NurseryWeb

EMAIL ACCOUNT SETTING
User Guide

NurseryWeb

1 Your Account Information

Domain name: www.nurseryweb.co.uk

Email:
___@nurseryweb.co.uk   **Password:** password123

2 Accessing Your Account

2.1 Using web-based email portal

STEP 1: Go to:
https://webmail.nurseryweb.co.uk/

STEP 2: Type in the full email address and the password.

Username: info@example.co.uk ; password: ***

And click on **[Login]** button.

NurseryWeb

2.2 Using Microsoft Outlook
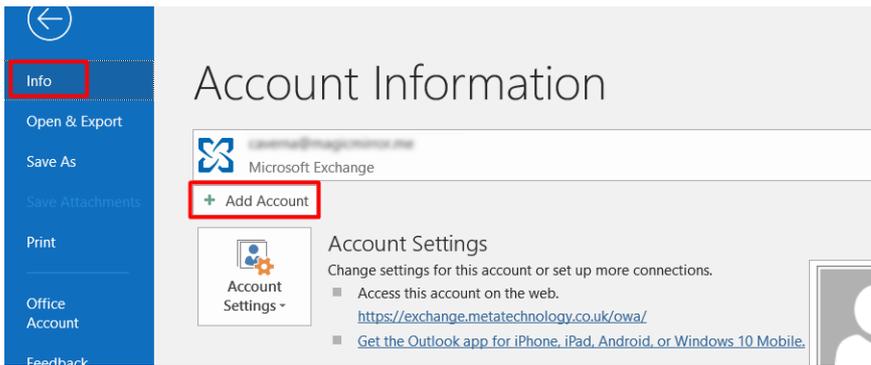
Go to Outlook menu

STEP 1: Select [**FILE**] -> click [**+ Add Account**].
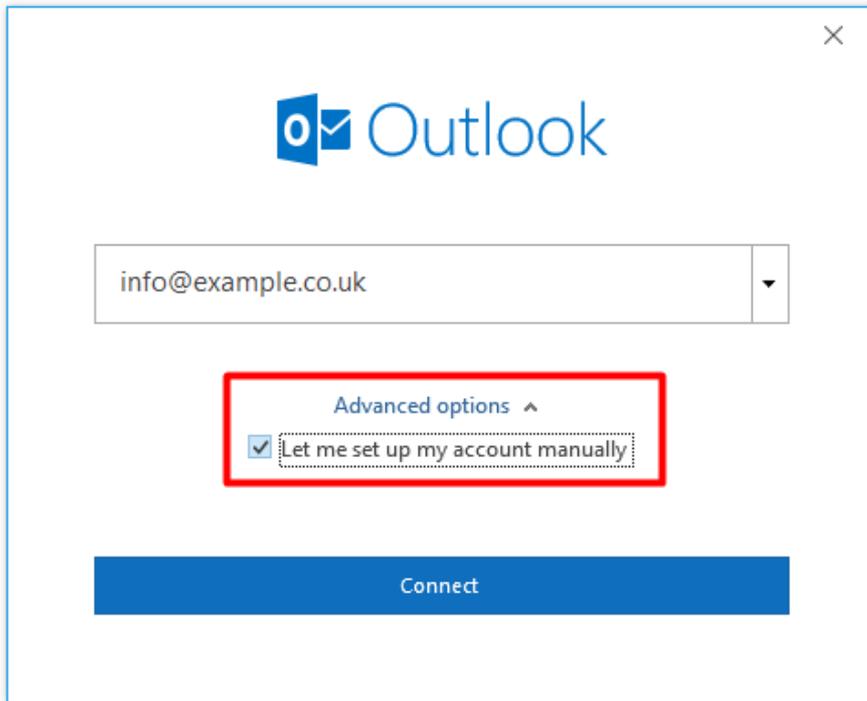
STEP 2: Insert the [**Email**] -> Drop down the [**Advanced options**] -> tick [**Let me set up my account manually**] -> click [**Connect**].

