

# **CANOPUS-C-MAIL GUIDELINE**

# Welcome to the **Canopus-C-Mail Guideline**

Canopus-C-Mail provides a stable and secure maritime email service designed for use in demanding remote environments that is airtime and operating system independent. It does not require a lengthy and complicated set up process. This allows you to begin accessing your emails straight away saving you time and resource.

The user manual of the Canopus-C-Mail provides necessary step-by-step instructions for manually configuring Canopus-C-Mail on Windows 10.

- 1. Download the required software for master PC.**
- 2. Setting up procedure for master PC and POP3 Microsoft outlook configuration.**

# 01 | TABLE OF CONTENTS

**01**

**Table of  
Contents**

PAGE 3

**02**

**Downloading  
Canopus-C-Mail  
Software**

PAGE 4 - 5

**03**

**Setting for  
Canopus-C-Mail  
on Master Main PC**

PAGE 6 -

13

**04**

**Configuration of  
Microsoft Outlook**

PAGE 14 - 23

# 02 | DOWNLOADING CANOPUS-C-MAIL SOFTWARE

## STEP 1:

Login with ID and password in <https://dashboard.canopus-mail.com/>

- Username(Account ID): Gxxxxxxx
- Password: CanTrade8338!

**Canopus Mail Dashboard**

Username

Password

---

# 02 | DOWNLOADING CANOPUS-C-MAIL SOFTWARE

## STEP 2:

After login successful, please download the Canopus-C-mail software for master PC

Note: .NET software include.

General CanopusCMail CanopusProtect eNOAD Downloads User Admin

Current Versions CanopusCMail

The current versions available for download require the Microsoft .Net Framework version 4.6.2 to be installed. If you do not have this installed or are unsure please select it from the Additional Items section at the bottom of the page.

Microsoft .Net Framework version 4.6.2 is compatible with most modern versions of the Windows operating system, however a full list of compatible versions can be found here: [https://msdn.microsoft.com/en-us/library/8z6watww\(v=vs.110\).aspx](https://msdn.microsoft.com/en-us/library/8z6watww(v=vs.110).aspx)

Use the options below to customise your download.

CanopusCMail v1.32.0.0

What's New?

Include in Download? Yes

Additional Items

.NET4.6.2 Prerequisites

## STEP 3:

Install master software on master PC as per procedure how to install Canopus-C-mail.

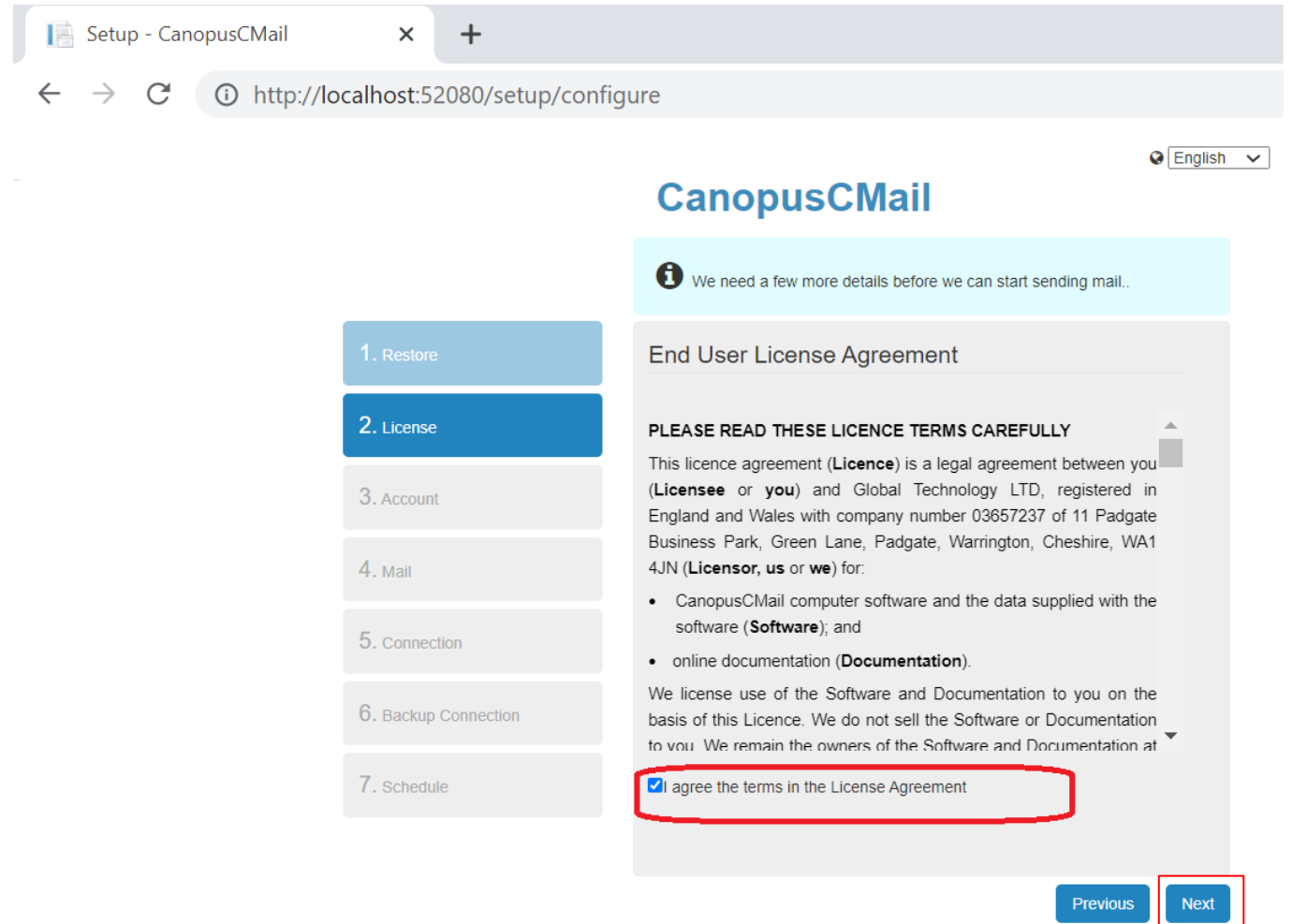
# 03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

