Email Management

> Hypha members are eligible for Hypha email addresses, such as joe@hypha.earth. Hypha does not provide full email support, so we suggest to forward messages from your Hypha account to your personal email account (e.g. at Gmail) as soon as you have access.

> The guide is incomplete as of 11/29/21. Following activities need to be performed:
>
> 1 Define new role for Email Management
> 2 Clean up unused mailboxes (purge and/or delete)
> 3 Enable forwarding for ALL remaining mailboxes
> 4 Improve on Mail server status
> 5 Set Postmark delivery to broadcast for Seeds newsletters

Introduction

Cloudron has a built-in mail server that can send and receive email on behalf of users and applications. By default, most of it's functionality is disabled and it only sends out mails on behalf of apps (for example, password reset and notification emails). Hypha has enabled Cloudron Email and offers a full-fledged mail server solution. Each user can get a mailbox `username@hypha.earth` and can send mails using SMTP and receive mails using IMAP. Admins can also setup server side mail filtering rules using ManageSieve.

Features of this mail solution include:

- Multi-domain support
- Enable mailboxes for users and groups on a domain level
- Per-user and group mail aliases (via mailboxes)
- Mailbox sharing amongst users
- Group email addresses that forward email to it's members
- Email account sub-addressing by adding `+` tag qualifier
- Setup mail filters and vacation email using ManageSieve
- Catch all mailbox to receive mail sent to a non-existent mailbox
- Relay all outbound mails via SendGrid, Postmark, Mailgun, AWS SES or a Smart host
- Anti-spam. Users can train the spam filter by marking mails as spam. Built-in rDNS and zen spamhaus lookup. Admins can add custom spam rules for the entire server.

- Completely automated DNS setup. MX, SPF, DKIM, DMARC are setup automatically
- Let's Encrypt integration for mail endpoints
- Domains and IP addresses blacklisting
- Server-side mail signatures (can be set per domain)
- REST API to add users and groups
- Secure out of the box
- Full text search using Solr
- Event Log

