

Setup Email on eM Client (IMAP)

eM Client provides a modern, intuitive interface for managing your communications. This guide will walk you through setting up your mailbox using **Automatic Setup** (recommended) or manual configuration.

As with our other desktop guides, we recommend using **IMAP with SSL/TLS** to ensure your data stays synchronized across all your devices and is protected by our professional backups.

Syncing Other Services: eM Client is a full groupware suite. If you have an **Enhanced** mailbox, you can also add your **Calendar (CalDAV)** and **Contacts (CardDAV)** directly through the setup wizard to keep your professional life in sync.

Option 1: Automatic Setup (Recommended)


If your DNS is configured with Autodiscover, eM Client can automatically detect your server settings in seconds.

1. **Start the Wizard:** Open eM Client and go to **Menu > Accounts**. Click on **Add Account**.
2. **Enter Email:** In the **Automatic Setup** section, enter your full email address and click **Start**.

Set up an account

 Automatic Setup

Enter your email and press Start.

Email:  Mail Chat / Group Chat Calendar Contacts

Back

Next

Cancel

3. **Account Details:** Enter the name you want recipients to see when you send an email (e.g., "John Smith") and an account name for your internal list. Click **Next**.

- 1 Account details
- 2 Encryption
- 3 Finish

Account details

Enter additional information about your new account.

Your name:

This is the name your recipients will see when you send out an email.

Account name:

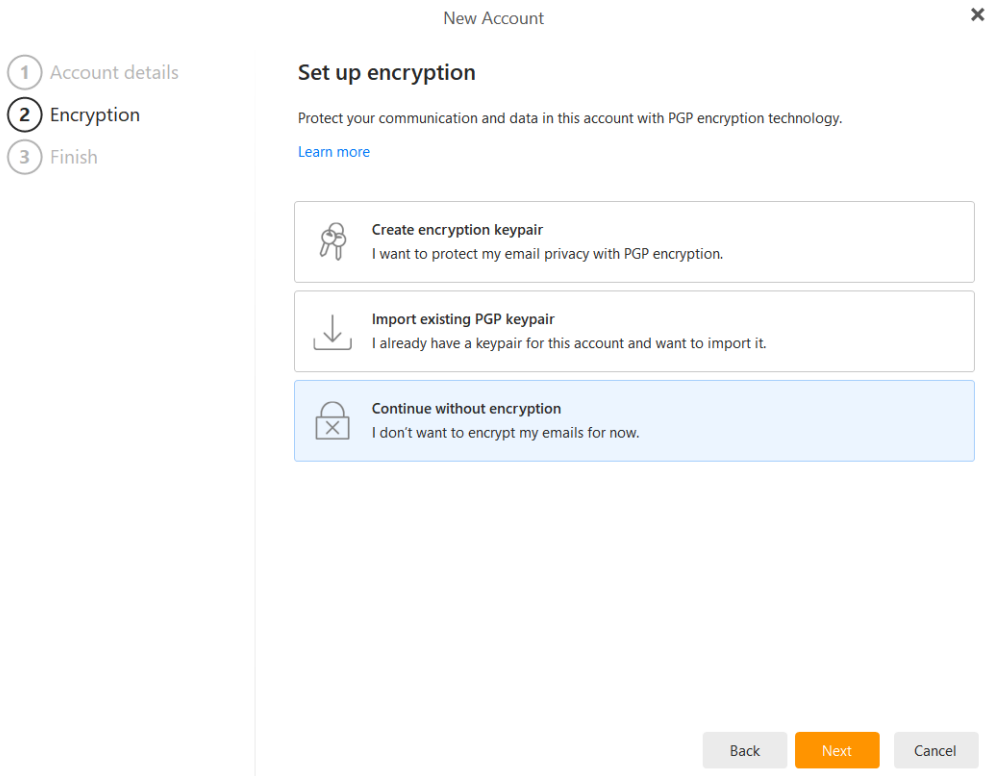
This is the name for this account that you will see in the account list.

