



Setting up IMAP Mail in Outlook

Setting up the Certificate in Internet Explorer

 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.

	There is a problem with this website's security certificate.
	The security certificate presented by this website was not issued by a trusted certificate authorit
	Security certificate problems may indicate an attempt to fool you or intercept any data you server.
	We recommend that you close this webpage and do not continue to this website.
	Ø Click here to close this webpage.
ſ	Sontinue to this website (not recommended).
1	More information
	 If you arrived at this page by clicking a link, check the website address in the address bar that it is the address you were expecting. When going to a website with an address such as https://example.com, try adding the 'w address, https://www.example.com. If you choose to ignore this error and continue, do not enter private information into the success.

In the address bar, it will show with a "Certificate Error".
 Smart-Net Intranet - Windows Internet Explorer



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



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

Valid from 11/ 06/	/ 2011 to 8/ 06/ 2021	
earn more about <u>certificates</u>	Install Certificate	ssuer Statement
		ОК

- 5. You will now get a Certificate Import Wizard window. Click Next.
- 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.

W th	ndows can automatically select a certificate store, or you can specify a location for e certificate.
	O Automatically select the certificate store based on the type of certificate
- 1	Place all certificates in the following store
	Certificate store:
	Browse
- 1	Select Certificate Store
	Select the certificate store you want to use.
	Personal Trusted Root Certification Authorities
Learn r	Enterprise most
	Intermediate Certification Authorities Trusted Publishers
_	
	Next > Cancel
	I I Show physical stores

- 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.
- 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

 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.

Get me out of here!

- 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.

Add Exception...

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

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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 \rightarrow Users and Groups \rightarrow 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.	→ 83 3⁄
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 \rightarrow Account Settings \rightarrow 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.

Add New E-mail Account					
Internet E-mail Settings Each of these settings are required to get your e-mail account working.					
User Information		Test Account Settings			
Your Name:	Jane Doe	After filling out the information on this screen, we			
E-mail Address:	janedoe@smartcom.co.nz	button below. (Requires network connection)			
Server Information		Tech Assured Collinson			
Account Type:	IMAP 💌	Test Account Settings			
Incoming mail server:	intranet.smartcom.co.nz				
Outgoing mail server (SMTP):	intranet.smartcom.co.nz				
Logon Information					
User Name:	janedoe				
Password:	*****				
	Remember password				
Require logon using Secure	Password Authentication (SPA)	More Settings			

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".

Internet E-mail Sett	ings			×	
General Folders	Outgoing Server	Connection	Advanced		
My outgoing se O Use same s	1				
O Log on using					

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.

Internet E-mail Settings						
General	Sent I	tems		Deleted Items		
Outgoing Server		Connection		Advanced		
Server Port Numbers						
Incoming server (IMAP): 993 Use Defaults						
Use the following type of encrypted connection: SSL						
Outgoing server (SMTP): 587						
Use the following type of encrypted connection: TLS						
Server Timeouts						
Short D	Long	1 minute				

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.

Test Account Settings					
Congratulations! All tests completed successfully. Clic	Stop				
	Close				
Tasks Errors					
Tasks	Status				
✓ Log onto incoming mail server (IMAP) ✓ Send test e-mail message	Completed Completed				

10. Click Close, Next and then Finish.