Hypha's email configuration

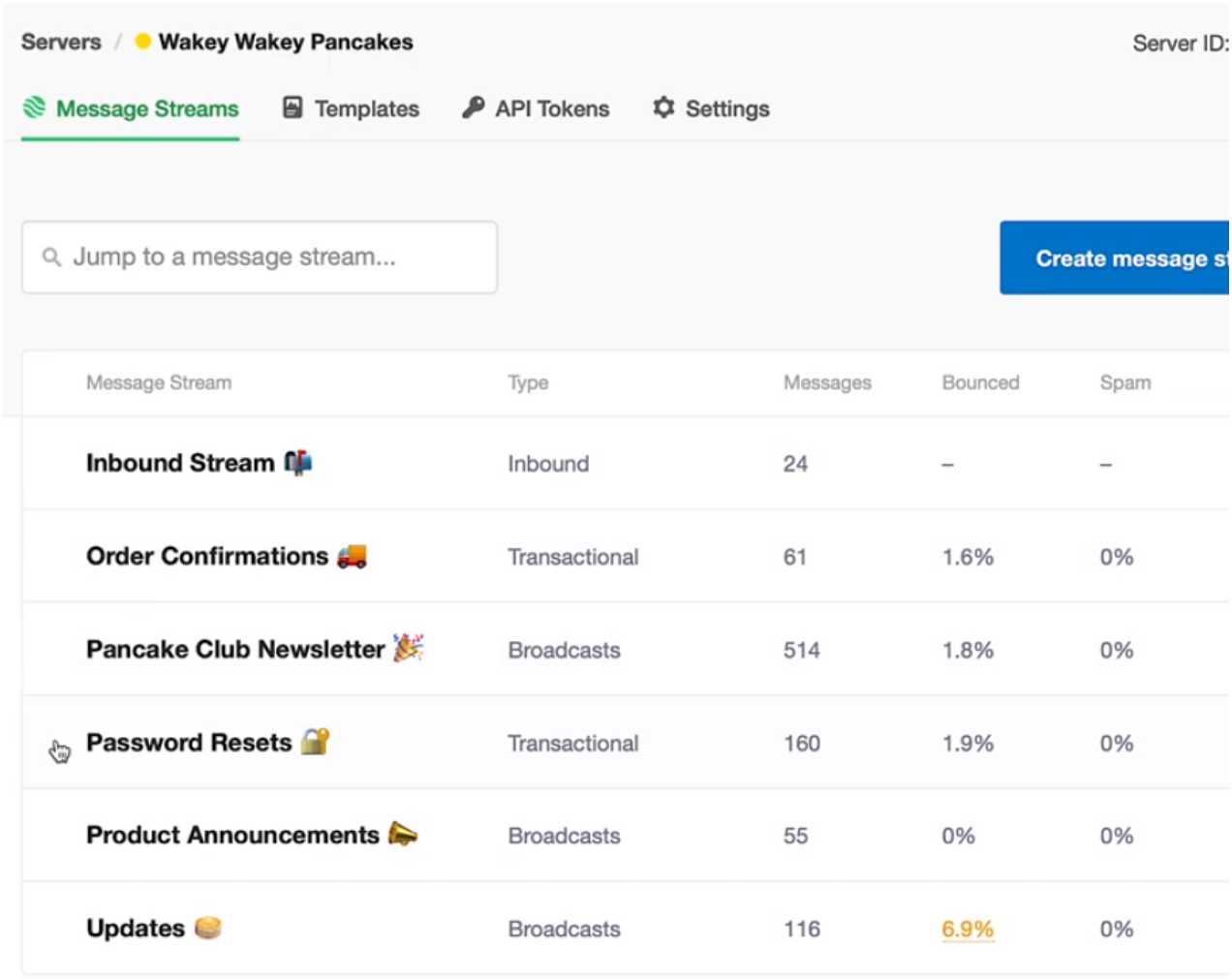
Component	Configuration	Access
Webhost (.com)	Bluehost for joinseeds.com	Unknown
Webhost (.earth)	Namecheap for joinseeds.earth and hypha.earth	Locker
Mailserver	mail.hypha.earth	Cloudron admins
Mailboxes	Hypha Mailboxes	Cloudron admins
Max email size	25MB	
Incoming Mail (IMAP)	Server: mail.hypha.earth Port: 993 (TLS)	Cloudron admins
Outgoing Mail (SMTP)	Server: mail.hypha.earth Port: 587 (STARTTLS)	Cloudron admins

Email filtering	ManageSieve Server: mail.hypha.earth Port: 4190 (STARTTLS)	Cloudron admins Docs
Spam filtering	SpamAssassin	Cloudron admins Docs
Email delivery	Postmark smtp.postmarkapp.com Port: 587 (STARTTLS)	Locker
Email clients	Sogo	Cloudron users
DNS Status	**MX record** Hostname: @ Record type: MX Expected value: 10 mail.hypha.earth. Current value: 10 mail.hypha.earth. **DMARC record** Hostname: _dmarc Record type: TXT Expected value: v=DMARC1; p=reject; pct=100 Current value: v=DMARC1; p=reject; pct=100	Namecheap requires manual steps for MX records
SMTP Status	**OK**	

