# Setting up accounts on mail.ubi.edu

2020-11-17 John Seifarth john@waw.be +32 0478 42 45 20 a.k.a. email-admin@ubi.edu

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# Introduction

mail.ubi.edu is a sophisticated, stand-alone mail server hosted in a datacenter in France, under European Union data protection and privacy laws. The server, and the email transiting through it, are completely private. All metadata, the logs recording who sent what to whom, are strictly local on the server. This means that your email cannot be routinely scanned and examined by a corporation and/or government agency. To get at your email and metadata, the server would have to be cracked by an adversary specifically targeting you.

For you as a user, this means that you have access to an IMAP (Internet Message Access Protocol) server, which holds the master copy of your mailbox. You can view these mail messages using different devices, and you should be able to see all your mail, sent and received, sorted into any folders you may create.

Think of this scenario: you sort, delete, and reply to most of your mail when you're sitting in front of your MacBook with a full keyboard. Then you're on the road, and you see your new messages on your iPhone. Finally, you're using a friend's or colleague's PC and want to check your mail: just log into <a href="https://mail.ubi.edu">https://mail.ubi.edu</a> and you can read, sort, and reply to your mail with a full keyboard, but installing nothing. With IMAP, everything you do on any of these devices will be reflected in all the others.

The server also sends your email, as an outgoing SMTP (Simple Mail Transport Protocol) server after verifying that you have a valid account and password, to avoid sending spam.

# Your credentials

You may have received your account info, with an email address and a password. In this example, we'll be using the unlikely-named Professor Essor, also known as (a.k.a.) prof.essor@ubi.edu as the user name, and the appropriate password.

Please note that you must use the full email address as your username (i.e. prof.essor@ubi.edu not just prof.essor). Also the mail server host name is **always** mail.ubi.edu no matter what your address is (@ubi.edu). It is **never** a longer or different host name (i.e. NOT smtp.mail.ubi.edu or imap.ubi.edu or www.ubi.edu).

There's another important feature in the @ubi.edu email system: your **master email address**. This is your private email address (like prof.essor@gmail.com), to which the email account info email should have been sent, and the address which will receive password reset requests. This is important to understand: if Professor Essor wants to reset his prof.essor@ubi.edu account, the reset password link will be sent by email to Professor Essor's master email address, i.e. prof.essor@gmail.com.

If you're having problems with your account that you can't fix using the information in this document, please contact email-admin@ubi.edu for your address and password. Your email MUST include your full first and last names, and your master email address, to which all account info and password reset requests will be sent.

# Activating your account

Your @ubi.edu account is ready to use, once you've set it up. If you've received a password, you can try to use that password, and if it doesn't work, then you reset your password as described below. Then you must log in, preferably first using the Roundcube Webmail application. Finally, once you're sure your username and password are correct, you can set up your account on any device you want. Descriptions of how to set up your account on MacOS, Windows with Outlook, and iOS can be found below.

# Resetting your password

If you don't know your current password, and can't connect to your account, you can reset your account. Don't forget that if you have some of your devices working properly and you reset your password, they will stop working. So maybe it's worthwhile to see if you can't find that particular password before resetting it.

The direct link is https://mail.ubi.edu/postfixadmin/users/password-recover.php



Setting up email accounts on mail.ubi.edu

postfix.	admin	
- 1		
Follow the instruc	stions to reset your password	
Follow the instruct	ctions to reset your password.	
Login (email):	prof.essor@ubi.edu	
Login (email):	prof.essor@ubi.edu	

Enter the @ubi.edu email address you want to reset, then click Send me the code. **Be careful to enter your** @ubi.edu email address only in lower case! If you enter, for example, Prof.Essor@UBI.edu, you will NOT receive a password email reset email on your master email address. Everything must be in lower case, like prof.essor@ubi.edu.

