

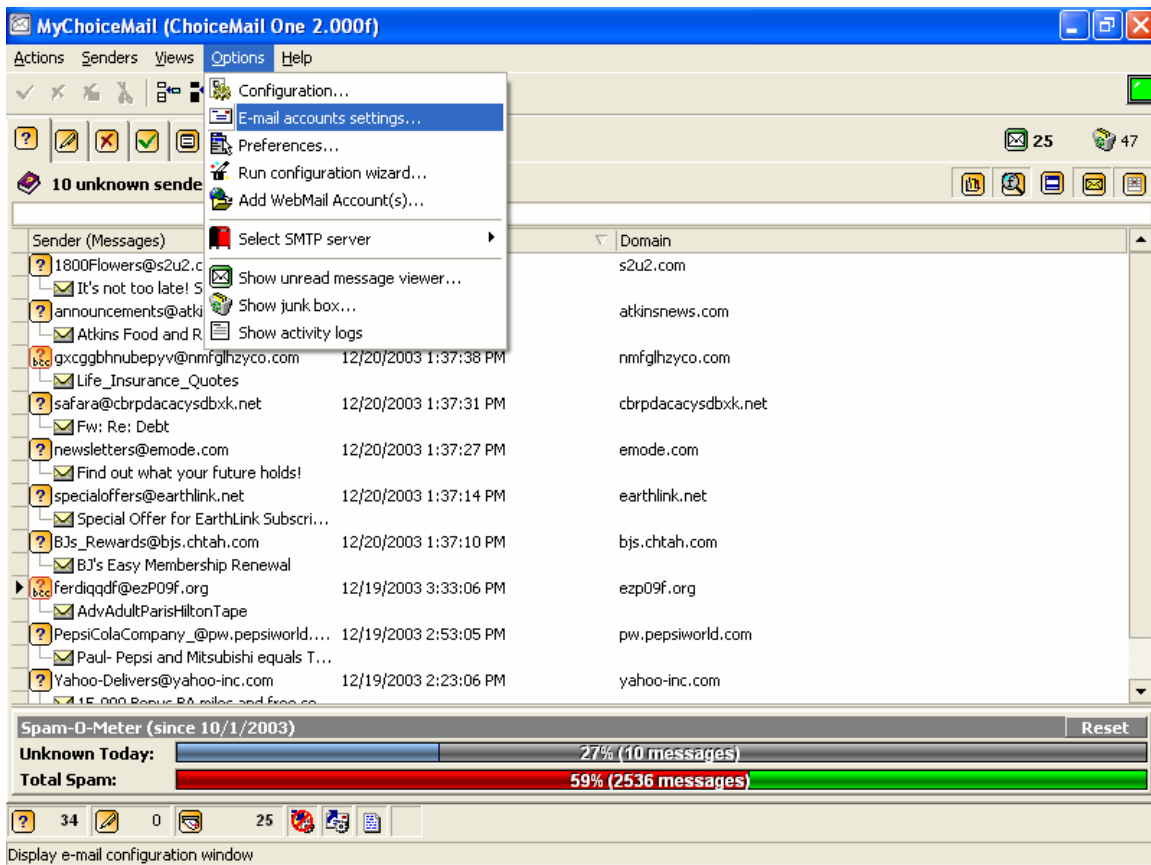


Checking Setting for The Bat!

For ChoiceMail Versions 1.0 – 1.6

The first place we want to check is with ChoiceMail itself. All the tests that we are going to perform in this section will deal with ChoiceMail connecting to your ISP and will not involve your email client. If you are NOT having problems with ChoiceMail connecting to your ISP, downloading and filtering your mail but with ChoiceMail connecting to your email client, then you may want to skip this section and go directly to checking the settings in your email client. [Click here](#) to do this.

1. To check to see if ChoiceMail is connecting to your ISP's POP 3 (Incoming) mail server: From ChoiceMail's main screen, Click on **Options -> E-mail accounts settings -> POP 3 Accounts Tab**.



