

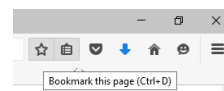
# GLPV Provincial e-mail System User Guide

Dear Brother GLPV Account Holder,

To access your Provincial email please open your normal web browser (Explorer, Google Chrome, Firefox, Safari etc.) to access the Internet and then enter the address for the login page of our Provincial Website: <http://glpvalencia.com> we recommend the use of Firefox.

You will then need to login using your Username and Password for this site. If you don't have a Username and Password you can obtain these from [itsupport@glpvalencia.com](mailto:itsupport@glpvalencia.com)

Once verified please bookmark this location so that you can return to it easily the next time.



Once in the Provincial Website you must navigate to 'Webmail / Databases>Webmail' where you must enter your logon protocols, which you should have already received.

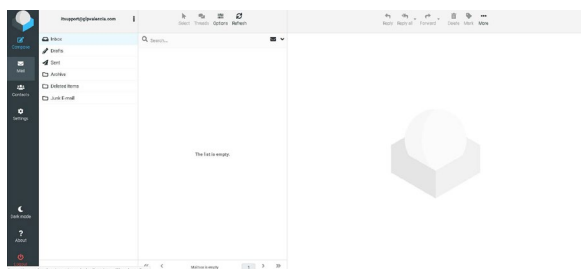
You will be greeted by a Roundcube login page (see image on the right).



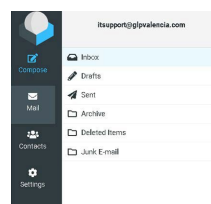
Enter the GLPV email address that you have been given, use the address in-full, including the '@glpvalencia.com' extension eg. 'sec999@glpvalencia.com'. For all accounts your passwords generated automatically by the system, should you not have this then please email [itsupport@glpvalencia.com](mailto:itsupport@glpvalencia.com) from your private email address.



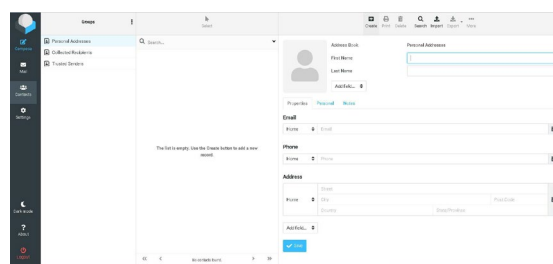
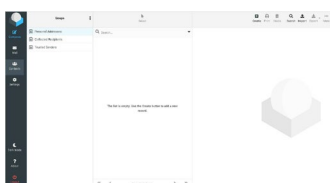
Once entered correctly your Username and Password will bring you directly into the Inbox of your email account. (see image below).



By selecting the 'Contacts' in the left Menu Bar you can input addresses needed in the normal operation of your account.



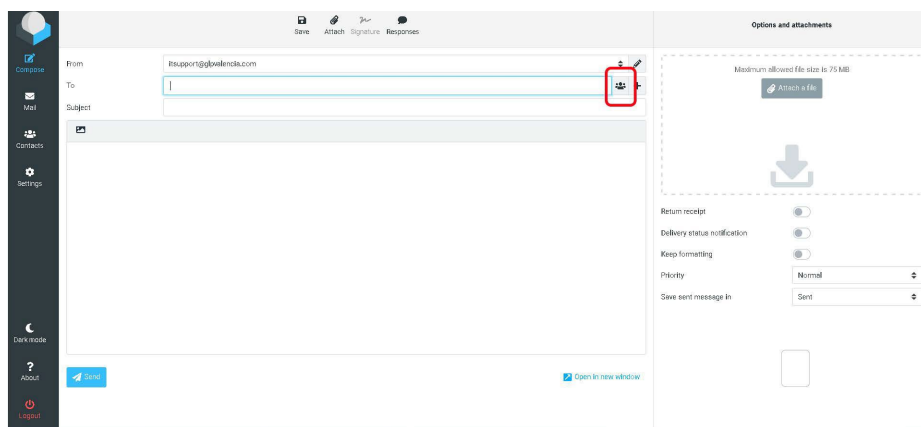
Selecting the 'Create' symbol in the Top Menu Bar brings up a new entry into which you write the details of the person.



