



Most Advanced Enterprise E-mail

Installation Steps on Desktop Clients

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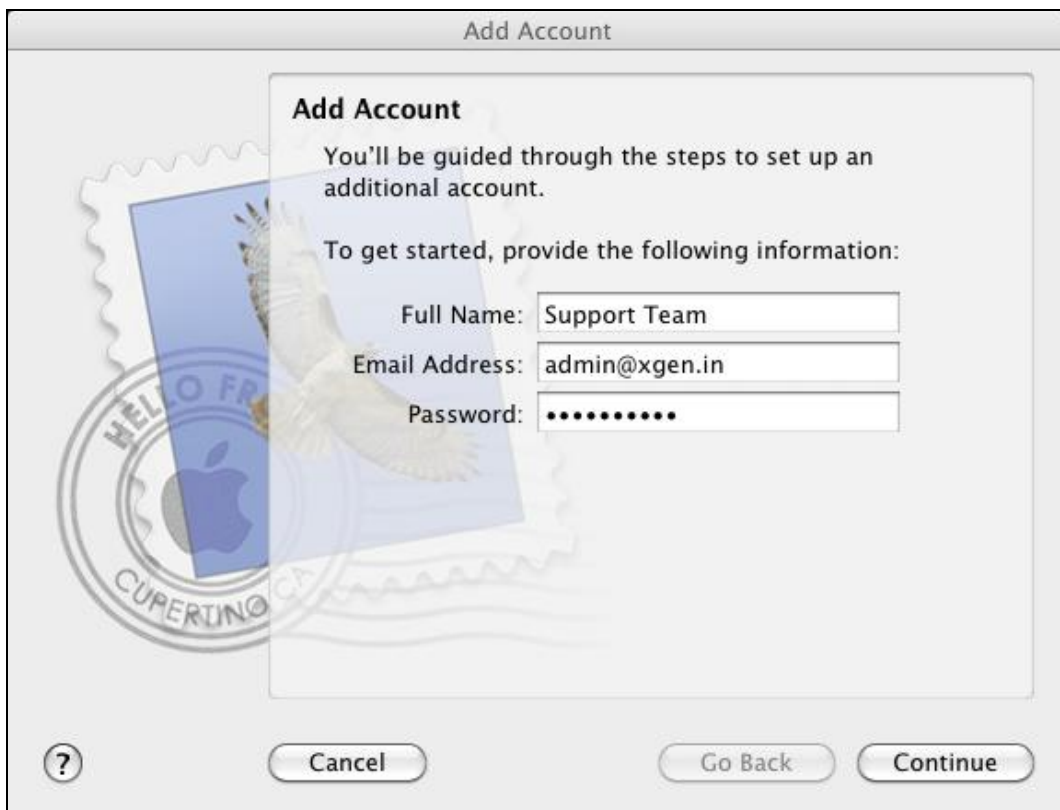
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Installation steps for Apple Mac book

Step 1: Create your email account

1. Start Mail.
2. If it is the first time you are setting up your account, a wizard will walk you through the steps. If the wizard does not appear you can open up the wizard by going to the **File** menu, then **Add Account** to launch the wizard.
3. Fill out the requested information.
 - ✓ Full Name – [Your full name or Team Name]
 - ✓ Email address – [Email address you want to configure]
 - ✓ Password – [password for your email ID]
4. Click Continue.



Step 2a: Enter Incoming Mail server details

1. Enter the following information:
 - ✓ Account Type: IMAP
 - ✓ Description: [Optional, may be left blank]
 - ✓ Incoming Mail Server: mail.xgen.in
 - ✓ User Name: [Your NetID or full Email ID]
 - ✓ Password: [Your password]
2. Click Continue.



Step 2b: Settings detection

1. In case your incoming mail server fails to detect settings, you may receive the following error screenshot.
2. Click Setup Manually.



