



# Mail Client Setting User guide\_ Staff

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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]

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📝 Compose	Mailbox Settings	
Receive	General Account Change skin Change and receiving rules Anti-spam Folder	s and Tags (
Contacts	Reminder Service Client Settings WeCom Letter Paper	
Inbox		

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

emails





Receiving Options	2 Receive Emails in "My Folders"(valid for POP3,	
	Receive notifications for spam blocking(valid for	
	Save sent emails to server(valid for SMTP proto	
	Restrict inbox software from deleting emails(val	1
	Collect All   E-mail(valid for POP3 a	
Mobile Client	All 3	
mobile olient	Last 2 years	
	Last year	
	Last 3 months ent	
Lise Method	Last 30 days	

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

### enabled

Enable Service	
	<ul> <li>Enable IMAP/SMTP Service</li> <li>Enable POP/SMTP Service</li> </ul>

## 2. Set-up email on iOS device

a) Click on Mail app. Select Others.



b) Add Mail Account





18:02 🕫	<b>::!!</b> 4G 🔳
Add Account Add Account	
MAIL	
Add Mail Account	>

c) Enter your BNBU email account & password.

Cancel	New Account	Next
Name	uicstaff	
Email	uicstaff@uic.edu.cn	
Password	****	
Description uic.edu.cn		

Click Next. Choose "IMAP", Enter information as required, eg:





IMAP		POP
		1
Name	uicstaff	Y
Email	uicstaff@uic.edu.cn	
Description	uic.edu.cn	
		-
INCOMING MA	IL SERVER	-2
Host Name	imap.exmail.qq.com	
User Name	uicstaff@uic.edu.cn	
Password	skoleskoleskoleskolesk	
		0
OUTGOING M/	AIL SERVER	3
Host Name	smtp.exmail.qq.com	
User Name	uicstaff@uic.edu.cn	
Password	sicalcalcalcalcalcalcalcalcal	



## 3. Set-up email on Android device

a) Click on Mail app. Select Others.

Μ				
Set	Set up email			
_				
G	Google			
0	Outlook, Hotmail, and Live			
$\sim$	Yahoo			
E	Exchange and Office 365			
$\sim$	Other			

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)

×	Server settings	$\checkmark$			
		1			
Accounts		T			
Email	uicstaff@uic.edu.cn				
Username	uicstaff@uic.edu.cn				
Password	••••••				
		-			
Incoming m	nail server	2)			
Server	imap.exmail.qq.com	T			
Port	993				
IMAP path p	IMAP path prefix Optional				
SSL		D			
Outgoing n	nail server	3			
SMTP	smtp.exmail.qq.com				
server					
Port	465				
SSL		U			

### 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	imap.exmail.qq.com	Port:993
Outgoing Server Settings	smtp.exmail.qq.com	Port:465

POP:

Host Name	Staff	SSL Port
Incoming Server	pop.exmail.qq.com	Port:995
Outgoing Server Settings	smtp.exmail.qq.com	Port:465

The End.

Prepared by ITSC