

Outlook Setup Guide (07, 10, 13)

IMAP Email Setup Guide

The following guide should help you make your way through setting up email on Windows 10. If you have any trouble, please don't hesitate to let us know and we'll be happy to walk you through it.

Username: Full email address (example: bob@drbob.com)

Hostname: secure.emailsrvr.com

Incoming Port: 993

Outgoing Port: 465

SSL: Enabled

Update Your Temporary Password

The password we've provided is a TEMPORARY password only; it is NOT secure. PLEASE make sure that you update it immediately. To change your email password, first log into the account via webmail.

1. Select Settings in the upper right corner under your name
2. Select Change Password
3. Enter the Current Password (you were provided with this at the time of account creation)
4. Enter the New Password of your choice
5. Re-enter the New Password to confirm
6. Click Save

We recommend that you always change your password before adding your email account to Outlook or a phone, that way you do not have to go back in later to change it.

Please scroll to the next page to begin setup.

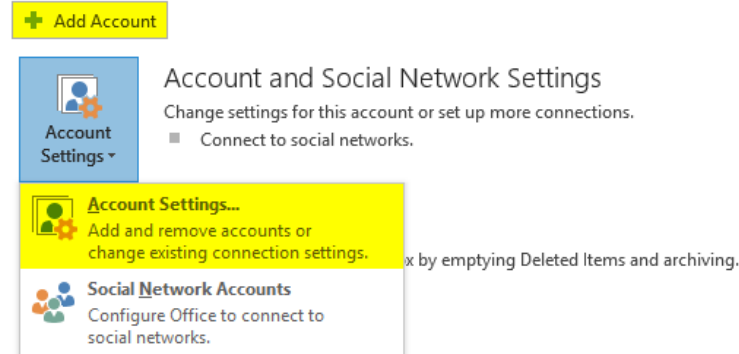
Add an Account

Click **File** at the top of your Outlook application. If this is a new Outlook install, click the **Add Account** button.

If you already have an email account setup, please select **Account Settings** and then **New**.

Account Information

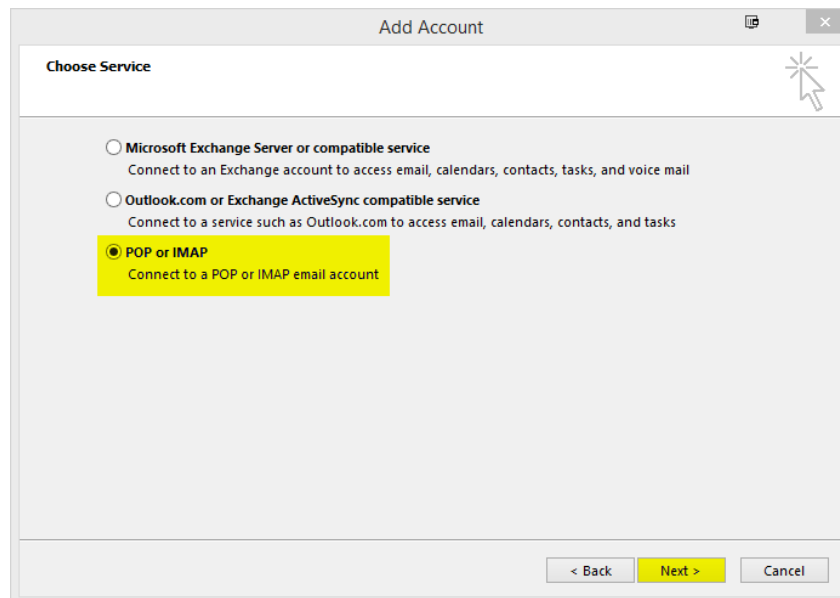
No account available. Add an e-mail account to enable additional features.



On the new window, select **Manual setup or additional server types** and click **Next**.



Select **POP or IMAP** and then click **Next**.



On this new screen, you need to provide the following:

- Your Name
- **Email Address:** Your FULL email address
- **Account Type:** IMAP
- **Incoming mail server:** secure.emailsrvr.com
- **Outgoing mail server:** secure.emailsrvr.com
- **Username:** Your FULL email address
- **Password:** Your selected password

Once you have filled out the above information, click **More Settings**.

The screenshot shows a window titled "Add Account" with a close button in the top right corner. The main heading is "POP and IMAP Account Settings" with a sub-heading "Enter the mail server settings for your account." and a help icon. The window is divided into two columns. The left column contains sections for "User Information", "Server Information", and "Logon Information". The right column contains "Test Account Settings" and a "Mail to keep offline" slider. At the bottom right is a yellow "More Settings ..." button, and at the bottom are "< Back", "Next >", and "Cancel" buttons.

