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Plot 163/164, Unit 20, GICP

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# GETTING STARTED WITH BEKO MEDIA (HOW TO ACCESS EMAILS)

A large, stylized diamond graphic, similar to the one in the logo, is positioned on the right side of the page. It is composed of overlapping triangles in shades of purple and magenta, creating a three-dimensional effect. The diamond is partially obscured by the text and other elements.

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## 1 Accessing Emails from Your Browser

### 1.1 Enter URL

- i. Enter the following link in your browser [www.yourdomain.co.bw/webmail](http://www.yourdomain.co.bw/webmail)
- ii. **NB: Where you see “yourdomain”. Replace it with your registered domain name.**

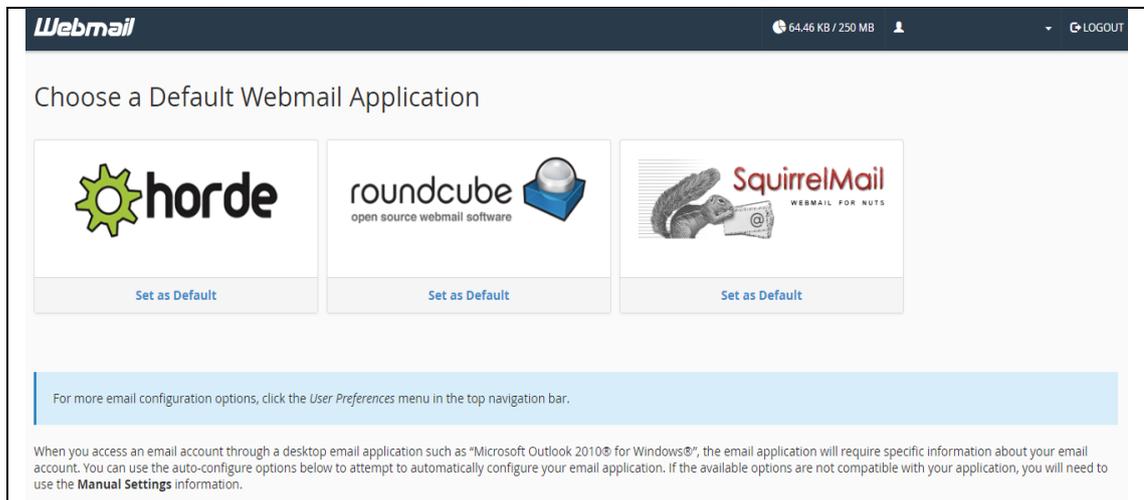
### 1.2 Enter User Credentials

- i. You will be presented with the below screen. Enter the email address and password provided to you by Beko Media Technical Team.

A screenshot of a webmail login interface. At the top, the word "Webmail" is written in a large, orange, italicized font. Below this, there are two input fields. The first is labeled "Email Address" and contains a person icon and the text "Enter your email address.". The second is labeled "Password" and contains a padlock icon and the text "Enter your email password.". Below these fields is a blue button with the text "Log in". At the bottom of the form area, there is a link that says "Reset Password".

### 1.3 Initial Page

- i. After you enter your credentials you will get into the initial page as shown below.

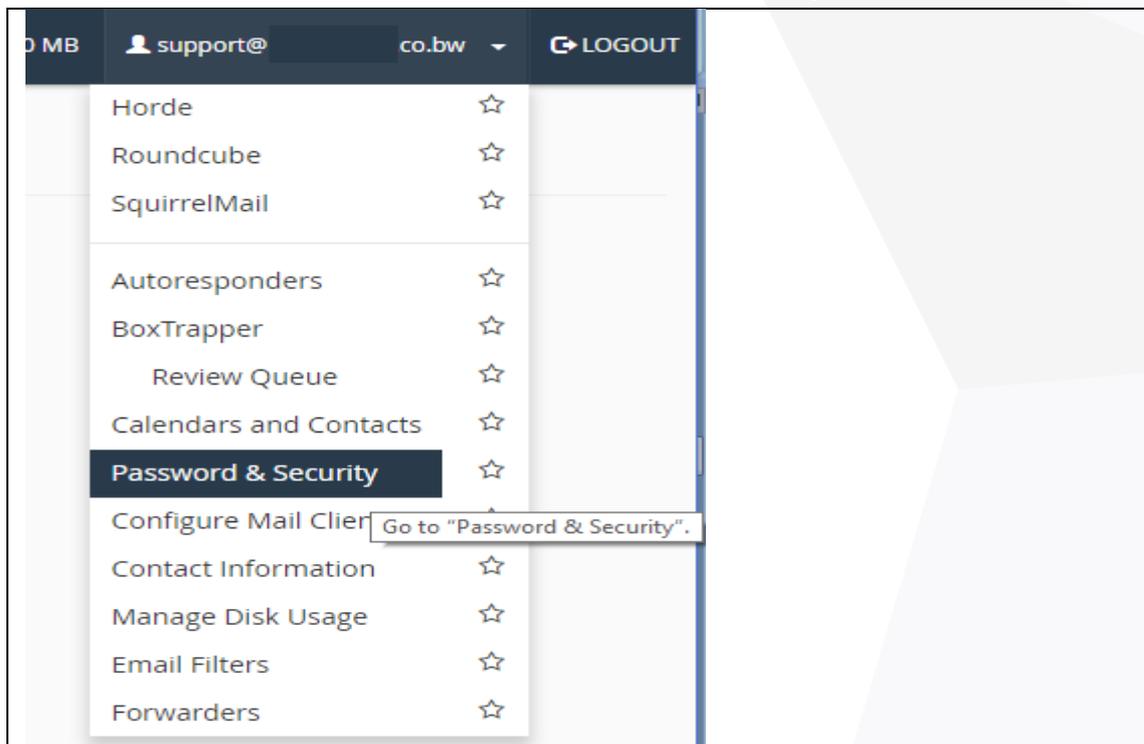


### 1.4 Changing Password

- i. At the top right hand corner, select the arrow next to your email.



- ii. On the drop down menu that appears select "Password & Security".



- iii. On the screen that appears, enter your new password and click **“Save”**.



**Webmail**

### Password & Security

Enter a new password for this account.

**New Password**

**Confirm New Password**

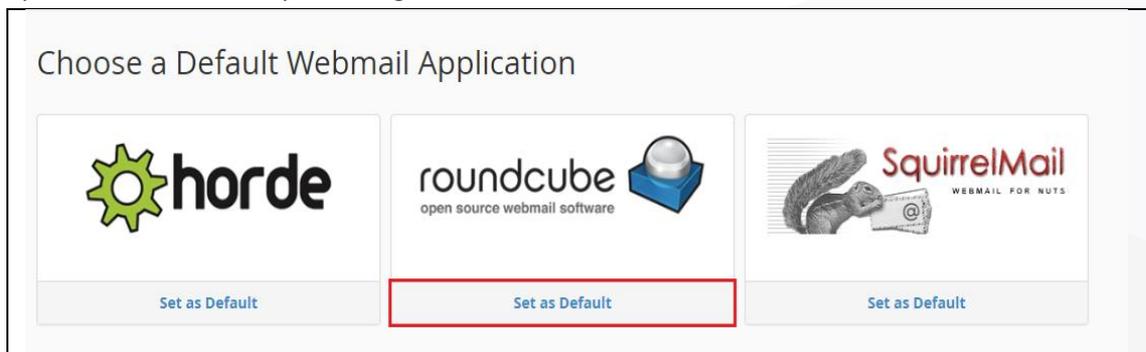
**Password Strength** ⓘ

Very Strong (94/100)

Save Password Generator

## 1.5 Selecting User Interface

- i. You have three (3) different interface options to choose from. Beko Media recommends using ROUND CUBE because of its user friendly interface. Select ROUND CUBE as your preferred interface, by selecting **“Set as Default”**.

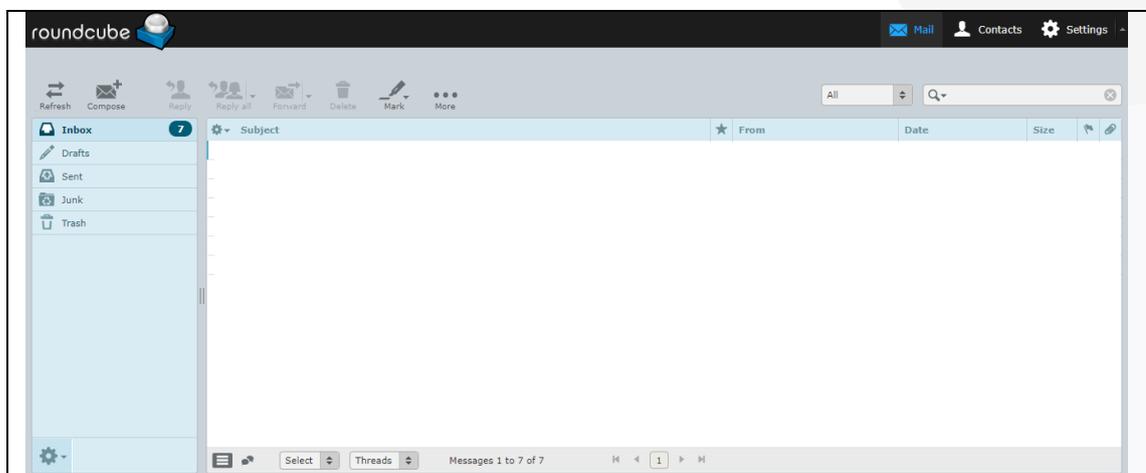


Choose a Default Webmail Application

**horde** **roundcube** **SquirrelMail**

Set as Default Set as Default Set as Default

- ii. You will then be presented with the below page and you can begin sending and reading emails.



