



Email User Guide

Configuration of Twake Mail (POP3 & IMAP) & Calendar on MS Outlook
Windows Operating System

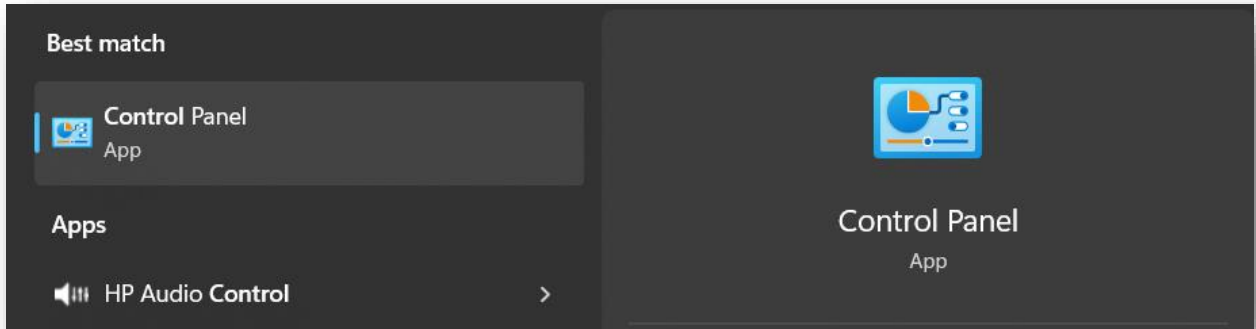
CISD - v1.3
2024

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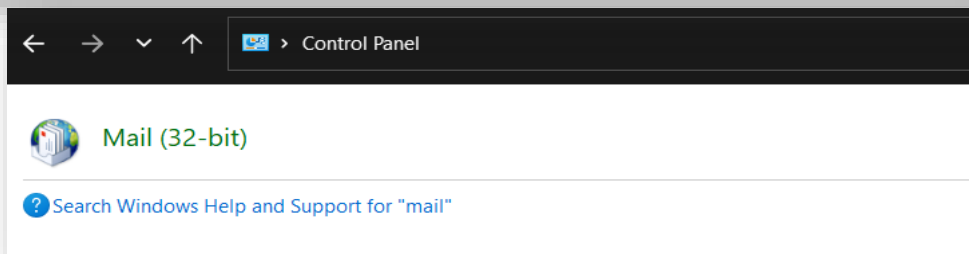
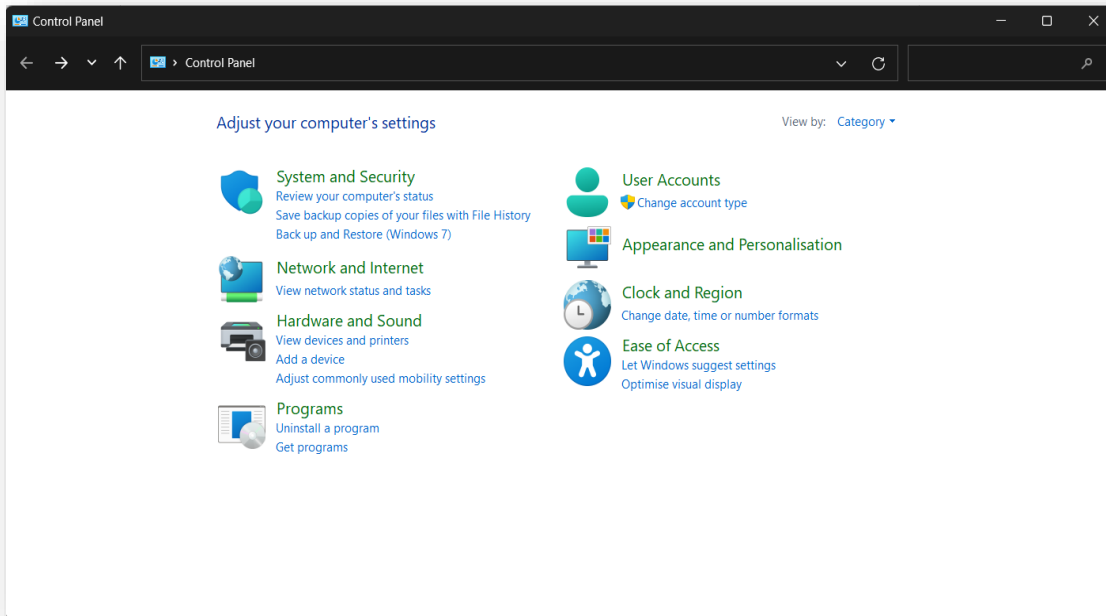
Configuration of Twake Mail on MS Outlook

Open Control Panel:



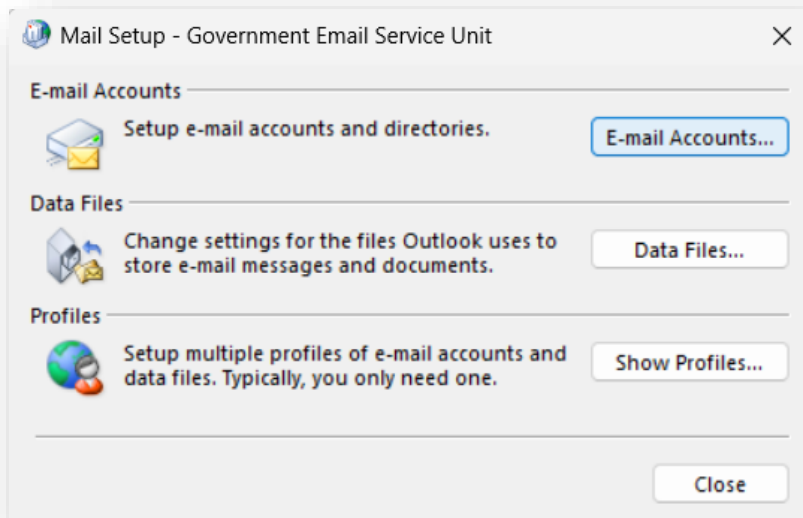
Go to the Windows Control Panel.

In the search bar, type Mail and select Mail (32-bit).

