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

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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

    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.

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## 1.3   Initial Page

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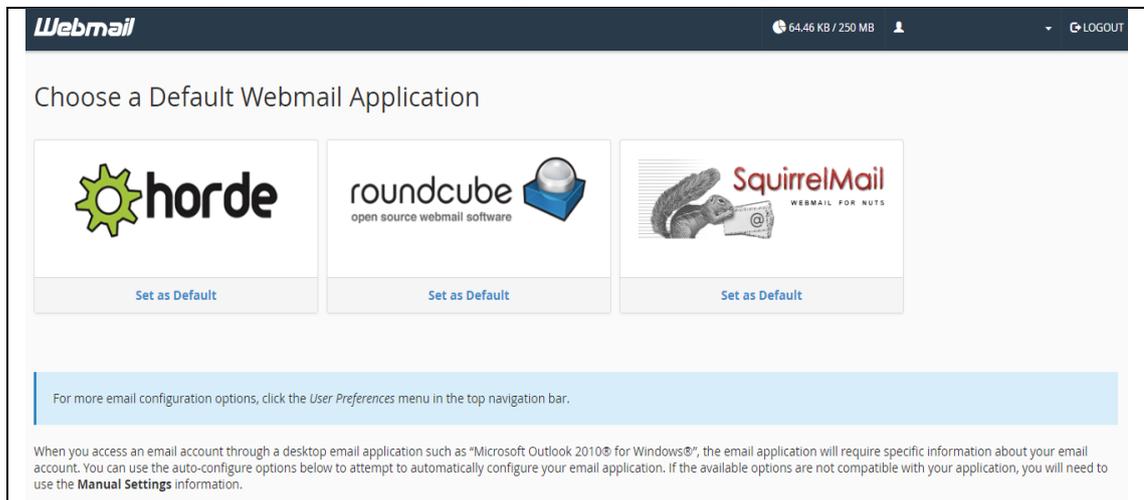


## 1.4   Changing Password

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"**.

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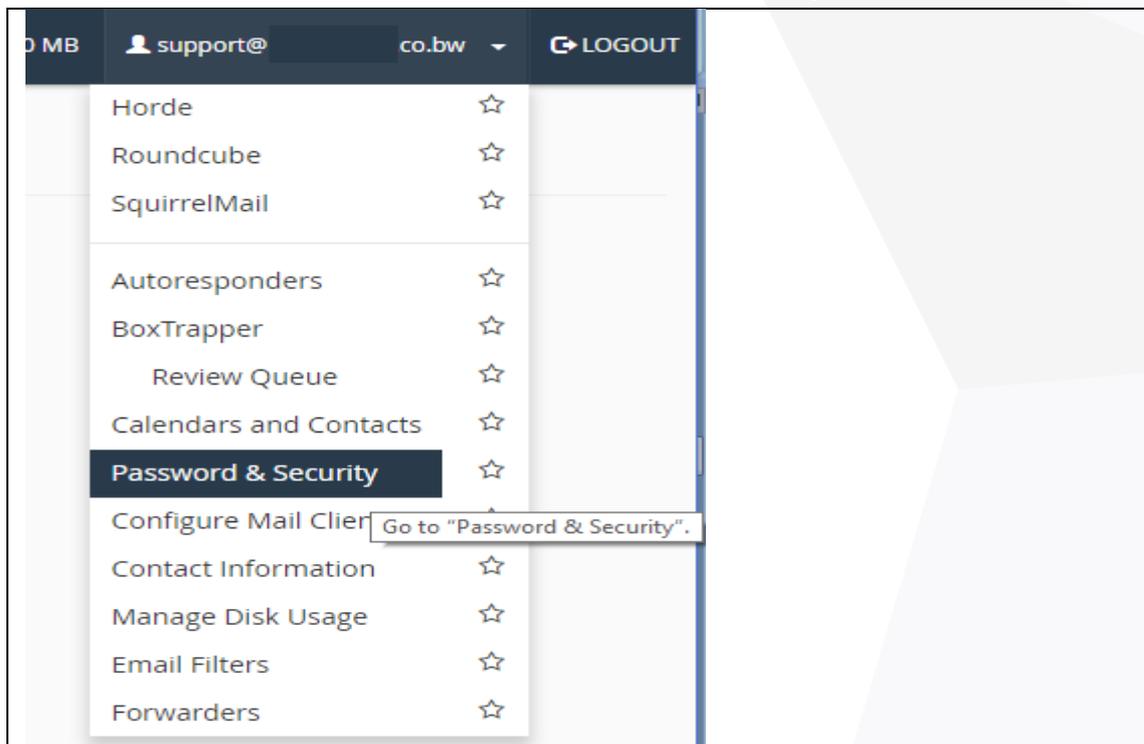
iii.     On the screen that appears, enter your new password and click **"Save".**



## 1.5   Selecting User Interface

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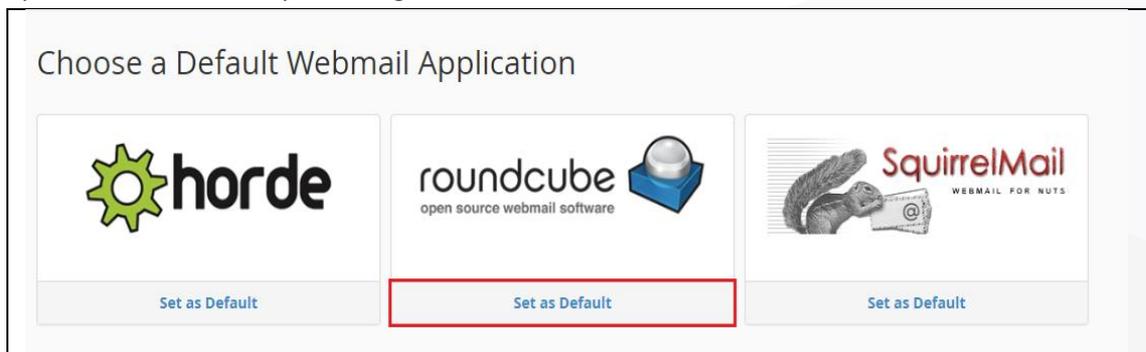


ii.     You will then be presented with the below page and you can begin sending and reading emails.
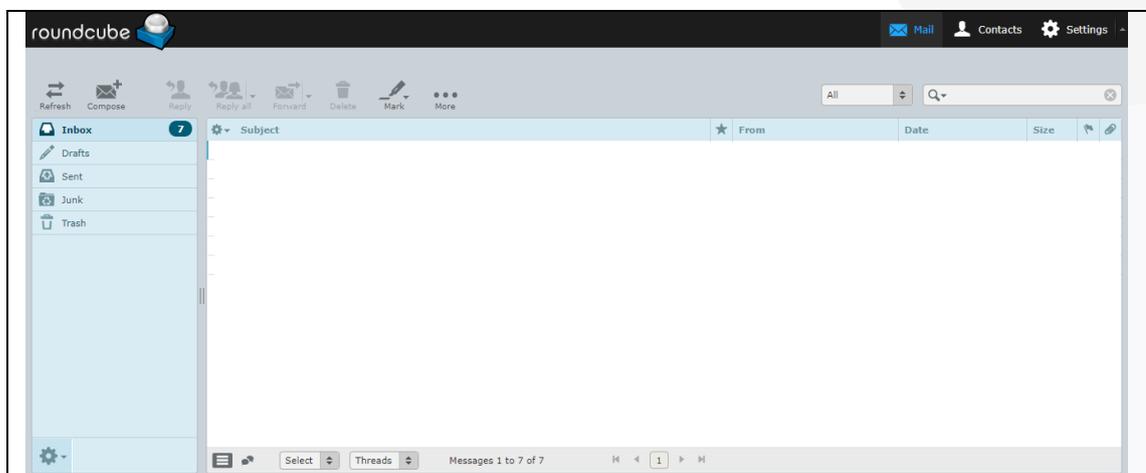
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## 2 Setting Up Emails On Microsoft Outlook On Your Computer Or Laptop

### 2.1 Microsoft Outlook 2010

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



ii. Click on **"New"**.

