

How to Set Up Your La Vie Email

Quick Start (If You Are Familiar with This Setup)

If you know how to set up your email client to receive La Vie email, you may use the following settings:

Secure SSL/TLS Settings (Recommended)

Username: first.last@laviecounseling.org

Password: Use your current email account's password.

Incoming Server: secure197.inmotionhosting.com

IMAP Port: 993

POP3 Port: 995

Outgoing Server: secure197.inmotionhosting.com

SMTP Port: 465

Authentication is required for IMAP, POP3, and SMTP.

Non-SSL Settings (NOT Recommended)

Username: first.last@laviecounseling.org

Password: Use your current email account's password.

Incoming Server: mail.laviecounseling.org

IMAP Port: 143

POP3 Port: 110

Outgoing Server: mail.laviecounseling.org

SMTP Port: 587

Authentication is required for IMAP, POP3, and SMTP.

If you are not familiar with this quick setup, please review the detailed instructions in this document.

You may check, send and receive your La Vie email in either of two ways:

- 1. Online, by accessing Webmail**

through your computer browser (Chrome, Edge, Internet Explorer, Opera, Safari, AOL, Firefox, etc.).

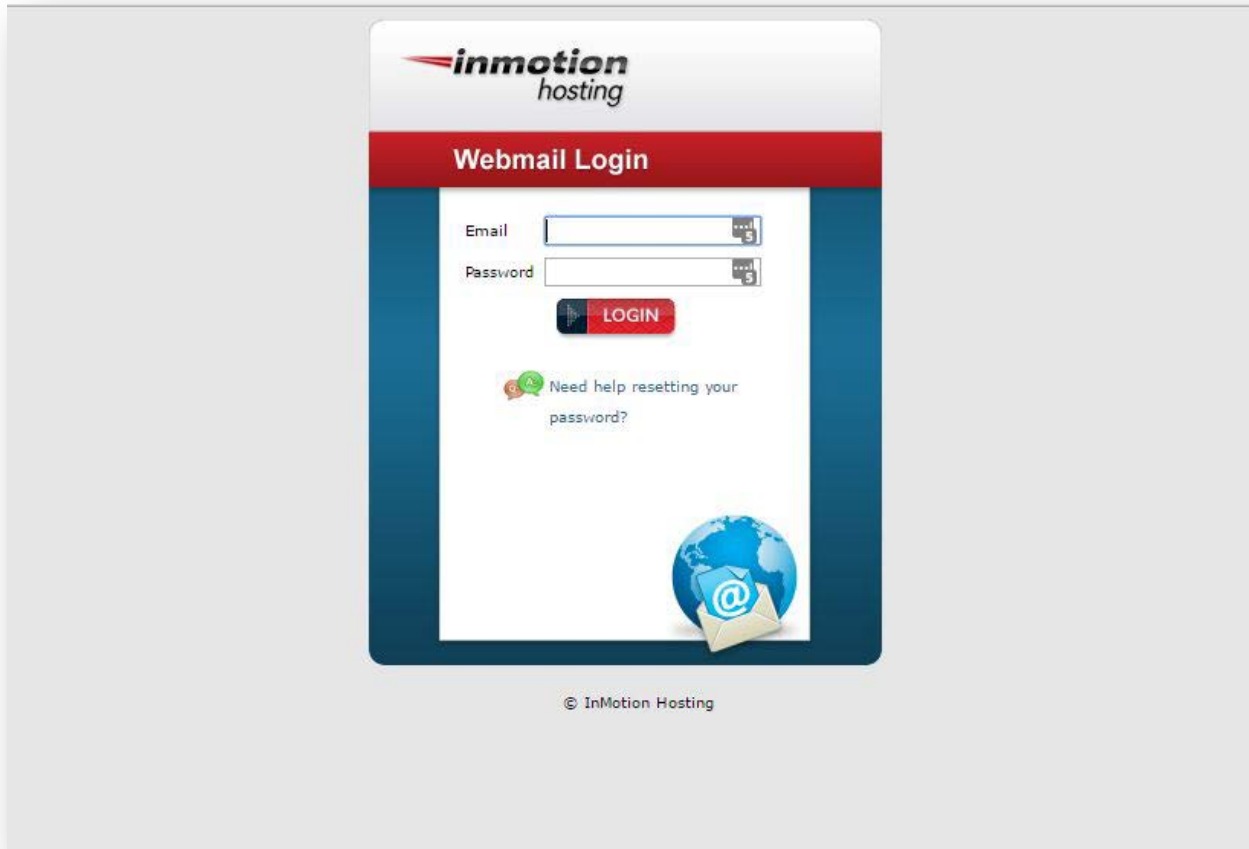
- 2. On a desktop computer, smartphone or tablet**

by setting up your device as an email "client" to which your La Vie email will be downloaded.