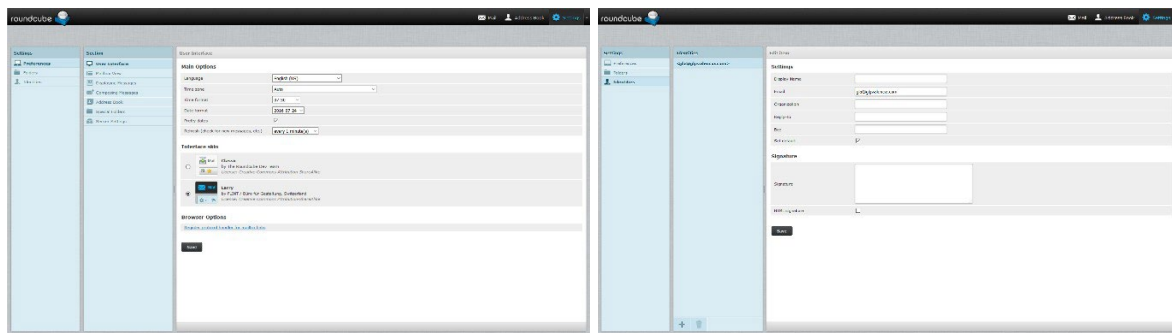
Select 'Save' to save the contact.

A number of contacts can then be compiled into a 'Group'. For example, all Lodge members. To do this select the 'three little dots' to the right of the 'Groups' Column in the Top Menu, then click Add Group. Give your new Group a name of your choice (ie. 'Lodge Members' followed by 'Save'). You can then drag-and-drop the required names from the 'Contacts' into this Group. You can drag the same name into multiple Groups, therefore create as many Groups as you need for various distribution lists.

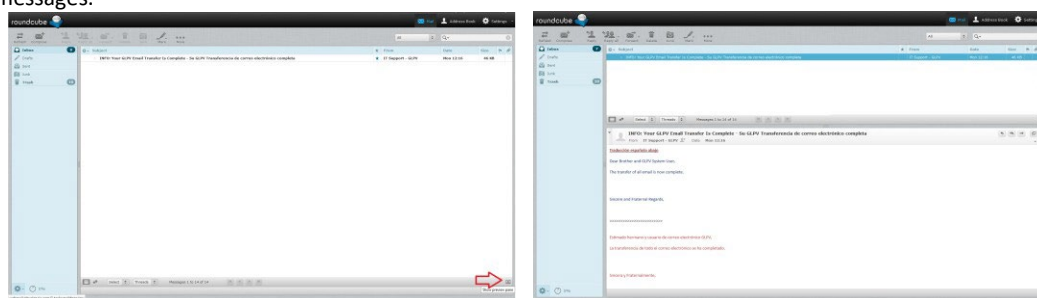
To send to a Group simply go back to the 'Mail' page select 'Compose', then click the Add contact icon (see the red square below) from your 'Personal Addresses' select the required Group and then press the blue Insert button. Remember to use 'Bcc' for general Lodge communication with your assigned GLPV address in the 'To' address field



Using the 'Settings' at the bottom of the Left Menu Bar you can change many things such as the language used and thereby change the Roundcube account to work in any language of your choice (under Preferences - User Interface) as well as set a Signature to be added automatically to every email (under Identities and then select your email).



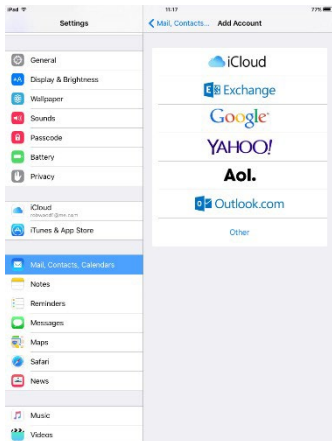
In the bottom-right corner is a small icon that allows you to turn on a 'Preview Pane' so that you can view emails directly from the inbox without the need to open them individually, this is a useful feature to allow you to quickly sort incoming messages.