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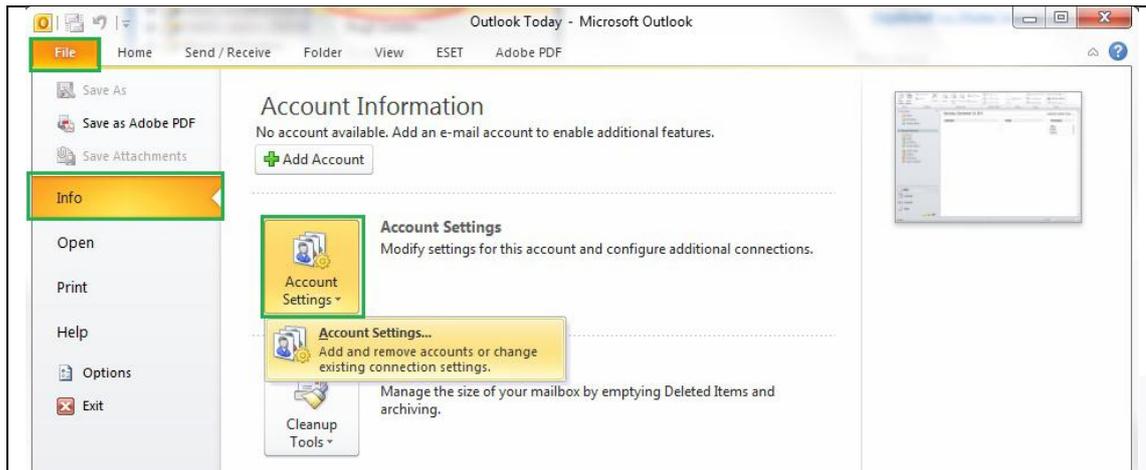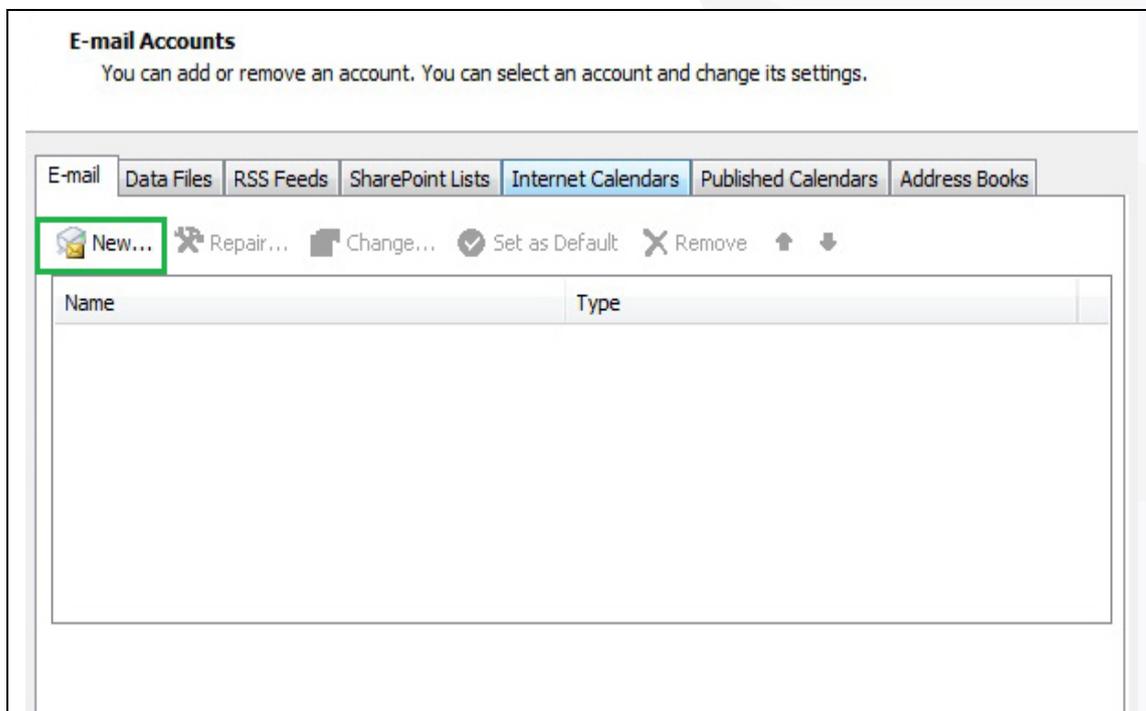
iii.     Tick **"Manually configure server settings or additional server types"** and click **"Next"**.



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

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v.    On the page that appears, enter the following details. Once all details have been added, select **"More Settings"**.

    a.   Your Name: **YOUR NAME AND SURNAME**

    b.   Email Address: **YOUR EMAIL ADDRESS AS PROVIDED BY BEKO MEDIA**

    c.   Account Type: **IMAP**

    d.   Incoming mail server: **mail.yourdomain.co.bw**

    e.   Outgoing mail server (SMTP): **mail.yourdomain.co.bw**

    f.   User Name: **YOUR EMAIL ADDRESS AS PROVIDED BY BEKO MEDIA**

    g.   Password: **YOUR PASSWORD**

    h.   Remember Password: **TICK THIS OPTION**

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

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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"**.
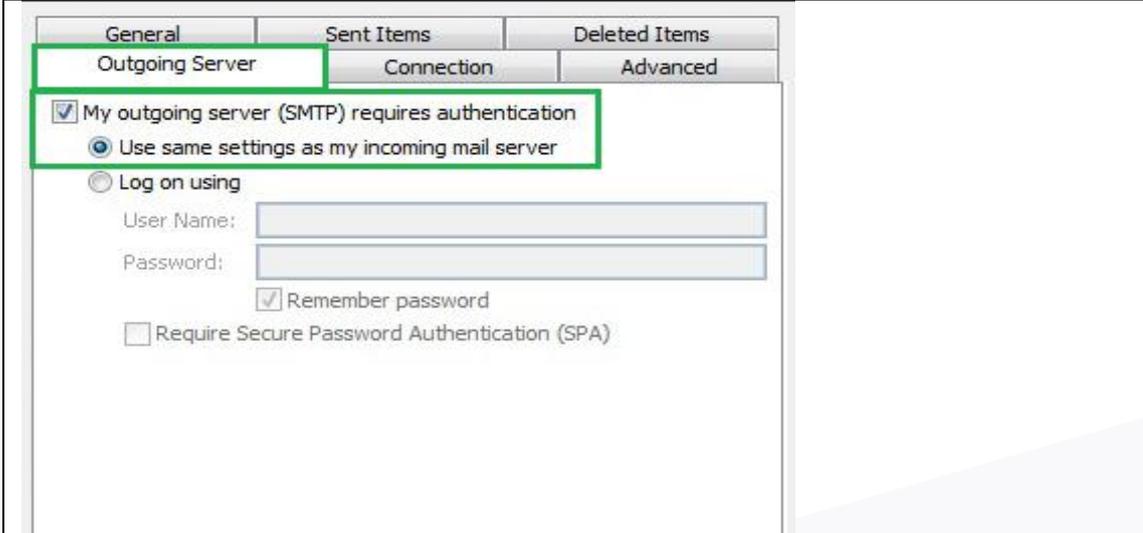


vii.  In the same window go to the **"Advanced"** tab and verify the following.