#### You'll receive an email like this on your master email address:

iamin@ubi.eau	🖹 Inbox - JoAP WaW mail 4:06	
Change your login password.	<b>v</b>	
fo: John Seifarth <john@waw.be></john@waw.be>		
	Click	on the link t
1010,	recet	VOUR DARGWOR
Jse the following link to change your email password : https://mail.ubi.edu/postfixadmin/users/password-change.ph	o?username=prof.essor%40ubi.edu&code=xibX34fz9E7a	
	witho	ut knowing y
Benards		
Regards,	currer	nt naceword



#### Change your login password.

Login (email) :	prof.essor@ubi.edu	]
Code sent by email/SMS :	xibX34fz9E7a	
New Password :	•••••	
New Password (again) :	•••••	
Change	Password	

Postfix Admin 3.2 | Check for update | Logged in as prof.essor@ubi.edu | Return to mail.ubi.edu

You don't need the current password when you can use the code sent to your master email address.

Enter the new password and click Change Password

in Auto Response Ch	ange your forward Change Password Logout	
he password for prof.ess	or@ubi.edu has been changed.	Confirmation that your email
he password for prof.ess Auto Response	pr@ubi.edu has been changed. Set an "out of office" message or auto responder for your mail.	Confirmation that your emain password has changed.
he password for prof.ess Auto Response Change your forward	pr@ubi.edu has been changed. Set an "out of office" message or auto responder for your mail. Change your email forwarding.	Confirmation that your email password has changed.
he password for prof.ess Auto Response Change your forward Change Password	pr@ubi.edu has been changed. Set an "out of office" message or auto responder for your mail. Change your email forwarding. Change your current password.	Confirmation that your emain password has changed.

## @ubi.edu account information email

We to t

exc http be

ano this

Ge You bas her You offi

Use STARTTLS

You may have received an account info email back in February, when most of the accounts were created. If you haven't, skip this section and just reset your password as described above.

@ubi.edu faculty account information			This i	
Confidential — contains password				
Dear Faculty Member,				
Welcome to your new @ubi.edu email address. Fo to this master email address only: prof.essor@gme except your password. If you forget your password https://mail.ubi.be/postfixadmin/users/password-re-	r privacy reasons, this message containing your acc iil.com. In the future, the UBI secretariat can provide or want to change it, use the password reset link cover.php, enter your UBI email address prof.essor(	count password is being sent a you with all this info, @ubi.edu and an email will	detail: accou	
be sent to your master email address prof.essor@g	gmail.com with a link to change your password.			
Please note that nobody at UBI knows your passw you no longer have access to that account, please	ord: it can only be reset by you, with an email sent to contact the UBI secretariat and we'll figure out how	o prof.essor@gmail.com. If to proceed.	The @	
This email account has been designed with your pr and EU GDPR compliance at the end of this email. this account and deletion of all data. UBI will share youraddress@ubi.edu alone, with any third party.	ivacy at the forefront. You will find more information At any time, after verification and authorization, you no personal email account data, other than the email	about the privacy policies u may request destruction of ail address	email a when le send (S	
Account info				
Class	Staff		Tho m	
Name	Prof Essor		The ma	
@ubi.edu email address	prof.essor@ubi.edu		accoun	
Master email address (for password change)	prof.essor@gmail.com		uccoun	
Password	SeCrEtPaSsWoRd		request	
Getting your email with a Web browser Your @ubi.edu account is available from any comp based email client Roundcube, you should be able here: https://mail.ubi.edu/roundcube You can also change your password, or generate	uter or device connected to the Internet. Using the to use your email account from any PC, Mac, iPad/ a pronounceable, relatively easy to remember passy and https://weil.ubi.edu	latest version of the Web- iPhone or Android device vords, or change your out-of-	The <b>pa</b> accoun	
onice message or forwarding on the OBI mail serve	ar at <u>https://mail.ubi.edu</u> .		a passy	
Email client connection info (Outlook, Mail.	app, Thunderbird, iPad/iPhone, Android):		" pubb	
MAR (receiving incoming email mailbox) conn			request	
IMAP (receiving incoming email manbox) conne	votion		request	
IMAP server host name	ection		request	
IMAP server host name Username (use the entire email address)	ection mail.ubi.edu prof.essor@ubi.edu		request address	
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IMAP server host name Username (use the entire email address) Password Use SSL Password authentication IMAP port SMTP (sending outgoing email) connection SMTP server Username (use the entire email address) Password Desenverd Desenverd	mail.ubi.edu prof.essor@ubi.edu SeCrEtPaSsWoRd yes 993 mail.ubi.edu prof.essor@ubi.edu SeCrEtPaSsWoRd		request address passwo the Pos describ All co with S	
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IMAP server host name Username (use the entire email address) Password Use SSL Password authentication IMAP port SMTP (sending outgoing email) connection SMTP server Username (use the entire email address) Password Password authentication SMTP port Use SSL or	ection mail.ubi.edu prof.essor@ubi.edu SeCrEtPaSsWoRd yes yes 993 mail.ubi.edu prof.essor@ubi.edu SeCrEtPaSsWoRd yes 465 yes		request address passwo the Pos describ All co with S techni numb	
IMAP server host name Username (use the entire email address) Password Use SSL Password authentication IMAP port SMTP (sending outgoing email) connection SMTP server Username (use the entire email address) Password Password Password SMTP port Use SSL or SMTP port	ection mail.ubi.edu prof.essor@ubi.edu SECrEtPaSsWoRd yes yes 993 mail.ubi.edu prof.essor@ubi.edu SECrEtPaSsWoRd yes 465 yes		request address passwo the Pos describ All co with S techni numb	