To get started, please visit the following link on your browser:

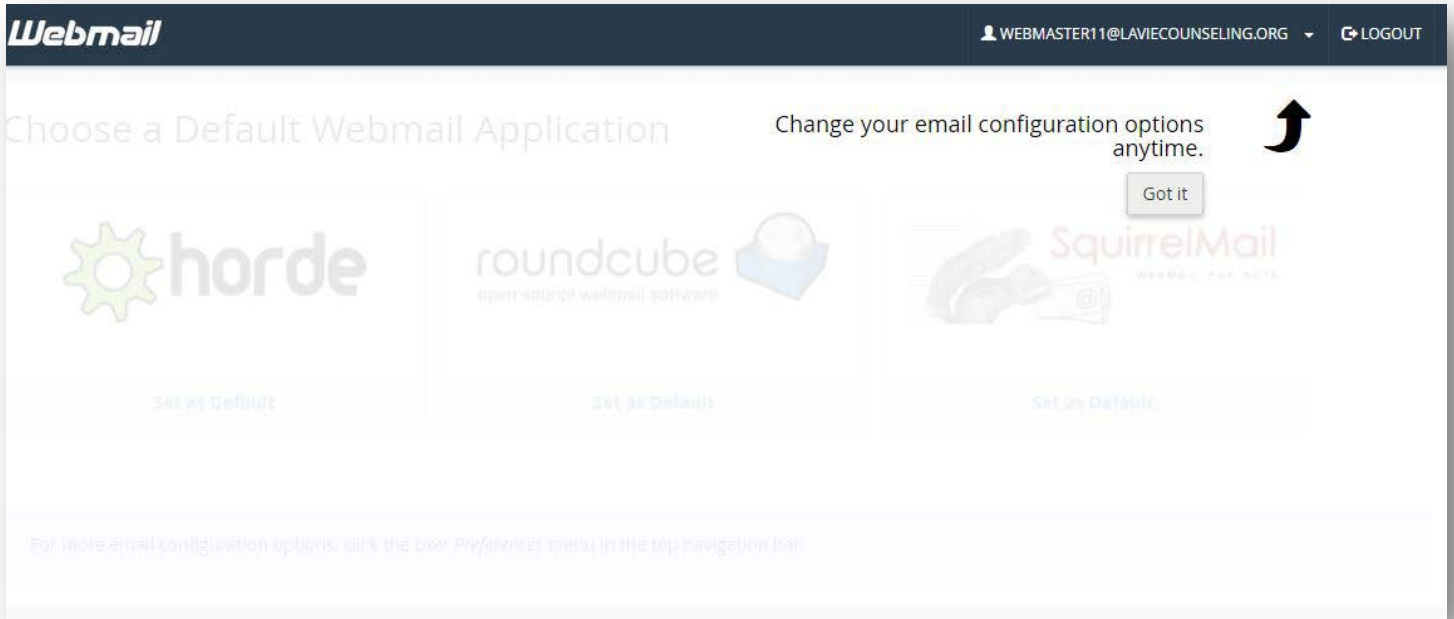
<http://www.laviecounseling.org/webmail>

You will be directed to the following screen:

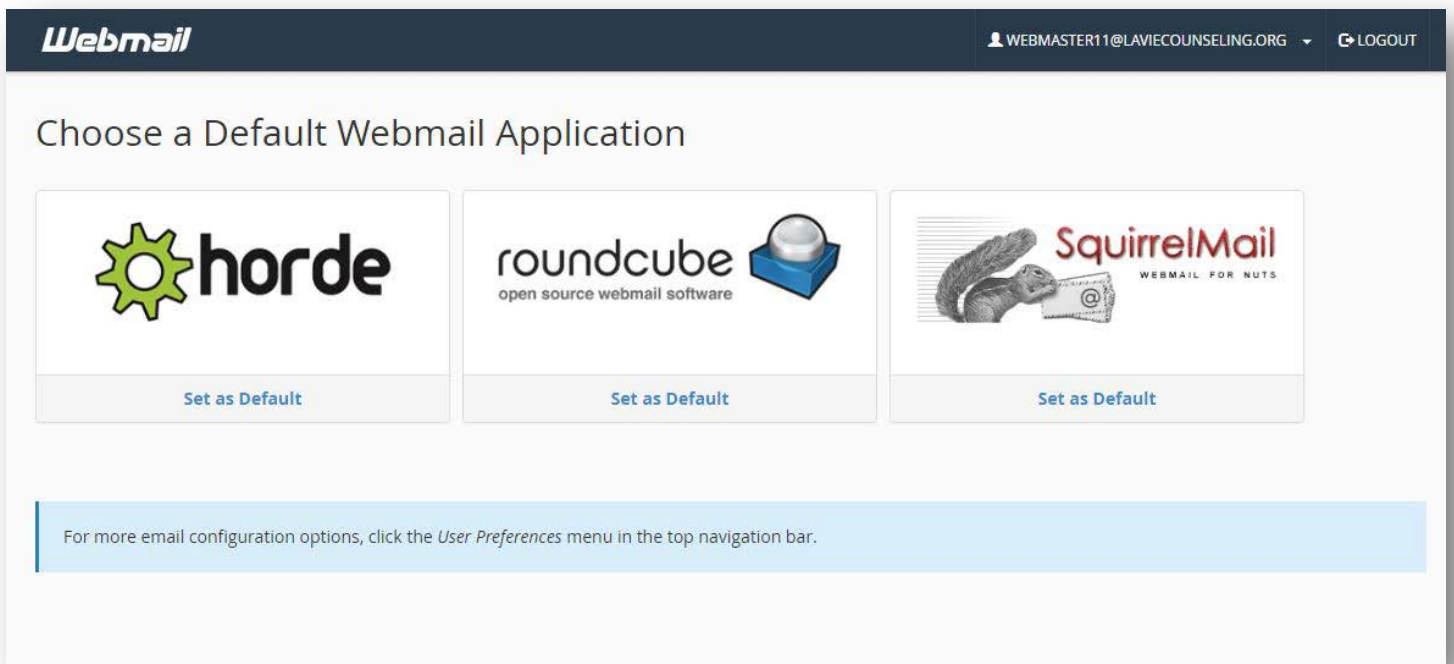


Here, please enter your La Vie email address, ex first.last@laviecounseling.org and your password.

You will see the following screen:

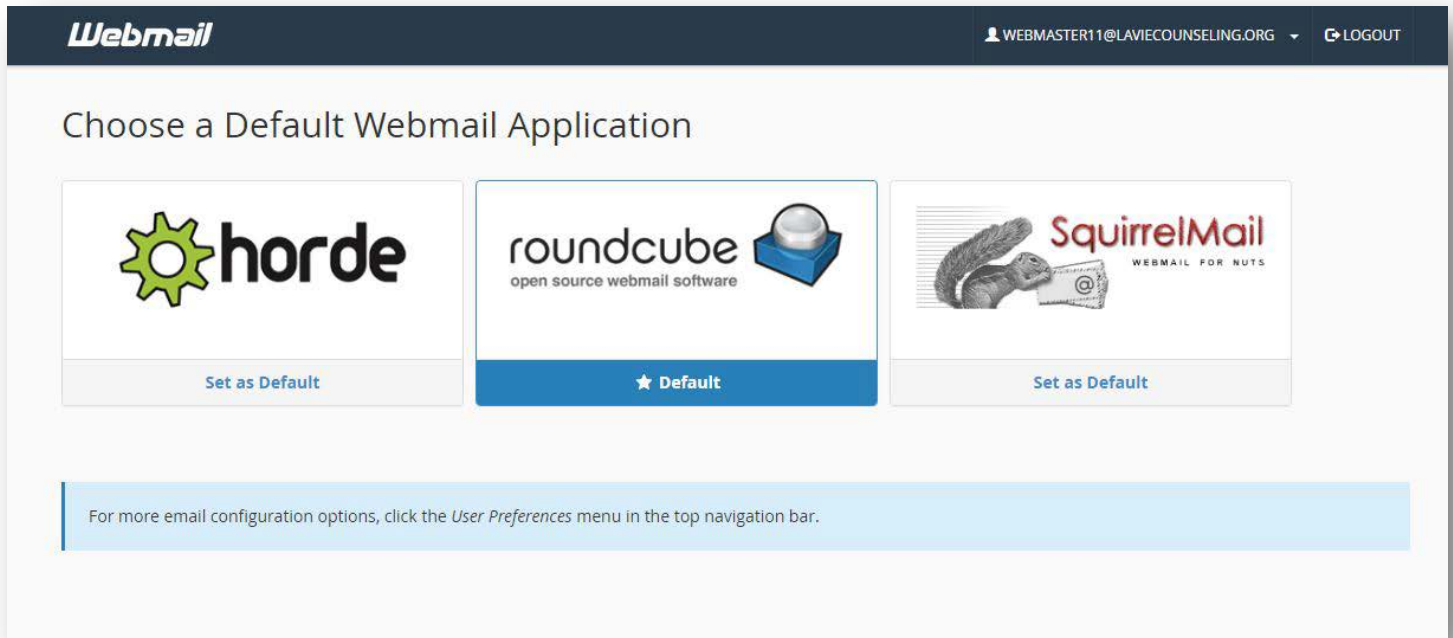


Click on "Got it" to continue. The screen will change to this:

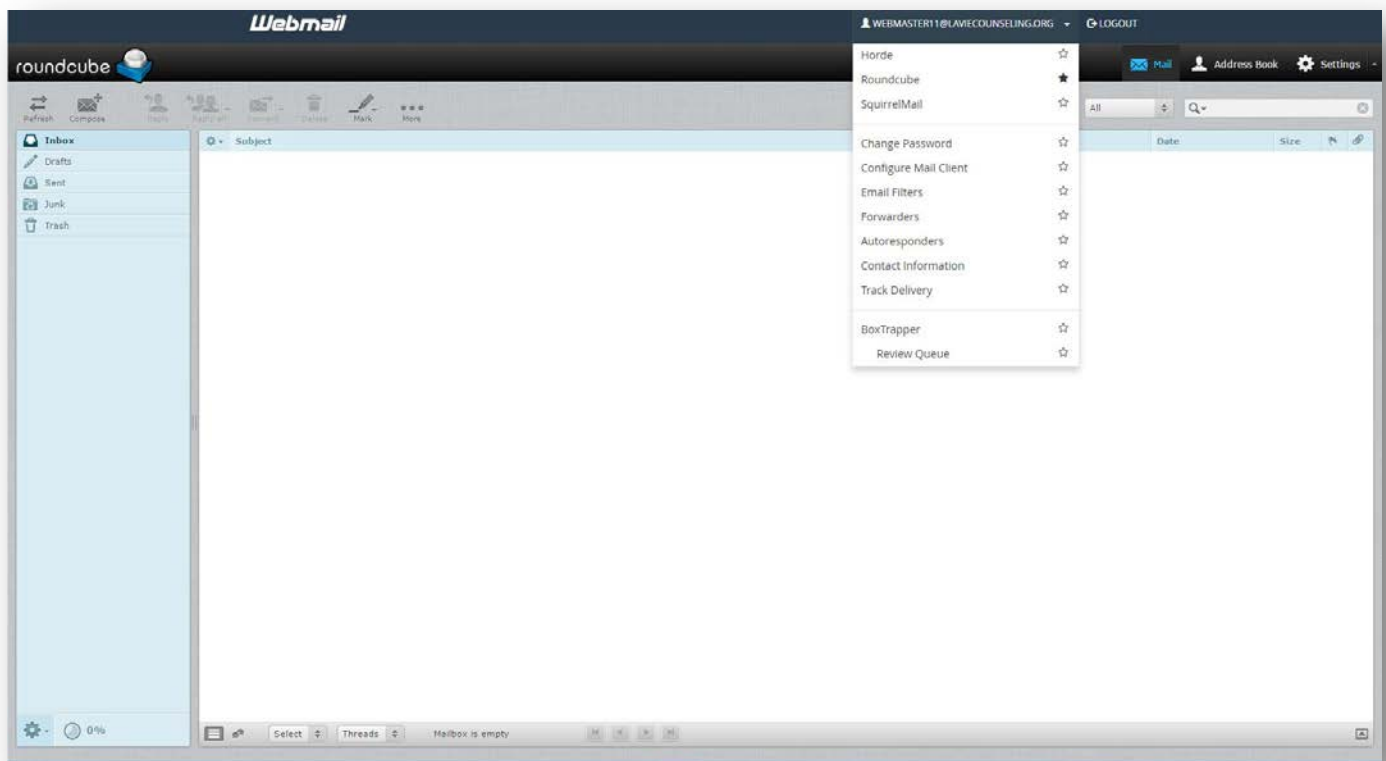


These are the three webmail applications that are available. Each has a different interface. You may switch between these applications any time you wish. The middle one, Roundcube, has the cleanest interface and that's the one we recommend you to use.

Click on the link “Set as Default” under the application of your choice. In this example, we click the Roundcube app.



The “Default” lights up with a star next to it. Now, click on the Roundcube logo. You will enter the app and see this screen:



By clicking the down arrow next to your email address, the drop down menu will open to show your preferences.

If you wish to set up your email client (smartphone, tablet, desktop computer) to download your La Vie email automatically, click on the “Configure Mail Client” link in the drop down menu. You will be presented with the following screen:

Webmail WEBMASTER11@LAVIECOUNSELING.ORG - LOGOUT

Configure Mail Client for “webmaster11@laviecounseling.org”

When you access an email account through a desktop email application such as “Windows Live Mail®”, the email application will require specific information about your email account. You can use the auto-configure options below to attempt to automatically configure your email application. If the available options are not compatible with your application, you will need to use the **Manual Settings** information.

Auto Configuration Scripts

Listed below are the available mail client auto-configuration scripts. Select the script for your mail client and operating system.

Application	Protocols
Microsoft Outlook 2010® for Windows®	Auto Discovery
Windows Live Mail®	IMAP over SSL/TLS POP3 over SSL/TLS IMAP POP3 (Post Office Protocol v3)
Microsoft Outlook 2007® for Windows®	Auto Discovery
Microsoft Outlook 2000® for Windows®	IMAP over SSL/TLS POP3 over SSL/TLS IMAP POP3 (Post Office Protocol v3)
Microsoft Outlook Express® for Windows®	IMAP over SSL/TLS POP3 over SSL/TLS IMAP POP3 (Post Office Protocol v3)
MacOS® Mail.app® for “Pre Lion” (10.4+)	IMAP over SSL/TLS IMAP
MacOS® Mail.app® for “Lion” (10.7+)	IMAP over SSL/TLS IMAP
Postbox®	Auto Config
iOS for iPhone/iPad/iPod and MacOS® Mail.app® for Mountain Lion (10.8+)	IMAP over SSL/TLS IMAP
Mozilla Thunderbird®	Auto Config
KDE Kmail	Auto Config

Manual Settings

If you do not see an auto-configuration script for your client in the list above, you can manually configure your mail client using the settings below:

Secure SSL/TLS Settings (Recommended)

Username: webmaster11@laviecounseling.org

Password: Use your cPanel password.

Incoming Server: secure197.inmotionhosting.com

- IMAP Port: 993
- POP3 Port: 995

Outgoing Server: secure197.inmotionhosting.com

- SMTP Port: 465

Authentication is required for IMAP, POP3, and SMTP.

Non-SSL Settings (NOT Recommended)

Username: webmaster11@laviecounseling.org

Password: Use your cPanel password.

Incoming Server: mail.laviecounseling.org

- IMAP Port: 143
- POP3 Port: 110

Outgoing Server: mail.laviecounseling.org

- SMTP Port: 587

Authentication is required for IMAP, POP3, and SMTP.

Notes:

- IMAP email access coordinates between the server and your mail application. Messages that have been read/deleted/replied to will show up as such, both on the server and in the mail application.
- POP3 does not coordinate with the server. Messages marked as read/deleted/replied to in the mail application will not show up as such on the server. This means that future mail downloads with POP3 will show all messages as unread.
- Outgoing mail is sent using SMTP.
- We recommend using POP3 over SSL/TLS or IMAP over SSL/TLS since they provide increased security for your interactions with the remote mail server.

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Choose the script you need, or set up manually using the settings under “Manual Settings.” If you run into any difficulty, please do not hesitate to contact the La Vie webmaster at webmaster11@laviecounseling.org. Thank you.