2. Click on the first email account set up in ChoiceMail and then click the **TEST** button towards the bottom of the screen. If successful it should say "Successfully connected to POP 3 source".
3. Next while still on that same email account Click on the **Advanced** Button. If successful it should show you the # of emails waiting on the server at your ISP for that account.
4. Do these tests for all the email accounts you have set up in ChoiceMail.
5. If any of the tests fail for any of your email accounts, double check the information that was provided to you by your ISP or email account provider. This information must be correct in order for ChoiceMail to successfully connect and download your mail.
6. Also from this screen you can **DELETE** any email account that you have set up in ChoiceMail, (remember to also delete the account out of your email program), or **ADD** a new email account for ChoiceMail to check by clicking on the appropriate buttons.
7. In order to save your changes you must click on **OK** at the bottom of the screen.

E-mail accounts settings and preferences

General | **POP3 accounts** | IMAP accounts | Aliases and Mailing Lists | Messag

myemailaddress@myisp.com
myusername@hotmail.com

POP3 source email address
myemailaddress@myisp.com

POP3 source username
myusername

POP3 source password

POP3 source host
POP.myisp.com

Account enabled

New Delete Test

Use Secure Password Authentication (SPA)

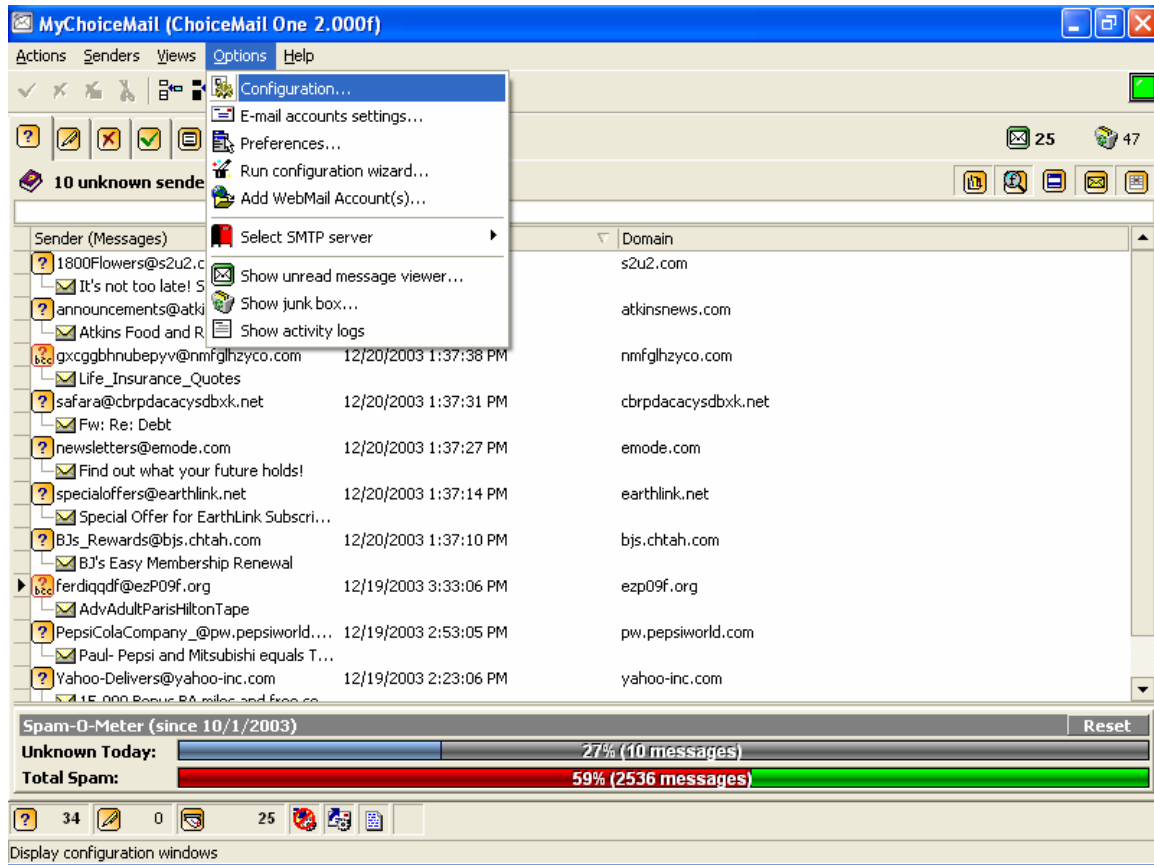
This server requires a secure connection (SSL) Advanced...

