



Using MessageBunker with POP3

It goes without saying that if you can possibly use IMAP rather than POP3 you should do so as it enables extra features that simply aren't available via POP3. We would also strongly advise configuring your mail client to use IMAP instead of POP3 for much the same reasons. However, if you are tied to POP3 for whatever reason the following will guide you through setting up MessageBunker for use with POP3 email.

Setting MessageBunker

Login to MessageBunker at <http://www.messagebunker.com> using your Administrator login.

If this is your first mailbox you can just click "Add Mailbox", and skip the following sentence.

To add a mailbox click on 'My Mailboxes' - 'Add Mailbox'. You will be taken to the mailbox configuration page:

About Your Mail Server

We'll need to be able to access your server using IMAP, POP3 or SMTP , so if it's a server you own, you may need to make changes to your firewall so we are allowed to connect.

Protocol: POP3

Mail Server: [Text Input Field]

Use encrypted (SSL) Connection:

Using POP3? Make sure your client leaves messages on the server.

Port (Optional): [Text Input Field]

You only need to enter a port if you are not using the standard port for the chosen service (e.g. 143 for IMAP, 993 for IMAP with SSL).

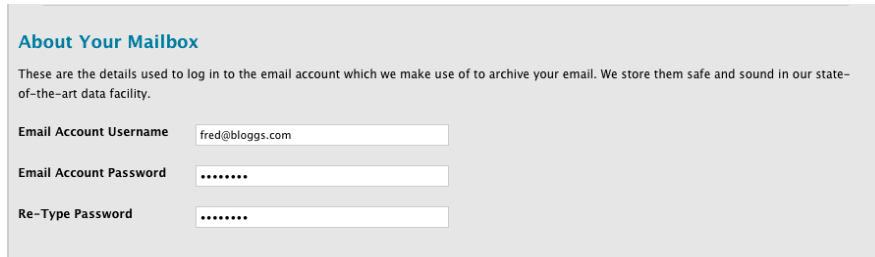
The first section will cover your mail server settings and access method:

Protocol: The protocol used to retrieve your emails. Supported options are IMAP, POP3 and SMTP. We are using POP3 in our example as this is the protocol we recommend is used. Please refer to separate documents APM0151 and APM0117 on how to setup access with IMAP and SMTP feeds respectively.

Mail Server: Your mailserver hostname, or IP address.

Use encrypted (SSL) Connection: This option decides on whether to use encryption between MessageBunker and your Mail Server.

Port (Optional): This should be left blank unless your server is using a non-standard port.



About Your Mailbox

These are the details used to log in to the email account which we make use of to archive your email. We store them safe and sound in our state-of-the-art data facility.

Email Account Username: fred@bloggs.com

Email Account Password:

Re-Type Password:

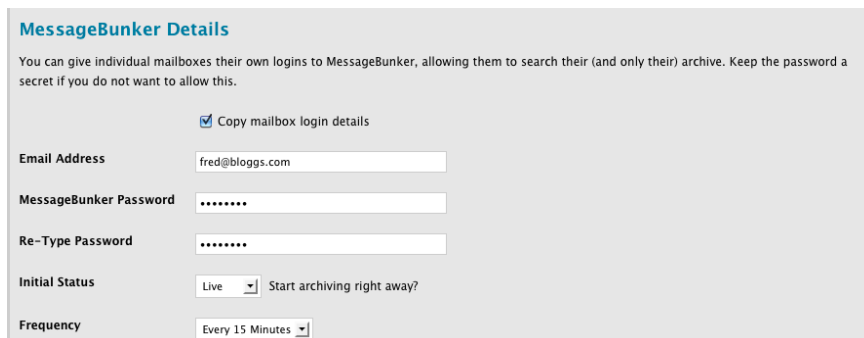
About Your Mailbox: this covers your remote mailbox login details.

Email Account Username: Your full email address in **user@domain.com** form.

Please note that Exchange users might have to enter their username in the following format '/DOMAIN/USER' where DOMAIN is your Windows Domain and USER your Windows login name.

Email Account Password: Your account password

MessageBunker Details



MessageBunker Details

You can give individual mailboxes their own logins to MessageBunker, allowing them to search their (and only their) archive. Keep the password a secret if you do not want to allow this.

Copy mailbox login details

Email Address: fred@bloggs.com

MessageBunker Password:

Re-Type Password:

Initial Status: Live Start archiving right away?

Frequency: Every 15 Minutes

The following section covers the users MessageBunker login:

Copy mailbox login details: If selected the 'Email Address' and 'Password' will be copied from the previous section. Please unselect this option if you are using Exchange with a /DOMAIN/USER login as this is not supported as a 'MessageBunker' username.


Email Address: The username in **user@domain.com** format for this mailbox.

Password: The password used with this account.