NurseryWeb
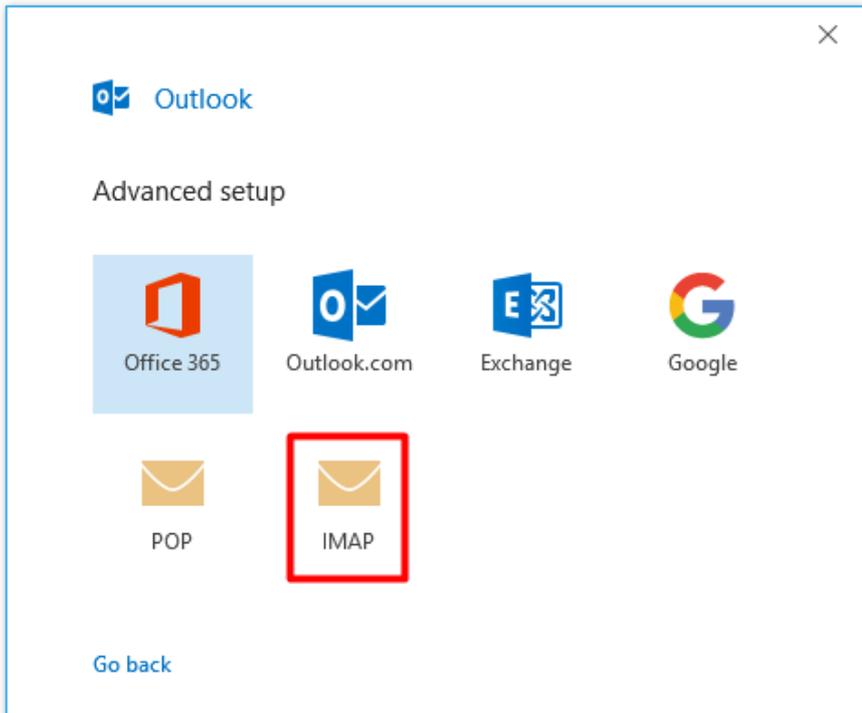
STEP 3: Select **[IMAP].**
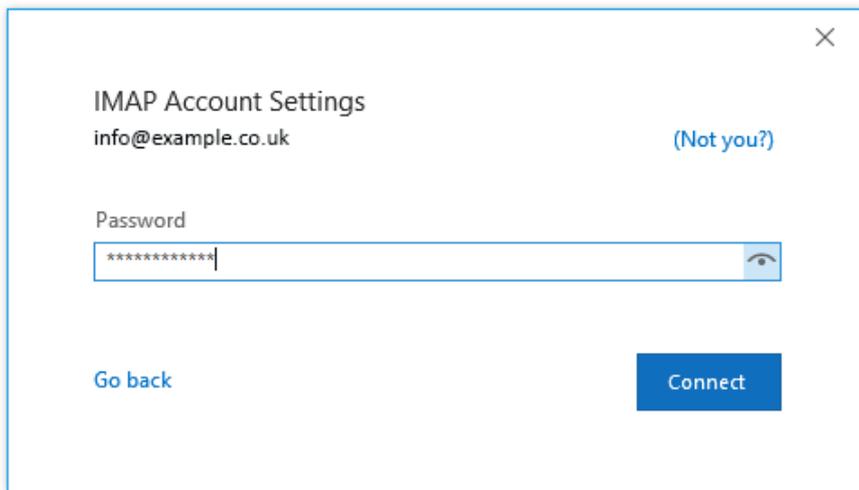
STEP 4: Insert the **[Password]** -> click **[Connect].**

STEP 5: Click **[Done].**

NurseryWeb
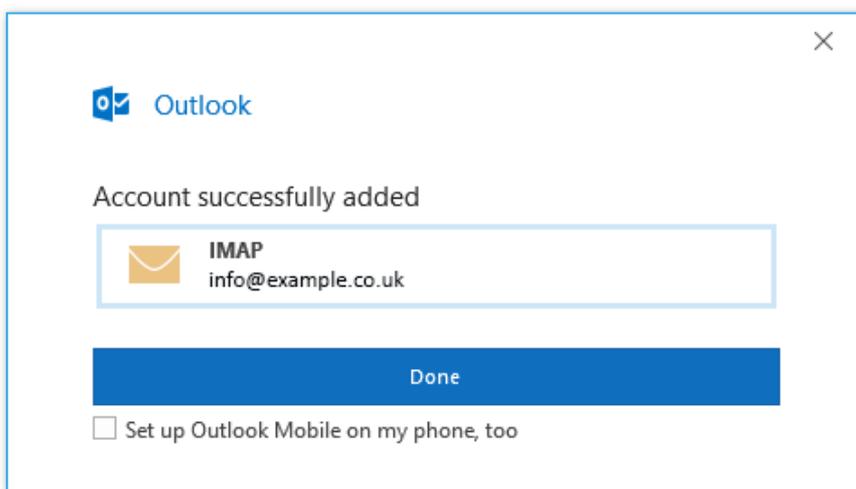
3 Troubleshoot

(NOTE: If you are not able to sent or received any email after set up please check the setting as below)