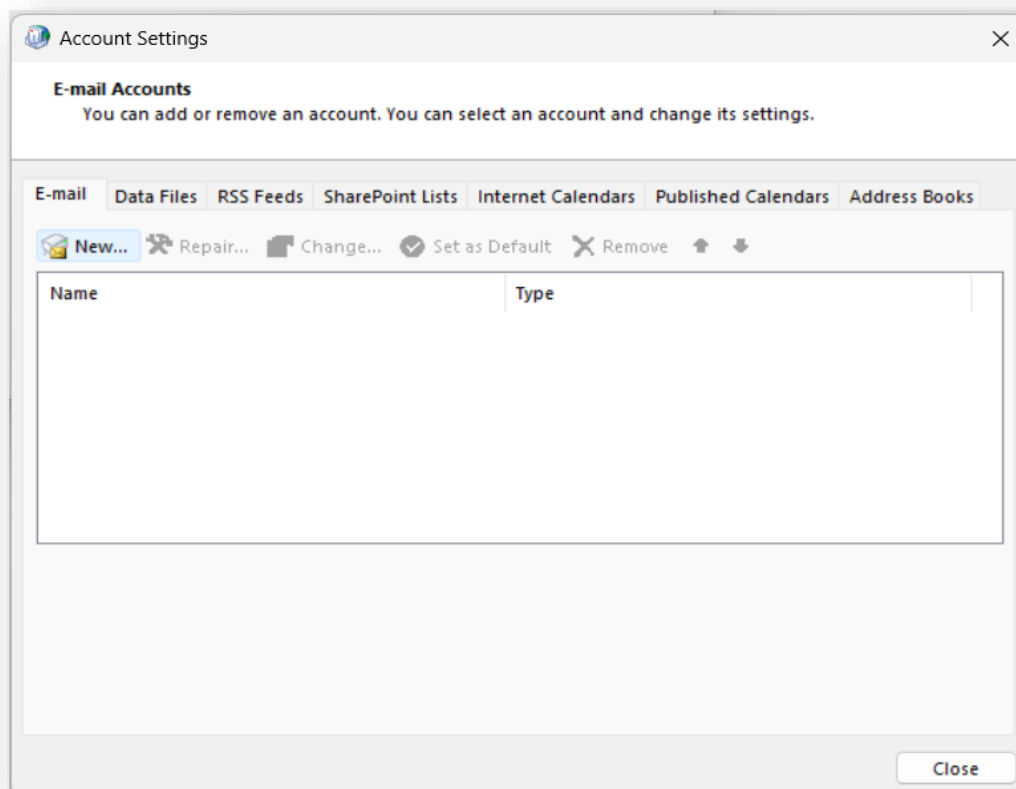


Set Up a New Email Account

In the Mail Setup window, click on Email Accounts.



Click on New to add a new email account.

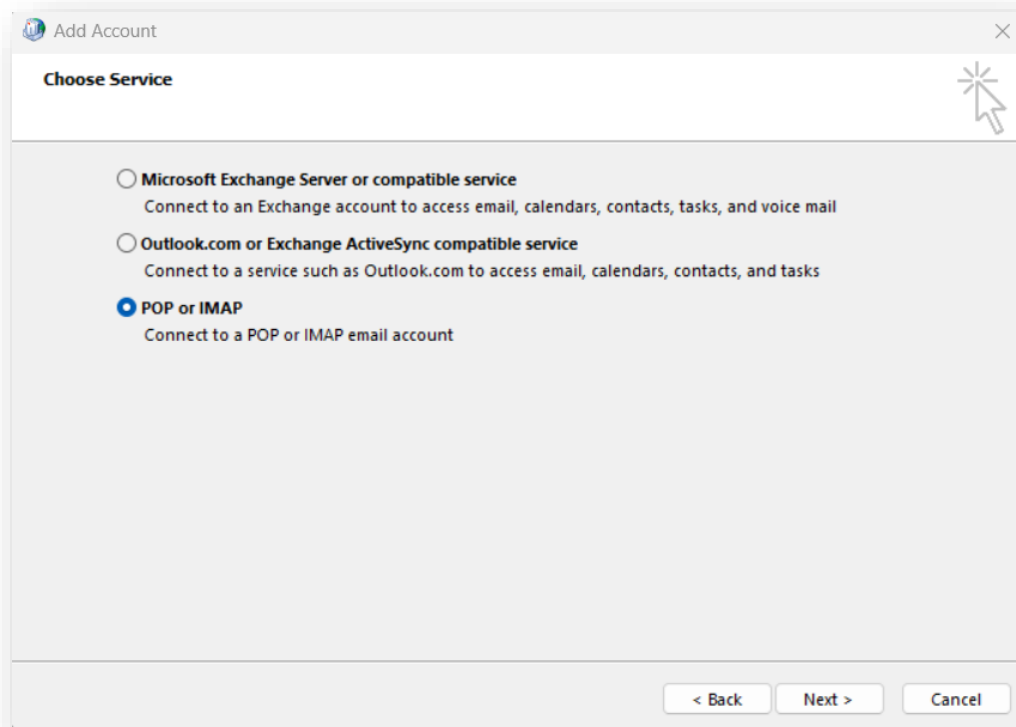


Select Manual Setup:

Choose Manual setup or additional server types and click Next.



Select POP or IMAP and click Next.

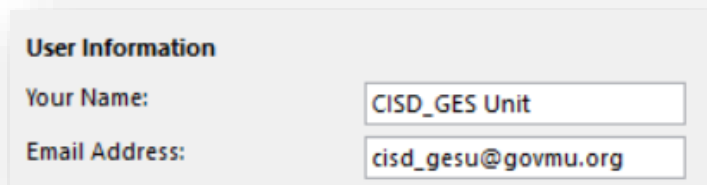


POP3 Configuration

Enter Account Information: POP3

Your Name: Enter the name you want recipients to see. (E.g. CISD_GES Unit)

Email Address: Enter your full email address.



User Information

Your Name: CISD_GES Unit

Email Address: cisd_gesu@govmu.org

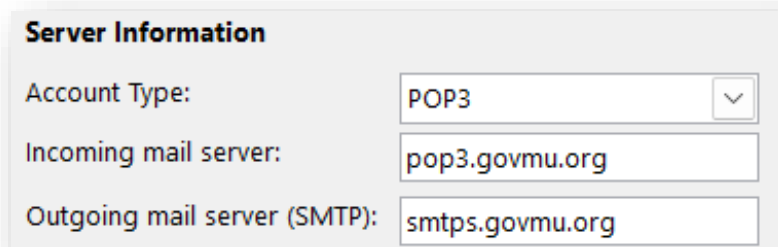
Enter Account Information: POP3

Configure Server Settings:

Account Type: Select POP3.

Incoming Mail Server: Enter pop3.govmu.org.