## STEP 1:

Once the Canopus-C-mail software has finished installing you will be presented with configuration screen.

On the **End User License Agreement** screen tick the box ***“I agree the terms in the License Agreement”***.

Click on **Next**.



The screenshot shows a web browser window with the address bar displaying "http://localhost:52080/setup/configure". The page title is "CanopusCMail" and the language is set to "English". A progress bar on the left side of the page lists seven steps: 1. Restore, 2. License, 3. Account, 4. Mail, 5. Connection, 6. Backup Connection, and 7. Schedule. The "License" step is currently selected and highlighted in blue. The main content area displays the "End User License Agreement" screen. A message at the top states: "We need a few more details before we can start sending mail..". Below this, the text reads: "PLEASE READ THESE LICENCE TERMS CAREFULLY". The agreement text describes the license between the user and Global Technology LTD, mentioning the software and documentation. At the bottom of the agreement, there is a checkbox labeled "I agree the terms in the License Agreement", which is checked and highlighted with a red box. Below the agreement text, there are two buttons: "Previous" and "Next", with the "Next" button also highlighted with a red box.

# 03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

## STEP 2:

Enter your vessels Canopus-C-Mail account details as supplied when the mailbox was created, If you require the account details then please log into the Web Dashboard.

Once all fields have been completed click on **Next**.

- 1. Restore
- 2. License
- 3. Account
- 4. Mail
- 5. Connection
- 6. Backup Connection
- 7. Schedule

English

### CanopusCMail

**i** Enter the license key we provided. It will look like this:  
BAACBD9F61118981

#### System Information

Account Name

Account ID \*

Password \*

Confirm Password \*

License Key \*

Email Address \*

Previous **Next**

# 03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

## STEP 3:

Enter the Email address as supplied and create a password that you would like to use to login to Canopus-C-Mail (this can be different to the password enter on the Accounts screen, but to be standardized please use the same password).

Click **Next**.

- 1. Restore
- 2. License
- 3. Account
- 4. Mail
- 5. Connection
- 6. Backup Connection
- 7. Schedule

## CanopusCMail

**i** Enter the email address we provided. It will look like e.g. sunbeam@gtmailplus.com

### Mail Settings

Username \* **abc@canopus-mail.com**

Master **abc**

Password \*

**CanTrade8338!**

Confirm Password \*

**CanTrade8338!**

Additional Account \*

Previous

Next



# 03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

## STEP 4:

Select the **connection type** you wish to use from the list, this will be the **primary** connection.

Click on **Next**.

- 1. Restore
- 2. License
- 3. Account
- 4. Mail
- 5. Connection
- 6. Backup Connection
- 7. Schedule

English

## CanopusCMail

**i** Enter the type of satellite phone you have on-board.  
Select **Internet** if you can access the Internet.

### Connection Settings

**Connection Type**

- Internet
- FleetBroadband
- Serial
- VSat
- Internet
- DialUpNetworking

Previous Next

# 03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

## STEP 5:

Click on **Next**.