How to add message streams to Postmark

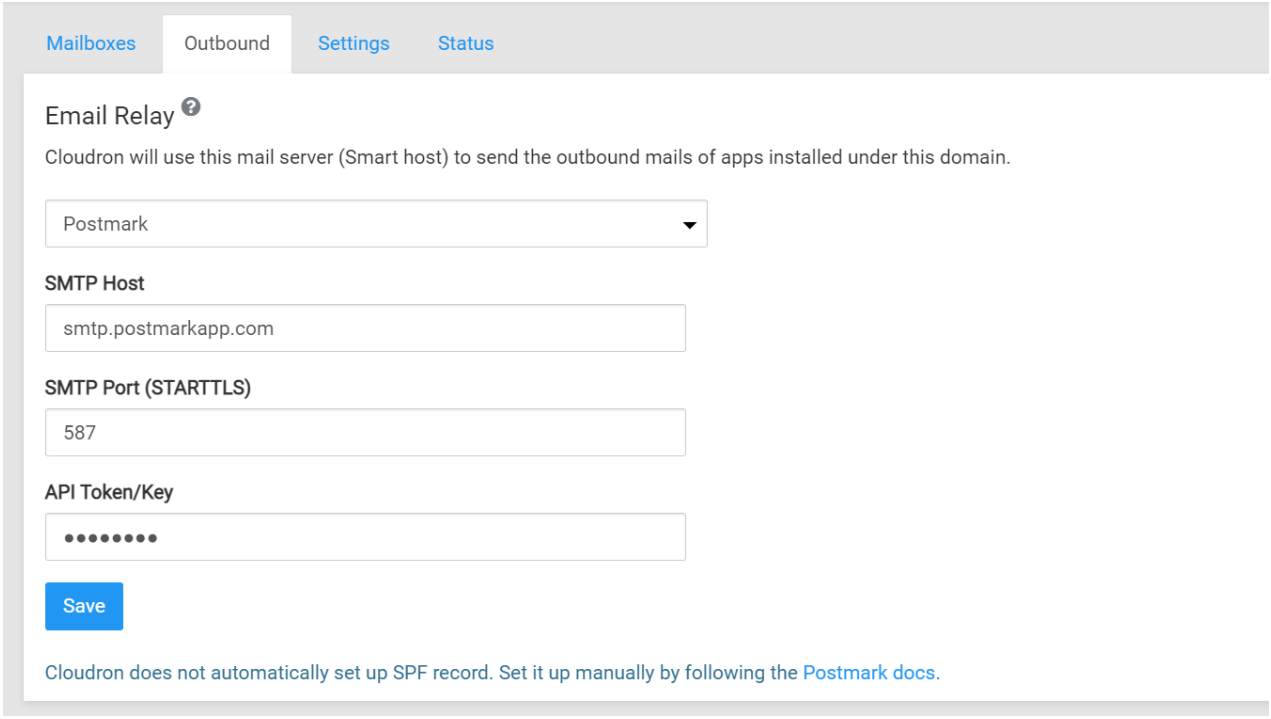
We are using Postmark for email delivery (configured on Cloudron, see below). Postmark requires setting up message streams which distinguishes transactional from broadcast messages. It is a good practice to create as many message streams as possible to check the

performance on the different types of email we are sending. To attach our messages to the different streams in Postmark, we need to include the stream ID in the message header.



