

# Mail Client Setting User guide\_ Staff

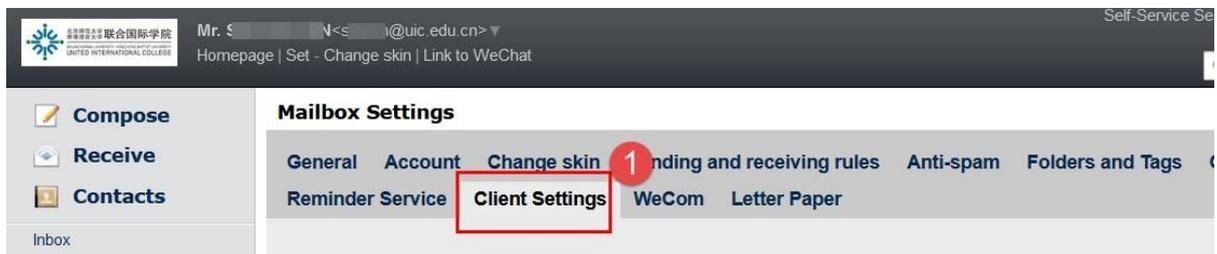
Ver: ITSC2025032501

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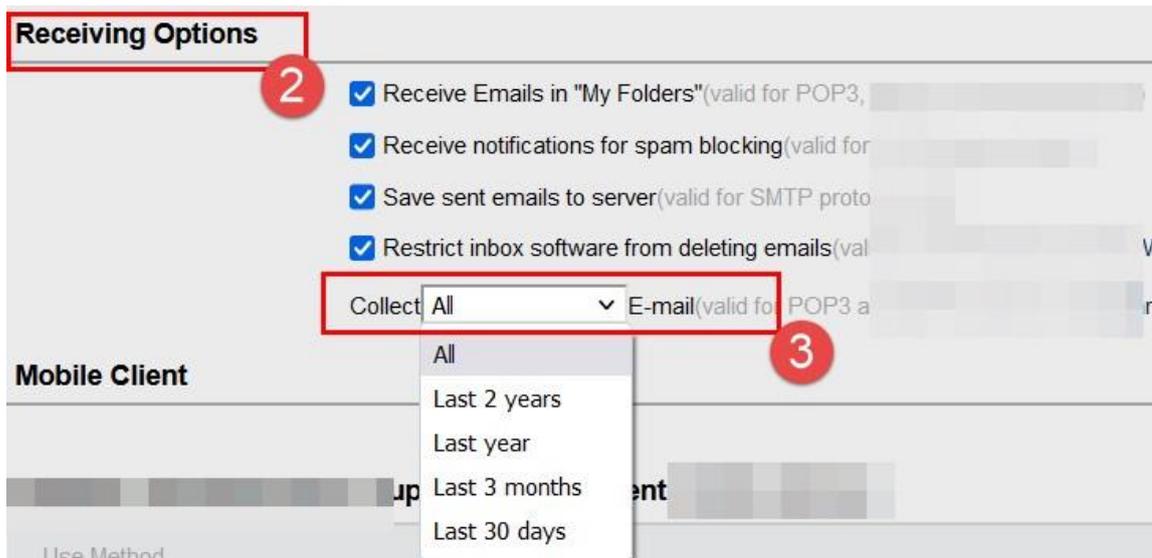
## 1. What I need to set the option for the client to receive emails?

Because the Tencent Mail supports the client software to receive emails from the last 30 days by default, if you use Outlook, Foxmail, or mobile APP to receive emails through IMAP, POP, etc., please adjust the relevant options:

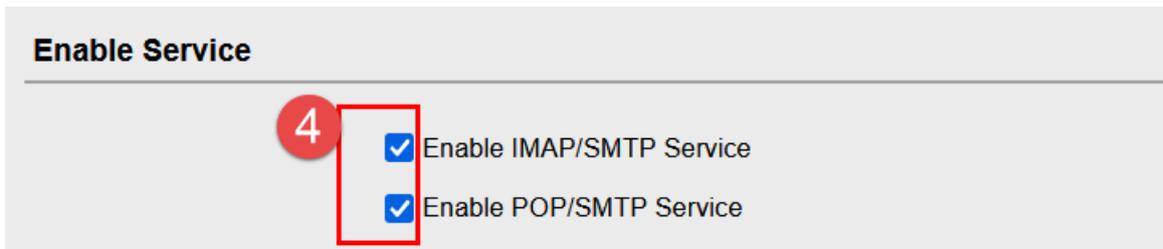
(1) Log in to the mailbox through a computer web browser, click [Set] - select [Client Settings]



(2) In the Receiving Options, change the default to receive emails from the last 30 days to receive all emails



(3) On this client setup page, please ensure that the function of receiving emails from the client is enabled