   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.

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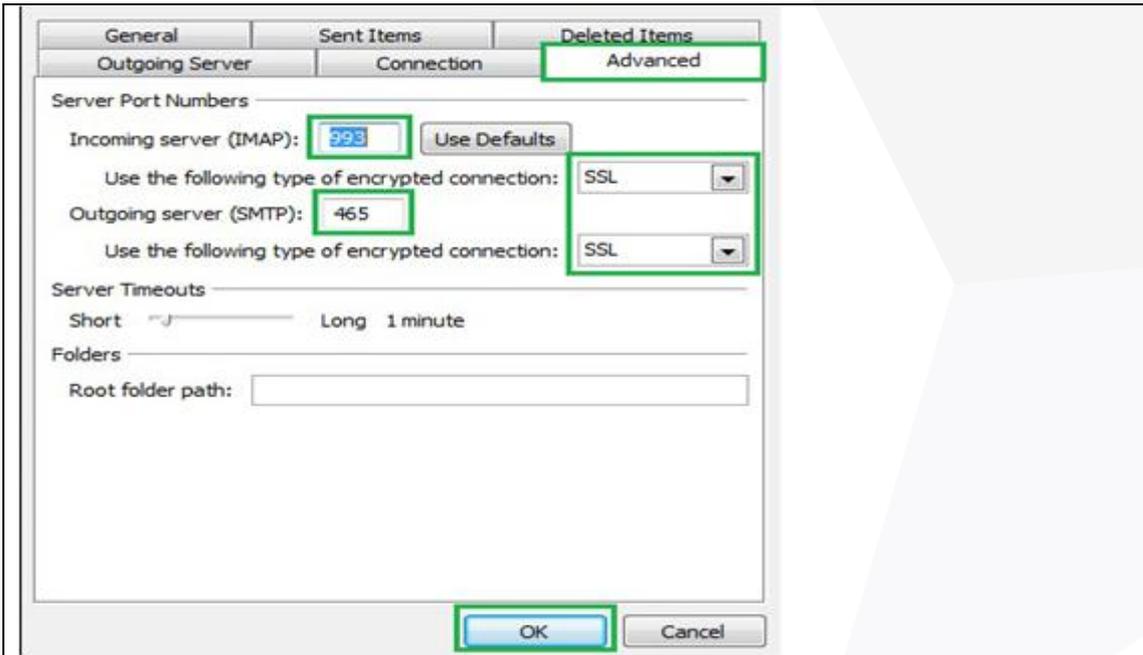
viii.　To make sure the settings are tested, check the box **"Test Account Settings"** by clicking the **"Next"** button.
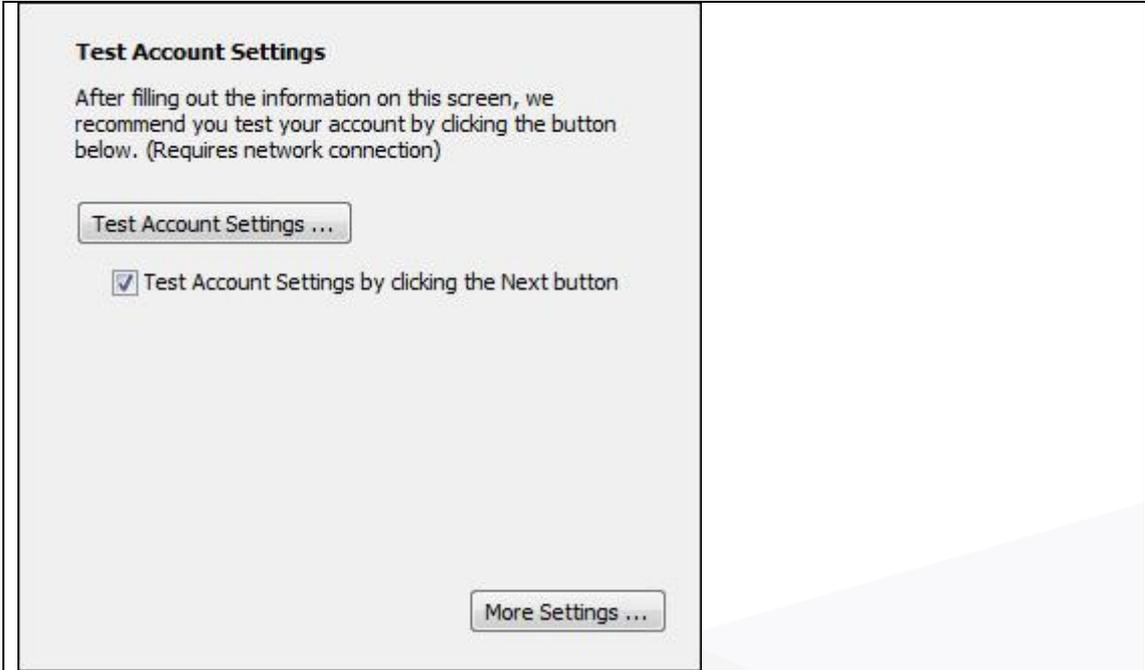


ix.　If you've entered everything in correctly, both tasks will be completed successfully and you can close out of the window and begin using your account via Outlook 2010.
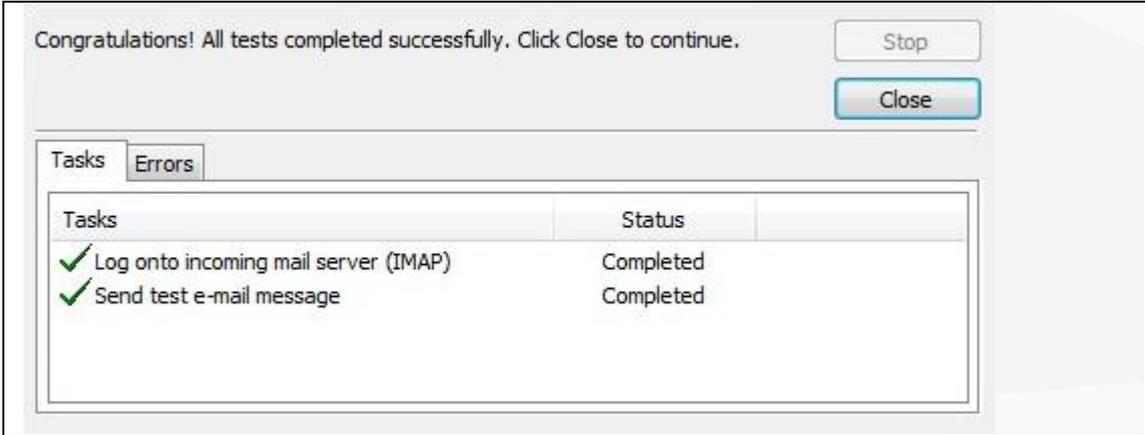
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## 2.2 Microsoft Outlook 2013 Or 2016

