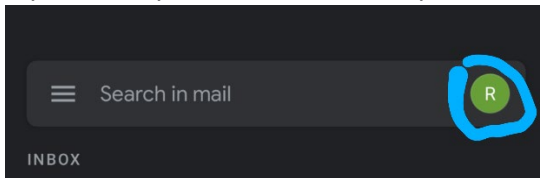


# Setting up Rescue Kitty official Email

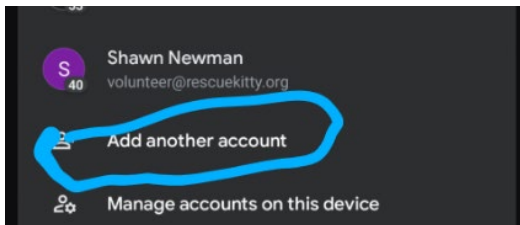
## Setting up official RK email on a Phone

We will use Gmail for this tutorial, since it is ubiquitous and has a very easy setup. For other email apps you'll need to use the IMAP info listed at the end of this document.

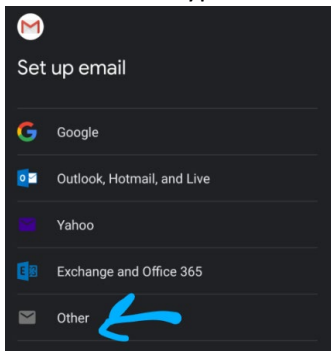
1. Download and install Gmail if not installed on an iPhone. Android users will already have Gmail installed.
2. If you already have accounts, click your icon in the top right to see a list of your accounts.



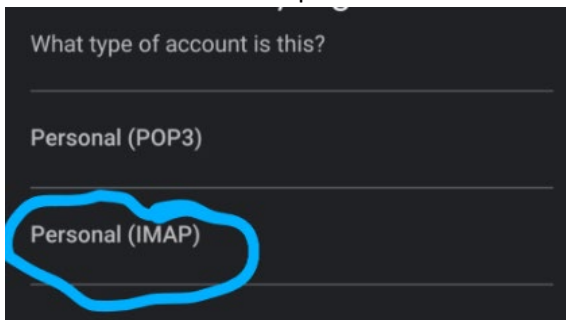
3. Choose to Add another Account



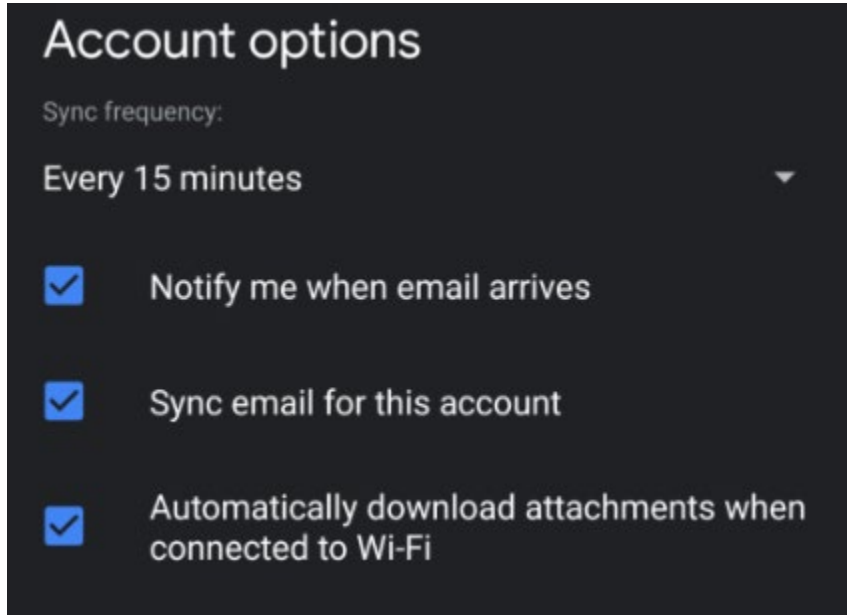
4. Choose Other type of email



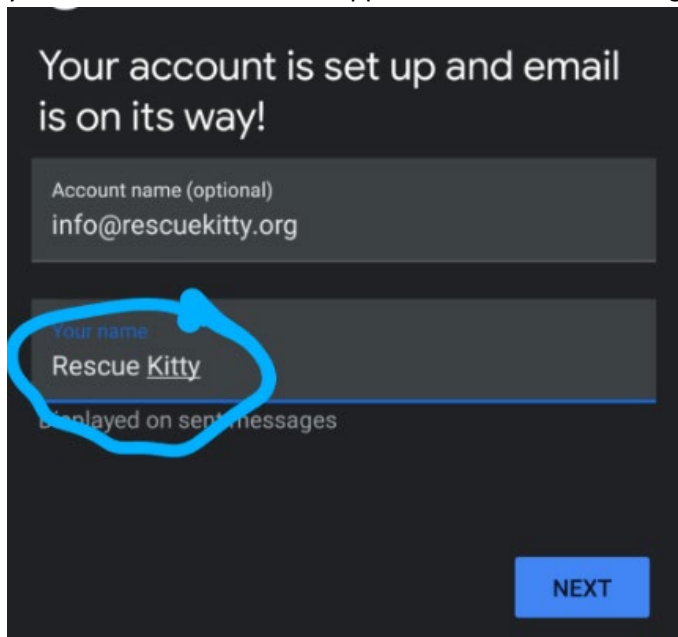
5. Enter the email address you are setting up and choose Next (e.g. [adopt@rescuekitty.org](mailto:adopt@rescuekitty.org) or [info@rescuekitty.org](mailto:info@rescuekitty.org) )
6. Choose IMAP from the options



7. Enter your Password (verify you typed it correctly by clicking “Show Password” and then click Next.
8. Leave the Incoming Server settings as is and click next
9. Leave the Outgoing Server Settings as is and click next
10. Choose the options for the account and then click Next. This is personal preference.



11. **IMPORTANT** Be sure to change the Display Name from your name to Rescue Kitty so that emails you send from this address appear to come from our organization and not you personally.



12. After changing the display name, click next and you're all set up.

## Accessing RK official webmail from a computer

1. Navigate to <https://www.rescuekitty.org/webmail>
2. Login with your official RK email address and password (e.g. [adopt@rescuekitty.org](mailto:adopt@rescuekitty.org))

### Webmail

Email Address

Password

Log in

3. Once logged in, to view email click the Icon that says “Roundcube” which is an email app on this server.



4. You can also set it up as default. Once logged in you’ll see the email client which looks a lot like other web based clients and should be as easy to use. If you have any questions please contact us.

## Using Email with other Apps

To use RK email with other apps on the phone or with other apps on a computer (Outlook, Windows Mail, etc.) you’ll need to use the IMAP settings for our server and set up accounts manually. You can try to proceed with the instructions as outlined in the Gmail section of this document first, by just putting in the email address and letting the app run through setup. However, some email apps are not as easy to set up as Gmail. If you need the IMAP instructions to set up manually, see them below:

Secure <u>SSL/TLS</u> Settings (Recommended)	
Username:	<u>rescuekitty</u> @rescuekitty.org
Password:	Use the email account's password.
Incoming Server:	rescuekitty.org <u>IMAP</u> Port: 993 <del>POP3 Port: 995</del>
Outgoing Server:	rescuekitty.org <u>SMTP</u> Port: 465
IMAP, POP3, and SMTP require authentication.	

The username would be whichever RK email you are using, and your password obviously. Always use IMAP settings instead of POP3.