Logging in via an external email client

The most secure way to access your email account is by using the webmail interface via your browser (see this page). This avoids mail being unnecessarily downloaded to your device which could be a problem should your device ever find itself in the wrong hands! If you find handling the login details for webmail difficult and/or time consuming, please consider using a password vault such as KeePassXC or Bitwarden[1] which are capable of automatically filling in login page details.

However, if you do need to have external access, here's some guidance on how to set it up on various services...

iOS for iPhone/iPad/iPod and

MacOS Mail.app and

Windows Live Mail

- Log into your @extinctionrebellion.uk or @rebellion.earth email account[2] webmail from the device upon which you want to set up external access (see this page)
- You should see a page with 'Webmail' written at the top left. If not, then you're probably in the 'RoundCube' webmail interface, in which case click on the 'CP Webmail' button at the bottom of the left menu to get back to the main CP Webmail page.
- Go to the bottom of the CP Webmail page (with 'Webmail' at the top) and click on 'Configure Mail Client' under 'Other Webmail Features'.
- For iOS for iPhone/iPad/iPod and MacOS Mail.app: Click on the "IMAP over SSL/TLS" link to start the automated set-up on your device.
- For Windows Live Mail: You can choose between IMAP (sychronised) and POP3 (non-sychronised) set-up options. Microsoft describe the difference here. Unless your device is likely to be the only one accessing the email account you'll probably want to use IMAP. Click on either "IMAP over SSL/TLS" or "POP3 over SSL/TLS" to start the relevant automated set-up.

Mozilla Thunderbird

Assuming you already have Thunderbird installed on your computer, Mozilla provide instructions for setting up account access here. Check our "Find the 'mail client manual settings' from your @extinctionrebellion.uk email account" section below so that you know what to enter into Thunderbird.

Gmail

Please consider whether you really want to give Google access to your XR email account. Whilst Google security against intruders is good enough, the problem lies within. Google harvests your (and your correspondent's) data. Gmail is free because *you are the product*. But if you must...

Note that Gmail doesn't provide IMAP access (only POP3), so changes made on your device (eg: deleting an email) will not automatically be sychronised with the main @extinctionrebellion.uk (C-panel) account and vice-versa.

1) Receiving via Gmail

To set up receiving your @extinctionrebellion.uk mail in your Google account:

- In a new browser tab open your Gmail account
- Click on settings 'cog' icon near avatar
- From the 'quick settings' menu click on 'See all settings'
- Click on the 'Accounts & Import' tab
- Next to 'check mail from other accounts' click on 'Add a mail account'
- In the pop-up box enter your full @extinctionrebellion.uk email address and click 'next'
- On the next page the only available option (POP3) is already selected. Click 'next'
- On the next page: Enter your full @extinctionrebellion.uk email address as your username
- The pop server name box should contain 'kennebec-lon.krystal.uk' and the drop-down '995'
- Tick the 4 boxes as per your requirements and confirm
- When the box disappears you should now see your @extinctionrebellion.uk email address next to the 'check mail from other accounts' section of the 'Accounts & Import' tab. Or the box may say "You can now retrieve mail from this account. Would you also like to be able to send mail as xxxxx@xxxxx?", in which case you may want to click 'Yes, I want to be able to send mail as xxxxx@xxxxx'

2) Sending via Gmail

To set up sending your @extinctionrebellion.uk mail from your google account:

- In a new browser tab open your Gmail account
- Click on settings 'cog' icon near your avatar
- From the 'quick settings' menu click on 'See all settings'
- Click on the 'Accounts & Import' tab
- Next to 'Send mail as' click on 'Add another email address'

- In the pop-up box entitled 'Add another email address that you own' enter the name that you want to be shown on outgoing mail and your @extinctionrebellion.uk email address
- Leave the 'Treat as alias box ticked' and click on 'Next Step'
- On the next page, change the entry in 'SMTP' server to 'kennebec-lon.krystal.uk'
- Select port '465' from the drop-down menu
- Enter your full @extinctionrebellion.uk email address in the 'username' field
- Enter your @extinctionrebellion.uk password in the next field
- Click on 'Add account'
- You should get a confirmation message saying that an email has been sent to your @extinctionrebellion.uk address. Log in to your @extinctionrebellion.uk account and follow the instructions in the email from Google.

If the above information hasn't worked, it's worth checking that the suggested entries haven't changed since this guidance was written. See the section below.

Find the 'mail client manual settings' from your @extinctionrebellion.uk email account:

The 'mail client manual settings' is the information, specific to your XR email account, that you may need in order to set up external access (Eg: if requested by a provider for whom we've not already given instructions). To find this information (our server URL and port numbers etc):

Option 1

- Use this only if your account is very new
- Log into your @extinctionrebellion.uk webmail account (see this page)
- The very first email that you recieved when the account was set up should contain relevent 'email configuration settings'
- If you can't find that mail, or if your account is a few months old, try option 2.

Option 2

- Log into your @extinctionrebellion.uk webmail account (see this page). You should see a page with 'Webmail' written at the top left. If not, then you're probably in the 'RoundCube' webmail interface, in which case click on the 'CP Webmail' button at the bottom of the left menu to get back to the main CP Webmail page
- Go to the bottom of the CP Webmail page (with 'Webmail' at the top) and click on 'Configure Mail Client' under 'Other Webmail Features'
- You need the details in the blue box under 'Mail Client Manual Settings'

Footnotes

1. XR-UK also hosts it's own version of Bitwarden (a.k.a. The Vault) upon which your group could store it's passwords. See this page for more info.

2. @rebellion.earth accounts: When setting up access for an old **@rebellion.earth** email account please just read '@rebellion.earth' in place of all references to '@extinctionrebellion.uk' on this page

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This page has been contributed by the Digital Discussions Applications Team.