Specify the POP3 connection port: 110

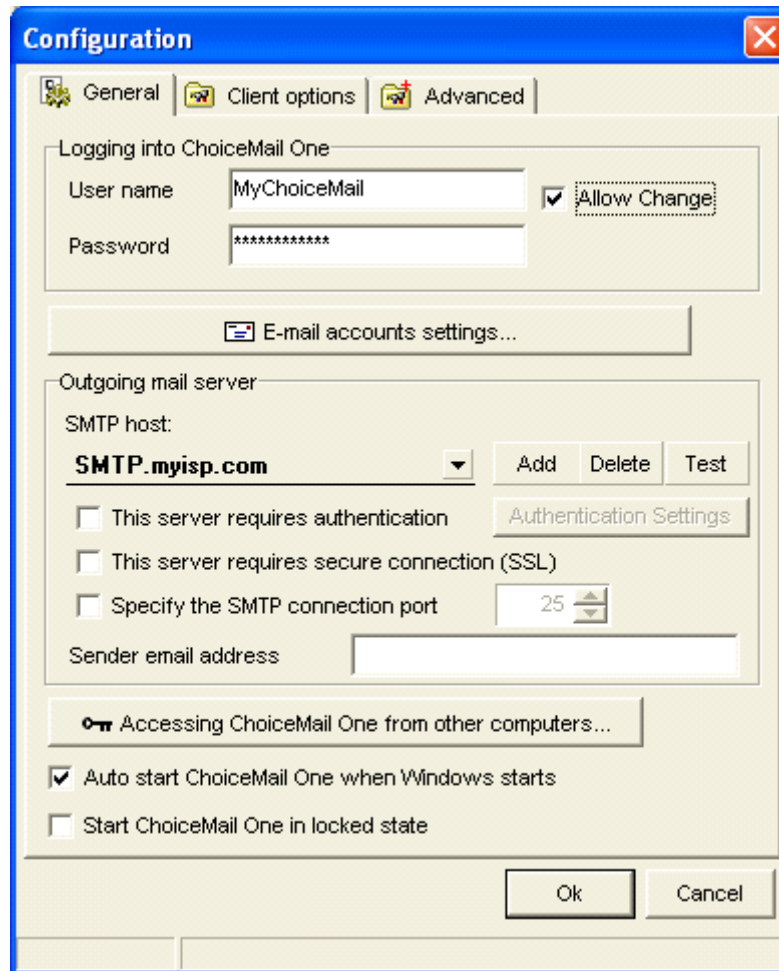
OK Cancel

POP3 port number for the selected source

1. To check or change the Username and Password that you have in ChoiceMail under the heading **“Logging into ChoiceMail One”**: From ChoiceMail’s main screen, Click on **Options -> Configuration -> General Tab**.



2. **“Logging into ChoiceMail One”** is the User name and Password that ChoiceMail needs to receive from your email client. Make sure that you use this User name and Password for every account that you have set up in your email client.
3. If you want to change this Username and Password you can do so by clicking on the box in front of **“Allow Change”**. If you change this Username and Password you will need to change every Username and Password to match this one for every email account that you have set up in your email client.
4. In order to save your changes you must click on **OK** at the bottom of the screen.



