

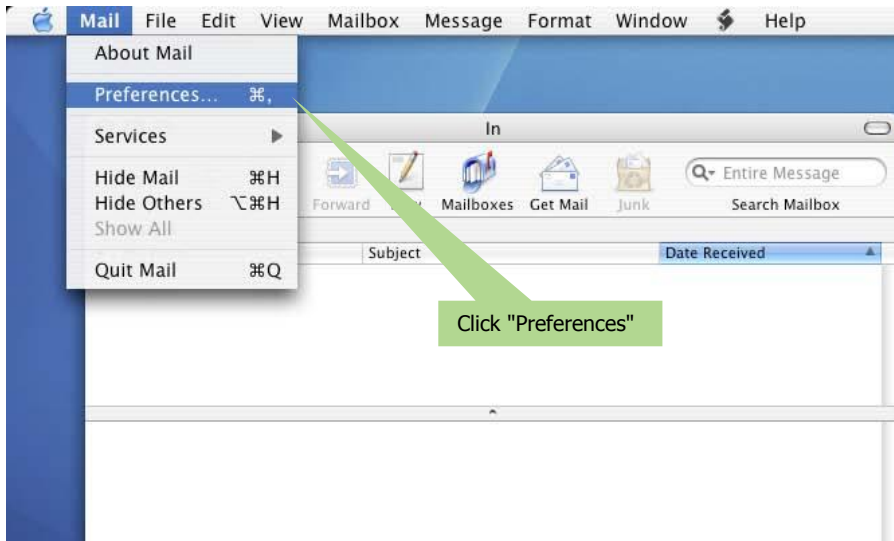
Configure glooqConnect

Mac Mail

To configure your Mail, please follow the detailed steps below.

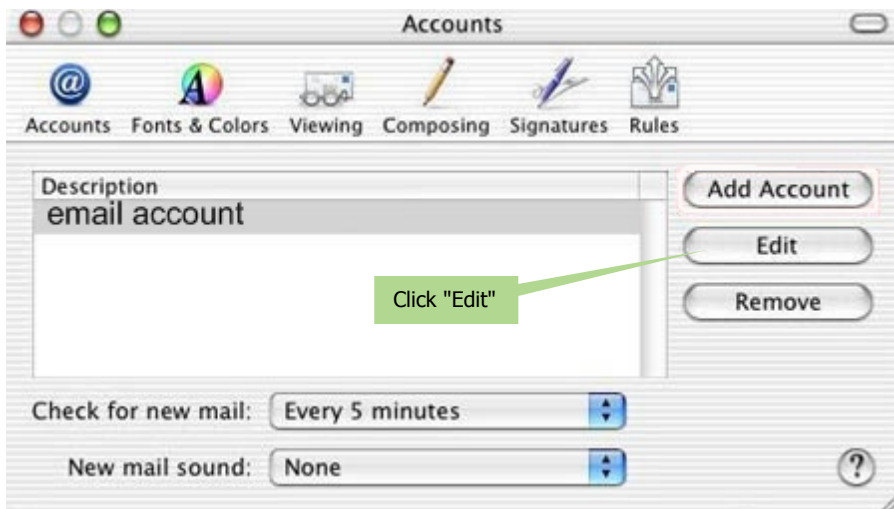
1.

Open your Mail client. Click "Mail" → "Preferences".



2.

Select your existing account and click "Edit".



3.

- a. Change the "Outgoing Mail Server (SMTP)" to the address that is given to you by gloobq.
- b. After you change the SMTP server name, click on the "Server Settings".



Do not change the "Receiving mail (POP3)" or "Account ID".
These settings are for your incoming mail and are not managed by gloobq.

The screenshot shows an email account configuration window with three tabs: "Account Information", "Special Mailboxes", and "Advanced". The "Account Information" tab is selected. The form contains the following fields:

- Account Type: POP (dropdown menu)
- Description: Description (text input)
- Email Address: email@domainname.xyz (text input)
- Full Name: Full Name (text input)
- Incoming Mail Server: mail.domainname.xyz (text input)
- User Name: email@domainname.xyz (text input)
- Password: (password input)
- Outgoing Mail Server (SMTP): mail.domainname.xyz:ema (dropdown menu)
- Server Settings... (button)

Two callouts are present:

- Callout 'a. Change "Outgoing Mail"' points to the "Outgoing Mail Server (SMTP)" dropdown menu.
- Callout 'b. Click Here' points to the "Server Settings..." button.

4.

Select the Authentication "Password" and make sure that the configuration is as follows:

[The User Name & Password will be provided by the glooq technical division.]

SMTP Server Options

Outgoing Mail Server: mail.domainname.xyz

Check with your system administrator before changing any of the advanced options below:

Server port: 25

Use Secure Sockets Layer (SSL)

Authentication: Password

User Name: email@domainname.xyz

Password:

Cancel OK

After you're done, just click "OK" → "Next" → "Finish".

That's it. You're set to go.

We hope that you will enjoy using our unique glooqConnect system.

For any query please do not hesitate to contact us on support@glooq.com