Outgoing Mail Server (SMTP): Enter smtps.govmu.org.



Server Information

Account Type: POP3

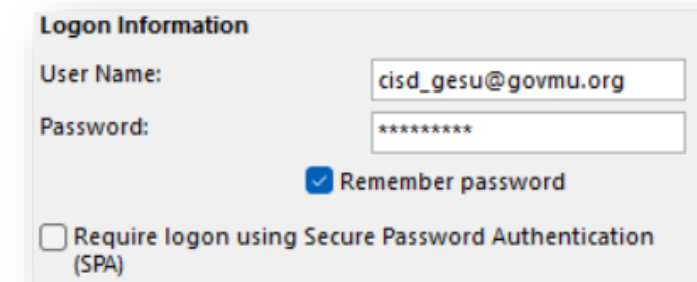
Incoming mail server: pop3.govmu.org

Outgoing mail server (SMTP): smtps.govmu.org

Logon Information:

User Name: Enter your email address.

Password: Enter your password.



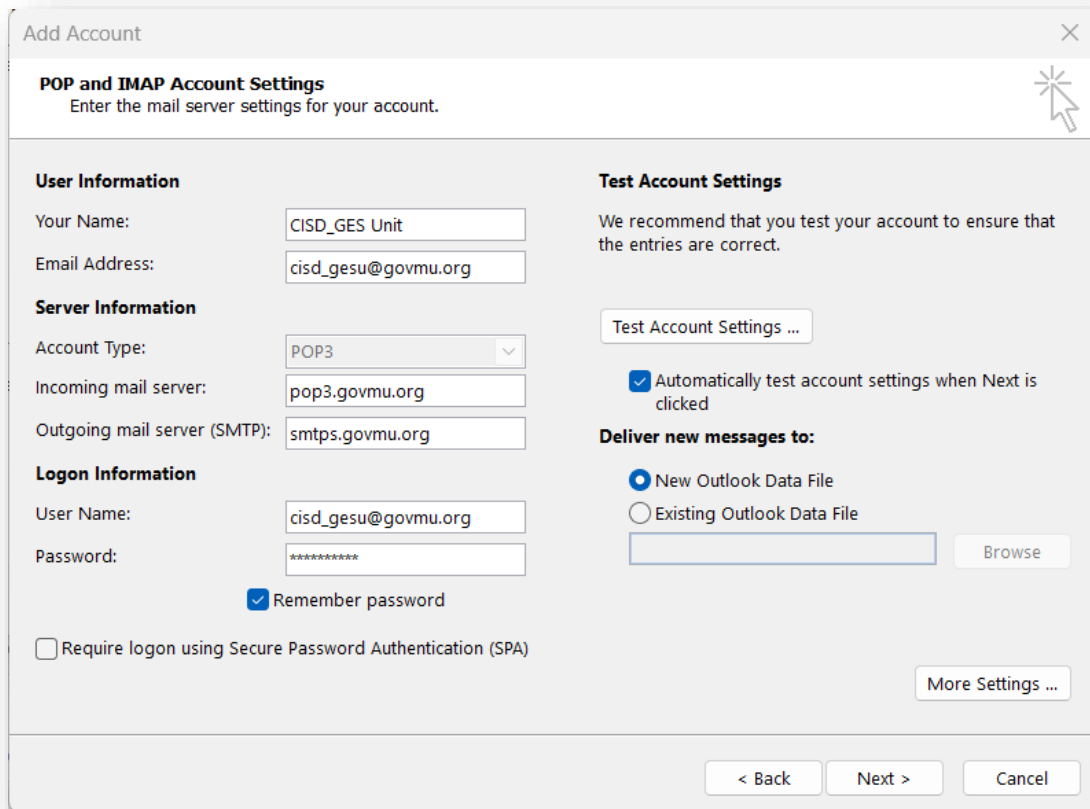
Logon Information

User Name: cisd_gesu@govmu.org

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

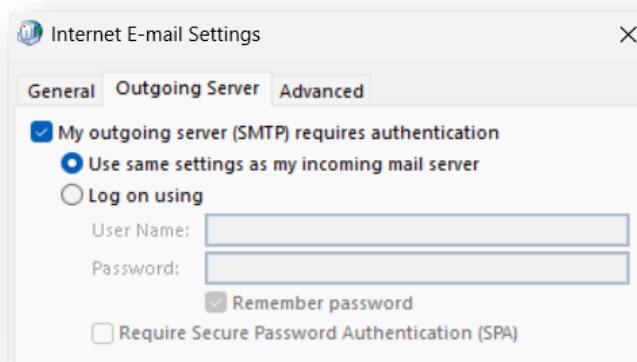


You can also import your .pst file by selecting "**Deliver new message to:**", browsing for the file, and selecting your .pst file.

More Settings:

Click More Settings.

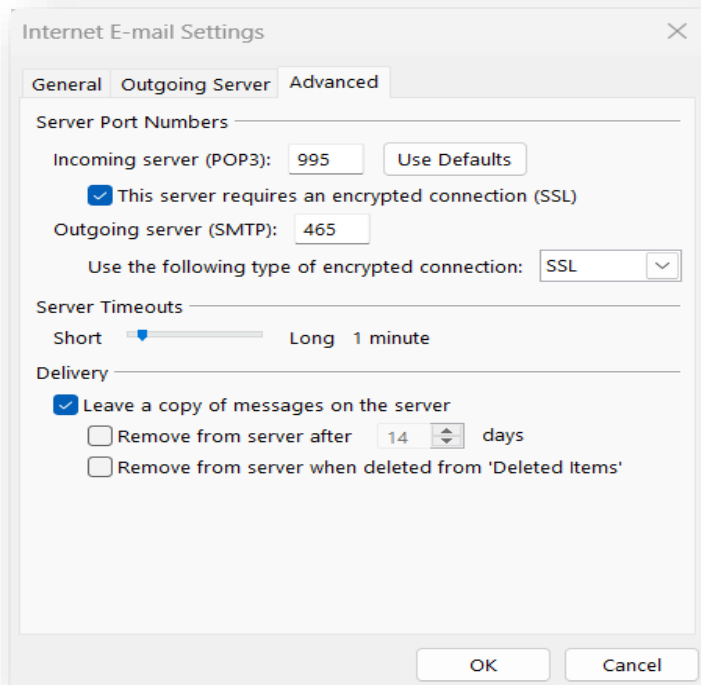
Go to the Outgoing Server tab, check My outgoing server (SMTP) requires authentication, and ensure Use same settings as my incoming mail server is selected.