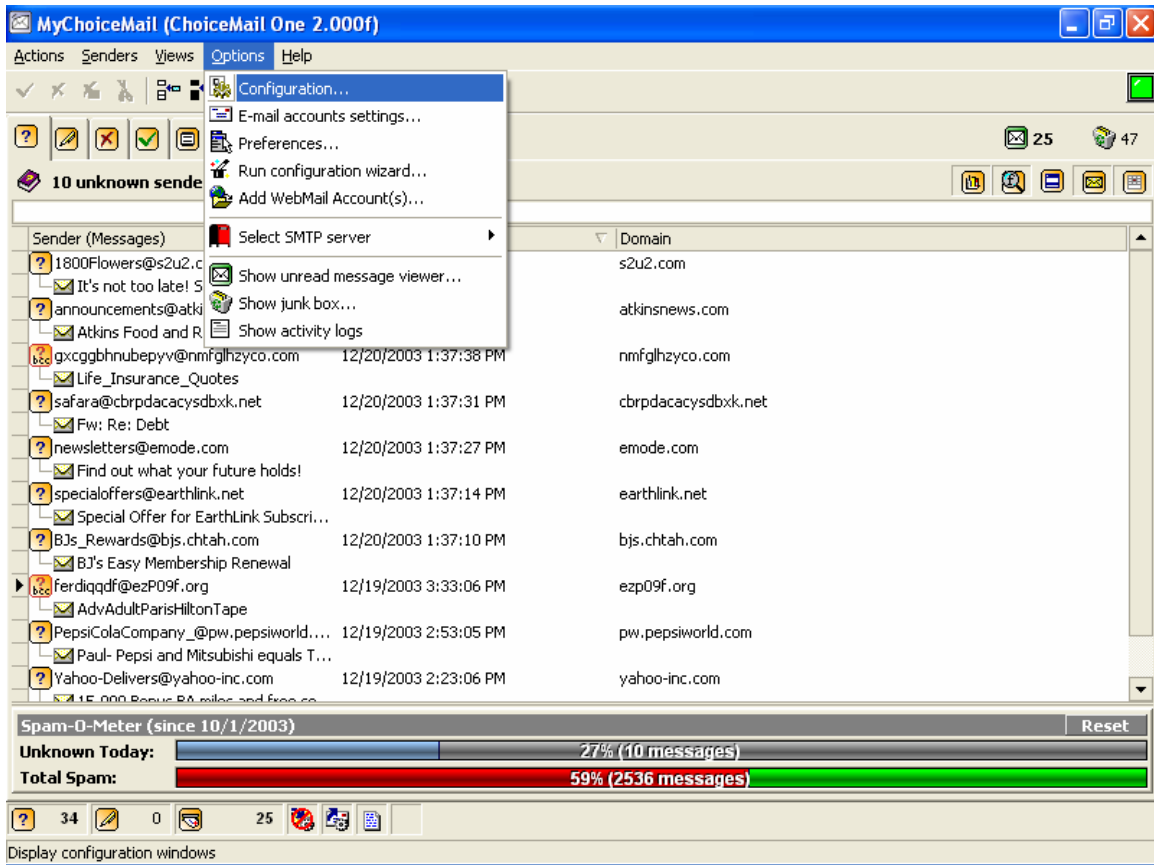
The image shows a Windows-style dialog box titled "Configuration" with a blue header and a close button in the top right corner. The dialog has three tabs: "General" (selected), "Client options", and "Advanced".

The "General" tab is active and contains the following sections:

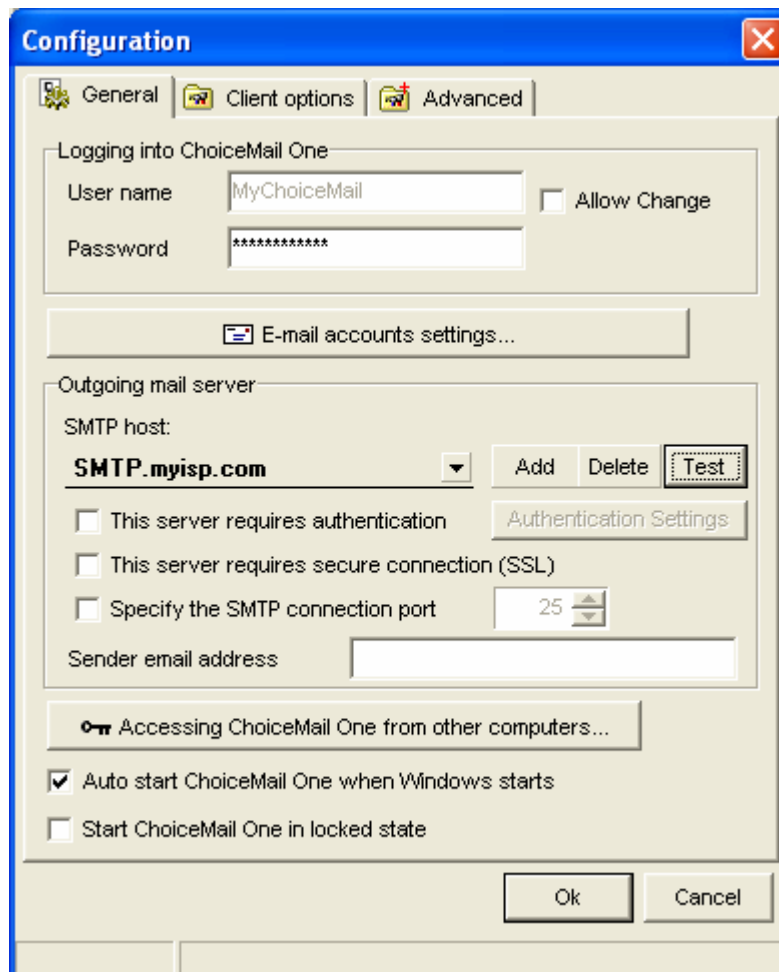
- Logging into ChoiceMail One:** This section has two input fields: "User name" containing "MyChoiceMail" and "Password" containing "*****". To the right of the "User name" field is a checkbox labeled "Allow Change" which is checked.
- E-mail accounts settings...:** A button with a mail icon and the text "E-mail accounts settings...".
- Outgoing mail server:** This section includes:
 - "SMTP host:" with a dropdown menu showing "SMTP.myisp.com" and buttons for "Add", "Delete", and "Test".
 - Three unchecked checkboxes: "This server requires authentication", "This server requires secure connection (SSL)", and "Specify the SMTP connection port".
 - A spin box for "Specify the SMTP connection port" set to "25".
 - A text input field for "Sender email address".
- Accessing ChoiceMail One from other computers...:** A button with a key icon and the text "Accessing ChoiceMail One from other computers...".
- Two checkboxes at the bottom: "Auto start ChoiceMail One when Windows starts" (checked) and "Start ChoiceMail One in locked state" (unchecked).

At the bottom right of the dialog are two buttons: "Ok" and "Cancel".

1. To check to see if ChoiceMail is connecting to your ISP's SMTP (Out Going) mail server:
From ChoiceMail's main screen, Click on **Options -> Configuration -> General Tab**.



