



natural way of living

www.naturalwayofliving.com

Tutorial to Setup

Natural Way of Living Email

Version 5.5

IT Division

it-support@naturalwayofliving.com

[Read me](#)

It is a simple guidance to help you use the new email on your computer and mobile phone, including using the email signature

Table of Contents

Table of Contents	1
Tutorial to Setup Natural Way of Living Email	2
A. How to use your email from different apps (web browser, desktop, mobile app)	3
STEP 1. REQUIRED - The Web Browser (Zimbra)	3
STEP 2. OPTIONAL - The Mozilla Thunderbird Email Client in your Computer Desktop	6
a. Install the Email Client.....	6
b. Set up the Email account.....	13
c. Read and Write the Email	17
STEP 3. OPTIONAL - The Outlook Email Mobile App	18
B. REQUIRED - How to use the Email Signature into Zimbra & Mozilla	29
1. Create email Signature	29
2. Insert email signature to Zimbra	33
3. Insert email signature to Mozilla Thunderbird	37
C. How to forward the emails	41
D. How to import the contacts	44
E. How to setup Persona (Sharing Email only).....	46



Tutorial to Setup Natural Way of Living Email

Congratulation for your new email address from NWL - NaturalWayofLiving.com 😊

At this point, you should have received the official information from NWL team regarding your new email account, including the email address /username, password, and **the link to access the email from the web browser**. It is case sensitive, so please make sure you type it correctly.

In this tutorial we will use this example:

Link to access : <https://exchange.naturalwayofliving.com/>

Email address : test@naturalwayofliving.com

Password : justToTest8790@#

[In reality, you should use the email and the password that are provided by NWL team]

This tutorial, cover some basic information about:

- A. how to use your email from different apps (web browser, desktop, mobile app)
- B. how to use the email signature (**important**)
- C. how to forward the emails to your personal email address

Please read until the last page, so that you can use the email properly.

If reading is not your thing, please follow [this link](#) to watch the video tutorial on YouTube. 😊

A. How to **use** your email from different apps (web browser, desktop, mobile app)

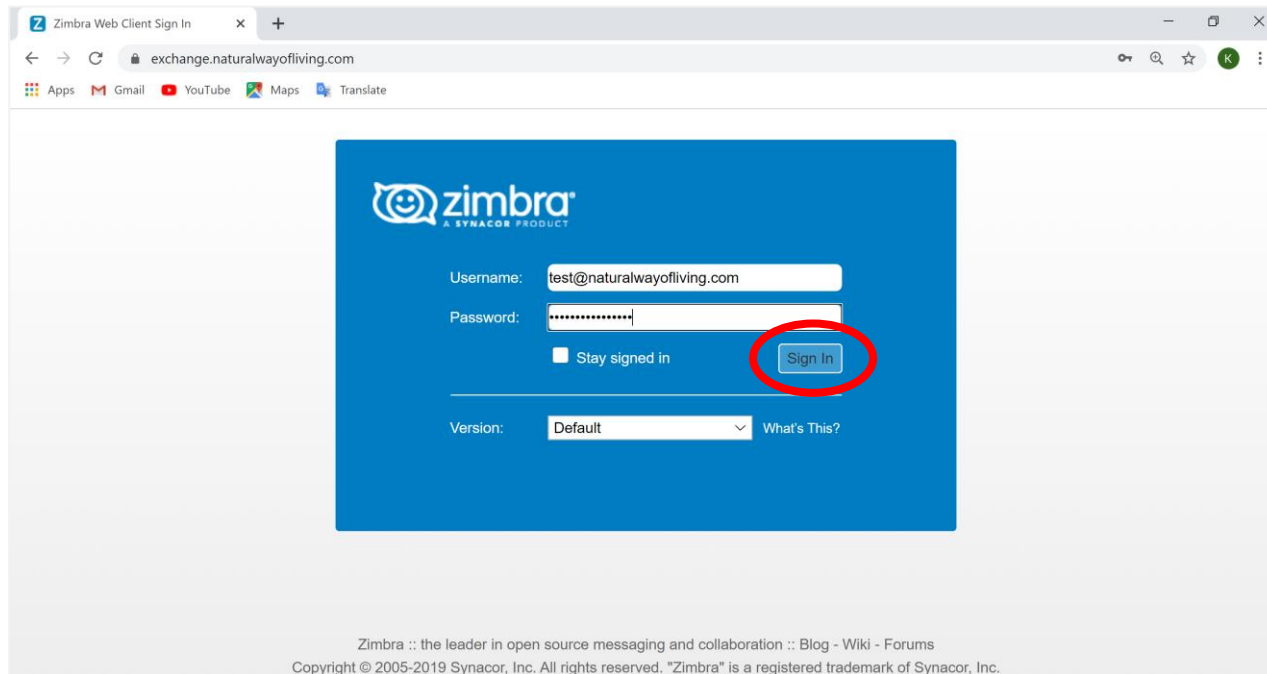
So, there are 3 ways to access your email:

1. The **Web Browser**, by simply follow the link to access the email that has been given to you
2. The **Mozilla Thunderbird Email Client**, by installing it in your computer desktop
3. The **Outlook Email**, by installing the app in your mobile phone

*But for the first time, you **must change the password** by opening the email from the web browser.*

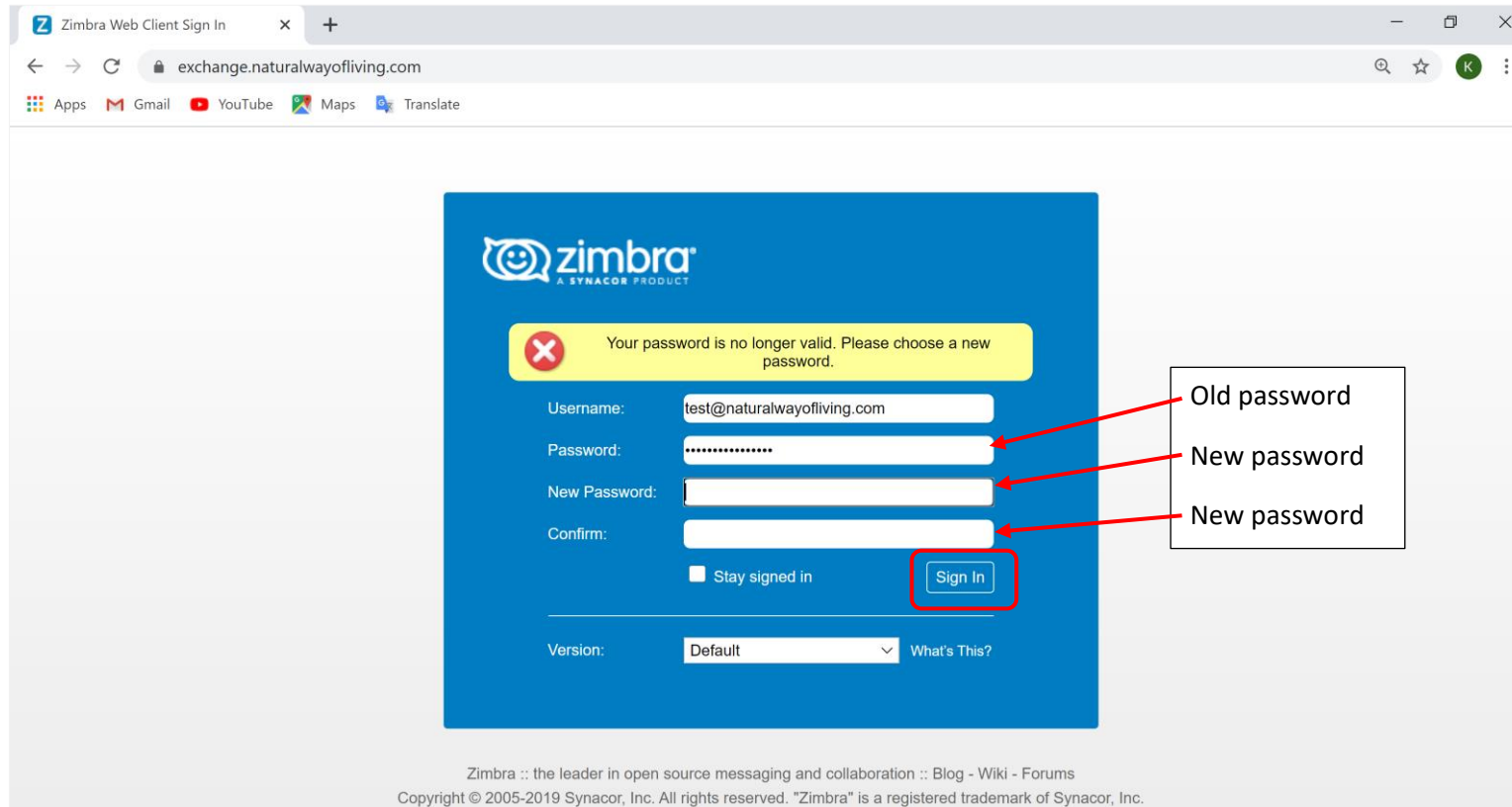
STEP 1. REQUIRED - The Web Browser (Zimbra)

To use the email from the web browser is quite simple. All you have to do is just click on this link <https://exchange.naturalwayofliving.com/> (please save the address in the bookmark). You will be directed to the **Zimbra** email platform.



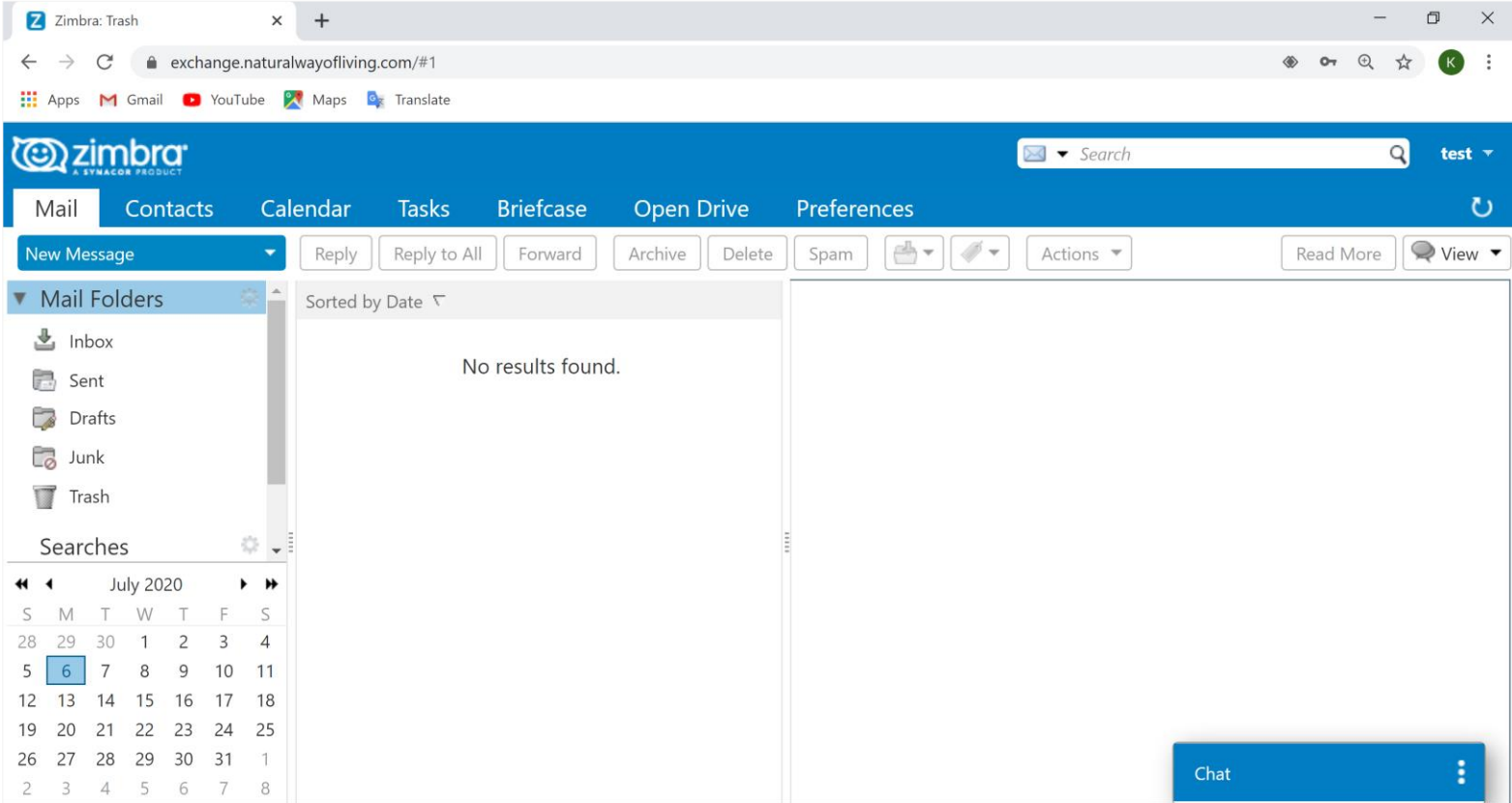
Type your new email address and the password, then click **Sign in**

After you have clicked **Sign In** for the first time, you should change the password. So, type the old password in the **Password box**, and the new password that you want in the **New Password box** and once again the same new password in the **Confirm box**, then click **Sign In**



Please write down or **remember your new password** because you will need it later. After you changed the password, you will be directed to the webmail.

From here, you can use the NWL email from the web browser.



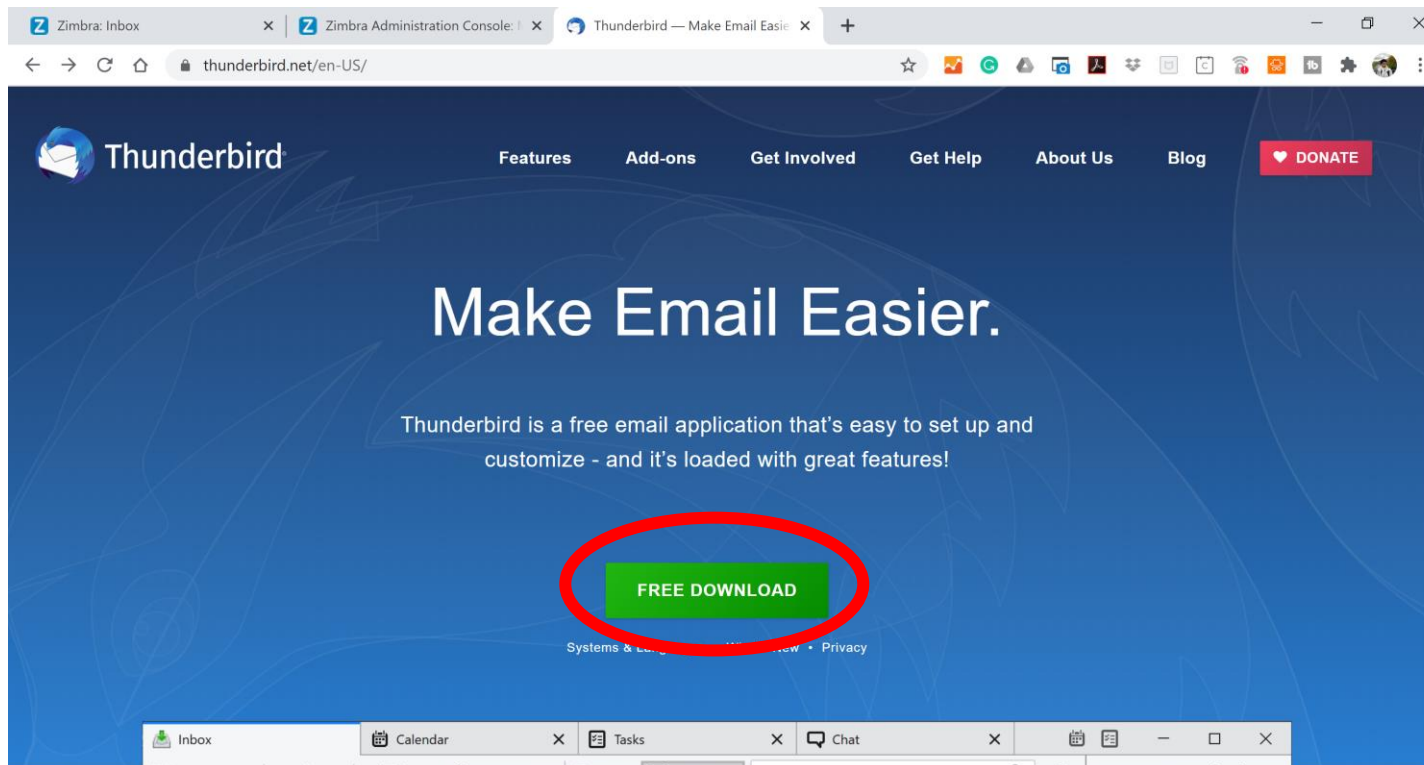
STEP 2. OPTIONAL - The **Mozilla Thunderbird** Email Client in your Computer Desktop

For you who have more than 1 (one) email account at NWL, we highly recommend you to also install **the email client on your computer or laptop**, so that you can access and manage all your emails easier, better and faster. However, this is an optional decision.

(In this tutorial we use the Windows 10 operating system and Google Chrome web browser).

a. Install the Email Client

Now to set up the email client at your computer or laptop, please open your browser and download the latest version of Mozilla Thunderbird from this address, <https://www.thunderbird.net/> and then click the “**FREE DOWNLOAD**” button.