A complete Roundcube help forum is available at [http://docs.roundcube.net/doc/help/0.9/en\\_US/](http://docs.roundcube.net/doc/help/0.9/en_US/) where you will find help and instructions for all functions related to your Roundcube webmail.

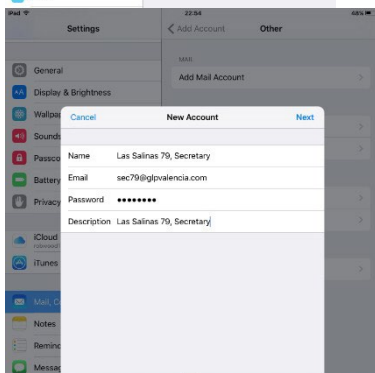
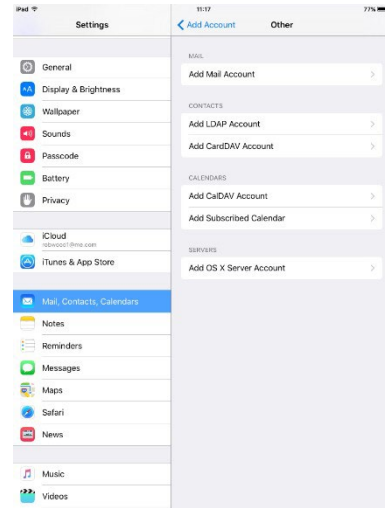
You can now continue to use this Web based client for all Provincial email activity. However, should you prefer to use a Tablet or more traditional mail client it is possible to access the email system by using an Apple Tablet or Android or PC using an email client such as Microsoft Outlook, Mozilla Thunderbird, Opera, Windows Live Mail etc. The typical setup instructions are on the following pages, but, before switching your mail account to such a client please follow the instructions above and ensure you can gain access via the Internet cPanel before switching to the email client setup.

# Provincial email 'iPad/iPhone' Client Set-Up

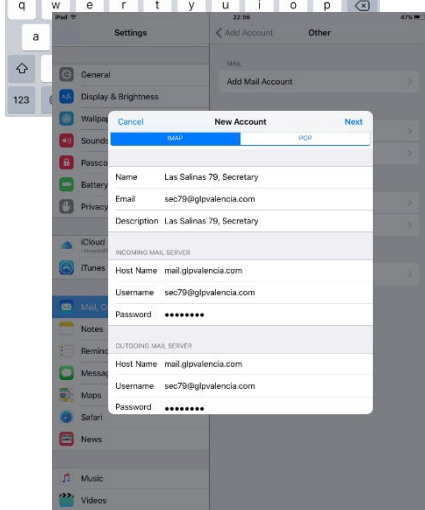


To add your account to an iPad/iPhone go to 'Settings' and 'Mail, Contacts, Calendars' and 'Add Account'

In the list of account types (shown on the left) select 'Other' and then 'Add Mail Account' (the top option on the menu (shown on the right)



Enter the 'Name' as you want it to appear, 'Email' is your full GLPV address (yours not the example shown here), plus your assigned Password and then a 'Description' which is how it will be named in the list of the email accounts on your device.



Make sure 'IMAP' is selected as the type of account and enter the 'Incoming Mail Server' and 'Outgoing Mail Server' as shown (left)

## Incoming Mail Server

Host Name: [mail.glpvalencia.com](http://mail.glpvalencia.com)

Username: [your GLPV address in-full including the '@glpvalencia.com' extension]

Password: [your GLPV account password]

## Outgoing Mail Server

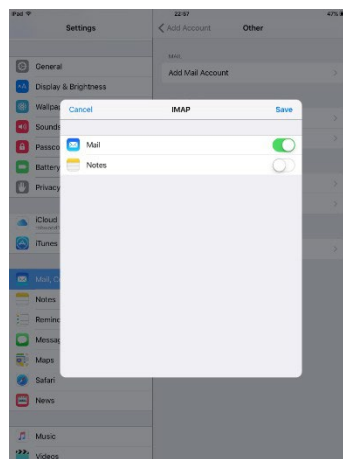
Host Name: [mail.glpvalencia.com](http://mail.glpvalencia.com)