is the document you may received on your master address describing the s of your @ubi.edu ınt.

ubi.edu address is both your address and your full username ogging in to pick up (IMAP) or SMTP) email.

aster email address gets t info and password reset ts.

**issword** is the one set during t creation. You may reset it to word of your choice, with the t sent to your master email s, or since you have the current ord in the email, you can use stfix password change form bed in a later section.

onnections are encrypted SSL. This part gives you ical details like port ers.

# UBI email server main page

The email server Web page address is <u>https://mail.ubi.edu</u> Please note the https prefix, which ensures all communications are encrypted between the computer you're using and the server, using SSL. But even if you don't enter the prefix, if you just type mail.ubi.edu you'll end up on the secure main page of the UBI email server anyway.

	Welcome to mail.ubi.edu	The address <u>https://mail.ubi.edu</u> presents	
United Business	The UBI Mail Server for @ubi.edu addresses This page is visible to the outside world, so all the available services are protected by passwords. You must log in with your email account (looks like	a page with multiple options:	
ARCONSTANCE Institutes	first_name.last_name@ubi.edu) and your password.	• download the latest version of the @ubi.edu	
Using mail.ubi.edu for @ubi.edu email RTFM (Read The Fine Manual)		email user manual (this document);	
This is the definitive manual for using your @ password,and how to set your account up on Appl RoundCube Webmail	ubi.edu address. How to check the address and password, how to change you e Mail.app, Windows Outlook, and IOS for IPhone and IPad.	• use <b>Roundcube Webmail</b> to check your	
State-of-the-art webmail RoundCube Webmail is a sophisticated AJAX we	bmail client, with functionality to rival dedicated mail clients. This webmail works fro	username/password credentials, plus you can	
any Windows PC, Apple Mac, iOS iPhone or iPad address) and your password.	, or from an Android browser. All you need is your username (your full @ubi.edu ena	<sup>all</sup> safely use your email account from any browser,	
Mailbox user settings		desktop or mobile, even on someone else's phone	
Out-of-office automated reply, mail forwar Mallbox users on this server can create their own Users can configure forwarding of incoming mail to	d, change password vacation auto-response messages, and turn them off when they are no longer needed o other accounts. Users can change their own password here as well.	or laptop;	
Reset your email password		• use Postfixadmin to activate, deactivate, and	
Send a password reset email to your mas If you don't know your current password, or wan email address only in lower case! If you enter, on your master email address. Everything must be	ter email address to change it for whatever reason, use this link. Be careful to enter your @ubl.ed for example, Prof.Essor@UBl.edu, you will NOT receive a password email reset ema in lower case, like prof.essor@ubl.edu.	wchange your out-of-office auto response mail;	
As a reminder, your master email address is whatevername@outlook.com, or yourname1234	; your private email where you receive your email, like a prof.essor@gmail.con Dhotmail.com account. UBI needs this to send you password reset requests. If yo	• reset your password (works even if you don't	
follow the instructions, but don't receive password	reset requests, use the link at the end of this page to contact the UBI email admin.	know your current password);	
Random password generator			
Generate random, pronouncable passwor Generate a series of random, but pronouncable (a	ds nd hopefully memorable) passwords.	<ul> <li>generate pronounceable (and hopefully</li> </ul>	
Contact the UBI email admin		memorable) random <b>passwords</b> ;	
email-admin@ubi.edu is the email admin Contact here for problems with your @ubi.edu em your account info emails and password reset requ	address all. Make sure you include your first and last names, and your master email address fo ests.	• contact the UBI email admin.	
[Main nane]			