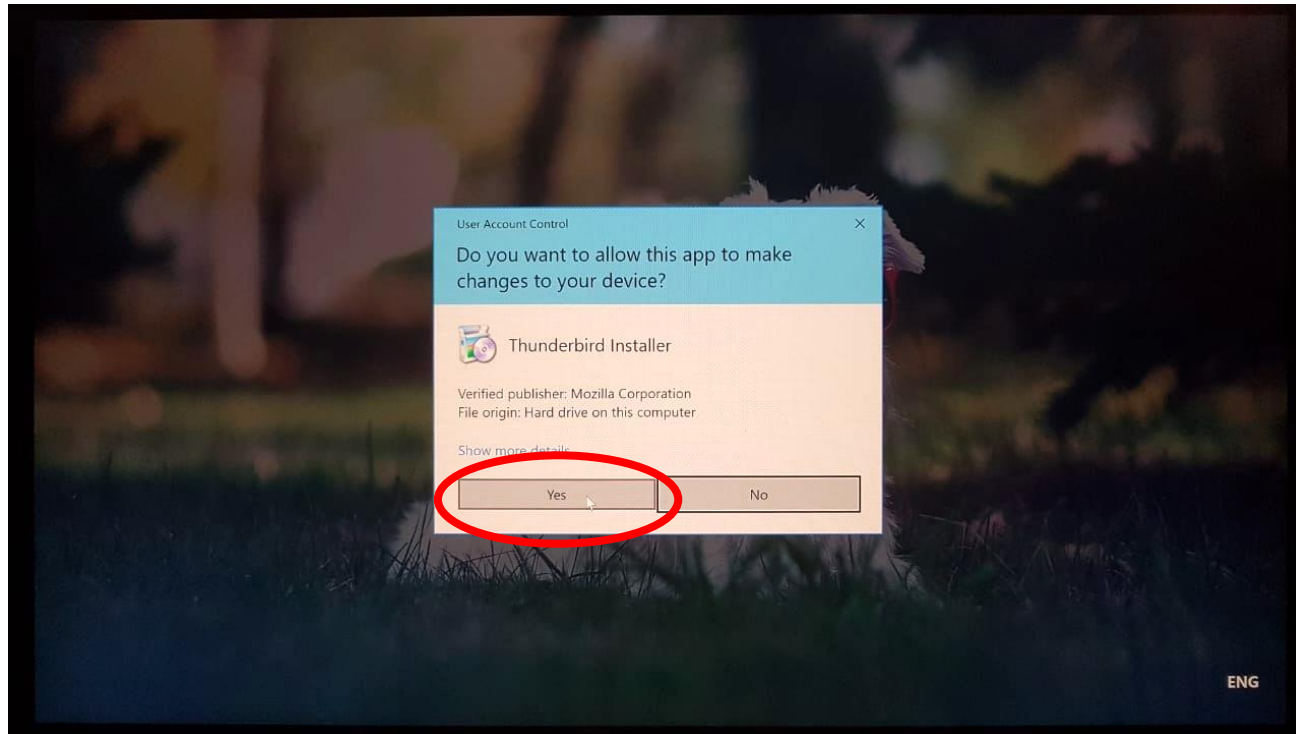


Your browser will download the file called “Thunderbird Setup 78.2.1.exe” (or it can be a different number).

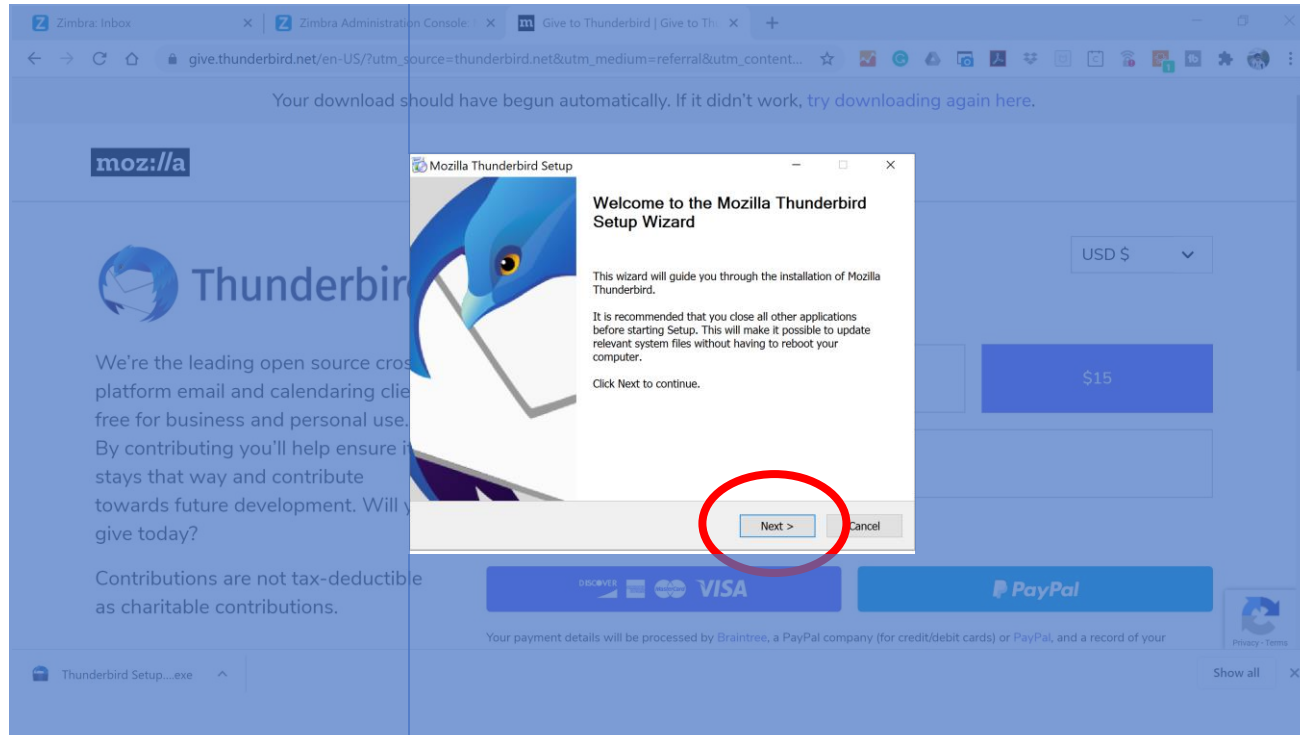
From the browser, please click that file to run the installation, click the arrow and click "Open".

The screenshot shows a web browser window with the URL `give.thunderbird.net/en-US/?utm_source=thunderbird.net&utm_medium=referral&utm_content...`. The page content includes the Mozilla logo, the Thunderbird logo, and the heading "Give to Thunderbird". There are three donation buttons labeled "\$85", "\$35", and "\$15". A "PayPal" button is also visible. A file download notification at the top says "Your download should have begun automatically. If it didn't work, try downloading again here." A context menu is open over the text "give today?", showing options: "Open", "Always open files of this type", "Show in folder", and "Cancel". A red circle highlights the "Open" option. A white box with red text contains the instructions: "1. Click this small arrow" and "2. Choose 'Open' &".

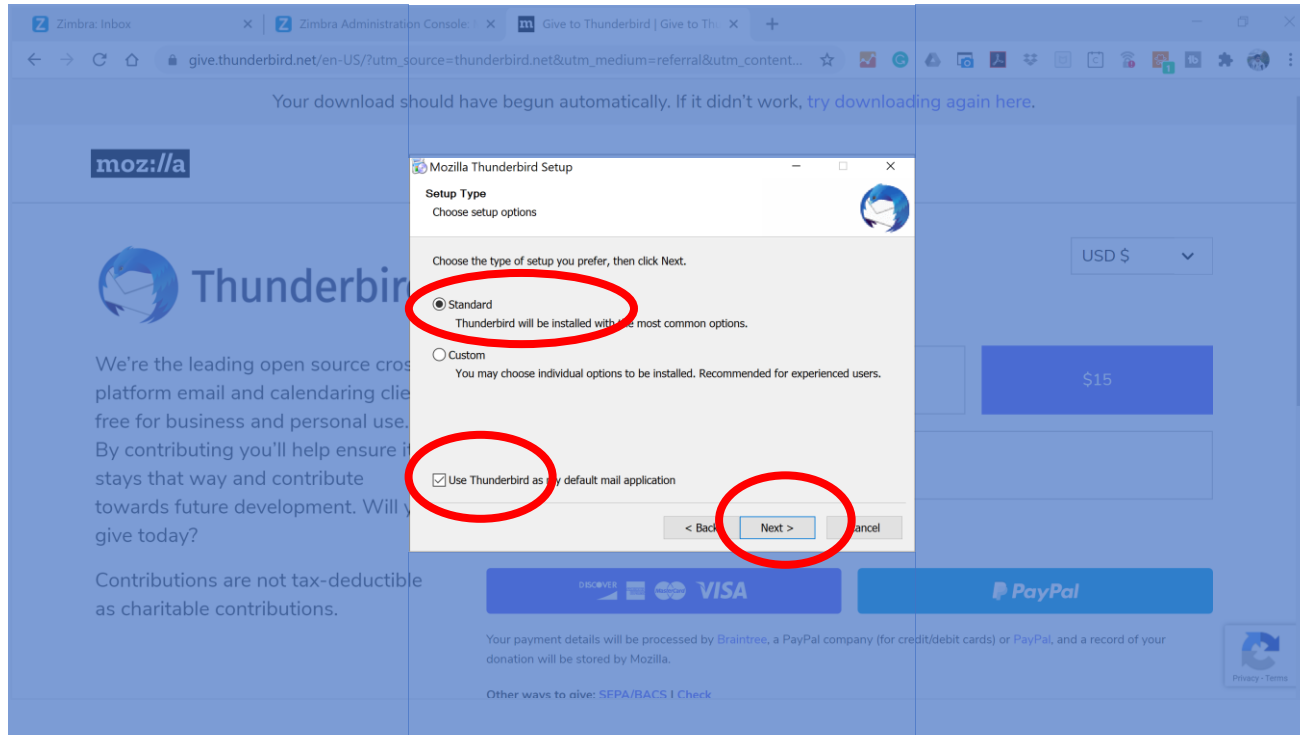
The computer might ask you this question: just click “Yes”



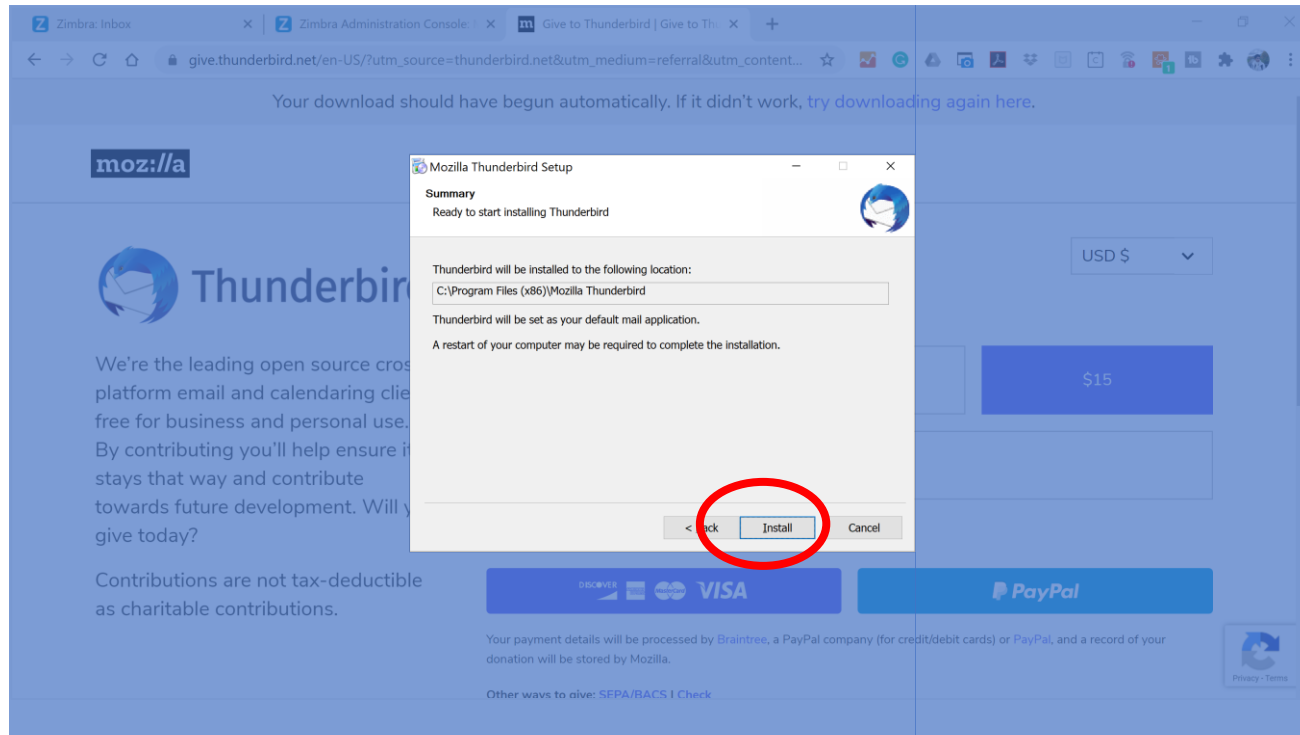
To begin the installation, click “Next”



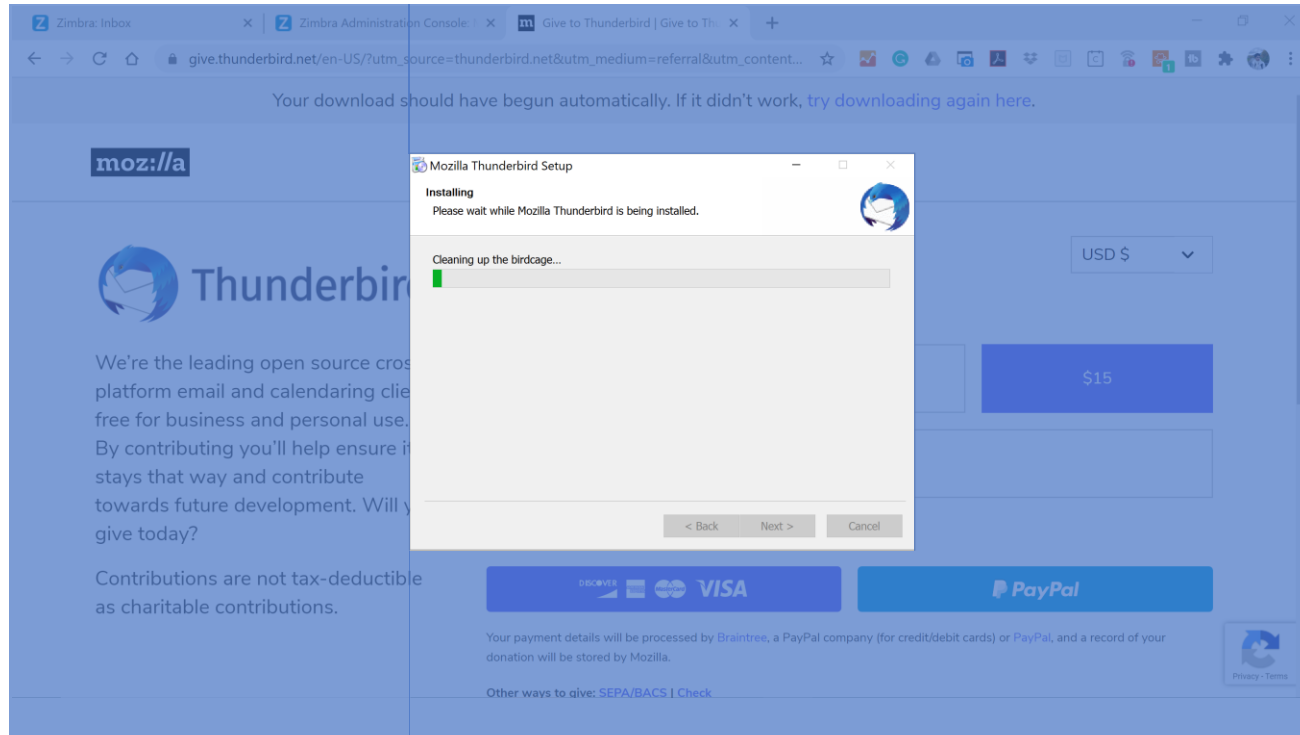
For the **Setup Type**, choose “Standard”, and you can also tick the option to “Use Thunderbird as my default mail application”, then just click “Next”



And then click “Install” to continue

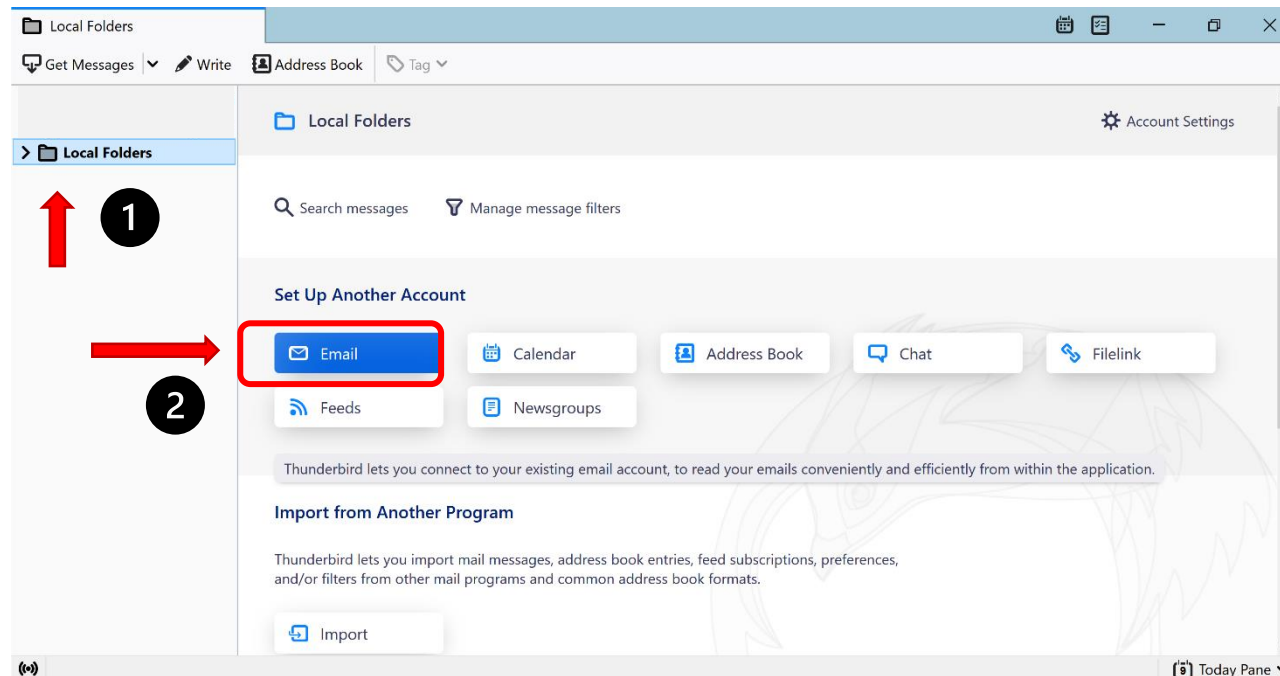


When the installation is done, click “Finish”, and you will be asked to restart your computer, please do so.



