

# Global Email Setup

This guide is for all Temples and Saber Guild council positions that are granted @saberguild.org email addresses.

If you are already using Gmail with a temple name or your own personal account and want to use the @saberguild.org with it there are some simple instructions you can follow to allow you to do the following.

- Receive email sent to your @saberguild.org address
- Send email as your @saberguild.org address
- Reply to emails as your @saberguild.org address
- [How to setup email sending in Gmail](#)
- [How to setup email receiving in Gmail](#)
- [FAQ](#)

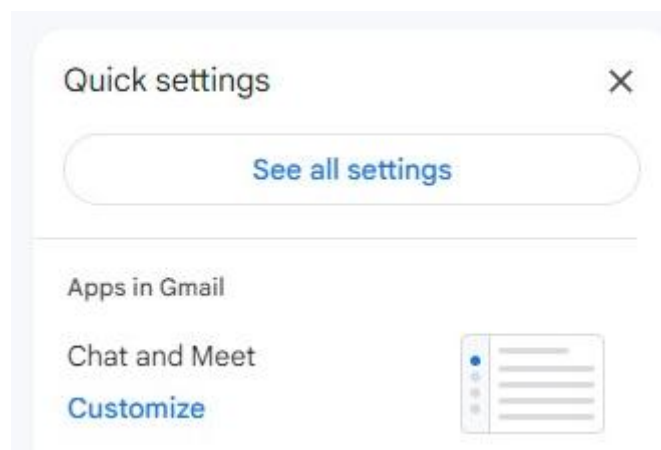
# How to setup email sending in Gmail

## Step 1 - Click on the Settings Cog

In the upper right of your Gmail account there is a big Cog icon, click it.



## Step 2 - Click on See all Settings



## Step 3 - Click on Accounts and Import

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts and Import](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#) [Themes](#)



## Step 4 - Click Add another email address

You will find "Add another email address" in the "Send mail as" section.

Send mail as:  
(Use Gmail to send from your other email addresses)  
[Learn more](#)

Lothal Director <lothal.temple.atl@gmail.com>  
[Add another email address](#)

[edit info](#)

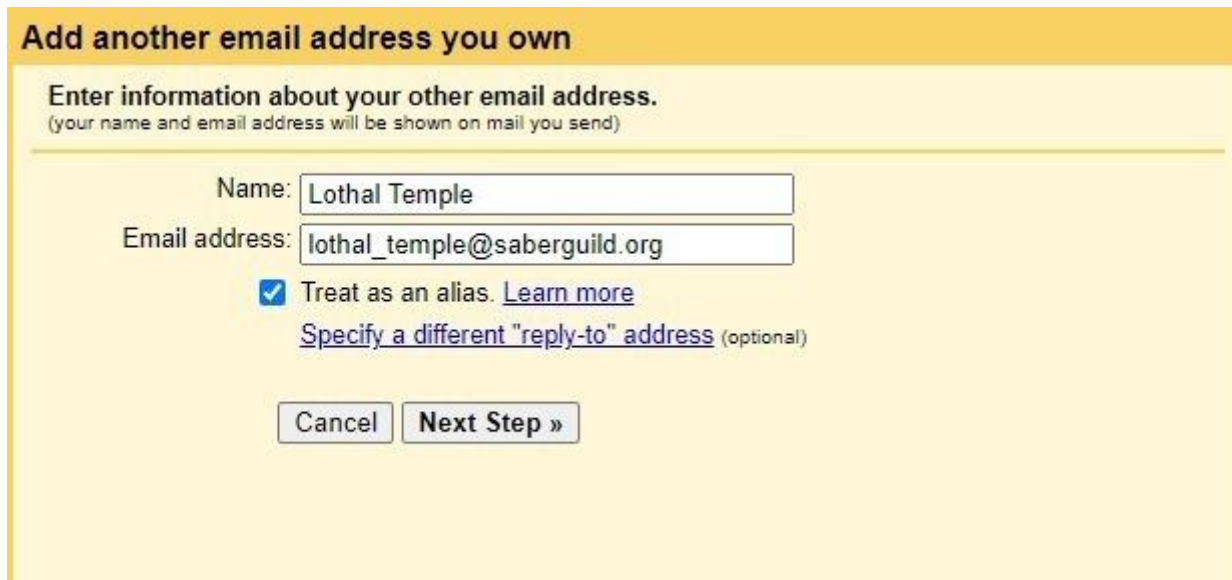
## Step 5 - Fill the fields in the popup window