- 1. Restore
- 2. License
- 3. Account
- 4. Mail
- 5. Connection**
- 6. Backup Connection
- 7. Schedule

English

### CanopusCMail

**i** Enter the type of satellite phone you have on-board.  
Select **Internet** if you can access the Internet.

#### Connection Settings

**Connection Type**

Internet

Previous **Next**

# 03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

## STEP 6:

Select the **connection type** you wish to use from the list for your **backup** connection if the primary connection was to fail. If there is no backup connection, put **None** and click **Next**.

Click on **Next**.

1. Restore
2. License
3. Account
4. Mail
5. Connection
6. Backup Connection
7. Schedule

English ▾

## CanopusCMail

**i** This is a backup and used if primary connection is not working

### Backup Connection

**Connection Type**

None ▾

- None
- FleetBroadband
- Serial
- VSat
- Internet**
- DialUpNetworking

Previous **Next**

# 03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

## STEP 7:

Some configurations may be required for the selected terminal including IP address & Port numbers etc.

Click on **Next**.

- 1. Restore
- 2. License
- 3. Account
- 4. Mail
- 5. Connection
- 6. Backup Connection
- 7. Schedule

English ▾

## CanopusCMail

**i** Enter your make and model of VSat terminal

### Backup Connection

**Connection Type**  
VSat ▾

**Terminal**  
Intellian ▾

**IP Address \***  **IP Port \***

**Username**  **Password**

Previous **Next**

# 03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

## STEP 8:

Select from the drop down the interval at which you would like Canopus-C-Mail to make automatic connections.

When ready click on **Finish**.

Canopus-C-Mail will now be fully configured, and you will be redirected to the login page where you enter the credentials created in step 2 of this process.

1. Restore

2. License

3. Account

4. Mail

5. Connection

6. Backup Connection

7. Schedule

English

## CanopusCMail

**i** We need a few more details before we can start sending mail..

### Connection Settings

**Check messages:**

- Every 10 minutes
- Manually only
- Every 5 minutes
- Every 10 minutes**
- Every 30 minutes
- Every Hour
- Every 2 Hours
- Every 3 Hours
- Every 6 Hours
- Every 12 Hours
- Once a day

Previous **Finish**

# 04 | CONFIGURATION OF MICROSOFT OUTLOOK

## OVERVIEW:

The purpose of this document is to guide the end user with the configuration steps of adding a Canopus-C-Mail (POP3 account) in Outlook 2019.

## REQUIREMENTS:

- Windows 10.
- Canopus-C-Mail Software.
- Canopus-C-Mail Mailbox details.
- Outlook 2019.
- Canopus-C-Mail POP3 & SMTP port numbers.

# 04 | CONFIGURATION OF MICROSOFT OUTLOOK

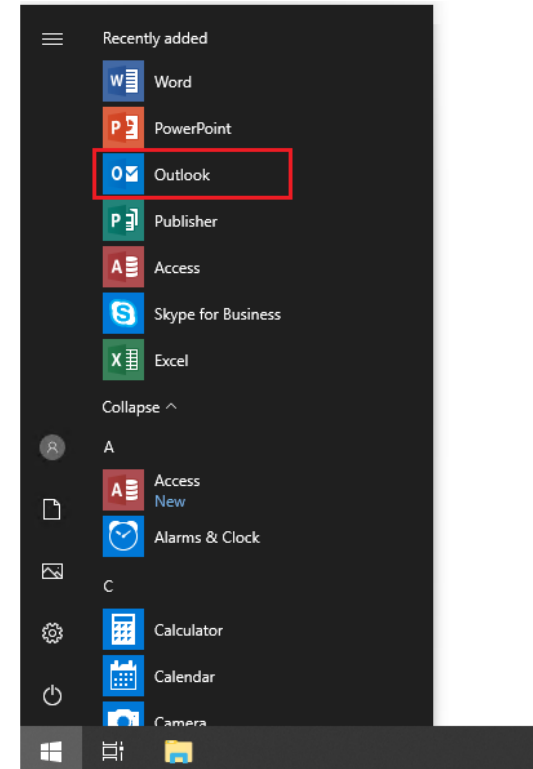
## STEP 1:

### Outlook 2019 configuration:

Once Canopus-C-Mail has been installed and configured on the computer, you will need to configure Outlook 2019.

Open Outlook 2019 by clicking on the Outlook icon from the **Start > All Programs**.

The Office Outlook splash screen will briefly appear.