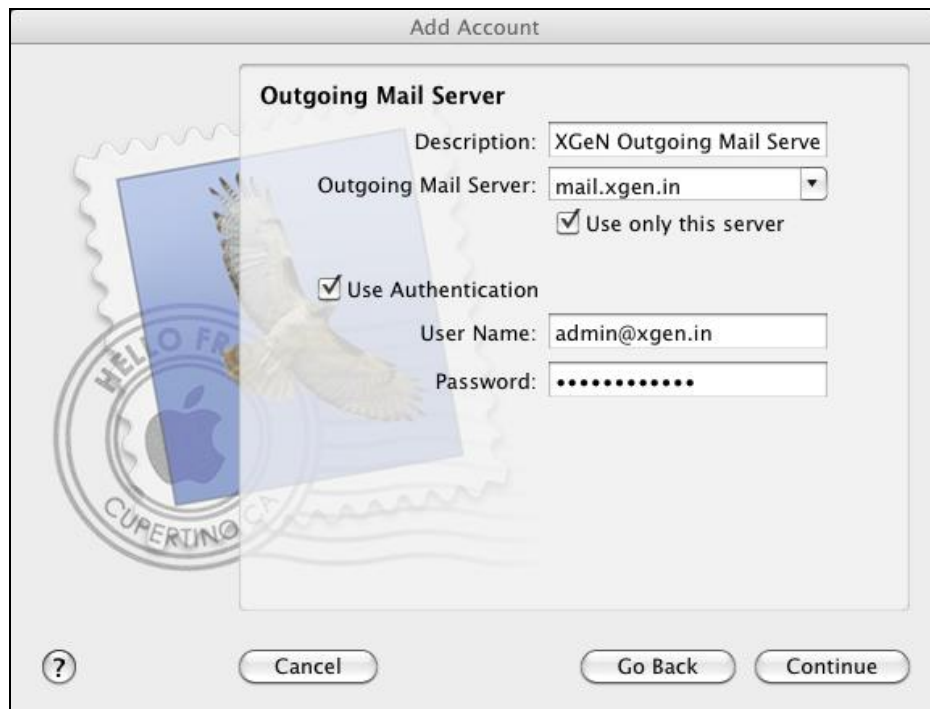
Step 2c: Enter Incoming Mail Security

1. The Incoming Mail Security window will only show up if the attempt to detect the settings fails. If you do see it, enter the following information.
 - ✓ Select Passwords for Authentication.
2. Click Continue.



Step 3: Outgoing Mail Server

1. To configure the Outgoing Mail Server, enter the following information.
 - ✓ Description: [Optional, may be left blank]
 - ✓ Outgoing Mail Server: mail.xgen.in
 - ✓ Check the "Use only this server" box
 - ✓ Check the "Use Authentication" box
 - ✓ User Name: [Your NetID or full Email ID]
 - ✓ Password: [Your Password]
2. Click Continue.