**roundcube**

Mail Contacts Settings

Refresh Compose Reply Reply all Forward Delete Mark More

Inbox 7

Drafts Sent Junk Trash

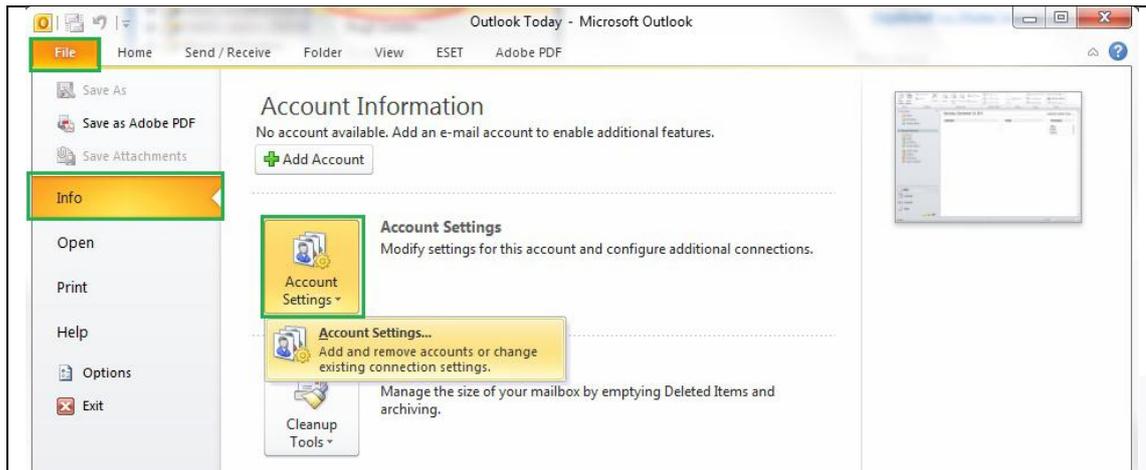
Subject From Date Size

Select Threads Messages 1 to 7 of 7

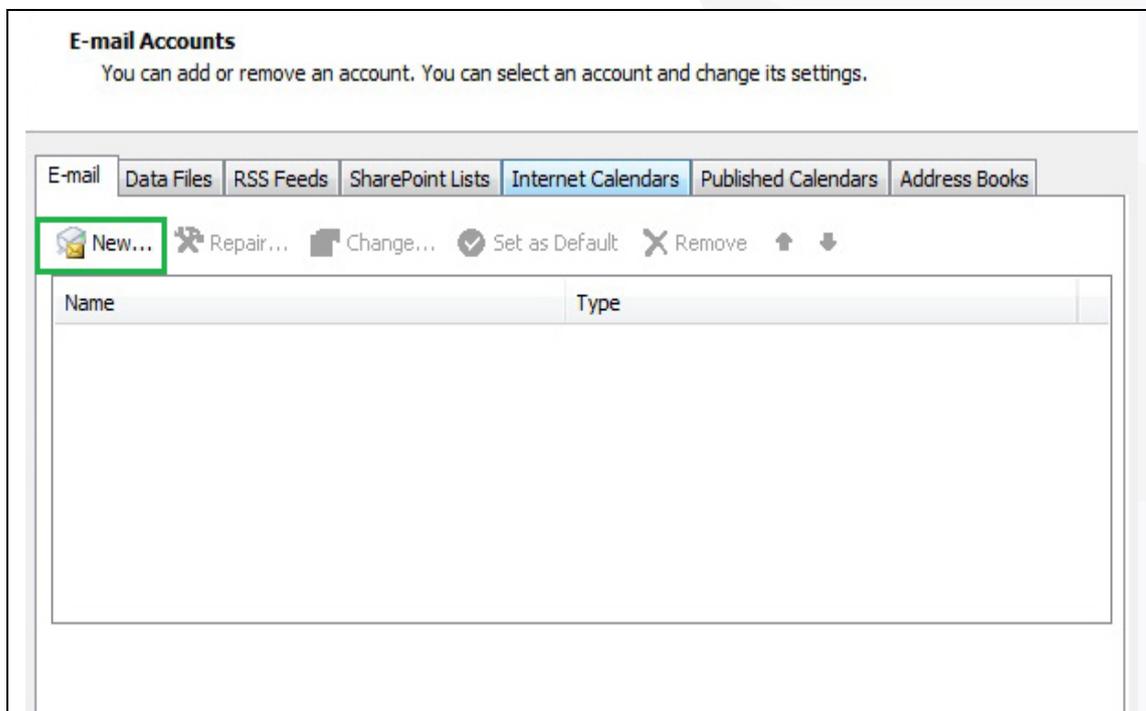
## 2 Setting Up Emails On Microsoft Outlook On Your Computer Or Laptop

### 2.1 Microsoft Outlook 2010

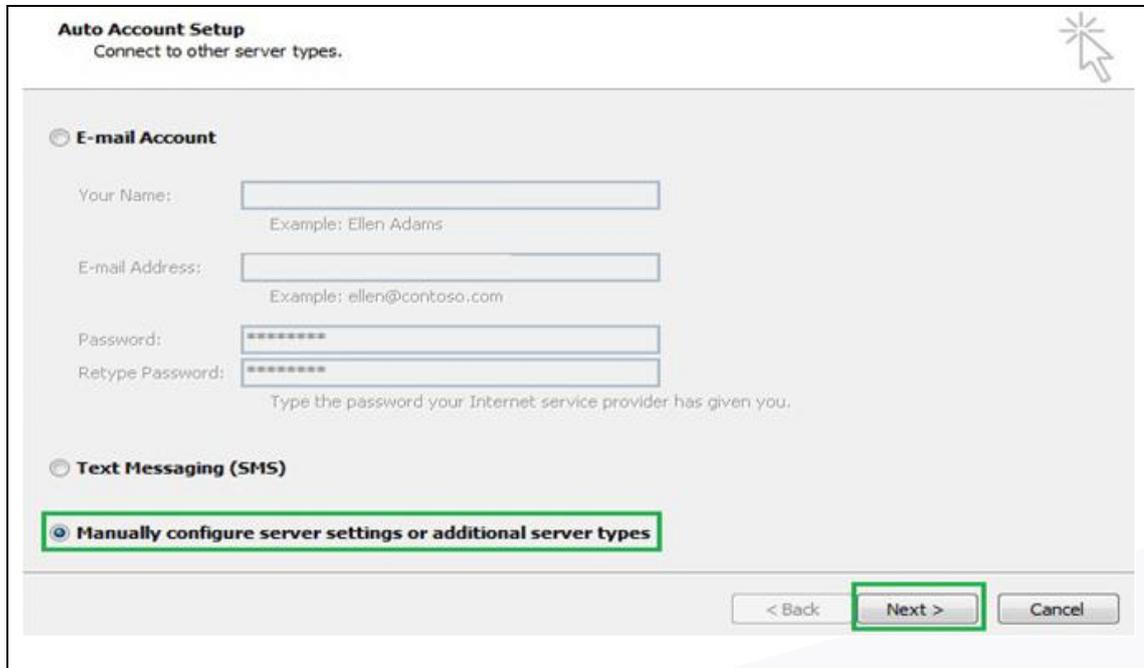
- i. First, go to "File > Info > Account settings".



- ii. Click on "New".



- iii. Tick **"Manually configure server settings or additional server types"** and click **"Next"**.



**Auto Account Setup**  
Connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

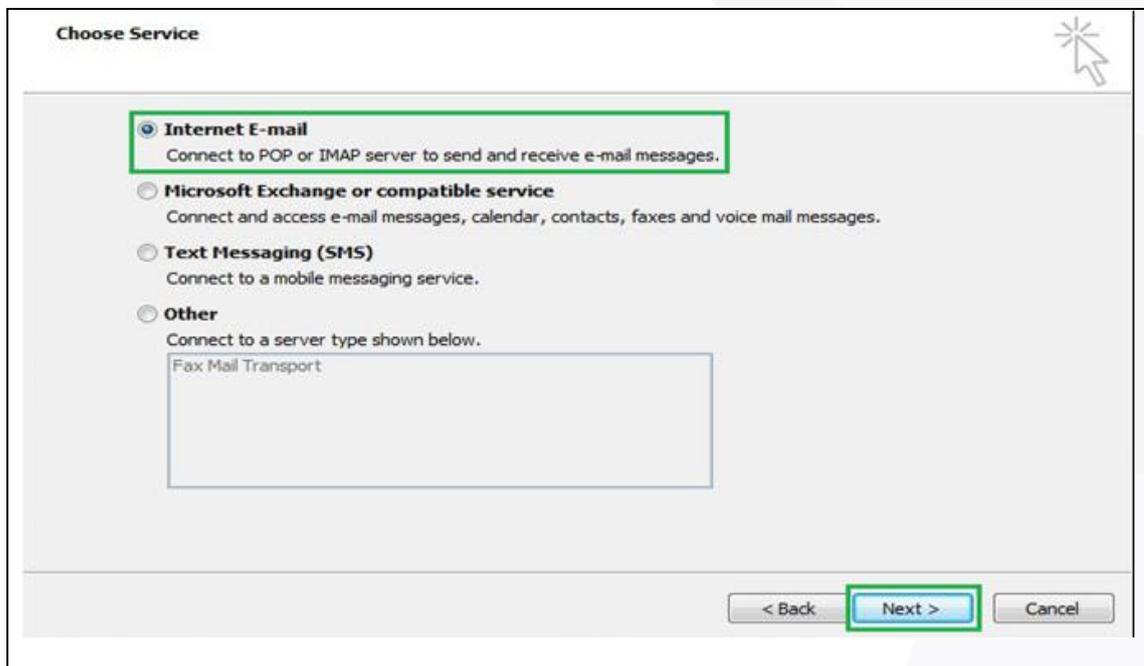
Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

< Back **Next >** Cancel

- iv. Select **"Internet E-mail"**.