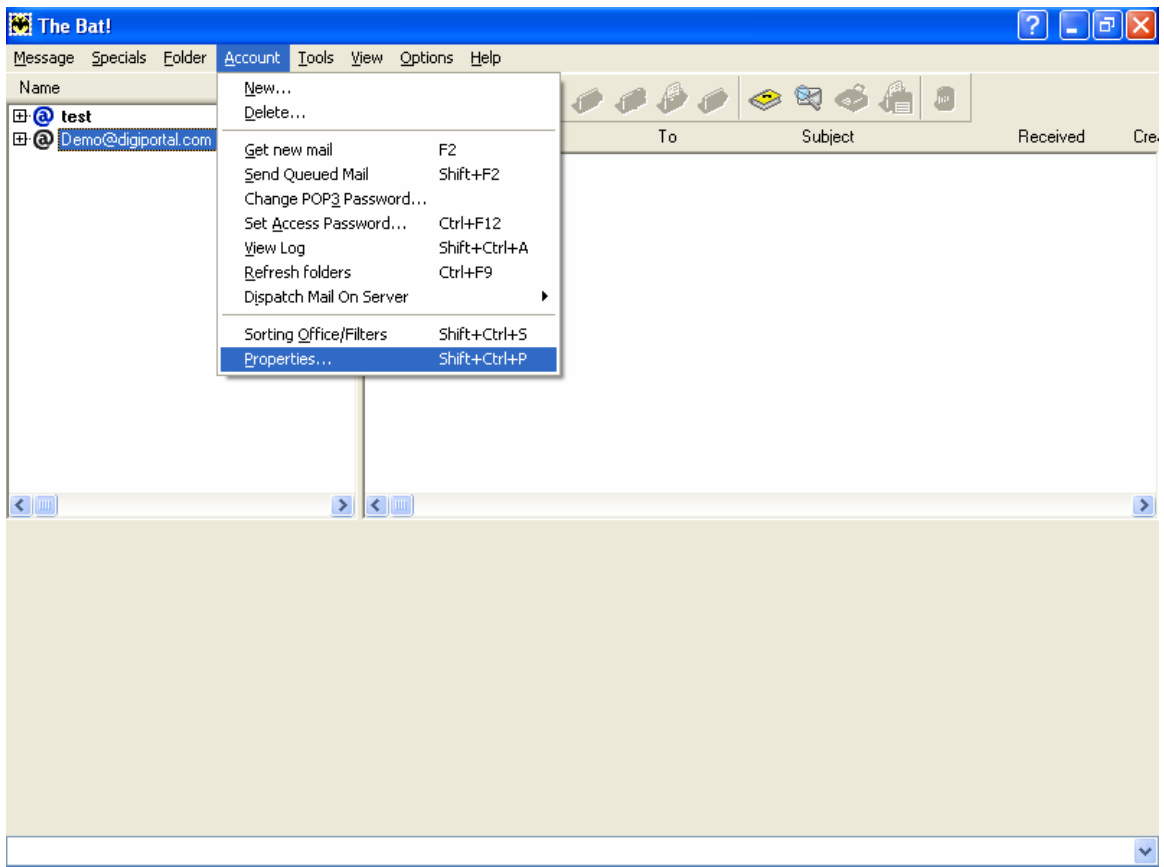
2. From the **General Tab** please go down to the section called **“Out going Mail Server”**. The mail server that is listed should be the mail server for the ISP that is providing your internet connection. This may be different from the company providing you with an email address so be sure to check.
3. Next click **TEST** if successful you should get a pop up window that says “Successfully connected to SMTP server and sent a test message.”
4. You will also notice options listed below the name of your SMTP server these should all be **UNCHECKED** unless you are told specifically that one of them is required by your ISP.
5. If this test fails, double check the information that was provided to you by your ISP. This information must be correct in order for ChoiceMail to successfully connect and send out your mail.
6. Also from this screen you can **DELETE** any SMTP mail server that you have set up in ChoiceMail or **ADD** a new SMTP mail server for ChoiceMail to use by clicking on the appropriate buttons.
7. In order to save your changes you must click on **OK** at the bottom of the screen.





Checking Setting for The Bat!

1. Double click on The Bat! to bring up the main screen.
2. From the Menu bar: Click on **Accounts** -> **Properties**.



3. General Tab:

- a. Name: Enter the name that you gave this account.
- b. From Information:
 - i. From Name: Enter your name.
 - ii. From Address: Enter the email address you wish The Bat! to display in the FROM field of outgoing mail. i.e. myemail@myisp.com
 - iii. Organization: Enter in your organization if applicable.
- c. Reply-To Information:
 - i. Reply-To Name: Enter your name.
 - ii. Reply-To Address: Enter the email address you wish The Bat! to respond with if it is different then the From address.

The screenshot shows the 'Account Properties' dialog box for the account 'Demo@digiportal.com'. The 'General' tab is selected in the left-hand tree view. The main area contains the following fields and controls:

- Name:** A text box containing 'Demo@digiportal.com'. Below it are two buttons: 'Edit personal Certificates' and 'Edit personal vCard'.
- From information:** A group box containing three text boxes: 'From Name' (John Smith), 'From Address' (demo@digiportal.com), and 'Organisation' (DigiPortal Software, Inc.).
- Reply-To information:** A group box containing two text boxes: 'Reply-To Name' (John Smith) and 'Reply-To Address' (demo@digiportal.com).
- Default address book:** A dropdown menu currently set to '<default>'.
- Checkboxes:** A checkbox labeled 'This account is the default for "mailto:" URLs' is currently unchecked.
- Buttons:** At the bottom are three buttons: 'OK', 'Cancel', and 'Help'.

