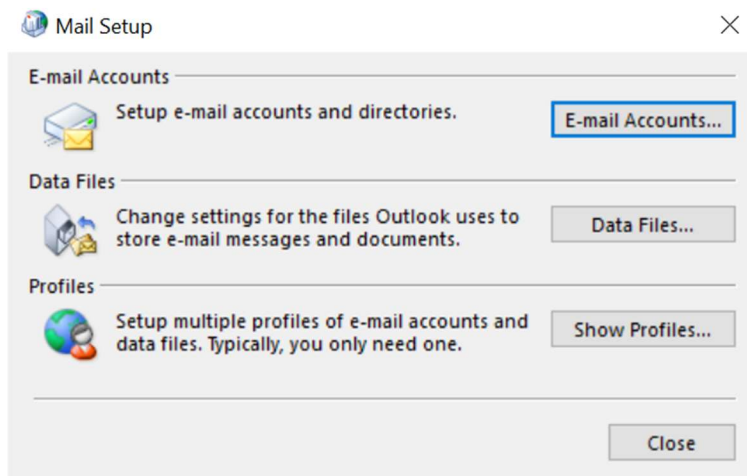


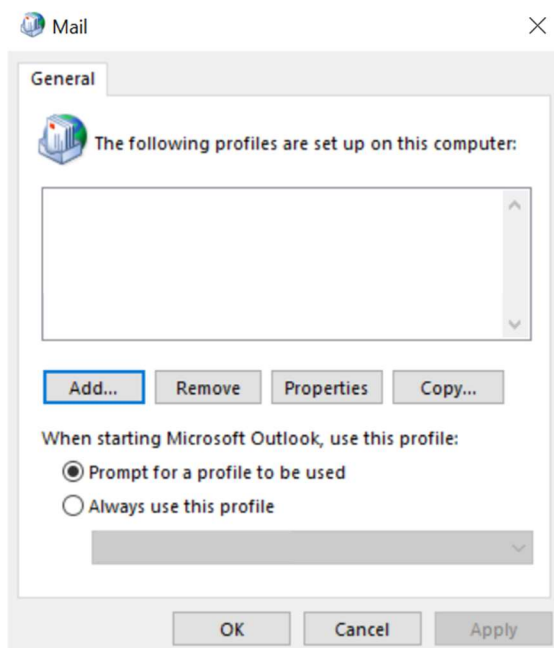
Windows: Outlook 2016 (IMAP)

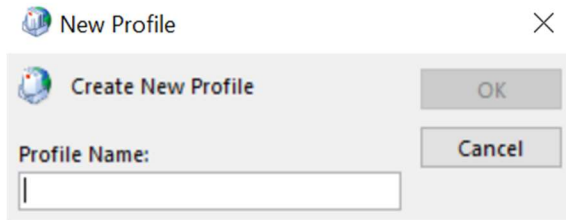
This article will assist you with setting up Outlook 2016 with your Hosted Mailbox.

1. Click on the Start Menu (or press the Windows key) and then search for **Control Panel**
2. After opening Control Panel, in the upper right-hand corner change **View by:** to **Small Icons**
3. Click on **Mail**
4. When the Mail Control Panel opens, select **Show Profiles**