Step 4: Account Summary

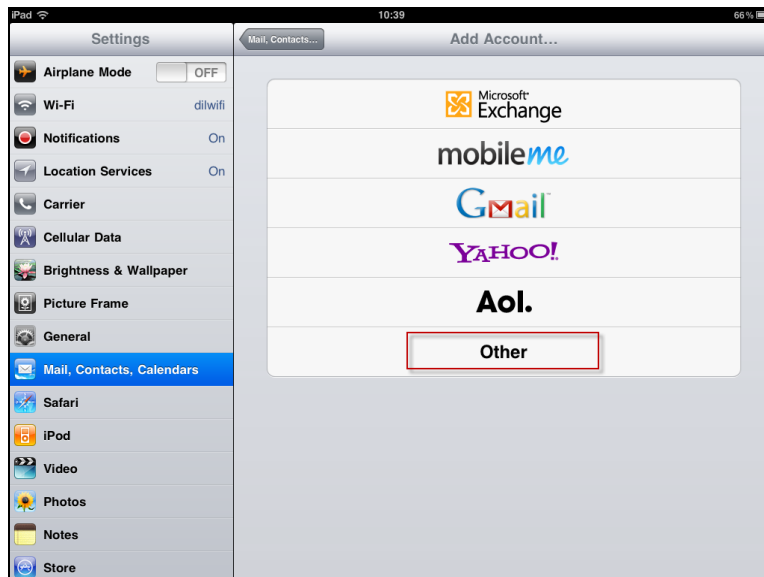
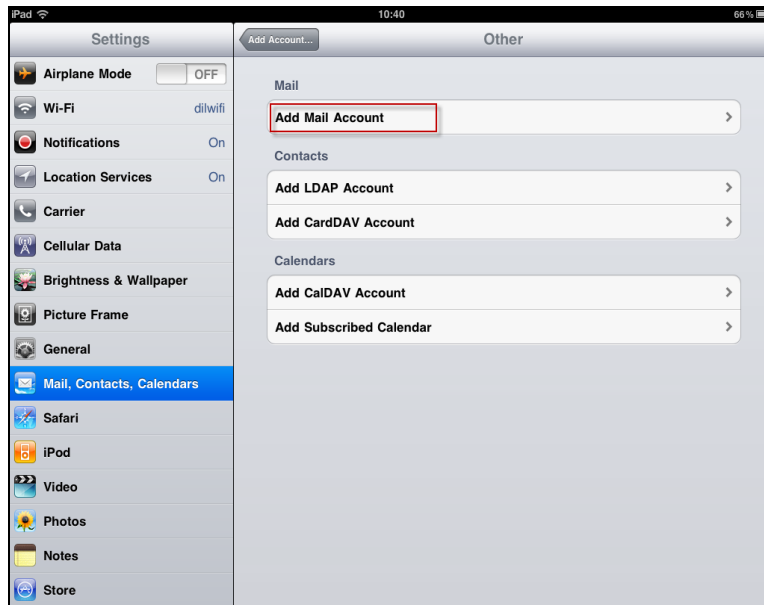
1. This section summarizes the settings that you have made. It should look like the graphic below.
2. Check the "Take account online" box to receive mail as soon as you click Create.
3. Click Create.