4. Transport Tab:

a. Send Mail:

- i. SMTP Server: **localhost**
- ii. Connection: Regular
- iii. Port: 25

1. The only time that you will need to change the port number is if The Bat! still can not connect to ChoiceMail after you have checked all the settings in The Bat! and ChoiceMail. Port conflicts sometimes occur if another program running on your computer is using these port numbers. You will need to try Port Numbers 25(Default), 30,35,40,45 or 50. If you make a change in The Bat! you will need to make the same change in ChoiceMail the two numbers must match. To find out how to change the SMTP server Port in ChoiceMail [click here](#).

b. Receive Mail:

- i. Mail Server: **localhost**
- ii. **User**: Enter in the username that you used in ChoiceMail under the section “Logging into ChoiceMail One”.
- iii. **Password**: Enter in the password that you used in ChoiceMail under the section “Logging into ChoiceMail One”.
- iv. If you don't remember what Username or Password that you used [click here](#) for instructions on how to obtain that information from ChoiceMail.
- v. Connection: Regular
- vi. Protocol: POP 3
- vii. Port: 110

1. The only time that you will need to change the port number is if The Bat! still can not connect to ChoiceMail after you have checked all the settings in The Bat! and ChoiceMail. Port conflicts sometimes occur if another program running on your computer is using these port numbers. You will need to try Port Numbers 110(Default), 115,120,125,130 or 135. If you make a change in The Bat! you will need to make the same change in ChoiceMail the two numbers must match. To find out how to change the POP 3 server Port in ChoiceMail [click here](#).

Transport Tab

Account Properties - Demo@digiportal.com

Transport

- General
- Transport
- Mail management
- Deletion
- Options
- Files & directories
- Templates
 - New message
 - Reply
 - Forward
 - Reading confirmation
 - Save message
- Cookies
- Sound
- Network
- Memo

Send mail

SMTP Server: localhost Authentication...

Connection: Regular Port: 25

Receive mail

Mail Server: localhost Authentication...

