Setting Up Mulberry[®] (Based on version 4.0.7 for Windows, Mac and Linux)

Technical Manual: Configuration and Setup

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Note: Mulberry is a powerful cross-platform application that includes both email and calendering functions. It is available in essentially similar versions for Windows, the Mac OS and Linux.

Setting Up Mulberry Mail

1. To set up your mail account, choose Mulberry's Preferences / Advanced feature.

Note: The Windows version of Mulberry places tabs in the Preference panel at the top; they are at the left in the Mac version.

- Click Advanced to open the expanded user settings.
- 3. Select New, from the Account drop-down menu and enter the following information:
 - In the Create New Account window, name your account and choose POP3 Mailbox from the dropdown menu and click OK.

Create New Account	? 💌
Account Name:	ОК
Account Type: POP3 Mailbox	Cancel

- Under Server, enter pop.emailsrvr.com.
- Under Authenticate, choose Plain Text from the Method drop-down menu.
- In the User category enter your email address, such as myname@mydomain.com.
- Click Save User ID and Save Password to avoid having to reenter your login information every time you retrieve your messages.
- Make sure that Match User ID and Password are • checked.
- 4. To configure your SMTP or outgoing server, click on Account and choose SMTP from the drop-down menu.
 - Under Server, enter smtp.emailsrvr.com.
 - Under Authenticate, choose Plain Text from the Method drop-down menu.
 - In the User category, enter your email address, such as myname@mydomain.com.
 - Be sure that Save User ID and Save Password are checked to avoid having to reenter your login information each time you retrieve your messages.

- Check Match User ID and Password.
- 5. Some versions of Mulberry require you to alter the default IMAP account before you can save a new account. In order to do this, following these steps:
 - First, click on Account and select IMAP. Click on Account again and select Delete.
 - Next, choose Identities and select Default from the list. Select Change and enter your Name and

Preferences: Default	? 🔀
Security Identities Addresses Calendar Attachments Spelling Accounts Alerts Display Fonts Mailbox Message Outgoing	ОК
Account: SMTP Type: SMTP Send Email	Cancel
Server: smtp.emailsrvr.com Authenticate Options Local	 Simple Advanced
Method: Plain Text User myname@mydomain.com Save User ID Save Password	Storage: Cocal Remote Open Save As Save Default
Secure: No Security	

Email where indicated.

6. Click OK to store your new account preferences.

Note: To create additional accounts, repeat the above steps beginning with number 3, where you name your account and choose the mailbox type.

Changing Outgoing (SMTP) Servers

If you experience trouble sending mail, it is likely that your ISP is blocking the default Port 25; this is a very common process that's designed to protect the service from spammers. To fix this problem, follow these steps:

- 1. Choose Mulberry's Preferences / Advanced dialog box.
- 2. Click Advanced to open the expanded user settings.
- 3. Select SMTP, from the Account drop-down menu and reenter the server information as follows: *smtp.emailsrvr.com:587.* The last number represents the port number used to send outgoing messages.
- 4. Click OK to store your settings.

Assigning SSL Secure Server Settings

The SSL protocol allows you to send and receive secure mail messages to and from your email server. The setting, though, doesn't apply to your messages once they leave the email server.

1. Choose Mulberry's Preferences / Advanced dialog box and follow these steps:

Preferences: Default				
C Accounts	Accounts Preferences			
😰 Alerts	Account: Account			
Oisplay	Type: POP3 Mailbox			
AB Fonts	Server: secure.emailsrvr.com:995	Simple		
Mailbox	Authentication Options Local Extras	 Advanced 		
Message	Method: Plain Text	Storage		
Outgoing	User ID: myname@mydomain.com	Local Remote		
Security	Save User ID	Open		
ldentities	Save Password			
Addresses		Save As		
Calendar		Save Default		
Transforment Transforment				
Spelling	Secure: SSLv3			
Speech	Use Client Certificate:	Cancel		
	Match User ID and Password	ОК		

- · Click Advanced to open the expanded user settings.
- Select My Account (or whatever name you used when you created your account).
- When your account information appears, reenter the server information as follows: *secure.emailsrvr.com:995.* The last number represents the port number used to receive incoming messages via a secured setting.
- At the lower part of the dialog box, click on the

Secure drop-down menu and select SSLv3.

- 2. To assign secure settings to your outgoing messages, choose SMTP, from the Account drop-down menu and follow these steps:
 - Under Server, reenter the server information as follows: secure.emailsrvr.com:465 (or you can use 587). The last number represents the port number used to send outgoing messages.
 - At the lower part of the dialog box, if you entered port 465, above, select SSLv3 If you entered port 587, above, select STARTTLS SSL.
- 3. Click OK to store your settings.

Note: Some ISPs do not allow their customers to use third-party SMTP servers. If you encounter this problem, you will need to use the ISP's outgoing servers instead for the messages you send.

Leaving a Copy of Messages on the Server

- 1. Choose Mulberry's Preferences / Advanced dialog box.
- 2. Click Advanced to open the expanded user settings.

	Preferences: Default	
Accounts	Accounts Preferences	
Alerts	Account: Account	
Oisplay	Type: POP3 Mailbox	
AB Fonts	Server:	Simple
🖼 Mailbox	Authentication Options Local Extras	Advanced
Message	Leave Email on Server	Storage
Outgoing	Delete After: 5 days	Local Remote
Security	Delete after Local Expunge	Open
ldentities	Skip Messages Bigger than: 10 Kb	
Addresses	Skip Messages Bigger than: 10 Kb	Save As
Calendar	Use APOP when Available	Save Default
The Attachment		
Spelling		
Speech		
		Cancel
	Match User ID and Password	ОК

- 3. Select My Account, from the Account drop-down menu.
- 4. Click the Options tab and follow these steps:
 - Click the checkbox labeled Leave Email on Server.
 - Click Delete After and specify how long you want messages to be saved before they are deleted. The default setting is 5 days.
 - Click Delete After Local Expunge to remove messages when they are deleted in Mulberry on your computer.
- 5. Click the OK button to store your settings.

Note: If you receive a large amount of email each day, particularly if they contain large document or image attachments, you'll want to delete messages from your email server more frequently to keep the server from becoming full.