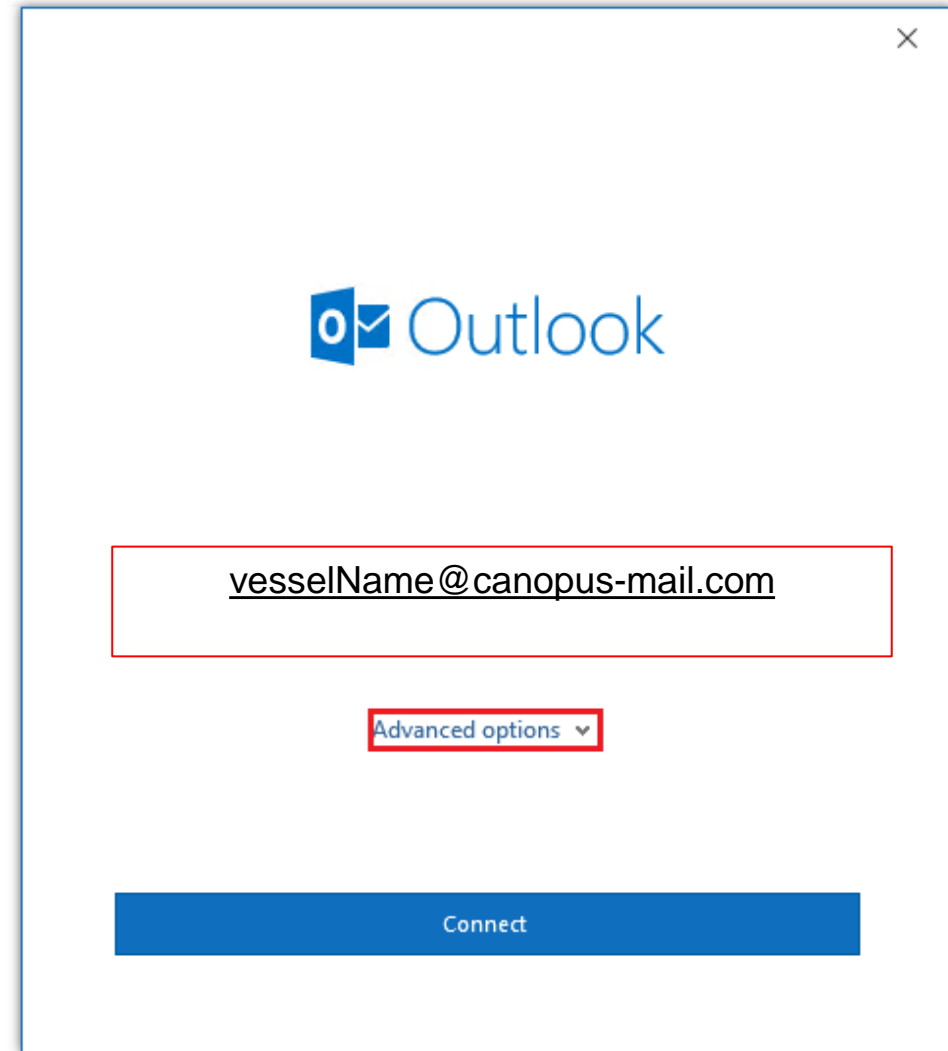


# 04 | CONFIGURATION OF MICROSOFT OUTLOOK

## STEP 2:

On the “**Outlook**” screen enter the email address for the account that is to be configured, i.e. [vessel@canopus-mail.com](mailto:vessel@canopus-mail.com)

Click on the down facing arrow next to “**Advanced Option**”.