b. Set up the Email account

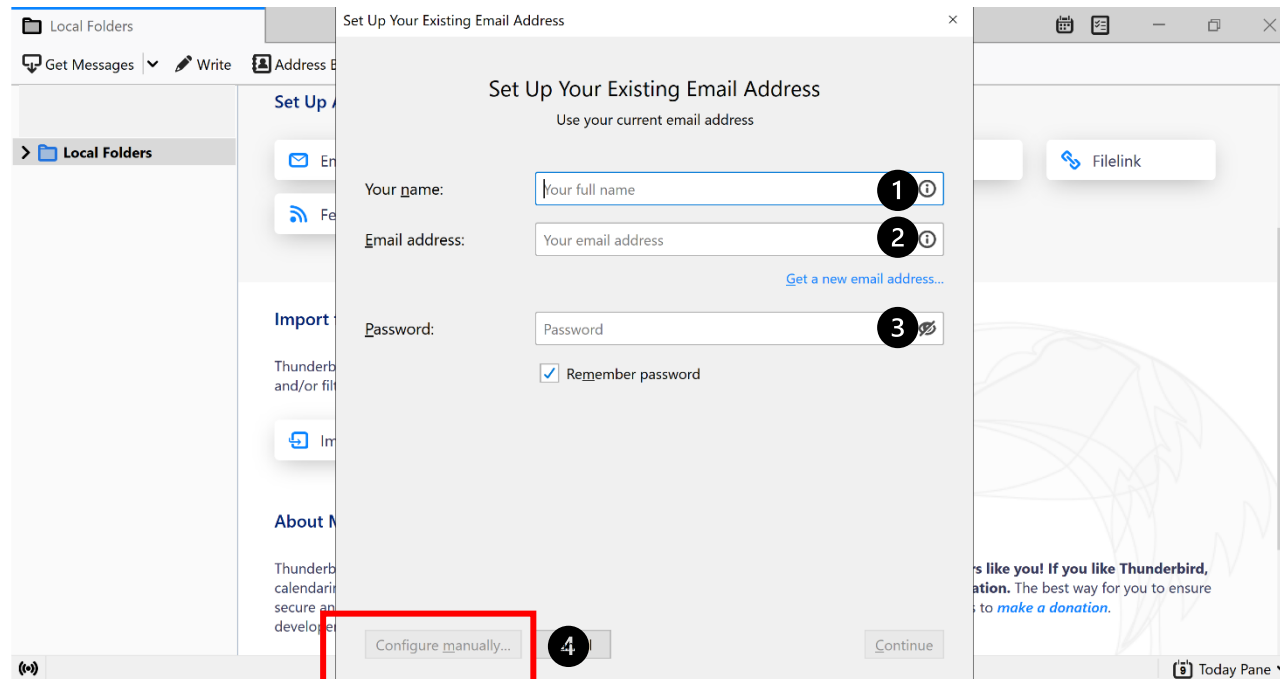
After you have restarted the computer, double-click on the Mozilla Thunderbird icon on your computer desktop to open this app. When you open the app for the first time, you will see this screen.



On the main page, click **Local Folders** and then under the **Set up Another Account:** heading, click **Email**

A window will appear. Enter your email information here, including:

1. Your name
2. Email address (that you get from NWL team)
3. Password (the **new password**) then tick **Remember** password
4. Click Configure manually...



Then the bigger box will appear

Set Up Your Existing Email Address ✕

Set Up Your Existing Email Address

Use your current email address

Your name: i

Email address: i

Password: 🔑

Remember password

	INCOMING	OUTGOING
Protocol:	1 IMAP ▼	SMTP
Server:	2 exchange.naturalwayofliving.com	exchange.naturalwayofliving. ▼ 6
Port:	3 993 ▼	465 ▼ 7
SSL:	4 SSL/TLS ▼	SSL/TLS ▼ 8
Authentication:	5 Normal password ▼	Normal password ▼ 9
Username:	test@naturalwayofliving.com 10	test@naturalwayofliving.com

[Advanced config](#)

Cancel
Re-test
Done

Make sure you are following this **configuration**:

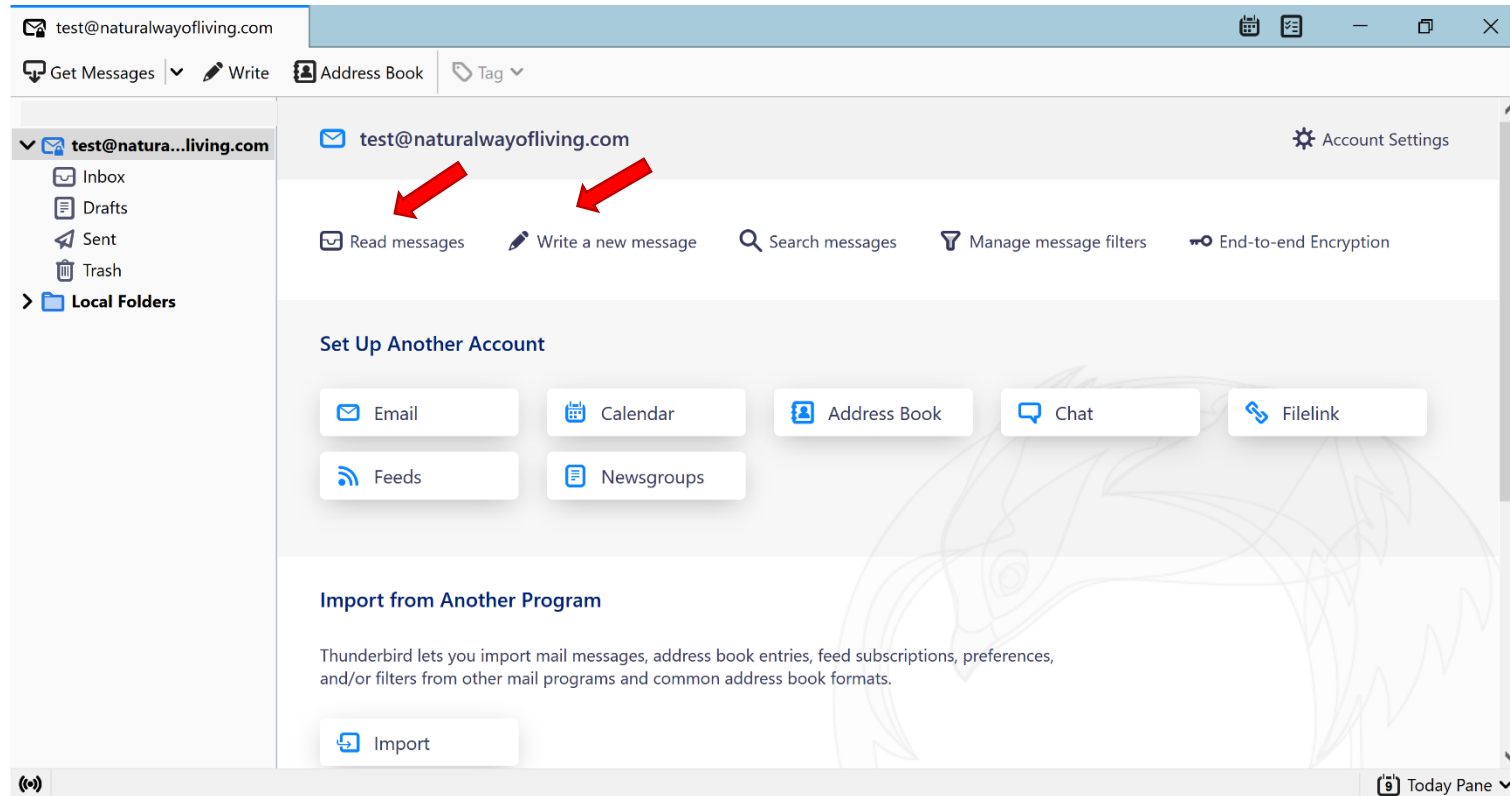
<p>Incoming</p> <ol style="list-style-type: none">1. Incoming : IMAP2. Server hostname : exchange.naturalwayofliving.com3. Port : 9934. SSL : SSL/TLS5. Authentication : Normal password <p>Outgoing</p> <ol style="list-style-type: none">6. Server hostname : exchange.naturalwayofliving.com7. Port : 4658. SSL : SSL/TLS9. Authentication : Normal password <p>Username</p> <ol style="list-style-type: none">10. Incoming : <i>your-email@naturalwayofliving.com</i> (that you get from NWL team)Outgoing : <i>your-email@naturalwayofliving.com</i> (that you get from NWL team)

After you type everything correctly, click **Re-test** and if there is no error message just click **Done**

If there is an error message, please make sure that you have followed the configuration and type everything correctly including your email address. To check, click **Re-test** again, and then **Done**

c. Read and Write the Email

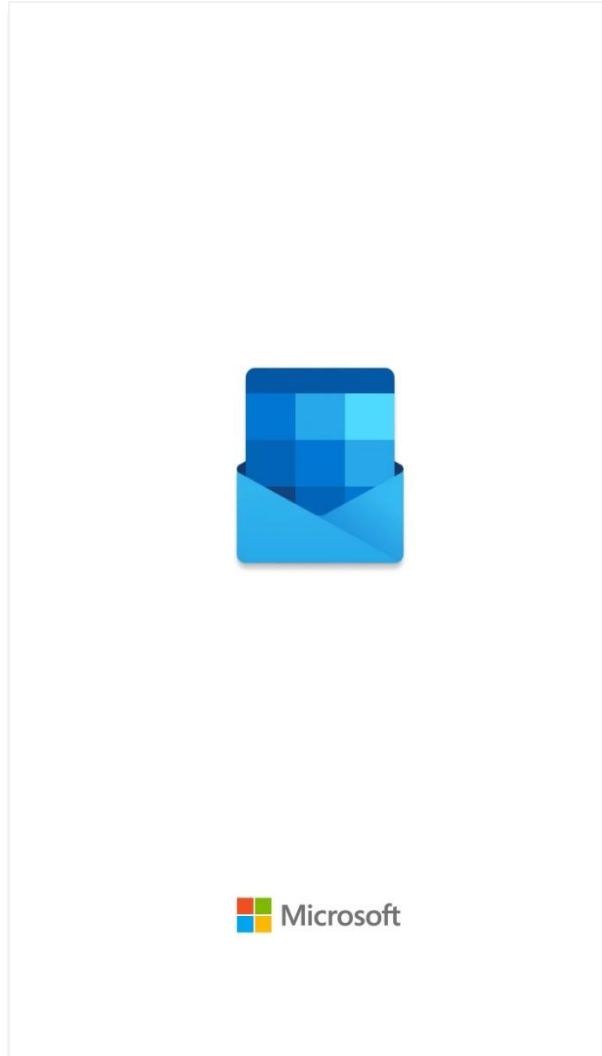
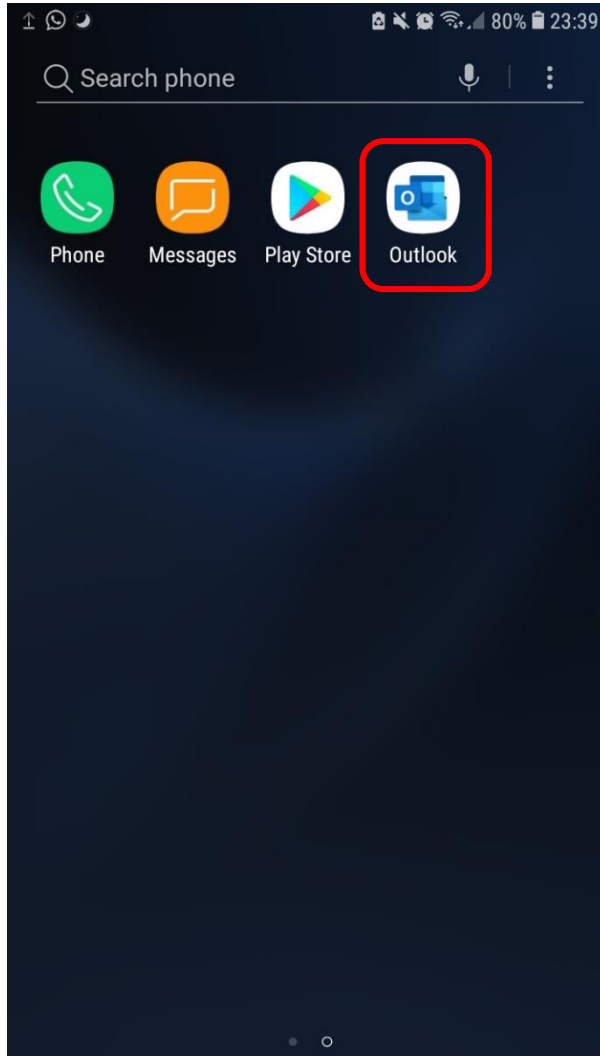
Now you will see this screen, and use **Read messages** to see your inbox and **Write a new message** to send a new email. Enjoy!



STEP 3. OPTIONAL - The Outlook Email Mobile App

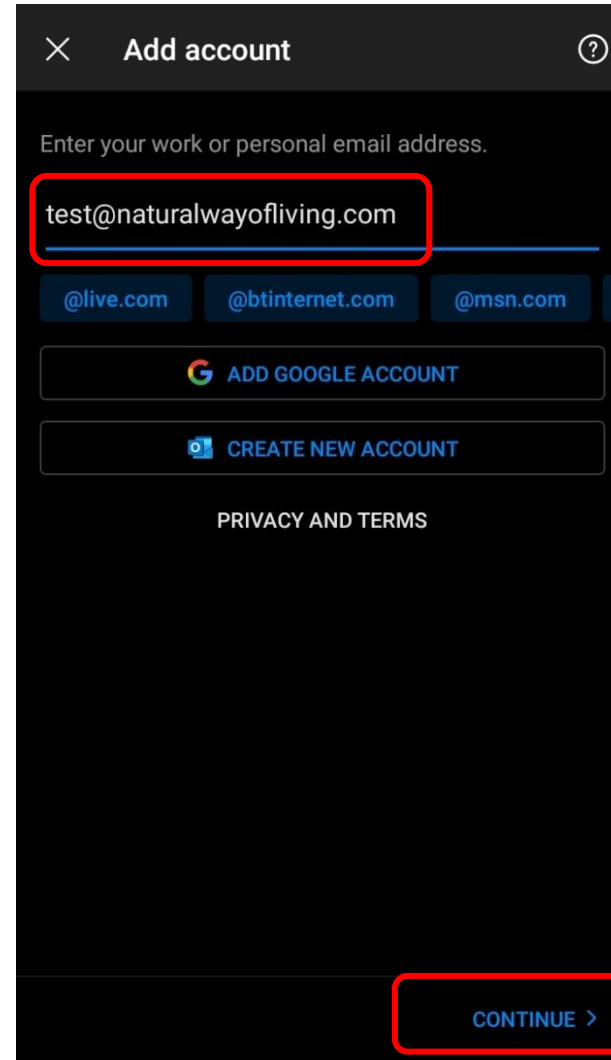
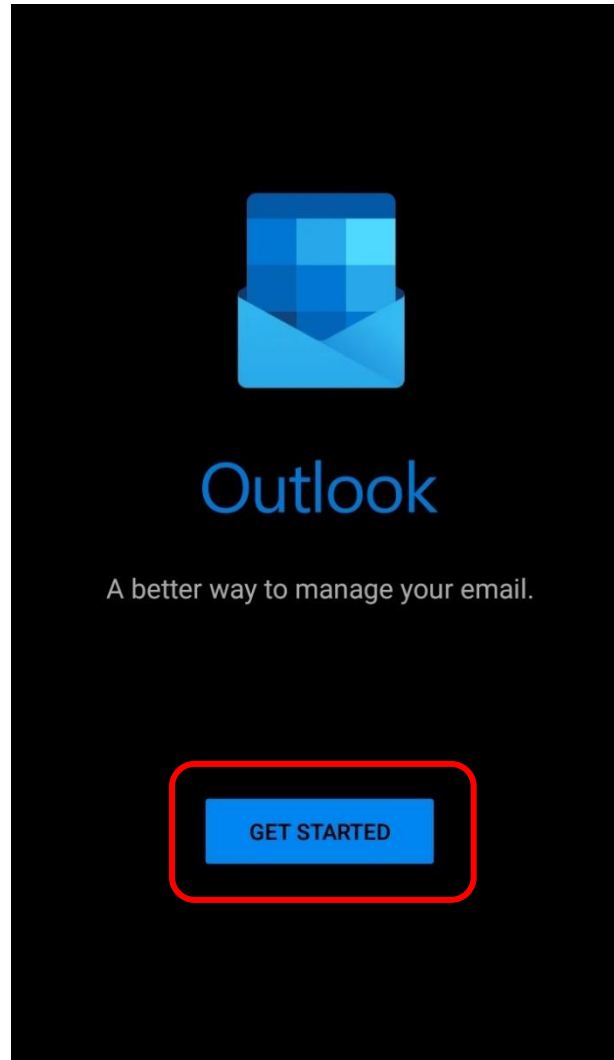
If you want, you can also get the NWL email's messages in your favourite mobile phone device, by using **Outlook**. Please follow the link to install Microsoft Outlook on your mobile phone ([Apple](#) or [Android](#)).

