SCCo ARES/RACES E-Mail Service Client Setup Instructions

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Contents

E-mail System Overview2
Quick Reference for E-Mail Client Settings
Setting Up the Client Software4
Step 1: Install Thunderbird4
Step 1.1: Download the installer4
Step 1.2: Run the installer
Step 2: Create a Primary Personal E-mail Account5
Step 2.1: Account Creation5
Step 2.2: Basic Manual Configuration9
Step 2.3: Advanced Manual Config10
Step 3: Test Your Configuration17
Step 3.1: Check connectivity to the POP3 server17
Step 3.2: Send a mail to yourself18
Step 3.3: Send a mail TO an external account18
Step 3.4: Send a mail FROM an external account18
Step 4: Create a Secondary Personal E-mail Account19
Step 5: [Optional] Create Tactical E-mail Accounts – If Authorized19

E-mail System Overview

The Santa Clara County ARES/RACES network provides a standard Internet-style e-mail service. The service is available for use by any Santa Clara County ARES/RACES member. It is specifically designed to work even when all other Internet services are not available.

Before configuring your e-mail account(s), you should be read the e-mail service description to get an overview of how it works. Doing so will help you to understand the answers to some of the configuration questions.

Use of the network and e-mail service is subject to the Acceptable Use Policy.

The e-mail service description and the Acceptable Use Policy are available on the Santa Clara County ARES/RACES website at:

http://www.scc-ares-races.org/email

Quick Reference for E-Mail Client Settings

If you are familiar with configuring e-mail clients, the following information may be all that you need.

Server Numbers:

Server	Location	Same Location as BBS
1	San Jose	W1XSC
2	Crystal Peak	W2XSC
3	Palo Alto	W3XSC
4	Frazier Peak	W4XSC
5	Varies (backup/training)	W5XSC
6	Varies (backup/test)	W6XSC

Account / E-mail Address:

<callsign>@email#.scc-ares-races.org

Where:

- <callsign> is an FCC or tactical call sign
- # is from the table above

Receiving e-mail:

- Incoming Server: mail#.scc-ares-races.org
- Incoming Port: 11
- Encryption: S
- Authentication Method:

110 STARTTLS Encrypted Password

Sending E-mail:

- Outgoing Server: sr
- Outgoing Port:
- Encryption:
- Authentication Method:

smtp#.scc-ares-races.org 587 STARTTLS Encrypted Password

Example:

Herman Munster, with call sign W6XRL4, uses the San Jose site for e-mail. Therefore:

- His email address is: <u>w6xrl4@email1.scc-ares-races.org</u>
- His incoming server is: mail1.scc-ares-races.org
- His outgoing server is: smtp1.scc-ares-races.org

Setting Up the Client Software

Step 1: Install Thunderbird

Note: The folks at Mozilla will update their web site from time-to-time. They may also update the installer program to prompt with different questions. Therefore, if the installation instructions may differ slightly from what you see on the screen. If you have any questions, ask for support at:

https://groups.yahoo.com/group/scc-email

Step 1.1: Download the installer

- Go to: https://www.mozilla.org/en-US/thunderbird/
- Click on the "Free Download" button or find the download link for your operating system type.
- Save the installer to your hard drive
- Double-click on the installer filename to start the installation process

Step 1.2: Run the installer

I didn't capture any screen shots when I installed it months ago. For now, anyone who is computer literate should be able to run the installer.

If it asks to create an account during install, say no.

Step 2: Create a Primary Personal E-mail Account

You will now create an e-mail account for your personal use on your primary server.

For testing, this is server 6: email6.scc-ares-races.org

Example User: These instructions use the example of Herman Munster, with fictitious call sign W6XRL4, and an e-mail address of <u>w6xrl4@email6.scc-ares-races.org</u>. Substitute your own call sign and your own email address.

Step 2.1: Account Creation

Navigate to the Account Settings dialog. From the main window click on the Menu Icon (three horizontal bars), then: Options > Account Settings

Note: Getting to the account setting screen on a newly installed copy may be a little different than shown here. I'm sure you can figure it out until I can try it out on a fresh machine and capture screenshots.