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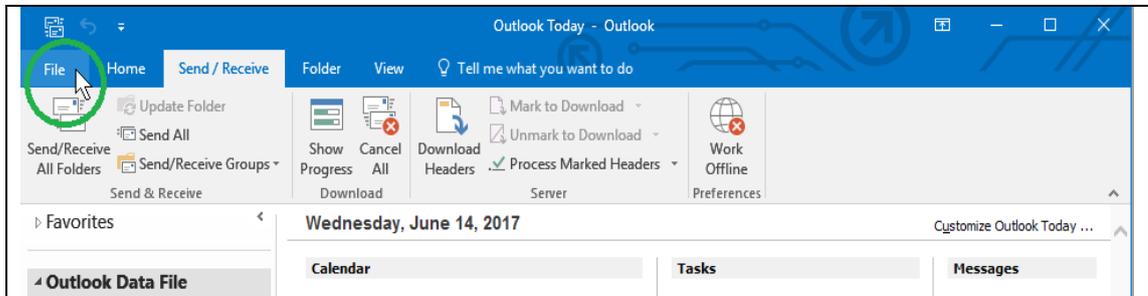


ii.  Then, just above the **"Account Settings"** button, click **"Add Account"**.
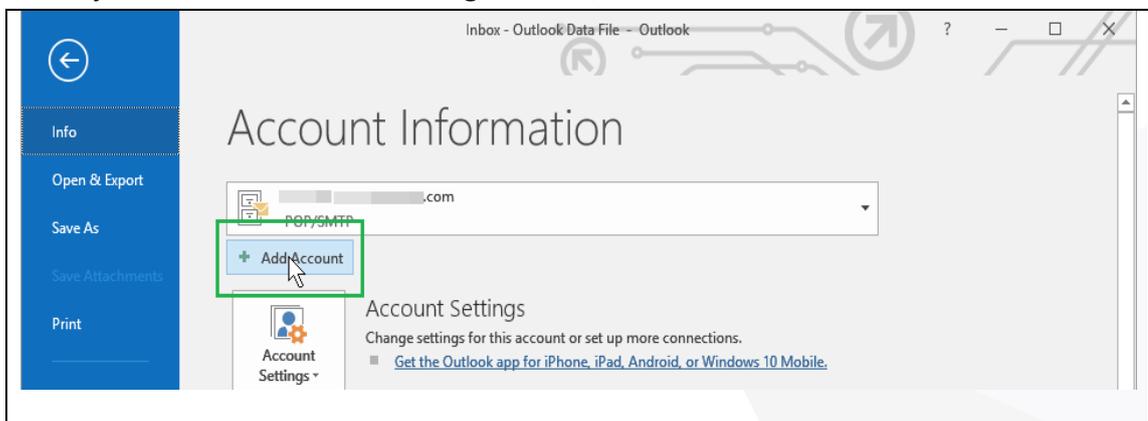


iii. Select **"Manual setup or additional server types"**, then select **"Next"**.
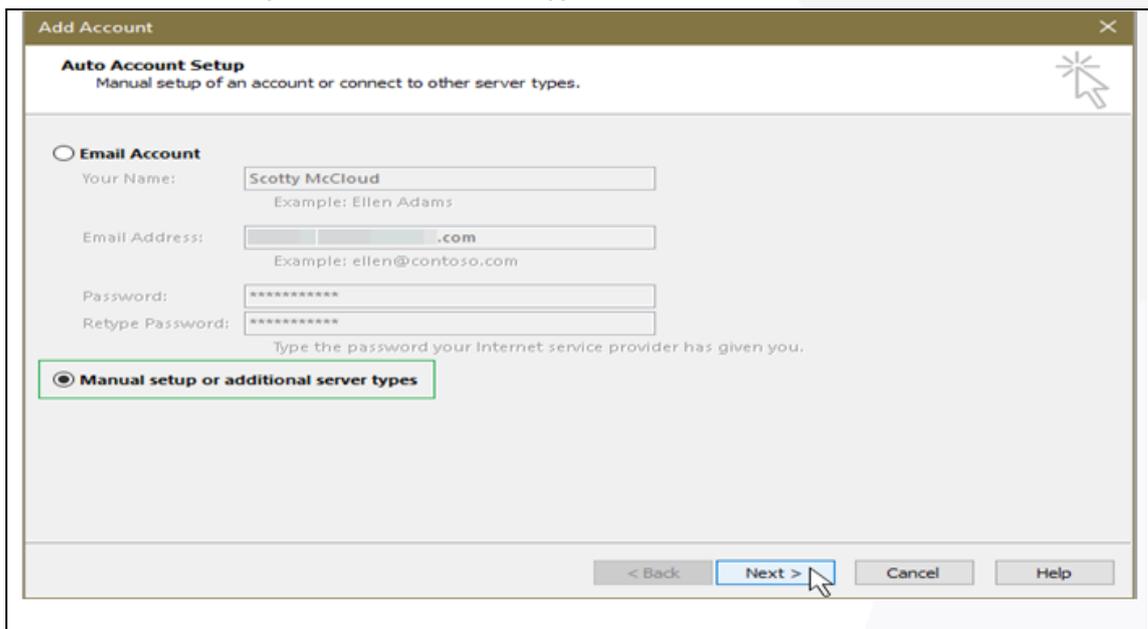
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iv.     Then under Choose Service select **"POP or IMAP",** then select **"Next"**.

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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.<span style="color:red">yourdomain</span>.co.bw**
   m.    Outgoing mail server (SMTP): **mail.<span style="color:red">yourdomain</span>.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.**

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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"**.
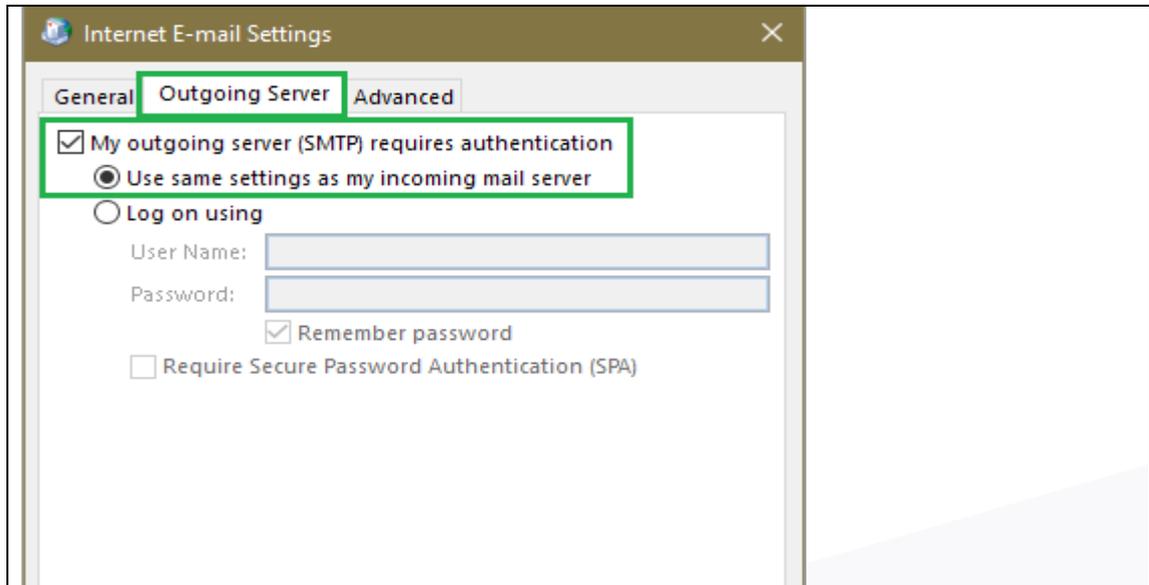


vii.    In the same window go to the **"Advanced"** tab and verify the following.

        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.