**Choose Service**

**Internet E-mail**  
Connect to POP or IMAP server to send and receive e-mail messages.

**Microsoft Exchange or compatible service**  
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

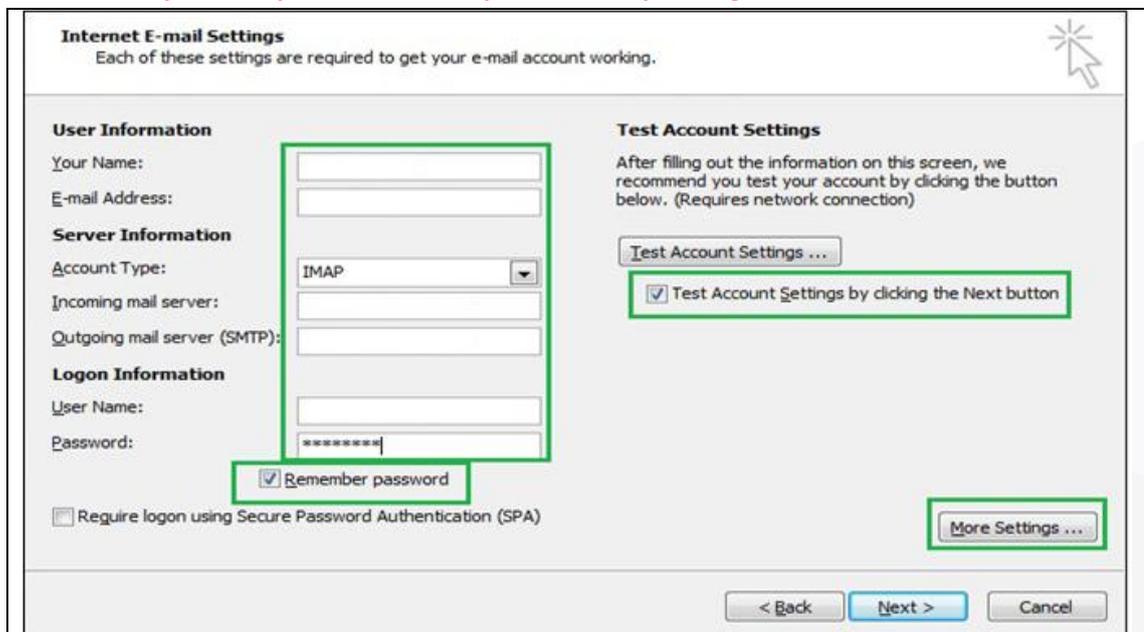
**Text Messaging (SMS)**  
Connect to a mobile messaging service.

**Other**  
Connect to a server type shown below.  
Fax Mail Transport

< Back **Next >** Cancel

- v. On the page that appears, enter the following details. Once all details have been added, select **“More Settings”**.
- Your Name: **YOUR NAME AND SURNAME**
  - Email Address: **YOUR EMAIL ADDRESS AS PROVIDED BY BEKO MEDIA**
  - Account Type: **IMAP**
  - Incoming mail server: **mail.yourdomain.co.bw**
  - Outgoing mail server (SMTP): **mail.yourdomain.co.bw**
  - User Name: **YOUR EMAIL ADDRESS AS PROVIDED BY BEKO MEDIA**
  - Password: **YOUR PASSWORD**
  - Remember Password: **TICK THIS OPTION**

**NB: Where you see “yourdomain”. Replace it with your registered domain name.**



**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name:   
E-mail Address:

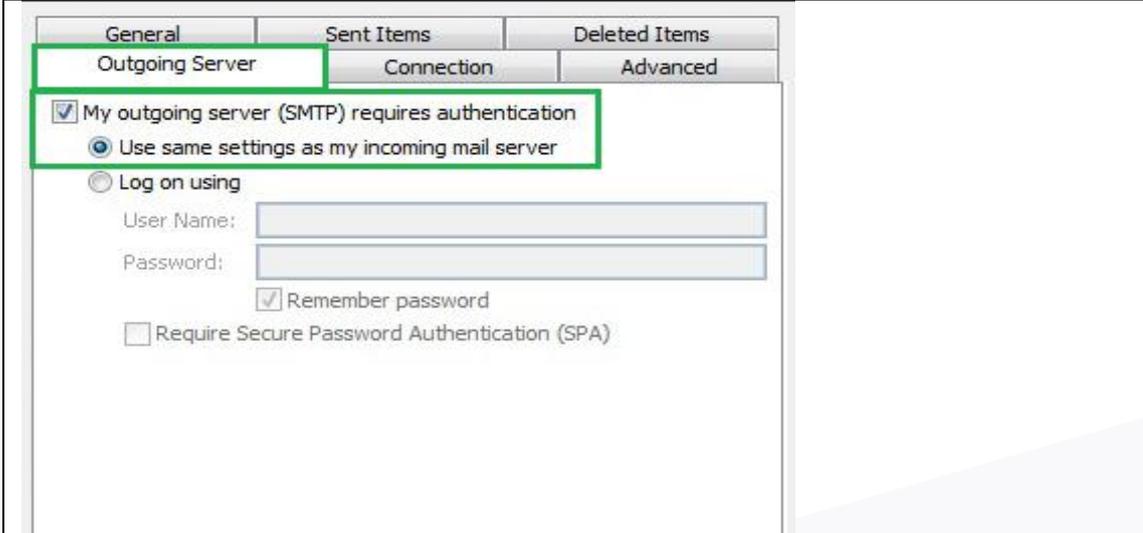
**Server Information**  
Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

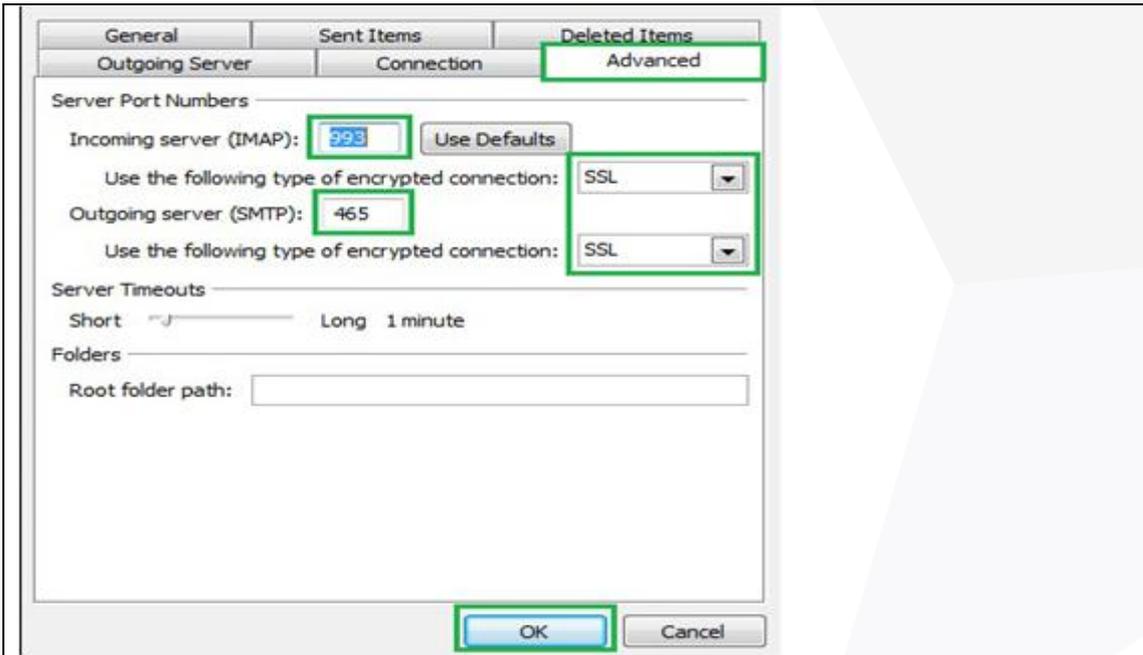
**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
  
 Test Account Settings by clicking the Next button

< Back   Next >   Cancel

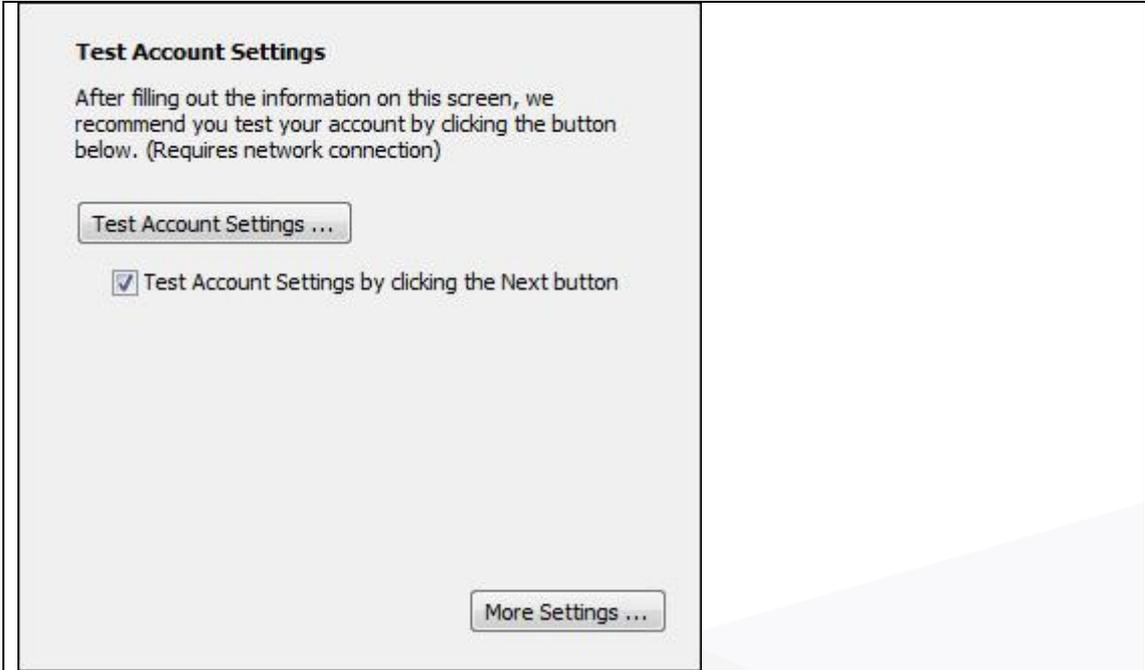
- vi. In the "Internet E-mail Settings" screen that pops up, click on the "Outgoing Server" tab, and check the box next to "My outgoing server (SMTP) requires authentication". Also select the radio button next to "Use same settings as my incoming mail server".