Under the Advanced tab:

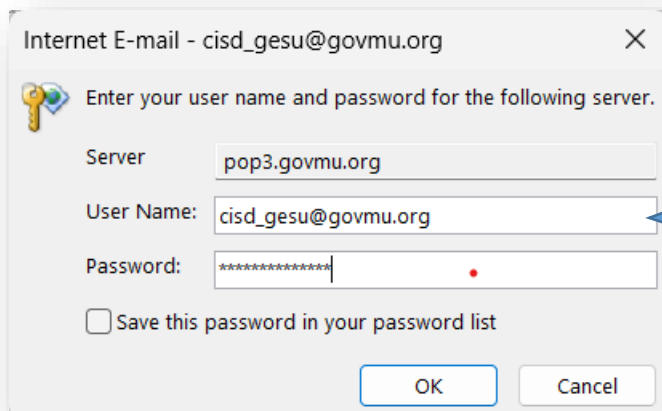
Incoming Server (POP3): Set to 995 and select SSL or (**SSL/TLS** for newer Outlook version) as the encryption.

Outgoing Server (SMTP): Set to 465 and select SSL or (**SSL/TLS** for newer Outlook version) as the encryption.



Test Account Settings...

If you prefer not to select the 'Remember Password' option, you will be prompted to enter your username and password each time you connect to the server. (pop3.govmu.org and smtps.govmu.org) Provide your complete email address and password.



Enter your complete email address and password

Internet E-mail - cisd_gesu@govmu.org

Enter your user name and password for the following server.

Server:

User Name:

Password:

Save this password in your password list

OK Cancel

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

If the test is successful, click Finish to complete the setup.

Add Account

You're all set!

We have all the information we need to set up your account.

Add another account...

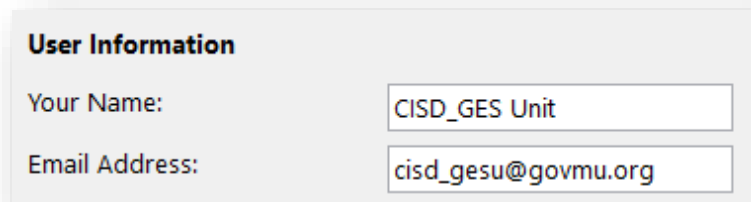
< Back Finish

IMAP Configuration

Enter Account Information: IMAP

Your Name: Enter the name you want recipients to see. (E.g. CISD_GES Unit)

Email Address: Enter your full email address.



User Information

Your Name:

Email Address:

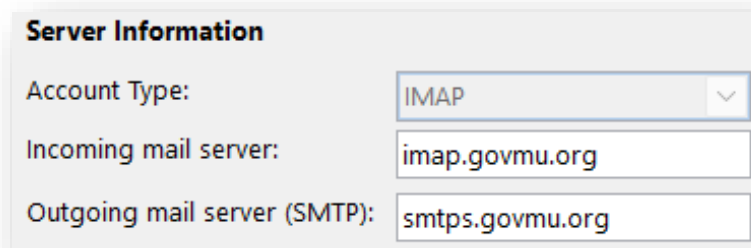
Enter Account Information: IMAP

Configure Server Settings:

Account Type: Select IMAP.

Incoming Mail Server: Enter imap.govmu.org.

Outgoing Mail Server (SMTP): Enter smtps.govmu.org.



Server Information

Account Type:

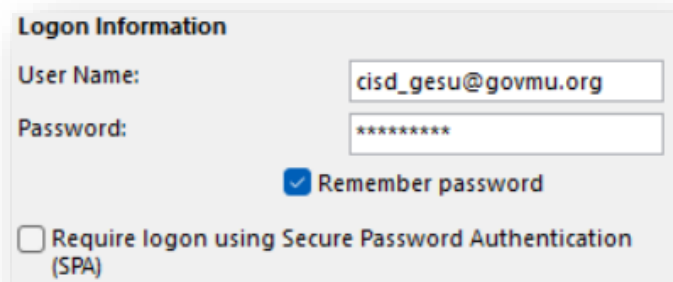
Incoming mail server:

Outgoing mail server (SMTP):

Logon Information:

User Name: Enter your full email address.

Password: Enter your password.



Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: CISD_GES Unit
Email Address: cisd_gesu@govmu.org

Server Information
Account Type: IMAP
Incoming mail server: imap.govmu.org
Outgoing mail server (SMTP): smtps.govmu.org

Logon Information
User Name: cisd_gesu@govmu.org
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel

More Settings:

Click More Settings.

Go to the Outgoing Server tab, check My outgoing server (SMTP) requires authentication, and ensure Use same settings as my incoming mail server is selected.

Internet E-mail Settings

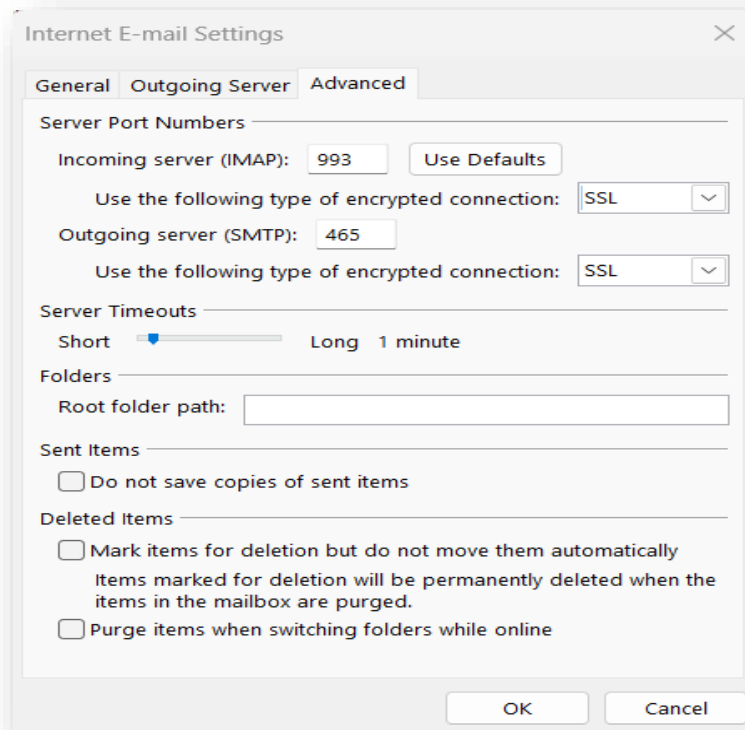
General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server
 Log on using
 User Name:
 Password:
 Remember password
 Require Secure Password Authentication (SPA)

Under the Advanced tab:

Incoming Server (IMAP): Set to 993 and select SSL or (SSL/TLS for newer Outlook version) as the encryption.