# Using Roundcube Webmail to check your credentials (and your email)

The first thing you should do, **before** trying to set up your account on your Mac, Windows PC, or iPhone, is to check that the username (your @ubi.edu email address) and password are correct. The easiest way to do this is to log into the Roundcube Webmail program on the server (direct link: https://mail.ubi.edu/roundcube). You can also use Roundcube Webmail to access your account from any computer or tablet, without having to configure your account on the device. Once you logout and close the browser window, no-one else can access your email without knowing your password.



Setting up email accounts on mail.ubi.edu

At this point, you're either at the login screen, or you're seeing a yellow message complaining that login failed in the bottom right corner. If your login isn't working, carefully try again, and if it still doesn't work, see the password reset section.



•	•	Roundcube	Webmail :: Inbox	×	+	
$\langle \boldsymbol{\epsilon} \rangle$	→ Cª	@ ₪ ≞	https://mail.ubi	i.edu/	n Q 🗵 🚹 🛓 🔍 Search 🛛 🛝 🗗 🔍 📼 » 🗧	
<b>P</b>		Inbox	G2 ::		Reply Reply all Forward Delete Junk Mark More	
Ø	Q Sea	rch		~ 1	Welcome 💈	
	Welco	ome	Mon 01:38		From admin@ubi.edu on 2020-10-26 01:38	Once logge
***					Dear Student or Faculty Member.	layout shov
8				1	Welcome to your new @ubi.edu email account. For privacy reasons,	at right.
*					the message containing your account password was sent to your master email address only. In the future, the UBI secretariat can provide you with all this info, except your password. If you forget your password or want to change it, use the password reset link https://mail.ubi.edu/postfixadmin/users/password- recover.php, enter your UBI email address and an email will be sent to your master email address SendToEmail with a link to change your password.	Click the po left toolbar new email.
				1 1 1 1 1 1 1 1	Please note that nobody at UBI knows your password: it can only be reset by you, with an email sent to your master email account. If you no longer have access to that account, please contact the UBI secretariat and we'll figure out how to proceed. This email account has been designed with your privacy at the forefront. You will find more information about the privacy policies and EU GDPR compliance at the end of this email. At any time, after verification and authorization, you may request	Click on the left to chan
? ()	~~ ~	Messages 1 to 1 o	f1 1 > >		destruction of this account and deletion of all data. UBI will share no personal email account data, other than the email address alone, with any third party.	

Once logged in, the standard layout shows a preview pane at right.

Click the pencil icon in the left toolbar to compose a new email.

Click on the gear icon in the left to change settings.

If you've gotten this far, congratulations! You now know your account works properly. You can now use it from anywhere, on any machine, and you can now set it up on your own devices as well, knowing that it should work! If a Roundcube login does NOT work, I can guarantee you **it won't work** on your MacBook, iPhone or PC.