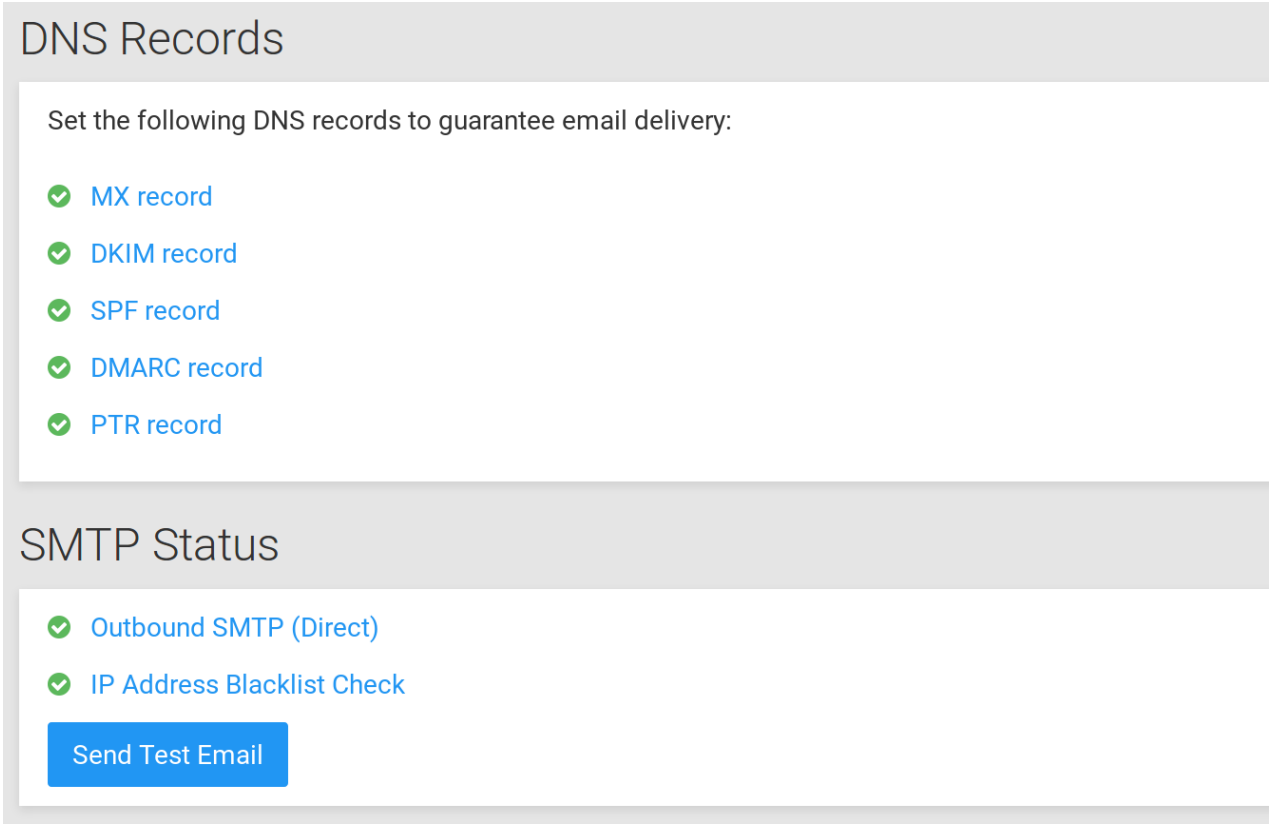
You can log into Postmark via Locker. Make sure to check the outbound delivery statistics from time to time. Postmark can block delivery if you are using the wrong stream or go over the message quota. We are currently at 50,000 emails per month.

Here is the email configuration for Postmark on Cloudron:



How to maintain mail server status

> We currently have MX and DMARC records enabled. We want to enable SPF, DKIM and PTR as well.



source: https://docs.cloudron.io/email/#mail-server-status

How to create an email account

Every Hypha member that is interacting with clients or partners needs to use the Hypha email address, which currently has the format <firstname>@hypha.earth. Mailboxes are created on the Hypha Cloudron server, which allow email forwarding and sending-as so you can continue to use your preferred email client. Please note that Hypha does not store emails of members or supports email clients (Sogo is only forwarding emails). We also suggest to add a signature to your email correspondence, such as

> --
> <full name>
> Co-Founder | Hypha DAO
> M: <mobile with +country code>
> <city>
>
> https://hypha.earth