In this tutorial, we will give an example of the configuration on the Android phone.

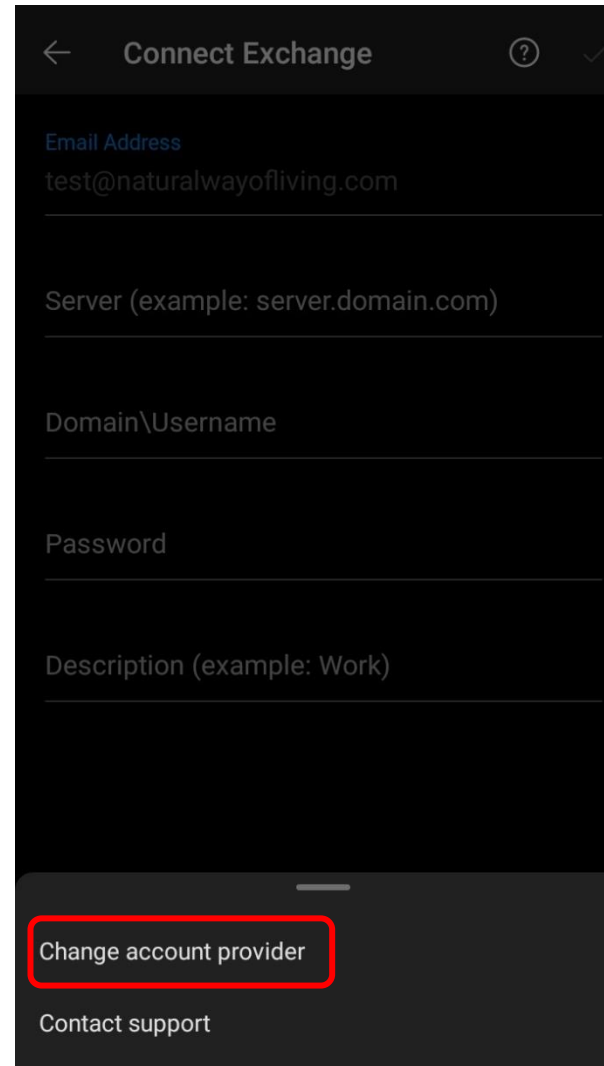
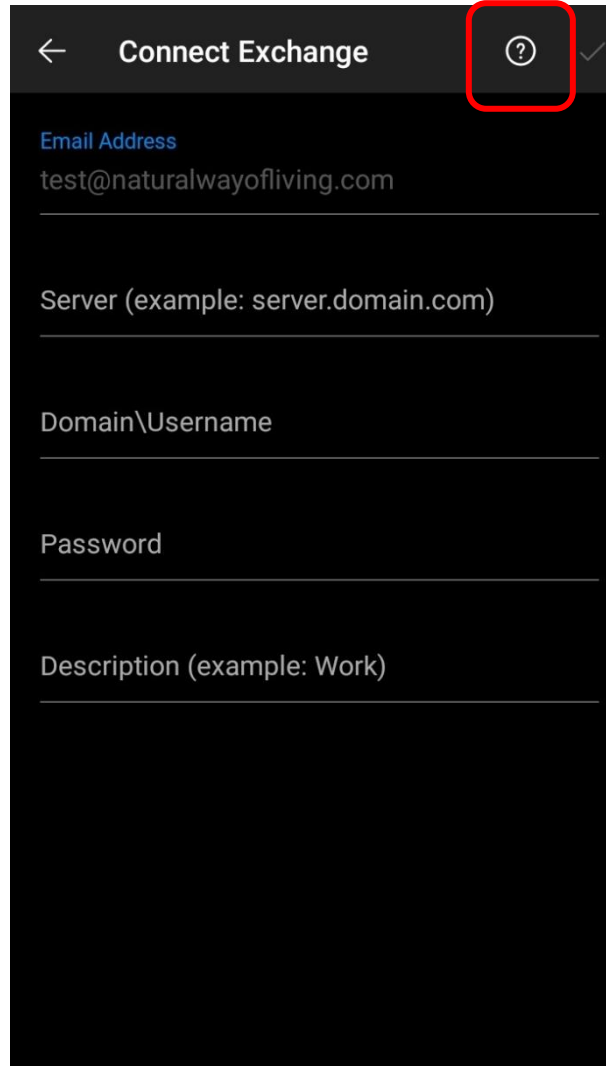


After you have installed **Outlook** on your mobile phone, tap on the Outlook icon, then Microsoft Logo will appear

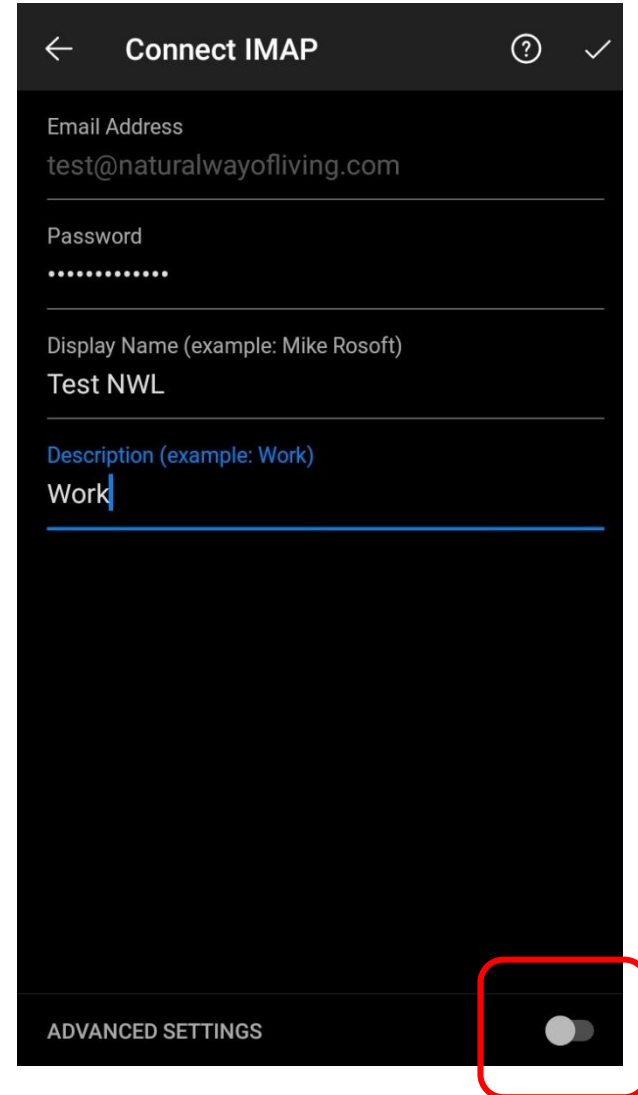
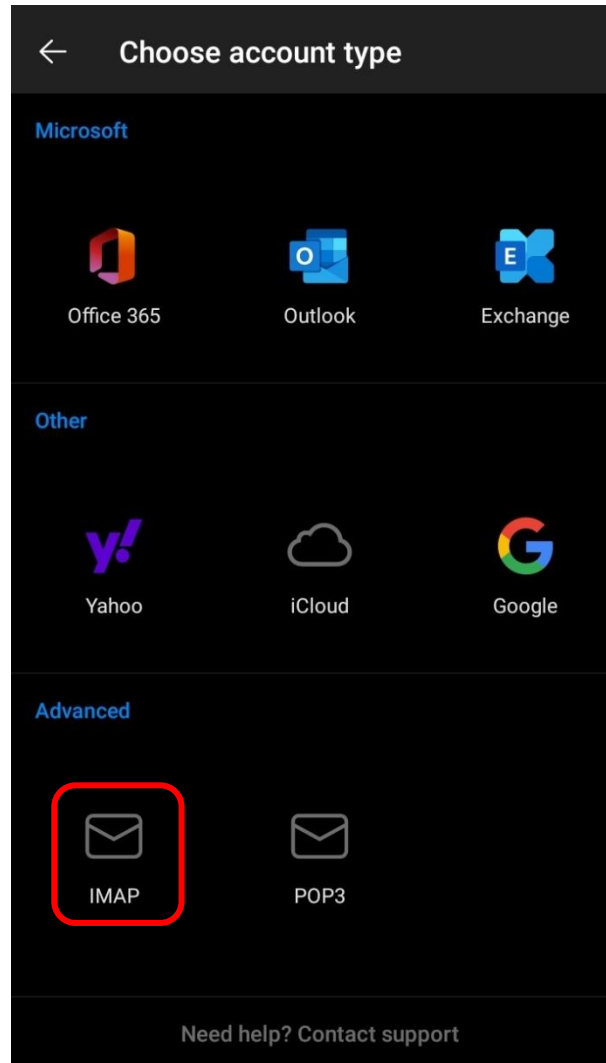
Tap **Get Started** button and then write down your new email address, and tap **Continue**



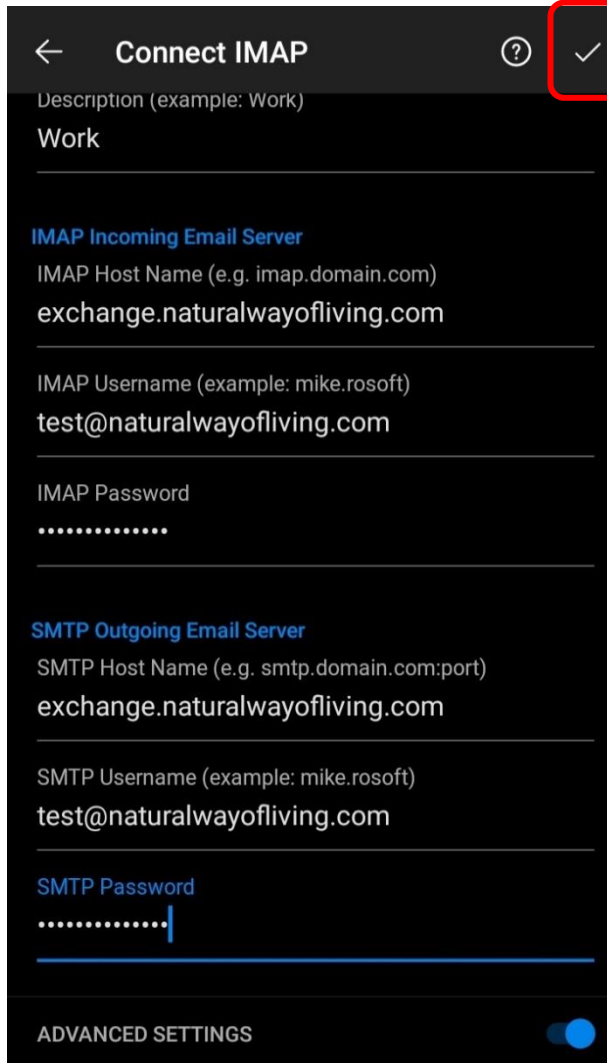
On this page tap the **Question Mark Sign (?)** then tap **Change account provider**



Then tap **IMAP**, next write down your Password, and fill in the Display Name (Coordinator / Instructor) and Description (example: Work) according to your preference. Then slide-right the **Advance Settings** button and turn it On



With the Advance Setting button turned On, now fill in the details as follow, and then click this sign ✓



IMAP Incoming Email Server

IMAP Host Name:
exchange.naturalwayofliving.com

IMAP Username:
your_email_address@naturalwayofliving.com

IMAP Password: your email's password

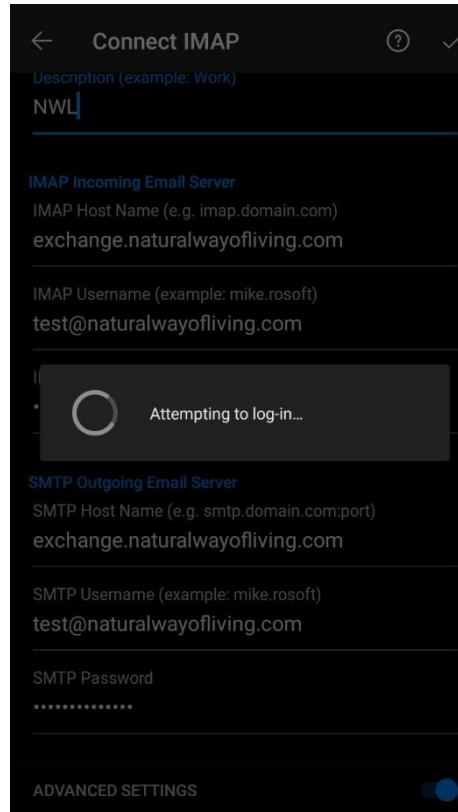
SMTP Outgoing Email Server

SMTP Host Name:
exchange.naturalwayofliving.com

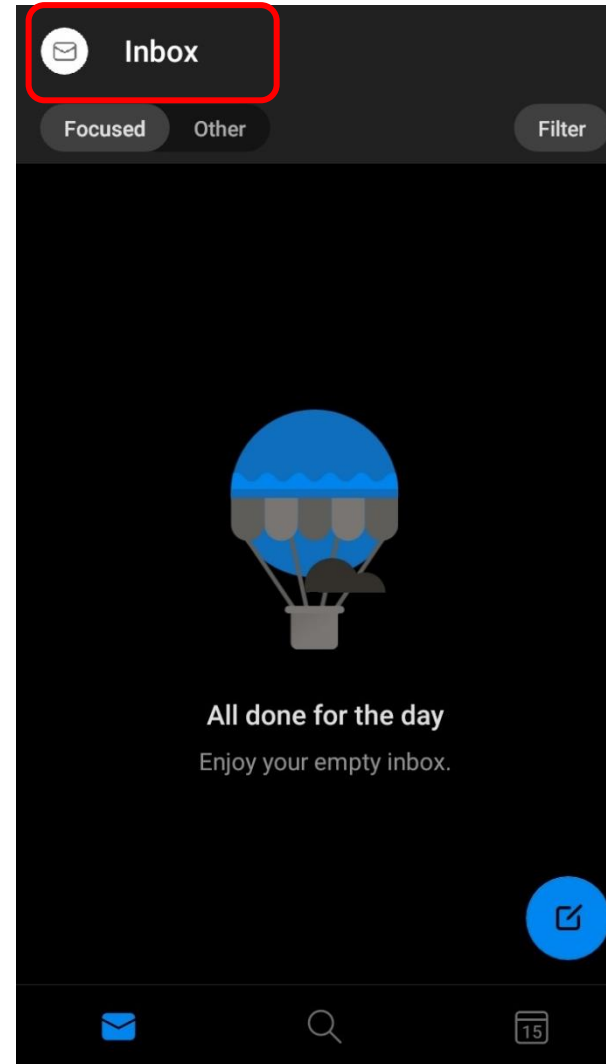
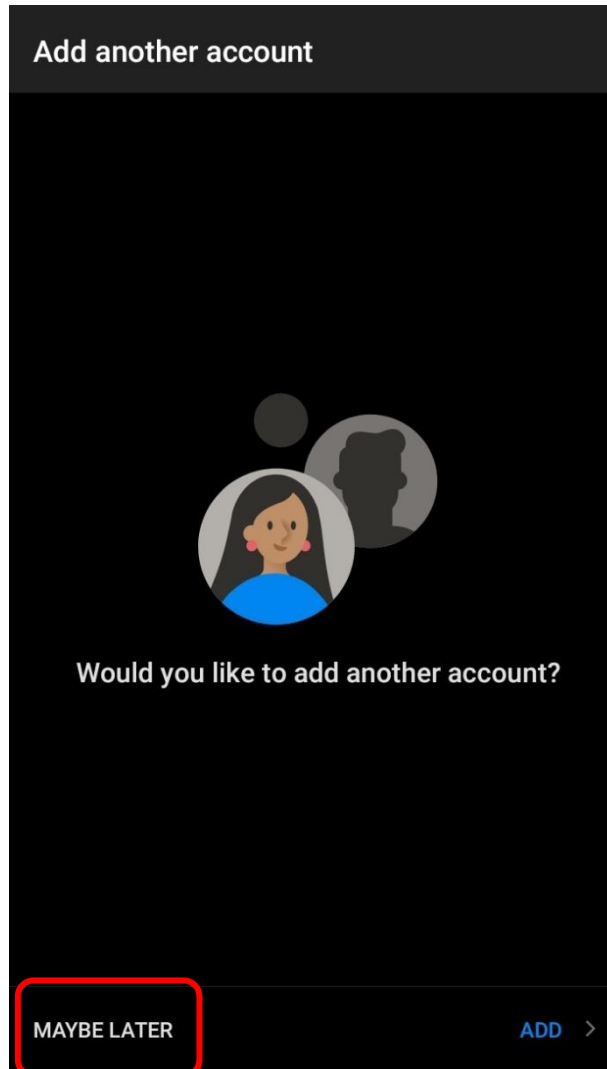
SMTP Username:
your_email_address@naturalwayofliving.com