# Setting up your account on Apple Macintosh macOS

#### System preferences Internet Accounts

Now that you're sure of your username and password (if you have not checked as described above, please save yourself a lot of worries by doing that first, and resetting your password if necessary), you can set up the Mail.app on your Macintosh. To do so, first go into the System Preferences and choose Internet Accounts:



### Add mail account

Scroll down to the bottom of the list, and choose "Add other Account", then choose "Mail account"



Fill in your credentials, then click the "Sign in" button.

o get started, fill o	ut the following information:
Name:	Professor Essor
Email Address:	prof.essor@ubi.edu
Password:	•••••

You'll get a pretty unfriendly message:

Email Address:	prof.essor@ubi.edu		
Username:	Automatic		
Password:	•••••		
Account Type:	ІМАР		
Incoming Mail Server:	mail.example.com		
Outgoing Mail Server:	mail.example.com		
	Unable to verify account name or passwor		

Email Address:	prof.essor@ubi.edu
Username:	prof.essor@ubi.edu
Password:	•••••
Account Type:	IMAP
Incoming Mail Server:	mail.ubi.edu
Outgoing Mail Server:	mail.ubi.edu
	Unable to verify account name or password
Cancel	Back Sign In

You must fill in the missing pieces, with your full email address as the user name, and mail.ubi.edu for both incoming and outgoing servers.

Be careful: if you fill in the Username field, then the incoming and outgoing server, your Mac will stupidly erase the user name!

So go back and fill in the user name again, with your full @ubi.edu address.

Then click "Sign In" again. The little wheel cursor will spin for a for a few minutes, then you may or may not get another error message.

For example, the Mac is still complaining, but the "Sign In" button has become the "Next" button. Click it and we'll continue to the next screen:

You'll see this dialog, check the "Mail" checkbox, then click "Done"



Finally you should see this, probably with the name and password fields empty:

@ Mail		
Email Address: Description:	prof.essor@ubi.edu Professor Essor at UBI	Change the description to something that makes sense for you.
Name:	prof.essor@ubi.edu	Again, enter your full email address in the Name
Password: Use With:	🖉 🕵 Mail	field Enter your password again here, if it's empty.
	Notes	
	Advanced	?

Since there isn't an OK button, click on the "Show All" button at the top of the System Preferences window.



Your new account should now be recorded, but it may not work yet, until you make a few changes in the Preferences of the Apple Mail application. On more recent versions of macOS like 10.15 Catalina, this seems to be automatic. On Sierra or Yosemite, the outgoing SMTP email server usually needs to be changed.

#### Mail app Preferences - accounts tab

Now fire up the Mail.app, and choose "Preferences..." from the Mail menu:



In the Mail Preferences dialog, choose the Accounts tab. This is **not the same** as "Internet accounts" in System Preferences!

00	Accounts	
General Accounts Junk	Mail Fonts & Colours Viewing Composing Signatures Rules	
Atkinsmail     IMAP     John IMAP	Account Information Mailbox Behaviours Server Settings	Note the green dot next to Status: Online
<ul> <li>Professor E.</li> <li>IMAP</li> <li>UBI IMAP a</li> <li>IMAP</li> <li>ICloud</li> <li>IMAP</li> <li>Media Mac</li> <li>IMAP</li> </ul>	Description: Professor Essor at UBI Email Address: prof.essor@ubi.edu <prof.essor< td=""><td>If you see a red dot and Status: Offline, see below how to fix it.</td></prof.essor<>	If you see a red dot and Status: Offline, see below how to fix it.
+ -		

Click on the "Server Settings" tab to fix the problems. Uncheck the "Automatically manage connection Settings" checkboxes, and you'll see this:

Account Informa	tion	Mailbox Behaviours	Server Settings	
Incoming Mail S	orvor	(IMAD)		
Incoming Mail Server (IMAP)				
Username:	prof.essor@ubi.edu			
Password:	••••	••••		
Host Name:	mail.	ubi.edu		
	🗌 Au	tomatically manage cor	nnection settings	
Port:	993		🗹 Use TLS/SSL	
Authentication:	Password 🗘			
	Advanced IMAP Settings			
Outgoing Mail S	erver	(SMTP)		
Account:	Ubi		0	
Username:	prof.e	essor@ubi.edu		
Password:	••••	••••		
Host Name:	mail.	ubi.edu		
	Au	tomatically manage cor	nnection settings	
Port:	587		🗸 Use TLS/SSL	
Authentication:	Pass	word	0	
			Save	

The automatically configured IMAP settings should be correct, with nothing to change here.