Outlook

vesselName@canopus-mail.com

Advanced options ▾

Connect

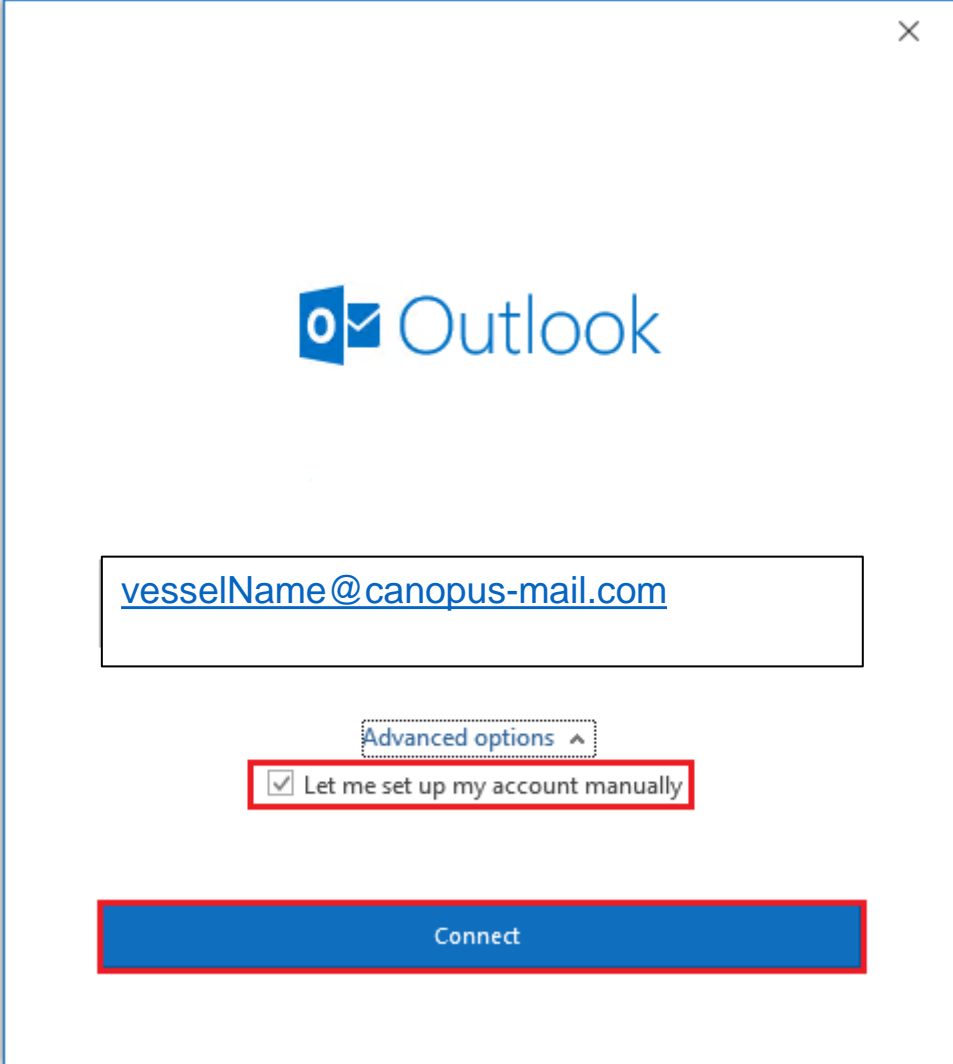


# 04 | CONFIGURATION OF MICROSOFT OUTLOOK

## STEP 3:

Tick the box “Let me setup my account manually”.

Click on **Connect**.



Outlook

[vesselName@canopus-mail.com](#)