XGen Plus Installation steps on iPad

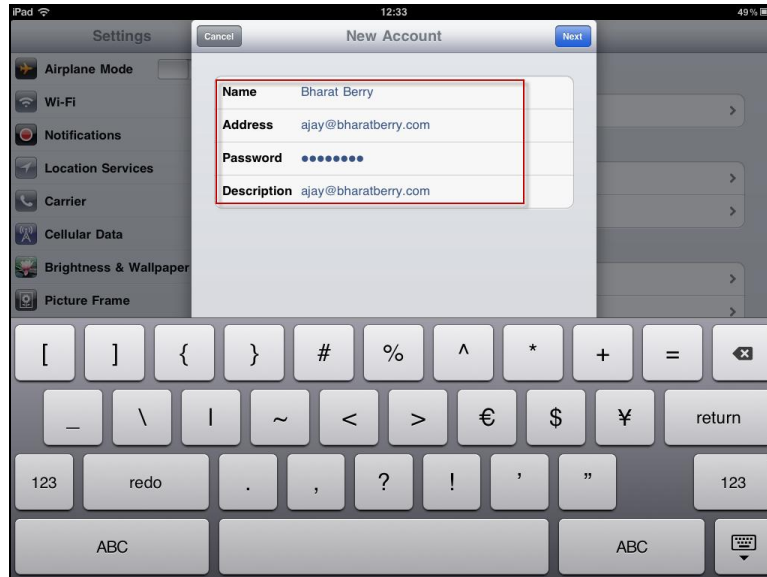
Step 1: Path for Mail Settings

1. Tap Mail, Contacts, Calendar from Settings.
2. Tap 'Add Account'.
3. Tap 'Other' from the list of email accounts.



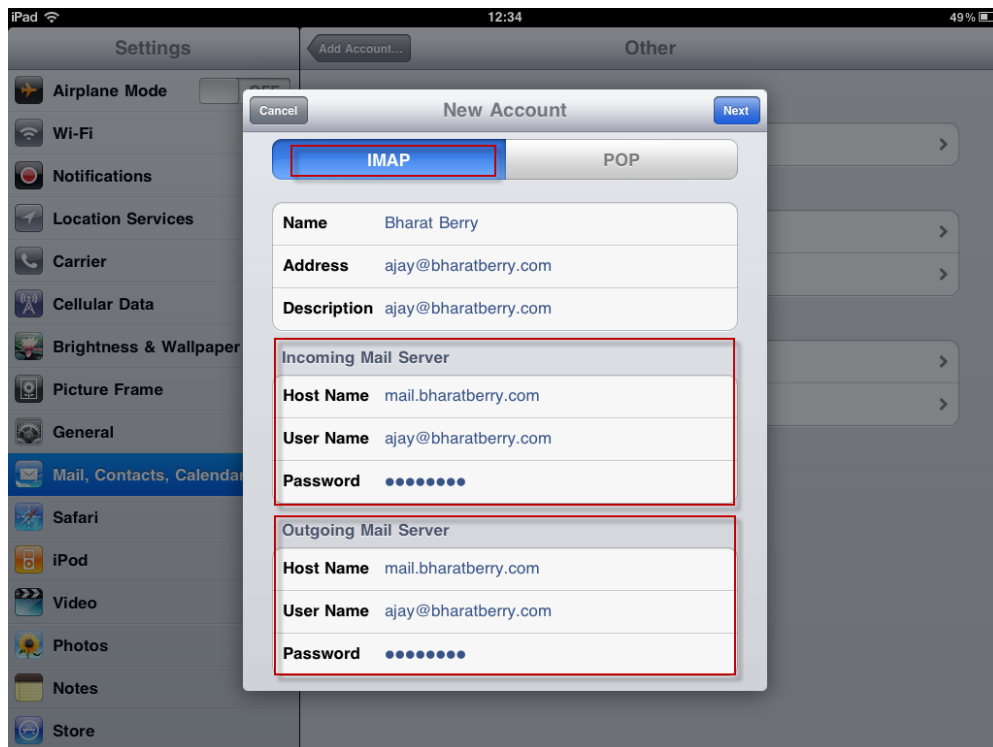
Step 2: Create Mail Account

1. Fill out the requested information.
 - ✓ Name: [Your Account Name]
 - ✓ Address: [Your email address]
 - ✓ Password: [Your email password]
 - ✓ Description: [Email Description]
2. Tap Next.



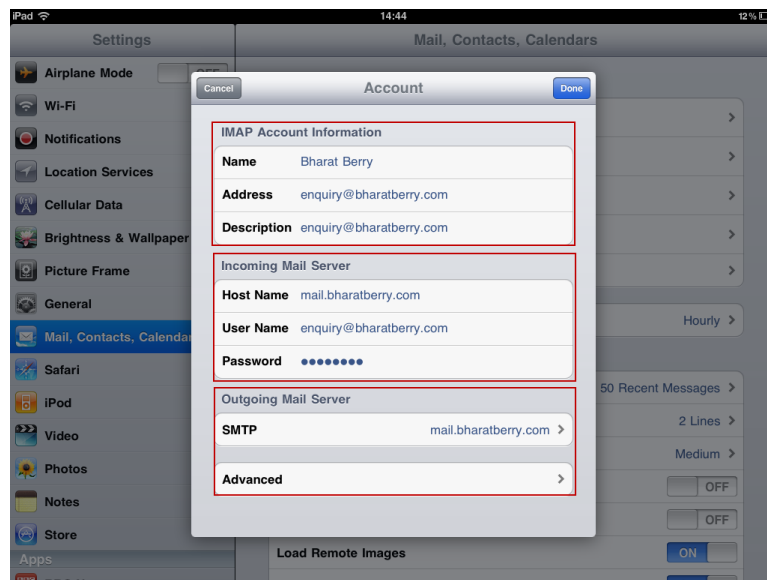
Step 3: Enter Incoming & Outgoing Mail Server Account Information

1. Tap 'IMAP' and enter following details for Incoming Mail Server.
 - ✓ Host Name: mail.xgen.in (**for XGen account**)
mail.bharatberry.com (**for Bharat Berry account**)
 - ✓ User Name: [Your Email Address]
 - ✓ Password: [Your Password]
2. Incoming Mail server will be looked up for account verification.
3. Enter following details for Incoming Mail Server.
 - ✓ Host Name: mail.xgen.in (**for XGen account**)
mail.bharatberry.com (**for Bharat Berry account**)
 - ✓ User Name: [Your Bharat Berry Email Address]
 - ✓ Password: [Your Password]
4. Outgoing Mail server will be looked up for account verification.
5. Tap Next.



