Sheffield U3A Email Accounts

It may be appropriate for Sheffield U3A officers, volunteers and committee members to have dedicated email addresses, such as chair@su3a.org.uk, as this can help separate organisation emails from personal ones. This document is intended to help those who either already have such an email address or would like one.

Obtaining your email address and/or password

If you do not have an address and would like one or if you need your password for such an address please contact Camilla at su3ait@su3a.org.uk or Clare at data@su3a.org.uk. Passwords must have at least 8 characters, include at least one upper case letter and one digit.

Accessing your su3a.org.uk email

1. Via the web

a) Go to the website: http://www.su3a.org.uk/webmail

b) Fill in the login with your su3a.org.uk email address and password.

c) Choose from the three webmail clients at the top (it doesn't matter which but you may prefer one, just click on one) and you will get to your mailbox.

d) You will then get on to your mailbox, where you can manage your emails.

e) You can set things such as 'out of office' rules from here.

2. On your computer, phone or tablet.

a) Access your mail account settings - how to do this varies with device. (There is an appendix if you use Outlook). Look for 'mail' on a computer and account settings on phone or tablet.

b) Choose to add an account and to set it up manually. If in doubt choose the POP3 protocol. IMAP is fine as long as you realise that this means that deleting emails locally will delete them on the server as well. I choose POP3 on my phone as it is easier to make mistakes there and IMAP on my desktop.

c) You will need to add your email address (the su3a.org.uk one) and password.

d) Incoming server settings

Server: secureuk71.sgcpanel.com

IMAP Port: 993
POP3 Port: 995

Security type SSL/TLS

e) Outgoing server settings

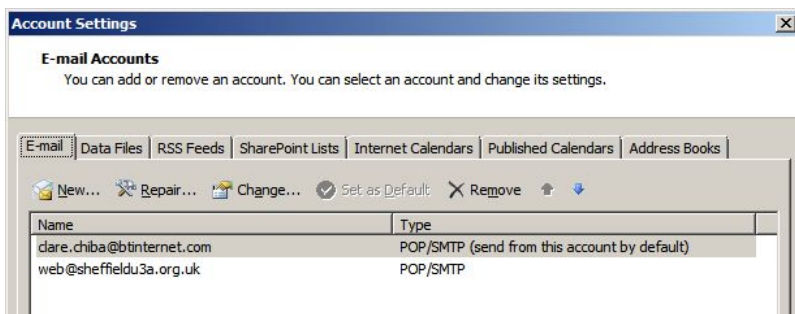Server: secureuk71.sgcpanel.com

Port: 465

Security type: SSL/TLS

Tick that the outgoing server needs authentication if this option appears.

Appendix for Outlook Email

In **Outlook 2007** select T**ools**, **Account settings**

In **Outlook 2010** select **File**, **Account settings**

Click on **New**

At the following screen click on **Next**

On the **Auto Account Setup** screen put a tick in the box by **Manually configure server**... and click on **Next**

Accept **Internet email** by clicking on **Next**

Fill in the next screen as described on the next page but using your own, name/office, email address and password.

User Information
Your name: Web Coordinator
E-mail address: web@su3a.org.uk

Sheffield U3A Email Accounts

Server Information

Account Type: Select POP3 or IMAP
Incoming mail server: secureuk71.sgcpanel.com
Outgoing mail server: secureuk71.sgcpanel.com

Logon Information

User Name: web@su3a.org.uk
Password: Your password

Tick the box: Remember password (Click on it)

Click on 'More Settings'

Select the **Outgoing Server** tab and put a tick by **My outgoing server (SMTP) requires authentication**

Click on **OK**

You will return to the screen where you input all your information.

Click on **Test Account Settings**
With luck the test will work!