User: demo

Password: ***** Protocol: **POP3**

Connection: Regular Port: 110

Delivery

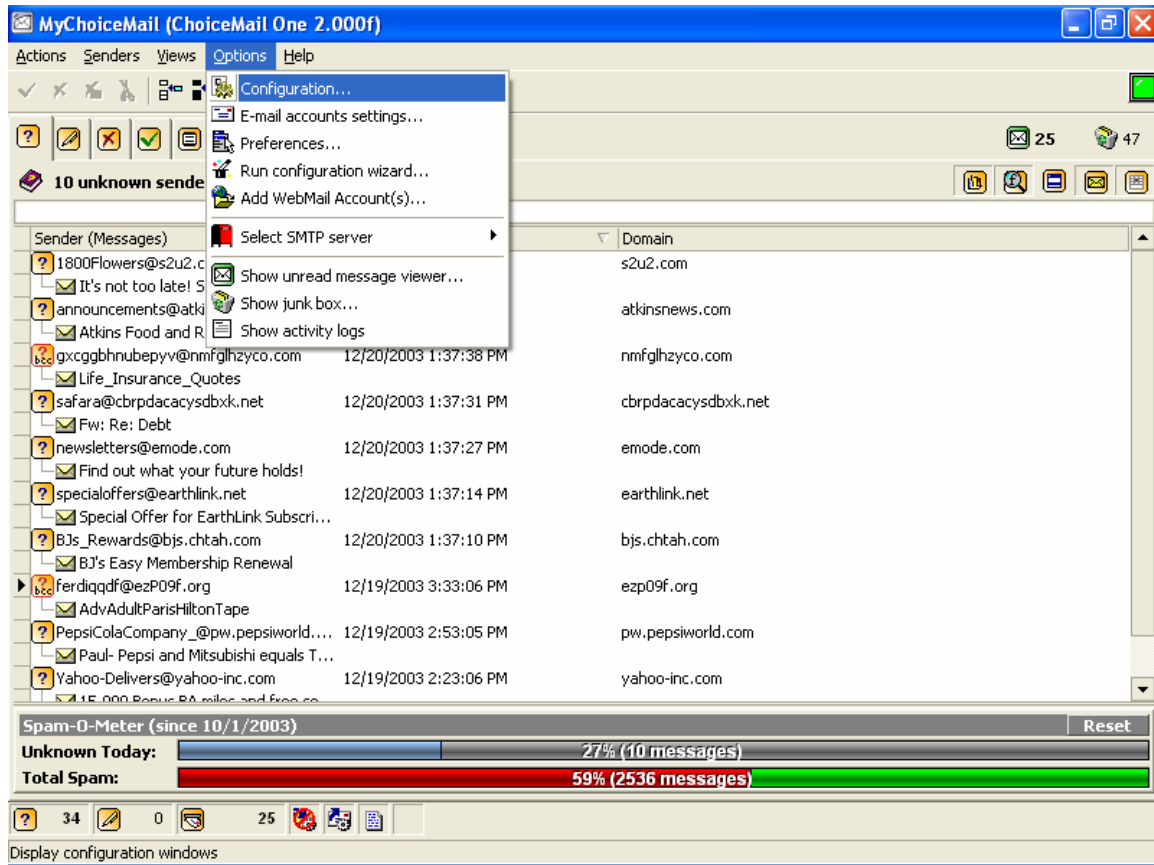
Immediate Deferred

Combined delivery (send+receive)

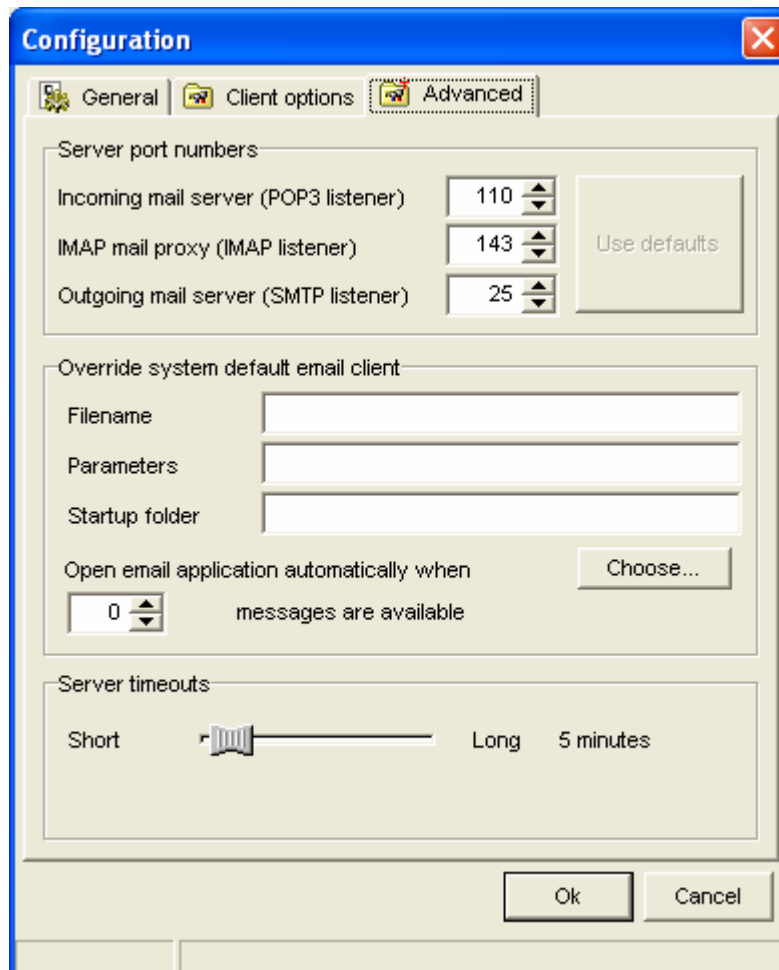
OK Cancel Help

How to Check/Change the Port settings in ChoiceMail

1. From ChoiceMail's menu bar: Click on **Options -> Configuration-> Advanced Tab.**



2. From this screen you can change the Port settings in ChoiceMail for your Incoming Mail Servers (POP 3) and for your Outgoing SMTP Mail Server.
3. If you encounter a port conflict between your email client and ChoiceMail for incoming mail, (mail will not go to your email client from ChoiceMail), it may be necessary to choose a different port number so that they will communicate. Remember what ever port number you set this to it must match the one in your email client. Here are the Port Numbers that you can try: Port Numbers 110(Default), 115,120,125,130 or 135.
4. If you encounter a port conflict between your email client and ChoiceMail for incoming mail, (mail will not go to your ChoiceMail from your email client), it may be necessary to choose a different port number so that they will communicate Remember what ever port number you set this to it must match the one in your email client. Here are the Port Numbers that you can try: Port Numbers 25(default), 30,35,40,45 or 50.



5. In order to save your changes you must click on **OK** at the bottom of the screen.