Created by Canopus

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

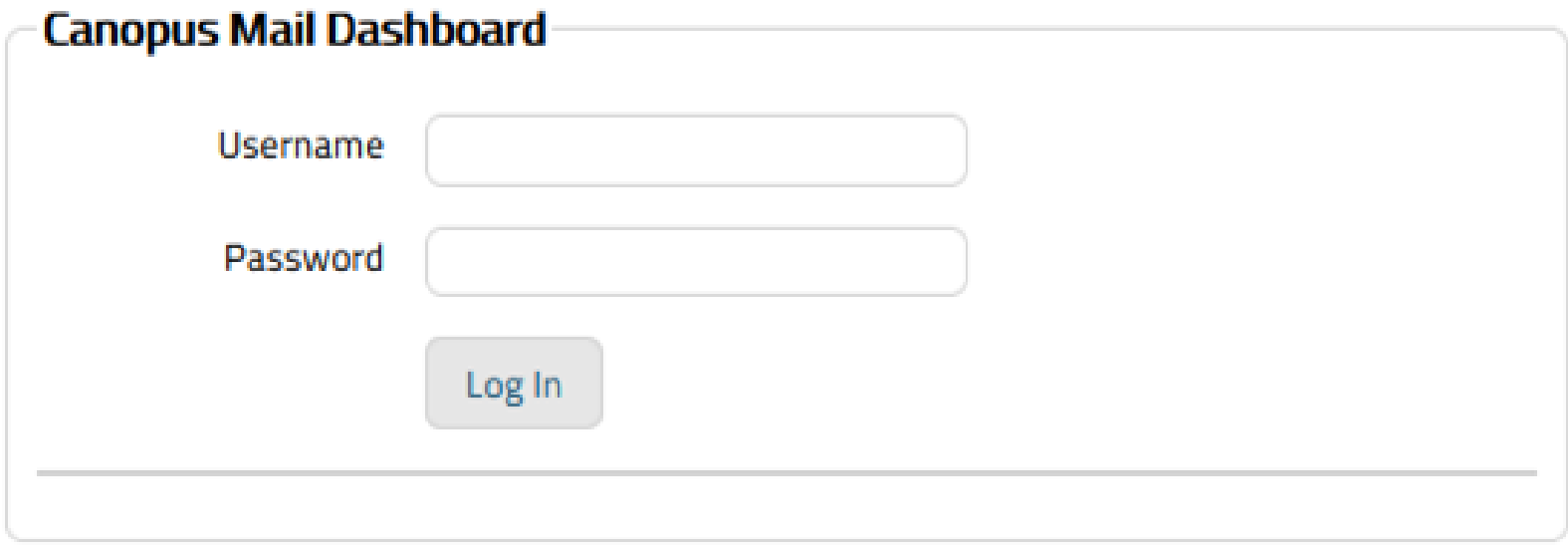
04
Configuration of Microsoft Outlook
PAGE 14 - 23

02 | DOWNLOADING CANOPUS-C-MAIL SOFTWARE

STEP 1:

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

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

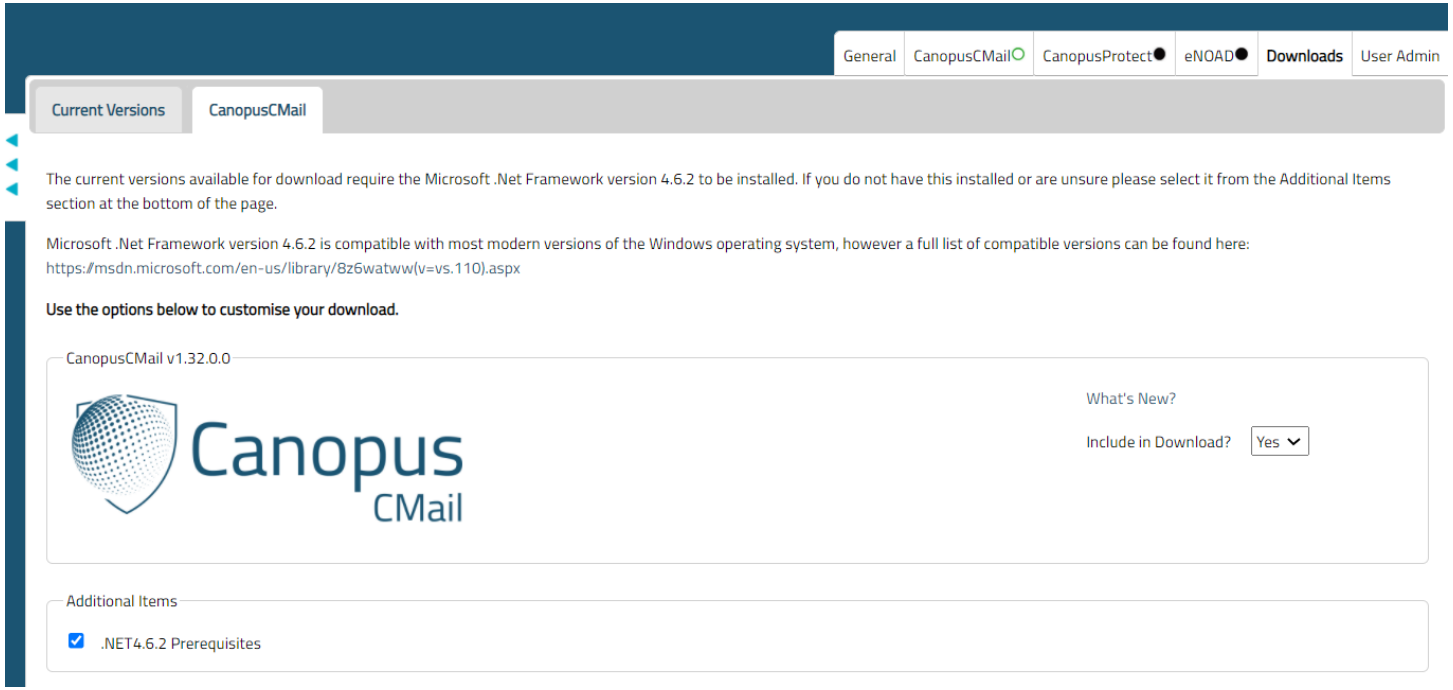


02 | DOWNLOADING CANOPUS-C-MAIL SOFTWARE

STEP 2:

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

Note: .NET software include.



STEP 3:

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

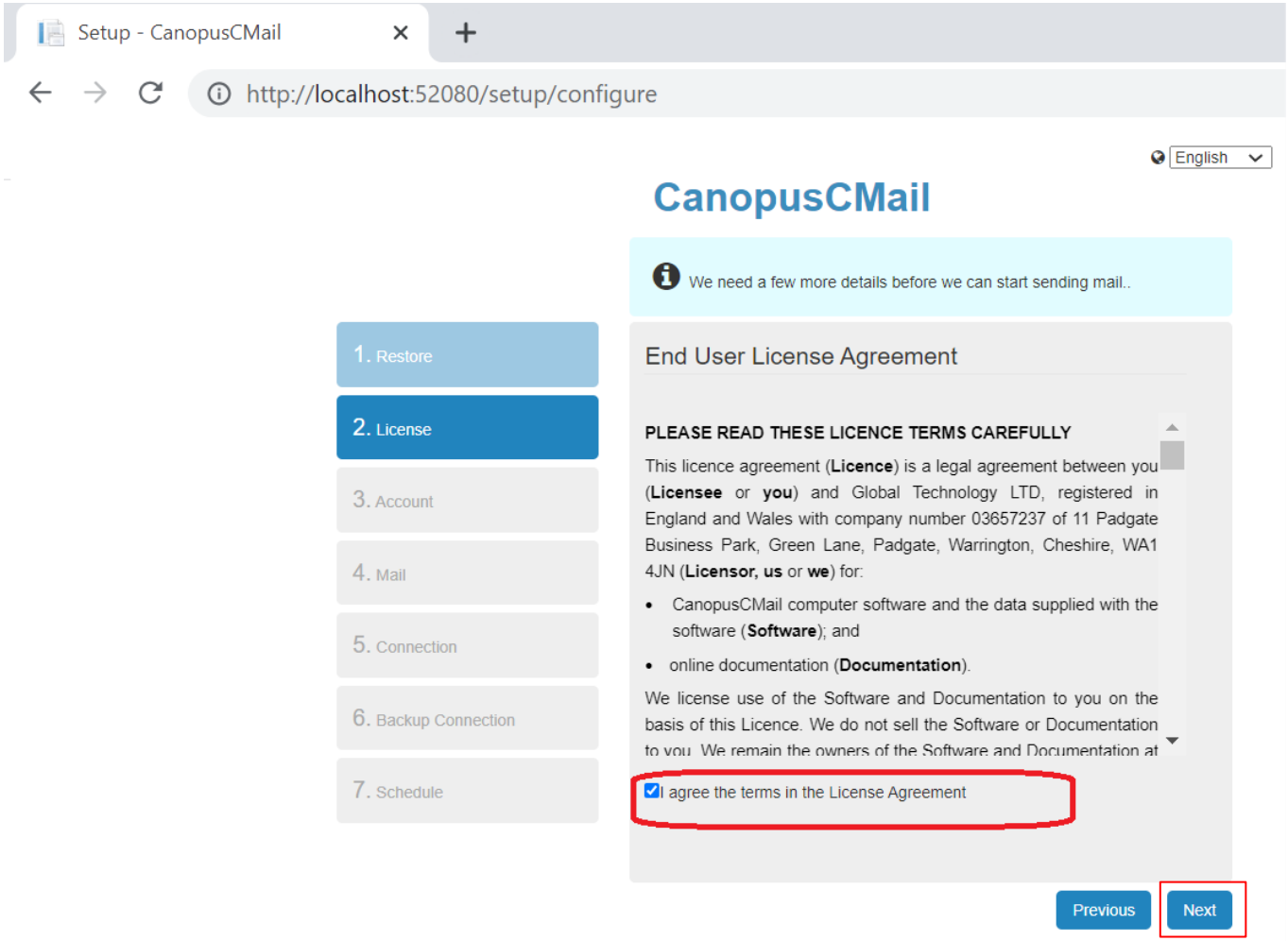
03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

