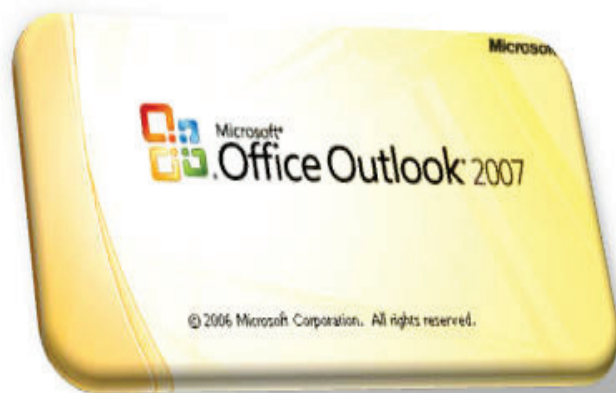




GainCloud Systems

GainCloud Service
**Microsoft® Outlook Email Client
Configuration Guide**



Version: 1.0 (Released: July 12, 2011)

Version: 1.1 (Released: Nov 01, 2012)



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Chapter 1

1 Introduction

This document provides end user usage guidance and documentation related to the GainCloud Based Email-Service Setup for Microsoft Outlook Email Client software. The sections covered in this document are:

- a. Outlook Configuration – Setup and configuration of Outlook configuration is covered.

Chapter 2

2 Microsoft® Outlook Configuration

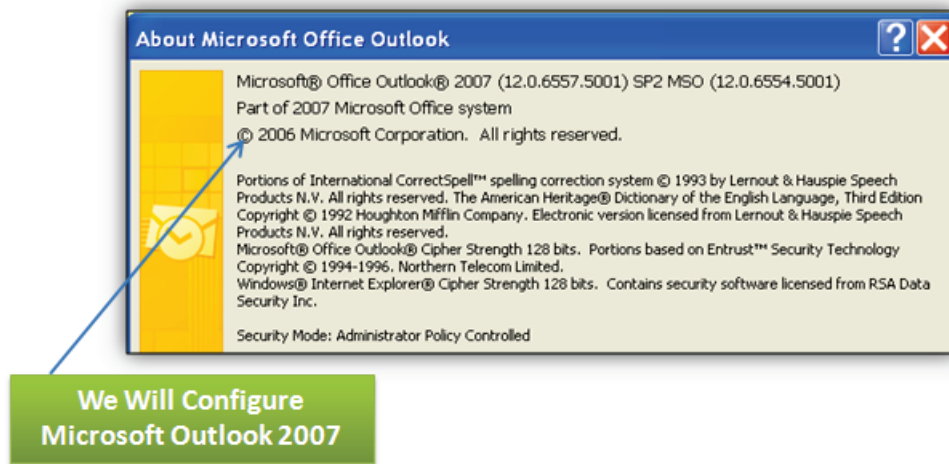
Before You Proceed – Please make sure you have registered at GainCloud Service for a Cloud-hosted email mailbox. **Cloud Service registration is required before your start configuring your Outlook Email Client software.** We have included illustrations (or screen-shots) of respective Outlook configuration pages in this User-Guide as examples – but these screen's vary on different Outlook software versions.

If you are looking for a specific feature (or documentation) which is currently not covered here please feel free to let us know at support@gaincloud.com.

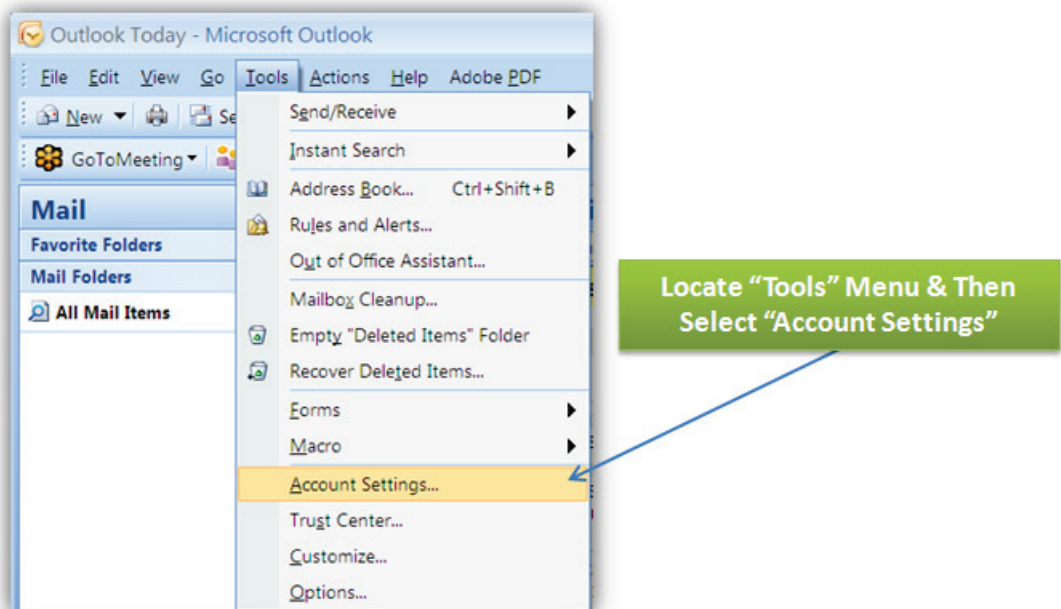
2.1 New Mailbox Setup

Please follow the steps given below to configure your Evotrix Cloud Email to your Outlook Email Client software.