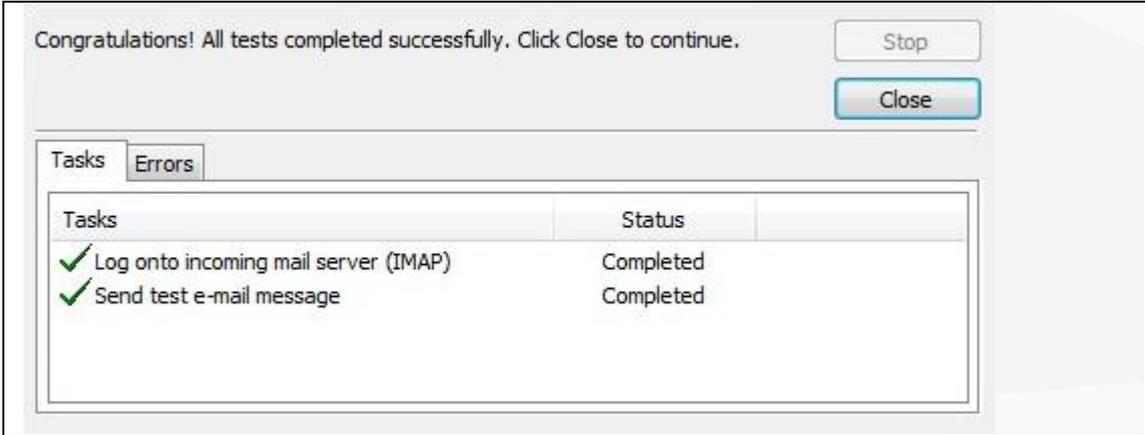
- vii. In the same window go to the "Advanced" tab and verify the following.
  - a. Incoming server (IMAP): **993**
  - b. Incoming server encrypted connection: **SSL**
  - c. Outgoing server (SMTP): **465**
  - d. Outgoing server encrypted connection: **SSL**
  - e. Click "OK" when finished.



- viii. To make sure the settings are tested, check the box "Test Account Settings" by clicking the "Next" button.



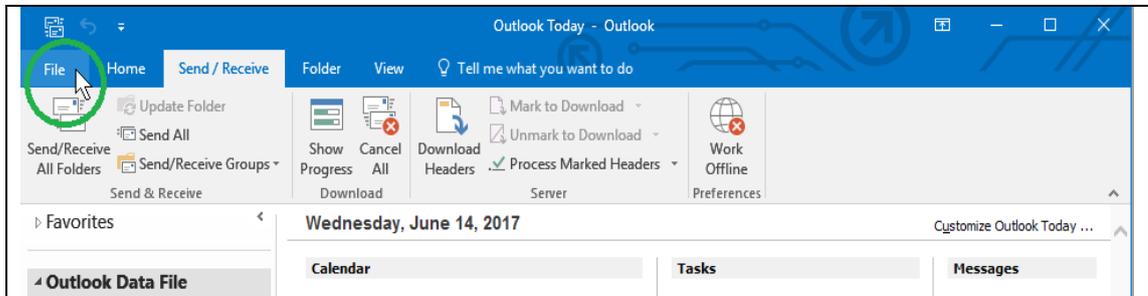
- ix. If you've entered everything in correctly, both tasks will be completed successfully and you can close out of the window and begin using your account via Outlook 2010.



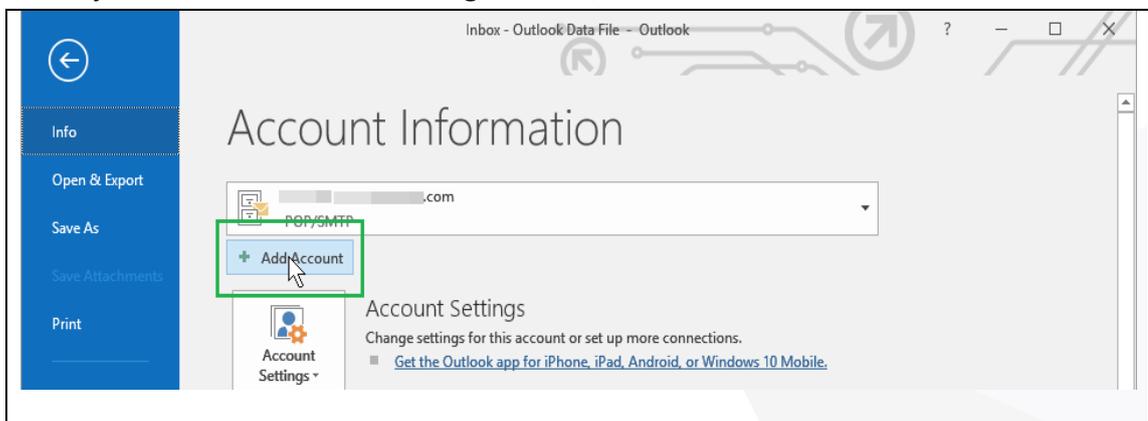
Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

## 2.2 Microsoft Outlook 2013 Or 2016

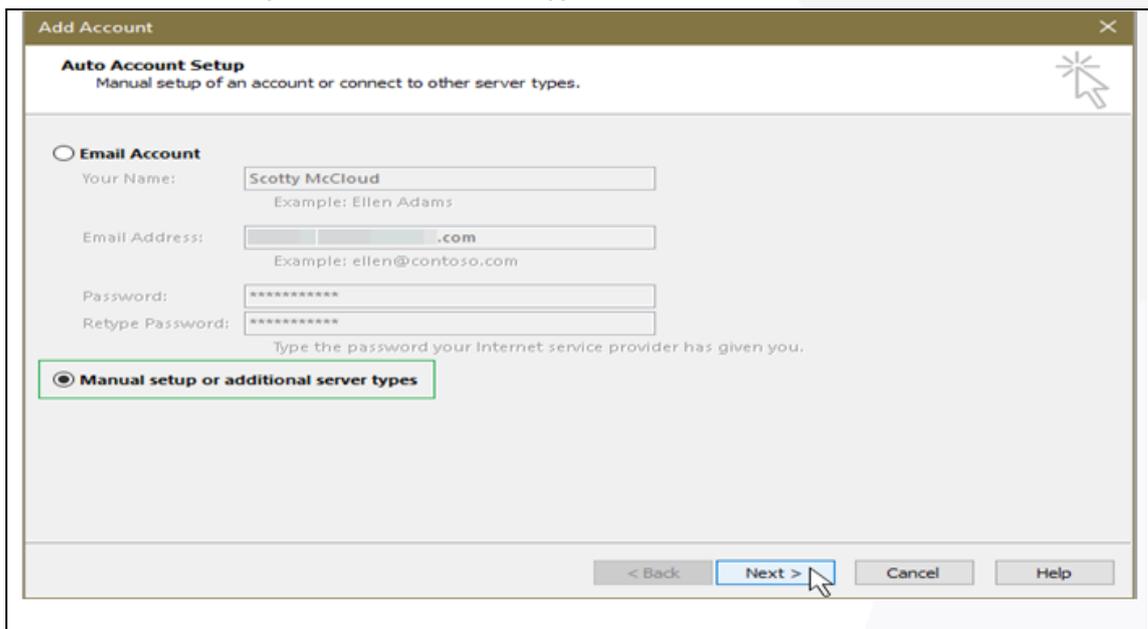
- i. Open Outlook 2016 and go to the "File" tab.



- ii. Then, just above the "Account Settings" button, click "Add Account".



- iii. Select "Manual setup or additional server types", then select "Next".



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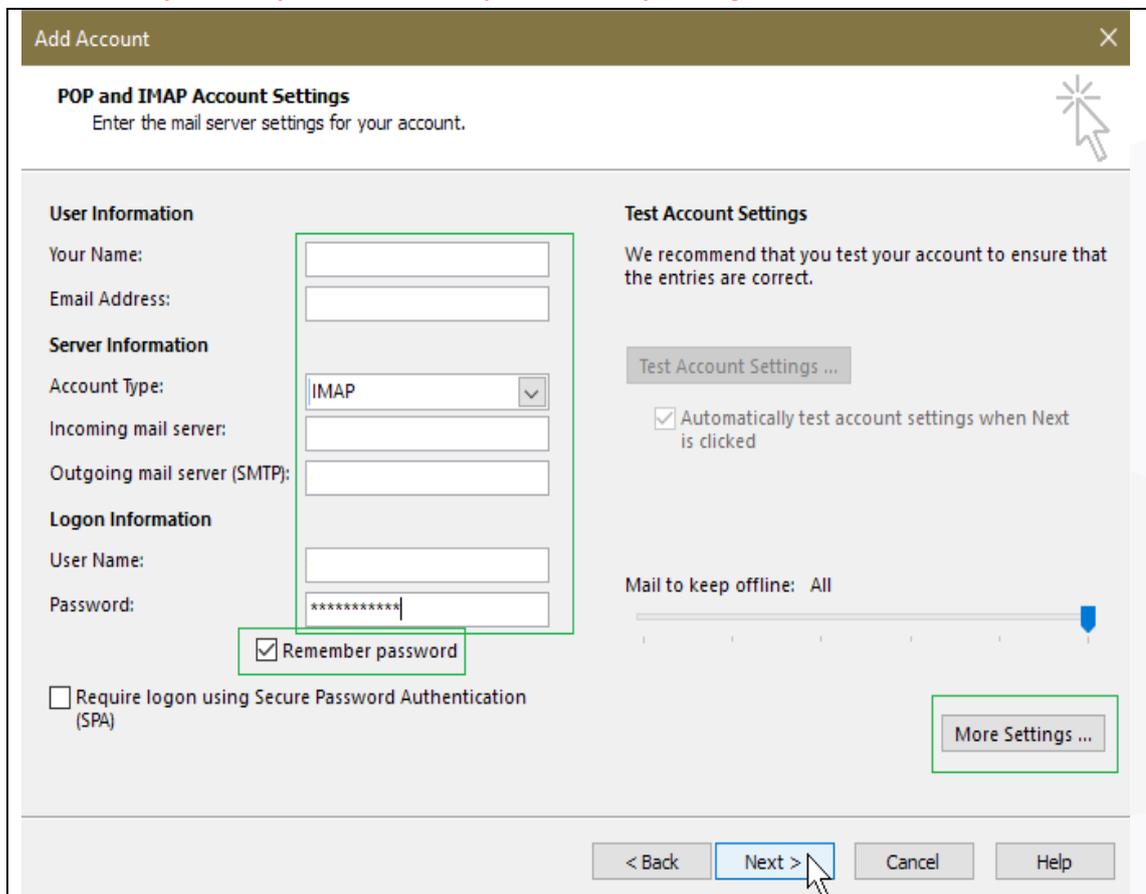


- iv. Then under Choose Service select "POP or IMAP", then select "Next".

A screenshot of a Windows-style dialog box titled "Add Account". The dialog box has a title bar with a close button (X) in the top right corner. Below the title bar, the text "Choose Your Account Type" is displayed. There are three radio button options: "Office 365" (unselected), "POP or IMAP" (selected and highlighted with a green box), and "Exchange ActiveSync" (unselected). Under "Office 365", there is a sub-label "Automatic setup for Office 365 accounts" and an "Email Address:" field with an example "ellen@contoso.com". Under "POP or IMAP", there is a sub-label "Advanced setup for POP or IMAP email accounts". Under "Exchange ActiveSync", there is a sub-label "Advanced setup for services that use Exchange ActiveSync". At the bottom of the dialog box, there are four buttons: "< Back", "Next >" (highlighted with a green box), "Cancel", and "Help".