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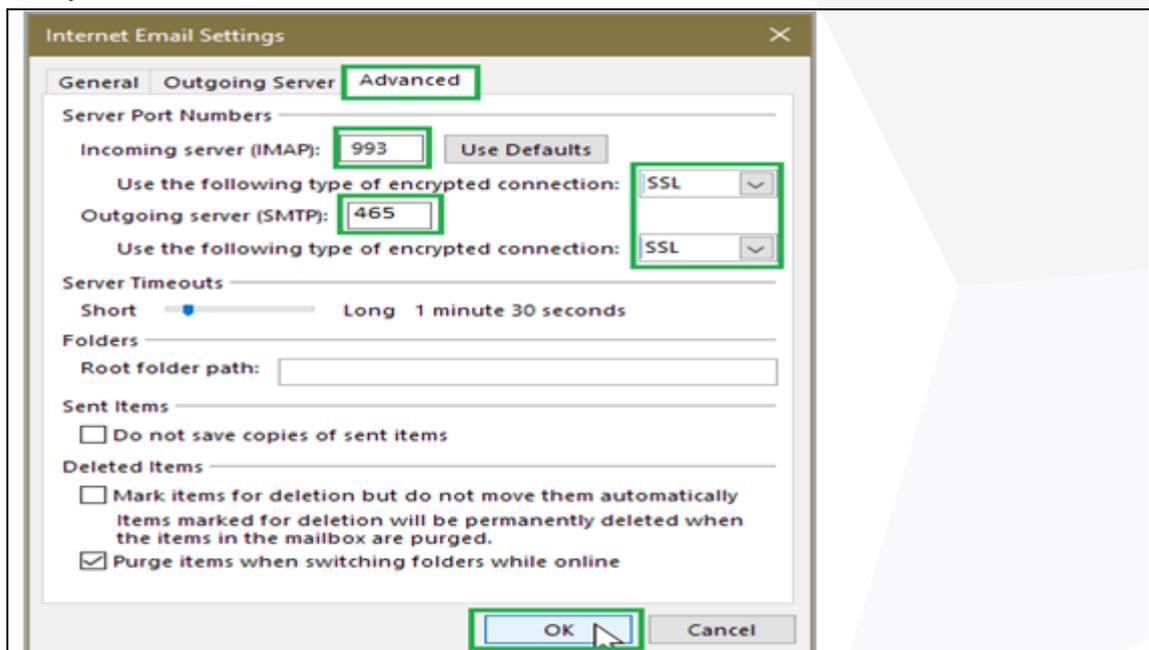
viii.    Now click **"Next"**. If you've entered everything correctly, both testing tasks will be completed successfully and then you can close that little window and again click **"Next"**.
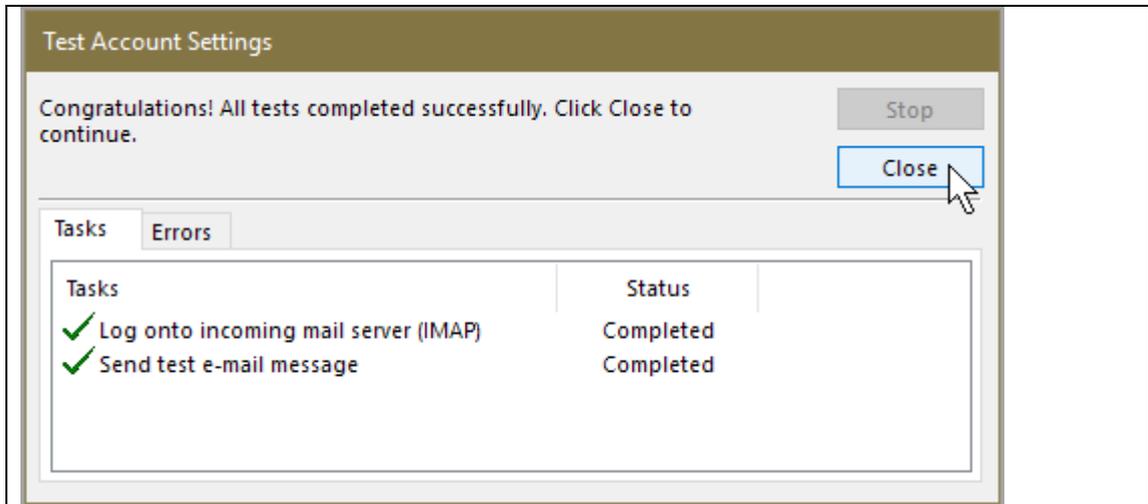


ix.    If everything is set correctly, you'll get a **"You're all set!"** message. Click **"Finish"**.
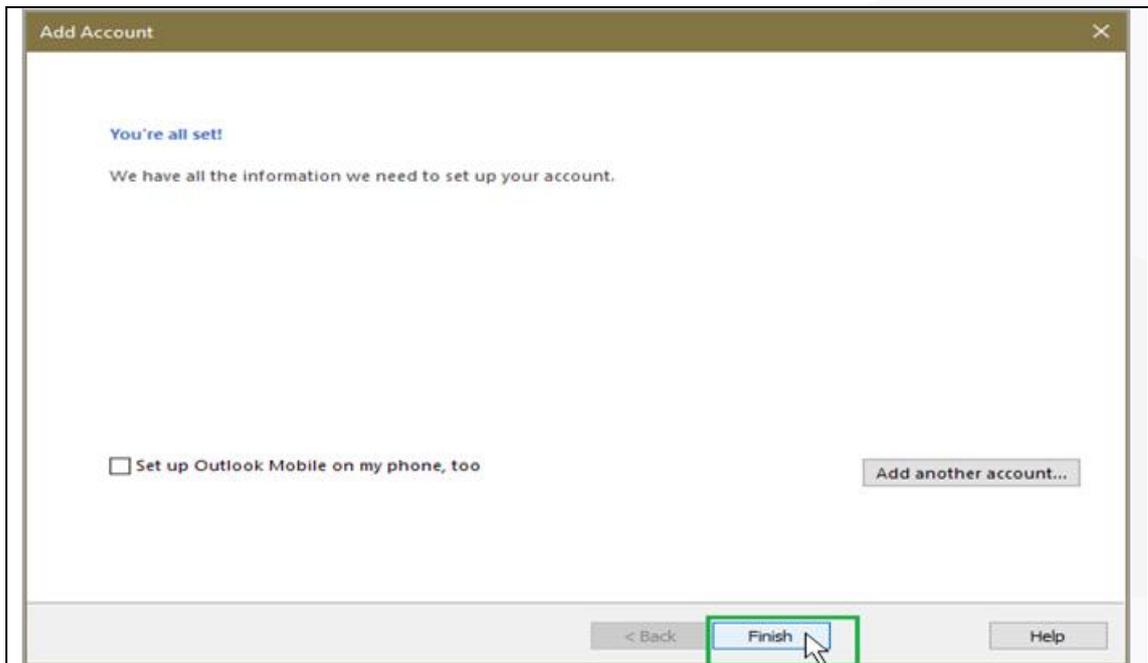


x.    Now you can check your emails through **Microsoft Outlook 2016**.

