

New Hire Guide

For Email Setup

Email Setup

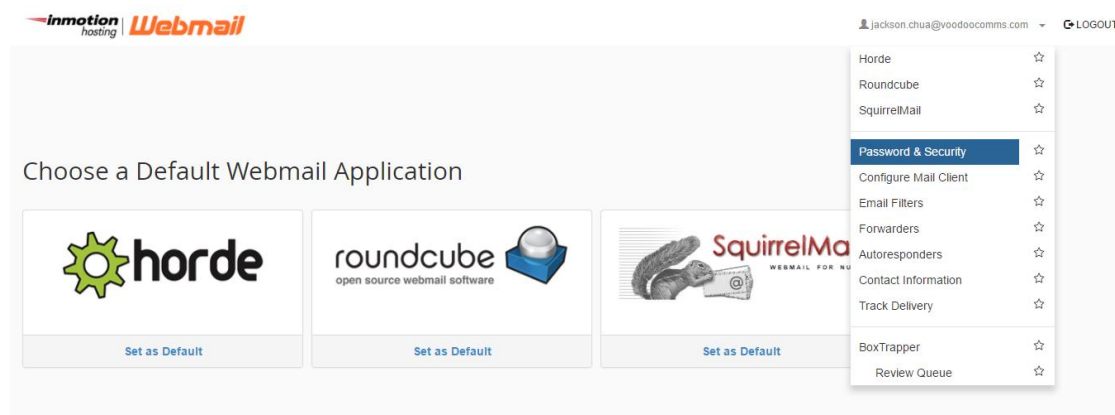
Logging in via Browser

| Voodoo Comms | Digital Blowfish |
|---|---|
| http://webmail.voodoooblowfish.com/ | http://webmail.digitalblowfish.com/ |

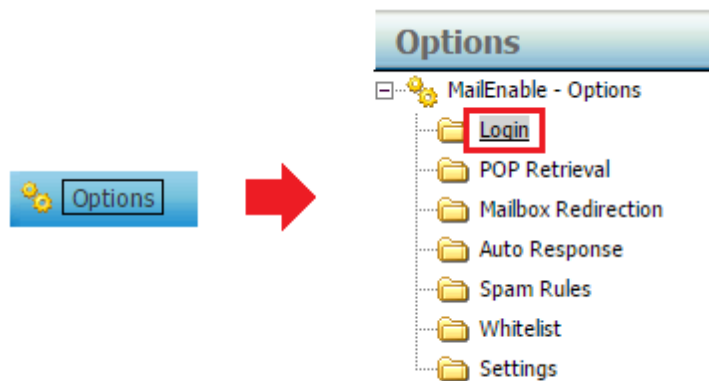
1. Visit the webmail link above and enter your email and password.

Changing Password

1. Log into your webmail as above.
2. For **Voodoo Comms**:
3. Click "**Password & Security**" to go to update password form.
- 4.



5. For **Digital Blowfish**:
 - Click Options > Login to go to the update password form



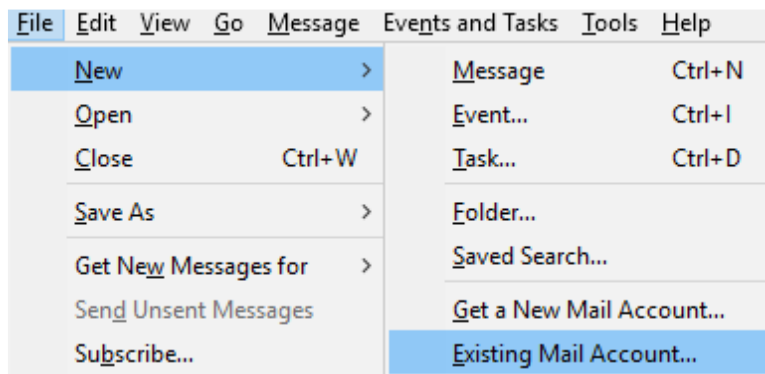
Adding Account to Thunderbird

1. Open Mozilla Thunderbird
- Download Thunderbird click [here](#)



Mozilla Thunderbird
Desktop app

2. Go to File > New > Existing Mail Account



- 3.

Enter your name, email address and password in the fields and click continue. If configuration is not found automatically, refer to the following -

| Voodoo Comms | | Digital Blowfish | |
|--------------|-------------------------------|------------------|--------------------------|
| Incoming | secure166.inmotionhosting.com | Incoming | mail.digitalblowfish.com |
| Outgoing | secure166.inmotionhosting.com | Outgoing | mail.digitalblowfish.com |

****Select autodetect for Port, SSL and Authentication**

4. Click **"Done"** to finish.

5. After finished email setup for **Voodoocomms**. Repeat **Step 1** to **Step 3** to setup email for **Digital Blowfish** and follow the steps below.