UPDATE EMAIL CONFIGURATION
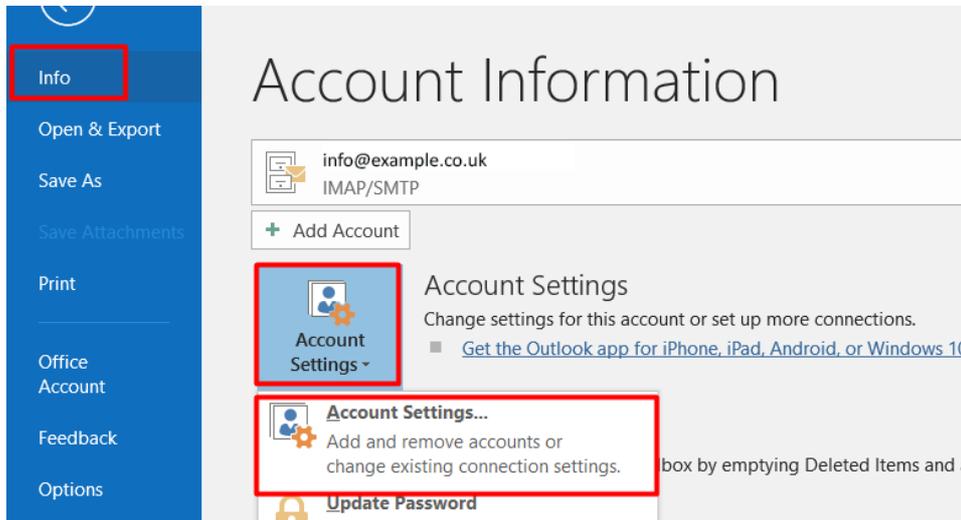
STEP 1: Select **[File]**
 -> Drop down the
[Account Settings]
-> choose
[Account Settings...].

