

Courier Tutorial

How to set up the Courier email client

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If you already have a mailbox configured, please go to **Mailbox > Accounts > Add** within Courier and skip to step 7 in this tutorial.

Configuring a Courier Mailbox

1. Upon initial install and starting Courier for the first time, you will be prompted to create a new mailbox or navigate to your mail box. Please select **Create a new mailbox**.



2. The next screen introduces what will be done during the setup. Click on **Next>** at the bottom of the screen.



3. Type in name for the mailbox (i.e. Joe Smith, Info, Sales, etc.). Click on **Next>** at the bottom of the screen.



4. Courier allows you to “lock” your mailbox with a password. When you step away from your computer, the “lock” feature can be activated to secure your mailbox. Upon returning to your computer, you may “unlock” your email by entering your password.

The following screen dialog allows you to activate the “lock” feature. Check the box for **Require a password to open or unlock this mailbox**. You will be prompted to enter a password, then to type it again in the second box. We recommend making this password different from the password you use to access your email account. Be sure to record the “lock” password in a safe place! It cannot be retrieved if lost!

If you do not wish to use this feature, click on **Next>** at the bottom of the screen.



5. The next screen is used to configure security settings within Courier. You may leave these features at the default settings for now. Click on **Next>** at the bottom of the screen.



6. The following screen sets Courier as your default email client. You may leave these features at the default settings for now. Click on **Next>** at the bottom of the screen.



Email Account Setup

7. Email setup begins at this step. You should be at a dialog stating **E-mail Account Information** at the top of the screen.

In the **Enter a name for this e-mail account** field, enter a name to distinguish the account (i.e. Joe Smith, Info, Sales, etc.). In the **Enter your real name** field, enter a full name for the account (i.e. Joe Smith, ABC Co. Human Resources). This name will appear as the “From” name in the recipient’s email client.

Type your entire email address in the **Enter the e-mail address for this account** box. Click on **Next>** at the bottom of the screen.



The screenshot shows the "Courier Mailbox Wizard - E-mail Account Information" dialog box. It features a logo on the left that says "Courier Internet Email". The main text explains that the account name is for distinguishing the account. There are three input fields: "Enter a name for this e-mail account" (containing "Joe Smith"), "Enter your real name" (containing "Joe Smith"), and "Enter the e-mail address for this account" (containing "joe.smith@yourdomain.com"). At the bottom, there are buttons for "< Back", "Next >", "Cancel", and "Help".

8. On the **Incoming Mail Server** screen, select **IMAP4**. Now enter your entire email address in the **User ID on incoming mail server** field.

In the **Name of incoming mail server** field, enter imap.yourdomain.com, replacing “yourdomain.com” with the domain of your website. For example, if your domain is “xyzinc.com,” you would enter “imap.xyzinc.com.”

Click on **Next>** at the bottom of the screen.



The screenshot shows the "Courier Account Wizard - Incoming Mail Server" dialog box. It features the same "Courier Internet Email" logo. The text explains that Courier retrieves mail from an incoming mail server. There are two radio buttons: "POP3" (unselected) and "IMAP4" (selected). Below them are two input fields: "User ID on incoming mail server" (containing "joe.smith") and "Name of incoming mail server" (containing "@ imap.yourdomain.com"). At the bottom, there are buttons for "< Back", "Next >", "Cancel", and "Help".

9. You will now see the **Incoming Mail Server Password** screen. Leave the password authentication menu set to **Normal**. Now enter the password for your email account, then type it again in the second box. If you wish to have Courier to remember your password, check the **Remember Password** box. Click **Next>** to continue.



The screenshot shows the "Courier Mailbox Wizard - Incoming Mail Server Password" dialog box. It features the "Courier Internet Email" logo. The text asks to select the password authentication method, with a dropdown menu set to "Normal". There are two password input fields: "Enter the password for the user ID on the incoming mail server" and "Confirm the password". A checkbox labeled "Remember password" is checked. At the bottom, there is a text field for "If you would like replies sent to a different e-mail address, enter that address here:" followed by an "@" symbol. At the bottom, there are buttons for "< Back", "Next >", "Cancel", and "Help".

10. The next screen tells Courier what action to take on the messages it downloads from the server. We advise selecting the **Delete Message from mail server after it is retrieved** option at this step. This setting may be modified in Courier's Account Properties once mailbox setup is complete. Click on **Next>** at the bottom of the screen.



11. You will now be on the **Outgoing Mail Server** screen. Enter in the SMTP server for your Internet Service Provider in this text box dialog. A list of some ISP's SMTP servers can be found at: <http://www.onyourmark.com/tutorials/email/index.html>. You may also contact your Internet Service Provider for your SMTP settings.

Click on **Next>** at the bottom of the screen.



12. Mailbox setup is now complete! You may click **Properties** to immediately configure more settings, or **Finish** to download your email. You may access mailbox properties at any time by going to **Mailbox > Accounts > Properties** within Courier.

We recommend taking time to explore the features of Courier to acclimate yourself with the program. Assistance with Courier features is provided within the program under the **Help** tab.

Once your mail has downloaded, please reply to any test messages sent to you from OnYourMark, LLC. These test message replies verify that you can properly send email.



If you have questions on this tutorial, please contact us. We are happy to help!