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

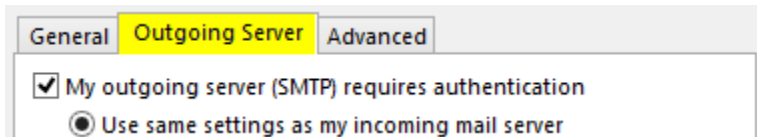
Automatically test account settings when Next is clicked

Mail to keep offline: All

Port Setup

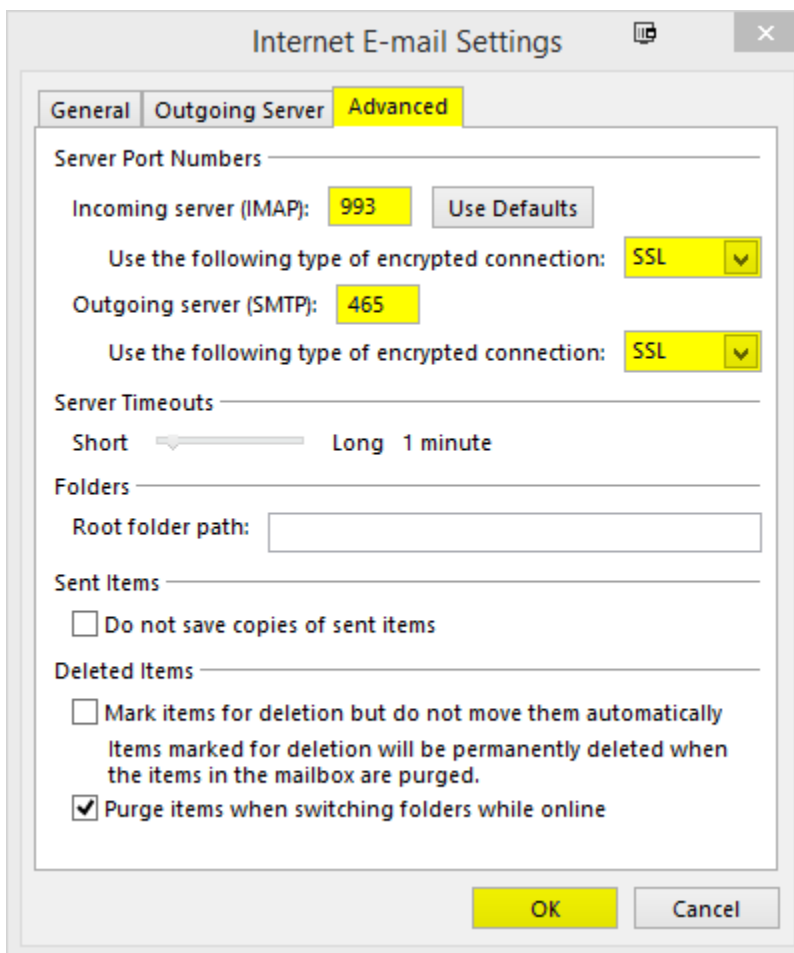
On the **Internet E-mail Settings** window, select **Outgoing Server** tab.

Check the box next to **My outgoing server (SMTP) requires authentication**.



Select the **Advanced** tab to set your server ports.

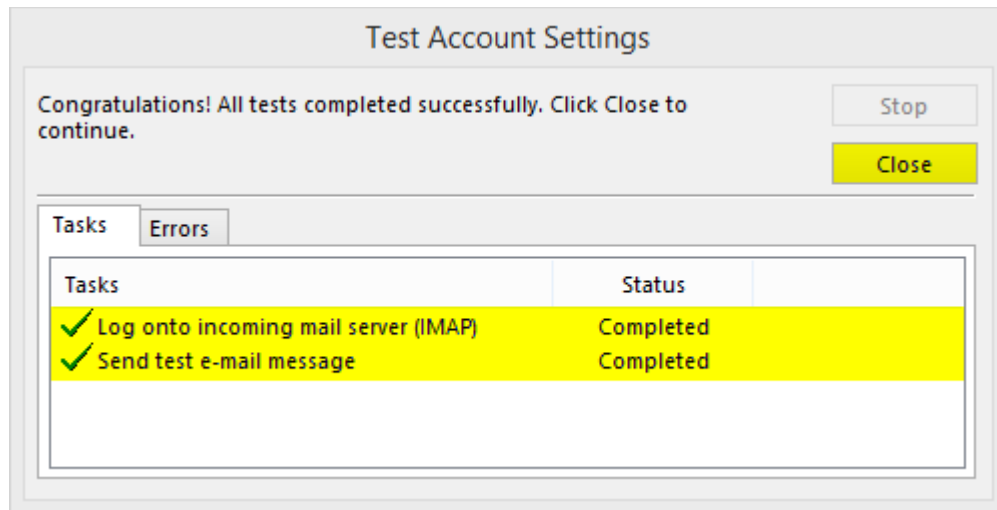
- Click the drop down box next to **Use the following type of encrypted connection:** set to **SSL**.
- **Incoming server (IMAP):** 993
- **Outgoing server (SMTP):** 465



Click **OK** when finished. This will bring you back to the original **Add Account** window. Click **Next**.

Test Account Settings

A new window will pop up entitled **Test Account Settings**. Allow this to complete. It should look like the window below.



Click **Close**.

You're finished!