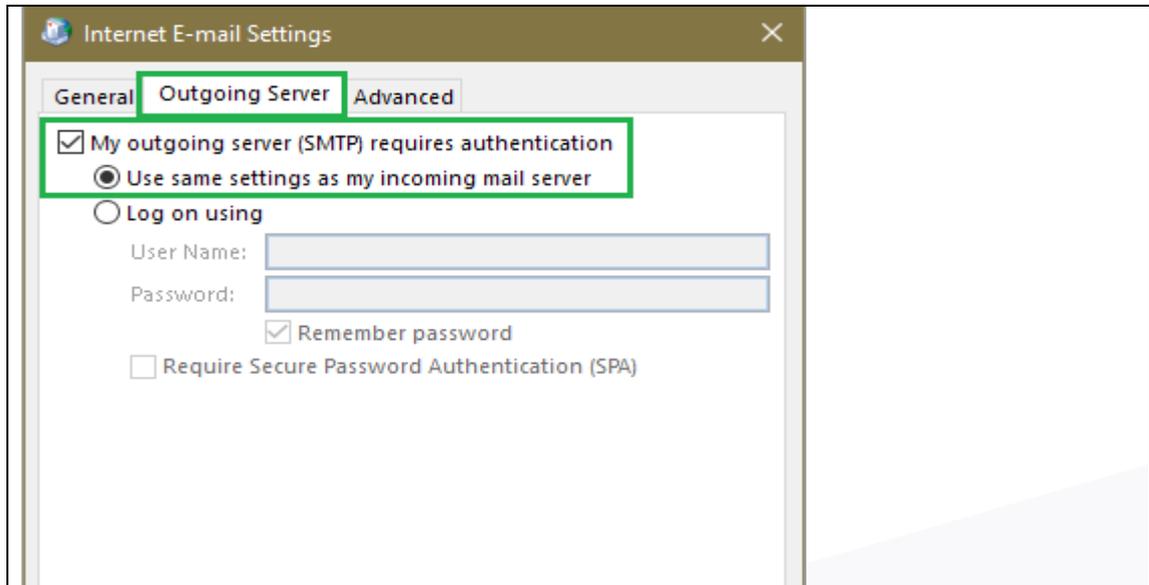
- v. On the page that appears, enter the following details. Once all details have been added, select **“More Settings”**.
- i. Your Name: **YOUR NAME AND SURNAME**
  - j. Email Address: **YOUR EMAIL ADDRESS AS PROVIDED BY BEKO MEDIA**
  - k. Account Type: **IMAP**
  - l. Incoming mail server: **mail.yourdomain.co.bw**
  - m. Outgoing mail server (SMTP): **mail.yourdomain.co.bw**
  - n. User Name: **YOUR EMAIL ADDRESS AS PROVIDED BY BEKO MEDIA**
  - o. Password: **YOUR PASSWORD**
  - p. Remember Password: **TICK THIS OPTION**

**NB: Where you see “yourdomain”. Replace it with your registered domain name.**

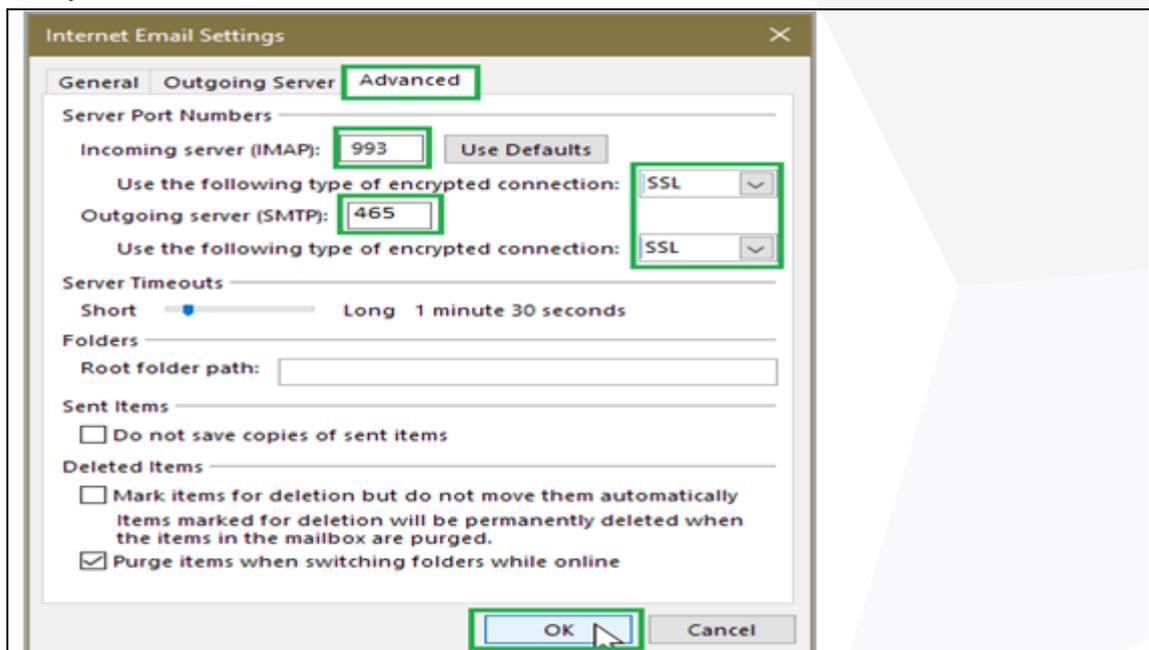


The screenshot shows a dialog box titled "Add Account" with a close button (X) in the top right corner. Below the title bar, there is a section for "POP and IMAP Account Settings" with a sub-header "Enter the mail server settings for your account." and a help icon (mouse cursor over a starburst). The form is divided into two columns. The left column contains sections for "User Information" (Your Name, Email Address), "Server Information" (Account Type: IMAP, Incoming mail server, Outgoing mail server (SMTP)), and "Logon Information" (User Name, Password, Remember password checkbox, and Require logon using Secure Password Authentication (SPA) checkbox). The right column contains "Test Account Settings" (a recommendation to test settings, a "Test Account Settings ..." button, and an "Automatically test account settings when Next is clicked" checkbox) and a "Mail to keep offline: All" slider. At the bottom right of the form area is a "More Settings ..." button. At the bottom of the dialog box are four buttons: "< Back", "Next >" (highlighted with a mouse cursor), "Cancel", and "Help".

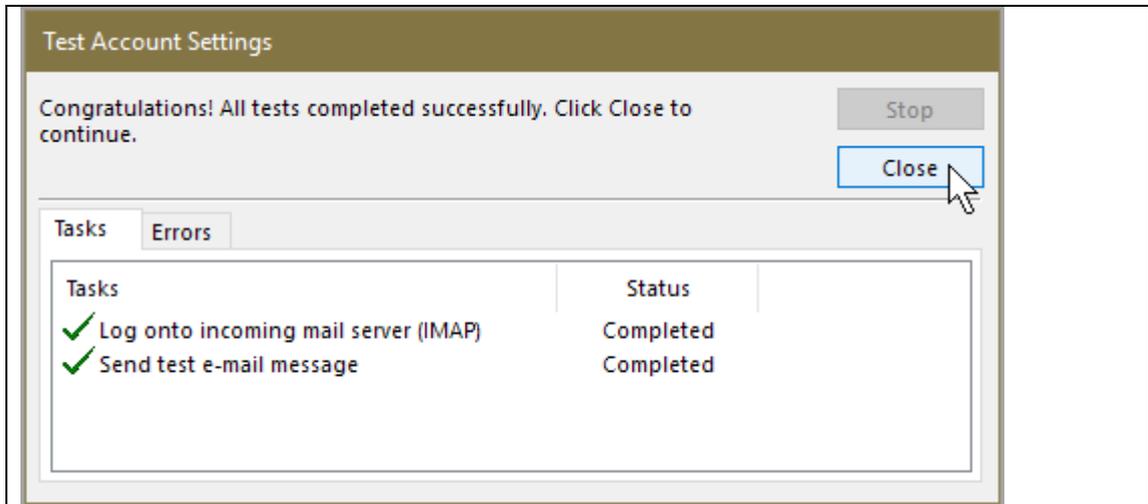
- vi. Under "**More settings**", select the "**Outgoing Server**" tab. Check the box next to "**My outgoing server (SMTP) requires authentication**" and select the radio button next to "**Use same settings as my incoming mail server**".



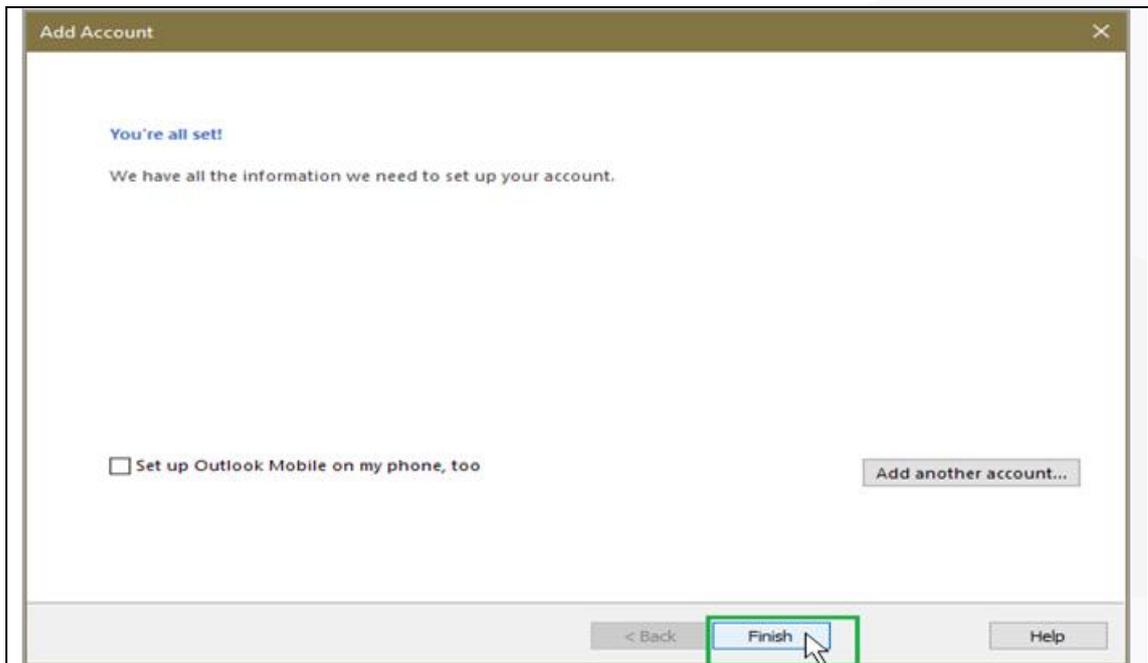
- vii. In the same window go to the "**Advanced**" tab and verify the following.
  - f. Incoming server (IMAP): **993**
  - g. Incoming server encrypted connection: **SSL**
  - h. Outgoing server (SMTP): **465**
  - i. Outgoing server encrypted connection: **SSL**
  - j. Click "**OK**" when finished.