Username: [your GLPV address in-full including the '@glpvalencia.com' extension]

Password: [your GLPV account password]

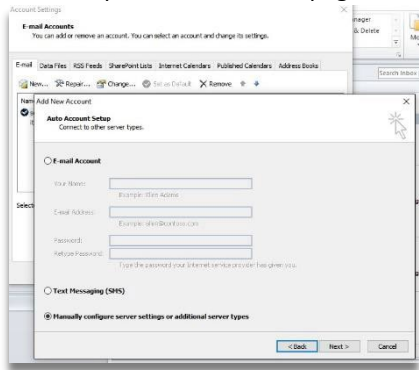
(These are marked 'Optional' but you must fill them in to correctly send your emails)

When finished select 'Done' on the last screen



# Provincial email 'Outlook' Client Set-Up

The examples shown on this page are for Microsoft Outlook, but may vary according to your version of Outlook.



To add your GLPV account to your Outlook, from the 'File' menu at the top left of the Home Screen select 'Account Settings', select 'New' then 'Next' and at the bottom of the box 'Manually configure server settings or additional server types' (see image left) then 'Next' and select 'Internet E-mail' and 'Next'.

The required IMAP settings are as following;

**Your name:** [enter what you want people to see as your email account name when they receive your messages]

**E-mail address:** [your GLPV address in-full including the '@glpvalencia.com' extension]

## Server Information

**Account Type:** Select **IMAP** (IMAP setup is always preferred as it provides full synchronisation between the GLPV mail and your PC client)

**Incoming mail server:** [mail.glpvalencia.com](mailto:mail.glpvalencia.com)

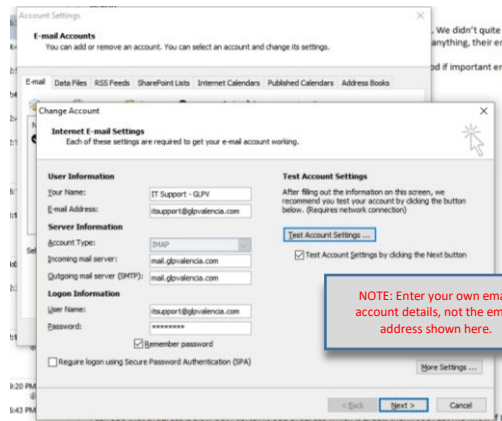
**Outgoing Server:** [mail.glpvalencia.com](mailto:mail.glpvalencia.com)

## Logon Information

**Username:** [your GLPV e-mail in full]

**Password:** [Your GLPV account password as covered previously]

Once all entered click the 'More Settings...' button as seen in the image on the right.



## Outgoing Server Tab

Ensure you select that it 'requires authentication' and Use same settings as my incoming mail server'

## Advanced Tab

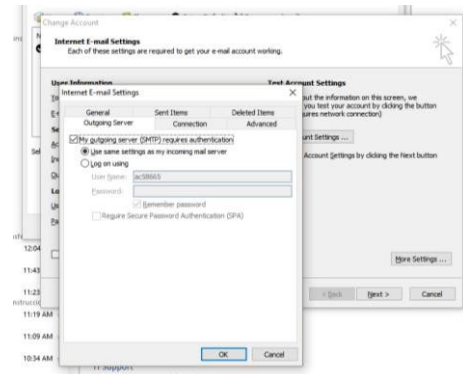
**Server Port Numbers**

**Incoming Server (IMAP): 993**

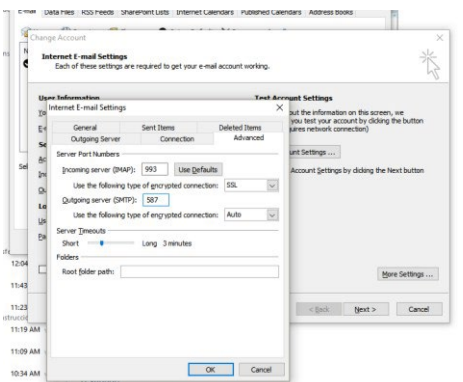
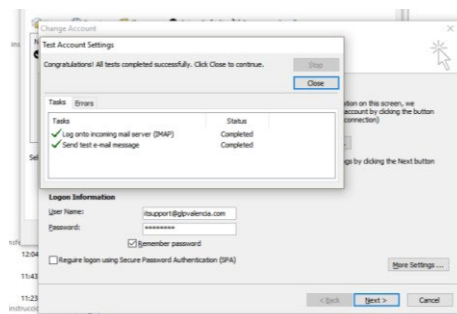
**Authentication: SSL**

