

Encrypt One User Management and Email Client Set Up

The most up-to-date version of this document is always available here: www.encryptone.com

Overview

Managing users is an important aspect of Encrypt One's security feature set. As an Administrator, managing your organization's users is important but equally important is managing the users and domains your users will interact with externally. Encrypt One uniquely offers the ability to manage a considerable amount related to how external individuals communicate with your organization and how your users communicate with them. Since the system knows about external users and groups, you can force your users to communicate with them in specific ways, such as requiring communication through the mail portal. Your users can interact with such a managed external user without any special knowledge or requirements – the system makes sure the message is delivered and possibly transformed correctly.

Note: The default configuration for external email is to have the Internet blacklisted. This means no email flows in or out of the organization.

Supported Email Clients

The following email clients are supported:

- Microsoft Windows
 - Microsoft Outlook 2016
 - Microsoft Outlook 2013
 - Mozilla Thunderbird
- Apple iOS
 - Apple Mail
- Google Android
 - Android Mail

Organizational Users



Select **Add New** above the list to create a new user. Select **Edit** or **Delete** beside a user to modify or remove a user.

The 'Users - Add' form contains the following fields: User Name (Bob), Password (masked with dots), Full Name (Bob Smith), Description (empty), Active (checked checkbox), Max Mailbox Size (MB) (2000), and Email (bob@example.com). There are 'Cancel' and 'Save Changes' buttons at the bottom.

When adding or editing a user, you will see these standard options:

- User Name
- Password
- Full Name
- Description
- Active
- Max. Mailbox Size
- Email (with domain option)

You can specify the user's password here. A new user requires a password.

When editing a user, the password can be optionally modified. Note that the user can modify their password in the Web Mail portal when needed.

Email Client Connections

Users can connect to their email account using these methods: Web Mail, IMAP or (Exchange) ActiveSync.

WebMail

Users can navigate to the Web Mail portal at <https://yourdomain/webmail>.

The Web site is configured with HSTS, so if users attempt to navigate using HTTP, they will be redirected to use HTTPS. Browsers with full support for HSTS will remember this and redirect automatically in future connections.

Active Sync

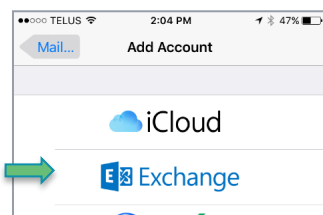
Most users of modern email clients will want to use ActiveSync.

This provides a push experience and allows for integration with calendar and contacts in addition to email.

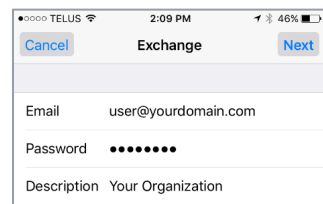
Connecting using iPhone, iPad



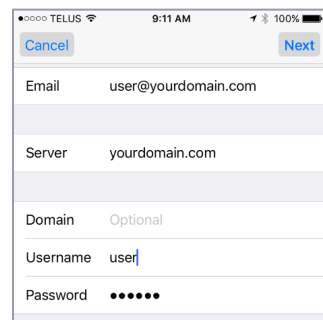
When connecting using an iPhone or other iOS device, start from the **Settings** app and choose **Mail, Contacts, Calendars**, then **Add Account**.



Choose **Exchange** as the email account type.



On the next screen, enter your email address and password then click **Next**.

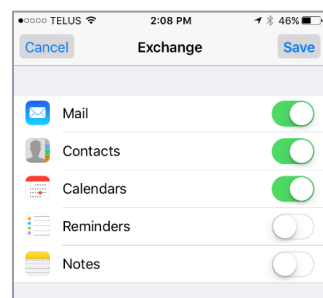


On the next screen, the following entries should be specified:

- **Email:** your full email address. (e.g.: user@yourdomain.com)
- **Server:** the name of your email server on the Internet. E.g., yourdomain.com or mail.yourdomain.com, depending on your DNS configuration.
- **Username:** your user name in the server. E.g., 'bob'

Do not enter a value for the Domain field.

Click **Next** to continue.



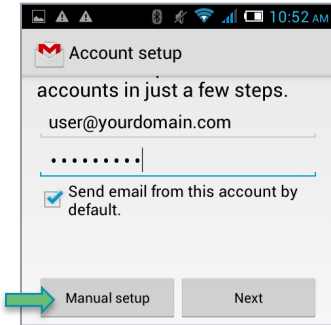
Once connected, you should sync Mail, Contacts and Calendars.

Connecting using Android

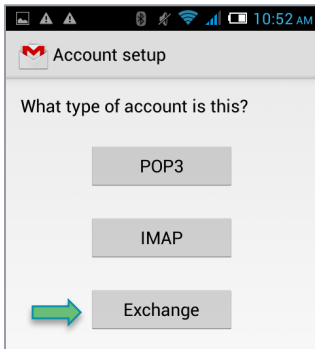


Open **Android Mail** on your Android device.