In the lower left corner, click or	: Account Actions > Add Mail Account
------------------------------------	--------------------------------------

Account Settings				×
- dealerships and sharing				
	Account <u>N</u> ame:			
	Default Identity Each account has an id they read your messag	entity, which is the informatio es.	n that other pe	eople see when
	Your Name:			
	Email Address:			
Comparison & Addressing	Reply-to Address: Re	cipients will reply to this other	address	
and follows	Organization:			
	Signature te <u>x</u> t:	Use HTM <u>L</u> (e.g., bold<td>)>)</td><td></td>)>)	
Junk Settings Disk Space Soutgoing Server (SMTP)	Attach the signatur	re from a file instead (text, HTI	ML, or image):	<u>C</u> hoose
	Attach my vCard to	o messages		E <u>u</u> it Caru
	O <u>u</u> tgoing Server (SMTF	-).	Mana	age Identities
Account Actions -				
Add Mail Account Add <u>C</u> hat Account Add <u>F</u> eed Account Add <u>O</u> ther Account			ОК	Cancel
Set as <u>D</u> efault				
<u>R</u> emove Account				

Enter your name, email address and password. Check the "Remember password" box.

For example:

Your name: Herman Munster Email address: <u>w6xrl4@email6.scc-ares-races.org</u> Password: ******* [X] Remember password

Mail Account Setup	i ská dozsilačne diskláda		\times
Your <u>n</u> ame:	Herman Munster	Your name, as shown to others	
Emai <u>l</u> address:	w6xrl4@email6.scc-ares-races.		
<u>P</u> assword:	•••••		
	Remember password		
5			
¢.			
<u>G</u> et a new acco	unt	<u>C</u> ontinue C <u>a</u> ncel	
Press "Continue"			

Thunderbird will attempt look up the email address and will probably display "Configuration found at email provider". This is misleading. Thunderbird is being fooled by the server for the main scc-ares-races.org domain. Just ignore that.

Se	lect	"PC)P3"
JC	ECL	r C	15

Mail Account Setup	i. Makata desentationale di etalat da	\times
Your <u>n</u> ame:	Herman Munster Your name, as shown to others	
Emai <u>l</u> address:	rrl4@email6.scc-ares-races.org	
Password:	•••••	
	Remember password	
Configuration fo	ound at email provider	
O IMAP (rem	ote folders) POP3 (keep mail on your computer) 	
Incoming: P	OP3, mail.s414.sureserver.com, SSL	
Outgoing: S	MTP, mail.s414.sureserver.com, STARTTLS	
Username: w	6xrl4@email6.scc-ares-races.org	
Get a new acco	unt Manual config Done Cancel	1

Click "Manual config"

Step 2.2: Basic Manual Configuration

Configure the following values:

- Incoming POP3:
 - Server hostname: mail6.scc-ares-races.org
 - o Port: 110
 - o SSL: STARTTLS
 - o Authentication: Encrypted password
- Outgoing SMTP:
 - Server Hostname: smtp6.scc-ares-races.org
 - o Port: 587
 - o SSL: STARTTLS
 - o Authentication: Encrypted Password
- Username:
 - o Incoming: <u>w6xrl4@email6.scc-ares-races.org</u> (i.e. your own full email address)
 - o Outgoing: w6xrl4@email6.scc-ares-races.org (i.e. your own full email address)

Mail Account Se	etup					×
Your <u>n</u> ame	e: He	erman N	funster Your name, as	shown to ot	hers	
Emai <u>l</u> address	s: we	5xrl4@e	mail6.scc-ares-race			
<u>P</u> assword	d: 💽	•••				
	\checkmark	Re <u>m</u> er	nber password			
Configuratior	n foun	d at em	ail provider			
			Server hostname	Port	SSL	Authentication
Incoming:	POPS	3 ~	mail6.scc-ares-races.org	110 ~	STARTTLS ~	Encrypted password \checkmark
Outgoing:	SMT)	smtp6.scc-ares-races.org ~	587 ~	STARTTLS	Encrypted password
Username:	Incor	ncoming: w6xrl4@email6.scc-ares-races.or Outgoing: w6xrl4@email6.scc-ares-r				
<u>G</u> et a new ad	ccoun	t <u>A</u> d	vanced config		Re- <u>t</u> est	Done C <u>a</u> ncel

Click "Advanced config"

Step 2.3: Advanced Manual Config

The following sections show screen shots of the Account Settings screen for

Step 2.3.1: Outgoing Server (SMTP)

From the list on the left, select "Outgoing Server (SMTP)"

From the list on the right, select "Email Configuration for s414.sureserver.com – ..."