**Outgoing Server (SMTP): 465**

**Authentication: SSL/TLS**



Select 'OK' which takes you back to the first setup screen, select 'Next' and the system will automatically test your settings and should return a 'Success' message...

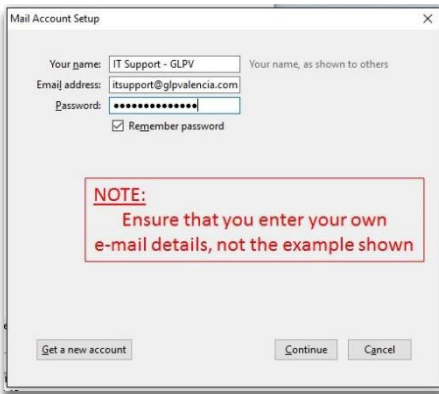
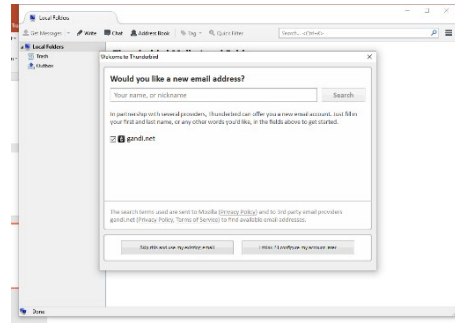
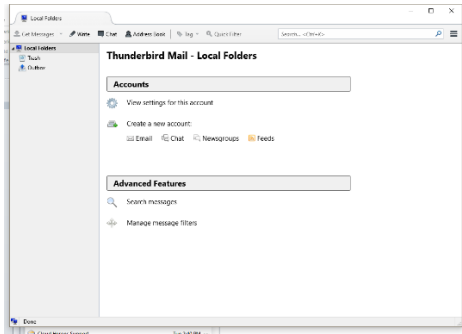


Following this set-up, you should be able to securely send to any email client, add folders and completely manage your email environment. Please send test messages and ensure you receive replies. If you experience any problems, please contact support as indicated on the first page providing as much information as possible so that they can assist you.

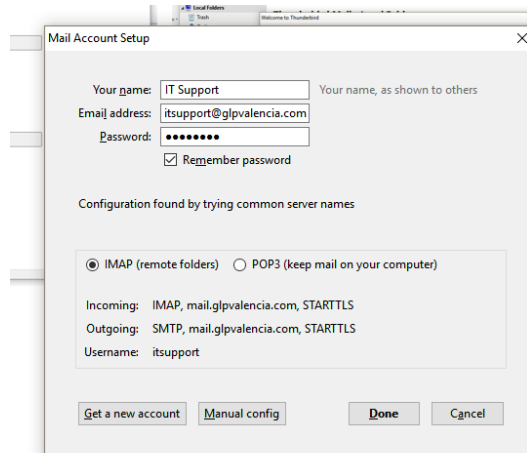
# Provincial email 'Thunderbird' Client Set-Up

The examples shown here are from Mozilla Thunderbird which is the widest used stand-alone email client and is available for free at <https://www.mozilla.org/en-US/thunderbird/> however the settings shown here and for the previous Outlook setup are applicable across all of the popular email clients.

After installing or opening the client you should select 'Create a new account Email' you will be asked if you want a new email address, select to 'Skip this and use my existing email' because we want to add your existing GLPV email.