Advanced options ^

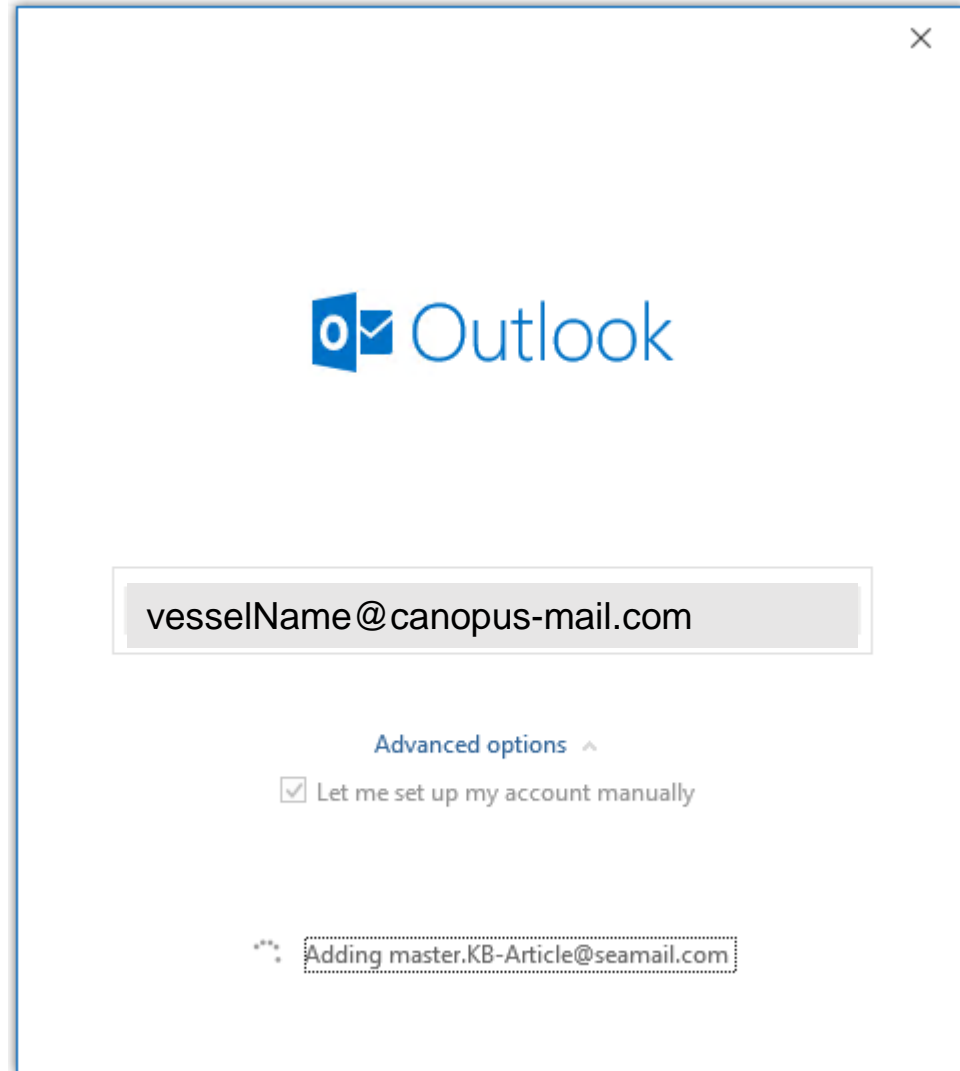
Let me set up my account manually

Connect

# 04 | CONFIGURATION OF MICROSOFT OUTLOOK

## STEP 4:

Outlook will begin to add the address.



# 04 | CONFIGURATION OF MICROSOFT OUTLOOK

## STEP 5:

From the selection of account types, select **POP**.

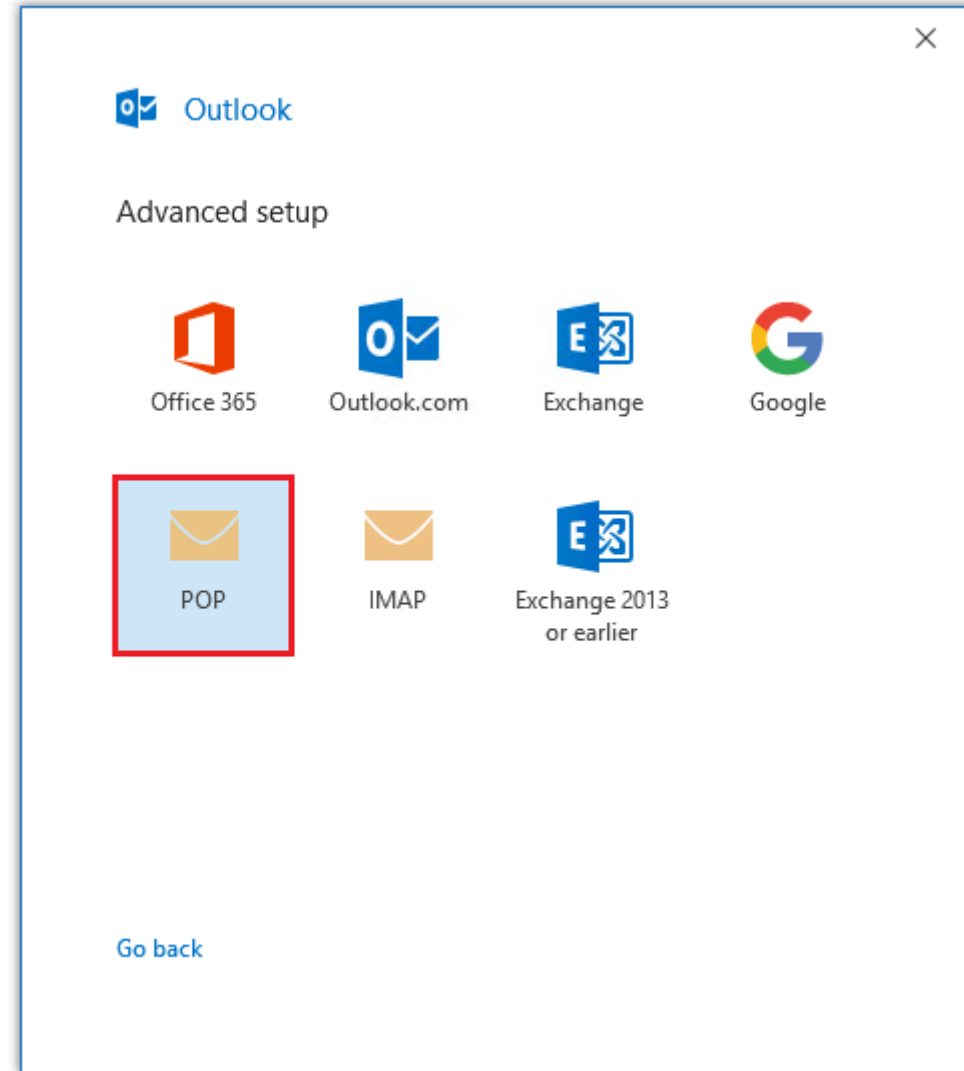
On the **POP Account Settings**, enter the following details:

### Incoming Mail Server:

This must be the IP Address of the PC where Canopus-C-Mail server is installed. If the IP address is unknown then the below command can be run from a command prompt to locate the IP Address:

***Ipconfig /all***

*\*continue next page*



# 04 | CONFIGURATION OF MICROSOFT OUTLOOK

## STEP 5:

If the Outlook installation is on the same computer as the Canopus-C-Mail server then the local loop-back address (127.0.0.1) or the computer name can be used.

### **Outgoing Mail Server:**

The Outgoing Mail Server IP Address will be the same IP Address as the Incoming Mail Server.

### **Ports:**

The default port numbers used for a POP3 connection in Outlook are (Incoming Mail Server Port: 110, Outgoing Mail Server Port: 25)

In **Canopus-C-Mail** the port number assigned to the software are:

- **Incoming Mail Server Port: 52110**
- **Outgoing Mail Server Port: 52025**

*\*Please note that the port numbers in Canopus-C-Mail are predefined, and they cannot be changed from within the software.*

# 04 | CONFIGURATION OF MICROSOFT OUTLOOK

## STEP 6:

Once all the information has been entered click on the **Next** button.

POP Account Settings  
vesselname@canopus-mail [\(Not you?\)](#)

Incoming mail  
Server  Port   
 This server requires an encrypted connection (SSL/TLS)  
 Require logon using Secure Password Authentication (SPA)

Outgoing mail  
Server  Port   
Encryption method   
 Require logon using Secure Password Authentication (SPA)

Message delivery  
 Use an existing data file

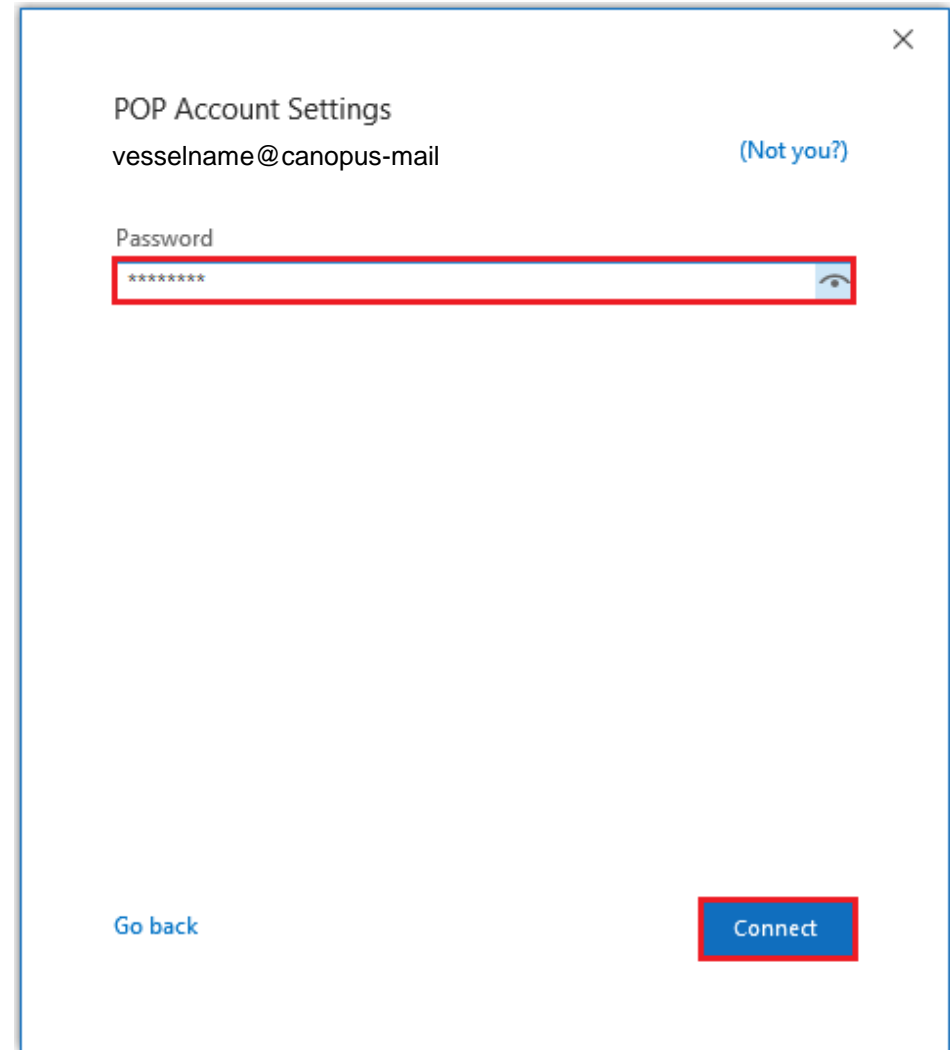
[Go back](#)

# 04 | CONFIGURATION OF MICROSOFT OUTLOOK

## STEP 7:

You will be asked to enter the password for the user account associated with this email address.


