

## ***Factor of 4 IpHouse E-mail Setup Instructions***

Here is basic setup information for your E-mailbox hosted at ipHouse in Minneapolis. Depending on how you gain access to your E-mail:

- through an E-mail program such as Apple Mail, Microsoft Outlook, or Thunderbird) or
- through Webmail using a web browser (Safari, Firefox, Edge, etc.) or
- from a mobile device (iPhone/iPad, Android, etc.),

use the relevant section below:

### **WEBMAIL**

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WebMail Log-in <https://webmail.iphouse.com/>  
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This is available from any browser, home or away. Click on the Webmail Log-In link above. Enter your username and password.

\* Note: Replace 'domainname.tld' with your domain name (e.g., factorof4.com). If your domain is not a '.com', then substitute '.tld' with the appropriate Top Level Domain extension (e.g., .net, .org, .biz, .us).

1) Your User Name: [name@domainname.tld](#)

2) Your Password: \*\*\*\*\*

### **E-mail Program and Mobile Devices Using IMAP Protocol**

This is used with E-mail client applications that are IMAP compatible. This includes many e-mail applications such as Outlook, Entourage, Eudora, Apple Mail, as well as some handhelds and cellphones. By default, this option stores your E-mail on the mail server

You will need to configure your software with these account settings:

1) Your E-mail Address: [name@domainname.tld](#) [ Example: [info@factorof4.net](#) ]

2) Incoming Mail Server: [imap.iphouse.com](#)  
- Enter your User Name and Password for authentication

3) Outgoing Mail Server: [smtp.iphouse.com](#)  
- Select "Needs authentication" and enter your User Name and Password

4) Your User Name: [name@domainname.tld](#) [ Example: [info@factorof4.net](#) ]

5) Your Password: \*\*\*\*\*

## E-mail Program Using POP Protocol

This is used with E-mail client applications such as Outlook, Entourage, Eudora, Apple Mail. Usually, this is done on a machine that you use on a regular basis, such as a work or home computer. By default, this option stores your E-mail on your computer.

You will need to configure your software with these account settings:

- 1) Your E-mail Address: [name@domainname.tld](#) [ Example: [info@factorof4.net](#) ]
- 2) Incoming Mail Server: pop.iphouse.com  
- Enter your User Name and Password for authentication
- 3) Outgoing Mail Server: smtp.iphouse.com  
- Select "Needs authentication" and enter your User Name and Password
- 4) Your User Name: [name@domainname.tld](#) [ Example: [info@factorof4.net](#) ]
- 5) Your Password: \*\*\*\*\*

### Additional Information

Documentation for setting up your E-mail clients on your Macs or Wintel (PC) machines is at:

<https://www.iphouse.com/index/tools-and-support/basic-configuration/>

Note: You may optionally use your ISP's SMTP server for Outgoing Mail Server if it does not require authentication.

### Account Options and Junk Mail Quarantine

All e-mail accounts have options that can be customized. For example, they include an online Address Book and Calendar. If you are sharing an e-mail account in your office, you can use the online Calendar for scheduling and planning. By using webmail access "on the road," you can keep the home office informed of changes dynamically.

Additionally, you can create Address Groups for mass e-mailings. Groups are dynamically linked to the Address Book, so when you make an edit, the group is automatically changed. We suggest that Address Group work best for e-mailings up to 100 names. If your needs for mass e-mail exceed that, call us about our e-list service, which can handle thousands of addresses and has full-features opt-in, opt-out capabilities.

Of course all accounts have robust junk mail ("spam") filtering that you can adjust to your liking. Twice a day you will receive junk E-mail Quarantine reports that list all mail that is questionable. They will be titled "ipHouse mailFoundry." You can view any message reported as junk by clicking on one of the "Action" links: View | Release | Release and Report. View displays the message but keeps it in quarantine, Release removes it from quarantine to your Inbox, and Release and Report flags it as \*not\* junk and prevents future designation as junk.

### **To change your E-mail options such as:**

- \* Personal Information
- \* Change your password
- \* Scheduling Calendar
- \* Address Book and Groups
- \* SpellChecker
- \* etc.

Log in to <<https://webmail.iphouse.com/>>

### **To change your E-mail settings such as:**

- \* Out of the Office "vacation" auto-reply
- \* Mail forwarding
- \* Junk E-mail ("spam") settings
- \* etc.

Log in to <[https://ipmom.iphouse.com](https://ipmom.iphouse.com/)>

### **To flag mail that you've receive that *is* junk E-mail:**

Log-in to: <[https://ipmom.iphouse.com](https://ipmom.iphouse.com/)>

There you can click on "Filter" and designate message subject, addresses, etc. to a custom filter which will mark all future messages matching it as you choose. For example, you can choose to Reject all e-mail written in Russian (Cyrillic) if you wish

We do not recommend changing the Blacklist filters as they increase the likelihood of "false positives" -- quarantining valid E-mail messages as junk. Of course you may experiment with the Blacklist filters if you like.