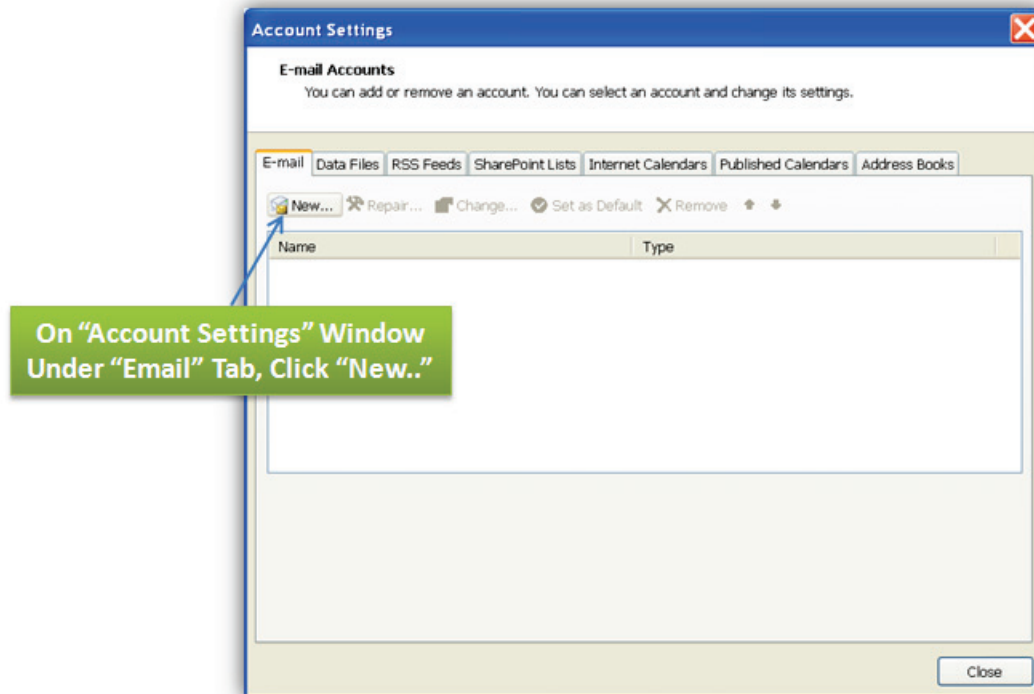
Please Note: The instructions in this configuration document cover Microsoft Outlook 2007 Version as illustrated below:



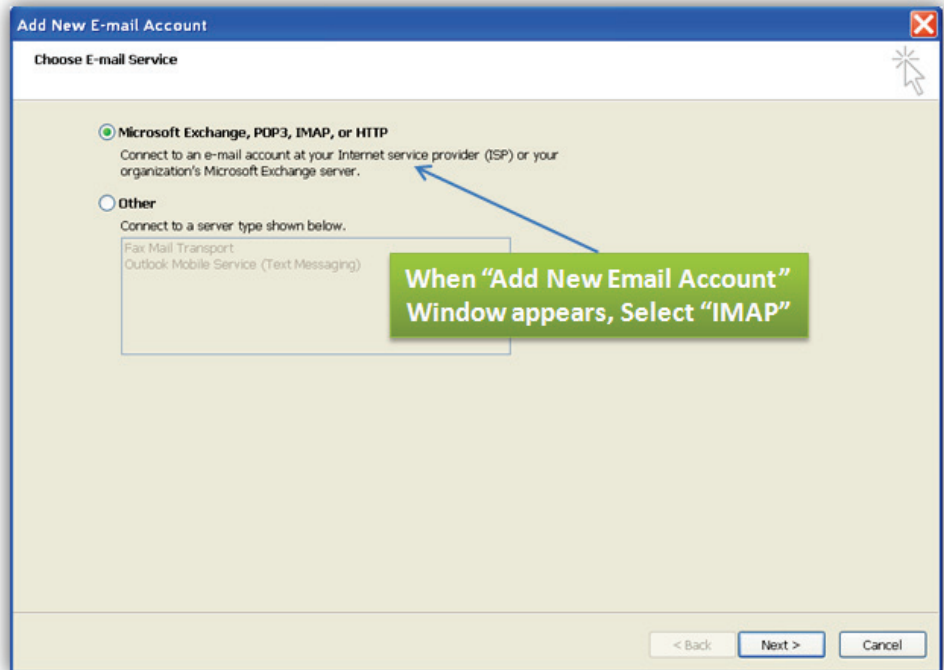
1. Let's begin. First, Start Outlook client and from "Tools" Menu, select "Account Settings" menu-item.