Once the password has been entered, click on **Connect**.



POP Account Settings ✕

vesselname@canopus-mail [\(Not you?\)](#)

Password

\*\*\*\*\* 

[Go back](#) [Connect](#)

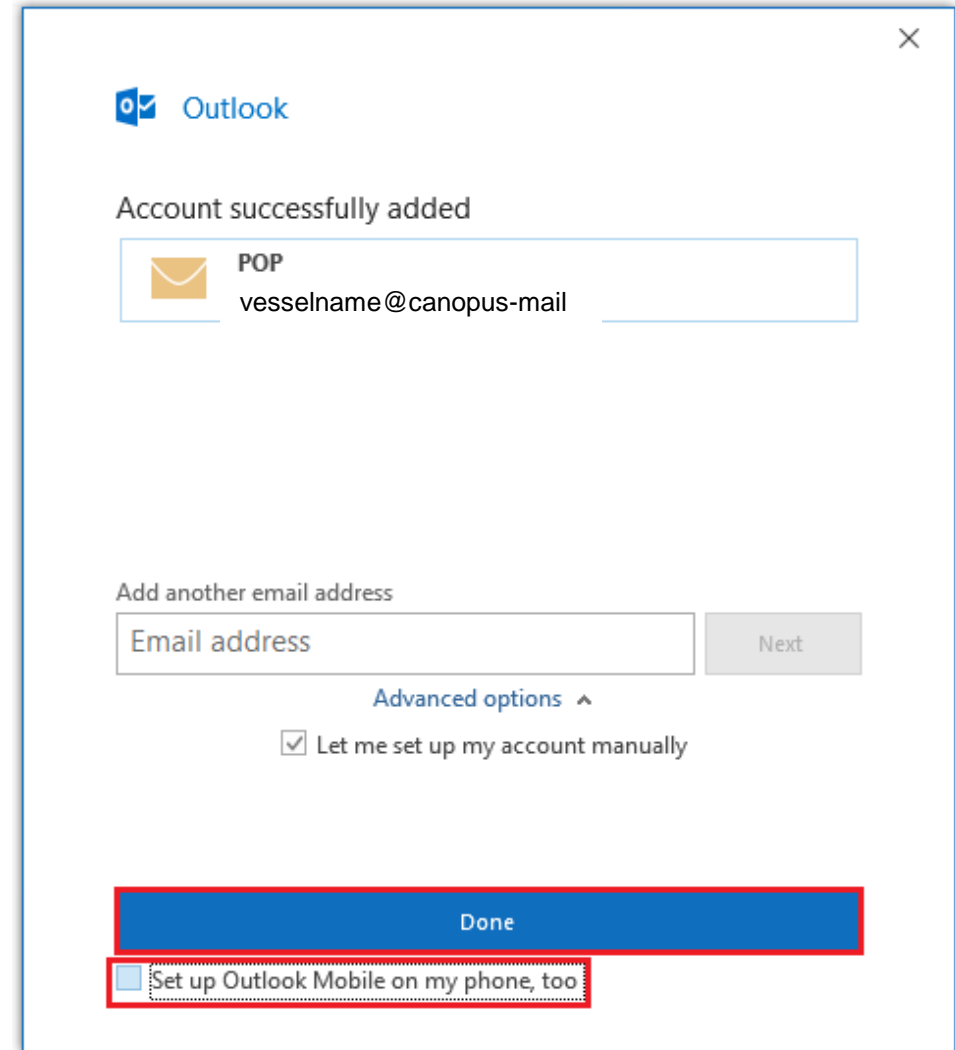
# 04 | CONFIGURATION OF MICROSOFT OUTLOOK

## STEP 8:

The screen “Account successfully added” will confirm that the Outlook configuration is completed.

Remove the tick from “*Setup Outlook Mobile on my phone, too*”.

Click on **OK** to complete the setup.



# THANK YOU

Do you have any questions?

[hello@the-canopus.com](mailto:hello@the-canopus.com)