Email Services

How to use the nyd.nyc email service

- For Users
- For Administrators

For Users

Your very own @nyd.nyc mailbox!

If you're a New York Dangerous area lead, or have any kind of responsibility that requires you to use email a lot, and you do not want to mix New York Dangerous emails with your other emails, then you've come to the right place!

A New York Dangerous admin can set you up with your user@nyd.nyc mailbox.

How do I request a mailbox?

Please do this in our Discord server: https://discord.nyd.nyc/

Locate an admin (they either have a 🛠 next to their nick name, or have a different color), and send them a private message. The admin will respond to you, ask questions, and provide you with an email address and password in a private message.

Please note the password you'll be given is a **temporary password**. The first time you connect, you must use the Zimbra Web Client which is where you can set your new password. Never share your email password with anyone, not even a NYD admin.

Can I connect with my existing email client?

Yes! Our email server supports POP3 and IMAP4. Here are all the details you need:

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Incoming Server	**zimbra-ca.devhost.io**
Outgoing Server	**zimbra-ca.devhost.io**
IMAP4 Port	**994** (use SSL or it will NOT work!)
SMTP Port	**25** or **465** or **587** (use TLS or it will NOT work!)
POP3 Port	**995** (use SSL or it will NOT work!)

For Administrators

Access Zimbra Admin

Open this link: Zimbra Admin Dashboard

Sign-in with your admin account, and you will be greeted with this screen:
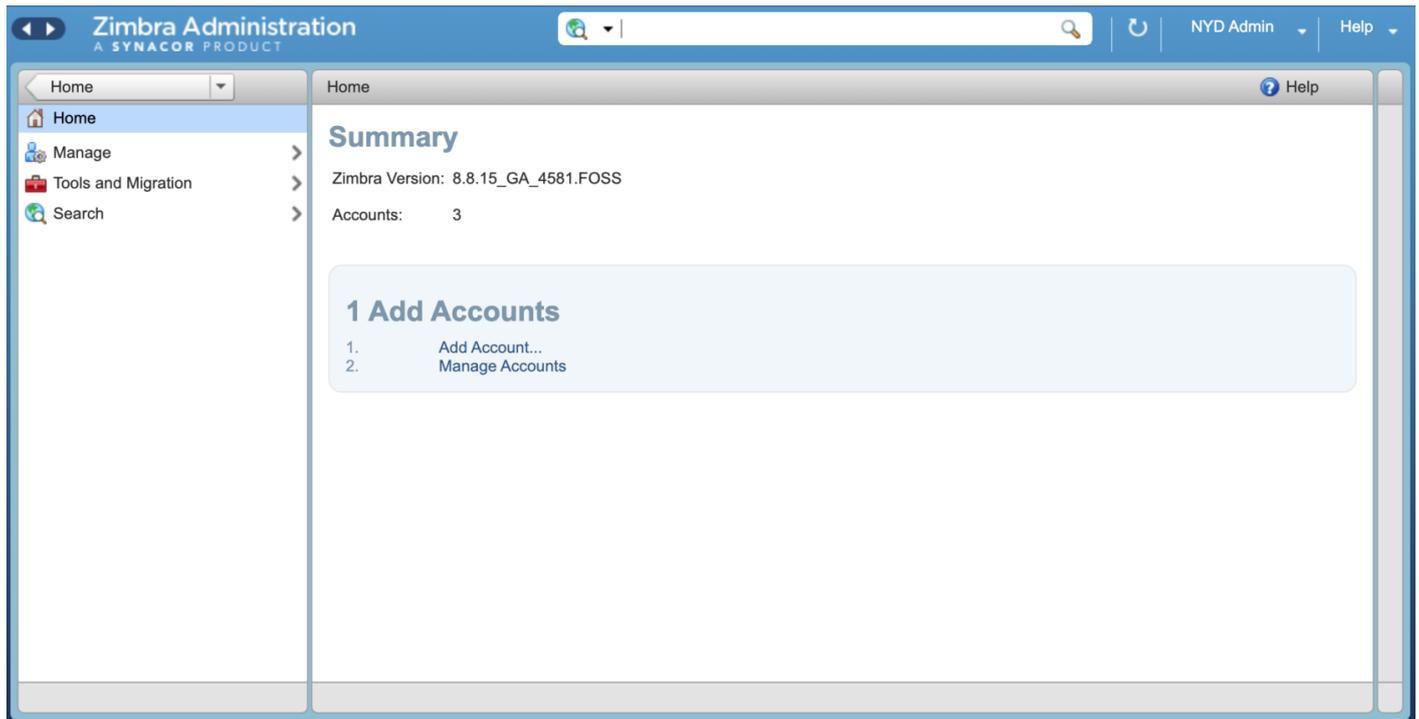
Click on **Manage** to see the list of existing mailboxes, and you should see this screen:
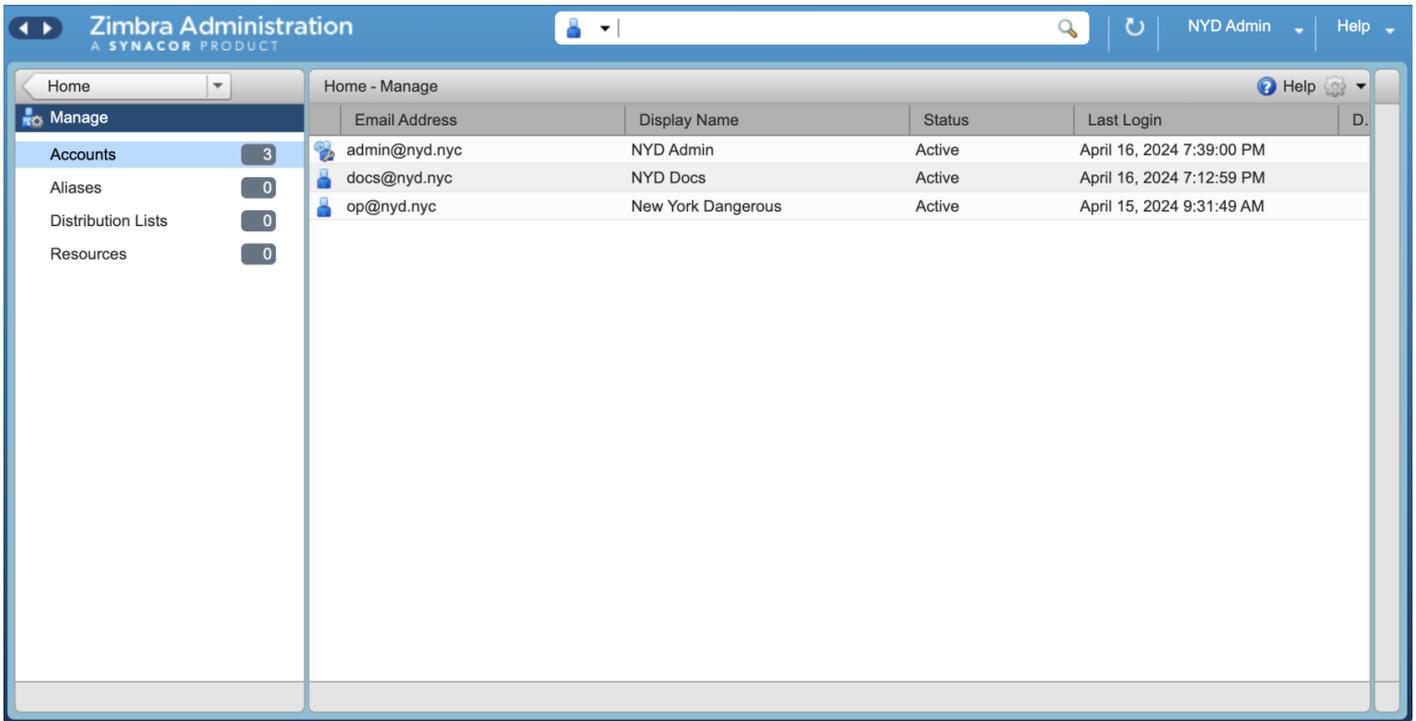
Clicking the Cog Wheel at the top right will give you a popup:
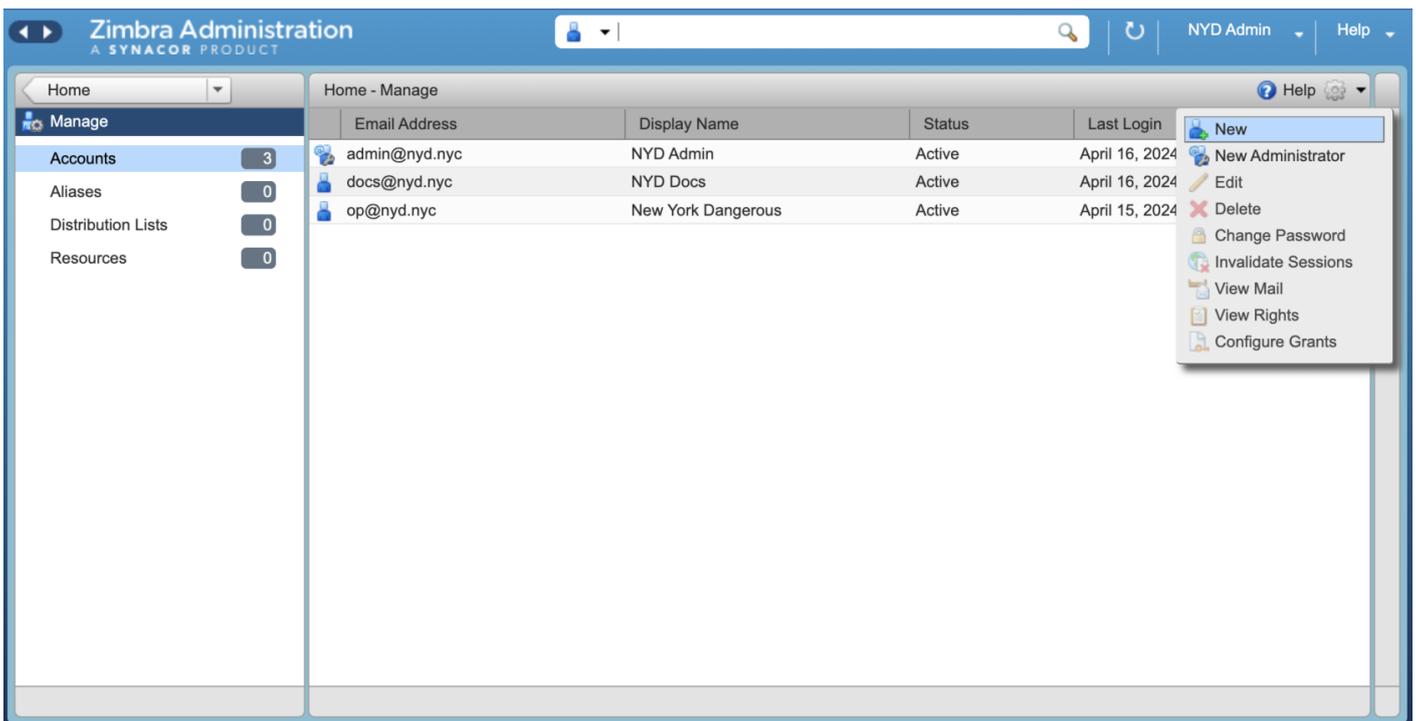
Click on "New" to create a normal user. Click on "New Administrator" to create another Admin user. Simply follow the New User creation wizard to create the new user:
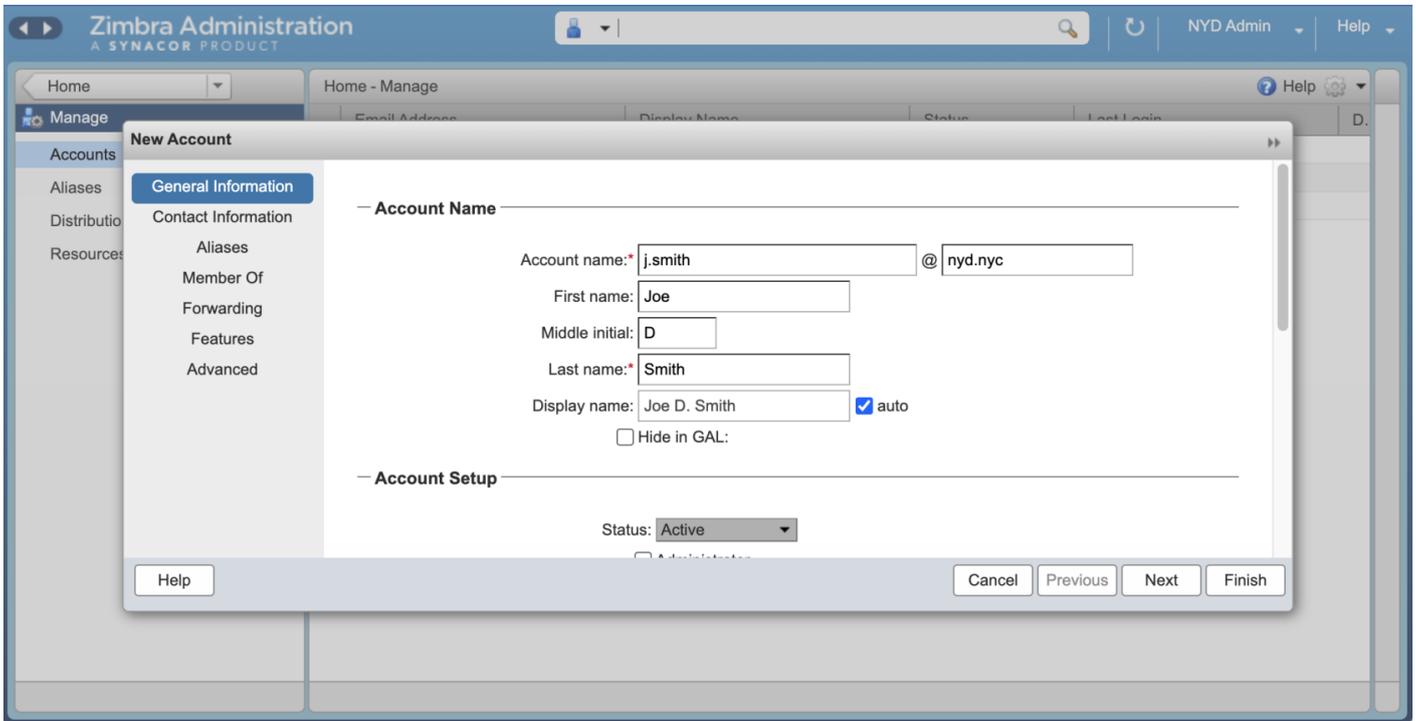
Please note that Zimbra will not email anyone about their new account. That is your responsibility. Typically you'll set some default password, and check the box that forces them to set a new user the first time they sign in:
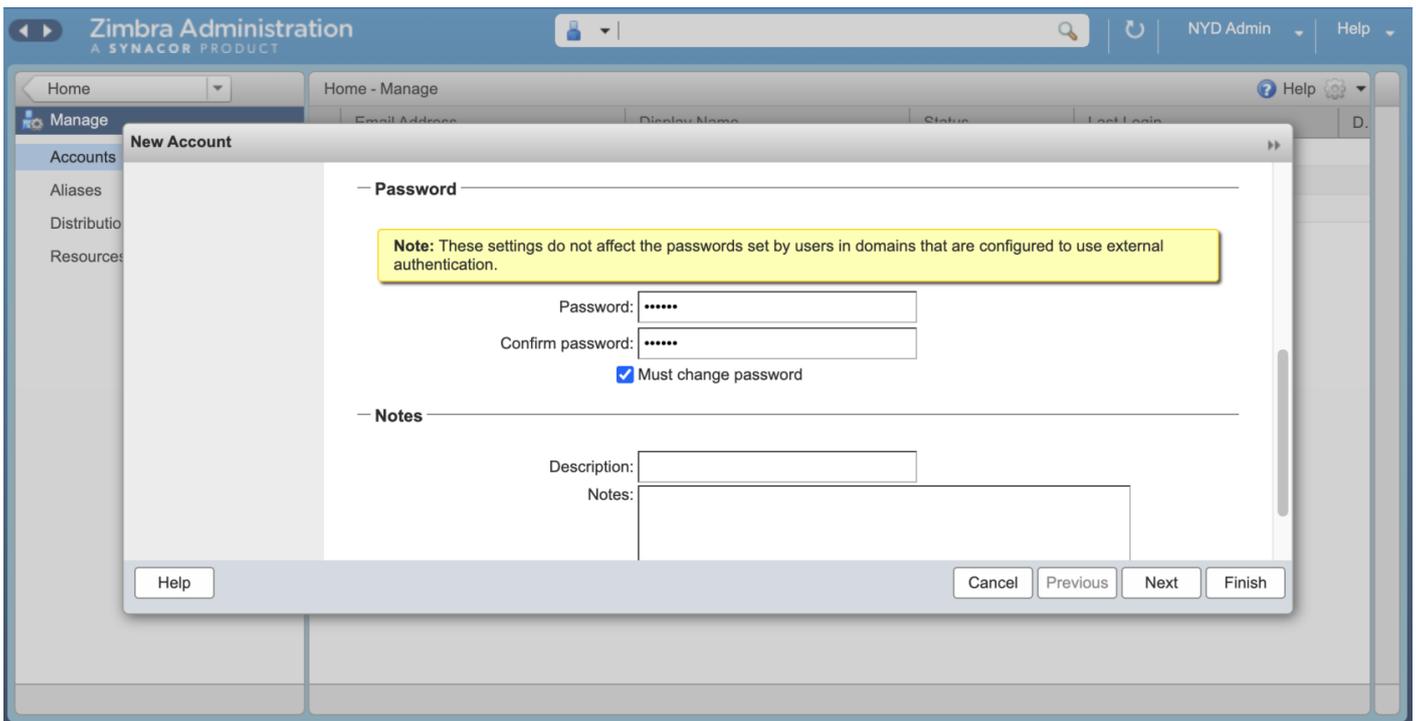
The first time a user signs in, they must access the <u>Zimbra Web Client</u> so they can set their new password.