**Name** : set to what you want the name to be, this should be "<temple name> Temple" for temples or your saber guild council position.

**Email address** : Set this to your official Saber Guild email address

**Treat as an alias** : Leave this checked unless you know what you are doing

Click **Next**

A screenshot of a web form titled "Add another email address you own" in a yellow header. Below the header, the text "Enter information about your other email address." is followed by a note in parentheses: "(your name and email address will be shown on mail you send)". The form contains two text input fields: "Name:" with the value "Lothal Temple" and "Email address:" with the value "lothal\_temple@saberguild.org". Below these fields is a checked checkbox labeled "Treat as an alias." with a link "Learn more" next to it. Underneath the checkbox is a link "Specify a different 'reply-to' address" followed by "(optional)". At the bottom of the form are two buttons: "Cancel" and "Next Step »".

**Add another email address you own**

Enter information about your other email address.  
(your name and email address will be shown on mail you send)

Name:

Email address:

☒ Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

## Step 6 - Set the values for the Saber Guild mail server

**SMTP Server** : Should have automatically been set, make sure it is **mail.saberguild.org**

**Port** : Set to **465**

**Username** : The full email address for your @saberguild.org email account

**Password** : Will have been sent to you separately.

**Secured connection using SSL** : Selected

Click on "Add Account"

**Add another email address you own**

Send mail through your SMTP server

Configure your mail to be sent through saberguild.org SMTP servers [Learn more](#)

SMTP Server:  Port:

Username:

Password:

☒ Secured connection using [SSL](#) (recommended)

☐ Secured connection using [TLS](#)

## Step 7 - Verify you own the account

For this step, you will need to log into your Saber Guild email account directly.

Go to <https://saberguild.org:2096>

Use your full email address and the password to log in.

## Step 8 - Go to your Inbox

When you log in you will be given a somewhat confusing page, just click on the "open" button on the left side to go to your inbox.

Open your inbox

**roundcube**  
open source webmail software

☐ Open my inbox when I log in

Set up email on your device

Select the device you will use:

Enter an email address that you can access from your device:

Select the configurations that you would like to set up:  
☒ Email

[Automatically configure my device](#)

Manage Your Inbox

## Step 9 - Find and use the verification email

The email should have the subject like 'Gmail Confirmation - Send Mail as lothal\_temple@saberguild.org'

Open this email and click on the Confirm your request link.

## Gmail Confirmation - Send Mail as lothal\_temple@saberguild.org



From **Gmail Team**   
To **lothal\_temple@saberguild.org**   
Date **Today 15:51**

You have requested to add [lothal\\_temple@saberguild.org](mailto:lothal_temple@saberguild.org) to your Gmail account.

Before you can send mail from [lothal\\_temple@saberguild.org](mailto:lothal_temple@saberguild.org) using your Gmail account ([lothal.temple.atl@gmail.com](mailto:lothal.temple.atl@gmail.com)), please click the link below to confirm your request:

[https://mail.google.com/mail/f-%5BANGjdJ-DfOZbOnLMYECbOR9Xilu5YAk2cvLluQ1uV7frHK\\_isuDewG94I](https://mail.google.com/mail/f-%5BANGjdJ-DfOZbOnLMYECbOR9Xilu5YAk2cvLluQ1uV7frHK_isuDewG94I)

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

Thanks for using Gmail!