Back

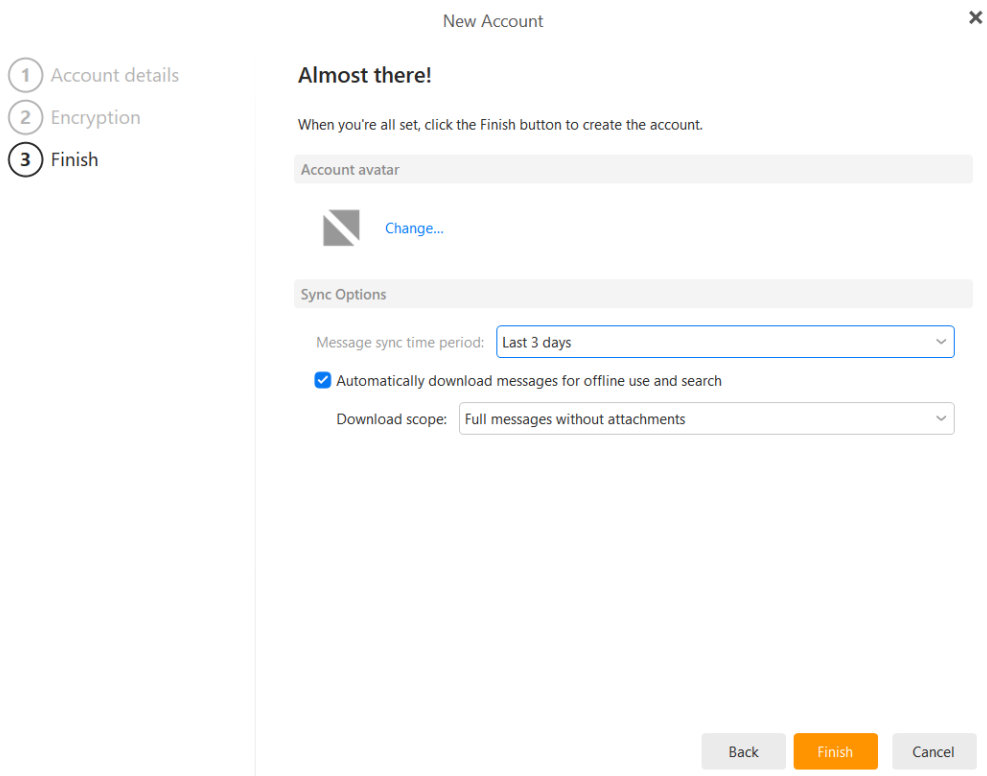
Next

Cancel

4. **Encryption:** You will be asked about PGP encryption. For most users, we recommend selecting **Continue without encryption** unless you specifically require PGP technology. Click **Next**.



5. Choose your synchronization options (e.g., "Last 3 days" for faster initial setup) and click **Finish**.



6. **Authentication:** A window will appear asking for your credentials. Enter your email password and click **OK**. Ensure "Save password" is checked to avoid repeated prompts.

Option 2: Manual Configuration

If you need to enter settings manually or want to use specific ports, follow these steps:

1. **Select Mail:** In the New Account window, instead of Automatic Setup, click the **Mail** tab and select **Other**. Click **Next**.

New Account ×

Set up an account

Automatic Setup

Mail

Gmail Outlook.com Yahoo! AOL Exchange Other

Chat / Group Chat

Calendar

Contacts

Back Next Cancel

2. **Incoming Server:** Select **IMAP**

- **Hostname:** `imap.emailarray.com`
- **User name:** Your full email address.
- **Password:** Your email account password.
- **Port:** 993
- **Security:** SSL/TLS

- 1 Identity
- 2 Incoming server
- 3 Outgoing server
- 4 Test configuration
- 5 Account details
- 6 Encryption
- 7 Finish

New Account ✕

Incoming server

Incoming server

Select the type of incoming server you're using.

POP3 IMAP

Server address

Enter the address of your incoming mail server (for example "mail.example.com").

Incoming server:

Authentication

Enter your user name (if it differs from the email address).

User name:

Password:

3. Outgoing Server:

- **Hostname:**
- **User name:** Your full email address.
- **Password:** Your email account password.
- **Port:** 465
- **Security:** SSL/TLS

- 1 Identity
- 2 Incoming server
- 3 Outgoing server
- 4 Test configuration
- 5 Account details
- 6 Encryption
- 7 Finish

New Account ✕

Outgoing server

Server address

Enter the address of your outgoing mail server (for example "mail.example.com").

Outgoing server:

Authentication

Enter your user name (if it differs from the incoming user name).

User name:

Password:

Outgoing server doesn't require authentication

4. **Test Configuration:** eM Client will verify both the SMTP and IMAP connections. Once you see the green "Ok" status for both, click **Next**.

