Public Tech Ops

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Global Email Setup

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

To quickly access your global email directly without needing a Gmail account or other email client you can use the webmail portal here:

https://webmail.saberguild.club

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

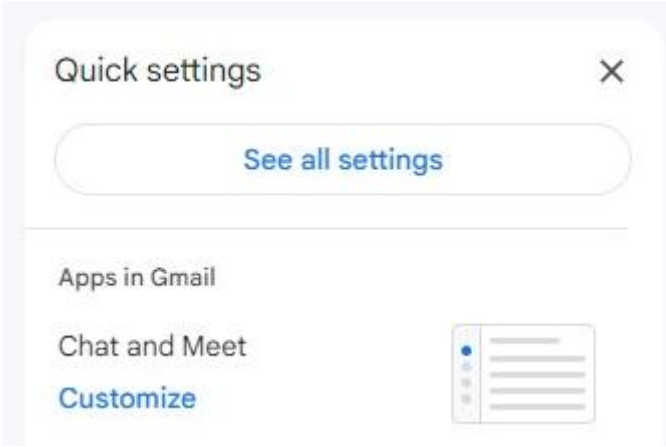
How to setup email sending in Gmail

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

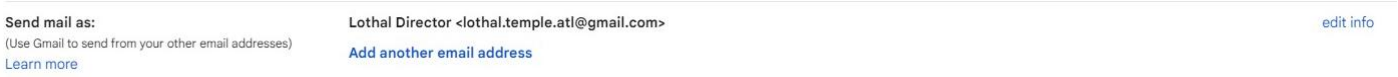


Step 3 - Click on Accounts and Import



Step 4 - Click Add another email address

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



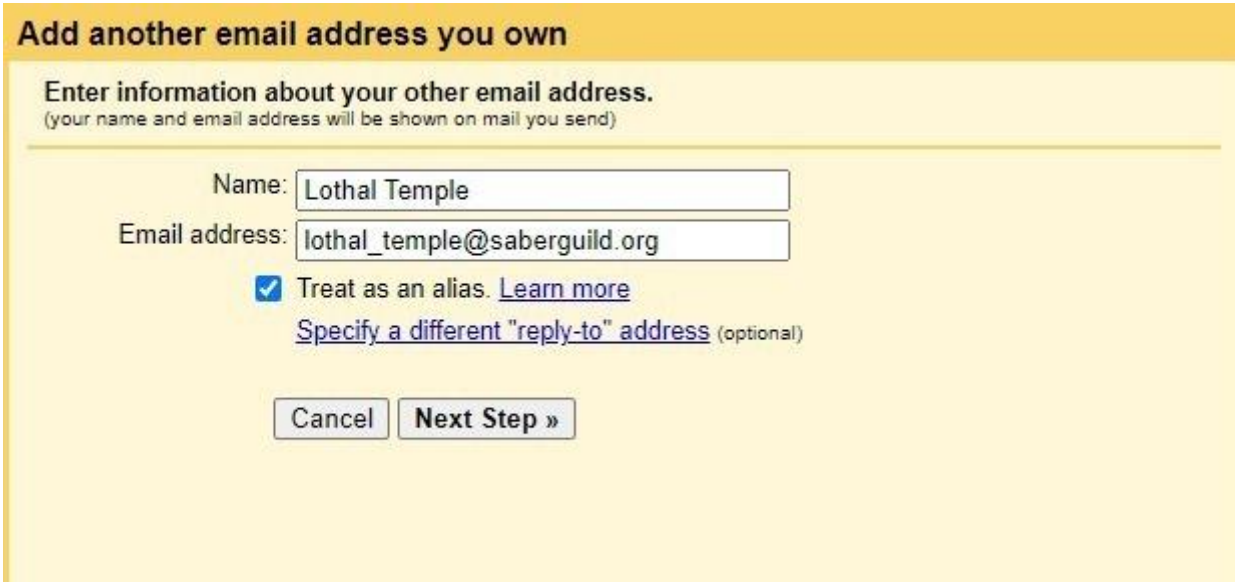
Step 5 - Fill the fields in the popup window

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**



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"