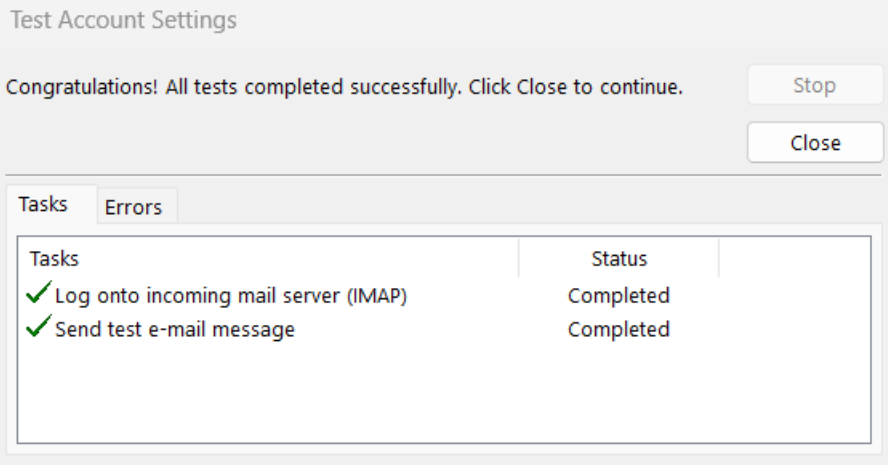
Outgoing Server (SMTP): Set to 465 and select SSL or (SSL/TLS for newer Outlook version) as the encryption.



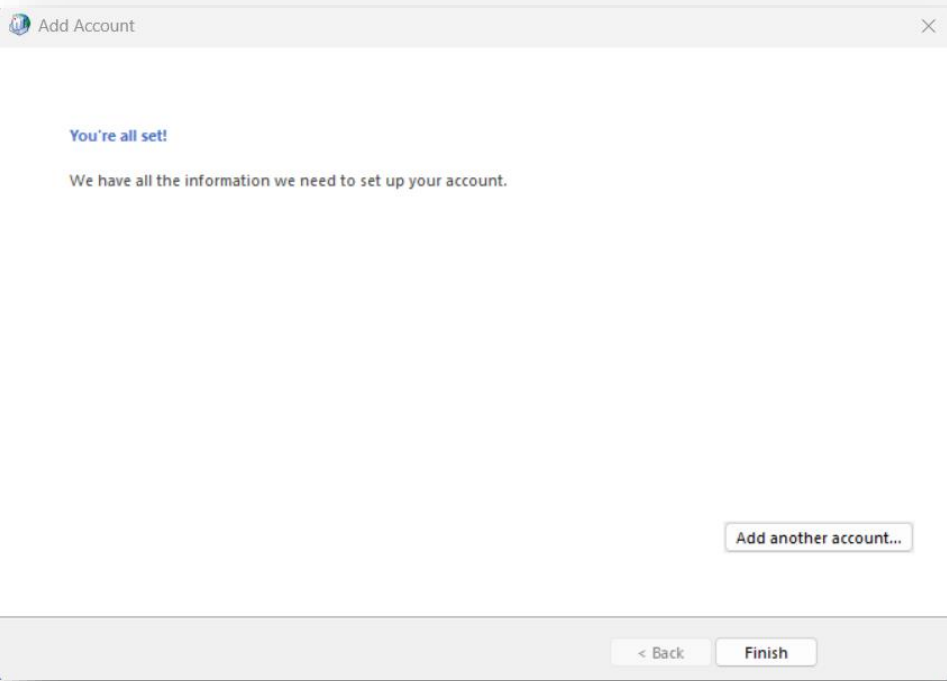
Test Account Settings...

If you prefer not to select the 'Remember Password' option, you will be prompted to enter your username and password each time you connect to the server. (imap.govmu.org and smtps.govmu.org)
Provide your complete email address and password.





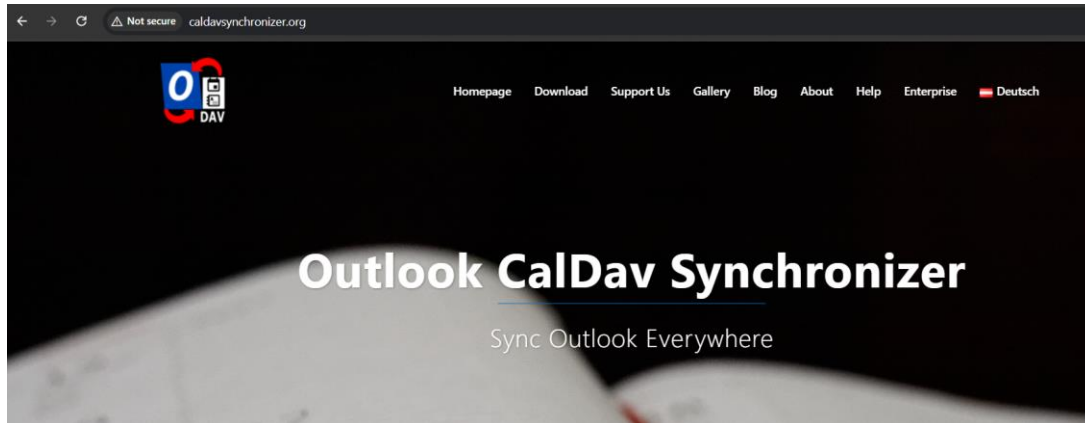
If the test is successful, click Finish to complete the setup.