- viii. Now click **"Next"**. If you've entered everything correctly, both testing tasks will be completed successfully and then you can close that little window and again click **"Next"**.



- ix. If everything is set correctly, you'll get a **"You're all set!"** message. Click **"Finish"**.

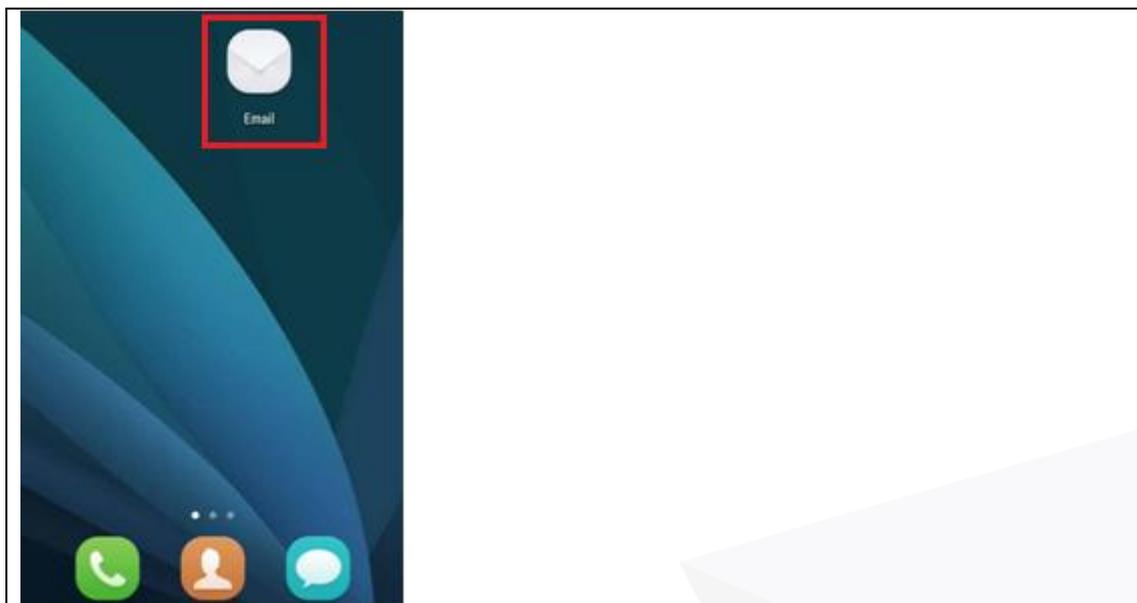


- x. Now you can check your emails through **Microsoft Outlook 2016**.

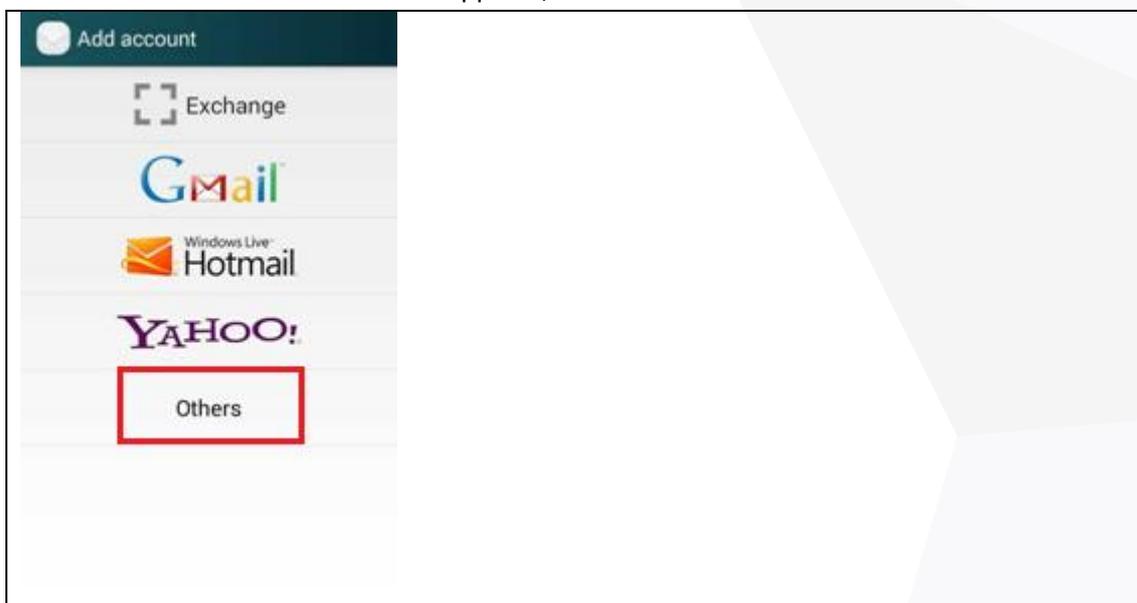
### 3 Setting Up Emails On Your Mobile Phone Or Tablet

#### 3.1 Android Mobile Phone/Tablet

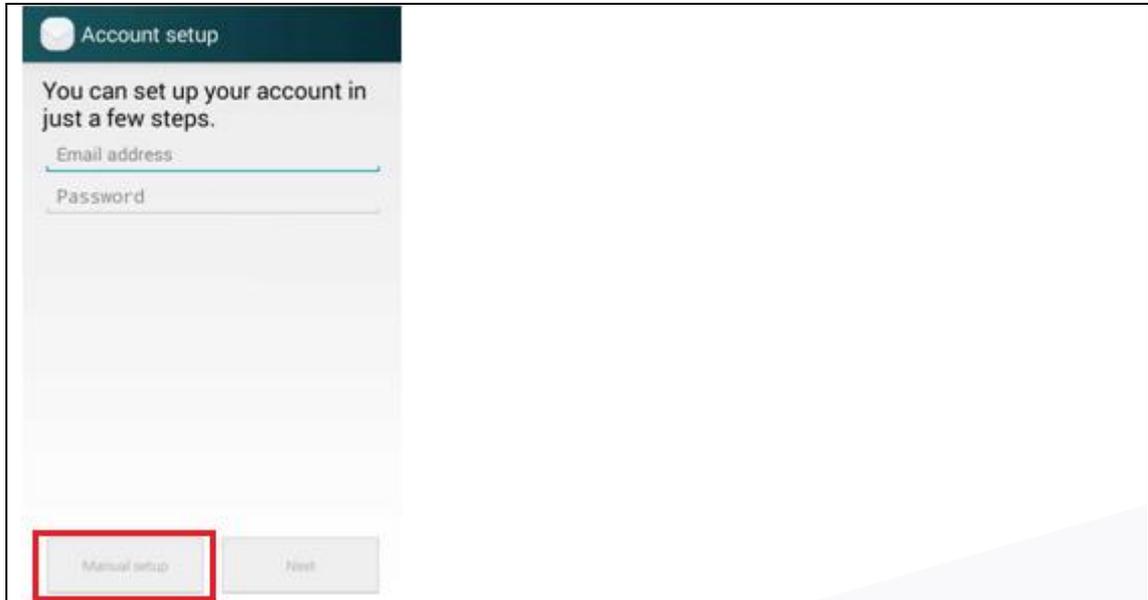
- i. Select the “**Email App**” on your phone.



- ii. On the “**Add Account**” screen that appears, select “**Other**”.



- iii. On the page that appears, enter your email address and password. Then select **“Manual Setup”**.



The screenshot shows a mobile interface for account setup. At the top, it says "Account setup" with a back arrow. Below that, it says "You can set up your account in just a few steps." There are two input fields: "Email address" and "Password". At the bottom, there are two buttons: "Manual setup" (highlighted with a red box) and "Next".

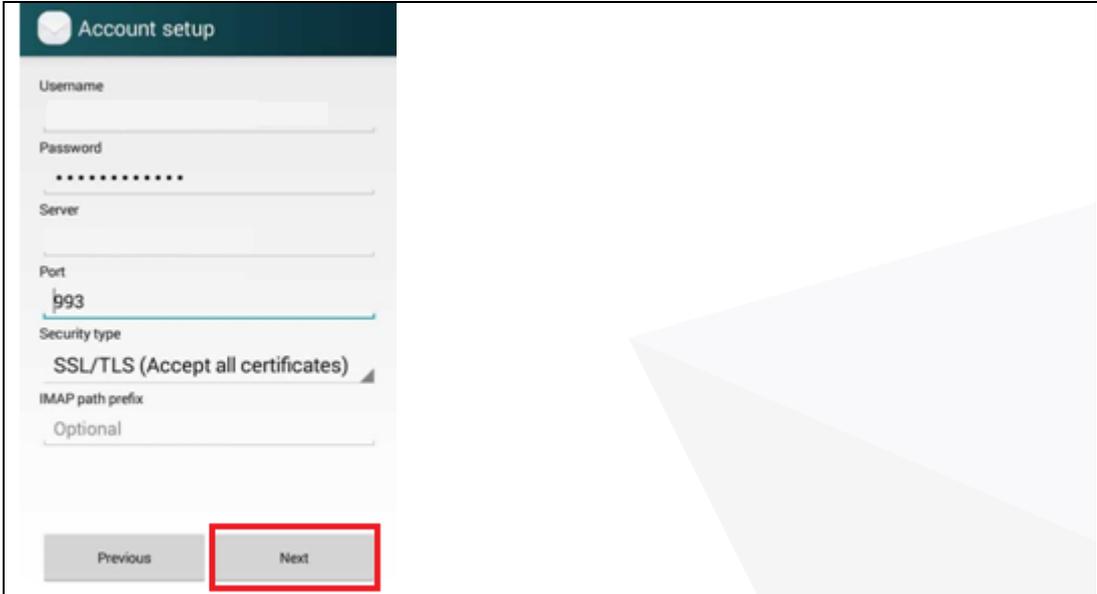
- iv. On the page that appears select **“IMAP”**.