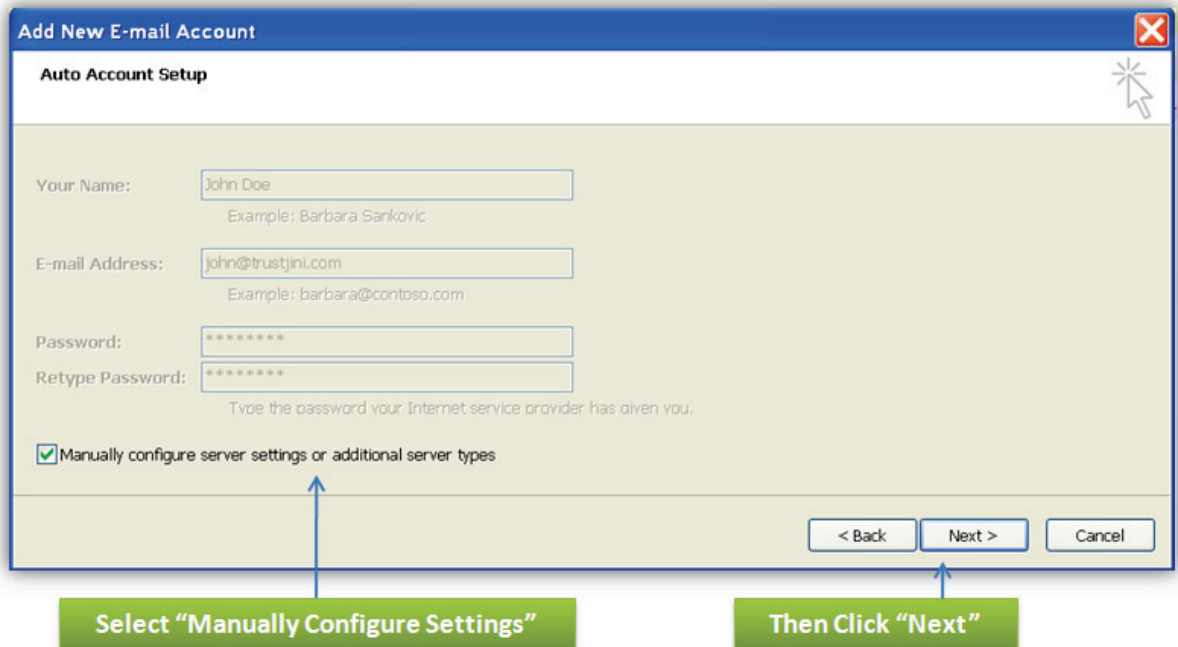
2. When “Account Settings” window appears, click on “New” button under “Email” Tab.



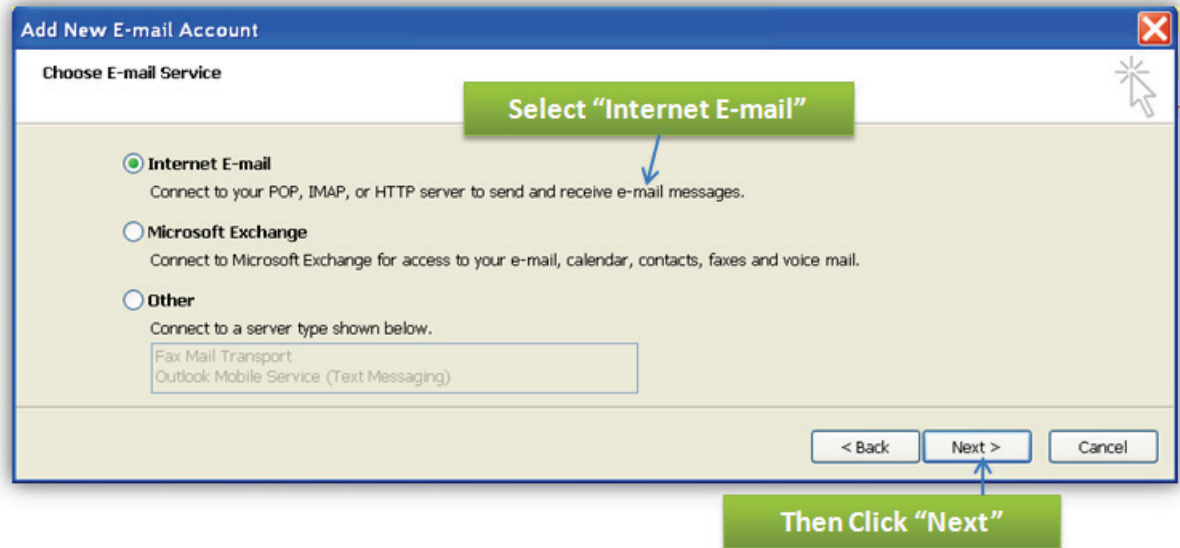
3. When “Add New E-mail Account” window appears, Select “IMAP” entry as shown in the illustration below: Then click “Next”.



4. On this page; you don't need to enter any information, since we will enter all configuration information further in the upcoming wizard pages. Select the checkbox next to "Manually Configure Server Settings" and click "Next".

