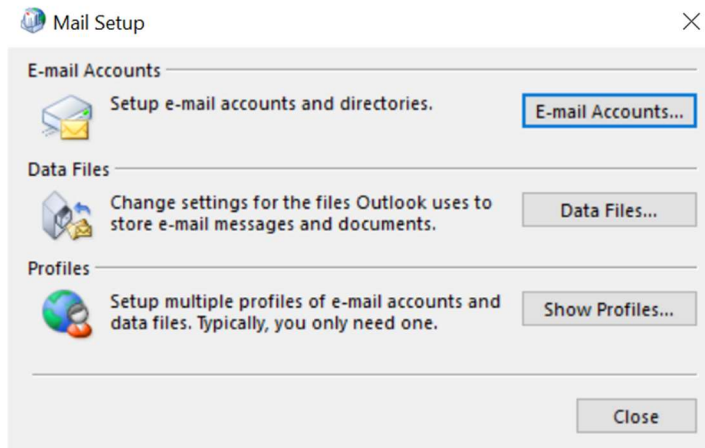


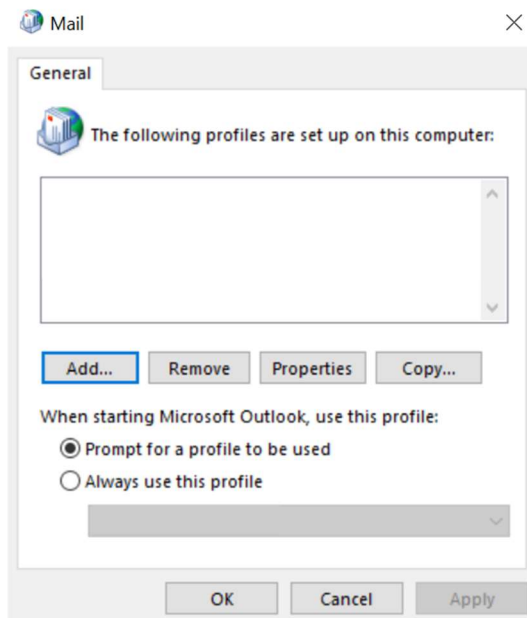
Windows: Outlook 2013 (IMAP)

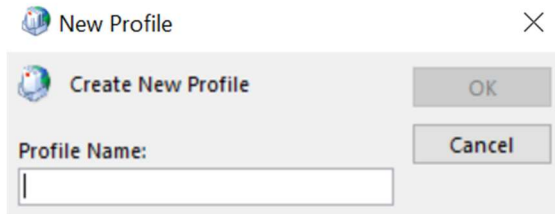
This article will assist you with setting up Outlook 2013 with your Hosted Mailbox.

1. Click on the Start Menu (or press the Windows key) and then search for **Control Panel**
2. Once in the Control Panel, Click on **Mail**
3. When the Mail Control Panel opens, select **Show Profiles**

