Outlook Setup Guide – 2007, 2010 or 2013

The following guide should help you make your way through setting up Outlook. This guide will work with Outlook 2007, 2010 and 2013 as they're all very similar Outlook clients. If you have any trouble, please don't hesitate to let me know and I'll be happy to walk you through it.
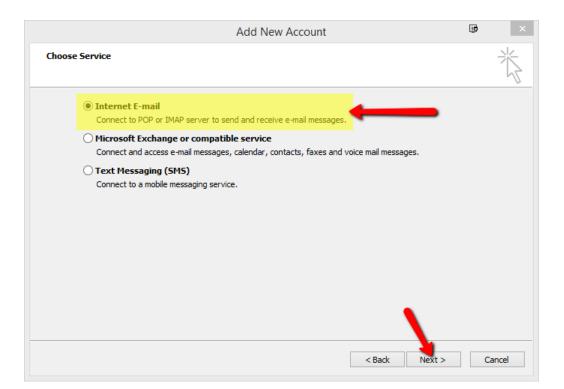
IMAP Email Setup Guide

Username: Full email address (example: bob@drbob.com)
Hostname: secure.emailsrvr.com
Incoming Port: 993
Outgoing Port: 465
SSL: Enabled

Account Configuration

E-mail Accounts

You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account?

- ⦿ Yes
- ○ No

[< Back] [Next >] [Cancel]

Add New Account

Auto Account Setup
Connect to other server types.

○ **E-mail Account**

Your Name: [_____]
Example: Ellen Adams

E-mail Address: [_____]
Example: ellen@contoso.com

Password: [_____]
Retype Password: [_____]
Type the password your Internet service provider has given you.

○ **Text Messaging (SMS)**

⦿ **Manually configure server settings or additional server types**

[< Back] [Next >] [Cancel]

Add New Account

Choose Service

- ⦿ **Internet E-mail**
  Connect to POP or IMAP server to send and receive e-mail messages.
- ○ **Microsoft Exchange or compatible service**
  Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.
- ○ **Text Messaging (SMS)**
  Connect to a mobile messaging service.

< Back   Next >   Cancel

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:	Your Full Name
E-mail Address:	email@email.com

Server Information

Account Type:	IMAP
Incoming mail server:	secure.emailsrvr.com
Outgoing mail server (SMTP):	secure.emailsrvr.com

Logon Information

User Name:	fullemailaddress@email.com
Password:	********

☑ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

1) Your Full Name or Business Name
2) Your Full Email Address

Test Account Settings ...

3) Always select IMAP
4) Both servers should be: secure.emailsrvr.com

5) Username is your FULL email address again
6) Your password - select remember password

Click "More Settings" When Done

More Settings ...

< Back   Next >   Cancel

Internet E-mail Settings

| General | Sent Items | Deleted Items |
| Outgoing Server | Connection | Advanced |

☑ My outgoing server (SMTP) requires authentication
   ◉ Use same settings as my incoming mail server
   ○ Log on using

     User Name: [ ]
     Password: [ ]
        ☑ Remember password
     ☐ Require Secure Password Authentication (SPA)

1) Select "Outgoing Server"
2) Check off "My outgoing server (SMTP) requires authentication
   - Use same settings as my incoming mail server

[OK] [Cancel]

Internet E-mail Settings

| General | Sent Items | Deleted Items |
| Outgoing Server | Connection | Advanced |

Server Port Numbers
Incoming server (IMAP): 993   [Use Defaults]
   Use the following type of encrypted connection: SSL
Outgoing server (SMTP): 465
   Use the following type of encrypted connection: SSL

Server Timeouts
Short ▬▬○▬▬ Long   1 minute

Folders
Root folder path: [ ]

1) SSL selected in both areas
2) Incoming server (IMAP): 993
3) Outgoing server (SMTP): 465

Click "OK" when done.

[OK] [Cancel]

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Click "Close" when done. ➡️ **Close**

Tasks | Errors

Tasks	Status	
✅ Log onto incoming mail server (IMAP)	Completed	
✅ Send test e-mail message	Completed	

You'll see two green checkmarks when completed properly.

Add New Account

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

Add another account...

You're finished!

< Back | Finish