



# Spark Mail

This was set up using the example email: [you@yourdomain.co.nz](mailto:you@yourdomain.co.nz)



# KEYWORDS AND PHRASES

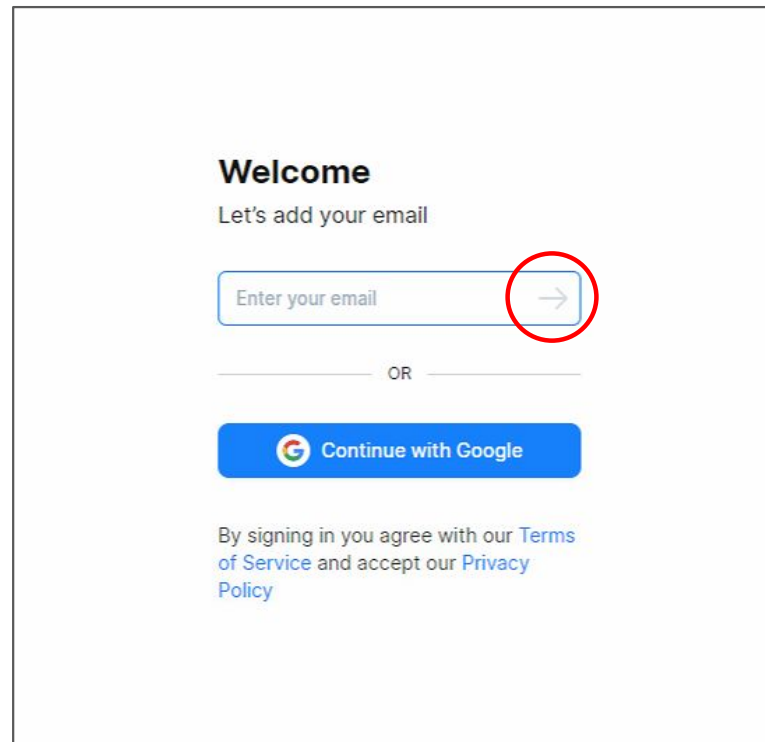
- **Spark Mail program:** The Spark Mail program is a special application that helps you manage your email easily on your computer or mobile device.
- **Full email address:** Your full email address includes your username, followed by the “@” symbol and the domain name of your email provider.
- **Device:** Device refers to the electronic device you’re using, such as a computer, laptop, smartphone, or tablet.
- **@ symbol:** The “@” symbol is a character used in email addresses to separate the username from the domain name.
- **Additional settings:** offers more customization options and configuring the email settings yourself instead of using an automatic setup process.
- **Incoming Mail Server Settings:** Incoming Mail Server Settings include configurations for receiving emails, such as server name, port number and security settings.
- **User name:** User name is the unique identifier used to log in to your email account.
- **Server (incoming):** Server (incoming) is the mail server responsible for receiving your incoming emails.
- **Port:** Port is a number used for establishing a connection between your device and the email server.
- **Security (SSL):** refers to the security protocol that encrypts communication between your device and the email server.
- **Outgoing Mail Server Settings:** Outgoing Mail Server Settings include configurations for sending emails, such as server name, port number and security settings.
- **Email password:** Email password is the secret code you set up to protect access to your email account.
- **Server (outgoing):** Server (outgoing) is the mail server responsible for sending your outgoing emails.
- **Verify account:** Verifying the account involves confirming the settings and ensuring successful connection.
- **Sign in:** Signing in means logging into your email account.



- 1 Start by locating the Spark Mail program on your PC. Open the application to begin the setup process. If you don't have an account already logged in, you will see a screen similar to the one shown below.

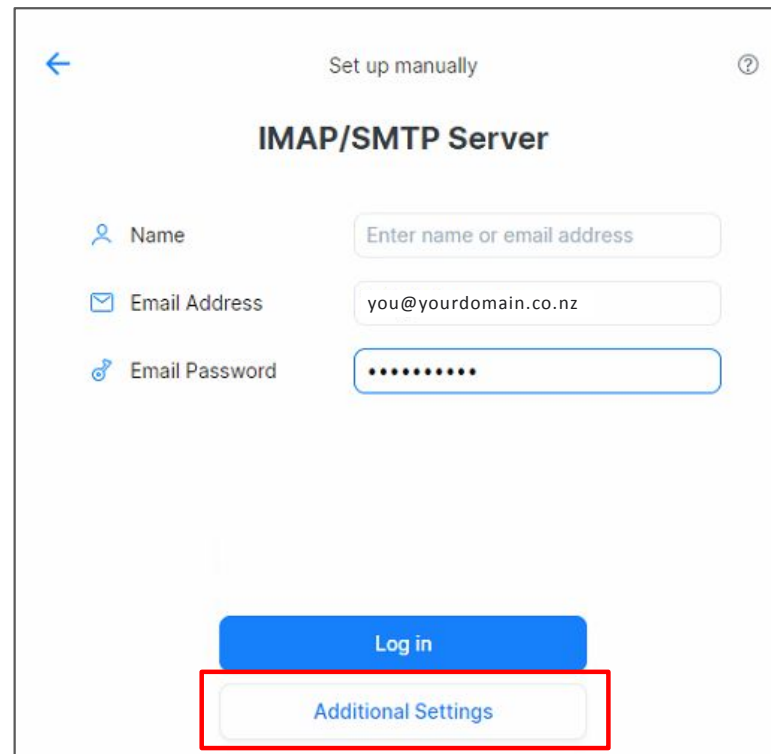
Enter your full email address, including what comes after the '@' symbol, into the provided field.

