



Oxford House, Inc.  
1010 Wayne Ave, Suite 300  
Silver Spring, MD 20910

Dear Oxford House President and Members,

Oxford House Inc. has long been interested in helping each of our houses across the country to become connected in a uniformed way with World Services and with each other. We have worked out a system of uniformed email addresses for all the houses within the United States.

Checking your house email is easy. Just visit **www.oxfordhouse.us** and click “check house email” at the top of the page. Enter your house email and password. Your houses new email address is **housename@oxfordhouse.us** For example; the Essen Houses email is **essen@oxfordhouse.us** Your Password is: **oxfordhouse**

I am very excited about the prospect of sharing information with our houses more quickly and easily and enabling Houses, Chapters and State Associations to share information with each other easily as well. This system will be a great asset in helping to bring us all together. The enclosed information will help you access and work within the new e-mail system.

Paul Molloy

# Email Setup Guide



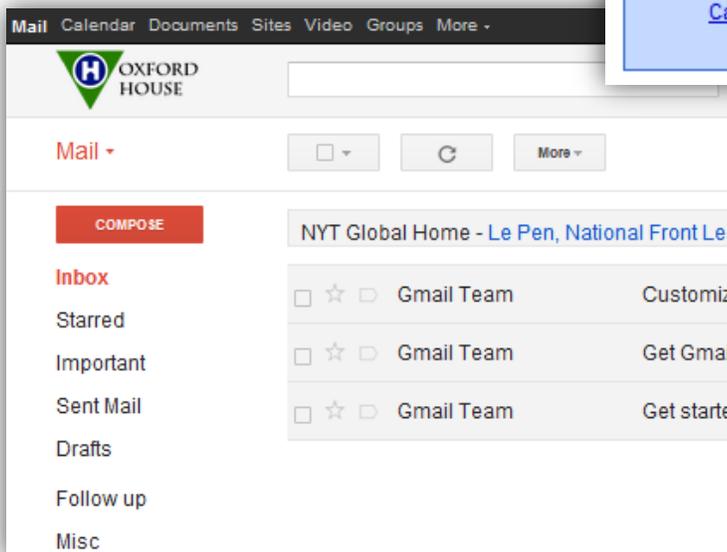
## Here we will show you how to access and setup your email:

- ✓ Access your account through the Web.
- ✓ Setting up your POP account
- ✓ Accessing your account with your smart phone.

## Accessing your account using a web browser

If you have used Gmail in the past, your new email will look familiar since we are using Google Apps.

- Open any Web Browser and goto <http://mail.oxfordhouse.us>
- Type in your user name \_\_\_\_\_ and password. **OXfordH0use**
- You will be greeted with some legalese information and acceptance of use
- Click on "I accept"
- You will be taken to your inbox



**Please change your password right away and keep it safe.** If you ever lose your password, one of the administrators can help you change it. Email [tony@oxfordhouse.us](mailto:tony@oxfordhouse.us) if you don't know who your state administrator is

Setup your POP Client such as Microsoft Outlook

Incoming mail server:

**pop.gmail.com**

outgoing mail server:

**smtp.gmail.com**

*your username is your full email address*

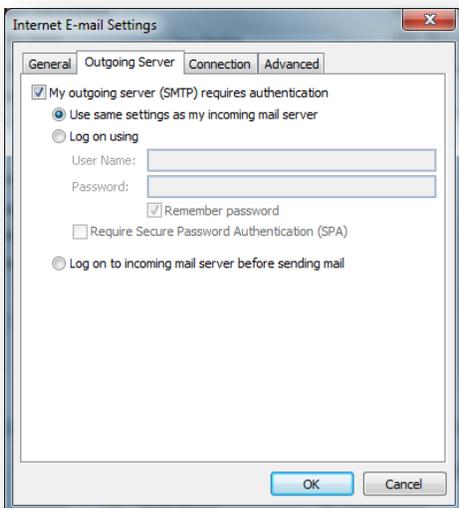
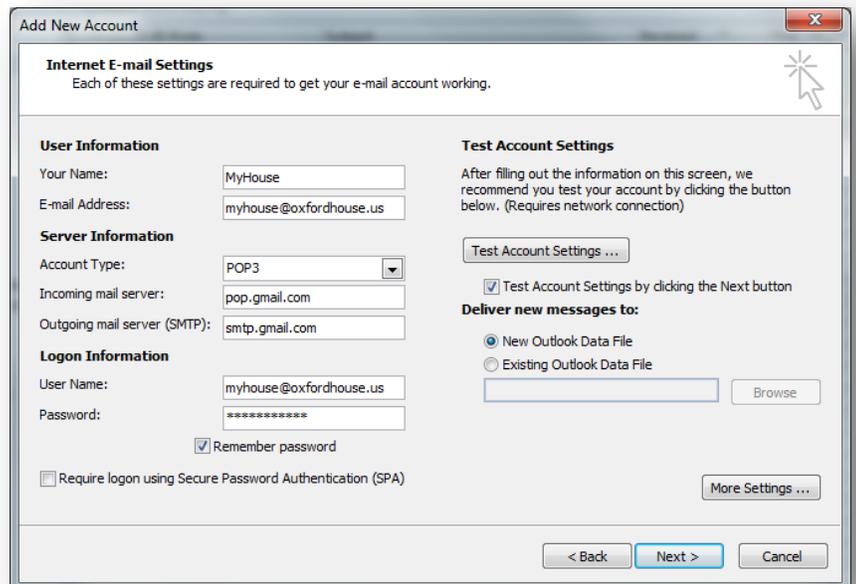
**Dunbar@oxfordhouse.us**

*your Password is*

**OXfordH0use**

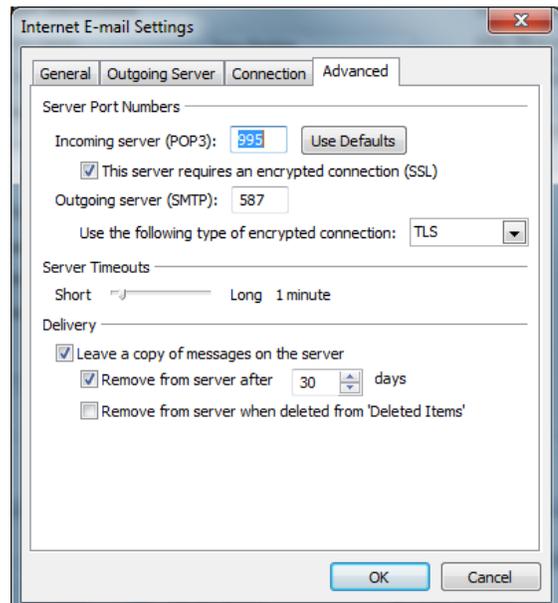
In the More Settings you will need to include the following information

in outgoing server check "My outgoing server (SMTP) requires authentication and use same settings as my incoming server



### In the advance tab

Incoming server (POP) is 995  
check this server requires SSL  
outgoing server (SMTP) is 587  
Encrypted connection is TLS



Always leave a copy on the server. You may never know when you have a hard drive crash potentially lose all your emails. Google gives us 25GB of email storage. There is plenty of room for years of house emails.

## Setup your Android ( use the same information for other smart phones )

To configure the 'Email' app on an Android device for access to Google Apps email, just follow the steps below:

On your phone, press < Home >, then open the Email application.

On the 'Your accounts' page, select Next to get started with setup.

Enter your full oxfordhouse.us email address and password, then select Next.

Select IMAP account and then select Next.

On the 'Incoming server settings' page, some fields may be pre-populated. Make sure to change the following:

- For 'Username,' enter your full oxfordhouse.us email address Dunbar@oxfordhouse.us
- For 'IMAP server,' enter 'imap.gmail.com'
- For 'Port,' enter '993'
- For 'Security type,' select 'SSL2 (always)'

Select Next.