Step 7 - Verify you own the account

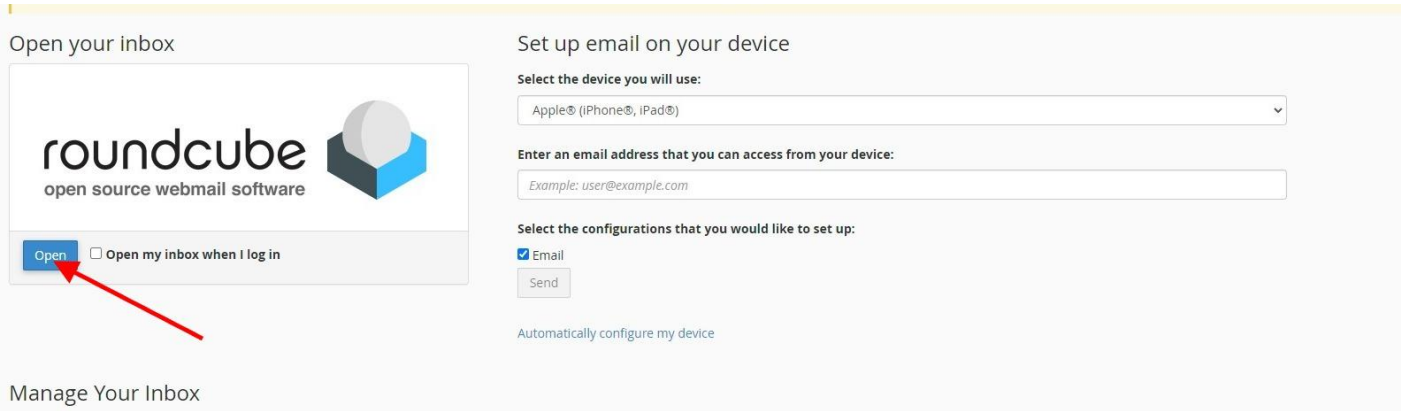
For this step, you will need to log into your Saber Guild email account directly.

Go to https://saberguild.org:2096

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

Step 8 - Go to your Inbox

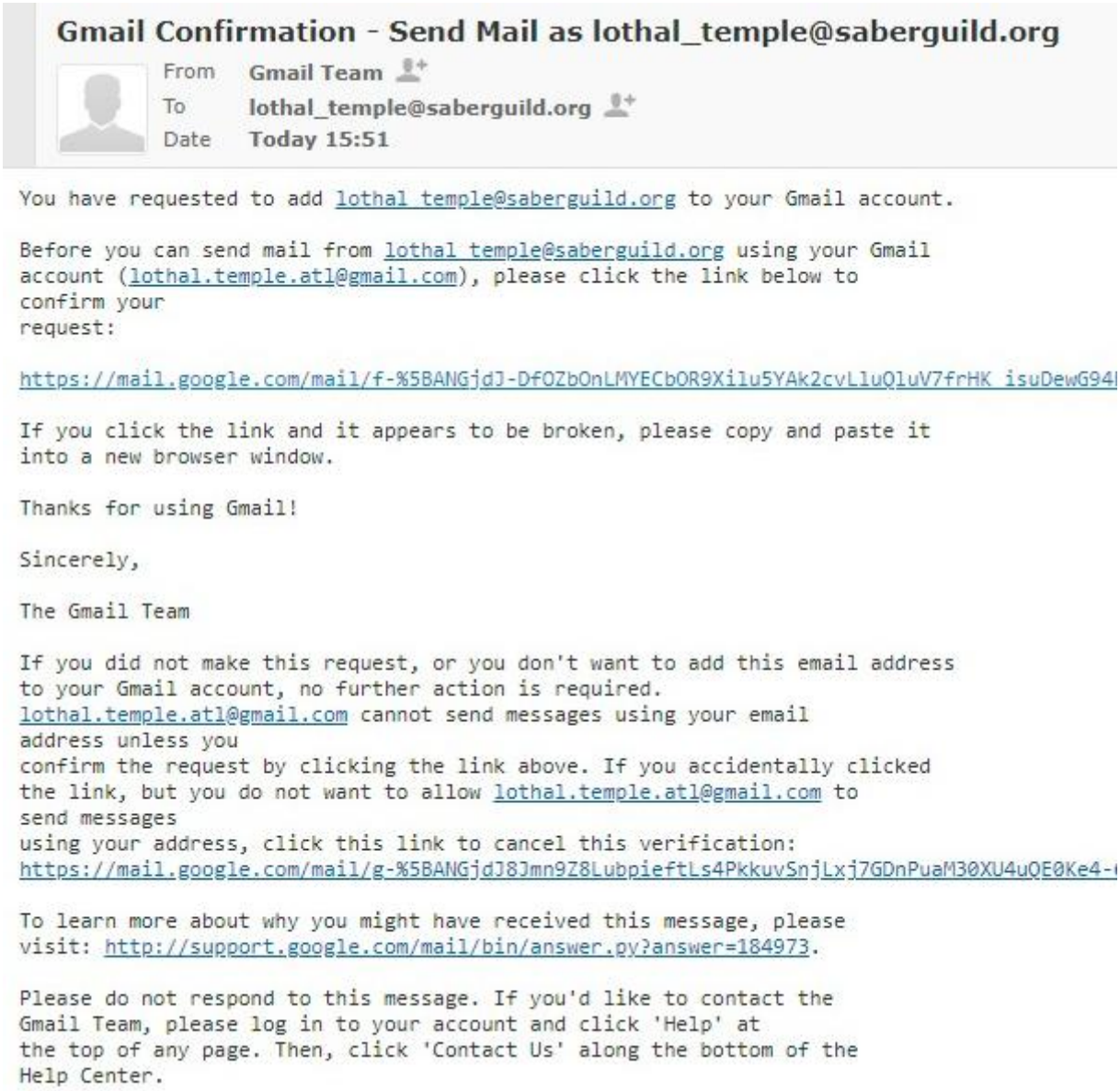
When you log in you will be given a somewhat confusing page, just click on the "open" button on the left side to go to your inbox.