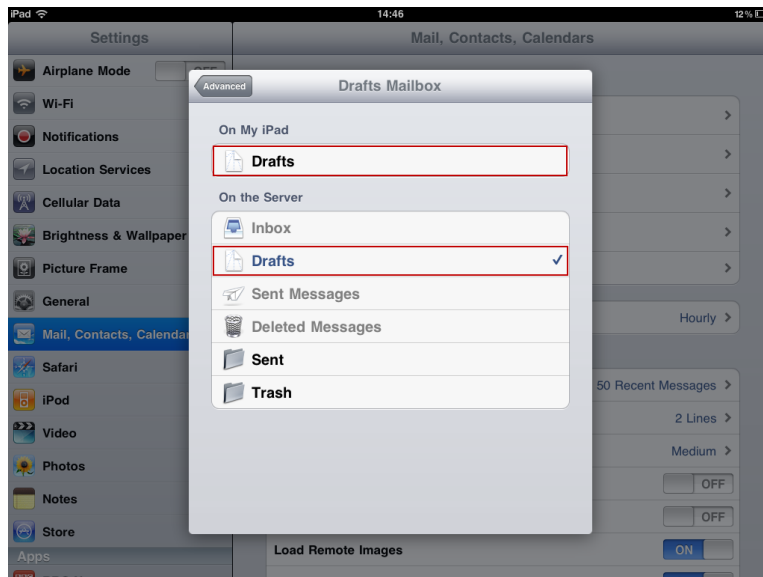
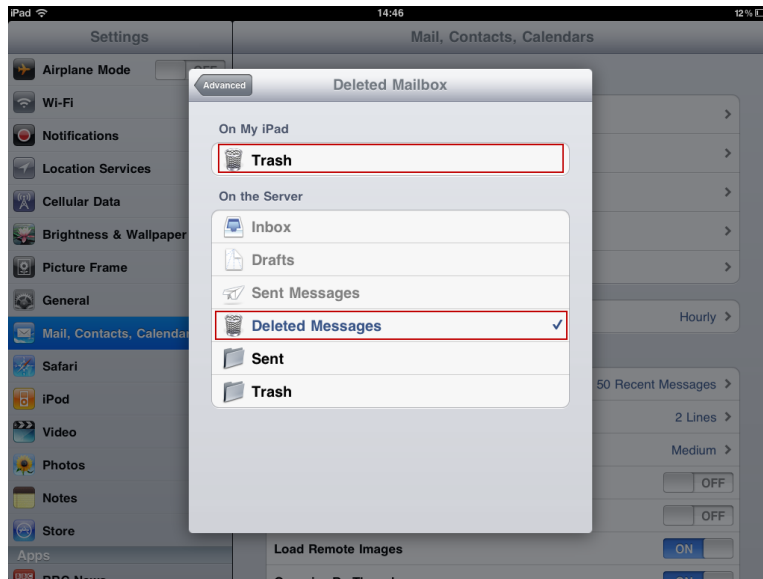
Step 4: Account Summary

1. This section summarizes the settings that you have made. It should look like the graphic below.
2. Tap 'Advanced' from Outgoing Mail Server for further settings.