- On the 'Outgoing server settings' page, some fields may be pre-populated. Make sure to change the following:
  - For 'SMTP3 server' enter 'smtp.gmail.com'
  - For 'Port,' enter '465'
  - For 'Security type,' select 'SSL (always)'

Select Next and continue through the setup options.

You can verify your settings from the Inbox view by tapping < Menu > > Account settings.

### **Incoming settings**

IMAP server: imap.gmail.com

Port: 993

Security type: SSL (always)

### **Outgoing settings**

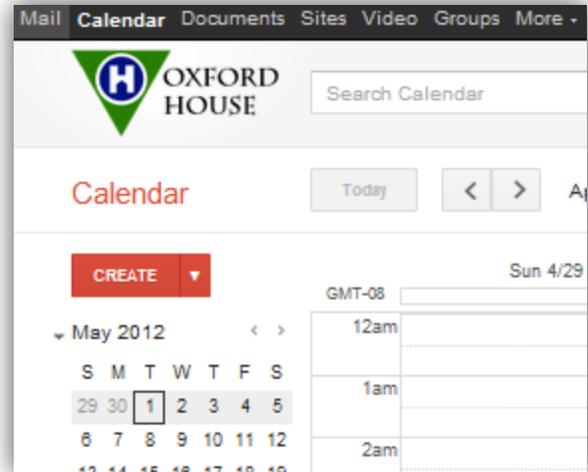
SMTP server: smtp.gmail.com

Port: 465

Security type: SSL (always)