Configuration of Calendar on MS Outlook

1. First install “Caldav Synchronizer” plugin :

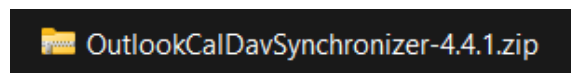
➤ Go to <https://caldavsynchronizer.org/>



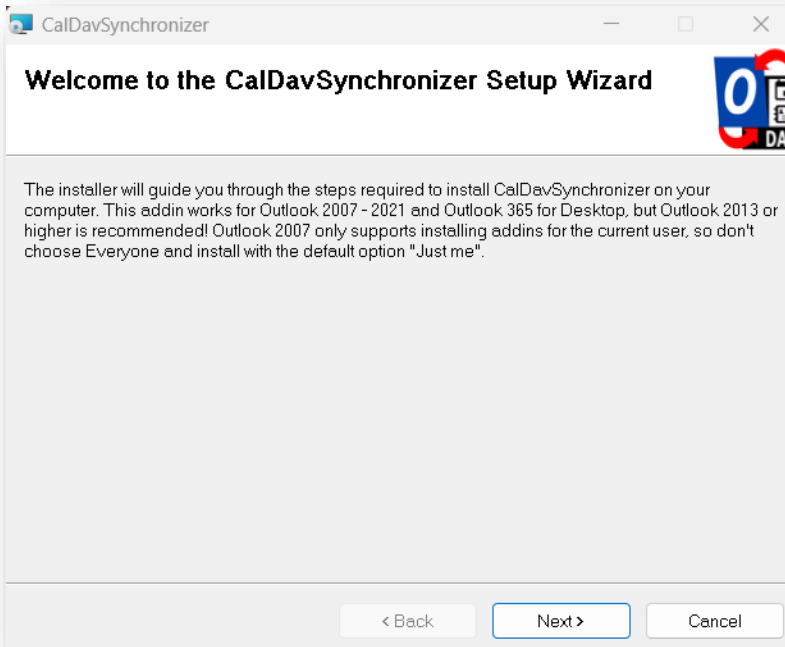
➤ Click on “Download”.(Download the latest version)



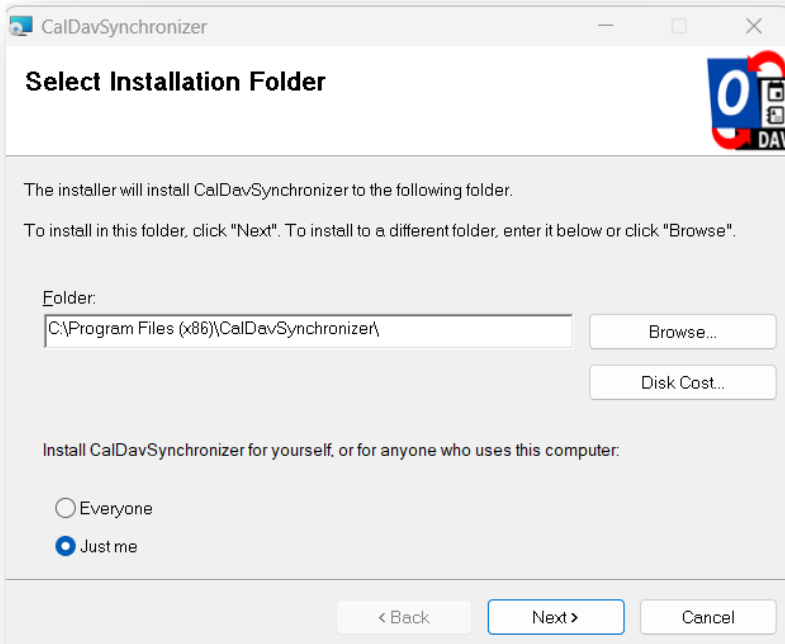
➤ After the file has been downloaded, unzip the archive and click on CalDavSynchronizer.Setup.msi



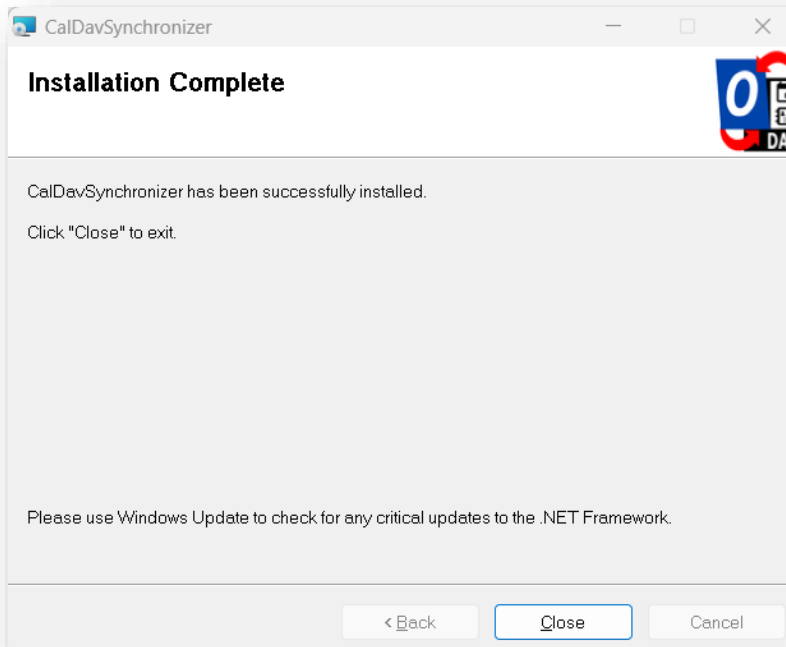
➤ Click on Next>



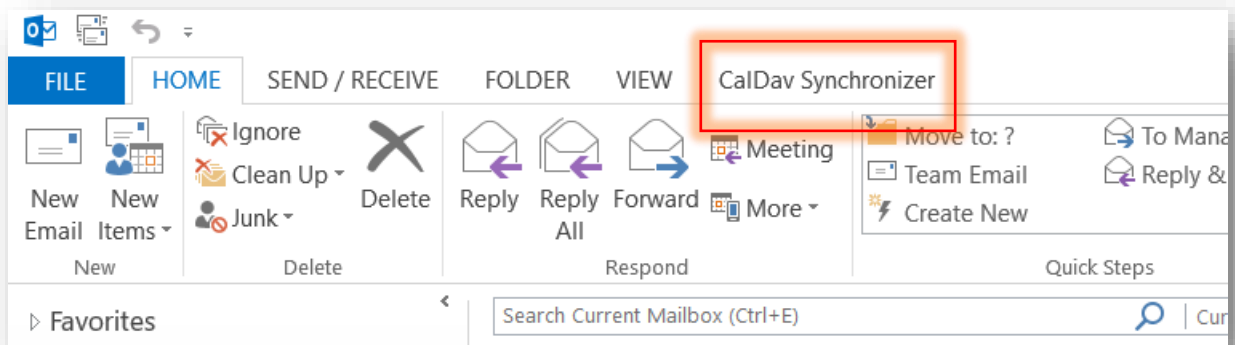
➤ Select the installation folder and click Next.