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 to your Gmail account.

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

https://mail.google.com/mail/f-%5BANGjdJ-DfOZbOnLMYECbOR9Xilu5YAk2cvLluQluV7frHK_isuDewG94

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 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 to send messages using your address, click this link to cancel this verification:
https://mail.google.com/mail/g-%5BANGjdJ8Jmn9Z8LubpieftLs4PkkuvSnjLxj7GDnPuaM30XU4uQE0Ke4-

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.

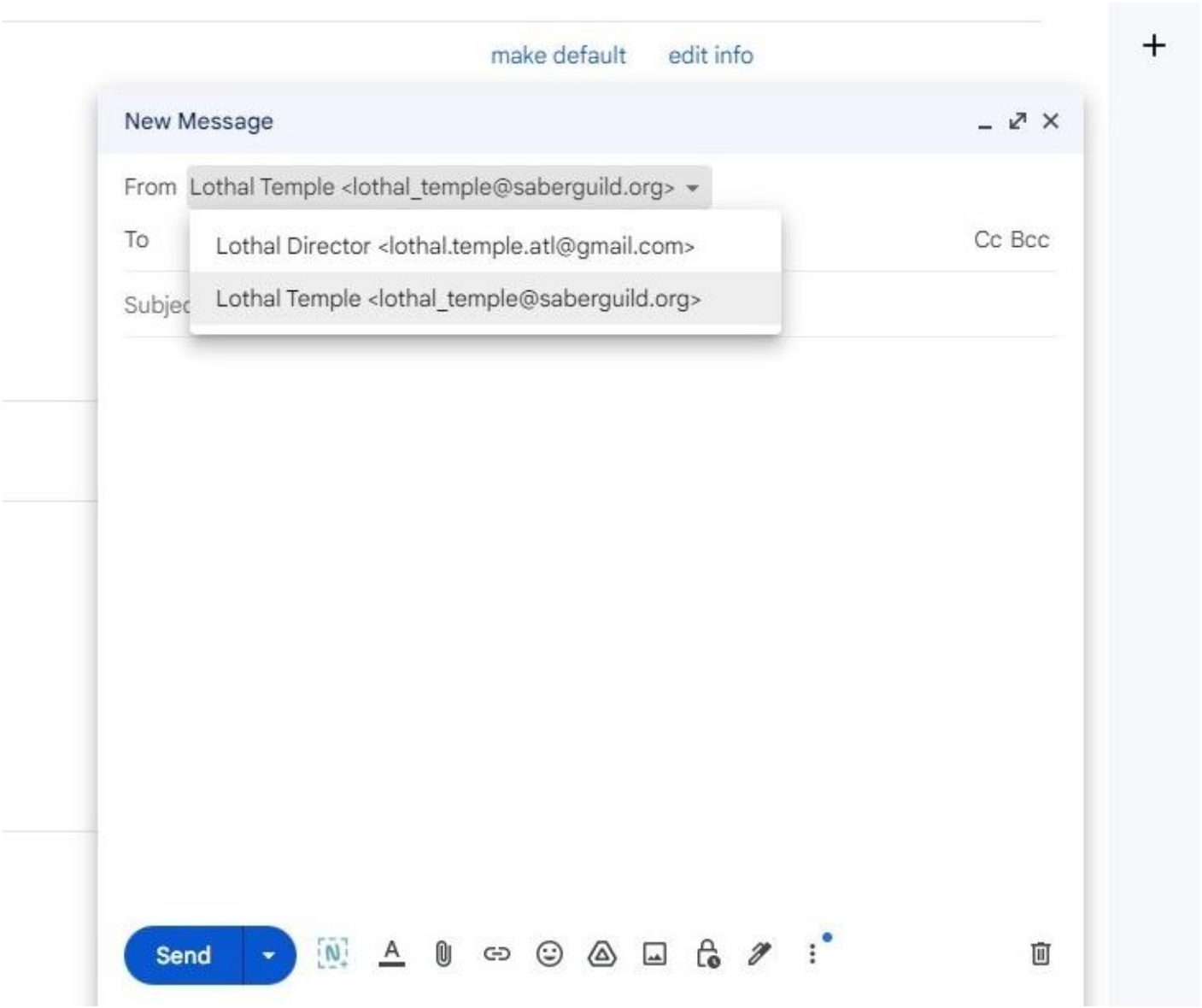
Step 10 - Click the Confirm in the new page the opened

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>
Lothal Temple <lothal_temple@saberguild.org>
Cc Bcc
Subjec
Send

[DEPRECATED] How to setup email receiving in Gmail

> WARNING: Google is in the process of removing the ability to check email via imap and pop3 from other accounts. You will not be able to use this guide any more.

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.