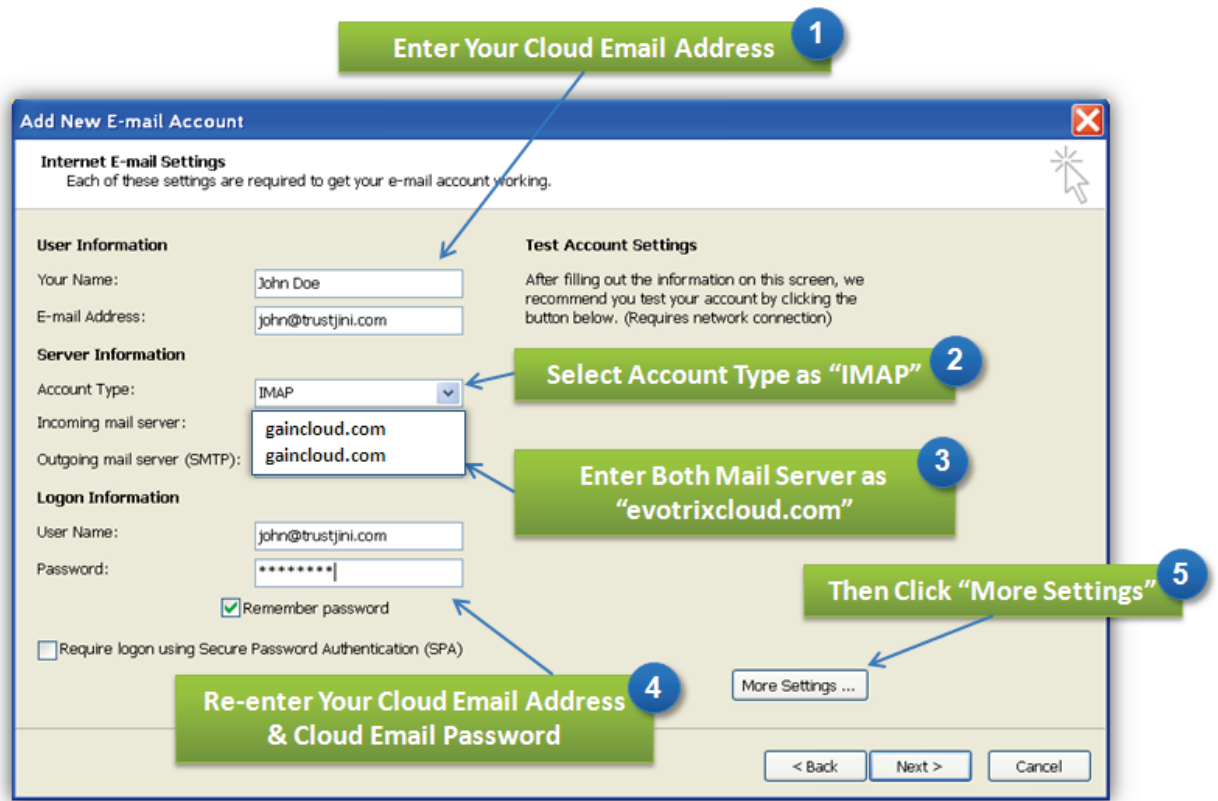


5. While selecting “E-mail Service” make sure to choose “Internet E-mail” and click “Next” as shown in the illustration below:



6. When “Internet E-mail Settings” window appear, Enter your cloud email address; select Account Type as IMAP (for incoming emails) and make sure to enter the save mail-server hostname as “gaincloud.com” (for both incoming and outgoing server). Under the “Login-Information” section re-enter your cloud email address and cloud email password.

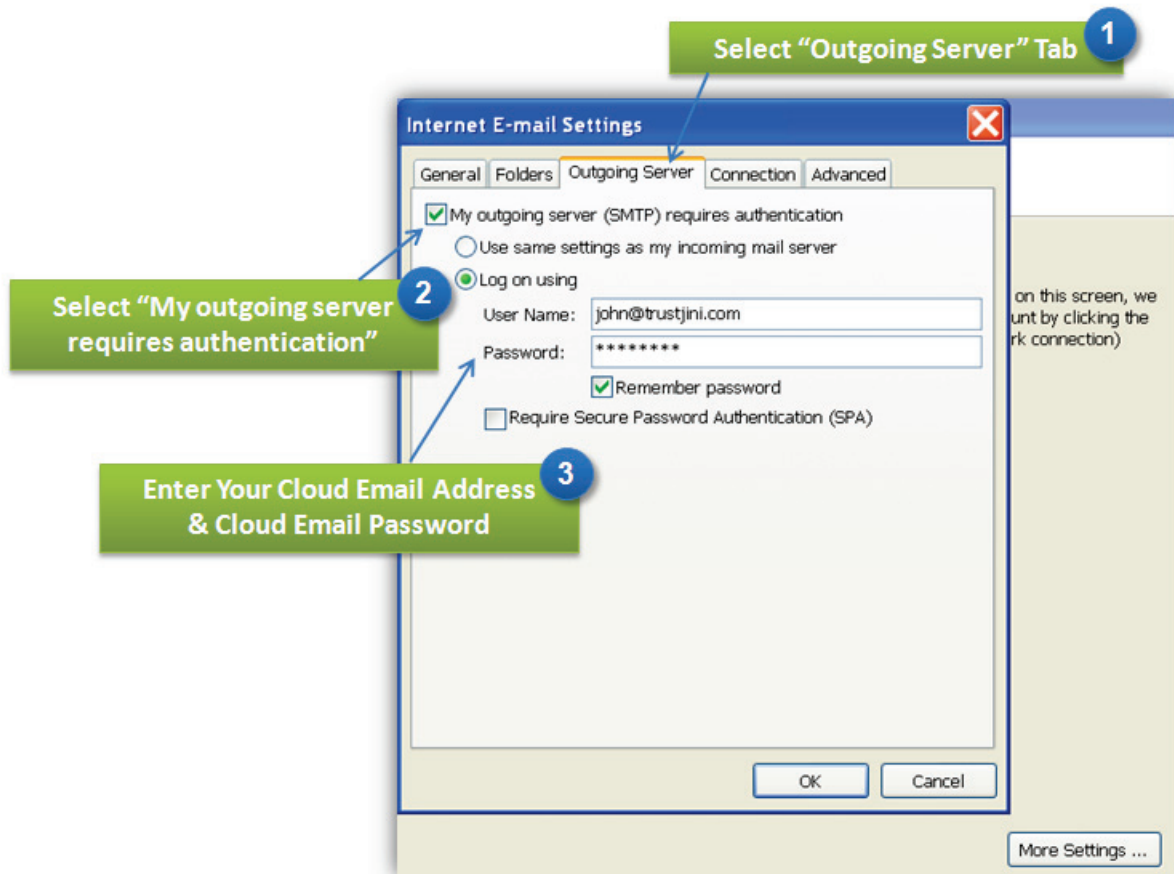
Not all configuration entries are listed on this window, thus click on “More Settings” button to provide additional configuration details as shown in the illustration given below:



7. Once you complete entering all the additional configuration information you will return back to this "Internet Email Settings" window.

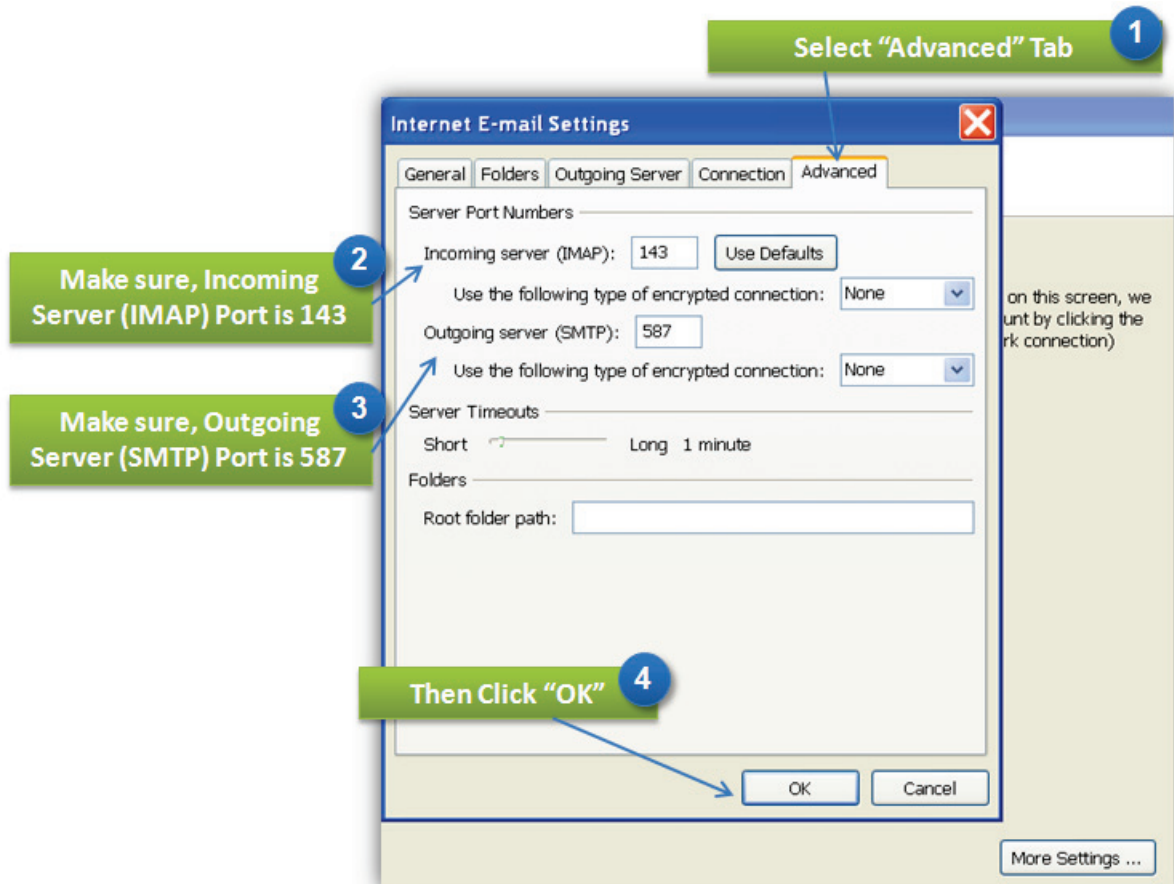
- When you click on “More Settings” button, the “Internet E-mail Settings” Popup window will appear. Navigate to the “Outgoing Server” tab under this window. Select the checkbox next to “My outgoing server (SMTP) requires authentication”; select the radio button “Log on using”; and enter your cloud email address and cloud email password respectively for “Log on” details. **Don’t click** on “OK” button yet. We still need to provide advanced configuration information.