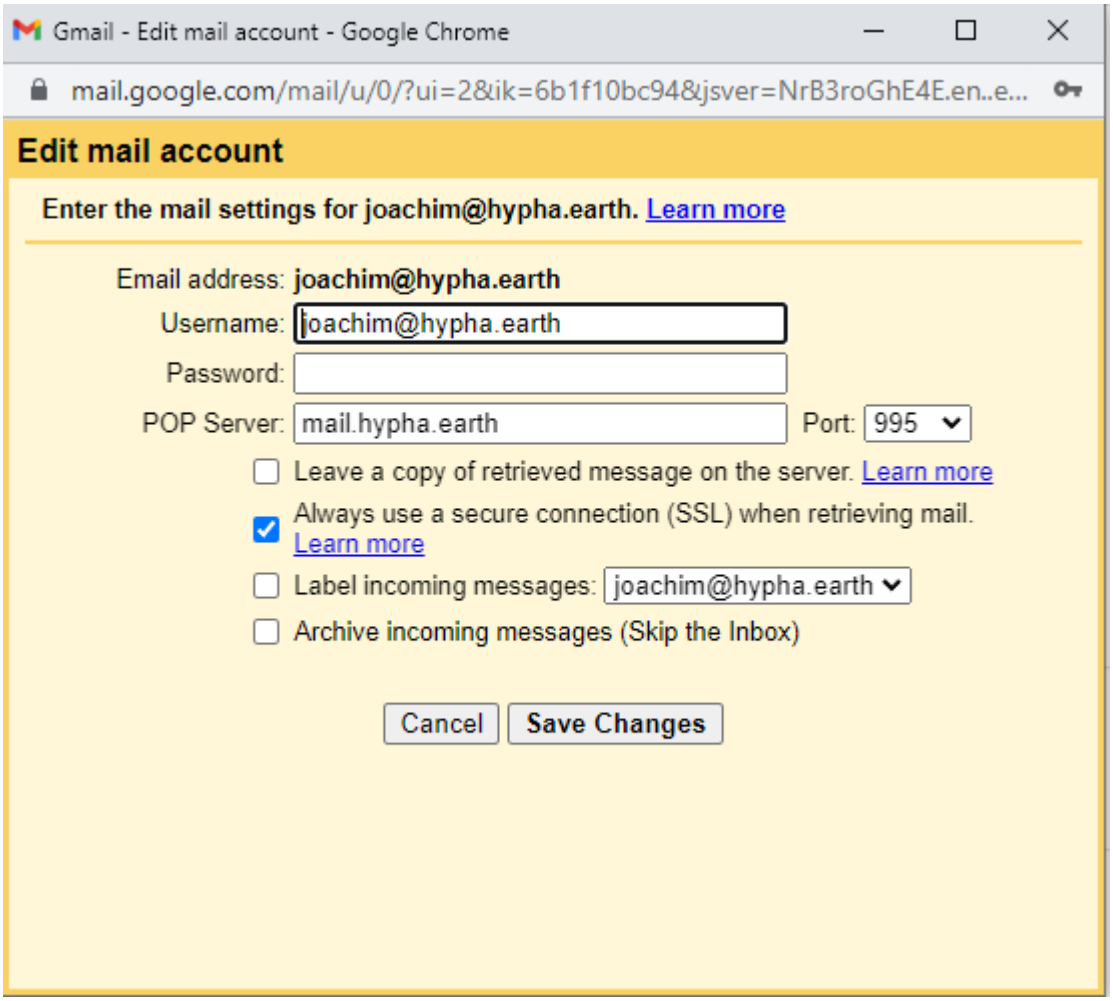
> https://joinseeds.earth

Please follow the steps below to request a Hypha email address if you are a member.

1. Request a new **user account** on Cloudron (if you have not already done so)
2. Request a new **mailbox account** from the Cloudron email administrator
3. Connect your email account to your preferred email client (below steps are for Gmail)