STEP 2: Select the **[Email]**
-> Click **[Repair].**

NurseryWeb
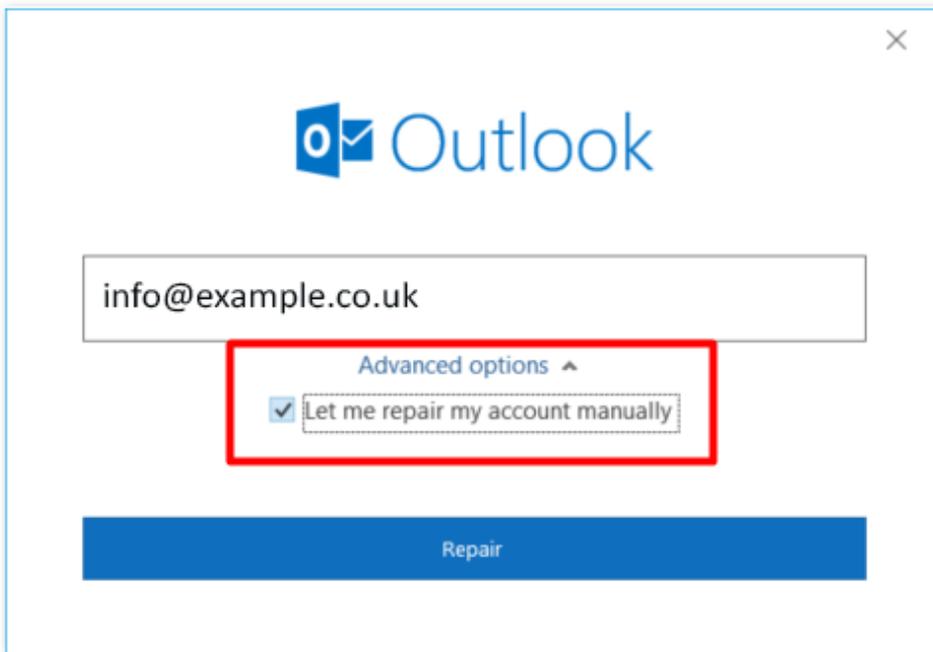
STEP 3:
Drop down the
[Advanced options]
-> tick
[Let me repair my account manually]
-> click **[Repair].**
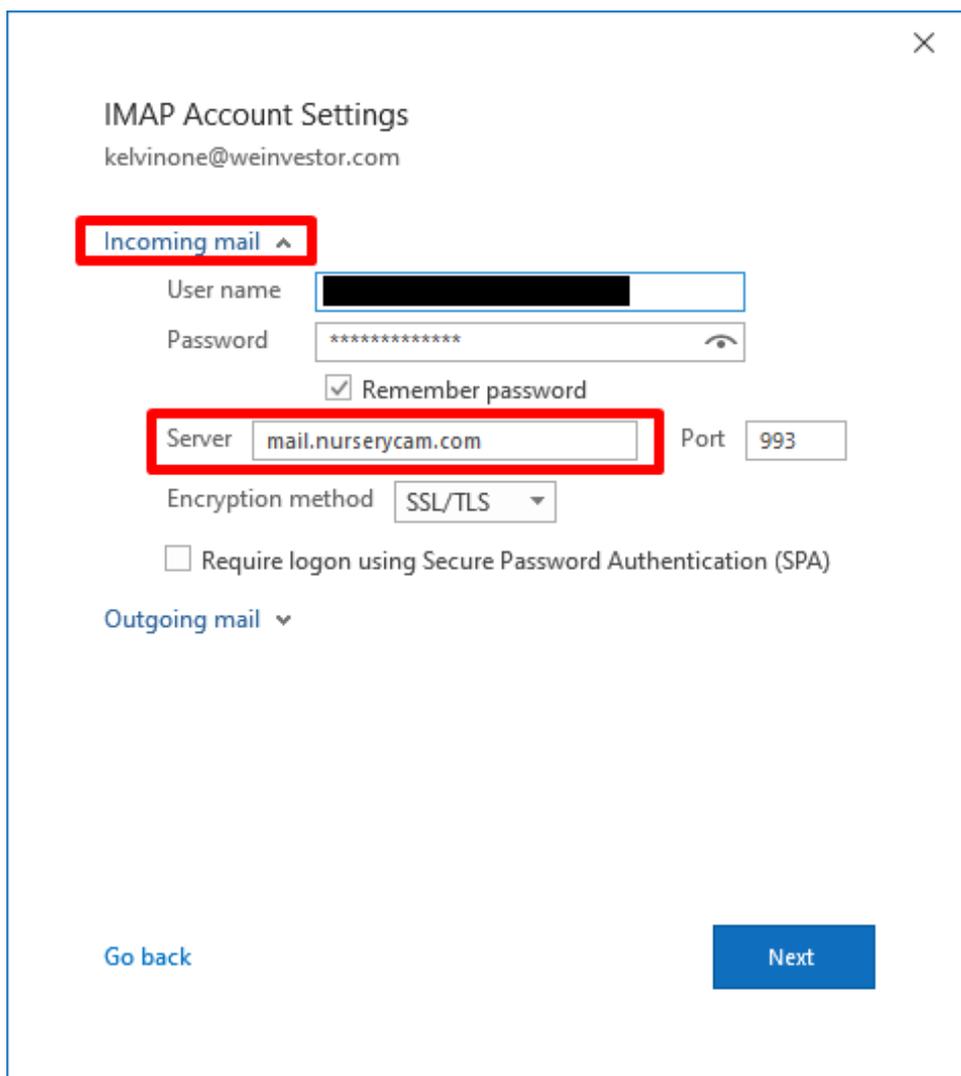
STEP 4: Drop down for
[Incoming mail]
-> set the **[Server]** to
"mail.nurserycam.com"

*make sure that the server is **mail.nurserycam.com**

*port is **993**

NurseryWeb

✕

IMAP Account Settings

kelvinone@weinvestor.com

Incoming mail ⌄

Outgoing mail ⌃

Server mail.nurserycam.com   Port 465

Encryption method SSL/TLS ▾

Server timeouts ——|———— 1 minute

☐ Require logon using Secure Password Authentication (SPA)

☑ My outgoing (SMTP) server requires authentication

    ◉ Use same settings as my incoming mail server

    ○ Log on using user name and password

Go back   Next

STEP 5: Drop down for
[Outgoing mail]
-> set the **[Server]** to
"mail.nurserycam.com"

*make sure that the server
is **mail.nurserycam.com**

*port is **465**

NurseryWeb