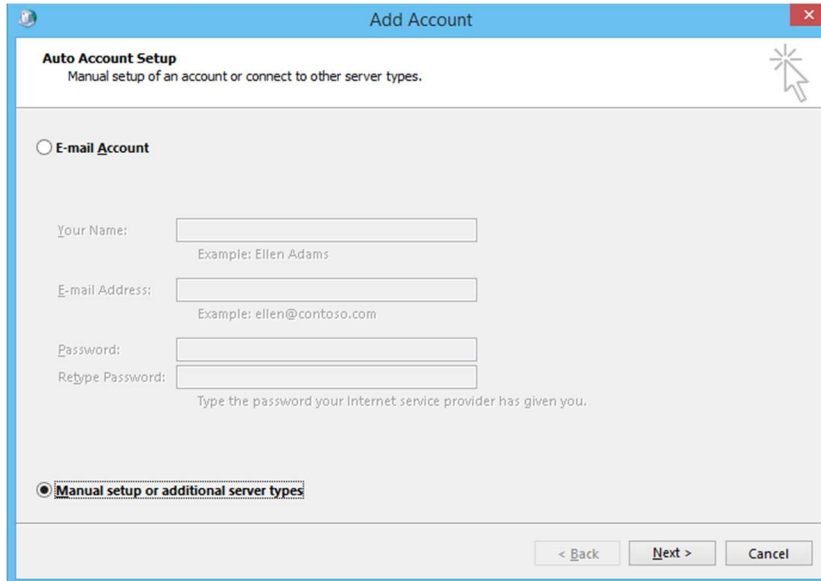


5. Select **Add** to add a new profile. Enter any name you wish and select **OK**

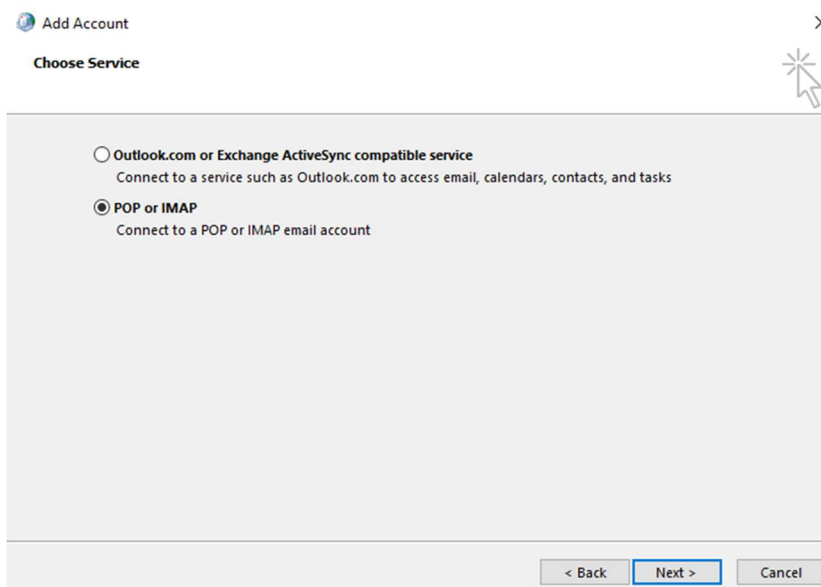




6. Select **Manual setup or additional server types**. Click **Next**



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



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

Your Name: Your Name

Email Address: <your email>

Account Type: IMAP

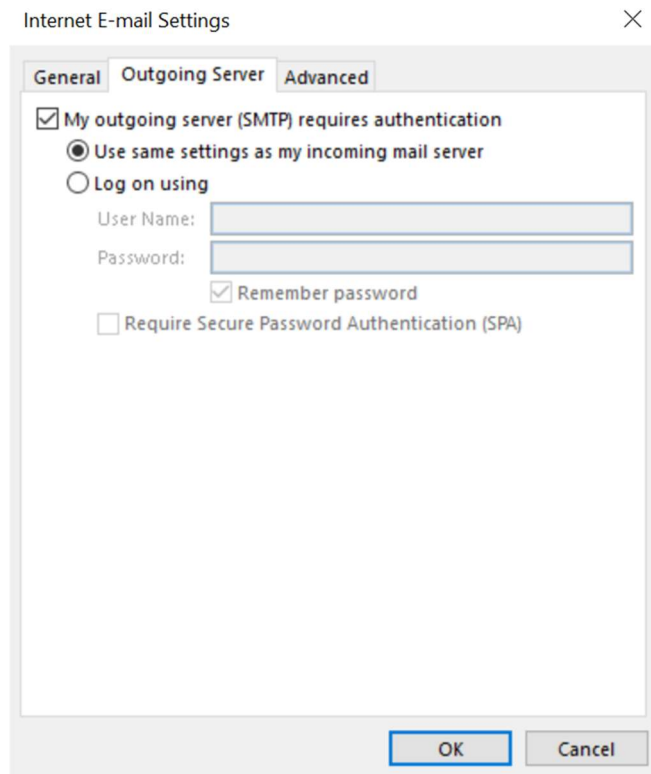
Incoming Mail Server: secure.emailsrvr.com

