Set up your email on any device.

Replace `yourdomain.com` with your own domain. These settings work in any email app, and setup is much the same.

Your email settings

USERNAME	Your full email address, `name@yourdomain.com`
PASSWORD	Your email password. Always enter it, even if the app says optional.
INCOMING (IMAP)	`mail.yourdomain.com`, port **993**, SSL/TLS
OUTGOING (SMTP)	`mail.yourdomain.com`, port **465**, SSL/TLS

Use webmail in your browser

Go to `yourdomain.com/webmail` and sign in with your full email address. You can send and receive right away in Roundcube.

Change your password under **Password & Security**. Your full settings are under **Configure Mail Client**, and each account also has a setup email waiting in its inbox.

Use Google Workspace?

Your email stays with Google, so these steps don't apply. Keep using Gmail the way you do now.

Not connecting?

Use your full email address as the username, enter your password for both incoming and outgoing, and use the server and ports above.

Gmail app on your phone

`Recommended for phones`

Most people don't realize the Gmail app works with other email accounts too. If you already use it, this is an easy, familiar way to manage your business email.

1. Open the Gmail app.
2. Tap your profile picture at the top right.
3. Tap **Add another account**.
4. Tap **Other**. On some phones it says **Other (IMAP)**.
5. Enter your full email address and tap **Next**. If asked, choose **Personal (IMAP)**.
6. Incoming server: enter your password and `mail.yourdomain.com`, port `993`, security `SSL/TLS`. Tap **Next**.
7. Outgoing server: enter your password and `mail.yourdomain.com`, port `465`, security `SSL/TLS`. Tap **Next**.
8. Enter your name the way you want it shown on sent email.

That's it. Enjoy.

Apple Mail on iPhone or iPad

These steps match iOS 26. On older versions, start from Settings, then Mail, then Accounts.

1. Open **Settings**.
2. Tap **Apps**, then **Mail**, then **Mail Accounts**.
3. Tap **Add Account**, enter your email address and tap **Next**.
4. Tap **Add Other Account**, then **Mail Account**.
5. Enter your name, email address, password and a description, then tap **Next**. Your name shows on sent email. The description labels the account in your list.
6. If asked, choose **IMAP**. In both the incoming and outgoing sections, enter host name `mail.yourdomain.com`, your full email address as the user name, and your password, even if it says optional. If asked for ports, use `993` incoming and `465` outgoing, with SSL on both.
7. Tap **Next** and wait while it verifies.
8. Tap **Save**. Your account shows in the list.
9. Open the Mail app and choose your account to start sending and receiving.

That's it. Enjoy.

Microsoft Outlook on Mac

1. Open the **Outlook** menu and choose **Settings**. Older versions call it **Preferences**.
2. Choose **Accounts**.
3. Click **+** or **Add Mail Account**.
4. Enter your email address and click **Continue**.
5. Choose **IMAP** as the account type and click **Continue**.
6. Enter your full email address as the username, your password, and `mail.yourdomain.com` for both servers. Use port **993** incoming and **465** outgoing, with SSL on both.
7. Click **Add Account**.
8. Close any open settings windows. Your account loads in the list on the left after a few moments.

That's it. Enjoy.

Microsoft Outlook on Windows

Windows has two versions of Outlook. If you see a **File** menu at the top left, use Classic Outlook.

NEW OUTLOOK

1. Click the gear icon to open **Settings**.
2. Choose **Accounts**, then **Email accounts**, then **Add account**.
3. Enter your email address and click **Continue**.
4. Choose **IMAP**.
5. Enter your password and `mail.yourdomain.com` for both servers. Use port **993** incoming and **465** outgoing, with SSL on both.
6. Click **Continue** and finish the prompts.

CLASSIC OUTLOOK

1. Click **File**, then **Add Account**.
2. Enter your email address and click **Advanced options**.
3. Check **Let me set up my account manually** and click **Connect**.
4. Choose **IMAP**.
5. Enter `mail.yourdomain.com` for both servers. Use port **993** incoming and **465** outgoing, with SSL on both, then click **Next**.
6. Enter your password and click **Connect**.

That's it. Enjoy.

Apple Mail on Mac

1. Open Mail. In the **Mail** menu at the top left, choose **Add Account**.
2. Choose **Other Mail Account** and click **Continue**.
3. Enter your name, email address and password, then click **Sign In**.
4. Enter your full email address as the username, your password, and `mail.yourdomain.com` for both servers. If asked for ports, use **993** incoming and **465** outgoing, with SSL on both.
5. Click **Sign In**.
6. Click **Done**. Your account loads in the list on the left after a few moments.

That's it. Enjoy.

Still stuck? Send a request at dgnow.net/support, email support@dgnow.net, or call or text (916) 534-8720.