New Account ✕

- 1 Identity
- 2 Incoming server
- 3 Outgoing server
- 4 Test configuration**
- 5 Account details
- 6 Encryption
- 7 Finish

Test configuration

SMTP Ok

IMAP Ok

Ignore test results (account might not work correctly).

5. **Account Details:** Enter your name (as it should appear on sent mail) and an internal account name. Click **Next**.

New Account ✕

- 1 Identity
- 2 Incoming server
- 3 Outgoing server
- 4 Test configuration
- 5 Account details**
- 6 Encryption
- 7 Finish

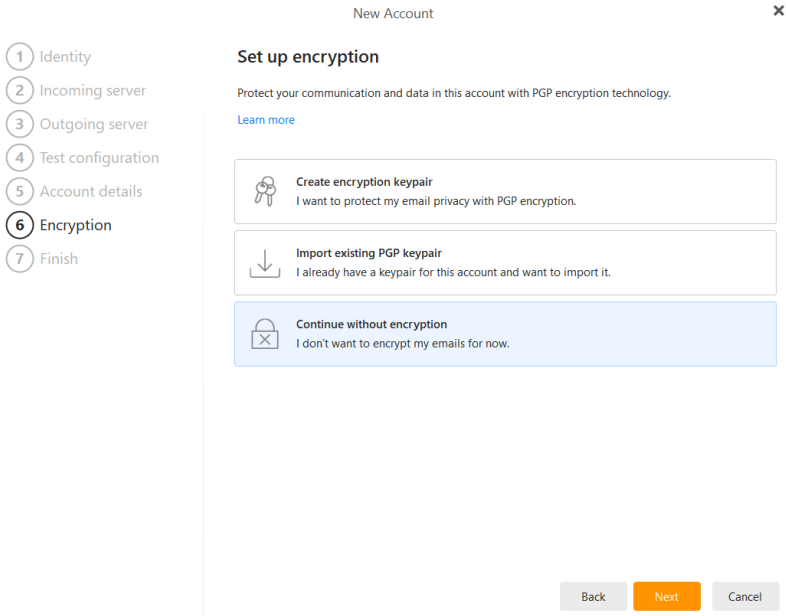
Account details

Enter additional information about your new account.

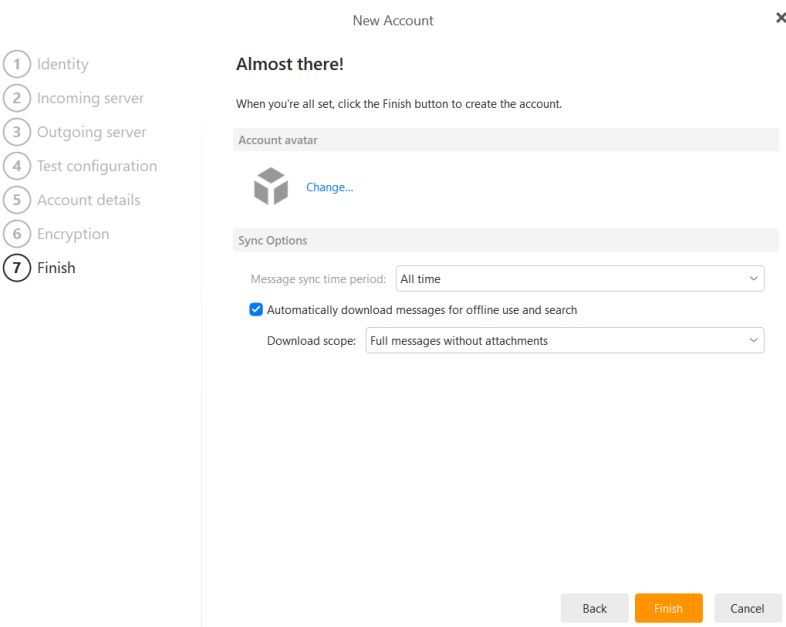
Your name:
This is the name your recipients will see when you send out an email.

Account name:
This is the name for this account that you will see in the account list.

6. **Encryption:** Select **Continue without encryption** and click **Next**.



7. **Finish:** Choose your message sync time period (e.g., "**All time**") and click **Finish**.



Revision #2

Created 29 January 2026 23:48:59 by Admin

Updated 30 January 2026 14:54:27 by Admin