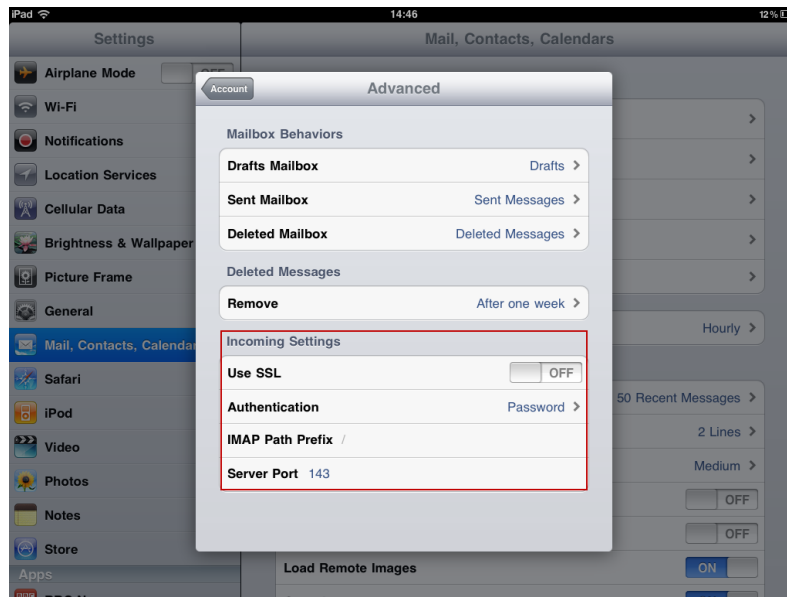
Step 5a: Advanced Settings

1. Incoming Settings:
 - ✓ Use SSL: OFF
 - ✓ Authentication: Password
2. Mailbox Behaviors:
 - ✓ Set the folders for Drafts, Sent & Deleted Mailbox as shown.



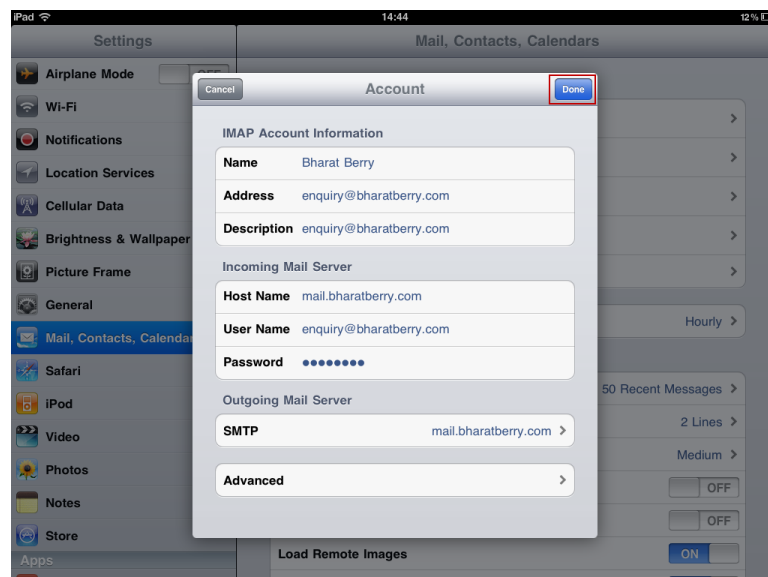
Step 5b: Advanced Settings

1. Set Incoming Settings:
 - ✓ Use SSL: OFF
 - ✓ Authentication: Password
2. Tap 'Account' once done.



Step 6: Account Summary

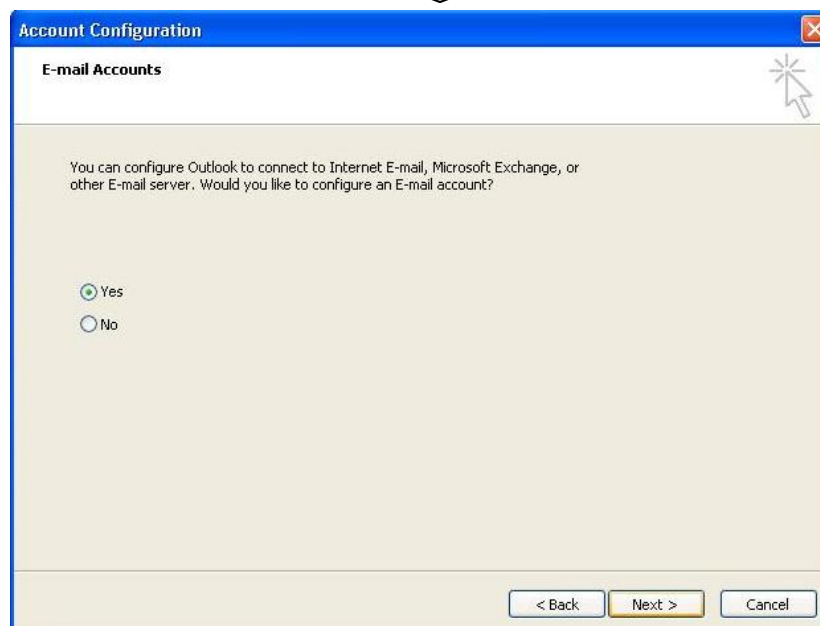
1. This section summarizes the settings that you have made. It should look like the graphic below.
2. Tap 'Done' once done. You are ready to use Bharat Berry account on your iPad.