Then, click on the arrow (circled in the screenshot below).



**2** You will be directed to a page that looks like the one shown in the image. Double-check that your email address is correctly entered in the designated field and enter your password set for that email address in the password field.

Then, click on the **'Additional settings'** button.



The screenshot shows a mobile application interface for setting up an email account manually. At the top, there is a back arrow on the left, the text "Set up manually" in the center, and a help icon on the right. Below this is the title "IMAP/SMTP Server". There are three input fields: "Name" with a person icon and placeholder text "Enter name or email address"; "Email Address" with an envelope icon and the text "you@yourdomain.co.nz"; and "Email Password" with a key icon and a masked password "\*\*\*\*\*". At the bottom, there are two buttons: a blue "Log in" button and a white "Additional Settings" button with a red border.

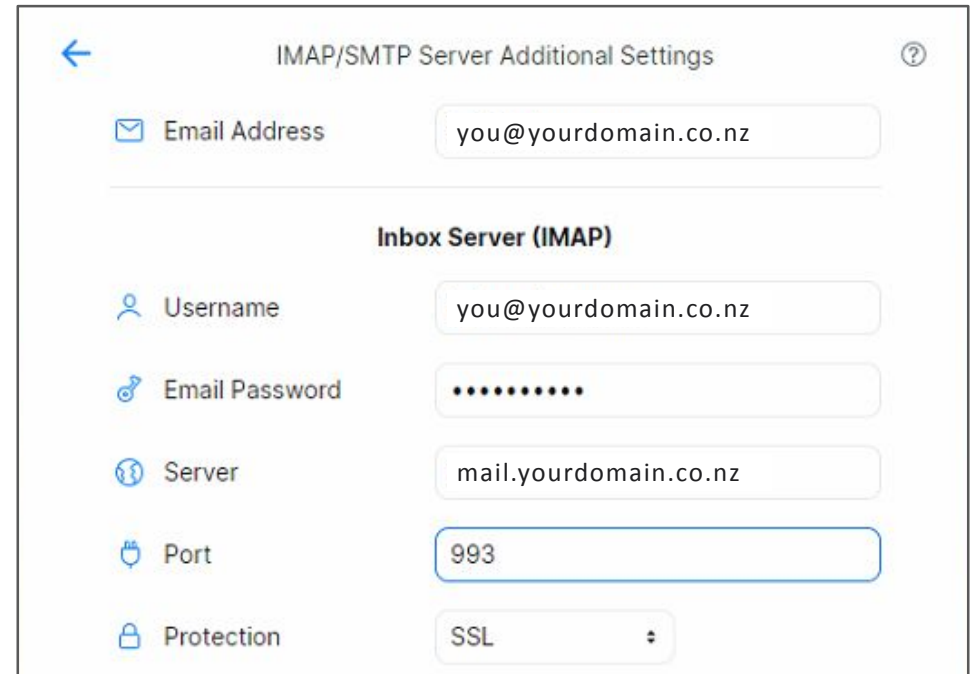


### 3 Enter the following **Incoming Mail Server Settings**:

- **Email Address:** Enter your full email address, including what comes after the '@' symbol.
- **User Name:** Enter your full email address, including what comes after the '@' symbol.
- **Email Password:** Enter your email account password.
- **Server (Incoming):** This refers to your incoming server host name. Please refer to the login details sent to you by our support team at ActiveHost. Enter the incoming server name as displayed in your login PDF.
- **Port:** Set the port number to **993**.
- **Security:** Choose '**SSL**' as the security protection.

*If you don't have these details, contact ActivateHost support to reset them for you.*

**support@activehost.co.nz**



The screenshot shows a mobile application interface for configuring an email account. The title is "IMAP/SMTP Server Additional Settings". There is a back arrow on the top left and a help icon on the top right. The form contains the following fields:

- Email Address:** Input field containing "you@yourdomain.co.nz".
- Inbox Server (IMAP):** Section header.
- Username:** Input field containing "you@yourdomain.co.nz".
- Email Password:** Input field with masked characters (dots).
- Server:** Input field containing "mail.yourdomain.co.nz".
- Port:** Input field containing "993".
- Protection:** Dropdown menu with "SSL" selected.








## 4 Enter the following **Outgoing Mail Server Settings**:

- **User name:** Enter your full email address, including what comes after the '@' symbol.
- **Email Password:** Provide your email account password.
- **Server (SMTP):** This refers to your SMTP/Outgoing server host name. Please check the login details provided by our support team at ActiveHost.
- **Port:** Set the port number to **465**.
- **Security:** Choose '**SSL**' as the security protection.