Click "Edit ... "

Change the name of the "Description:" field to "<your call sign>@email#"

This will be helpful to distinguish between accounts, such as if you configure a person account plus one or more tactical accounts.

By the way: Where does this "s414.sureserver.com" hostname come from in the first place? Thunderbird is trying to be helpful by looking for an automatic configuration server. It gets confused by the server assigned by the hosting company for the main scc-ares-races.org domain. So, we need to do a little cleanup of the descriptive name.

(Perhaps we can fix this with our own config server. I haven't looked into that yet.)

MTP Server		×
Settings		
Description:	w6xrl4@	email6
Server Name:	smtp6.sc	cc-ares-races.org
<u>P</u> ort:	587	7 🜩 Default: 587
Security and Au	thenticati	ion
Connection sec	urity:	STARTTLS
Authentication	method:	Encrypted password
User Na <u>m</u> e:		w6xrl4@email6.scc-ares-races.org
		OK Cancel
Click "OK"		

Step 2.3.2: Server Settings

In the list of accounts on the left, ensure that the list of settings is showing under your email account, such as shown below. If not, click the arrow to the left of the email address to expand the list.

Select "Server Settings"

- Uncheck "Check for new messages at startup"
- Uncheck "Check for new messages every ..."
- Uncheck "Leave messages on server"
- Check "Empty Trash on Exit"

	Account	Settings
--	---------	----------

Account Settings	×
- dealers dealers	Server Settings
 ✓ ✓ w6xrl4@email6.scc-ares-ra Server Settings Copies & Folders Composition & Addressing Junk Settings Disk Space Return Receipts Security ✓ ✓ Local Folders Junk Settings Disk Space Mus Settings Disk Space Mus Settings Disk Space Mus Settings Mus Settings Disk Space Mus Settings Mus Settings	Server Settings Server Type: POP Mail Server Server Name: mail6.scc-ares-races.org Port: 110 ♥ Default: 110 User Name: w6xrl4@email6.scc-ares-races.org Port: 110 ♥ Default: 110 User Name: w6xrl4@email6.scc-ares-races.org Port: 110 ♥ Default: 110 User Name: w6xrl4@email6.scc-ares-races.org Port: 110 ♥ Default: 110 ♥ User Name: w6xrl4@email6.scc-ares-races.org Port: 110 ♥ Default: 110 ♥ Security Settings Connection security: STARTTLS ▲ Authentication method: Encrypted password ♥ ▲ Server Settings
Account Actions -	
	OK Cancel

Step 2.3.3: Composition & Addressing

Select "Composition & Addressing"

- Uncheck "Compose messages in HTML format" (this is for compatibility with packet)
- Uncheck "Include signature for replies

Account Settings		×
- dealboard deal og	Composition & Addressing	
 ✓ ✓ w6xrl4@email6.scc-ares-ra Server Settings Copies & Folders Composition & Addressing Junk Settings Disk Space Return Receipts Security ✓ ✓ Local Folders Junk Settings Disk Space Mathematical Outgoing Server (SMTP) 	Composition Compose messages in HTML format Automatically quote the original message when replying Then, start my reply above the quote and place my signature below the quote (recommended) Include signature for replies Include signature for forwards Global Composing Preferences Addressing When looking up addresses: Dese my global LDAP server preferences for this account Use a different LDAP server: None Edit Directories Global Addressing Preferences	
Account Actions •	OK Cancel	
	Current	

Step 2.3.4: Junk Settings

Select "Junk Settings"

• Check "Trust junk mail headers set by: SpamAssassin"

Account Settings	×	
- dealboard deal on	Junk Settings	
	Selection	
- and a standard strend rate	\checkmark Enable adaptive junk mail controls for this account	
∽⊠ w6xrl4@email6.scc-ares-ra	If enabled, you must first train Thunderbird to identify junk mail by using the Ju toolbar button to mark messages as junk or not. You need to identify both junk non junk messages. After that Thunderbird will be able to mark junk automatication of the second se	
Server Settings	Do not automatically mark mail as junk if the sender is in:	
Copies & Folders	Collected Addresses	
Composition & Addressing	Personal Address Book	
Junk Settings		
Disk Space		
Return Receipts		
Security	Truct inclused in set his Complements	
	✓ Irust junk mail neaders set by: SpamAssassin *	
Junk Settings	If enabled, Thunderbird will automatically consider messages marked by this external classifier as junk	
Outgoing Server (SMTP)		
	Destination and Retention	
	<u>M</u> ove new junk messages to:	
	O Other: Choose Folder	
	A <u>u</u> tomatically delete junk mail older than $14 = 4$ days	
	<u>G</u> lobal Junk Preferences	
Account Actions •		
	OK Cancel	