XGen Plus Installation steps on Microsoft Outlook 2007

Step 1: Configure Outlook

1. Open MS Outlook, follow the outlook start-up wizard.



Step 2: Add New Account

1. Select checkbox – 'Manually configure server settings or additional server types'.
2. Click on Next.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

☒ Manually configure server settings or additional server types

< Back Next > Cancel

Step 3: Choose E-mail Service

1. Select 'Internet E-mail' from the given options.
2. Click on Next.

Add New E-mail Account

Choose E-mail Service

☒ **Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

☐ **Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

☐ **Other**
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

Step 4: Enter E-mail settings

1. Fill in User Information
 - ✓ Your Name: [Your Name]
 - ✓ E-mail Address: [Your e-mail address]
2. Fill in Server Information
 - ✓ Account Type: IMAP
 - ✓ Incoming Mail Server: mail.xgen.in
 - ✓ Outgoing mail server (SMTP): mail.xgen.in
3. Fill in Logon Information
 - ✓ User Name: [Your user name]
 - ✓ Password: [Your password]
4. Click on 'More Settings'.

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: admin@xgen.in

E-mail Address: admin@xgen.in

Server Information

Account Type: IMAP

Incoming mail server: mail.xgen.in

Outgoing mail server (SMTP): mail.xgen.in

Logon Information

User Name: admin@xgen.in

Password: *****

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

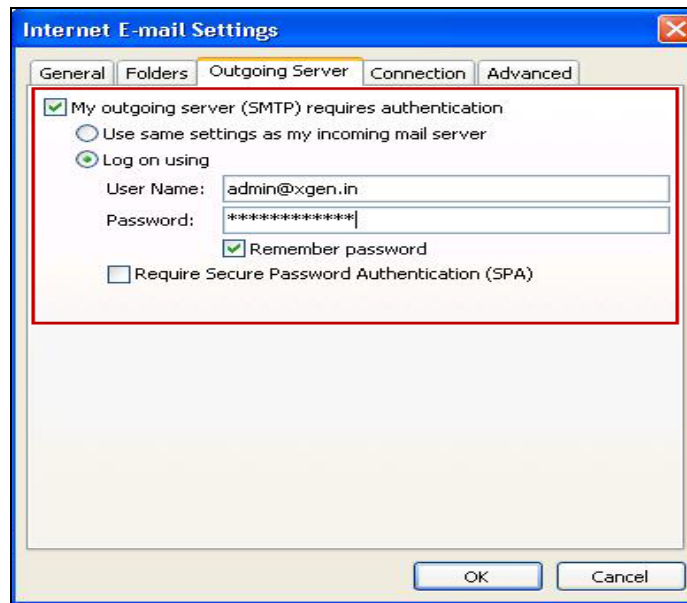
Test Account Settings ...

More Settings ...

< Back Next > Cancel

Step 5: Advanced Settings

1. Click on 'Outgoing Server' tab. Select 'My outgoing server (SMTP) requires authentication' checkbox, 'Log on using' radio-button and fill the following information.
 - ✓ User Name: [Your Name]
 - ✓ Password: [Your e-mail address]
2. Check 'Remember password' checkbox.
3. Click on OK.



Step 6: Confirm Settings

1. Click on Next.



Step 7: Complete Settings

1. Click on Finish.
2. You are now ready to use MS Outlook for XGen account.