SMTP Password: your email's password

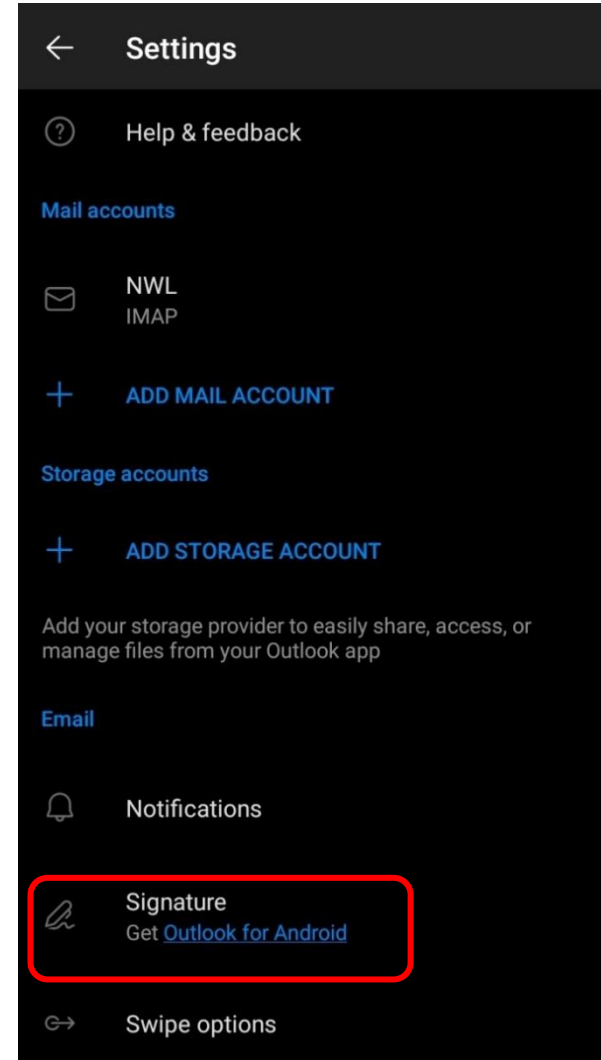
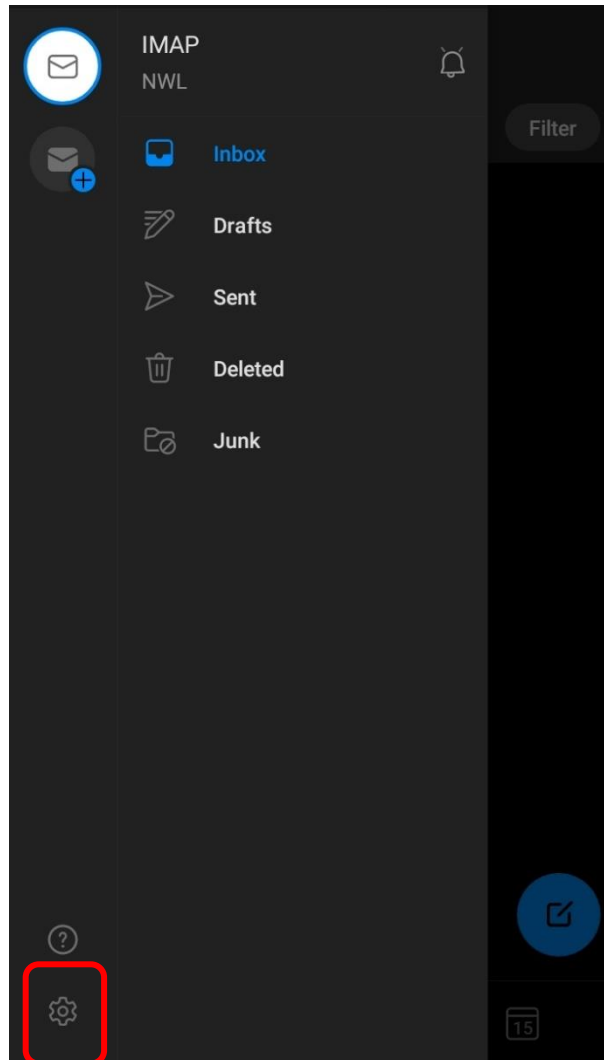
Then it will attempt to log-in, just wait of a couple of seconds, and if it fails, please keep repeat or wait until you have a better and stable internet connection.



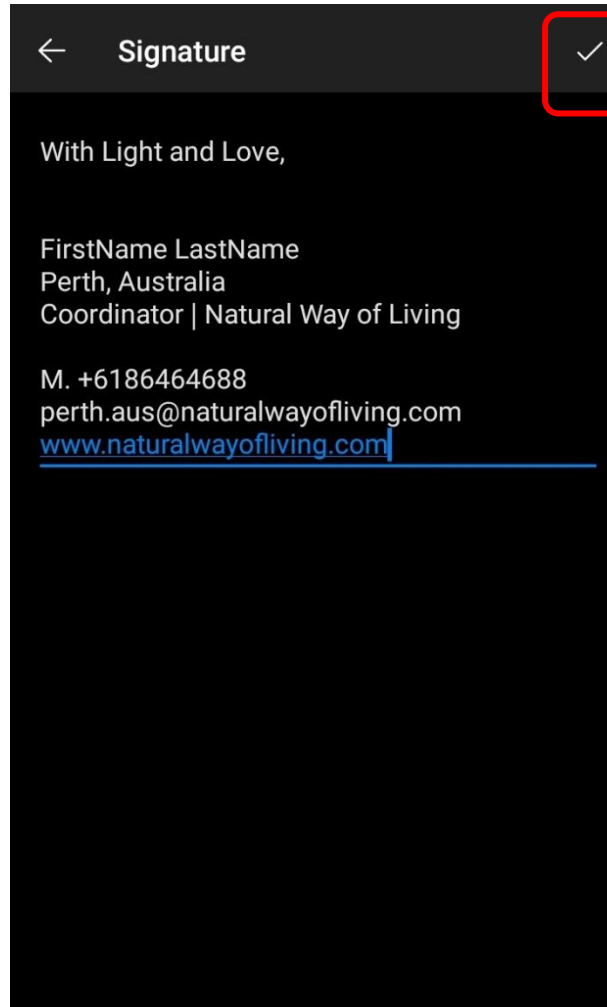
After you successfully have login, this window will appear, and choose **Maybe Later**. Then tap on **Inbox**



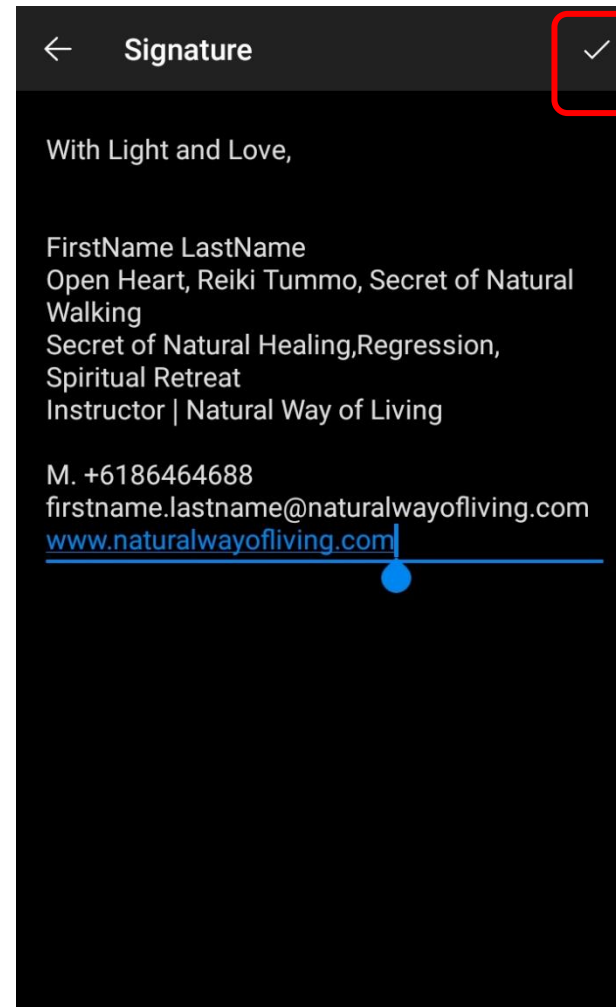
And then on this page tap **Settings** button, and tap **Signature**



Write down your signature, see pictures for the example. Please mention your position as a Coordinator/Instructor, detail of your city or job details, phone number, email address and website www.naturalwayofliving.com . After you have finish, tap this sign

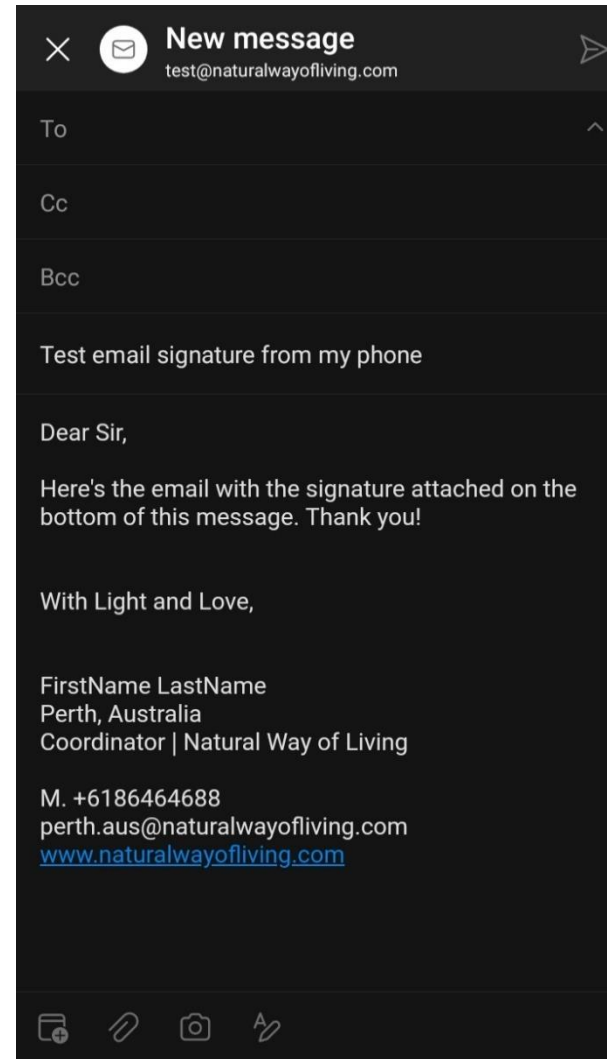
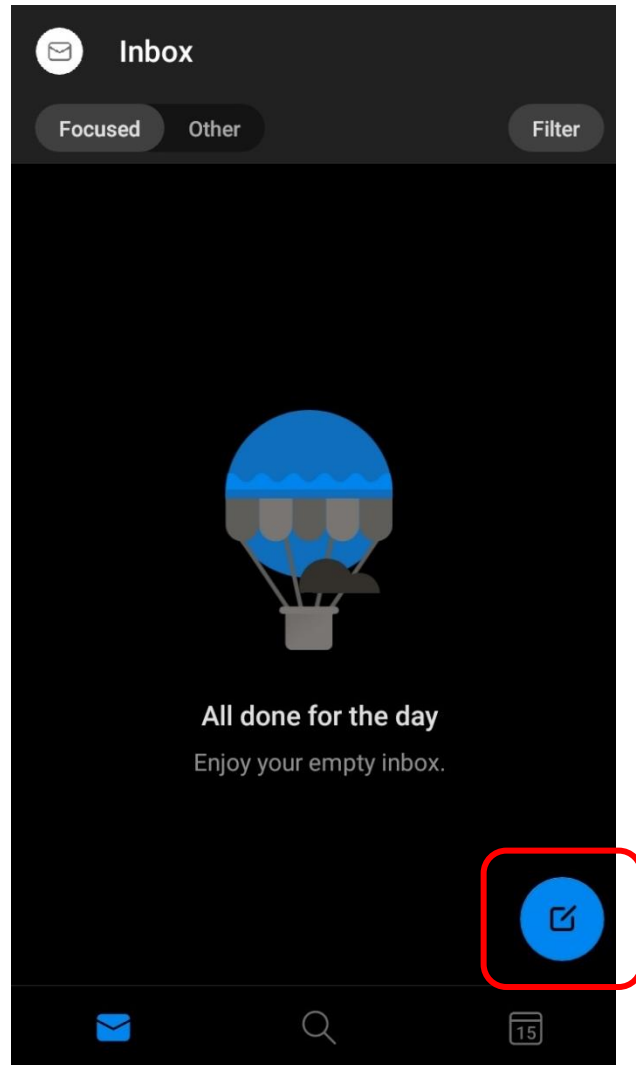


Coordinator Signature

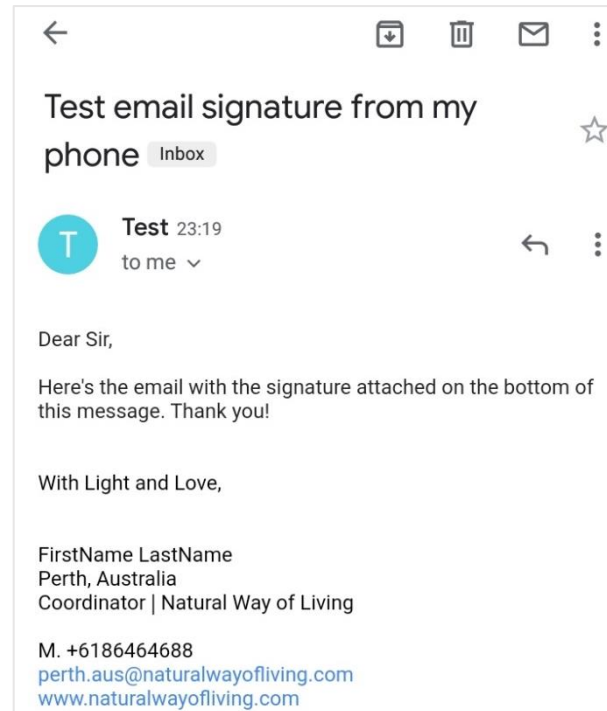


Instructor Signature

Go back to the main page and tap this icon to **Write a new email**. In the New message page, you will see the signature has been attached automatically. Send the email to your personal email and check the result.



Here is the email that you sent from **Outlook** with your mobile phone.



B. REQUIRED - How to use the Email Signature into Zimbra & Mozilla

1. Create email Signature

Email Signature is important because it represents our identity as an official member of Natural Way of Living team. So, we highly recommend that you put the signature in your official email. Here we have a simple, yet beautiful design (Thanks to Sean, Krissan, and Emmanuella) I guess you will like it too 😊

Now to use it, you can click on this address [Signature Generator](#) or you can also type <https://nwl-signature.netlify.app/> in the web browser

FOR INSTRUCTOR

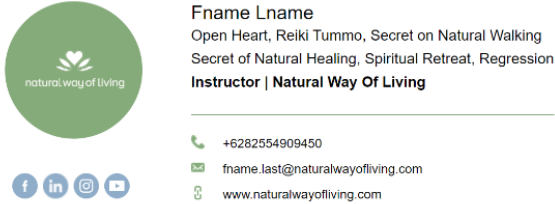
NWL Signature

First Name	<input type="text" value="Fname"/>
Last Name:	<input type="text" value="Lname"/>
Job Title:	<input type="text" value="Open Heart, Reiki Tummo,"/>
Custom Field:	<input type="text" value="Secret of Natural Healing,"/>
Department:	<input type="text" value="Instructor"/>
Email Address:	<input type="text" value="fname.last@naturalwayofl"/>
Office Phone:	<input type="text"/>
Mobile Phone:	<input type="text" value="+6282554909450"/>

(Please include country code)

```
<table class='sc-gPEVay eQYmiW' style='vertical-align: -webkit - baseline - middle; font - size: medium; font - family: Arial;' cellpadding='0' cellspacing='0'>  
<tbody >  
<tr >  
<td >
```

© 2020 - NWL Signature





The preview shows a circular logo with a green leaf and the text 'natural way of living'. Below the logo are social media icons for Facebook, LinkedIn, Instagram, and YouTube. To the right of the logo, the text reads: 'Fname Lname', 'Open Heart, Reiki Tummo, Secret on Natural Walking', 'Secret of Natural Healing, Spiritual Retreat, Regression', and 'Instructor | Natural Way Of Living'. Below this is a horizontal line, followed by contact information: a phone icon with '+6282554909450', an email icon with 'fname.last@naturalwayofliving.com', and a website icon with 'www.naturalwayofliving.com'.

Fill in the box with the below details, and then click **Submit**

For Instructor	
First Name	<i>Your first name</i>
Last Name	<i>Your last name</i>
Job Title	<i>Open Heart, Reiki Tummo, Secret of Natural Walking,</i>
Custom Field	<i>Secret of Natural Healing, Spiritual Retreat, Regression, etc.</i>
Department	<i>Instructor</i>
Email address	<i>your_new_email_address@naturalwayofliving.com</i>
Office phone	<i>Please include country code & city code</i>
Mobile phone	<i>Please include country code</i>

FOR COORDINATOR

NWL Signature

First Name	First Name	 	<p>First Name Last Name Toronto, Canada Coordinator Natural Way Of Living</p> <hr/> <p>+123456789 toronto.can@naturalwayofliving.com www.naturalwayofliving.com</p>
Last Name:	Last Name		
Job Title:	Toronto, Canada		
Custom Field:			
Department:	Coordinator		
Email Address:	toronto.can@naturalwayo		
Office Phone:			
Mobile Phone:	+123456789		
<i>(Please include country code)</i>			
	Submit		
Email Signature	<pre><table class='sc-gPEVay eQYmiW' style='vertical-align: -webkit-baseline-middle; font-size: medium; font-family: Arial; cellspacing='0' cellpadding='0'> <tbody> <tr> <td> <table class='sc-gPEVay</pre>		
	Copy All		

© 2020 - NWL Signature

Fill in the box with the below details, and then click **Submit**

For Coordinator	
First Name	<i>Your first name</i>
Last Name	<i>Your last name</i>
Job Title	<i>Name of your city, Name of your country</i>
Custom Field	<i>Leave it empty</i>
Department	Coordinator
Email address	<i>your_new_email_address@naturalwayofliving.com</i>
Office phone	<i>Please include country code & city code</i>
Mobile phone	<i>Please include country code</i>

Now click the **Copy Signature** button and paste (ctrl+v) it into the **signature box** in your email (Zimbra or Thunderbird). To find the **signature box**, please read the next page.