Step 2.3.5: Return Receipts

Select "Return Receipts

- Select "Customize return receipts for this account
- Check "When sending messages, always request a return receipt
- For "When a receipt arrives:" select "Leave it in my Inbox"
- For When I receive a request for a return receipt:" select "Allow return receipts for some messages
 - For "If I'm not in the To or Cc of the message", select "Always Send"
 - o For "If the sender is outside my domain:, select "Always Send"
 - For "In all other cases:, select "Always send"

Account Settings		×
- marked market	Return Receipts	
	Return Receipts	
- which and sharing	\bigcirc <u>U</u> se my global return receipt preferences for this a	count
- and a second		<u>G</u> lobal Preferences
- marginalize an a	O <u>C</u> ustomize return receipts for this account	
✓⊠ w6xrl4@email6.scc-ares-ra	\checkmark <u>When sending messages</u> , always request a retu	urn receipt
Server Settings		
Composition & Addressing	when a receipt arrives:	
Junk Settings	Move it to my "Sept" folder	
Disk Space	<u>Movent to my sent holder</u>	
Return Receipts	When I receive a request for a return receipt:	
Security	\bigcirc <u>N</u> ever send a return receipt	
V Local Folders	$\textcircled{\begin{tabular}{ll} \bullet \\ \bullet $	
Junk Settings	If I'm not in the <u>T</u> o or Cc of the message:	Always send
Outgoing Server (SMTP)	If the <u>s</u> ender is outside my domain:	Always send
	In all <u>o</u> ther cases:	Always send
Account Actions •		
		OK Cancel

Step 2.3.6: Finish setup

When you have completed making changes: Click OK

Now, it's time to test.

Step 3: Test Your Configuration

Step 3.1: Check connectivity to the POP3 server

Select the "Inbox" for the account. Press the "Get Messages".

Or, use the Get Messages pull-down menu to select the account.

📥 Inbox - w6xrl4@email6.scc-ar	
Eile Edit View Go Message Events and Tasks Tools Help	
🛃 Get Messages 🔻 🕊 Write 🔻 🗭 Chat 👤 Address Book	c 🗣 Ta
All Folders Get new messages for w6xrl4@email6.scc-ares-races.	org 🛔 ★
Name Total 🛱 't ★ 🖉	Subject
a second second second	
a subschedule deal on	
a sublighted disting	
· · · · · · · · · · · · · · · · · · ·	
a second contract of the second secon	
✓a w6xrl4@email6.scc-ares-races.org	
📥 Inbox	
🔯 Trash	
> 🖳 Local Folders	

Step 3.2: Send a mail to yourself

Select the account from which you want to send your mail. Click on "Write".

Or, use the Write pull-down menu to select the account.

📥 Inbox - w6xrl4@	email6.scc-ar	
<u>F</u> ile <u>E</u> dit <u>V</u> iew <u>G</u> o	Message Events and Tasks	<u>T</u> ools <u>H</u> elp
🛃 Get Messages 🔻	✓ Write F Chat	Address Book 🛛 💊 Ta
All Folders	Create a new message	e 🔦 🕶 Unread ★
Name	Total C	ኑ ★ 🖉 Subject
· ····································	Realition .	
-	and tog	
	-	
-		
w6xrl4@email6.sc	cc-ares-races.org	
Trash		
> 💆 Local Folders		
Enter a To: addre	255	
Enter a Subject		
Enter the messag	ge body	
Press "Send"		
To retrieve the m	nessage, press "Get M	lessages"

Step 3.3: Send a mail TO an external account

From your Thunderbird email client, create and send a message to yourself at your regular home or office mail account.

Step 3.4: Send a mail FROM an external account

From your regular home or work e-mail account, create and send a message to your SCCo ARES/RACES email account.

Step 4: Create a Secondary Personal E-mail Account

Repeat the above process for your secondary e-mail account.

Step 5: [Optional] Create Tactical E-mail Accounts – If Authorized

Repeat the above process for any tactical call signs for which you have e-mail access.