Please Note: Make sure, to select the checkbox next to “Remember password” for outlook to store your SMTP outgoing password. If this is not selected, outlook will prompt you to enter your cloud email password every time you send an email via Outlook Client software.



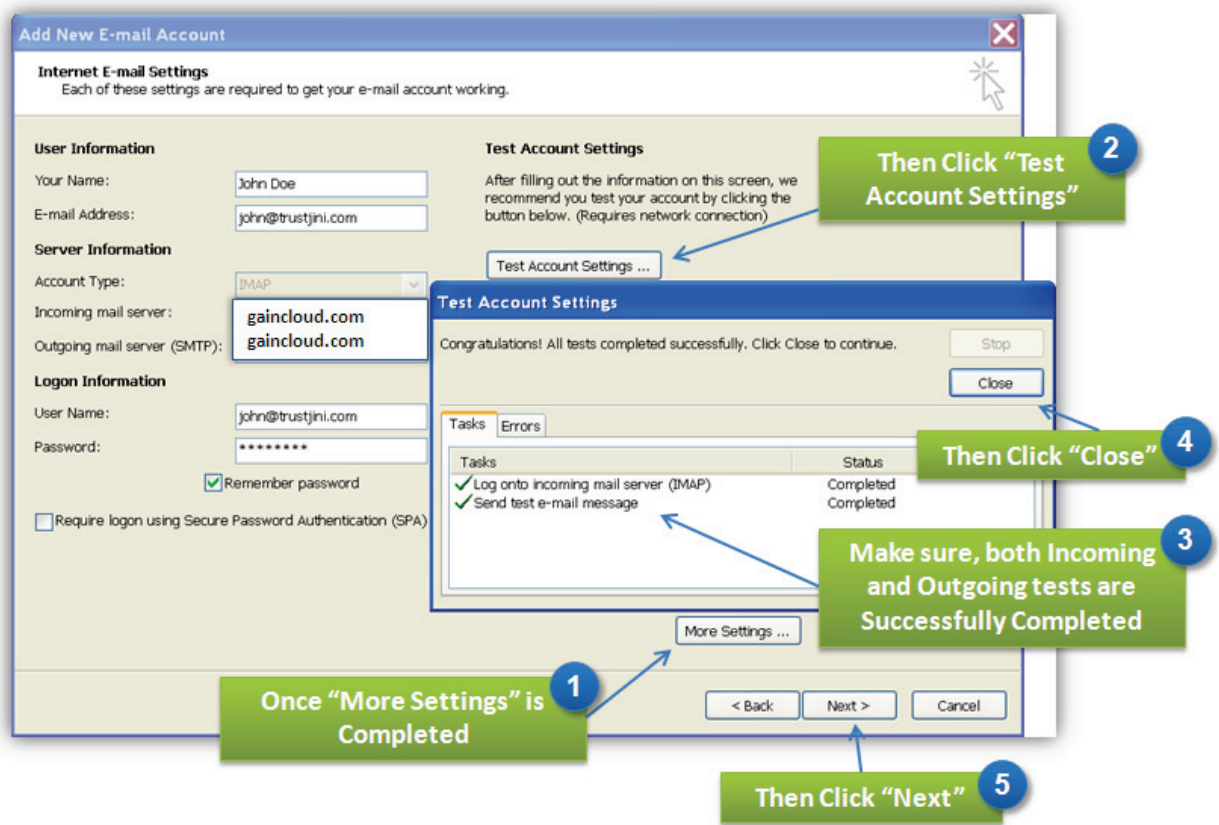
9. On “Advanced” tab make sure to provide the Incoming Server (IMAP) Port as 143 and the Outgoing Server (SMTP) Port as 587. Then click on “OK”.

Also make sure the Encrypted Connection settings is selected as “None” as shown in the illustration below:

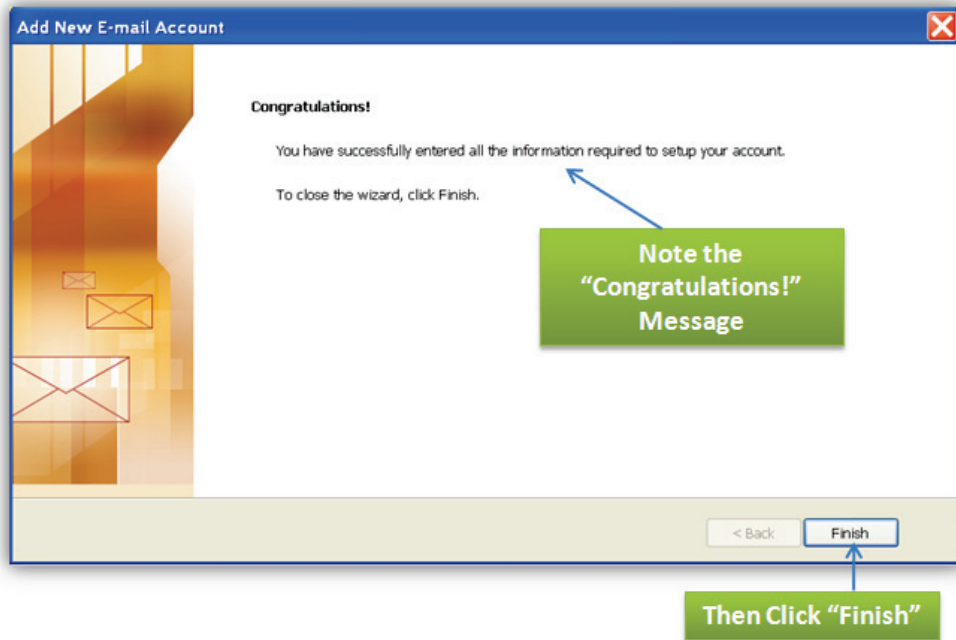


10. Once you completed all the “Advanced Settings” under the “More Settings” window, you will return back to “Internet E-mail Settings” window.

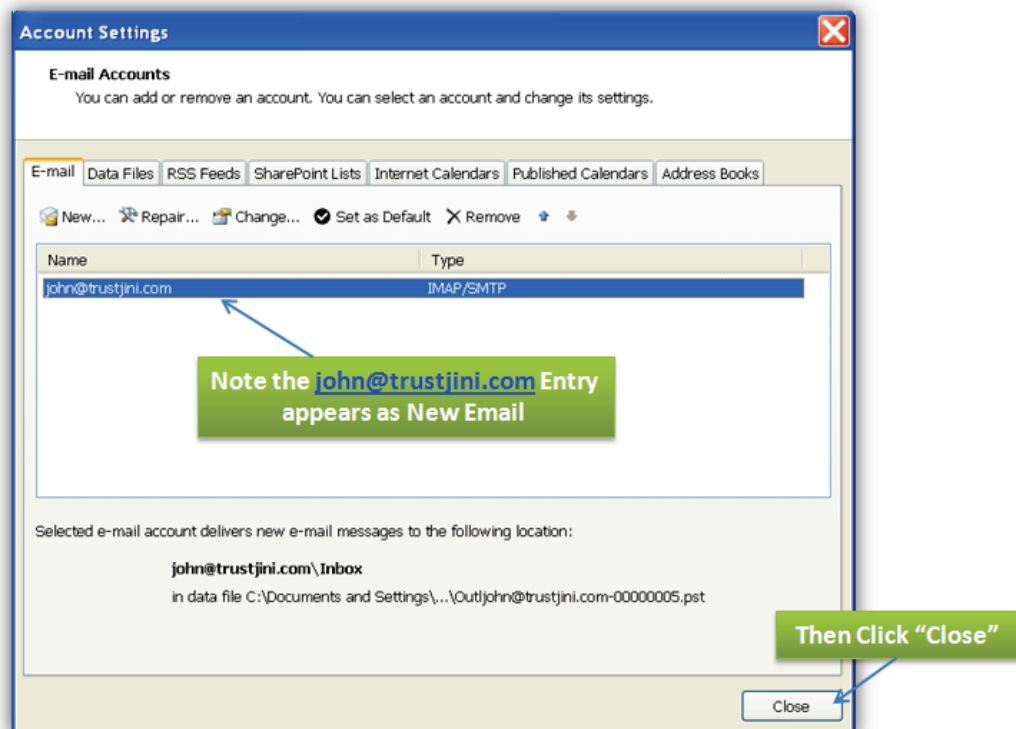
Now click on “Test Account Settings” button. You will notice a “Test Account Settings” popup window will appear. Outlook will now attempt to perform test-connectivity for sending and receiving a test email. If the tests succeed, a “green check mark” will appear as shown in the illustration below. Then click on “Close” button and return back to the “Internet E-mail Settings” window. Now click on “Next”.



11. That's it. Your outlook email is now configured to your Cloud Email Mailbox. You should see a "Congratulation Page" as shown in the illustration below. Click on "Finish".