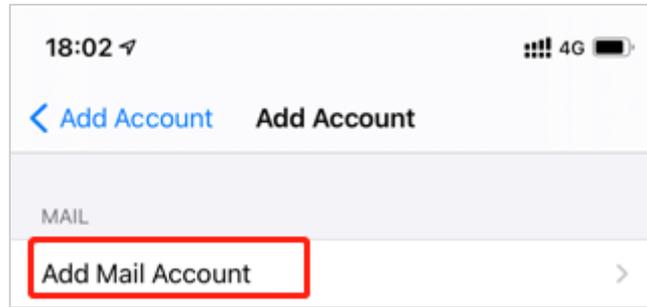


## 2. Set-up email on iOS device

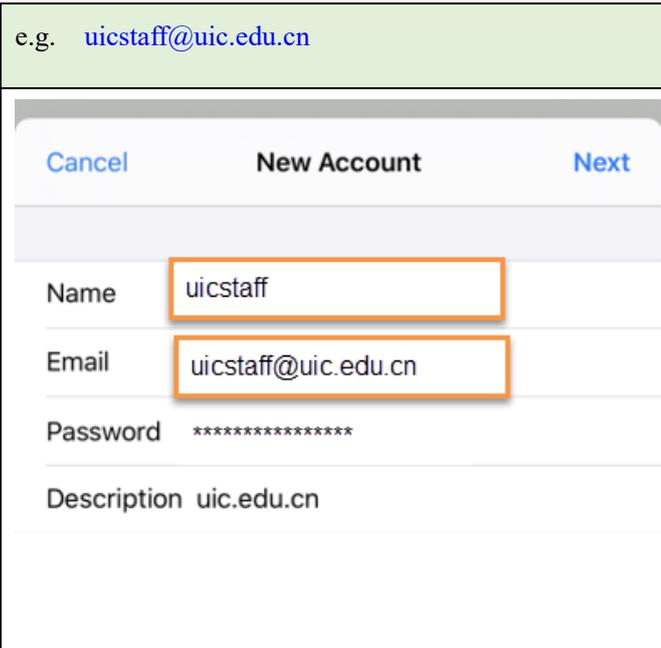
a) Click on Mail app. Select Others.



b) Add Mail Account



c) Enter your BNBU email account & password.



Click **Next**. Choose “**IMAP**” , Enter information as required, eg:

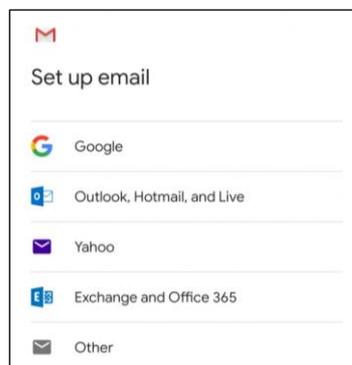
The screenshot shows an email configuration interface with two tabs: 'IMAP' (selected) and 'POP'. The interface is divided into three sections, each highlighted with a red box and a red circle containing a number:

- Section 1:** Personal information fields: Name (uicstaff), Email (uicstaff@uic.edu.cn), and Description (uic.edu.cn).
- Section 2:** INCOMING MAIL SERVER settings: Host Name (imap.exmail.qq.com), User Name (uicstaff@uic.edu.cn), and Password (masked with asterisks).
- Section 3:** OUTGOING MAIL SERVER settings: Host Name (smtp.exmail.qq.com), User Name (uicstaff@uic.edu.cn), and Password (masked with asterisks).

Finish.

### 3. Set-up email on Android device

- a) Click on Mail app. Select **Others**.



- b) If you entered your email, don't click NEXT, please select [Manual Setup](#)

Choose the protocol – [POP3](#) or [IMAP](#), better to choose IMAP to have better synchronization from

multiple devices. Then enter your Account(Username) & password , and server setting: (Enable SSL)



#### 4. Appendix-01 What is the difference between POP and IMAP

a) IMAP and POP are two different protocols. There are many differences between these two. The main difference is that **IMAP** (Internet Messaged Access Protocol) always **syncs** with mail server so that any changes you make in your mail client (Microsoft Outlook, mobile phone) will instantly appear on your webmail inbox.

On the other hand, in **POP** (Post Office Protocol), your mail client account and mail server are not synced. It means whatever changes you make to your email account in the mail client will not be transferred to the webmail inbox.

In simple terms, if you are using IMAP and mark a mail as read, it gets marked as read in your web based inbox too (because the changes are happening **on the server**). However, this won't be the case if you are using POP, because

the mails are [downloaded](#) to your PC and the changes won't reflect on the server.

IMAP:

| Host Name                | Staff                              | SSL Port |
|--------------------------|------------------------------------|----------|
| Incoming Server          | <a href="#">imap.exmail.qq.com</a> | Port:993 |
| Outgoing Server Settings | <a href="#">smtp.exmail.qq.com</a> | Port:465 |

POP:

| Host Name                | Staff                              | SSL Port |
|--------------------------|------------------------------------|----------|
| Incoming Server          | <a href="#">pop.exmail.qq.com</a>  | Port:995 |
| Outgoing Server Settings | <a href="#">smtp.exmail.qq.com</a> | Port:465 |

The End.

Prepared by ITSC