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.**

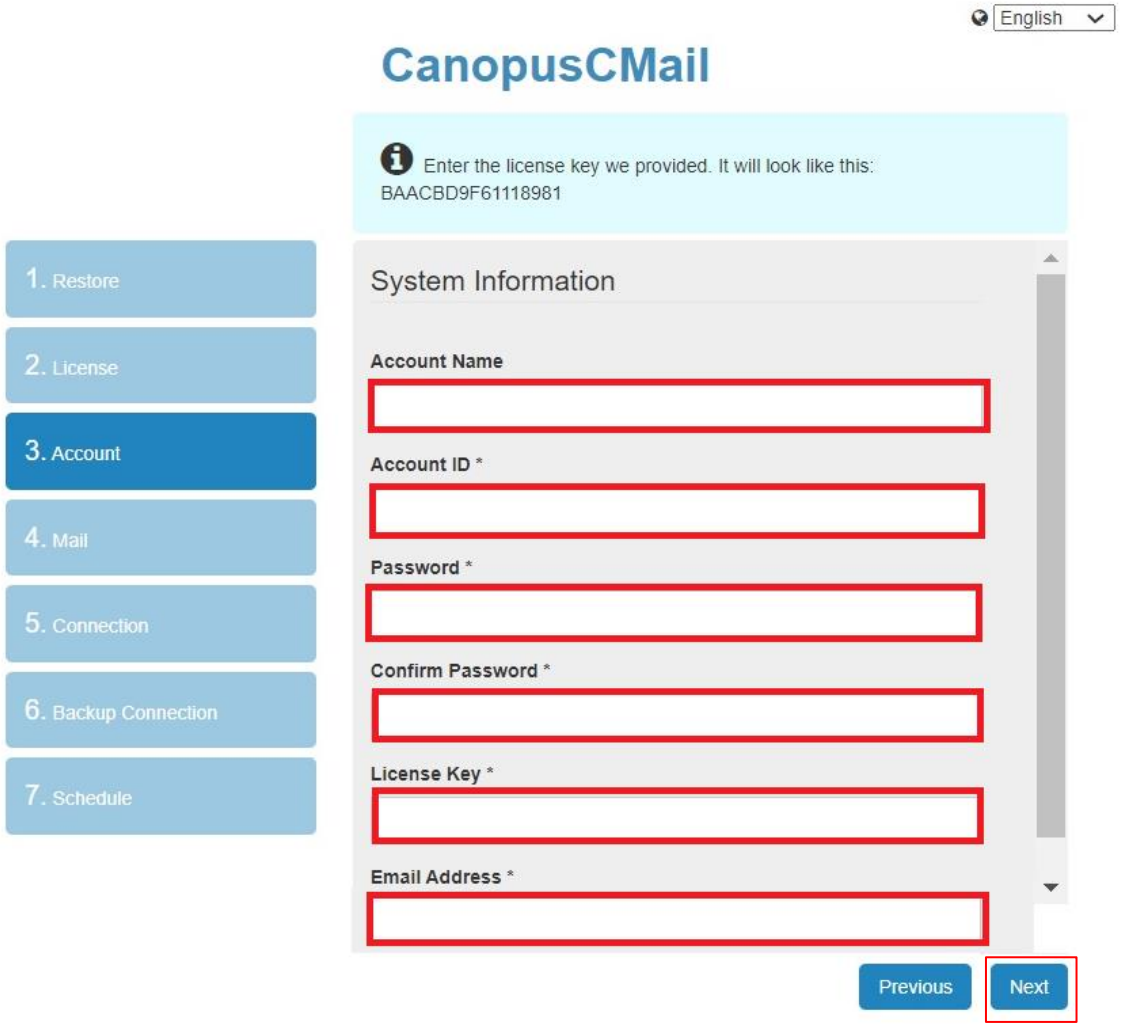


03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

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.**

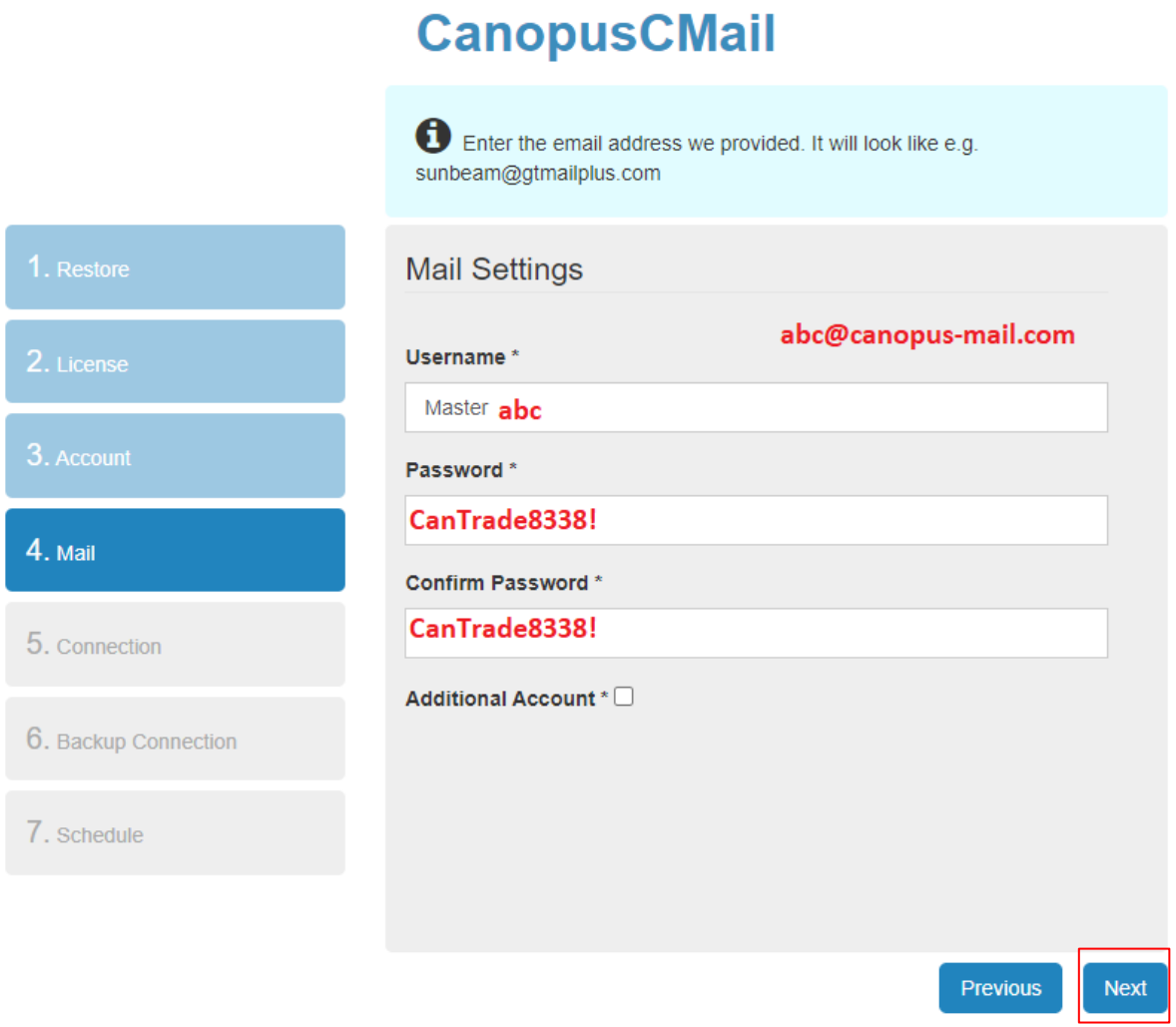


03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

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.**

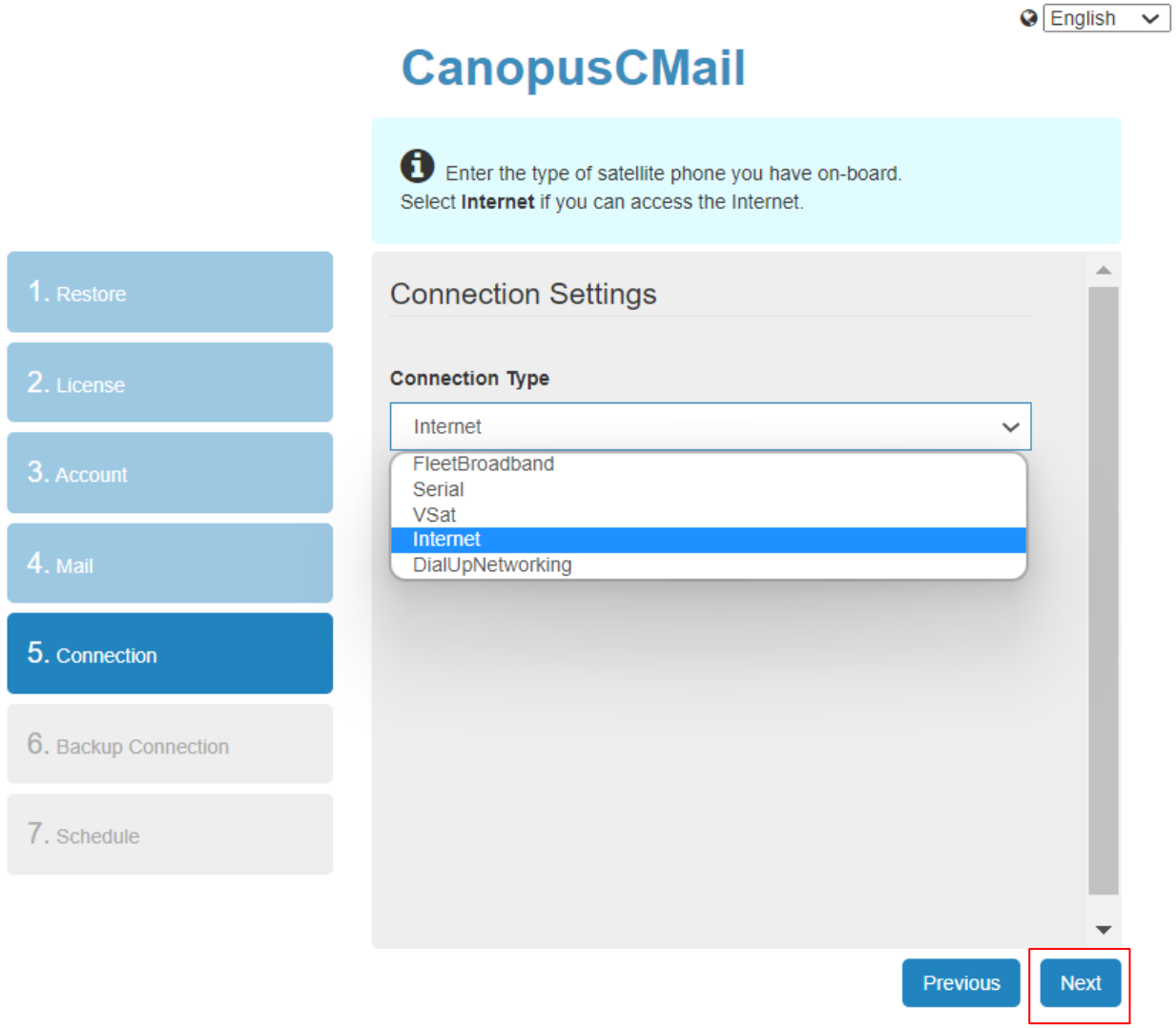


03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

STEP 4:

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

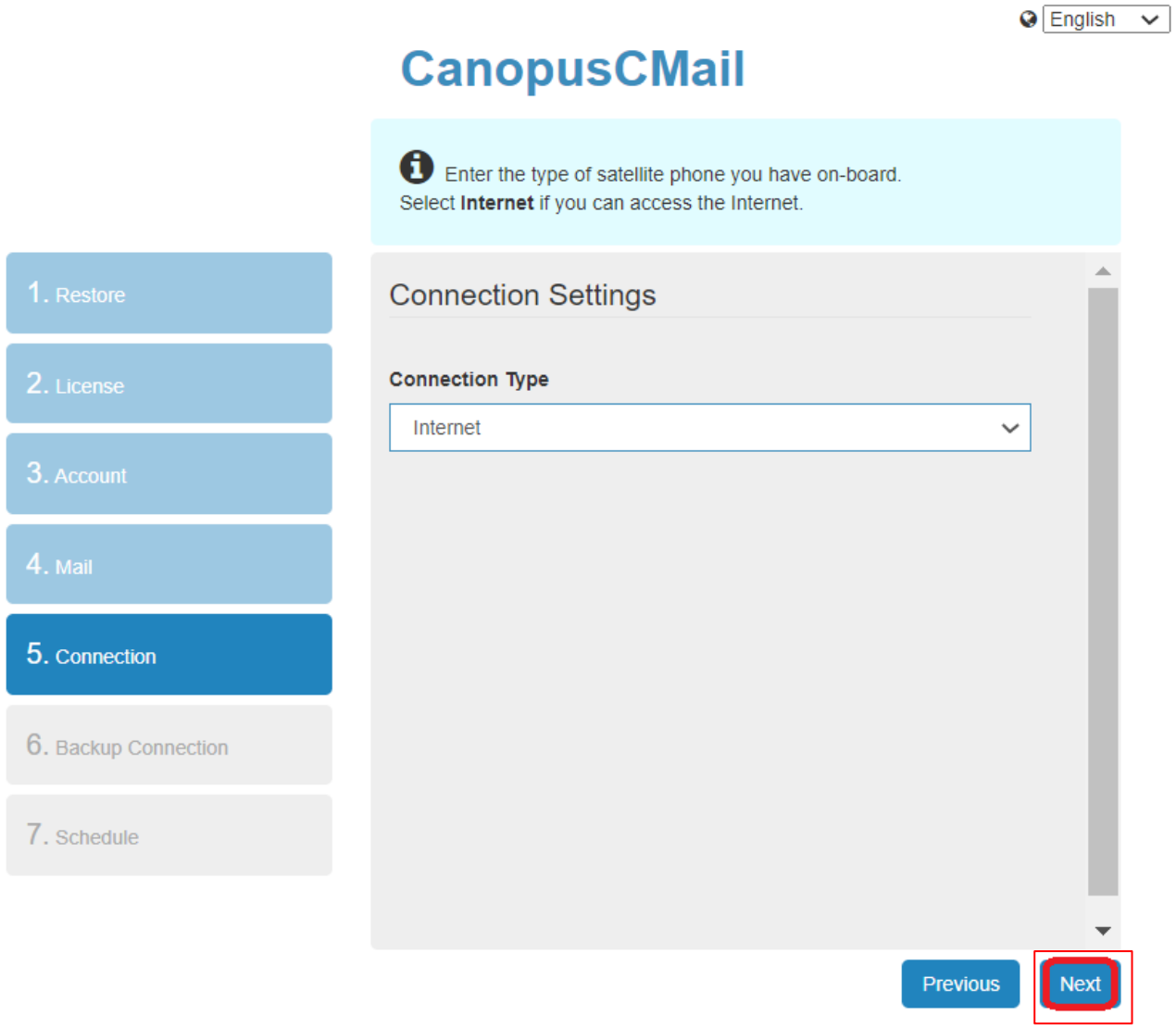
Click on **Next.**



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

STEP 5:

Click on **Next.**

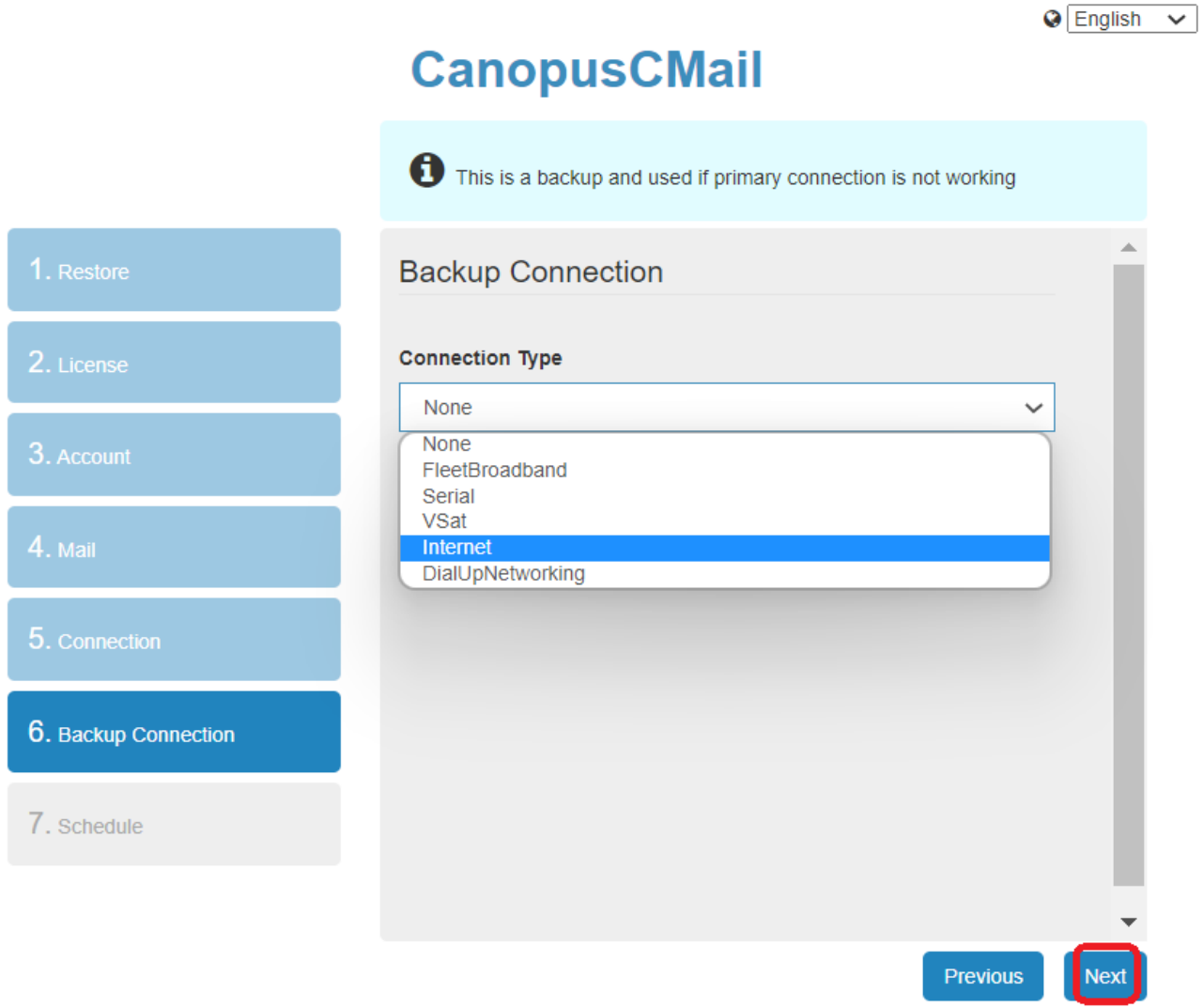


03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

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.**

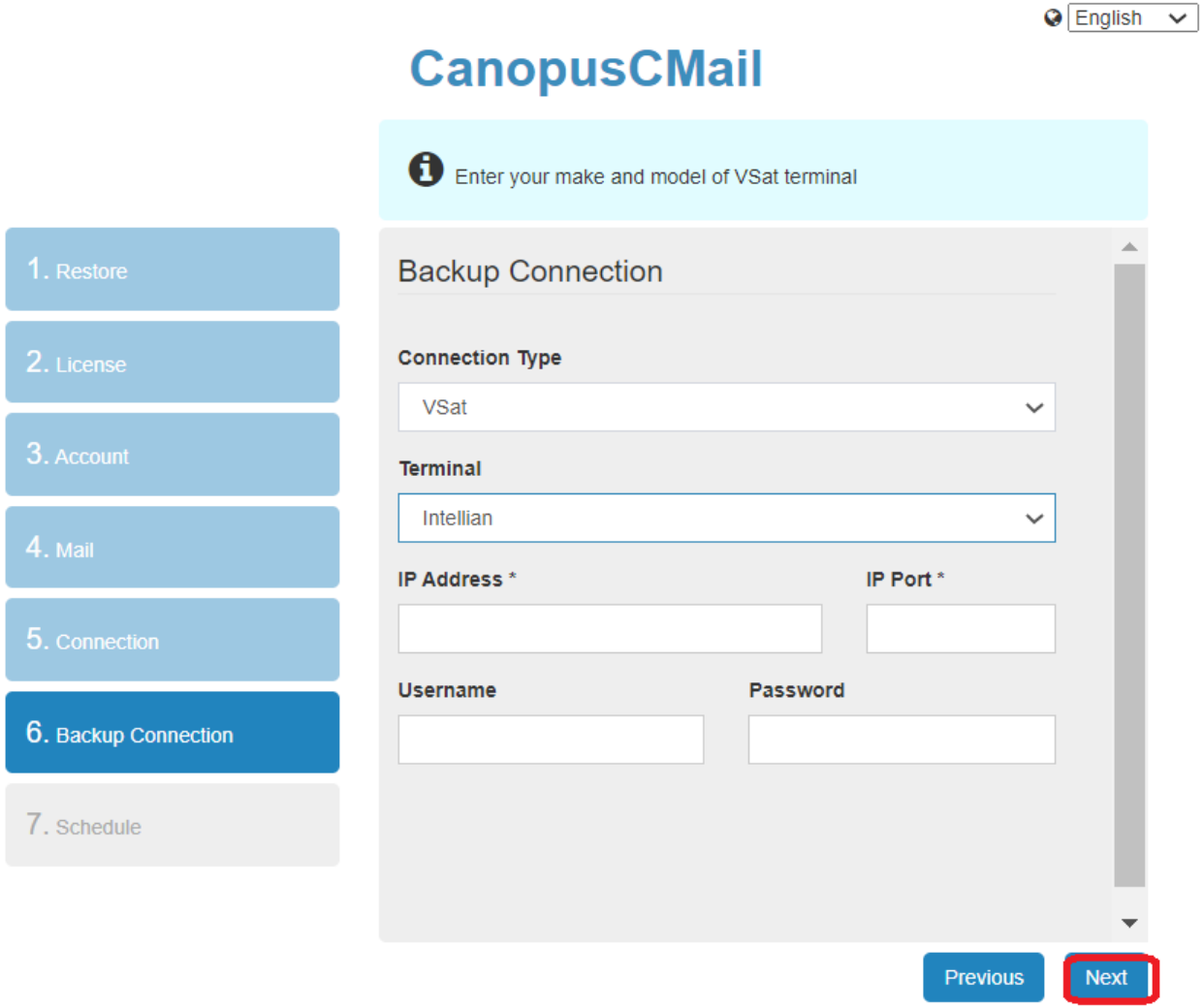


03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

STEP 7:

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

Click on **Next.**



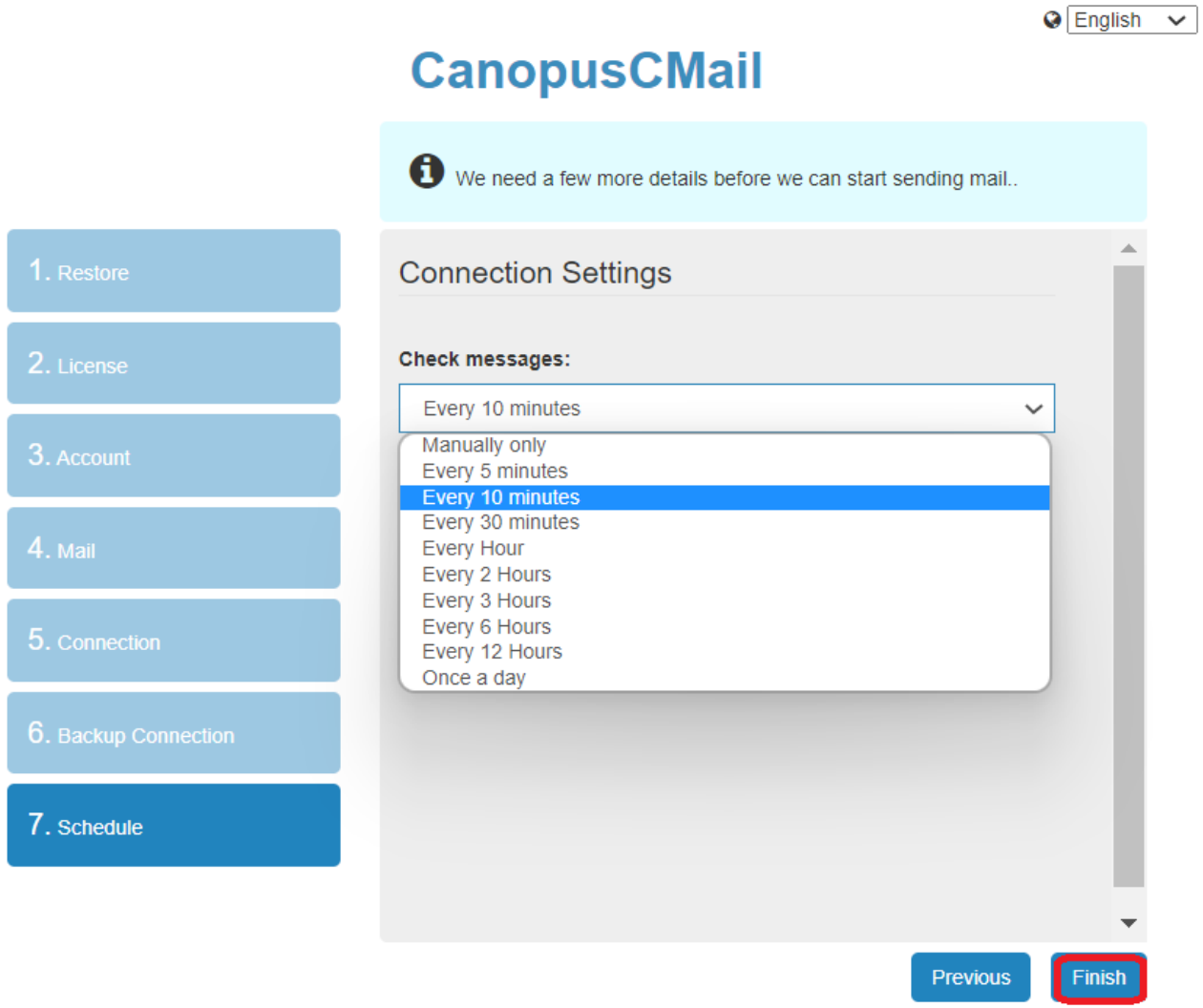
03 | SETTING FOR CANOPUS-C-MAIL ON MASTER MAIN PC

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.



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-MailSoftware.
- Canopus-C-Mail Mailbox details.
- Outlook 2019.
- Canopus-C-Mail POP3 & SMTP port numbers.

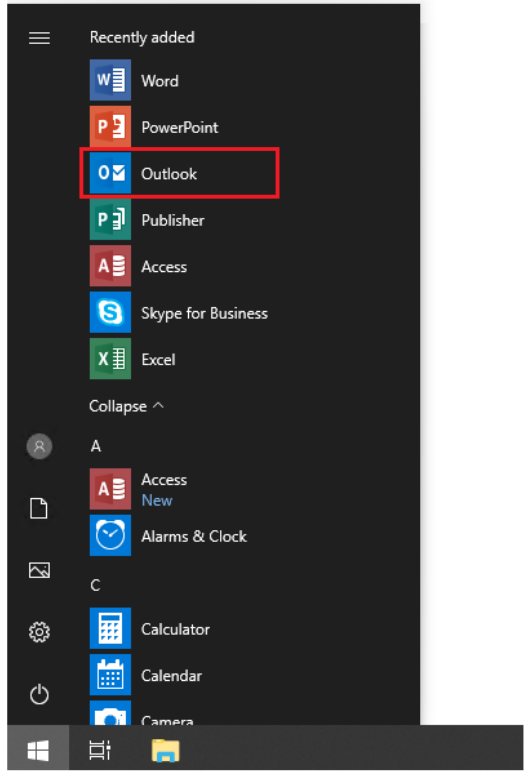
04 | CONFIGURATION OF MICROSOFT OUTLOOK

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.