The screenshot shows the 'Mail Account Setup' window. It has a title bar with a close button. The main area contains the following fields and options:

- Your name:** Text box with 'Test' entered. To the right, it says 'Your name, as shown to others'.
- Email address:** Text box with 'test@digitalblowfish.com' entered.
- Password:** Text box with four dots '••••' entered.
- ☒ **Remember password**

Below these fields, it says 'Looking up configuration: Trying common server names' followed by a green circular progress indicator.

At the bottom, there are five buttons: 'Get a new account', 'Manual config', 'Stop', 'Continue', and 'Cancel'.

6. In **Digital Blowfish** mail setup please select the “**Manual config**” and do settings as picture below.

The screenshot shows the 'Mail Account Setup' window with the 'Manual config' button selected. The fields for name, email, and password are the same as in the previous screenshot. The 'Remember password' checkbox is also checked.

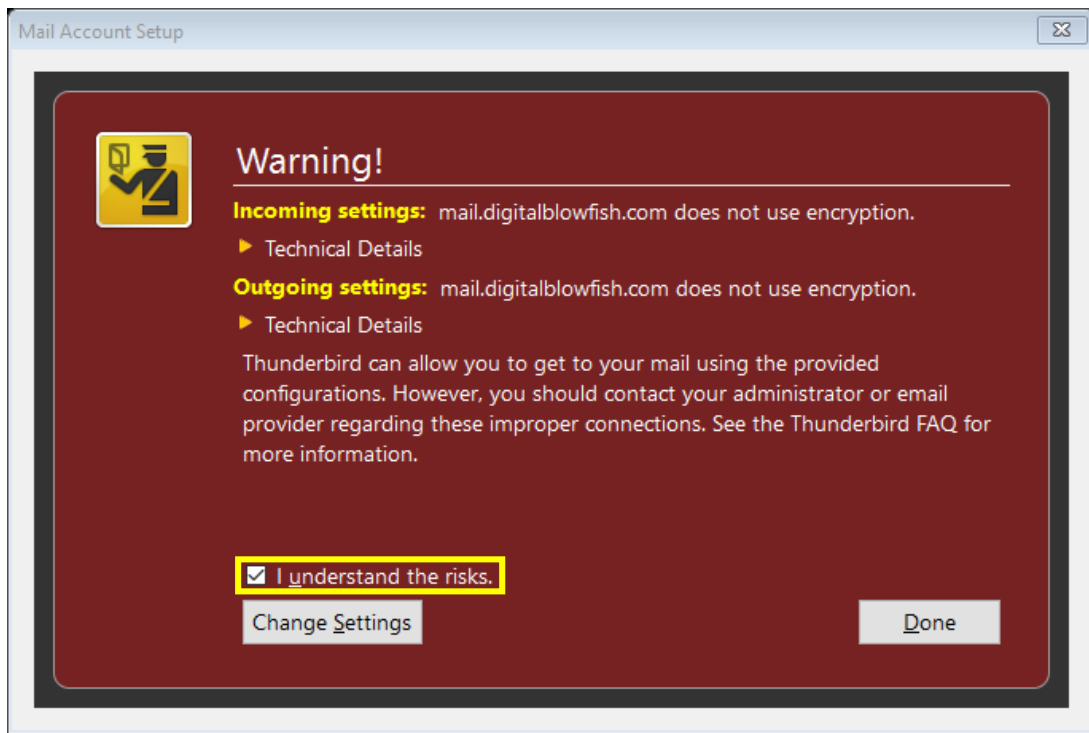
Below these fields, there is a table for server configuration. The table has five columns: 'Incoming', 'Server hostname', 'Port', 'SSL', and 'Authentication'. The rows are for 'Incoming' and 'Outgoing' settings.

| | | Server hostname | Port | SSL | Authentication |
|-----------|------|--------------------------|------|------|--------------------|
| Incoming: | IMAP | mail.digitalblowfish.com | 143 | None | Encrypted password |
| Outgoing: | SMTP | mail.digitalblowfish.com | 25 | None | Normal password |

Below the table, there are two text boxes for 'Username': 'Incoming:' with 'test' and 'Outgoing:' with 'test'.

At the bottom, there are five buttons: 'Get a new account', 'Advanced config', 'Re-test', 'Done', and 'Cancel'.

****Note that the SMTP server for Digital Blowfish account in **Malaysia** office should be set to 26 while **Singapore** office should be set to 25.**



7. After done the settings in Step 6. A messages box will pop up. Please **Tick** the checkbox and finish your Digital Blowfish email setup.

Documented & Published by Jackson Chua– 02/07/2017.