



Setting Up Your Business Email

Prepared by **Leaders Leaving Legacies®** · Updated September 23, 2026

Your settings

Every phone and computer uses the same two servers; only your full email address and password are unique to you. You'll find both in the separate email we sent you.

Setting	Enter this
Full email address	Sent to you in a separate email
Username (incoming and outgoing)	Your full email address
Password	Included in that same email
Account type	IMAP (not POP)
Incoming server	mail.mailconfig.net
Incoming port	993, with SSL/TLS
Outgoing server (SMTP)	mail.mailconfig.net
Outgoing port	465, with SSL/TLS (or 587, with STARTTLS)
Outgoing server requires sign-in	Yes, with the same username and password
Email in a web browser	leadersleavinglegacies.com/webmail

Before you begin

Three habits prevent nearly every setup problem.

- 1. Choose "Other" or "IMAP" when asked for your provider.** Never choose Outlook.com, Microsoft 365, Exchange, or Google. Your mailbox is hosted through Leaders Leaving Legacies, so those options lead to the wrong sign-in page.
- 2. Type mail.mailconfig.net exactly for both servers.** Do not substitute your own website address.
- 3. Always fill in the outgoing username and password,** even where your device labels them "Optional." Without them, you can receive email but not send it.

iPhone or iPad (Mail app)

Setup takes about five minutes; these steps match iOS 26.

1. Open **Settings**, tap **Apps**, tap **Mail**, then tap **Mail Accounts**.
2. Tap **Add Account**, enter your full email address, and tap **Next**.
3. Tap **Add Other Account...**, then **Mail Account**. On older iPhones, tap **Other**, then **Add Mail Account**.
4. Enter your name as recipients should see it, your password, and a description such as "Work email." Tap **Next**.
5. If Mail finds your settings on its own, tap **Done** and skip to Confirm it works. Otherwise, choose **IMAP** at the top of the screen.
6. Under **Incoming Mail Server**, enter host name **mail.mailconfig.net**, your full email address as the user name, and your password.
7. Under **Outgoing Mail Server**, enter the same host name, user name, and password, even though they say "Optional."
8. Tap **Next**, wait for verification, leave **Mail** switched on, and tap **Save**.

Android (Gmail app)

The Gmail app works with any email address; choosing **Other** connects it to your business mailbox, not to a Google account.

1. Open **Gmail**, tap your profile picture (top right), and tap **Add another account**.
2. Tap **Other**, enter your full email address, and tap **Manual setup**.
3. Choose **Personal (IMAP)**, tap **Next**, enter your password, and tap **Next**.
4. On **Incoming server settings**, enter your full email address as the username, your password, and server **mail.mailconfig.net**. If port and security fields appear, use **993** and **SSL/TLS**. Tap **Next**.
5. On **Outgoing server settings**, keep **Require sign-in** on. Enter the same username and password, server **mail.mailconfig.net**, port **465**, and **SSL/TLS**. Tap **Next**.
6. Choose your sync options, enter your name as recipients should see it, and tap **Next** to finish.

Other Android mail apps, such as Samsung Email, follow the same pattern: choose Other or Manual setup, then IMAP, then the settings above.

Outlook app on your phone

The Outlook app works on iPhone and Android; the key is choosing IMAP instead of letting it assume a Microsoft account.

1. Open **Outlook**. For a first account, tap **Add Account**. Otherwise, tap your profile picture, tap the **gear icon**, then **Add Mail Account** and **Add Email Account**.
2. Enter your full email address and tap **Continue**.
3. When it appears, tap **Set up account manually** (or **Not a ... account**), then choose **IMAP**.
4. Turn on **Advanced settings**. Under **IMAP Incoming Mail Server**, enter **mail.mailconfig.net**, port **993**, **SSL/TLS**, your full email address, and your password.
5. Under **SMTP Outgoing Mail Server**, enter **mail.mailconfig.net**, port **465**, **SSL/TLS**, and the same username and password.
6. Tap the **check mark** or **Sign in** to finish.

If there is no separate port box, type the port after a colon, such as **mail.mailconfig.net:993**.

Windows PC: new Outlook

New Outlook has no **File** tab in the top-left corner; if you see **File**, use the classic Outlook steps below instead.

1. Select the **gear icon** (top right), then **Accounts, Email accounts**, and **Add account**. On first launch, this screen appears on its own.
2. Enter your full email address and select **Continue**. If Outlook suggests a different account, clear it and type your full email address.
3. If a Microsoft sign-in page opens, close it; your mailbox is not a Microsoft account. Choose **IMAP** from the list of email providers, scrolling or selecting **Advanced setup** if needed.
4. Enter your password, then select **Show more**.
5. Enter the incoming server **mail.mailconfig.net**, port **993**, **SSL/TLS**. Enter your full email address and password for SMTP, then outgoing server **mail.mailconfig.net**, port **465**, **SSL/TLS**. Select **Continue**.
6. When Outlook asks to sync your email with the Microsoft Cloud, select **Continue**. Outlook requires this step.
7. Follow the remaining prompts to finish.

If new Outlook cannot finish adding the account, use classic Outlook below, or contact us and we can set it up remotely.

Windows PC: classic Outlook

Classic Outlook connects straight to your mailbox and is the reliable choice if new Outlook gives you trouble.

1. Select **File**, then **Add Account**.
2. Enter your full email address, select **Advanced options**, check **Let me set up my account manually**, and select **Connect**.
3. Choose **IMAP**.
4. Under **Incoming mail**, enter server **mail.mailconfig.net**, port **993**, encryption method **SSL/TLS**.
5. Under **Outgoing mail**, enter server **mail.mailconfig.net**, port **465**, encryption method **SSL/TLS**. Select **Next**.
6. Enter your password, select **Connect**, then select **Done**.

Confirm it works

A two-minute test proves each device can both send and receive.

1. From your phone, send a short message to contact@leadersleavinglegacies.com. Then send another from your computer.
2. We will reply to both.
3. When both replies appear on your phone and your computer, setup is complete.

Quick fixes

Most problems trace back to one of these six causes.

If this happens	Try this
You receive email but cannot send	Fill in the outgoing username and password. Use port 465 with SSL/TLS, or 587 with STARTTLS; never mix the two.
"Cannot verify server identity" or a certificate warning	Check that both servers read exactly mail.mailconfig.net, then try again.
Outlook opens a Microsoft sign-in page	Close it and choose IMAP; your mailbox is not a Microsoft account.
Email disappears from one device after you read it on another	The account was added as POP. Remove it and add it again as IMAP.
Your password is rejected	Passwords are case-sensitive. Test yours by signing in at leadersleavinglegacies.com/webmail .
You changed your password	Update it on every phone and computer, for both incoming and outgoing servers.

Questions? Website customers can submit a request at leadersleavinglegacies.com/service-request-form (sign in first), or contact Leaders Leaving Legacies® at 262-389-7557 or contact@leadersleavinglegacies.com. We are glad to set it up with you.