# Most problems are for the outgoing mail server (SMTP) settings.

Make sure you are configuring the right account (choose it if necessary from the popup menu)

Then fill in the User name field with your full email address, and set the other fields (Port, Use TLS/SSL, Authentication) to look like this example.

# Setting up an account with Outlook on Windows

×

This example uses Outlook from Office 365 on Windows 10, your results may be different when using another version of Outlook, or on another platform. In any case, you should choose "Add Account" on the file ribbon to get started, and then fill in the rest as you go. Before starting, you have checked your email and password in Roundcube as described above, haven't you?

Outlook	
Email address prof.essor@ubi.edu	Enter your email address
Advanced options A	Click on Advanced options, and check the "Let me set up my account manually" checkbox. Click Connect.
Outlook Advanced setup	
Microsoft 365 Outlook.com	
POP IMAP Exchange 2013 or earlier	Click on the IMAP icon
IMAP Account Settings prof.essor@ubi.edu (Not you?) Incoming mail	The incoming mail server is mail.ubi.edu, using port 993, encrypted using SSL.
Encryption method SSL/TLS  Require logon using Secure Password Authentication (SPA) Outgoing mail	
Server mail.ubi.edu Port 587 Encryption method STARTTLS  Require logon using Secure Password Authentication (SPA)	The outgoing mail server is also mail.ubi.be, using port 587, encrypted using STARTTLS.
	Then click the Next button

Go back

MAP Account Settings	
of.essor@ubi.edu (Not	t you?)
assword	Enter your password (which you did check using
******	Roundcube as described above, rignt?)
o back Conr	And click Connect
Outlook Account successfully added	This means that your account has successfully been added to Outlook
	Actually, I don't want to add another.
Add another email address	L don't want to set un Outlook on my iPhone Luse
Advanced options	Apple's iOS Mail app as described below. You may
Let me set up my account manually	prefer Outlook, then leave this checked.
Set up Outlook Mobile on my phone, too Done	Click Done when you're done.
C     >     >     Search       File     Home     Send / Receive     View     Help       ☑     New Email →     III →     III →     ←	■ Search People 図 7 - C Send/Receive All Folders ····
✓Favorites	Welcome A admin@ubi.edu We removed extra from this message. Deer Student or fault/ Member
Sent Deleted Items Unix Email Outbox Sync Issues (This computer only) Search Folders	Welcome to your new @ubliedu email account. For privacy reasons, the message containing your account password was sent to your master email address only. In the future, the UBI secretariat can provide you with all this info, except your password. If you forget your password or want to change it, use the password reset link https://mail.abi.edu/posthaadmin/user/password recover.php. enter your UBI email address and an email will be sent to your master email address SendToEmail with a link to change your password.
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전 패 <sup>ρ</sup> <sup>Q</sup> <sup>2</sup> ····	Getting your email with a Web browser Your @ubi.edu account is available from any computer or device connected to the Internet. Using the latest version of the Web-based email client Roundcube, you should be able to use your email account from any PC, Mac, IPad/iPhone or Android device here: https://mail.bub.edu/voundbub.evou can also change your password, or <u>Connected</u> 00 0 - + + 100%

Setting up email accounts on mail.ubi.edu

# Setting up an account on Apple iOS iPhone and iPad

Setting up on an iPhone is straightforward. Here are uncommented screenshots of how to do it.

#### Settings – Add Account – Other – Add Mail Account

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Setting up email accounts on mail.ubi.edu

#### New Account – Incoming mail server – outgoing mail server



# Postfixadmin: Using out-of-office auto response, changing forward or password

If you want to set an automated message for when you're on vacation or otherwise unavailable, go to the mail server Web interface at https://mail.ubi.edu



### Log Into Postfixadmin

Click on "Mailbox user settings" to go to Postfixadmin and log in with your full email address and password.



