HCHC Email Setup Guide

1. General Email Settings

These settings apply for Outlook, Apple Mail, and other email apps.

• Email address: yourname@hchomeschooling.org

• Username: your full email address

• Password: your email password (provided by admin)

• Incoming server (IMAP): imap.dreamhost.com (Port: 993, SSL/TLS)

• Outgoing server (SMTP): smtp.dreamhost.com (Port: 465 or 587, SSL/TLS)

• Authentication required: Yes (same as incoming username & password)

2. Webmail (Quick Access)

• Go to https://webmail.dreamhost.com in your browser

• Enter your full email address and password

• Click Login and you're in!

3. Outlook Setup

• Open Outlook → File → Add Account

• Enter your email (yourname@hchomeschooling.org)

• Choose IMAP when asked

• Enter the DreamHost IMAP & SMTP server details

• Save - Outlook will test the connection → Done

4. Apple Mail Setup

Mac:

• On Mac: Mail → Add Account → Other Mail Account

• Enter name, email, and password

• Choose IMAP and enter DreamHost server details

• Save to finish setup

iPhone/iPad:

• On iPhone/iPad: Settings → Mail → Accounts → Add Account → Other

• Select Add Mail Account and enter name, email, password

• Incoming Mail Server: imap.dreamhost.com

• Outgoing Mail Server: smtp.dreamhost.com

• Save - Mail app will verify settings

5. Troubleshooting

• If login fails, ensure you use the FULL email address as the username

• If sending fails: check SMTP port 465 or 587 and SSL/TLS are enabled

• Confirm credentials by logging into webmail first