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# 3  Setting Up Emails On Your Mobile Phone Or Tablet

## 3.1  Android Mobile Phone/Tablet

    i.    Select the **"Email App"** on your phone.
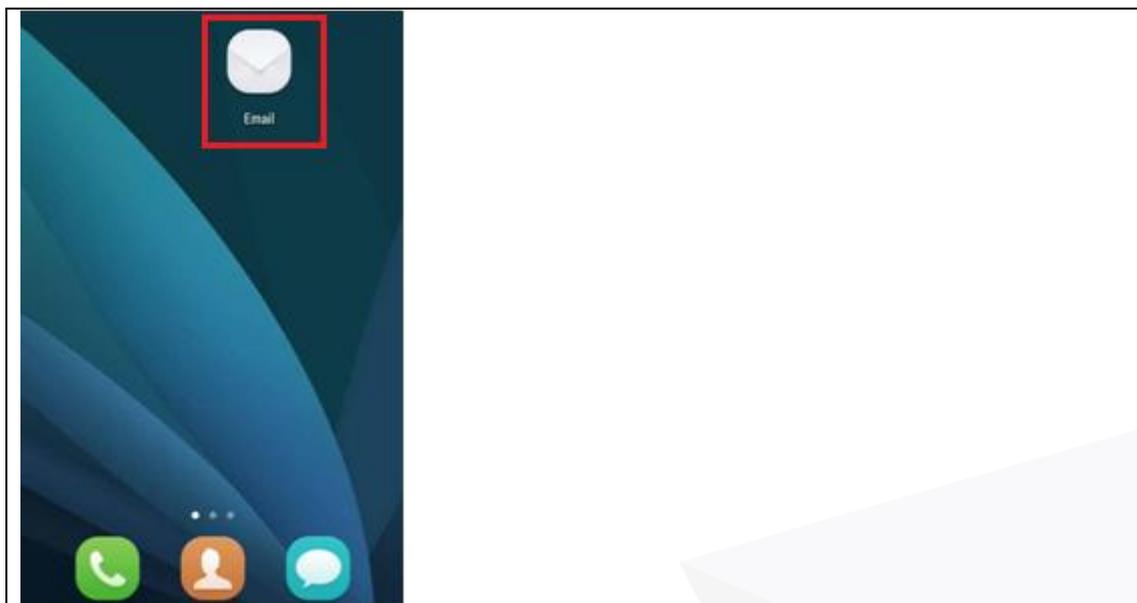


    ii.    On the **"Add Account"** screen that appears, select **"Other"**.

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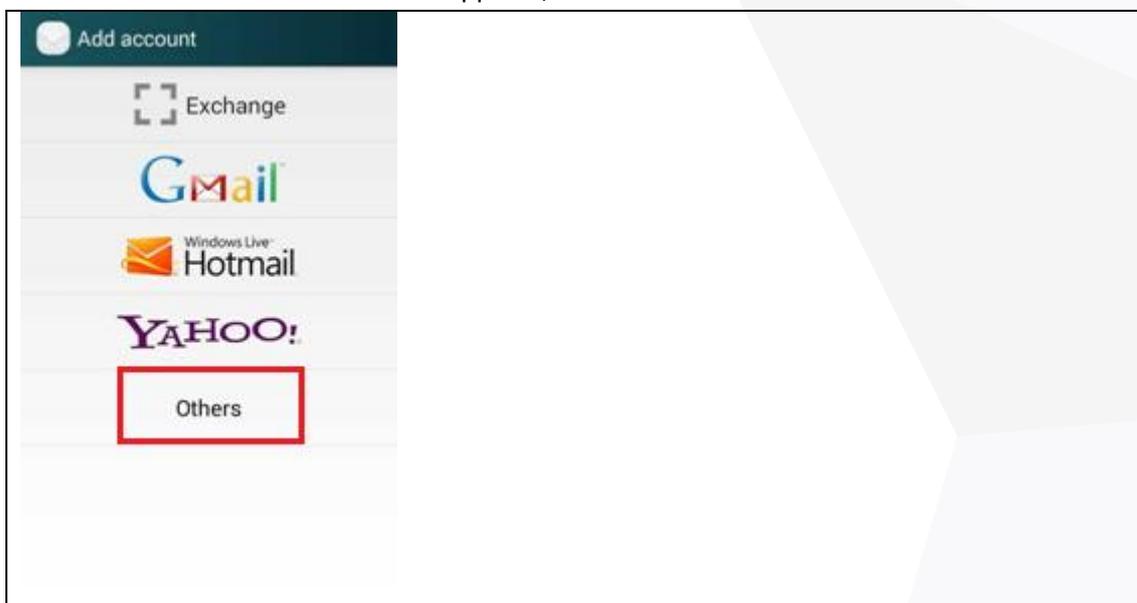
iii.    On the page that appears, enter your email address and password. Then select **"Manual Setup"**.
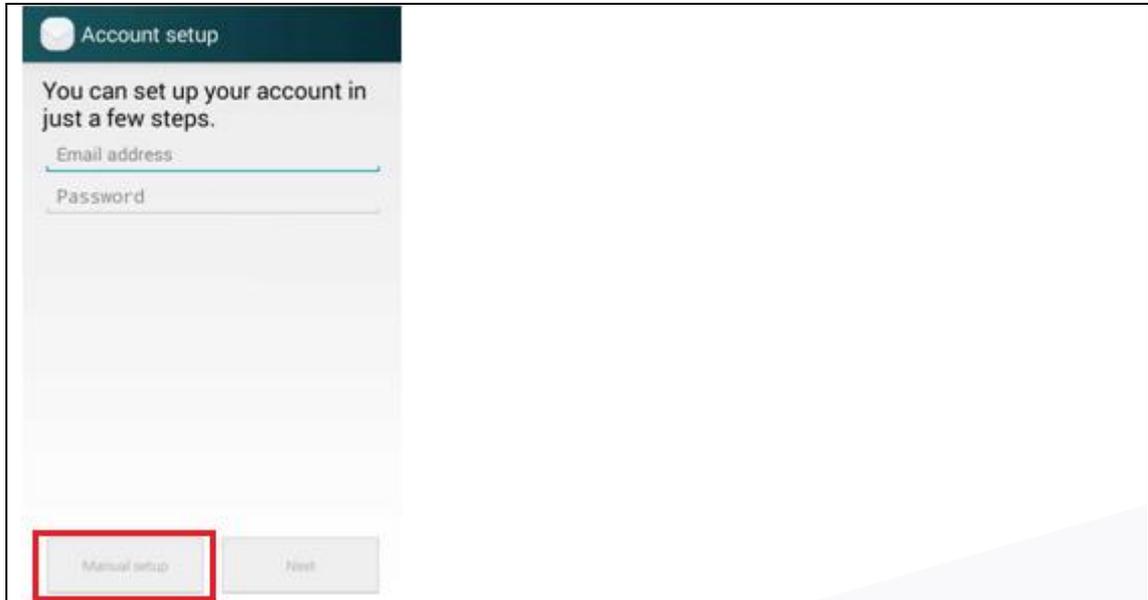


iv.    On the page that appears select **"IMAP"**.

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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.<span style="color:red">yourdomain</span>.co.bw**

      t.  Port: **993**

      u.  Security Type: **SSL/TLS (Accept all certificates)**

**<span style="color:red">NB: Where you see "yourdomain". Replace it with your registered domain name.</span>**
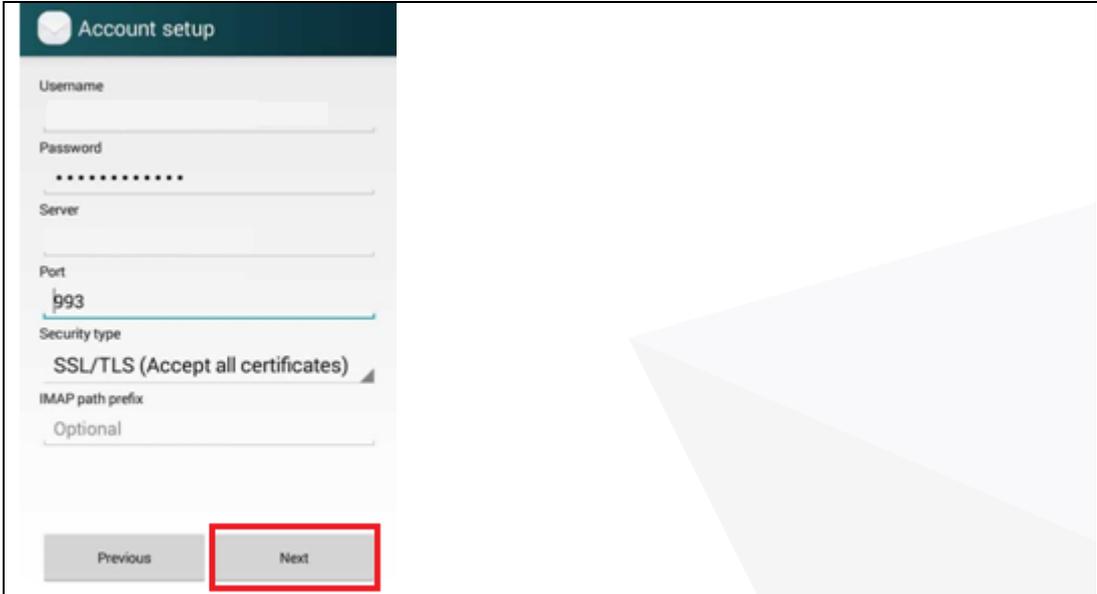


vi.    On the page that appears, enter the following details. Once all details have been added, select **"Next"**.