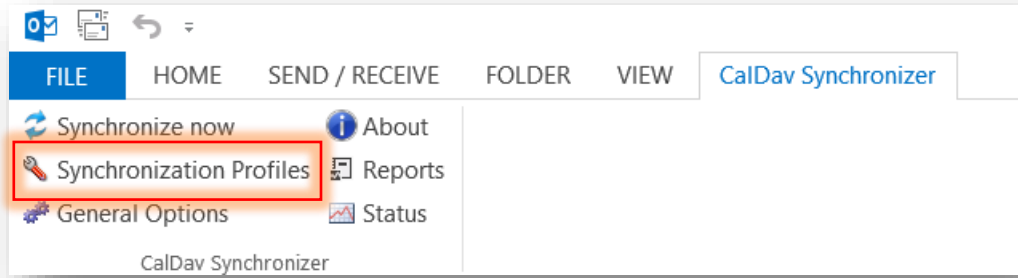
- Click on Close after CalDavSynchronizer has been successfully installed.



2. Close and reopen Outlook. A new CalDav Synchronizer tab is now available.



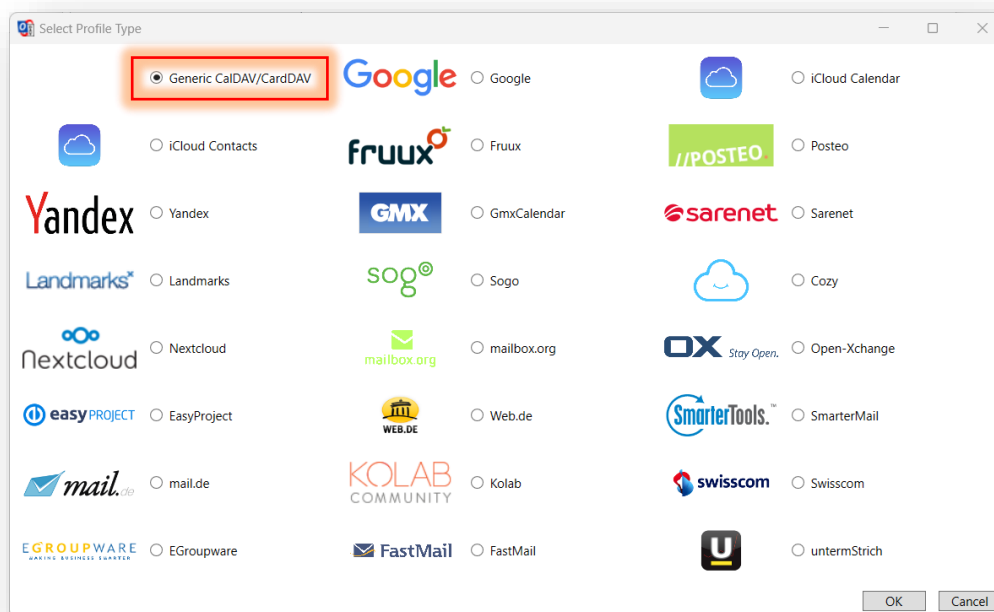
3. Click on this tab and choose “Synchronization profiles”.



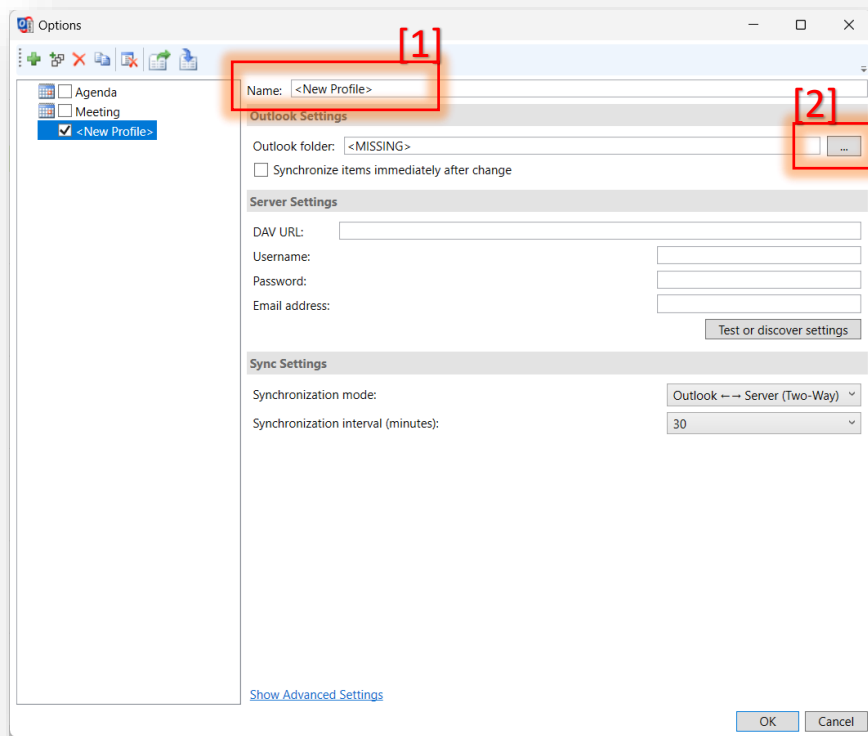
4. Click on “+” to add account.



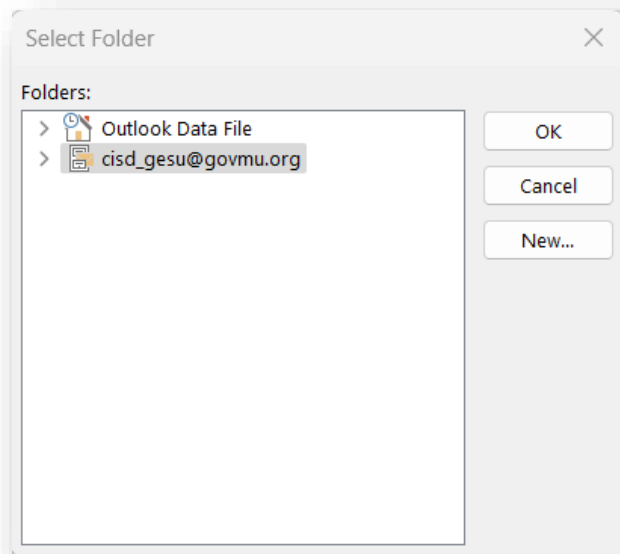
5. Select “Generic CalDAV/CardDAV” then click on “OK”



6. Choose a name for the calendar profile [1], then click on “...” [2]



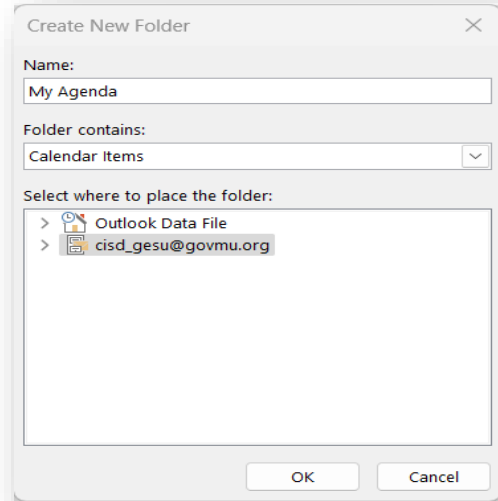
7. On the Select outlook folder option, Select your email account and Click on new.