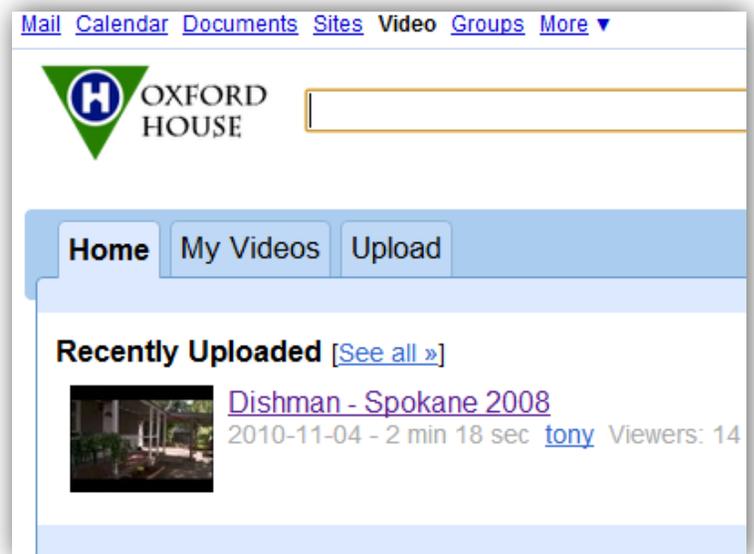
# More than just Email

**calendar.oxfordhouse.us** - View, share and create calendars for users and groups



**sites.oxfordhouse.us** – Create a web site for your house and share it with everyone on oxfordhouse.us and the world.

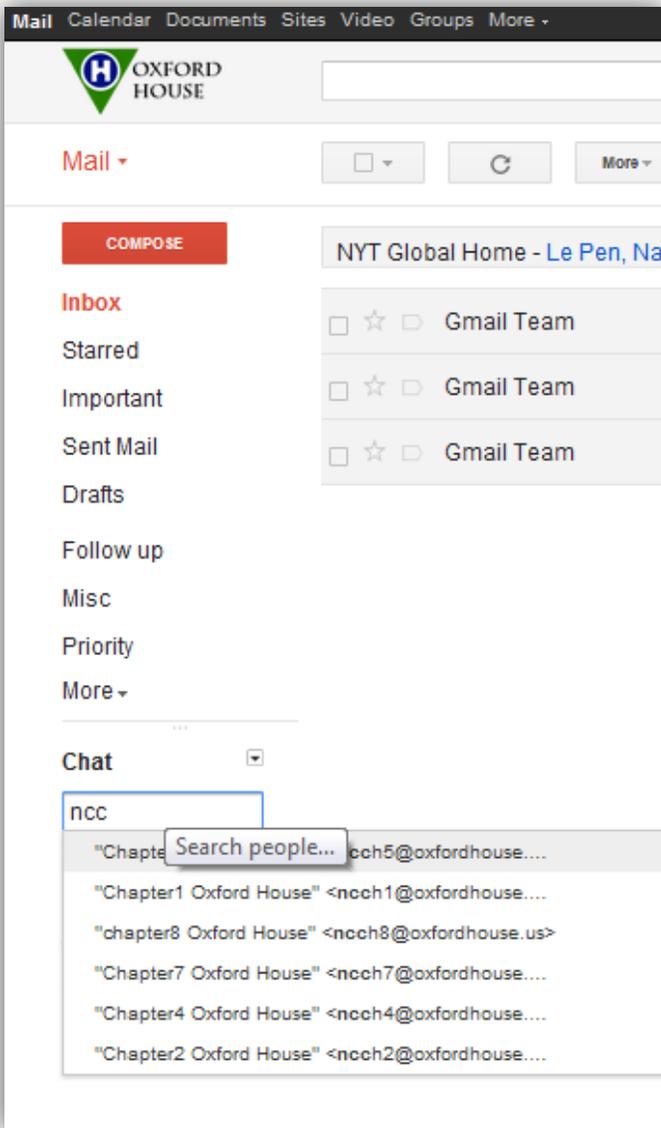
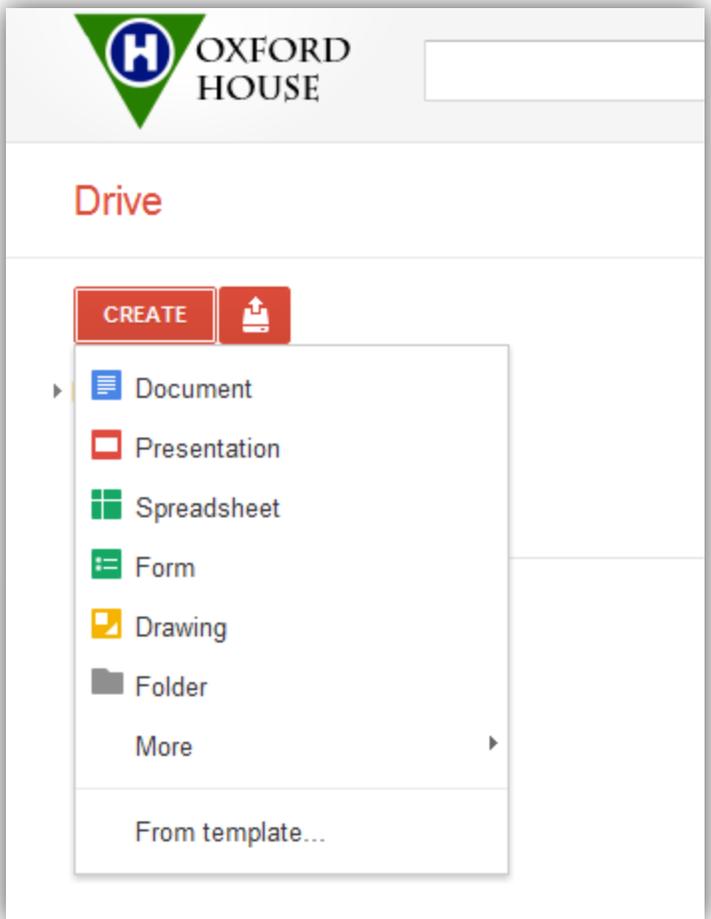
**video.oxfordhouse.us** – upload and share your videos with everyone on oxfordhouse.us



### Google Docs is now "Google Drive"

Get 5GB of Cloud Storage space. With google drive a folder on your computer becomes synced with your google drive and you will forever get your files no matter where you are

**docs.oxfordhouse.us** – create, upload and share your Oxford House documents. Google Docs is more than word processing and spreadsheets.



### Chat

You can download Google Chat or run it right from your email.

Just type the first few letters of the houses email address and quickly add them to you chat.