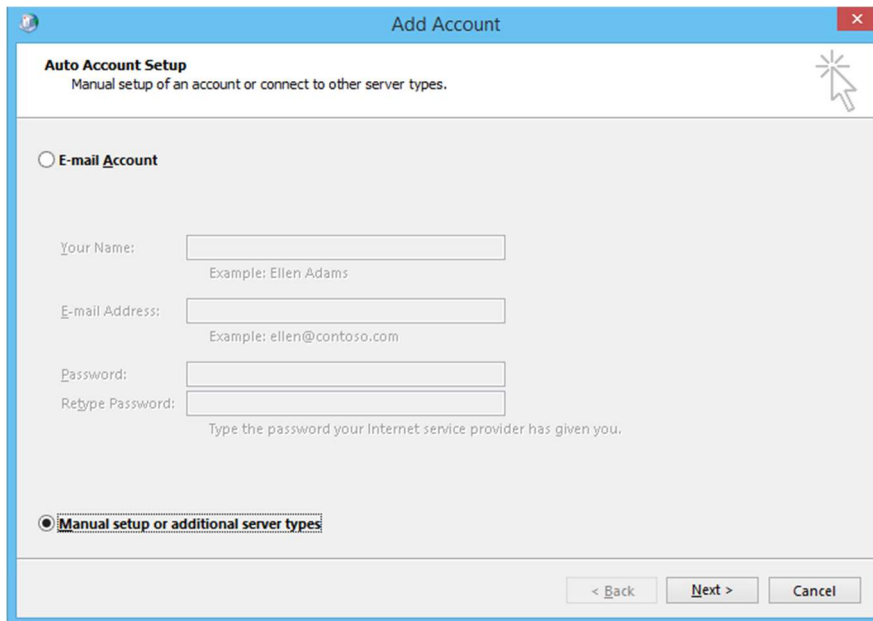


4. Select **Add** to add a new profile. Enter any name you wish and select **OK**

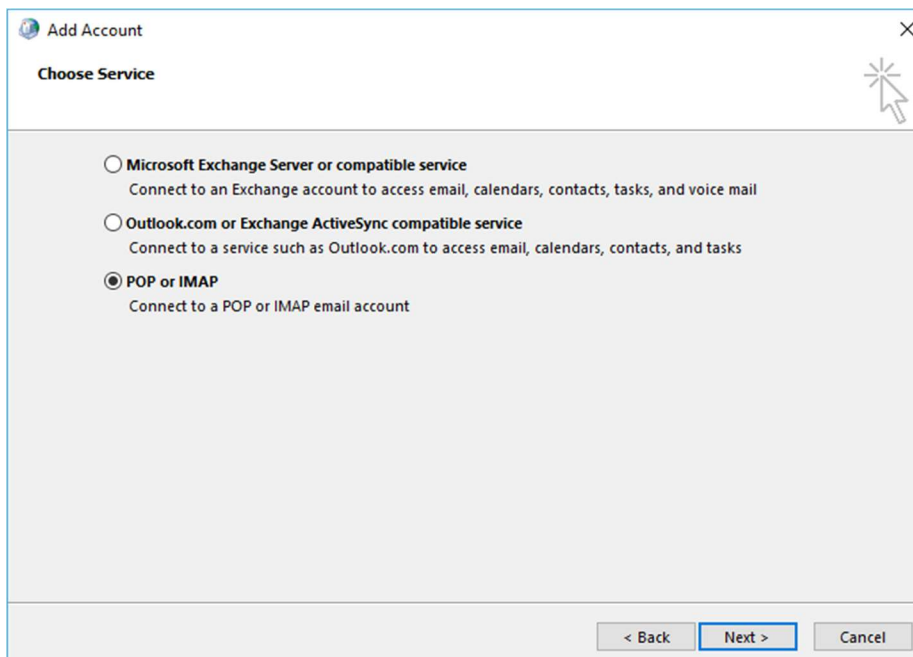




5. Select **Manual setup or additional server types**. Click **Next**



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



7. In the **Add New Account** window, input the following information:

Email Address: <your email>

Account Type: IMAP

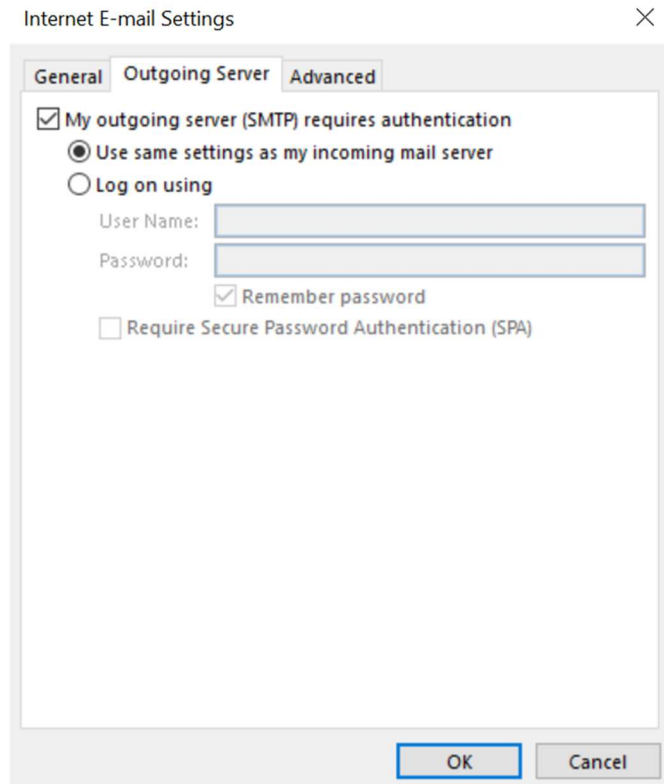
Incoming Mail Server: secure.emailsrvr.com

Outgoing Mail Server: secure.emailsrvr.com

User Name: <your email>

Password: Your mailbox password

8. Click on **More Settings** then click the **Outgoing Server** Tab
9. Check the box for **My outgoing server (SMTP) requires authentication**
Check the button for **Use same settings as my incoming mail server**



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'General' tab is also visible. The 'Advanced' tab is not selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Below it, the 'Use same settings as my incoming mail server' radio button is selected. The 'Log on using' radio button is unselected. Below the radio buttons, there are two text input fields: 'User Name:' and 'Password:'. The 'Remember password' checkbox is checked. The 'Require Secure Password Authentication (SPA)' checkbox is unselected. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

10. Change **Use the following type of encrypted connection** to **SSL**
Change the port numbers to match the image below.

Internet E-mail Settings

General **Outgoing Server** 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:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

OK Cancel

11. Click **OK**
12. Click **Next**. Outlook will now attempt to send a test message using the settings we have just put in. If everything was entered correctly, the message will send out successfully.

Test Account Settings

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

Stop

Close

Tasks Errors

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

13. **Congratulations!** You have now setup Outlook to work with your Mailbox. Please wait 15 minutes before troubleshooting to allow for mail to download.