Ways to Check Your Crye-Leike Email

Choose between the following options to check your Crye-Leike email account. For more detailed information on the choices, check later in this guide or contact your local IT department for a recommendation on a setup to best fit your needs and lifestyle.

What are your options?

- **Webmail**
  Accessible from any computer with internet access

- **Email Client (like Outlook)**
  POP or IMAP Connection

- **Smartphone**
  POP or IMAP Connection

Confused about which to choose?

Contact the IT Department and we will advise you of the set up that will work best for your situation.
Webmail

In an email client like Outlook or on a Smartphone

Best option if you are not concerned about checking multiple accounts in one location. This is also a great option for those people already comfortable using Webmail.

- [http://mail.crye-leike.com](http://mail.crye-leike.com) - Accessible from any computer with Internet access - at home or office.
- Send, receive, view, compose, organize email, etc – everything you need to do.
- Must monitor mailbox size and delete messages periodically.
- Available to everyone with an account. Even if you use Outlook you can still use Webmail as necessary. (*POP users will only see new mail when Outlook closed.*)

How Do I Choose? Questions to Consider

- Are you comfortable using Webmail and don't want to worry about switching to something else? Simply continue to use Webmail.
- Do you have more than one email account and want to make it easier to check all accounts? Consider setting up multiple accounts in Outlook, or forwarding a remote account to your Crye-Leike account.
- Where do you check your email? Primarily on your personal computer or on an office lab computer? On office lab computers you only have access to your email through Webmail. On your personal computer you have the choice of using Webmail or an email client.
- Do you need additional storage space for your email? If you would like to save messages (over the standard 50MB on the server) you will need to use Outlook.

This information is designed to provide guidance. The goal is to find the way that makes it easiest for you.

POP

In an email client like Outlook or on a Smartphone

Best option to check multiple accounts in one place and you primarily access your mail from the same computer. Also gives advantages of an email client. When you're away from your personal computer you can check new mail through Webmail.

- Email from the server downloads through a POP connection to your personal computer in Outlook. Once downloaded email is only accessible on this computer (unless you specify to leave a copy on the server). If Outlook is closed you can check for new messages in Webmail.
- Only email from your inbox downloads. You will still have to login to Webmail to check your junk mail folder.
- When Outlook is configured, there is an option to 'leave a copy of messages on the server'. This option does not synchronize mail. It requires keeping up with a copy of mail in both locations.
- Max mailbox size is not as much of a concern when you use this option, unless you leave a copy of messages on the server.

Best option to keep things synchronized on multiple devices. If you want to check mail from multiple computers or devices and you want access to the same messages on both computers.

- Email is stored on the server. You are able to send, receive, and view email in Outlook just as if you were working directly on the server. You see the same messages in Outlook and Webmail.
- Because your email is stored on the server you must monitor your mailbox size. You may need to delete messages periodically or save them to local Outlook folders.
- Access to check Junk Mail folder directly in Outlook. (*This is a benefit over POP.*)
- Must 'Purge Deleted Items' button in Outlook in order to permanently delete messages.

IMAP

In an email client like Outlook or on a Smartphone

Best option to check mail on the go, no matter if you are in the office or showing property.

- Depending on your specific setup messages are stored on the server and can still be accessed through webmail or outlook.
- Because of the varieties of smartphones available not all content such as attachments are viewable on the devices. Use of webmail of outlook would assist to view additional content.
- Depending on your provider additional service plan/data plan may need to be added in order to receive emails on your smartphone.

Smartphone

Best option to check mail if you are not concerned about checking multiple accounts in one location. This is also a great option for those people already comfortable using Webmail.