      v.  SMTP Server:  **mail.<span style="color:red">yourdomain</span>.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**

**<span style="color:red">NB: Where you see "yourdomain". Replace it with your registered domain name.</span>**

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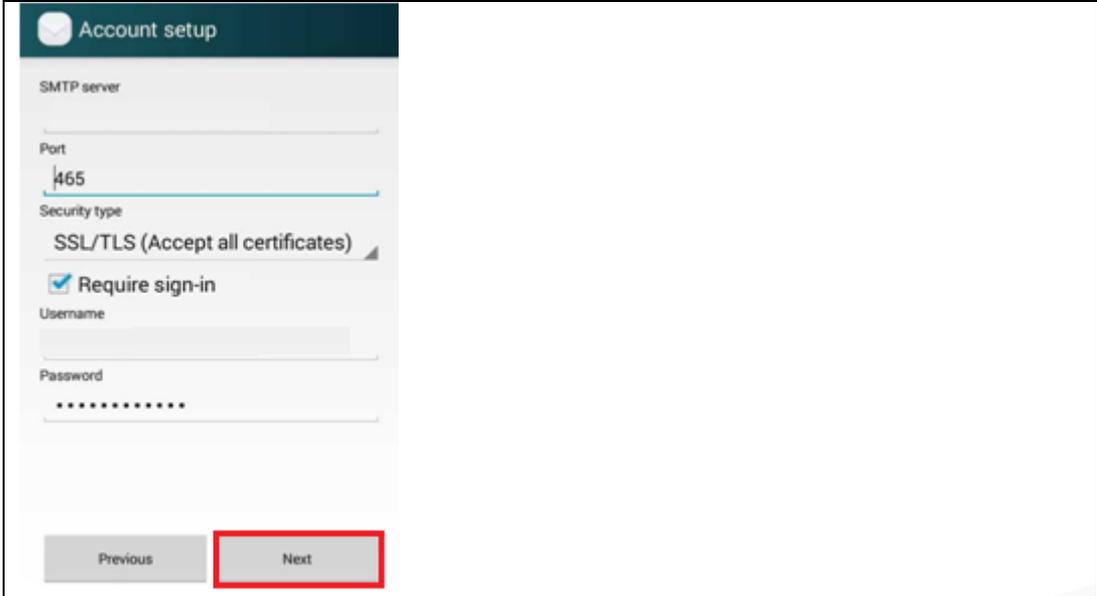
vii. On the next page that appears set the details as follows, then select **"Next"**.

 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**

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viii.    You can now select the **"Email App"** and begin sending and reading emails.
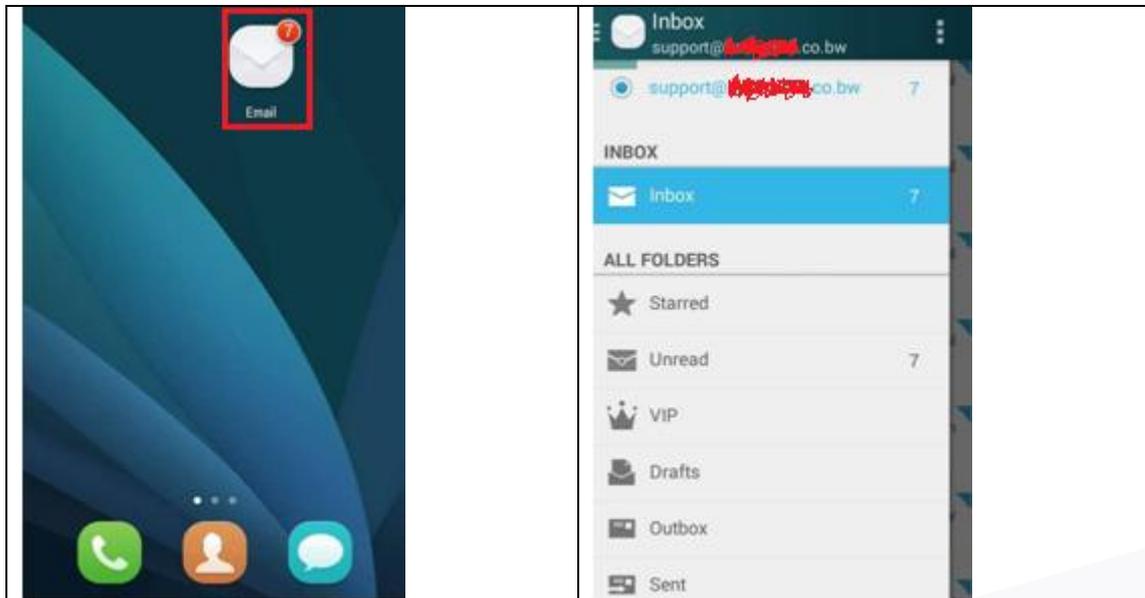