Outgoing Mail Server: secure.emailsrvr.com

User Name: <your email>

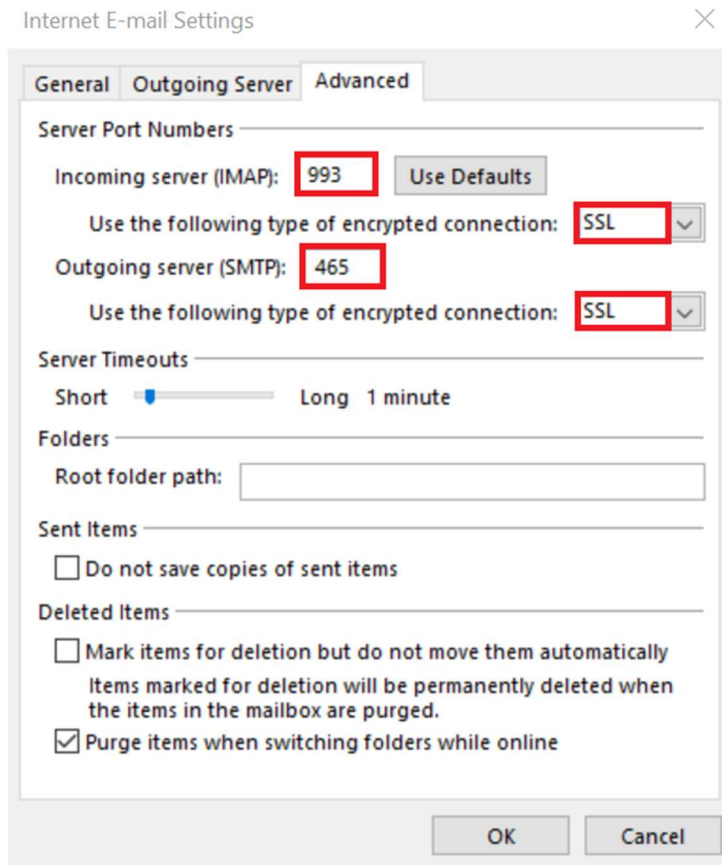
Password: Your mailbox password

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

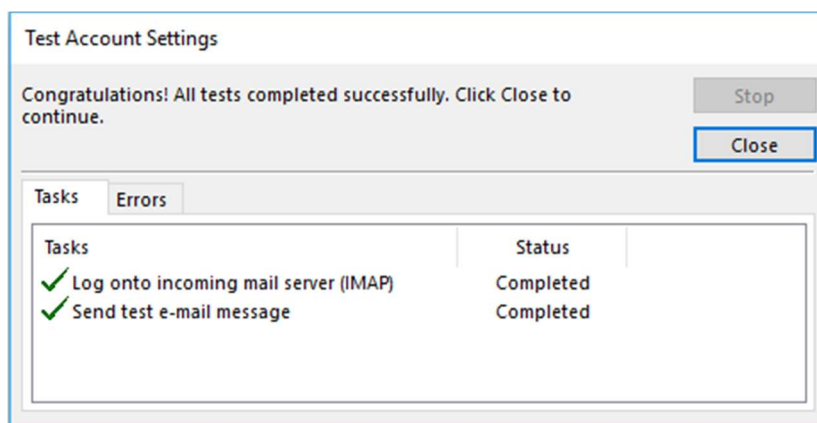


The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'General' tab is also visible. The 'Advanced' tab is not selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Below it, the 'Use same settings as my incoming mail 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.

11. **FIRST** change **Use the following type of encrypted connection** to **SSL** for both the **Incoming** and **Outgoing** servers.
Next, change the port numbers to match the image below.



12. Click **OK**
13. 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.



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