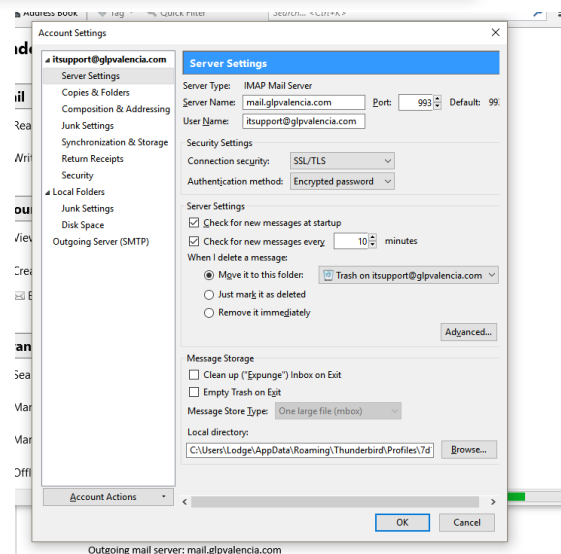


On entering the Provincial email Username and Password Thunderbird will automatically contact our hosting company 'Host Gator' and add the required information automatically....



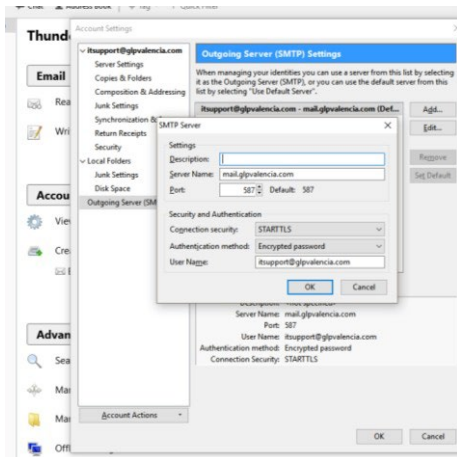
Even though it does we still want to check the settings. The required IMAP settings are as following but first you will need to click the 'Manual config' button as seen in the image right. (IMAP setup must be used as it provides full synchronisation between the hosted mail and your remote email).

**Your name:** [enter what you want people to see as your email name when they receive your messages]  
**Email address:** [your GLPV address in-full including the '@glpvalencia.com' extension] this address is also your  
**Username:** for the Incoming Server.  
**Password:** [your GLPV account password]

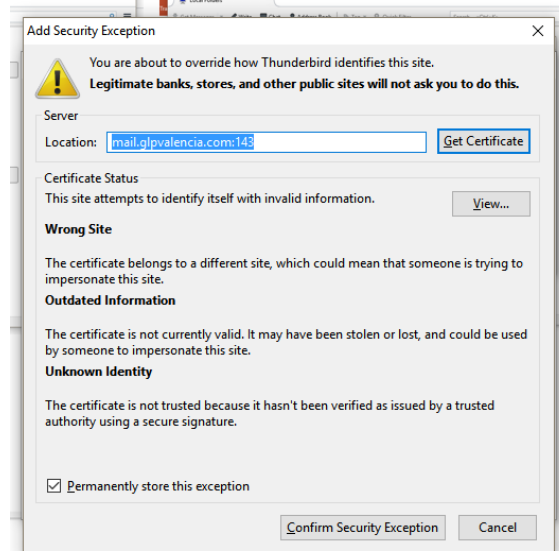


**Incoming Server:** [mail.glpvalencia.com](mailto:mail.glpvalencia.com)  
**IMAP Port:** 993 [should already be set automatically]  
**Authentication:** SSL/TLS 'on' and 'Normal Password'  
**Outgoing Server:** [mail.glpvalencia.com](mailto:mail.glpvalencia.com)  
**IMAP Port:** 465  
**SSL (Authentication):** STARTTLS and Normal Password  
**Outgoing Username:** [your GLPV address in-full including the '@glpvalencia.com' extension]

If required, then 'Edit' the Outgoing Server to match these settings



The first time you try to send and receive an email you may be asked to validate the Certificate please check the 'Permanently store this exception' box and select 'Confirm Security Exception'. So long as you have elected to permanently store it should only ask the first time.



If you experience any problems in setting-up or gaining access, then please contact support at the IT Support email address shown on the first page.

[End]