Sincerely,

The Gmail Team

If you did not make this request, or you don't want to add this email address to your Gmail account, no further action is required.

[lothal.temple.atl@gmail.com](mailto:lothal.temple.atl@gmail.com) cannot send messages using your email address unless you confirm the request by clicking the link above. If you accidentally clicked the link, but you do not want to allow [lothal.temple.atl@gmail.com](mailto:lothal.temple.atl@gmail.com) to send messages

using your address, click this link to cancel this verification:

<https://mail.google.com/mail/g-%5BANGjdJ8Jmn9Z8LubpieftLs4PkkuvSnjLxj7GDnPuaM30XU4uQE0Ke4-I>

To learn more about why you might have received this message, please visit: <http://support.google.com/mail/bin/answer.py?answer=184973>.

Please do not respond to this message. If you'd like to contact the Gmail Team, please log in to your account and click 'Help' at the top of any page. Then, click 'Contact Us' along the bottom of the Help Center.

## Step 10 - Click the Confirm in the new page the opened

You will be presented with a Gmail Confirmation page with a button that says "Confirm", click this and you are done!

## Step 11 - Try it out - Send a mail as your new account

Go back to Gmail and click on Compose. In the Compose window click on the down arrow next to "From" at the top to see your new email address!

Now you can set your "To", "Subject" and a message and away it should go but now as your new account!

make default edit info



## New Message



From Lothal Temple <lothal\_temple@saberguild.org> ▾

To Lothal Director <lothal.temple.atl@gmail.com>

Cc Bcc

Subject Lothal Temple <lothal\_temple@saberguild.org>

Send ▾



# How to setup email receiving in Gmail

Assuming you have followed the steps in [How to setup email sending in Gmail](#) already, make your way back to the "Accounts (Steps 1 through 3).

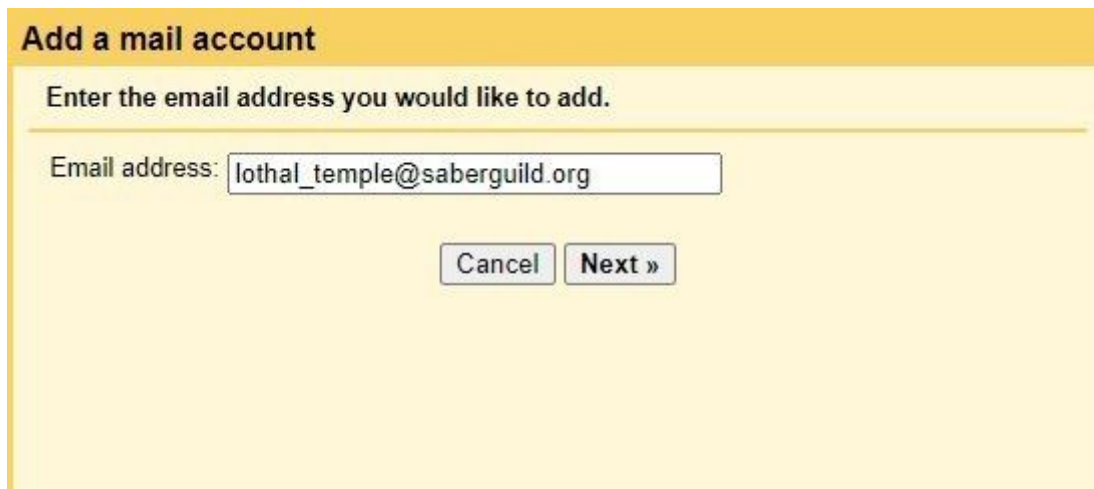
## Step 1 - Click on Add a mail account

In the Settings > Accounts and Import page look for "Check mail from other accounts".



## Step 2 - Fill your email address

In the popup, set the email address and click Next.

