet as sysadmin.
2. Click on Server Management → Users and Groups → Manage Groups
3. Click on the people icon to the right of mail_relay like below.

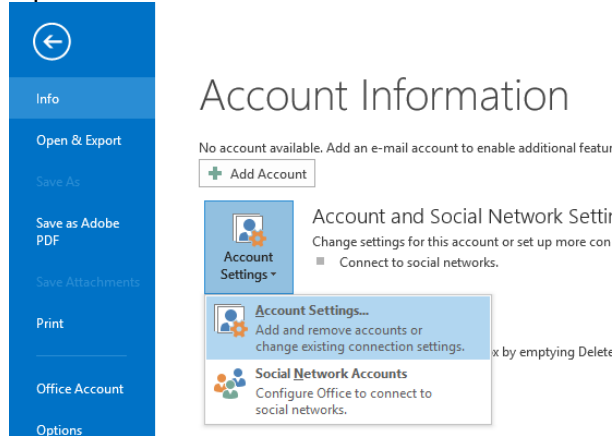
mail_relay	Users who belong to this group are allowed to relay mail after they have authenticated.	
moodle_courses	Users who belong to this group are able to create new courses in Moodle.	 Show Group Members

4. Click on “+ Add Multiple Users”. Tick the users that you want to be part of this group. Click “Add Users”.



Setting up Outlook to use IMAP

1. Open Outlook and click on File → Account Settings → Account Settings.

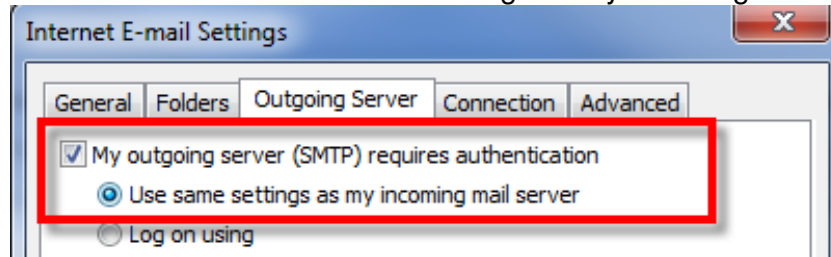


2. Ensure the E-mail tab is selected and click on New.
3. The “Add New E-mail Account” window will come up. Tick “Manual setup or additional server types” then click next.
4. Select POP or IMAP, click next.
5. Fill in all your details. You must select Account Type to be **IMAP**. Incoming and Outgoing mail server will be intranet.yourschoolsdomain.school.nz. You can get this information from the Server Information page in the Smart-Net intranet. Click on More Settings once all fields are complete.

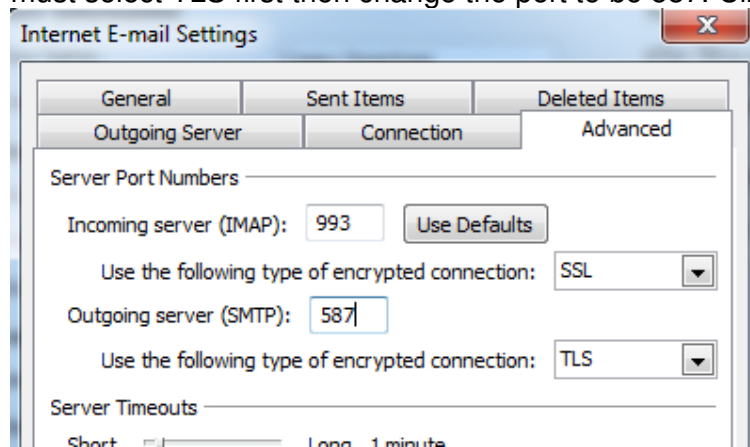
6. In the General tab, change the Mail account to be your full name.



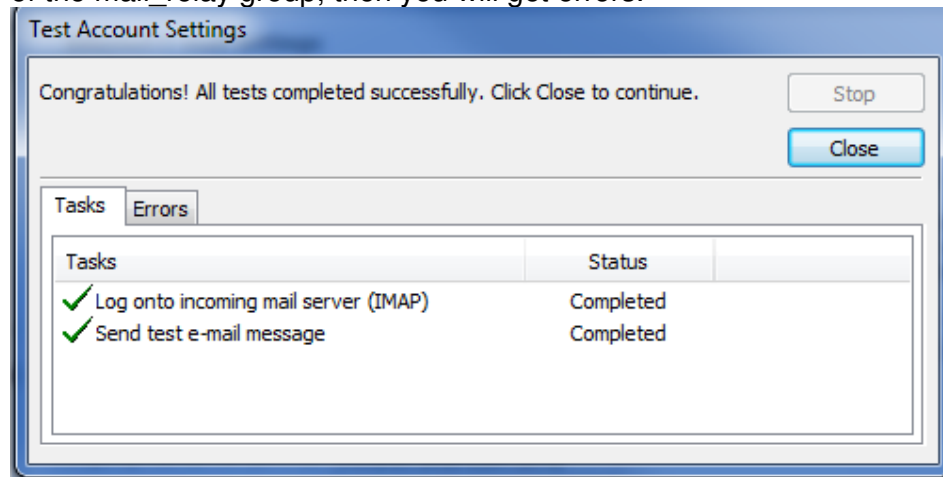
7. Click on Outgoing Server and select “My outgoing server (SMTP) requires authentication” and “Use same settings as my incoming mail server”.



8. Click on Advanced. For Incoming server, you must select SSL first and then change the port to 993 if it hasn't changed already. For Outgoing server, you must select TLS first then change the port to be 587. Click OK.



9. Click “Test Account Settings”. You should get ticks for both tasks. If you don't, go back and check the information you have entered. If you are not a member of the mail_relay group, then you will get errors.



10. Click Close, Next and then Finish.