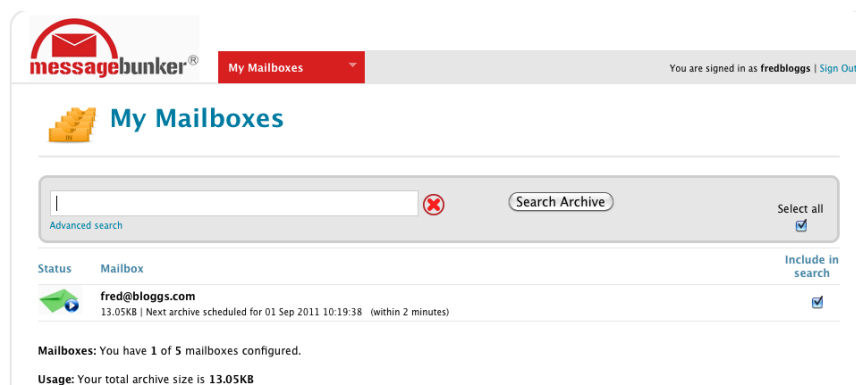
Initial Status: Whether to start archiving from the start. By default its set to 'live'.

Frequency: The interval the backup will be taken: 5, 15, 30 or 60 minutes. The default is 15min.

Now click on 'Add Mailbox'. The page will refresh and the following message will appear:

 **Mailbox Added Successfully**
Your changes have been applied. [View Mailbox.](#)

That's it you have successfully added a MessageBunker mailbox, the new mailbox is now also viewable from the mail page - as shown below.



Please note that initially this mailbox will not be marked as live when viewed from the main menu, and a red envelope will be visible on the left-hand side. The account will go live as it starts to take the first backup.

Important Email client setup notes

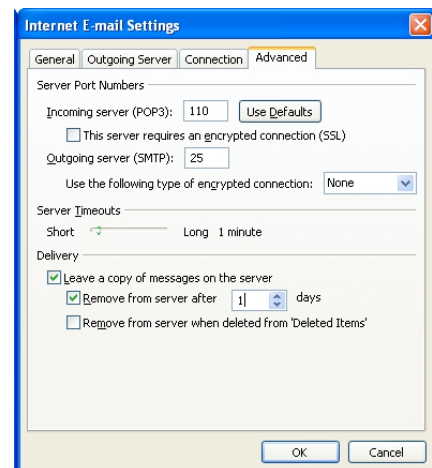
Assuming you're stuck with using POP3, then the key to making it work well is to configure your mail client correctly. With the POP3 protocol, the email client retrieves mails from the server, and then deletes them from the server. This is normally done at the same time. However, if you do this, then MessageBunker may not get an opportunity to download a copy of a new mail before your client deletes it. To avoid this situation you need to configure your client to leave mails on the server for a period of time. We would suggest setting this to 24 hours to ensure nothing gets missed. Here's a guide on how to do this with some popular mail clients.

See next page:

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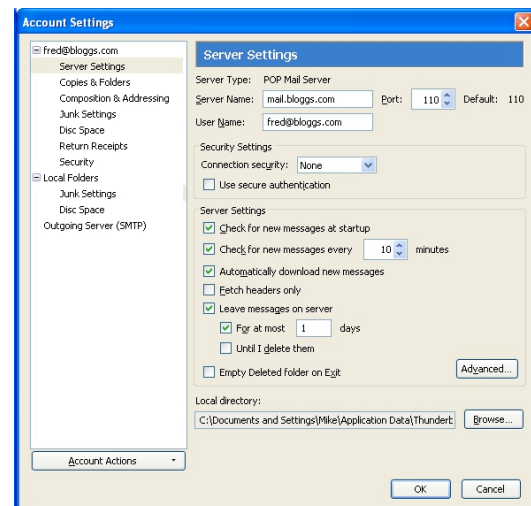
Microsoft Outlook 2003-2010/Outlook Express

Go into the Tools menu, select 'Accounts', select your mail account and click on 'Properties'. Now click on the 'Advanced' tab, and tick the 'Leave a copy of messages on server' box, and the 'Remove from server after' box, selecting 1 day.



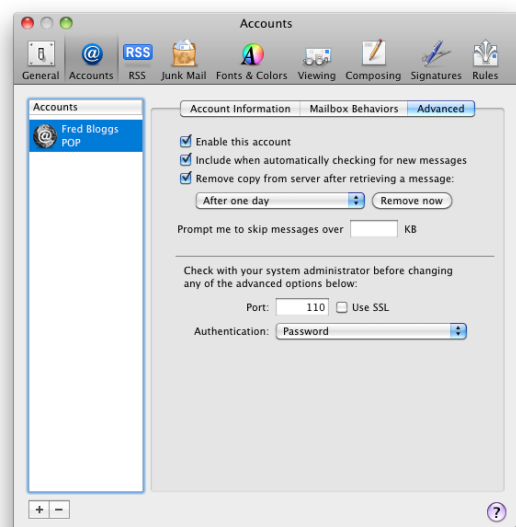
Mozilla Thunderbird

Go into the Tools menu, select 'Account settings...', and then select 'Server Settings' for your mail account. Now tick the 'Leave messages on server' box, and the 'For at most' box, selecting '1 day'.



Apple Mail

Go into the Mail menu, select 'Preferences...', then select 'Accounts', and then select your mail account. Click on Advanced, and then tick the 'Remove copy from server after retrieving a message' box.



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