The screenshot shows a mobile interface for account setup. At the top, it says "Account setup" with a back arrow. Below that, it says "What type of account is this?". There are three buttons: "POP3", "IMAP" (highlighted with a red box), and "Exchange".

- v. On the page that appears, enter the following details. Once all details have been added, select **“Next”**.
- q. Username: **YOUR EMAIL ADDRESS AS PROVIDED BY BEKO MEDIA**
  - r. Password: **YOUR PASSWORD**
  - s. Server: **mail.yourdomain.co.bw**
  - t. Port: **993**
  - u. Security Type: **SSL/TLS (Accept all certificates)**

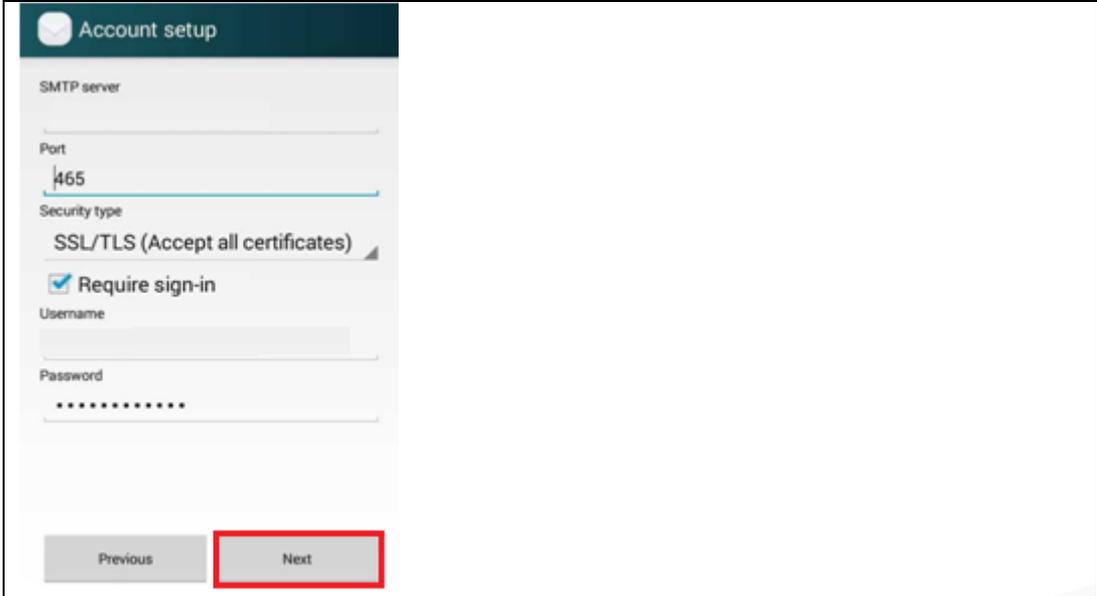
**NB: Where you see “yourdomain”. Replace it with your registered domain name.**



The screenshot shows a mobile-style 'Account setup' form. It includes the following fields and values: Username (empty), Password (masked with dots), Server (empty), Port (993), Security type (SSL/TLS (Accept all certificates)), and IMAP path prefix (Optional). At the bottom, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red rectangular box.

- vi. On the page that appears, enter the following details. Once all details have been added, select **“Next”**.
- v. SMTP Server: **mail.yourdomain.co.bw**
  - w. Port: **465**
  - x. Security Type: **SSL/TLS (Accept all certificates)**
  - y. Require Sign-in: **TICK THE CHECK BOX**
  - z. Username: **YOUR EMAIL ADDRESS AS PROVIDED BY BEKO MEDIA**
  - aa. Password: **YOUR PASSWORD**

**NB: Where you see “yourdomain”. Replace it with your registered domain name.**



Account setup

SMTP server

Port  
465

Security type  
SSL/TLS (Accept all certificates)

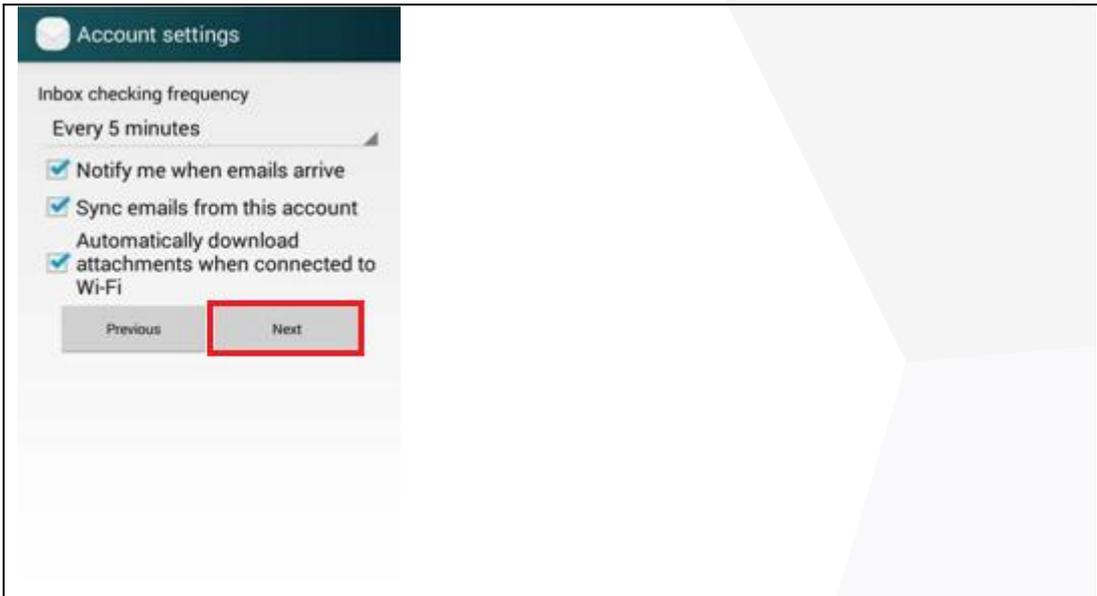
Require sign-in

Username

Password

Previous Next

- vii. On the next page that appears set the details as follows, then select “Next”.
- bb. Inbox Checking Frequency: **Every 5 minutes**
  - cc. Notify me when emails arrive: **TICK THE CHECK BOX**
  - dd. Sync emails from this account: **TICK THE CHECK BOX**
  - ee. Automatically download attachments when connected to Wi-Fi: **TICK THE CHECK BOX**



Account settings

Inbox checking frequency  
Every 5 minutes

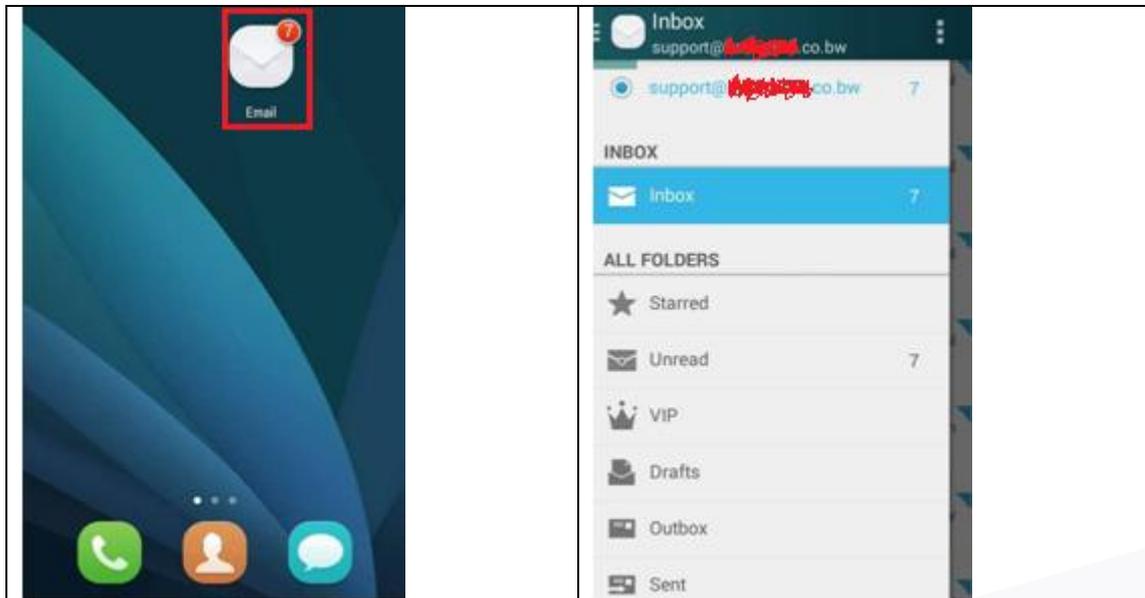
Notify me when emails arrive

Sync emails from this account

Automatically download  
attachments when connected to  
Wi-Fi

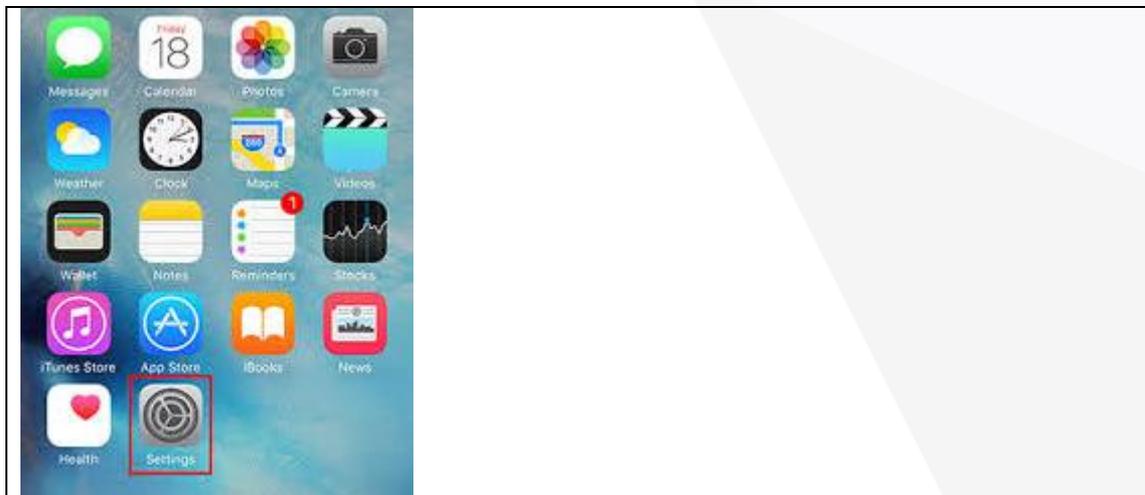
Previous Next

- viii. You can now select the **“Email App”** and begin sending and reading emails.