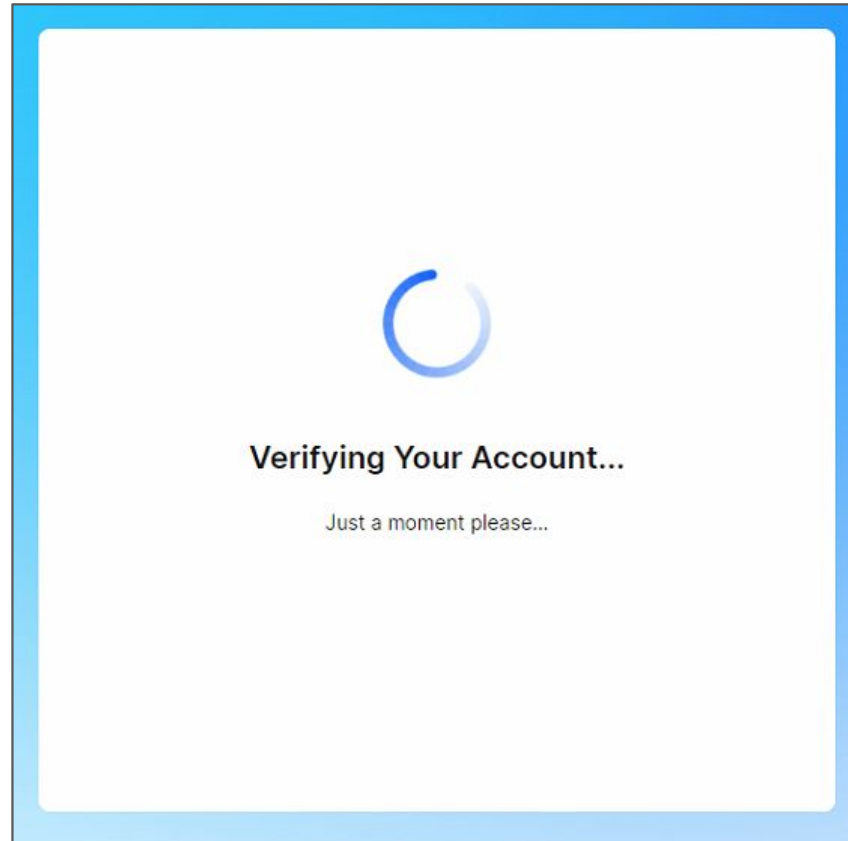
Then click '**Log In.**'

### Outbox Server (SMTP)

 Username	<input type="text" value="you@yourdomain.co.nz"/>
 Email Password	<input type="password" value="....."/>
 Server	<input type="text" value="mail.yourdomain.co.nz"/>
 Port	<input type="text" value="465"/>
 Protection	<input type="text" value="SSL"/>



- 5 Spark Mail will now verify your account and add your email.



6 Click 'Next' — 'Start using Spark' — 'Got it' to go to your emails inbox.

The screenshot illustrates the Spark onboarding process. It is divided into two main sections. The left section, titled "Your free Spark account is ready!", features three feature cards: "Smart focused inbox" (optimized for important conversations and grouped newsletters), "Fast email management" (clean inbox, Command Center shortcuts), and "All your accounts in one place" (multiple accounts, synced devices, Windows availability). A red box highlights the "Next" button. The right section, titled "Enjoy Spark Premium free for 7 days!", lists features like "Filter out the noise" (screen new senders, block unwanted email), "Reclaim your focus" (never miss important email, prioritize senders), "Refine your workflow" (optimize inbox, learn shortcuts), and "Master your inbox" (focus on important, develop habits). A red box highlights the "Start using Spark" button. A red arrow points from the "Next" button to the "Start using Spark" button. Below this, a preview of the email inbox is shown, titled "Spark helps you focus by sorting your email". It displays a list of senders: Alex (priority), Anna, and Rick (real people), followed by grouped service emails like Notifications and Newsletters. A red box highlights the "Got it" button.

**Smart focused inbox**

- Optimized for important conversations
- Newsletters and notifications are grouped separately

**Fast email management**

- Clean and tidy inbox with no effort
- Master shortcuts with the Command Center

**All your accounts in one place**

- Multiple email accounts
- Synced across devices
- Now available on Windows

**Filter out the noise**

- Screen new senders
- Block unwanted email

**Reclaim your focus**

- Never miss an important email again
- Prioritize senders and threads

**Refine your workflow**

- Optimize your inbox to suit you
- Learn fast keyboard shortcuts

**Master your inbox**

- Focus on what's important
- Develop better email habits
- ... and much more

**Your free Spark account is ready!**

**Next**

**Enjoy Spark Premium free for 7 days!**

No automatic payments.

**Start using Spark**

**Spark helps you focus**  
by sorting your email

Priority senders are at the top

Real people are in the main section

Emails from services are grouped

**Got it**





ActiveHost is the dedicated website hosting subsidiary of Activate.



PH. +64 03 961 1106 E. [support@activehost.co.nz](mailto:support@activehost.co.nz) W. [activehost.co.nz](http://activehost.co.nz)