How to read and send emails from Gmail

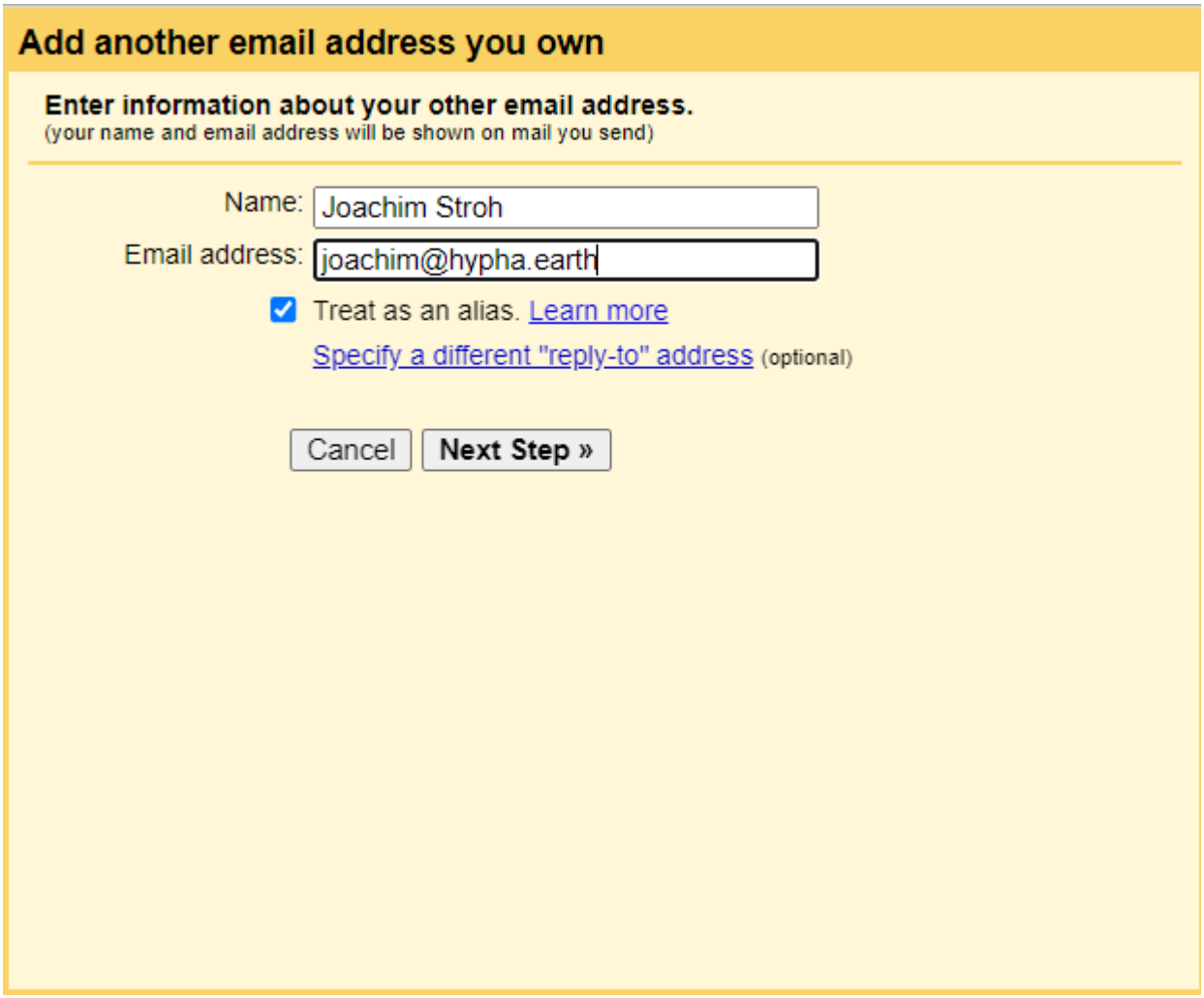
Go to your Gmail Settings > Accounts and Import, then look for "Check mail from other accounts:" and "Add a mail account" (see here for more info). Fill in the following forms below:



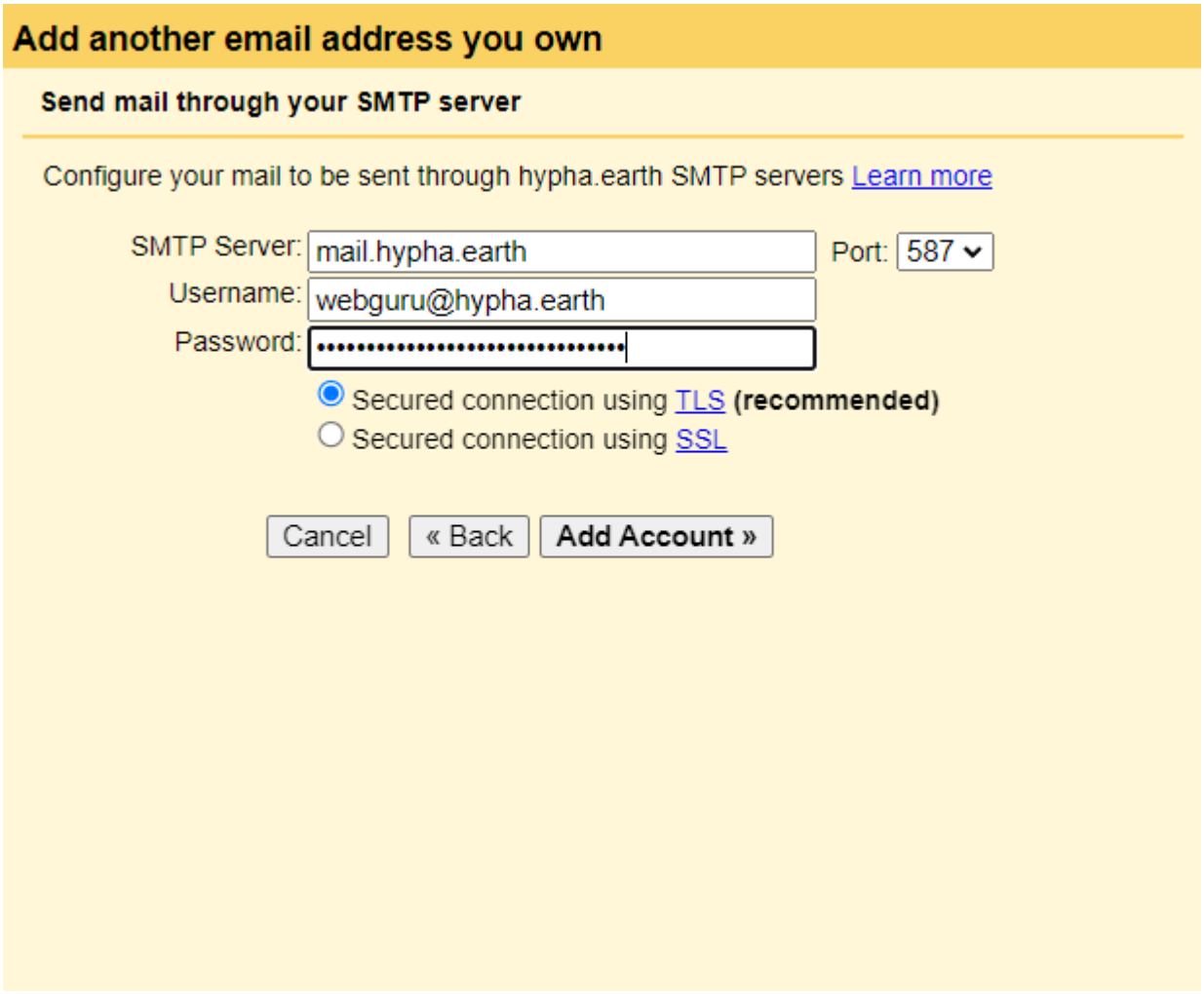
Hit Save Changes and you are done! Note that we are not storing any messages on the Hypha server, you will have them in your own email client.

How to send-as emails from Gmail

Go to your Gmail Settings > Accounts and Import, then look for "Send mail as:" and "Add another email address" (see here for more info). Fill in the following forms below:



For the next form you need the username and password for the Cloudron email server:



You can obtain this info through Locker - https://locker.hypha.earth/ - or by contacting the email admin person below.

The final step will send an email to your account, make sure you have access to this and enter the verification code in the last screen. That's it!

Also, enable email forwarding through Sogo - https://email.hypha.earth/ - under Settings > Mail > Forward (Uncheck "Keep a copy", we do not want to store emails on our server). See above screenshots.

How to set up a Locker account

see here

Current Maintainers of Email

- Joachim Stroh @joachimstroh on Discord

Frequently Asked Questions

More documentation

- https://docs.cloudron.io/email/
- https://blog.roastidio.us/posts/send_my_own_emails/

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