# **Common E-Mail Settings for WCTAtel.net e-mail addresses**

The settings below can be used to configure WCTAtel.net e-mail service on your devices (PC, tablet, smartphone, etc.). Settings for both POP and IMAP accounts are below. For more information on which type of connection will work best for you, please see the article on the following page. On some devices you may need to look under 'More Settings' or 'Advanced Settings' to find all the categories. For help configuring your device, please contact the WCTA Technical Support line at 1-877-928-2835.

#### WCTAtel.net E-Mail Settings for POP.

Username: Your full wctatel.net e-mail address

Password: Your password Incoming Mail Server: mail.wctatel.net

Incoming Port: 110

Outgoing Mail Server: smtp.wctatel.net

Outgoing Port: 587

SSL/Security Type (Incoming and Outgoing): Off or None
Authentication/Requires Sign In (Incoming and Outgoing): Yes (Password)

Use Secure Connection: No

**Note:** Some devices may state that the username and password are 'Optional' for outgoing mail. For WCTAtel.net e-mail addresses, these are required. Either enter them manually or select the option allowing you to use the same settings as incoming mail.

### WCTAtel.net E-Mail Settings for IMAP.

Username: Your full wctatel.net e-mail address

Password: Your password Incoming Mail Server: mail.wctatel.net

Incoming Port: 143

Outgoing Mail Server: smtp.wctatel.net

Outgoing Port: 587

SSL/Security Type (Incoming and Outgoing): Off or None
Authentication/Requires Sign In (Incoming and Outgoing): Yes (Password)

Use Secure Connection: No

**Note:** Some devices may state that the username and password are 'Optional' for outgoing mail. For WCTAtel.net e-mail addresses, these are required. Either enter them manually or select the option allowing you to use the same settings as incoming mail.

If you need assistance configuring your device, please contact the WCTA Technical Support line at 1-877-928-2835.

If you've set up an e-mail account on a new device recently you may have been asked what e-mail protocol you would like to use – POP or IMAP. The correct choice depends on how you use your e-mail.

The Post Office Protocol (POP) works a lot like regular postal mail, hence the name. The general principle behind POP mail is that email messages are downloaded onto your device(s) from the server and then deleted from the server after a set period of time. As a result, your messages will only exist locally on each device that was used to download them. This local storage is great if there are times you need access to your message but don't have an Internet connection. It also works well if you receive a large number of messages or big attachments that would otherwise exceed your space quotas on the server. However, since each device keeps an independent copy of the messages you may end up deleting the same message from multiple places. Likewise, copies of any messages sent would exist solely on the device used to send them.

The Internet Message Access Protocol (IMAP) allows for your message lists to be linked across devices. IMAP accomplishes this by retaining all your emails on the server and making your devices mirror what the server looks like. This means the each device configured for a given account, as well as your webmail access, will have all the same messages. Likewise, if you delete a message from one device, it is automatically removed from all other devices and the server.

However, since IMAP mail is stored on a server you will have limited access to your e-mails when you are without an Internet connection. Some devices may cache a certain number of messages, but access to images and older messages may be restricted until you reconnect to the Internet. Also, since IMAP messages are stored on the server, you risk going over your size quota if you don't regularly delete old messages.

So which one is best? That's up to you and will depend on how you use your account. The chart below offers a quick summary. Take a look and see which best fits your needs. NOTE: If you are planning on using more than one device, it is advisable to have them all configured as the same type, given how POP and IMAP differ, to avoid problems. WCTA's 24/7 support can help you identify your current email configuration type and assist with setting up a new device for email, just call toll-free 877-928-2835.

#### POP Mail

- Will manage emails on multiple devices separately
- Emails will exist only on your device(s)
- You can look at old emails without Internet connection
- You don't want to worry about having too many emails

## IMAP Mail

- Will keep multiple devices in sync automatically
- Emails stay on the server, independent of your devices
- You may need an active Internet connection to view old emails
- You have to be good about deleting emails, have limited storage