The screenshot shows a web browser window with the URL `https://nwl-signature.netlify.app`. The page title is "NWL Email Signature Generator". The form contains the following fields:

- First Name ^{*(required)}: Firstname
- Last Name: Lastname
- Job Title ^{*(required)}: Perth, Australia
- Custom Field: (empty)
- Department: Coordinator
- Office Phone *(include the country code)*: (empty)
- Mobile Phone *(include the country code)*: +6123456789
- Email ^{*(required)}: perth.au @naturalwayofliving.com

The preview area shows a signature card with the following content:

- Profile picture: natural way of living
- Text: Firstname Lastname, Perth, Australia, Coordinator | Natural Way Of Living
- Phone: +6123456789
- Email: perth.au@naturalwayofliving.com
- Website: www.naturalwayofliving.com
- Buttons: Facebook, LinkedIn, Instagram, YouTube
- Footer: Please simply click this button ---> **Copy Signature**

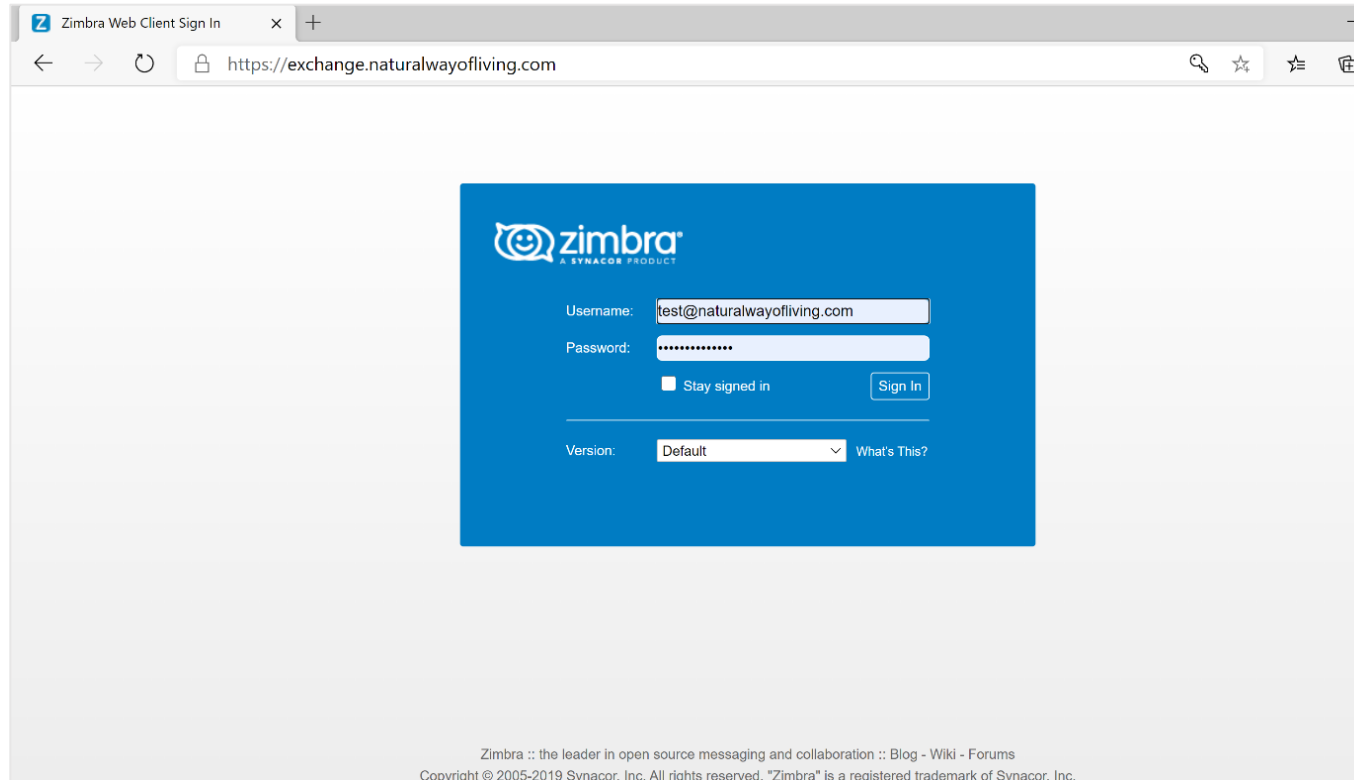
A blue arrow points to the **Copy Signature** button, with a text box below it that says "Click this button".

The "Email Signature" field contains the following HTML code:

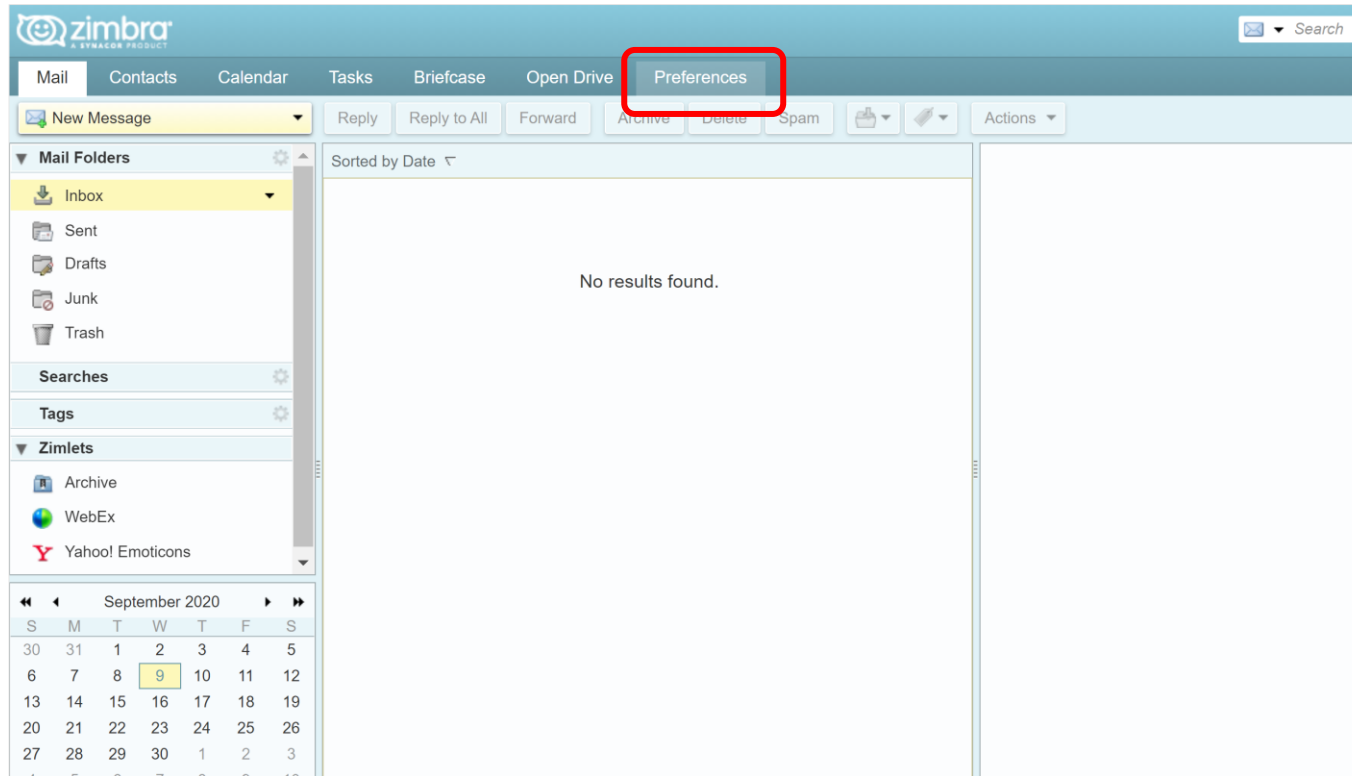
```
<table style="min-width:500px; vertical-align:-webkit-baseline-middle; font-size:medium;font-family: Arial;" cellspacing="0" cellpadding="0">
```

2. Insert email signature to Zimbra

To insert your signature into Zimbra signature box, please go back to the web browser and open this link <https://exchange.naturalwayofliving.com/>, then **sign in** to your new email.

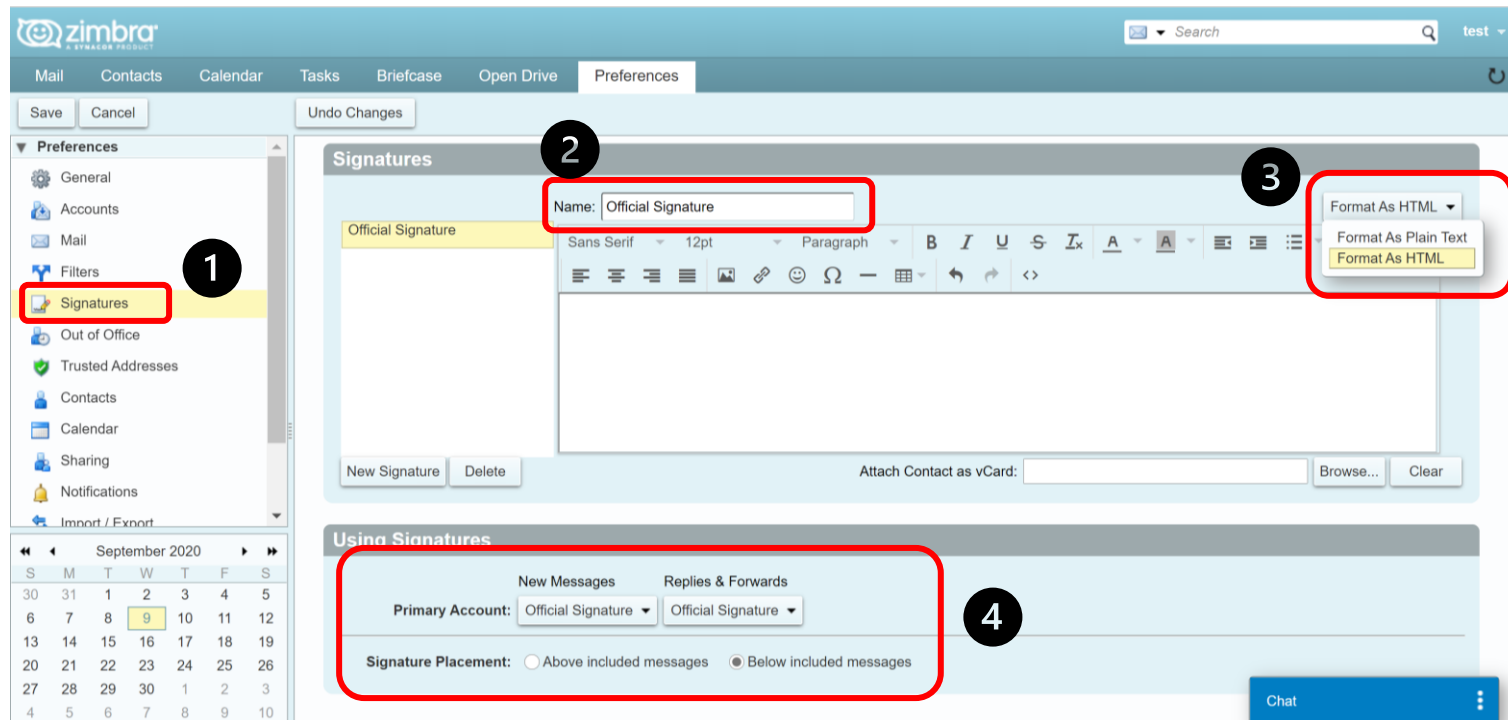


And then click **Preferences**

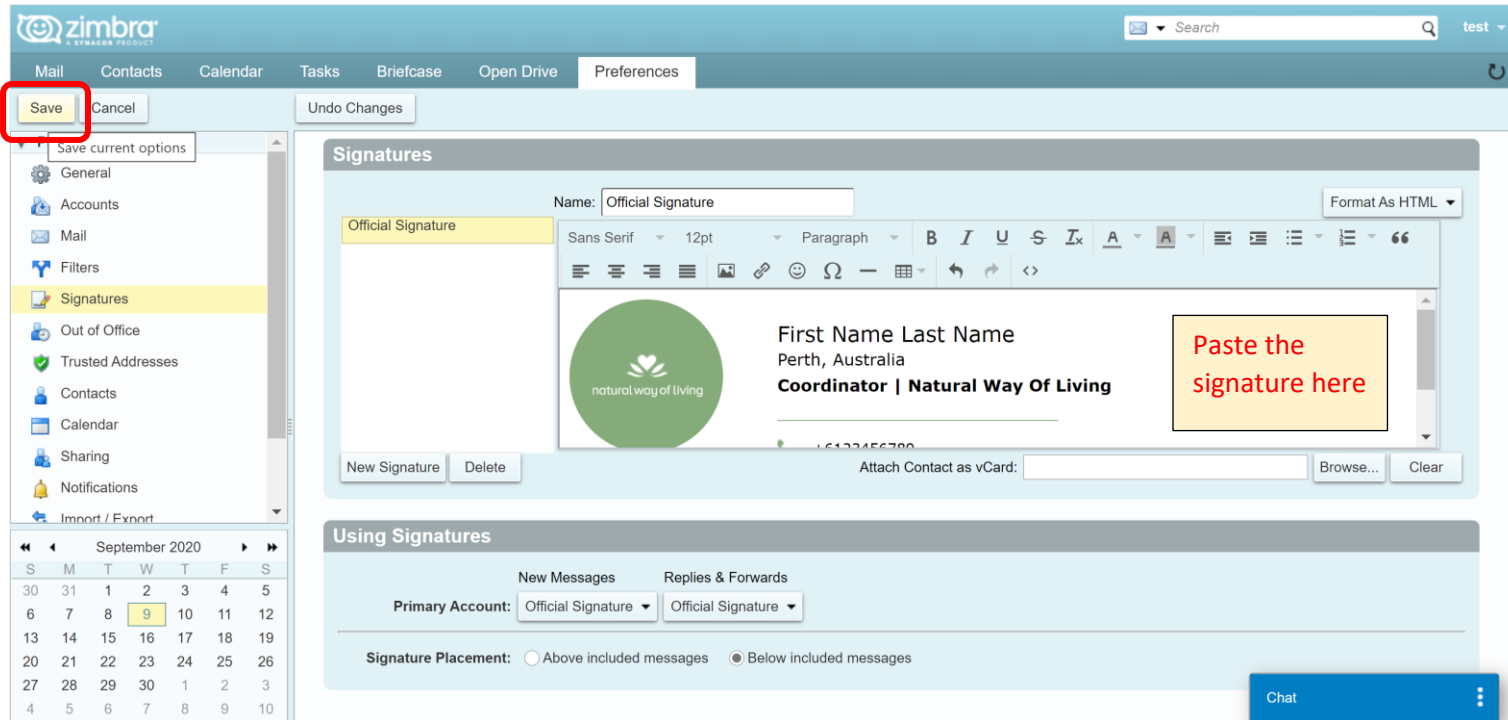


In the Preferences Tab, please do the following:

1. click **Signatures**,
2. in the **Name box** type “Official Signature”,
3. choose **Format as HTML**
4. New Messages: Official Signature,
Replies & forwards: Official Signature,
Signature Placement: Below included messages



Now, Paste (ctrl+V) the signature that you get from the previous step into this box, and click **Save** on the left-top corner



3. Insert email signature to Mozilla Thunderbird

Open the [Signature Generator](#) that you have created previously, then click **Copy Code** button

The screenshot shows a web browser at the URL <https://nwl-signature.netlify.app>. The page contains a form with the following fields:

- Department: Coordinator
- Office Phone (include the country code): [Empty]
- Mobile Phone (include the country code): +6123456789
- Email* (required): perth.au @naturalwayofliving.com

A green **Submit** button is located below the form. To the right, there is a green **Copy Signature** button with the text "Please simply click this button ---->".