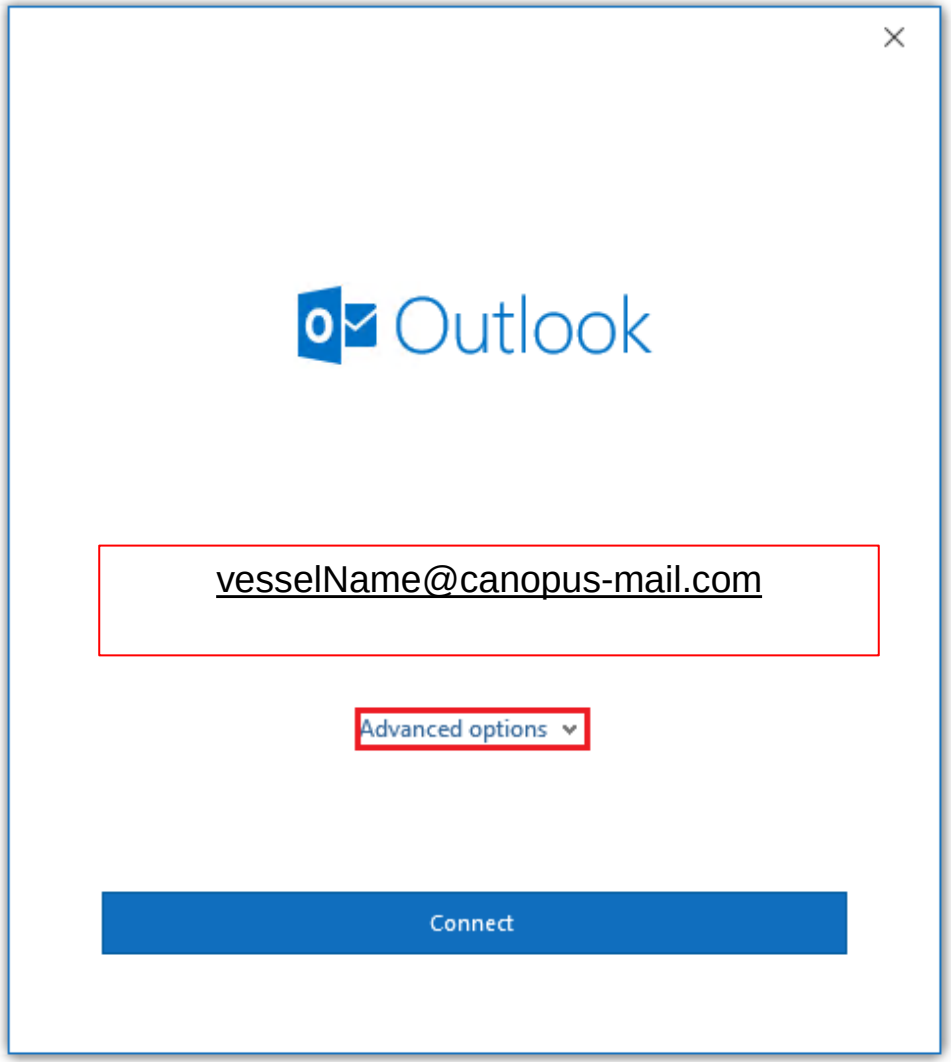


04 | CONFIGURATION OF MICROSOFT OUTLOOK

STEP 2:

On the "**Outlook**" screen enter the email address for the account that is to be configured, i.e. vessel@canopus-mail.com

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

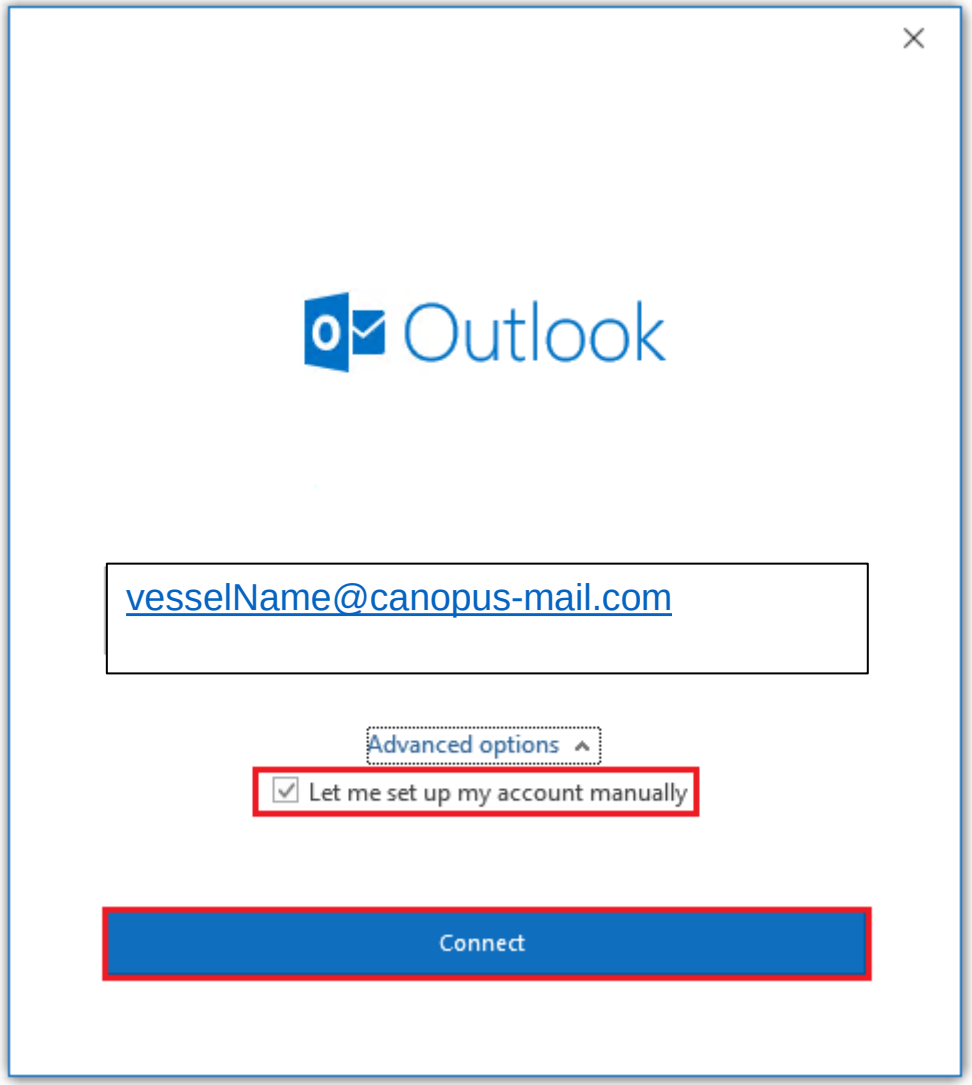


04 | CONFIGURATION OF MICROSOFT OUTLOOK

STEP 3:

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

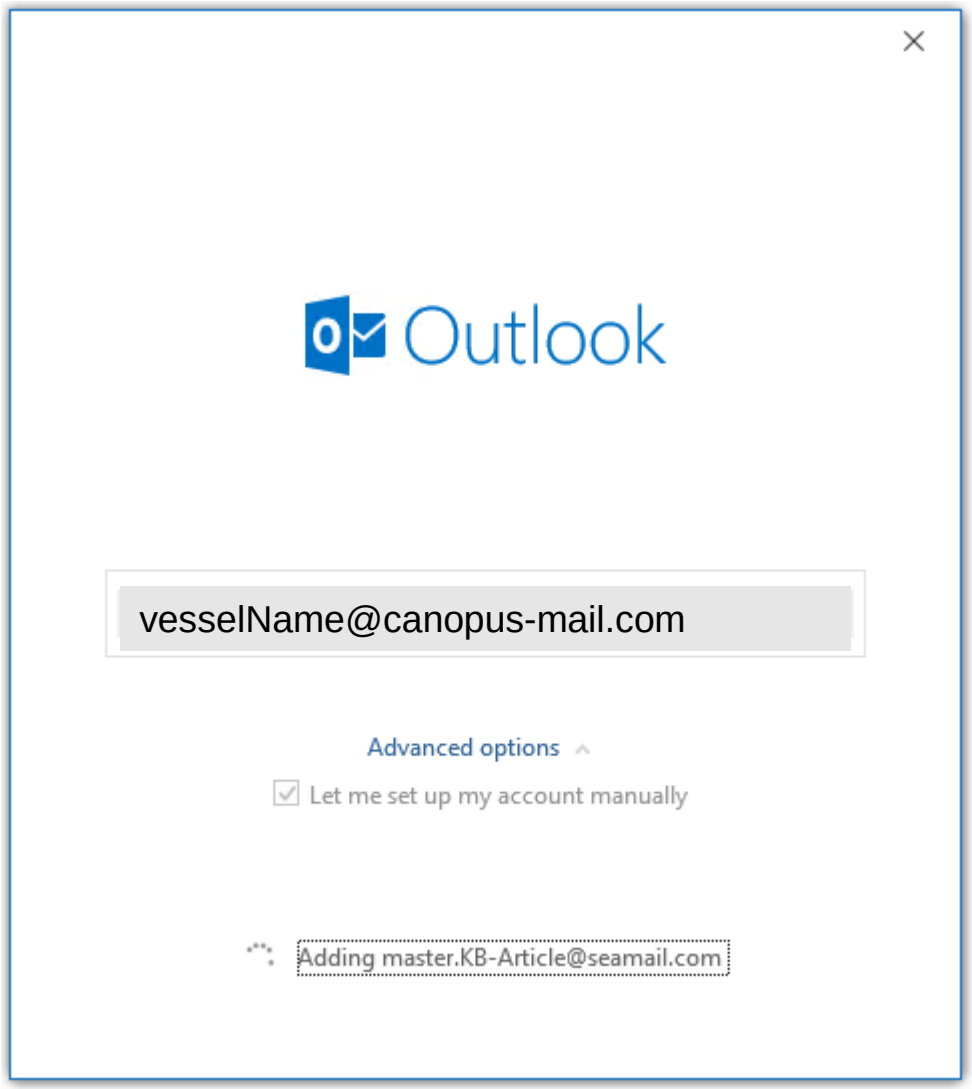
Click on **Connect.**



04 | CONFIGURATION OF MICROSOFT OUTLOOK

STEP 4:

Outlook will begin to add the address.



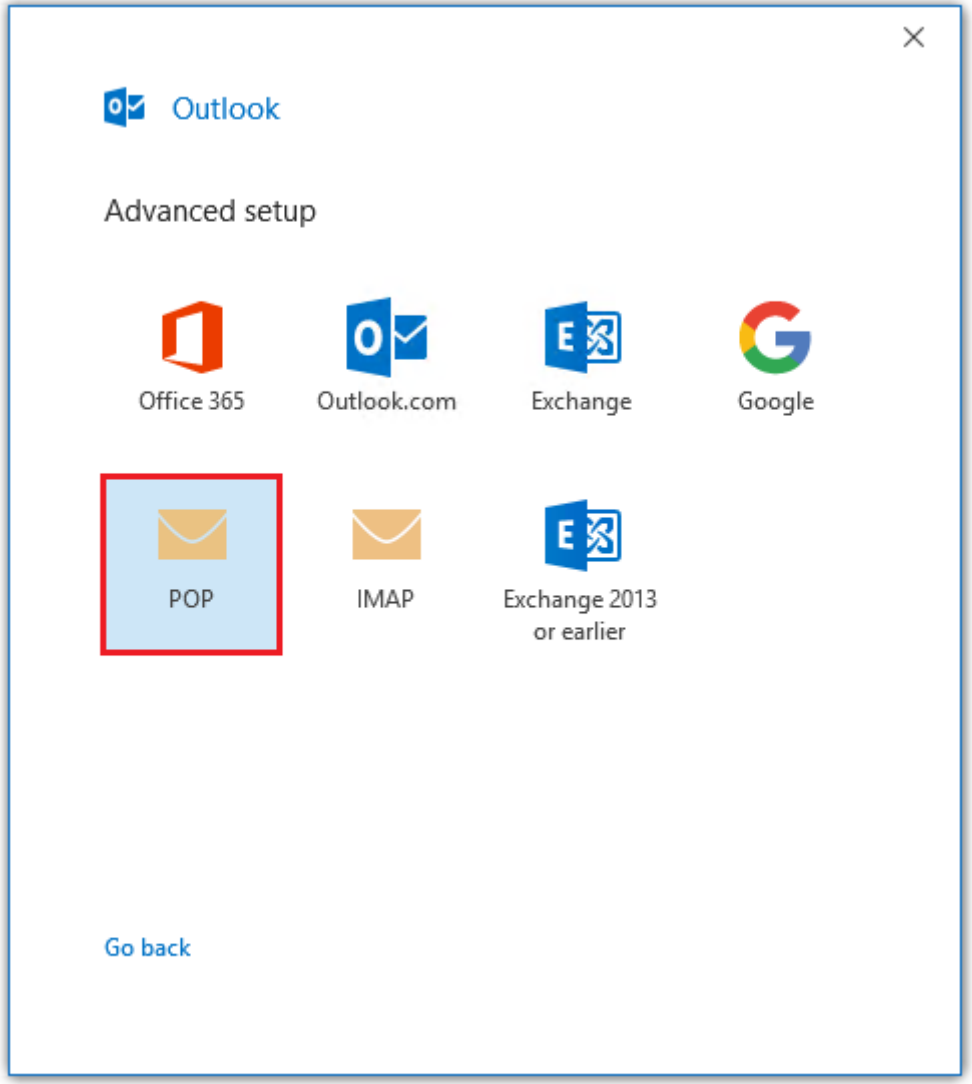
04 | CONFIGURATION OF MICROSOFT OUTLOOK

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:

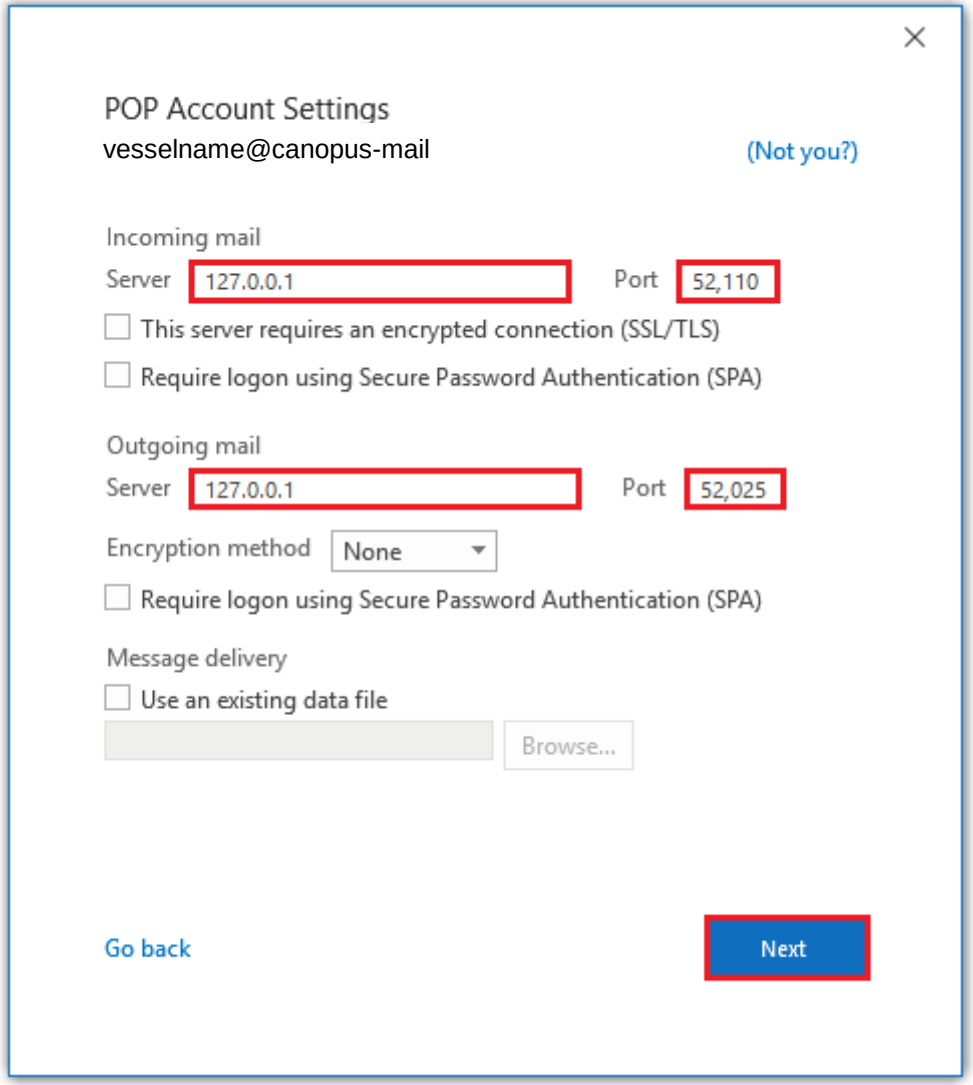
- **Incoming Mail Server Port: 52110**
- **Outgoing Mail Server Port: 52025**