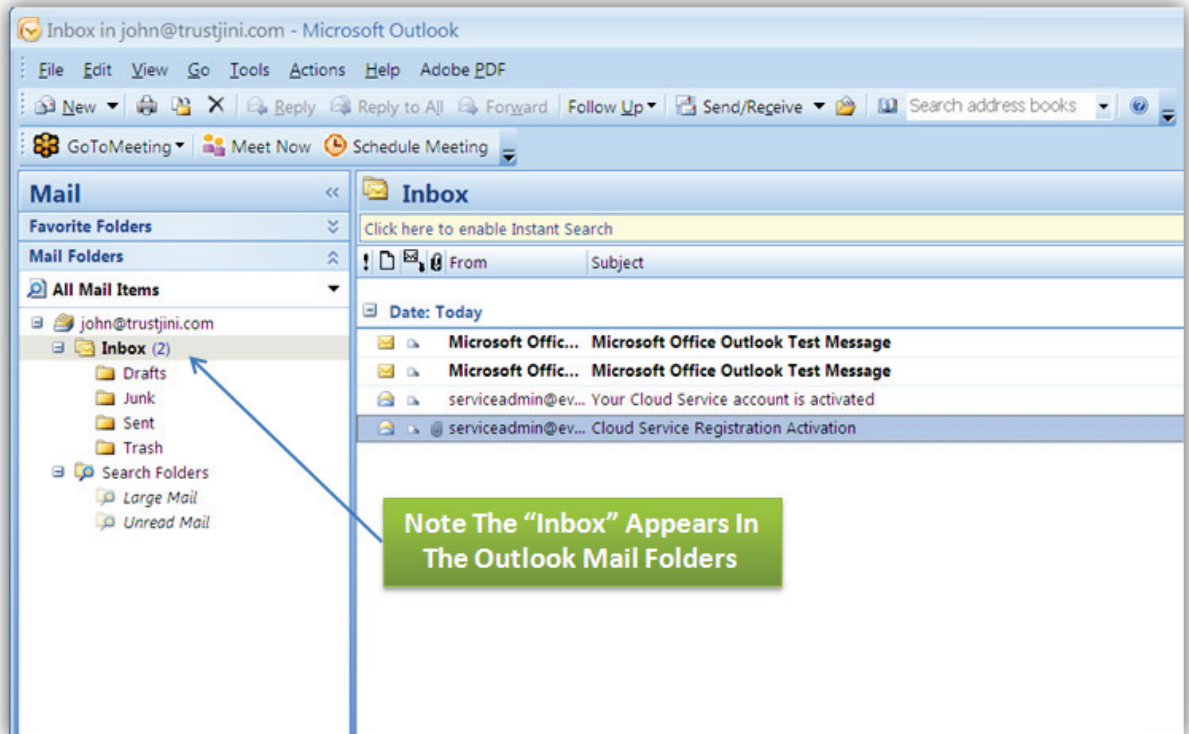


12. Outlook will now show your newly configured cloud mailbox. Click "Close" button.



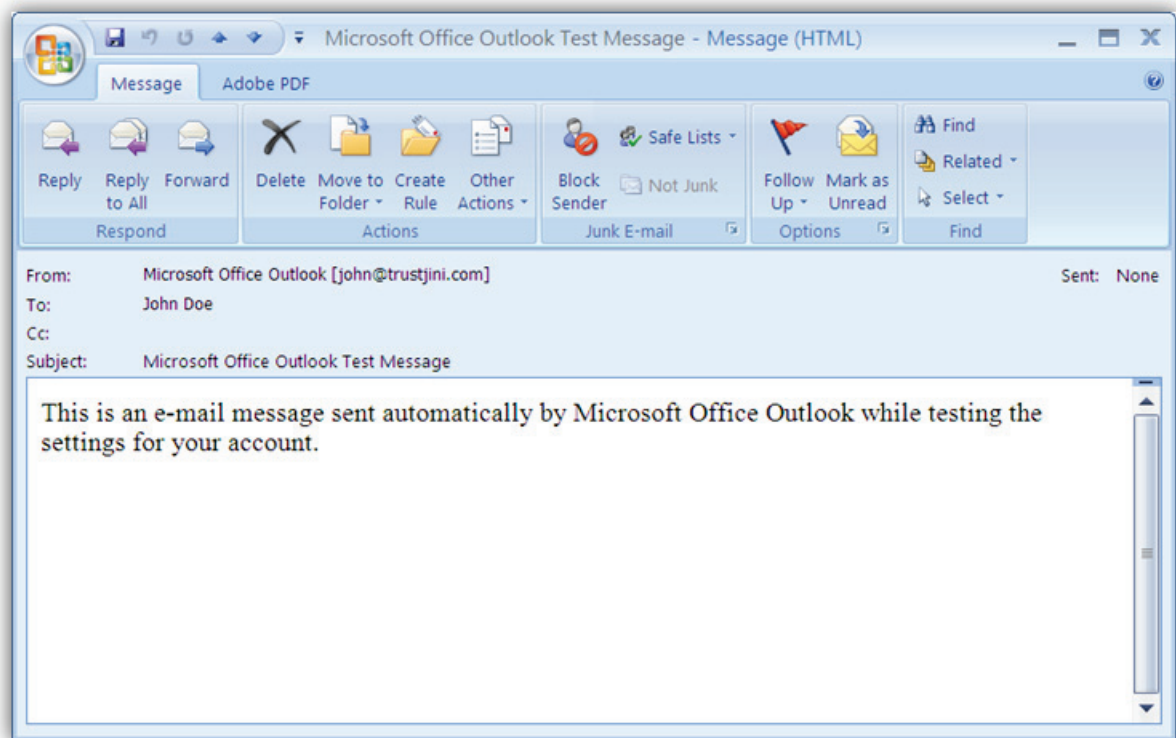
13. Outlook will now refresh and display your newly configured cloud mailbox under your local outlook “Mail Folders” as shown below. You will also note, that, outlook will automatically synchronize all emails from your cloud mailbox to your local Outlook client software.

All Done !!!



2.2 Confirmation Email

Once Your Mailbox is successfully configured with Cloud Server you will see a confirmation email in your Outlook Client software. The illustration given below is an example of this confirmation email received by your Outlook Email Client.



Note: Remember that the initial Confirmation Email synchronization process can take 10 to 15 minutes to complete. Once this initial auto-sync process completes then you can start using the Cloud Mailbox on your Outlook Email Client software.