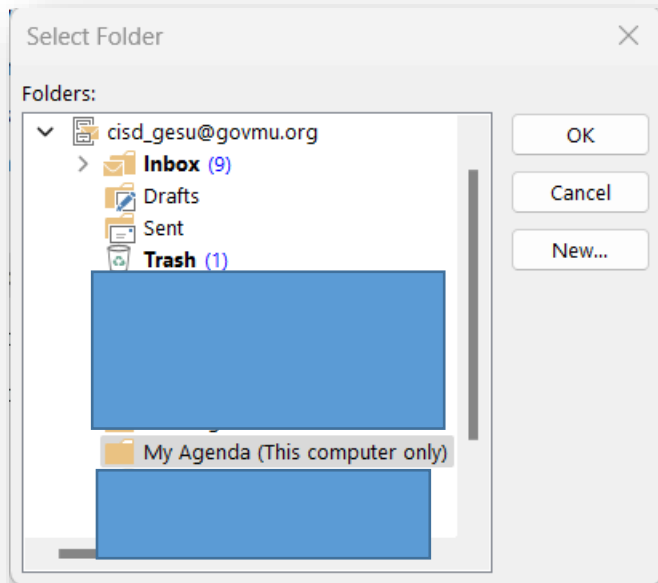
8. Enter a name for the calendar (e.g. My Agenda),

Set Folder contains to: **Calendar Items** and

Select your email account and click OK



9. You will find the newly created folder, "My Agenda (This Computer only)", within the main email account folder. Select the folder and click OK.



Server Settings

Server Settings


DAV URL:

Username:

Password:

Email address:

DAV URL:

- Go to Twake-Calendar (<https://calendar.govmu.org/calendar/calendar>), click on  near the agenda and click on "Settings"

The screenshot shows the Twake-Calendar web application. The main interface includes a navigation bar with the OpenPaaS logo and a search bar. Below the navigation bar is a calendar view for December 2024. A 'Settings' dialog box is open, displaying the 'Calendar configuration' for 'My agenda'. The dialog has two tabs: 'MAIN' and 'DELEGATION'. The 'MAIN' tab is active, showing fields for Name, Color, Public right, and CalDAV URL. The CalDAV URL is highlighted, and a 'Copy to clipboard' button is visible next to it. The URL is: `https://dav.govmu.org/calendars/67483b30ff69a0001c56222d/67483b30ff69a0001c562`. The dialog also has a 'SAVE' button and a 'CLOSE' button.

Copy the URL given by "CalDAV URL"

11. In Outlook, paste it in section "DAV URL" with a "/" at the end.

Name: My agenda

Outlook Settings

Outlook folder: My Agenda (This computer only) ...

Synchronize items immediately after change

Server Settings

DAV URL: https://dav.govmu.org/calendars/67483b30ff69a0001c56222d/67483b30ff69a0001c56222d/

Username: cisd_gesu@govmu.org

Password: *****

Email address: cisd_gesu@govmu.org

Test or discover settings

Sync Settings

Synchronization mode: Outlook ↔ Server (Two-Way) ▾

Synchronization interval (minutes): 1 ▾

- Username: Enter full email address
- Password: Enter your password
- Email Address: Enter full email address

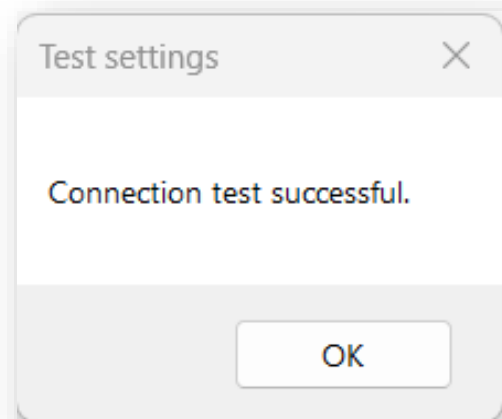
Synchronize items immediately after change: Checked

Synchronization interval (Minutes): Set to 1

12. Click on **Test and discover settings**.

You will see a "Connection Test Successful" message.

Click on OK, and restart outlook.



Outlook

Agenda (This computer only) - cid_gesu@govmu.org - Outlook

FILE HOME SEND / RECEIVE FOLDER VIEW CalDav Synchronizer

New Calendar Rename Calendar Copy Calendar Move Calendar Delete Calendar Share Calendar Open Calendar Calendar Permissions Properties

November 2024
M T W T F S S
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30

December 2024
M T W T F S S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31 1 2 3 4 5

My Calendars
 Calendar
 Agenda (This computer only)

December 2024 - January 2025
New York, NY
Today 36°F/25°F Tomorrow 39°F/33°F Saturday 44°F/41°F Search Agenda (This computer only) (Ctrl+E)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
2 Dec	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 09:00 Test: CSD 10:00 UAT: CSD 11:00 Meeting: CSD	24	25	26	27	28	29
30	31	1 Jan 25	2	3	4	5
6	7	8	9	10	11	12

Mail Calendar People Tasks ...

Twake Calendar

OpenPaaS Search in events

Calendar +

December 2024
Mo Tu We Th Fr Sa Su
25 26 27 28 29 30 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31 1 2 3 4 5

My calendars
 My agenda
 Meeting
 CSD

Shared calendars
Manage calendars

Dec 23 - 29, 2024
WS2 Mo 23 Tu 24 We 25 Th 26 Fr 27 Sa 28 Su 29

all-day	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM
		9:00 AM - Test	10:00 AM - UAT	11:00 AM - Meeting	12:30 PM - Iso Meeting				