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.

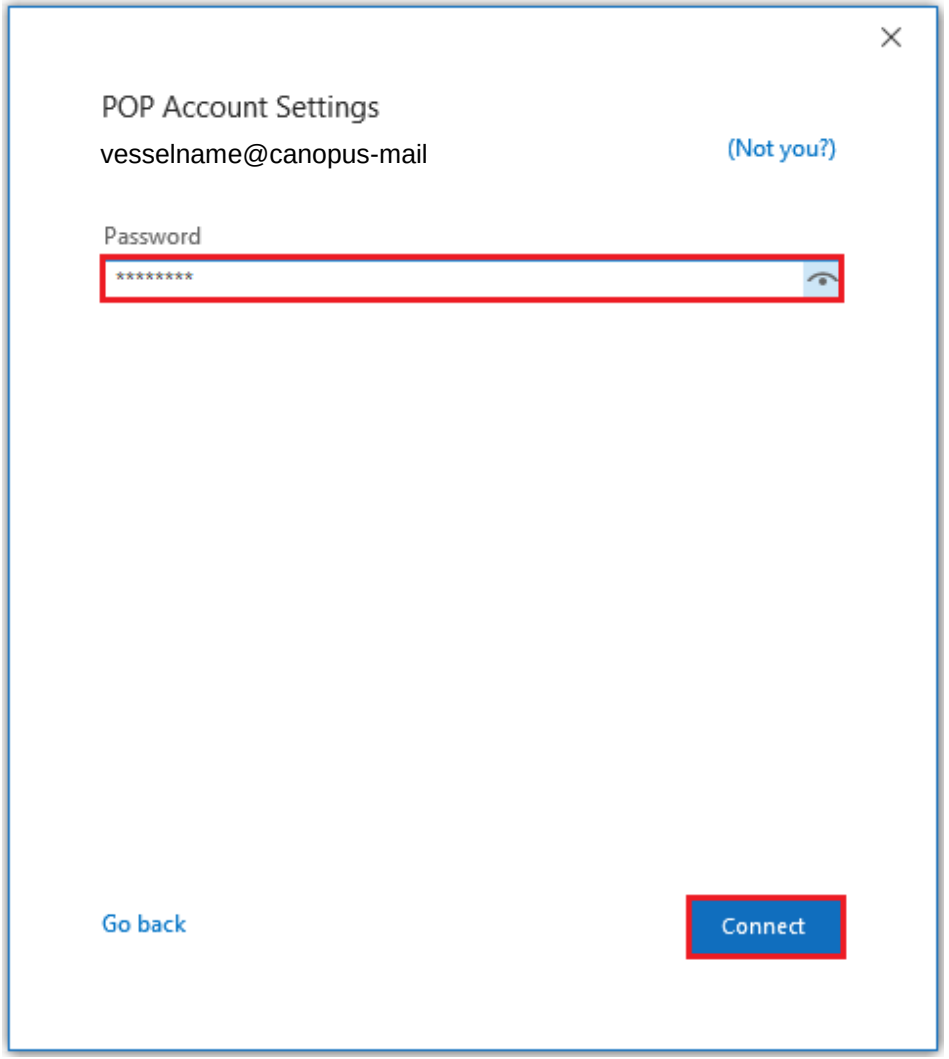


04 | CONFIGURATION OF MICROSOFT OUTLOOK

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**.



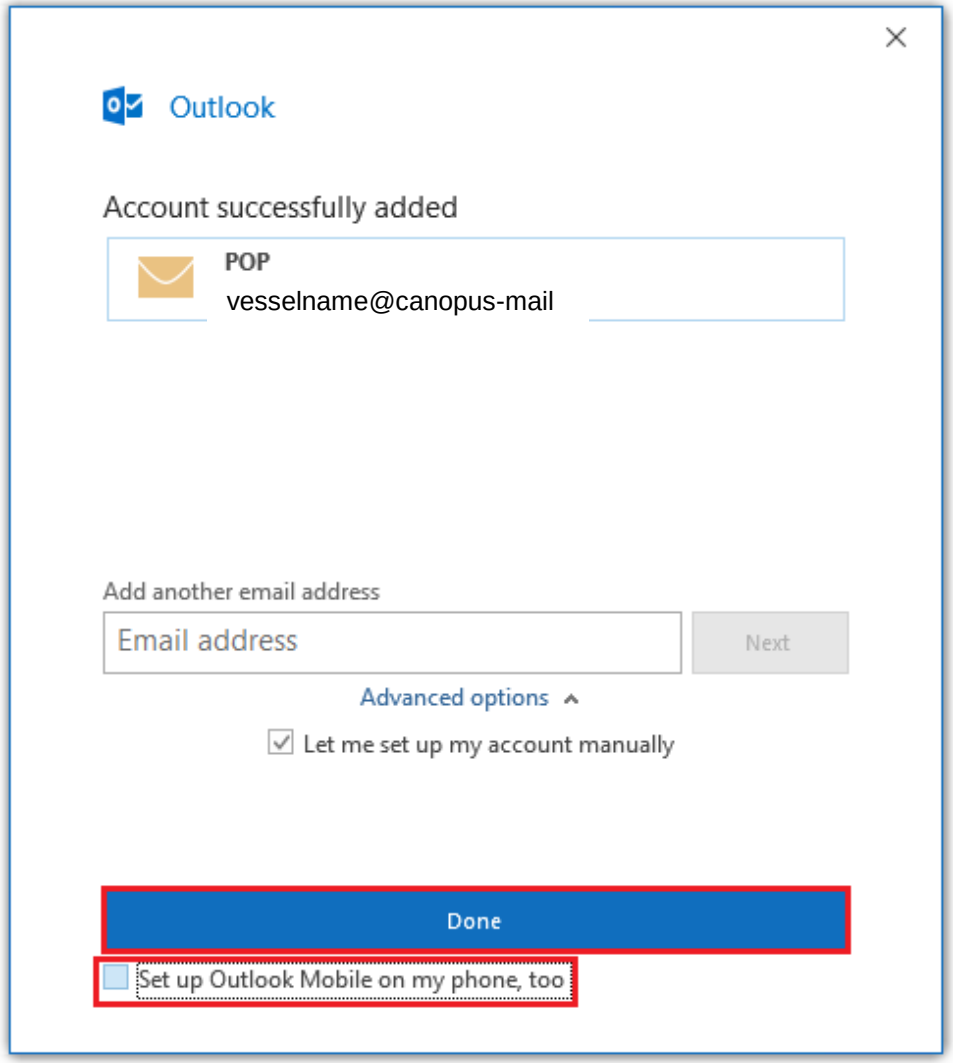
04 | CONFIGURATION OF MICROSOFT OUTLOOK

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