After entering your user name and password, select the **Manual Setup** option.

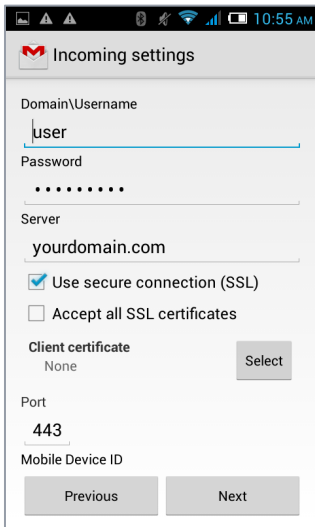


On the Account setup screen, choose **Exchange** for account type.



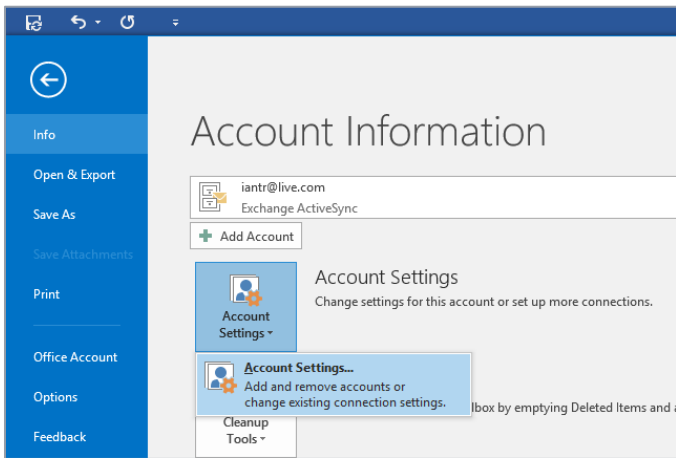
On the Incoming settings screen, remove the leading slash from the user name, then enter the Server name, as illustrated to the left.

Press **Next** to complete the account setup.

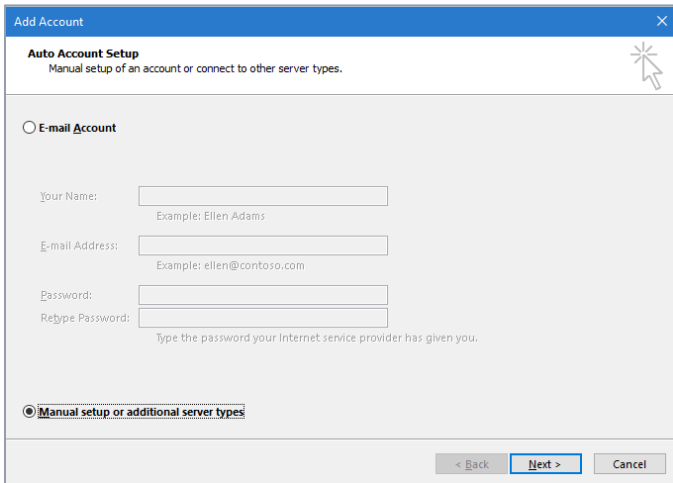


Connecting using Outlook 2016

In Outlook 2016 (and similarly in previous versions of Outlook), switch to the File tab.

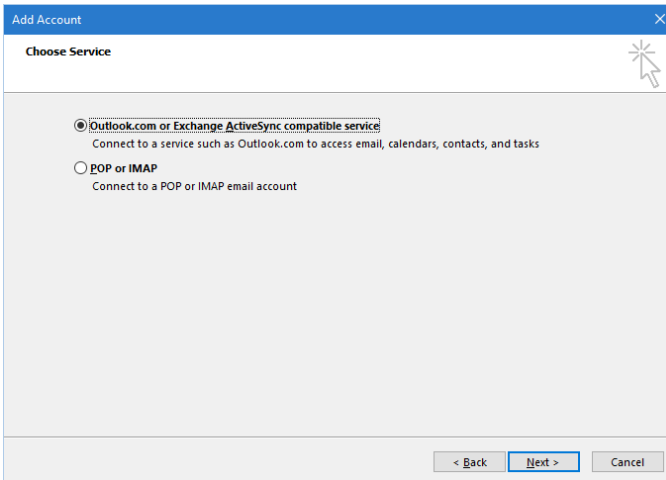


On the Info tab, open the **Account Settings** button and choose Account Settings.



On the Add Account wizard, select **Manual setup or additional server types**.

Click **Next** to continue.



On the next screen, select **Outlook.com or Exchange ActiveSync compatible service**.

Click **Next** to continue.

Add Account

Server Settings
Enter the information that is required to connect to an Exchange ActiveSync service.

User Information
Your Name: User
E-mail Address: user@yourdomain.com

Server Information
Mail server: yourdomain.com

Logon Information
User Name: user
Password: *****
 Remember password

Offline Settings
Mail to keep offline: All

< Back Next > Cancel

On the next screen, enter your user account information as illustrated to the left.

Click **Next** to verify your connection and add your account to Outlook, completing the set up.