A screenshot of the 'Add a mail account' popup dialog. The title bar is yellow and says 'Add a mail account'. Below it, the text 'Enter the email address you would like to add.' is followed by a horizontal line. Under the line, the text 'Email address:' is followed by a text input field containing 'lothal\_temple@saberguild.org'. At the bottom, there are two buttons: 'Cancel' and 'Next »'.

## Step 3 - Choose Import emails from my other account

Choose this option and click "**Next**"



## Add a mail account

You can either import emails from lothal\_temple@saberguild.org to your Gmail inbox, or link the accounts using Gmailify. With Gmailify, you keep both email addresses but can manage emails from both using your Gmail inbox. [More about Gmailify](#).

- ☐ Link accounts with Gmailify  
Gmailify is not available for this provider.
- ☒ Import emails from my other account (POP3)

[Cancel](#) [« Back](#) [Next »](#)

## Step 4 - Fill in the email server settings

**Username:** <full email address>

**Password:** <the account password>

**POP Server:** mail.saberguild.org

**Port:** 995

☐ **Leave a copy of retrieved message on the server** : You can leave this unchecked or not, it's up to you

☐ **Always use a secure connection (SSL) when retrieving mail**: Always good to be secure

☐ **Label incoming messages** : This is a helpful tool for sorting what email came through the new account

Fill out all the details here, then click "**Add Account**"

## Add a mail account

Enter the mail settings for lothal\_temple@saberguild.org. [Learn more](#)

Email address: lothal\_temple@saberguild.org

Username: lothal\_temple@saberguild.org

Password: .....

POP Server: mail.saberguild.org

Port: 995 ▼

- ☐ Leave a copy of retrieved message on the server. [Learn more](#)
- ☒ Always use a secure connection (SSL) when retrieving mail. [Learn more](#)
- ☒ Label incoming messages: lothal\_temple@saberguild.org ▼
- ☐ Archive incoming messages (Skip the Inbox)

[Cancel](#) [« Back](#) [Add Account](#)

## Step 5 - Great Success

Refresh the settings page after a minute or two and you should see something like this.



Check mail from other accounts:  
[Learn more](#)

**lothal\_temple@saberguild.org (POP3)**  
Last checked: 0 minutes ago. 3 mails fetched. [View history](#) [Check mail now](#)  
[Add a mail account](#)

[edit info](#) [delete](#)

# FAQ

## I already have a Gmail (or other) email account, what do I do with this ?

Great! First off, you do not need to get rid of your current email account! This is in addition to your own.

Secondly, you can use the @saberguild.org email account in addition to your current one and in many cases, almost seamlessly!

## I have a different email address on PR material, do I need to replace them ?

No! You can use up your current stock of business cards, pamphlets, etc.

We suggest that you move to using the correct @saberguild.org address for any **new** materials you make

## I have / had a @saberguild.org email that has a different address, what is happening with that ?

Your old address will be "grandfathered" with a redirect to your correct address so you may still receive email but you will not be able to send from it. Instead, you will be able to send from your new address.

We do not guarantee that your old @saberguild.org address will function in the long run, they will be sunset in time.

## Why the new format

The new temple emails are easier to read, reduce the possibility of some unfortunate results of shoving them together ( jedha\_temple vs jedhatetemple ) for example.

Also, we hope to set up automated provisioning and other tools, so, in addition to be easier and clearer to the reader, they are easier for other reasons too!

## How do I use the new email account ?

Follow the instructions in [How to setup email sending in Gmail](#) and [How to setup email receiving in Gmail](#)

## I have a different email client I want to use, what is the information I need ?

### Using SSL / TLS

**Username:** lothal\_temple@saberguild.org

**Password:** Use the email account's password.

**Incoming Server:** mail.saberguild.org

**IMAP Port:** 993

**POP3 Port:** 995

**Outgoing Server:** mail.saberguild.org

**SMTP Port:** 465

IMAP, POP3, and SMTP require authentication.

If you cannot use SSL, please contact the archivists to discuss your issue.