- [http://mail.crye-leike.com](http://mail.crye-leike.com) - Accessible from any computer with Internet access - at home or office.
- Send, receive, view, compose, organize email, etc – everything you need to do.
- Must monitor mailbox size and delete messages periodically.
- Available to everyone with an account. Even if you use Outlook you can still use Webmail as necessary. (*POP users will only see new mail when Outlook closed.*)

This information is designed to provide guidance. The goal is to find the way that makes it easiest for you.
Email Clients - *What? Why?*

An email client is software that lets you send, receive, view and compose email. Common examples of this are Outlook, Outlook Express, Lotus Notes, and Eudora. This is software that you would install on your personal computer. Some programs must be purchased and others, such as Outlook Express, are available for free.

**ADVANTAGES OF AN EMAIL CLIENT:**

- Ability to check more than one email account in the same location and reply through the email address that was sent to.
- Expanded storage space for messages. Save email to local folders.
- Additional features usually include email distribution lists, detailed contact information, calendar, tasks etc.

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**HOW TO ACCESS WEBMAIL**

Visit [http://mail.crye-leike.com](http://mail.crye-leike.com) and login to your account. Contact IT for password assistance.

**HOW TO SET-UP A SMARTPHONE OR OUTLOOK**

Because Smartphones access email accounts in different ways, there is no single set of step-by-step instructions that can be provided. However, there are a few pieces of information that you will always need when connecting any email device to the Crye-Leike system.

**Vital Information at a Glance**

- **Incoming Mail Server:** mail.crye-leike.com
- **Outgoing Mail Server:** smtp.crye-leike.com
- **Connection Type:** POP or IMAP (both supported)
- **Login Credentials:** Your user id and password

**NOTE:** Our outgoing mail server requires authentication. Use your same username and password for webmail. The port number is 465 and the encrypted connection type is SSL.
Email Tips

- A few small changes can save a lot of time and contribute to more professional correspondence.
- An email is just as important as a voice mail. You should read your email every day and respond as soon as possible.
- Many instructions below are for Webmail users. Outlook offers similar features. Check out the help within Outlook for specific instructions.

Email Signatures
An email signature is a way to automatically include your contact information at the end of every message you send. This should include items such as your name, company, address, phone numbers, and web site. Setting this up saves you time typing and ensures a more professional look.

How-To Create a Signature in Webmail:
1. Login to your account & click 'Options'.
2. Under 'Your Information' click link for 'Personal Information'.
3. Type in your signature then click the 'Change' button. The signature will now automatically display when you compose mail.

Spell Check
Always spell check your messages. The 'Spell Check' link is available when you 'Compose' mail.

Vacation Messages
Automatically sends an email response to someone when they send you a message. Set up a vacation message when you will not be able to check your email for a while. Include information on who to get in touch with during your absence and when you’ll be back.

How-To Create a Vacation Message in Webmail:
1. Login to your account & click 'Options'.
2. Under 'Mail Management' click 'Auto Response/Vacation Message' link.
3. Type the message, subject line and check the box to activate the message. Then click 'Save Options'.

Junk Mail Filters
Every email is scanned for typical junk mail patterns and then assigned a score. The higher the score the more likely the message is to be spam. All messages with a score of 5 or above are automatically moved to your Junk Mail folder.

You can increase the strength of your filters by logging into Webmail and visiting 'Options' then 'Junk Mail Options'.

Folders & Rules
Consider creating folders to sort your mail and rules to automatically move the mail to those folders. Rules are called 'Filters' in your Webmail 'Options' area.

Directory Access in Outlook
Vital Information at a Glance:
LDAP Server = mail.crye-leike.com
Search Base = ou=People,dc=crye-leike,dc=com

How-To Add Directory Service:
1. Open Outlook. In the menu click 'Tools' then 'Accounts'.
2. Click 'Add' then 'Directory Service'.
3. Wizard guides you through entering all of the required information listed above. Add a check yes to the box for 'Check names against this server when sending mail'.
4. Once you click 'Finish' you will return to the 'Internet Accounts' window. Double click the entry for Crye-Leike. Click 'Advanced' and type the Search Base listed above. Click 'OK'. The directory service will be available once you close and reopen Outlook.

This option is available in Webmail. You can also set up the service in Outlook. Instructions to add Directory Access in Outlook are on the left.

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