



*Technology for Your Life*

With a Business Mail Lite - Zimbra webmail account, you will be able to send and receive email from any computer or device (including smartphones and tablets). This means that you will enjoy access to your webmail when at home or traveling. In addition, your messages and contacts will be stored safely on our network, and you will have plenty of storage available. Our easy-to-use webmail service is upfitted with the kinds of features necessary to keep you communicating efficiently (such as personal calendaring and file sharing).



#### **What must I do to set up my webmail service?**

Your webmail is already setup. From a personal computer, you simply need to log into [your mail](#) with your full email address in the Username field and your Password. If you are using a mobile device (smartphone or tablet), you will need to follow the instructions specific to its operating system: [Android](#) | [Apple](#)

#### **What if I have some questions about webmail use?**

Look over our [simple Q&A document](#) to familiarize yourself with some basic webmail functions and FAQs.

#### **Where is my spam (junk mail) stored and how do I access it?**

Please refer to our [SPAM FAQ page](#) to get all of your junk mail questions answered.

#### **I would also like to set up my email software to access my @plusmailproz.com email. Can I do this?**

Yes! Follow the below links to step-by-step instructions designed to help you set up your software email server settings.

[Settings](#) | [Outlook 2007](#) | [Outlook 2010 / 2013](#) | [Mac Mail](#) | [Thunderbird](#) | [Windows Live Mail](#) | [Windows 8 Mail App](#)

## Quick Server Settings:

- Incoming Server  
Name: **mail.plusmailproz.com**  
or **mail.plusmailproz.com**
- Outgoing Server  
Name: **smtp.plusmailproz.com**
- Username: Your **full** email address
- NeoNova Technical Support:  
**844-365-5606**