Once you've logged in, you'll see:



The three options here are to change your password, change your forward (i.e. I could automatically send mail received at prof.essor@ubi.edu to my couldit@magic.be account), or set an "Out-of-Office" auto reply message.

#### Setting up email accounts on mail.ubi.edu

### Setting "Out of Office" Auto response

The big advantage of setting up your automatic out-of-office reply with Postfixadmin is that all auto response is handled on the server as the incoming mail is received. If you run an auto response using Outlook on your PC, it will only work while your PC is turned on and awake.

ito Response.		
Active from: 2	9.10.2020	
Active until: 2	44 4 October 2020 → → → 9 Mo Tu We Th Er Sa Su	In Postfixadmin, it's pretty
	28 29 30 <b>1 2 3 4</b>	straightforward.
oice of reply: K	e 5 6 7 8 9 10 11 12 13 14 15 16 17 18	Choose the start and end dates
G Subject:	i0       19       20       21       22       23       24       25         26       27       28       29       30       31       1	
Hessage:	will be away from tomorrow until some other time. or urgent matters you can contact someone@somewhere.els	e.
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Active until:	30.10.2020	sender you're unavailable
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Message:	I will be away from tomorrow until some other time. For urgent matters you can contact someone@somewhere	e.else. This is the text in the message body. Put anything useful here. Use the "Change / Set away message"
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Change your	forward Change your email forwarding.	~
Change Pass	word Change your current password.	This message appears after
Logout	Logout from the system	successfully activating auto response.
Postfix Admin 3.2	Check for update   Logged in as prof.essor@ubi.edu   Return to ma	successfully activating auto response.

To deactivate your out-of-office message, go to Auto Response, and click the "Remove away message" button, and you'll see the confirmation that auto response is disabled.



#### Changing your forward

A "forward" means that the mail server receives email for your address, and forwards it to other addresses. This can be useful for rarely used accounts, so that they're forwarded to one's main account. Some people use forwards from outside accounts to Hotmail or Google.

For these mail.ubi.edu accounts, I recommend not using forwarding to outside servers. The major point of using a private email server is to keep the messages confidential, not on a server totally out of your control, run by Microsoft or Google. Also, since the forwarded mail is not directly addressed to a gmail or hotmail address, these systems tend to think that incoming forwarded messages are spam.

However, forwards are very useful for internal organisational purposes. For example, mail sent to a given address can be automatically forwarded to colleagues.



This is an example of Professor Essor forwarding UBI emails to his personal consulting address.

**Deliver to local mailbox** means that you will receive a copy of the incoming email in your Inbox, in addition to the recipients in To:

Forward to given email addresses only means that you won't keep a local copy of incoming messages in the account inbox.

### Changing your password

You should have been given a unique, pseudo-random pronounceable password by the email admin, and you can change it if you want. If you know your current password, you can use Postfixadmin to change it. If you don't know your current password, you can reset it (see the last section).

¢	postf	ix.adı	nin				
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	New Passwo	rd (again):	••••	e Password Exit	]		
Postf	ix Admin 3.2	Check for update	e	Logged in as prof.essor@	ubi.edu	Return to n	nail.ubi.edu

You must know your current password to change to a new one.

If you're logged into Postfixadmin, you should already know it.

# Pronounceable, and (hopefully) memorable random password generator

As for the choice of a password, please keep in mind that using things like children's names or birthdates, one's name or words found in a dictionary can lead to fairly easy password cracking, if your adversary makes the effort to Google you to gather a bit of family information before running a cracking program.

The best passwords have nothing to connect with anything in your background, but which you can still memorise relatively easily.

You can easily generate a new secure password. Go to your mail server Web interface and choose "Random password generator" (direct link: https://mail.ubi.edu/index/genpass.php)



All generated passwords are between 11 and 14 characters long, and contain upper and lower case letters and numbers. They should be pronounceable and relatively easy to remember.

The output consists of the password, (a pronunciation suggestion) and the full password spelled out in traditional radio operator code words.