## 3.2 iOS iPhone/iPad (iOS 7 and Newer)

i.    From the Home screen, choose **"Settings"**.
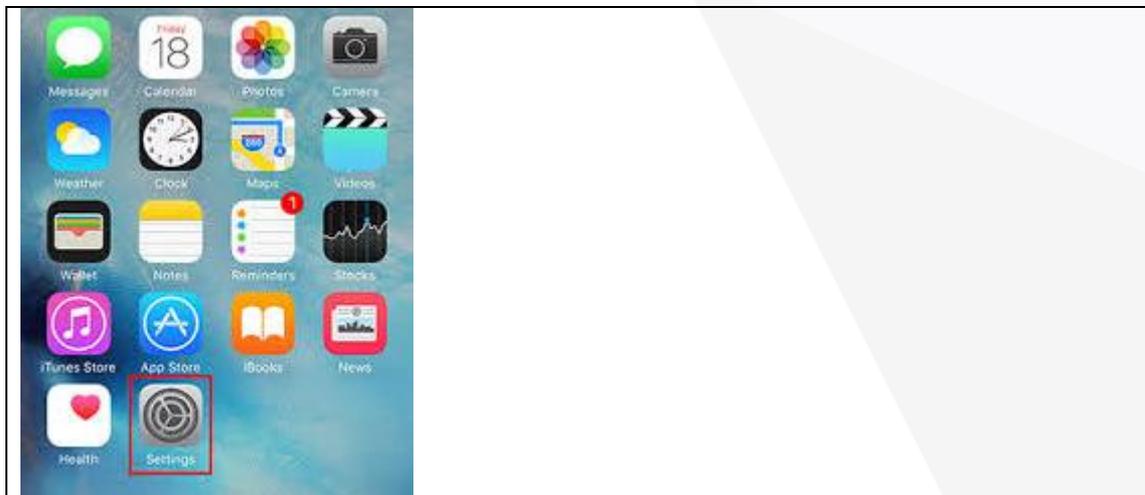
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ii.    Select **"Mail, Contacts, Calendars"**.
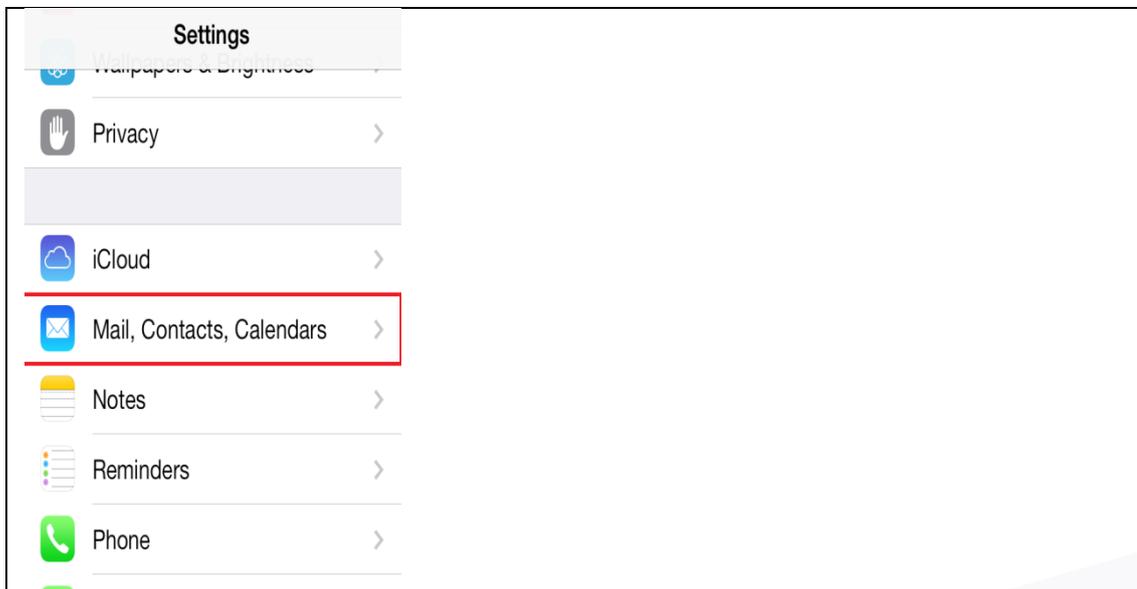


iii.    In the **"Accounts"** section, select **"Add Account"**.

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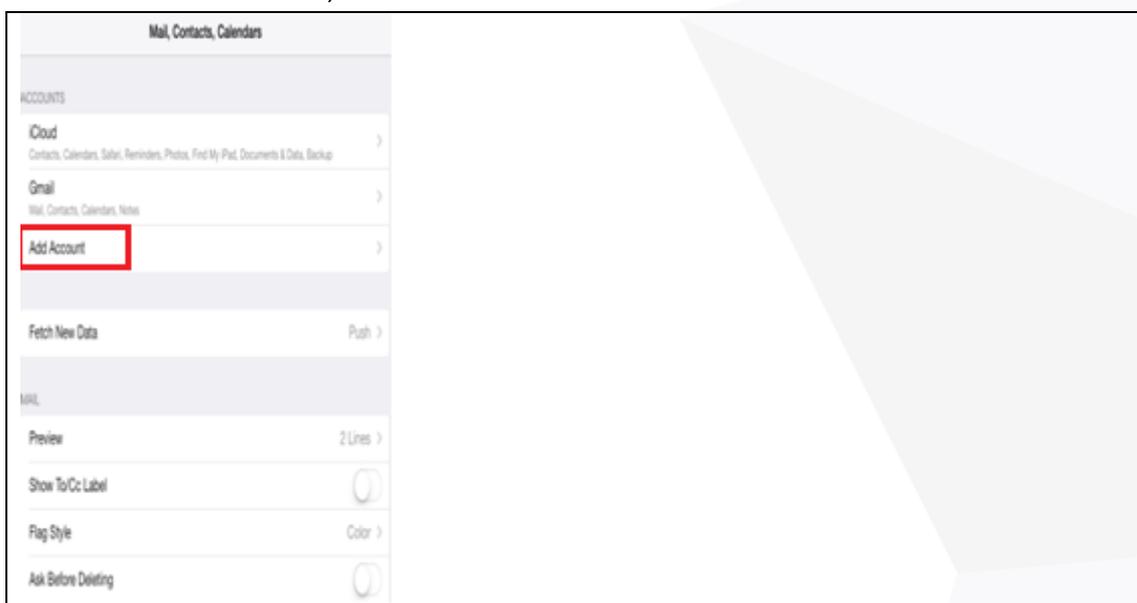
iv.     On the screen that appears, select **"Other"**.



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"**.

   a.  Name:  **YOUR NAME AND SURNAME**
   b.  Username: **YOUR EMAIL ADDRESS AS PROVIDED BY BEKO MEDIA**
   c.  Password: **YOUR PASSWORD**
   d.  Description: **COMPANY NAME**

   <span style="color:red">**NB: Where you see "yourdomain". Replace it with your registered domain name.**</span>

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vii.    Enter the following details.

       a.   Host Name: **mail.<span style="color:red">yourdomain</span>.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.**

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viii.     Enter the following details. Once all details have been added, select **"Next"**.

      a.   Host Name: **mail.<span style="color:red">yourdomain</span>.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.**



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.
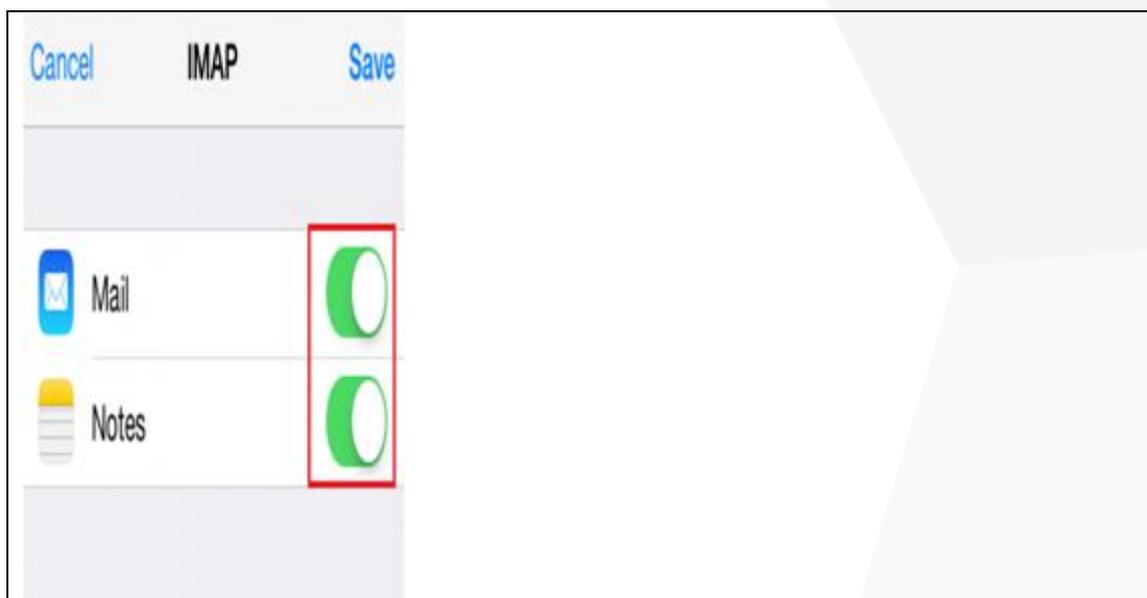
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x. Upon successful completion, you will be taken back to the **"Mail"** screen. Your account will now be listed in the **"Accounts"** section.

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** or **3115937.**