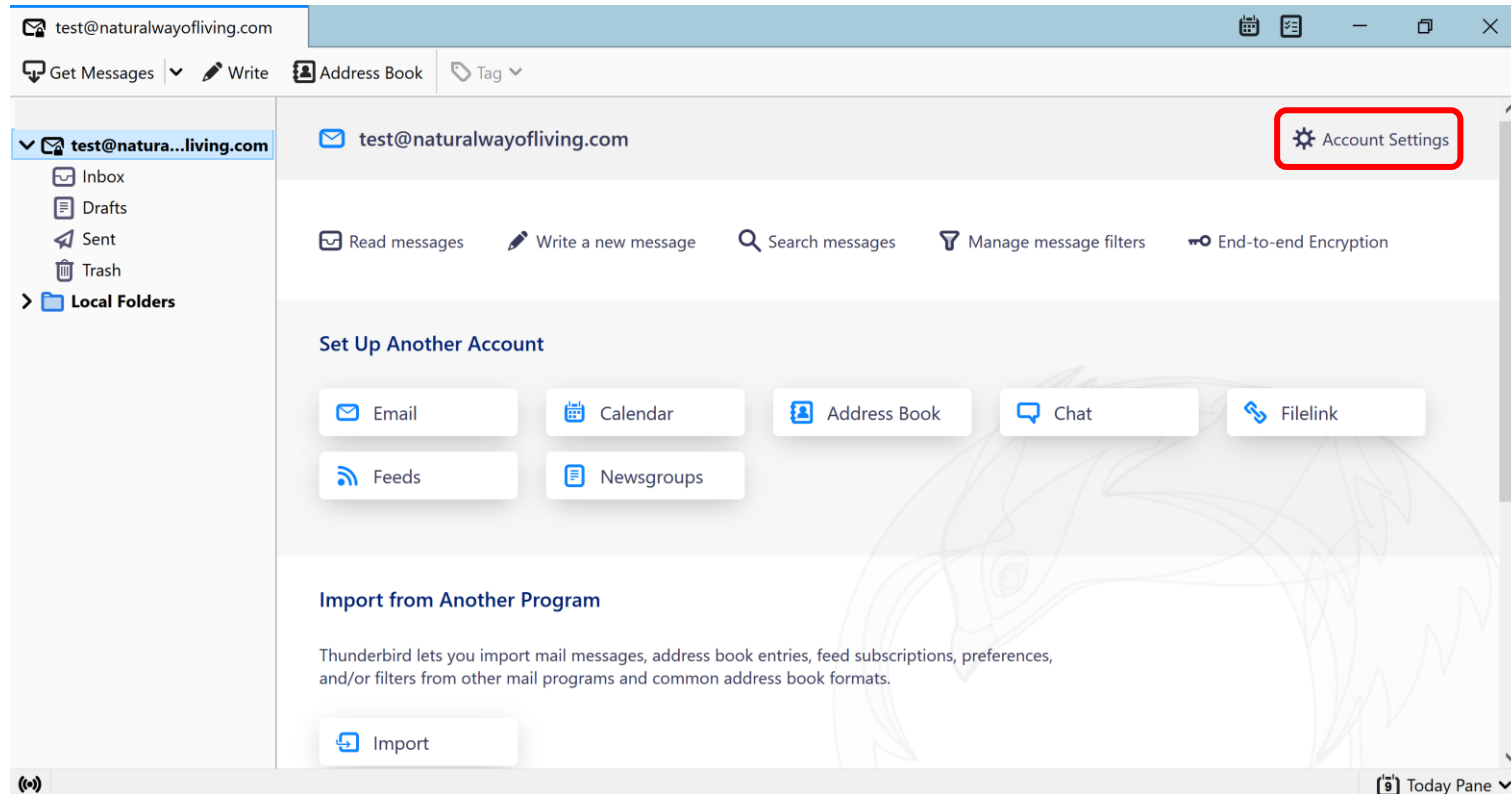
Below the form, the "Email Signature" section displays the following HTML code in a text area:

```
<table style="min-width:500px; vertical-align:-webkit-baseline-middle; font-size:
medium;font-family: Arial;" cellpadding="0" cellspacing="0">
<tbody>
<tr style="height: 130px">
<td style="height: 130px"><a href="https://naturalwayofliving.com/"
target="_blank">
<img style="
max-width: 130px;
display: block;
```

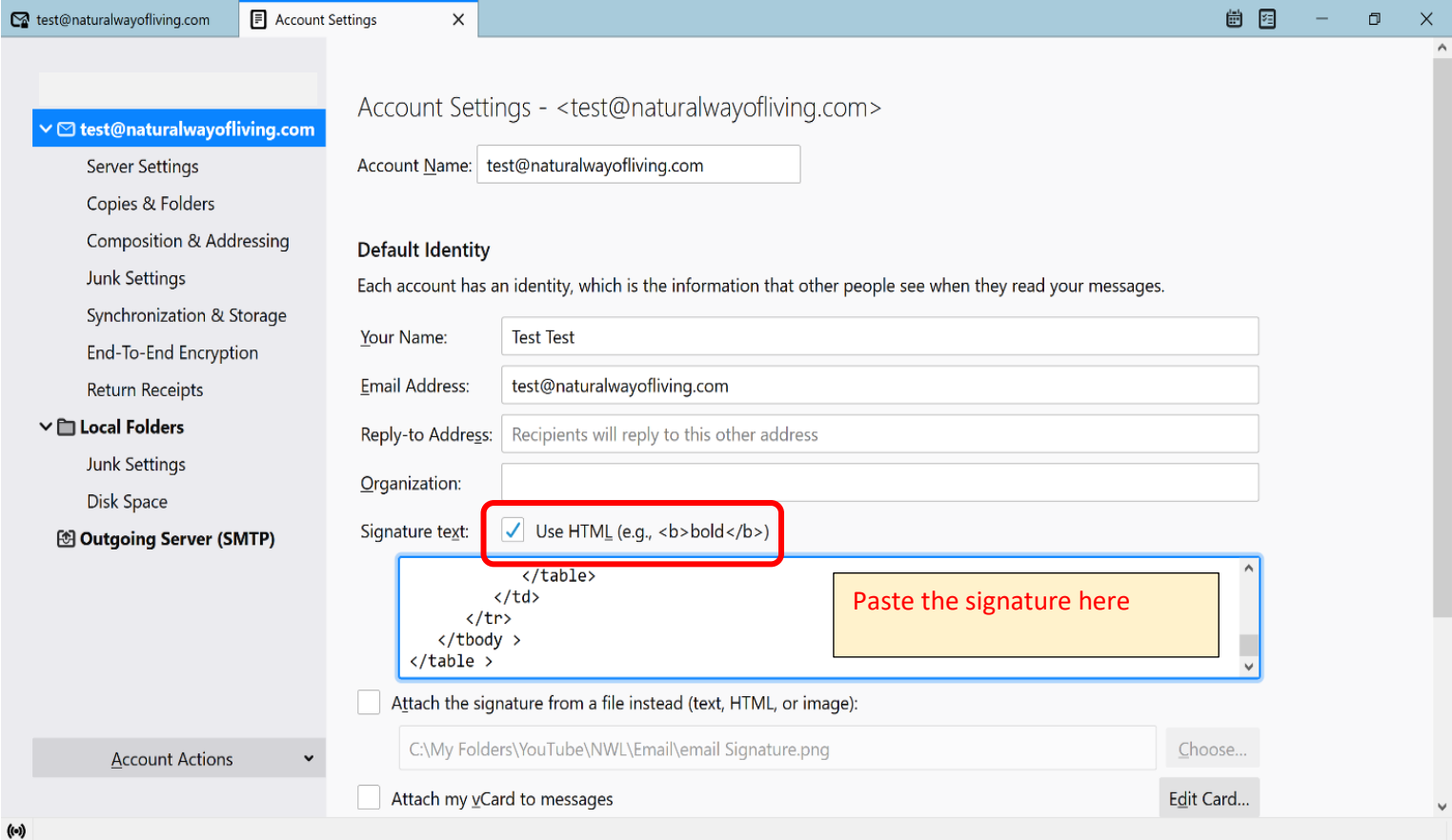
Below the code area, there is a green **Copy Code** button with the text "Please simply click this button ---->". The **Copy Code** button is highlighted with a red rectangle.

© 2021 - NWL Signature

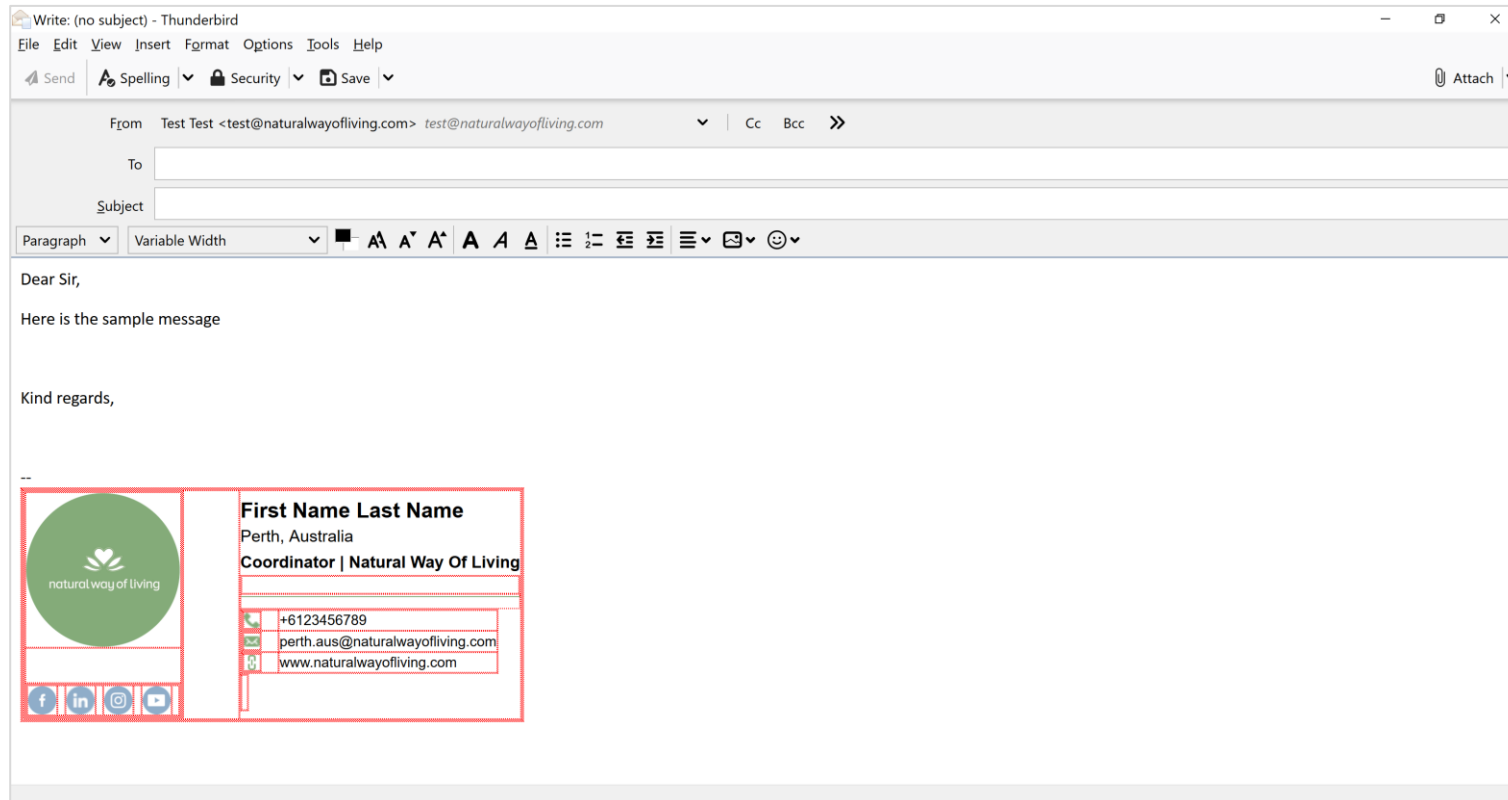
Then from your computer please open Mozilla Thunderbird App, click **Account Settings** on the right-top corner



Paste (ctrl+v) the signature code into this box, make sure to tick the **Use HTML**, and close this page

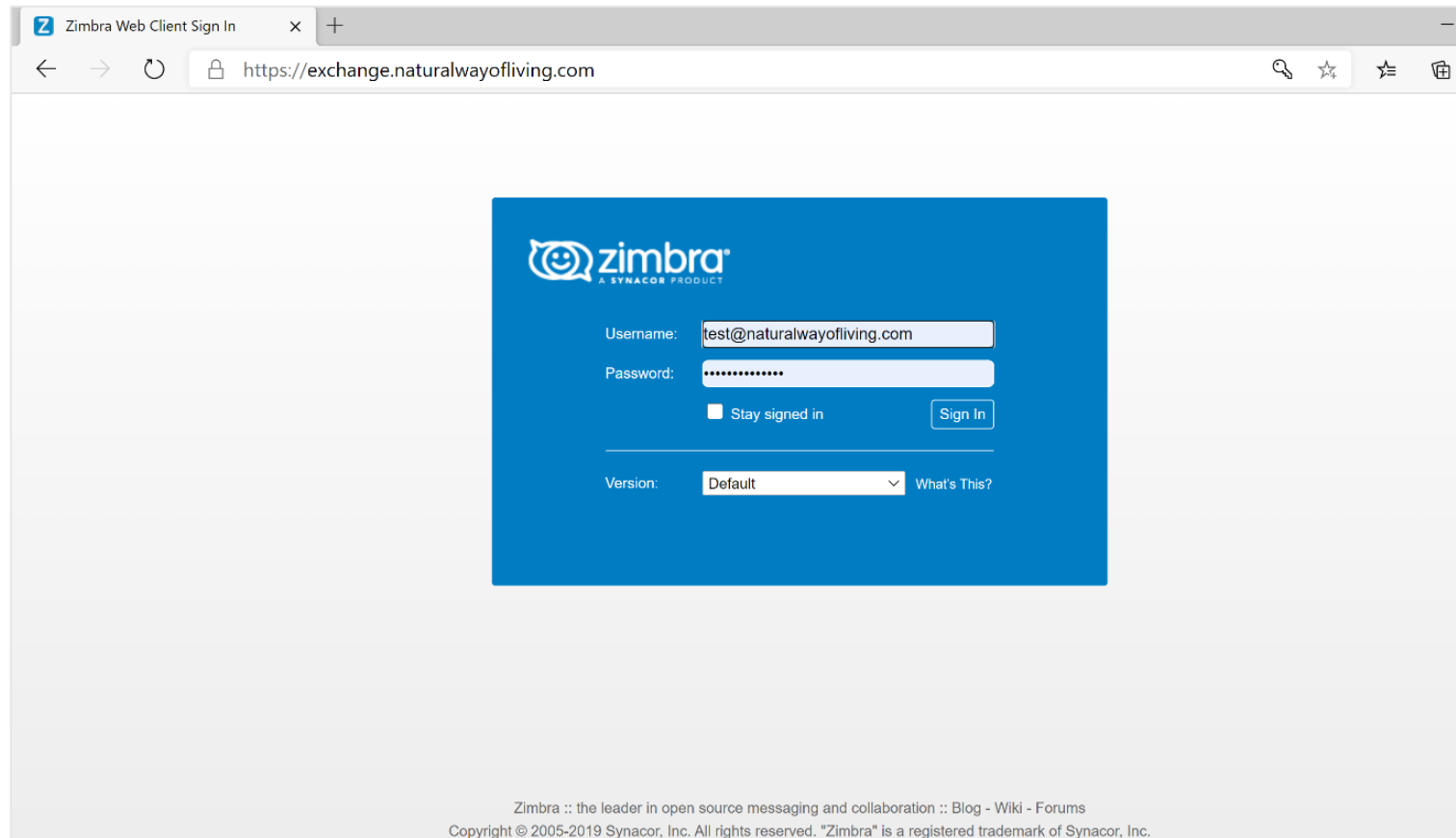


Now when you write a new message, it will automatically include your signature in the email

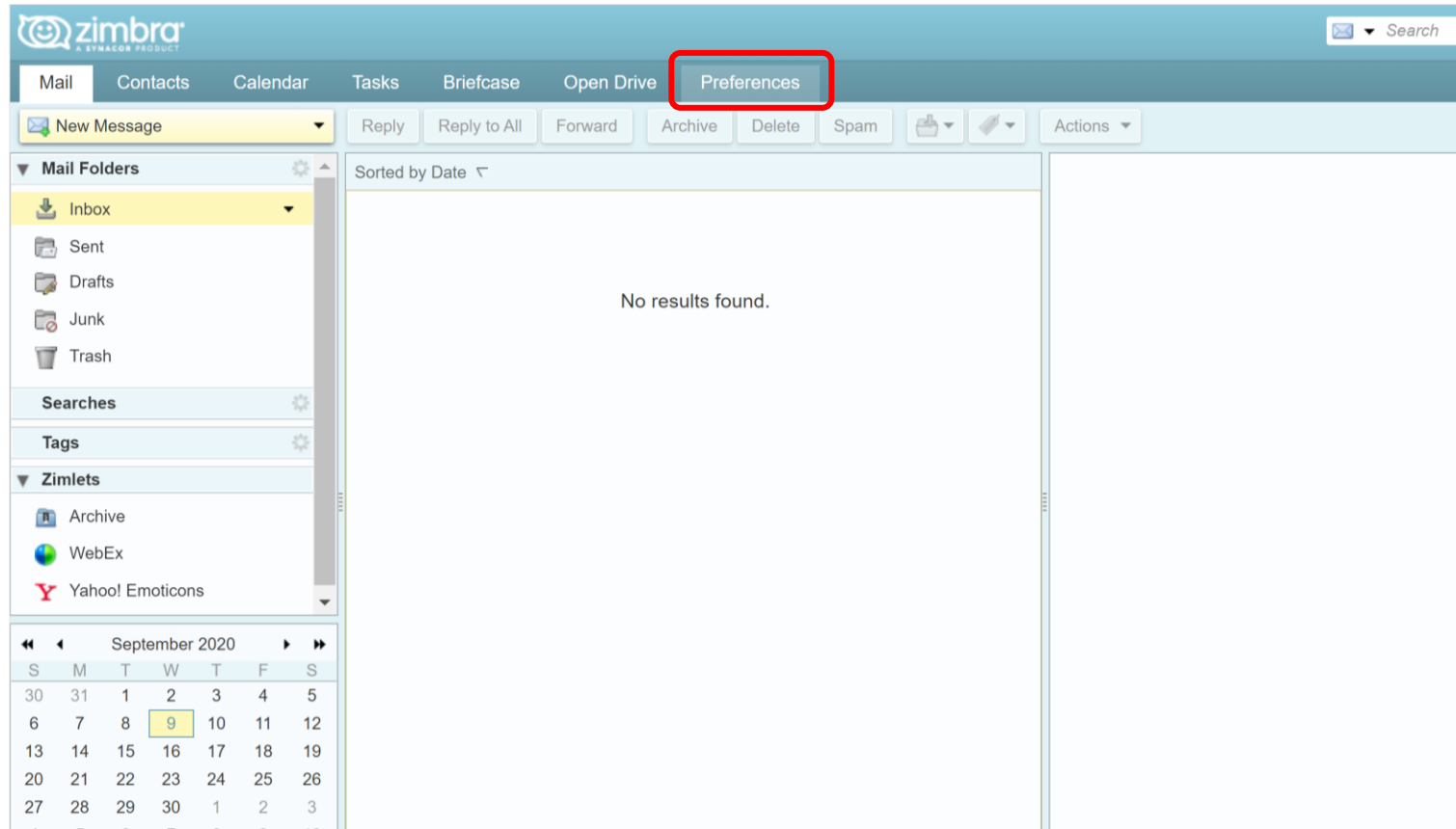


C. How to forward the emails

To forward the upcoming email messages into your current or personal email, please go back to the web browser and open this link <https://exchange.naturalwayofliving.com/>, then sign in to your NWL email.