### 3.2 iOS iPhone/iPad (iOS 7 and Newer)

- i. From the Home screen, choose **“Settings”**.



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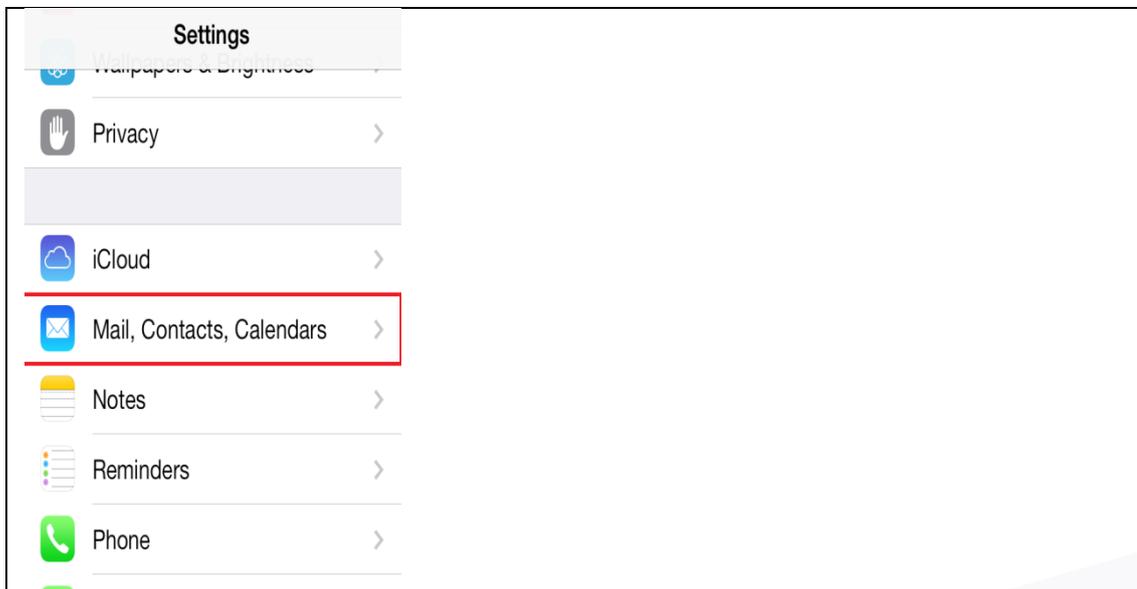
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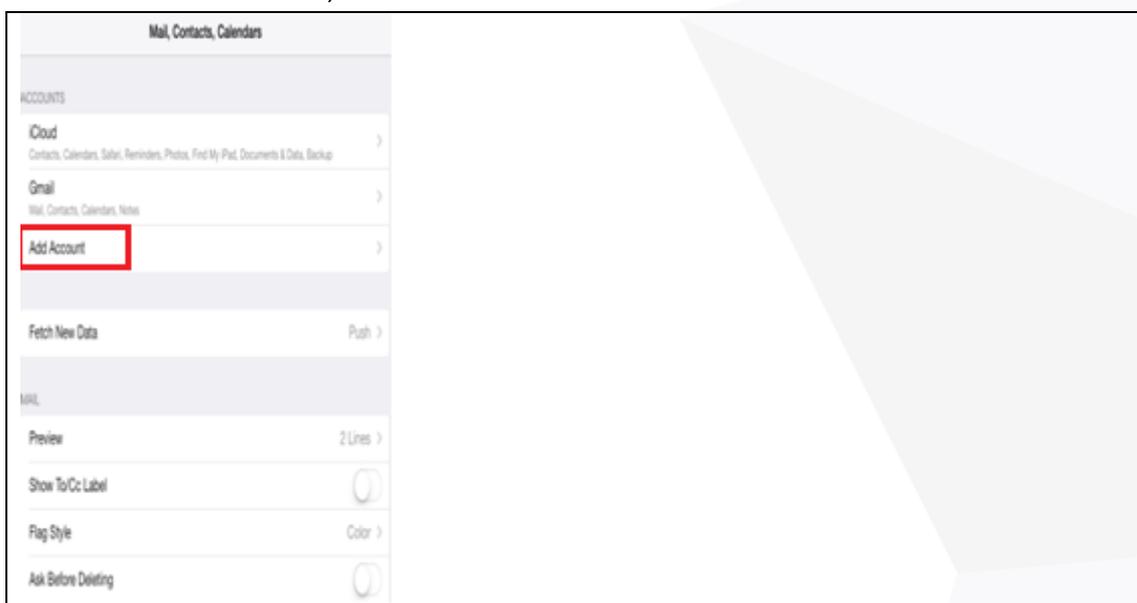
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ii. Select "Mail, Contacts, Calendars".



iii. In the "Accounts" section, select "Add Account".



- iv. On the screen that appears, select **“Other”**.



- v. On the screen that appears, select **“Add Mail Account”**.



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- vi. On the page that appears, ensure that **“IMAP”** is selected. Then enter the following details. Once all details have been added, select **“Next”**.
- Name: **YOUR NAME AND SURNAME**
  - Username: **YOUR EMAIL ADDRESS AS PROVIDED BY BEKO MEDIA**
  - Password: **YOUR PASSWORD**
  - Description: **COMPANY NAME**

**NB: Where you see “yourdomain”. Replace it with your registered domain name.**

A screenshot of a web form titled 'New Account'. At the top left are 'Cancel' and 'Next' buttons. Below them are two radio buttons: 'IMAP' (selected and highlighted with a red box) and 'POP'. Below the radio buttons are four input fields: 'Name', 'Email', 'Password' (with a masked password of 8 dots), and 'Description'. The 'Next' button at the top right is also highlighted with a red box.

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vii. Enter the following details.

- a. Host Name: **mail.yourdomain.co.bw**
- b. User Name: **YOUR EMAIL ADDRESS AS PROVIDED BY BEKO MEDIA**
- c. Password: **YOUR PASSWORD**

**NB: Where you see "yourdomain". Replace it with your registered domain name.**

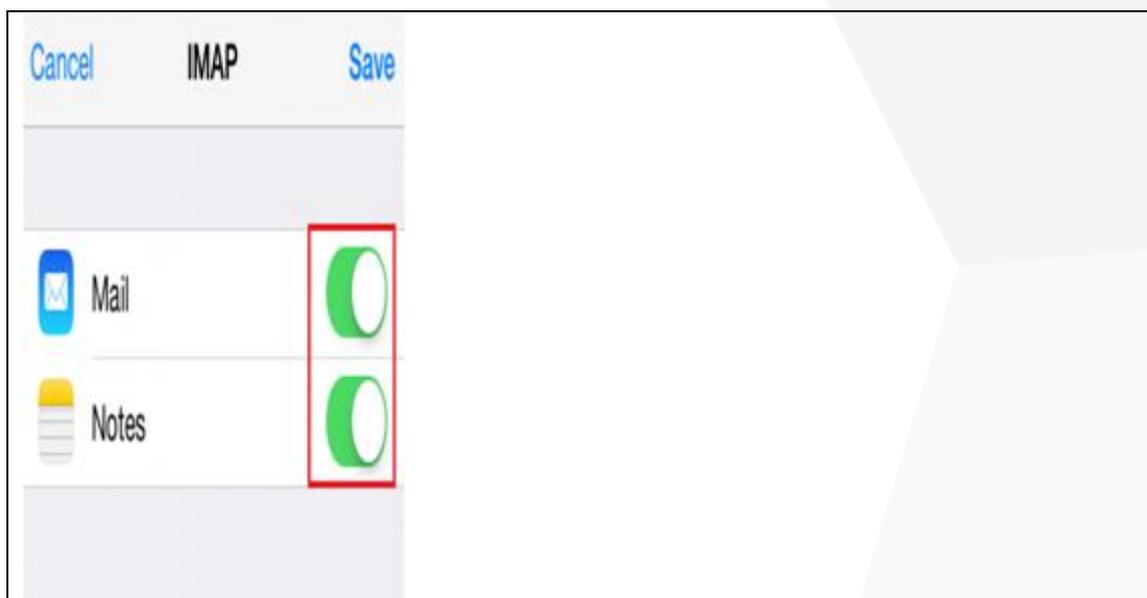
A screenshot of a web-based configuration form for an incoming mail server. The form is enclosed in a black rectangular border. At the top left, there is a grey header box with the text "INCOMING MAIL SERVER". Below this, there are three input fields: "Host Name", "User Name", and "Password". The "Host Name" field has a horizontal line below it. The "User Name" field also has a horizontal line below it. The "Password" field has a series of ten black dots to its right, indicating a masked password. At the bottom of the form, there is a grey footer box.

- viii. Enter the following details. Once all details have been added, select **“Next”**.
- Host Name: **mail.yourdomain.co.bw**
  - User Name: **YOUR EMAIL ADDRESS AS PROVIDED BY BEKO MEDIA**
  - Password: **YOUR PASSWORD**

**NB: Where you see “yourdomain”. Replace it with your registered domain name.**



- ix. Select the information you want to sync with your phone. By activating **“Mail”** & **“Notes”** and tap Save to save the entered information. Your iPhone/iPad will then verify your account information.



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- x. Upon successful completion, you will be taken back to the “Mail” screen. Your account will now be listed in the “Accounts” section.
- xi. You can now select the “Email App” and begin sending and reading emails.



## 4 Additional Support

Happy emailing, should you run into any trouble or have any questions contact us at: [connect@bekomedia.co.bw](mailto:connect@bekomedia.co.bw) or 3115937.