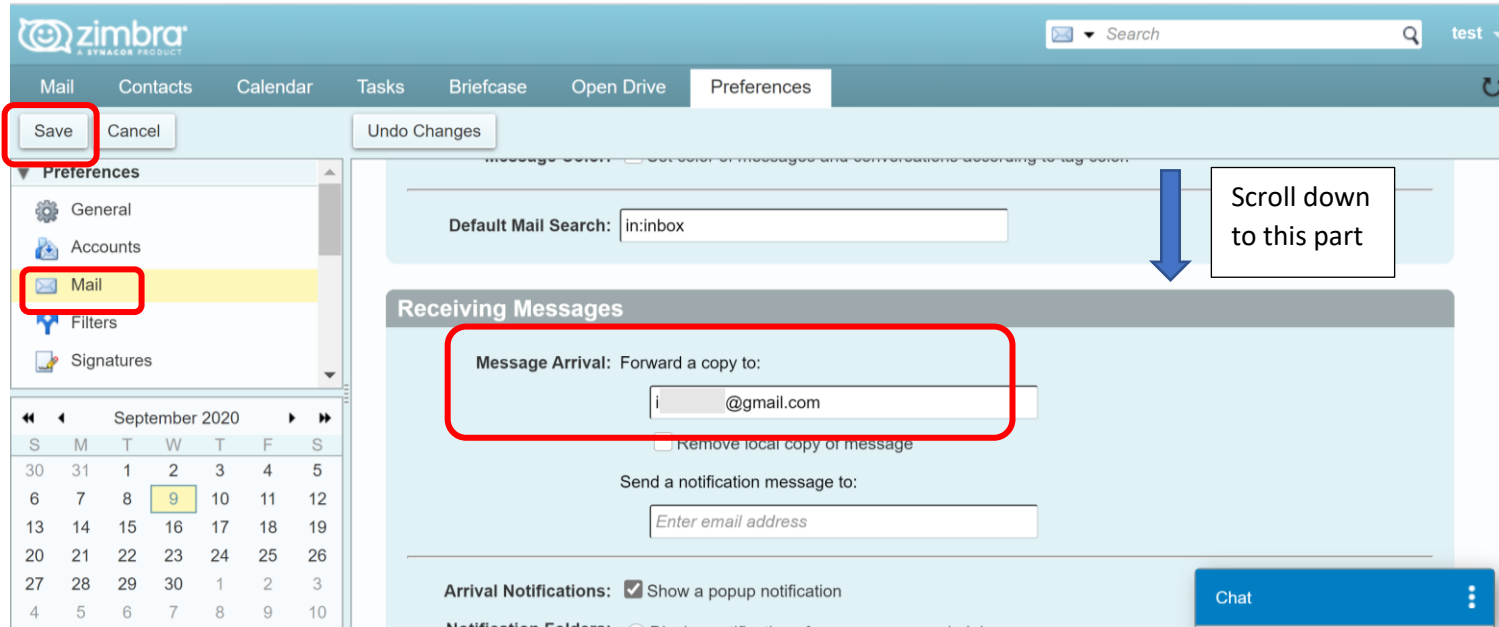


And then click **Preferences**



In the Preferences Tab, please do the following:

1. Click **Mail**
2. Scroll down the right part of the page until you find **Receiving Messages**
3. **Write** down your personal/current email
4. And click **Save** on the left-top corner

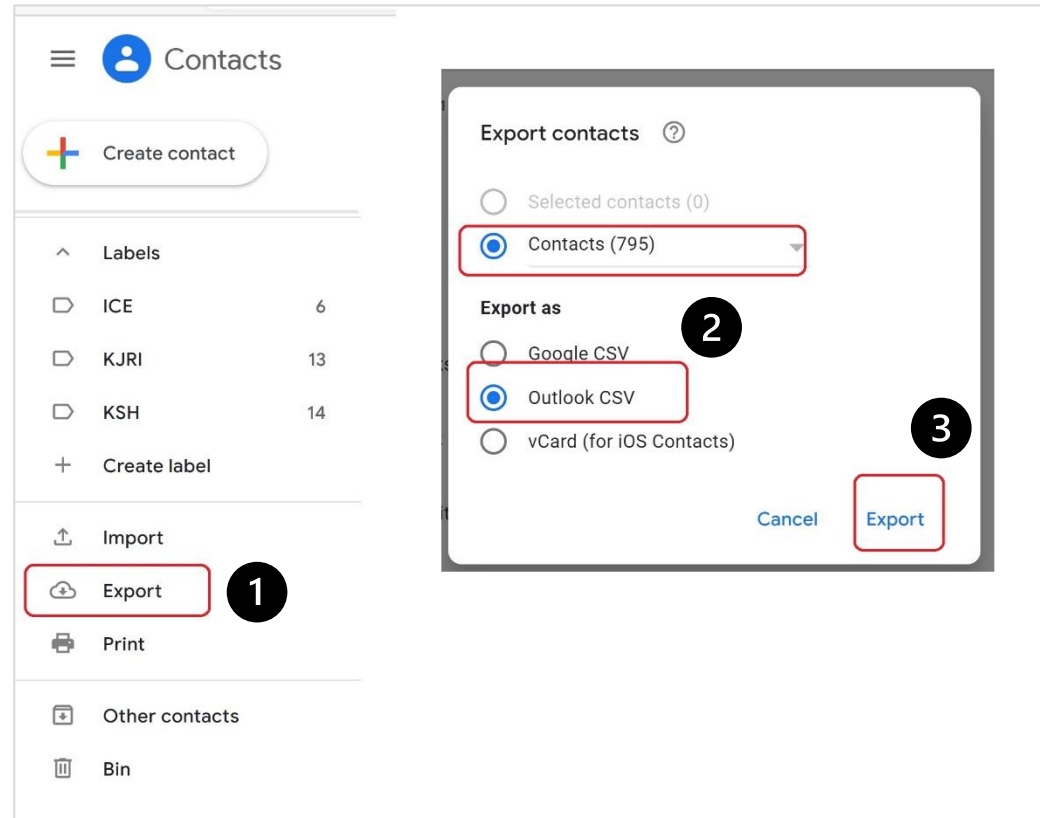


D. How to import the contacts

You can import your contacts. In this example, we will show you how to import the contacts from Gmail to Zimbra.

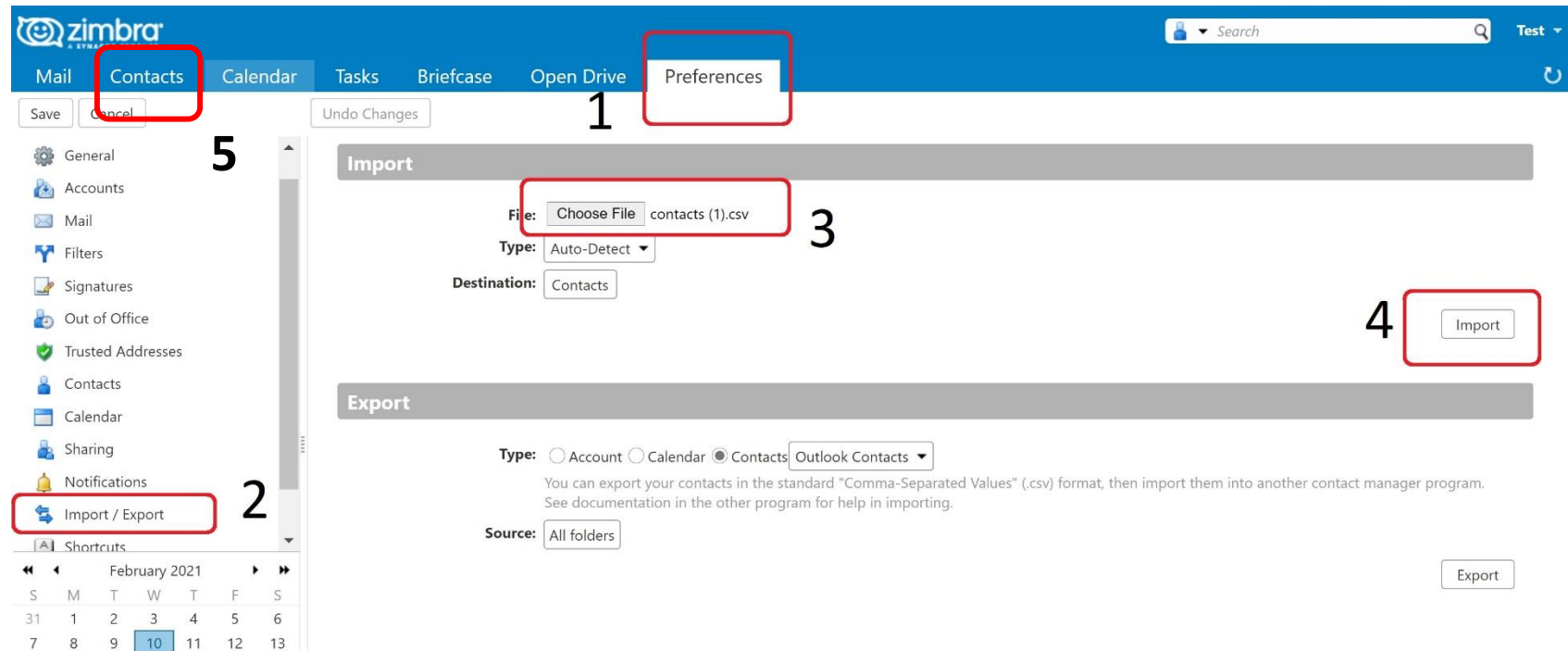
So, from **Gmail**, Sign in to your Gmail and go to <https://contacts.google.com/>, then:

1. On the left side menu Choose **Export**
2. Choose Contacts and Export as Outlook CSV (also possible as Google CSV)
3. Click **Export**
4. Remember where you keep the CSV file on your computer (usually, Download folder)



Then from **Zimbra**, Sign In to your Zimbra (Natural Way of Living email account), then:

1. Click **Preference** from the top main menu
2. Click **Import / Export** on the left side menu
3. Choose the downloaded CSV file
4. Click **Import**
5. Now click **Contact** from the top main menu, and you will find all your contacts from Gmail.



E. How to **setup** Persona (Sharing Email only)

Some of you might sharing one email address. For example, there are 2 coordinators in one city, and they are given only one email address test@naturalwayofliving.com. In this case, one person needs to activate the email at the first place and change the password. He/she then must share the new password with the other email users. So, then everyone can use the email by following the tutorial from the beginning.

However, In Zimbra there's possibility to create persona. So, each coordinator can create different signature with their own name. For example, the name of these 2 coordinators are Jennifer Spears and Justin Smith. Here's how to do it.

Login to your email via Zimbra

1. Click **Preferences** from the top menu
2. Click **Accounts** from the left side menu
3. Click **Add Persona**
4. Write the name of the coordinator
5. Write the name of the coordinator
6. Check Reply-to and write the name of the coordinator
7. Choose the email account
8. Click **Manage signatures**

The screenshot shows the Zimbra web interface with the following elements:

- Navigation:** Top menu includes Mail, Contacts, Calendar, Tasks, Briefcase, Open Drive, and Preferences (1).
- Left Sidebar:** Preferences menu is open, with Accounts (2) selected.
- Accounts Table:**

Account Name	Status	Email Address	Type
Primary Account	OK	test@naturalwayofliving.com	Primary
Jennifer Spears	OK	test@naturalwayofliving.com	Persona
- Buttons:** Add External Account (3), Add Persona, and Delete.
- Persona Settings:** Persona Name: Jennifer Spears (4).
- Settings for Sent Messages:**
 - From: Choose what appears in the "From" field of email messages (5). Field contains Jennifer Spears.
 - Reply-to: (6). Field contains Jennifer Spears.
 - Field contains test@naturalwayofliving.com (7).
 - Signature: Manage your signatures... (8).

Now, go to [Email Generator](#) and create the desired signature.

For example:

The screenshot displays the 'NWL Email Signature Generator' web application. The browser address bar shows the URL 'https://nwl-signature.netlify.app'. The application header includes the 'natural way of living' logo and the title 'NWL Email Signature Generator'. The main content area is divided into two sections: a form on the left and a signature preview on the right. The form contains the following fields and values:

- First Name ^{*(required)}: Jennifer
- Last Name: Spears
- Job Title ^{*(required)}: Treasurer
- Custom Field: Asheville, NC, USA
- Department: Coordinator
- Office Phone *(include the country code)*: +1987654322
- Mobile Phone *(include the country code)*: +1987654321
- Email ^{*(required)}: asheville.us @naturalwayofliving.com

Below the form is a green 'Submit' button. The signature preview on the right shows a circular logo with the 'natural way of living' text, followed by the name 'Jennifer Spears', title 'Treasurer', location 'Asheville, NC, USA', and role 'Coordinator | Natural Way Of Living'. Contact information includes phone numbers '+1987654322 | +1987654321', email 'asheville.us@naturalwayofliving.com', and website 'www.naturalwayofliving.com'. Below the preview is a grey box with the text 'Please simply click this button --->' and a green 'Copy Signature' button, which is highlighted with a red rectangular box.

At the bottom of the page, there is a text area for the 'Email Signature' containing the following HTML code:

```
<table style="min-width:500px; vertical-align:-webkit-baseline-middle; font-size: medium;font-family: Arial;" cellspacing="0" cellpadding="0">
```

Then click **Copy Signature** button and paste it into the signature box in your Zimbra.

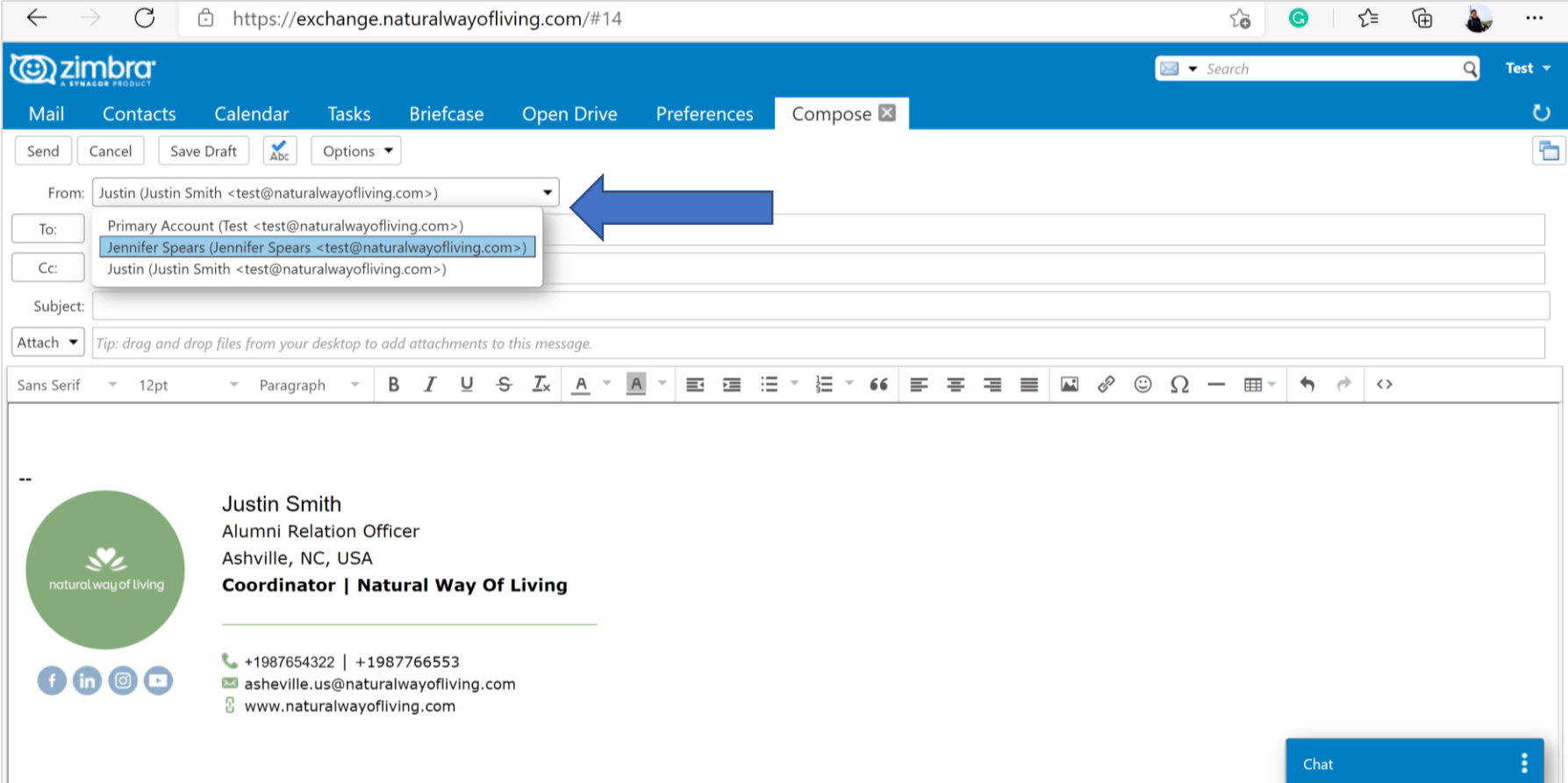
Now go back to your Zimbra, and make sure to follow all these steps:

1. Click **New Signature**
2. Write down your name
3. Choose **Format As HTML**
4. Choose your name under New Messages and Replies & Forwards
5. For Signature Placement, choose: Below included messages
6. Paste (Ctrl+V) your signature into this box
7. Click **Save**

The screenshot shows the Zimbra web interface with the 'Signatures' configuration page. The page is titled 'Signatures' and has a 'Using Signatures' section at the bottom. The 'Signatures' section includes a 'Name' field with 'Jennifer' entered, a 'Format As HTML' dropdown, and a rich text editor containing a signature for Jennifer Spears, Treasurer at Natural Way of Living. The 'Using Signatures' section has dropdowns for 'New Messages' and 'Replies & Forwards', both set to 'Official Signature' for the primary account and 'Jennifer' for the secondary account. The 'Signature Placement' section has radio buttons for 'Above included messages' and 'Below included messages', with the latter selected. A calendar for February 2021 is visible on the left side of the interface.

Then the second coordinator may sign-in to the email and follow all these same steps.

And here how it looks when you write new message. There will be option to choose the Sender (From).



Okay, we hope this tutorial will help you to use the new email easier.

If you have some questions or need more help with the configuration, please feel free to send an email to it-support@naturalwayofliving.com.

All the best 😊

With light and love 💕

- Irfani Silviana -

IT Support

Natural Way of Living Team

