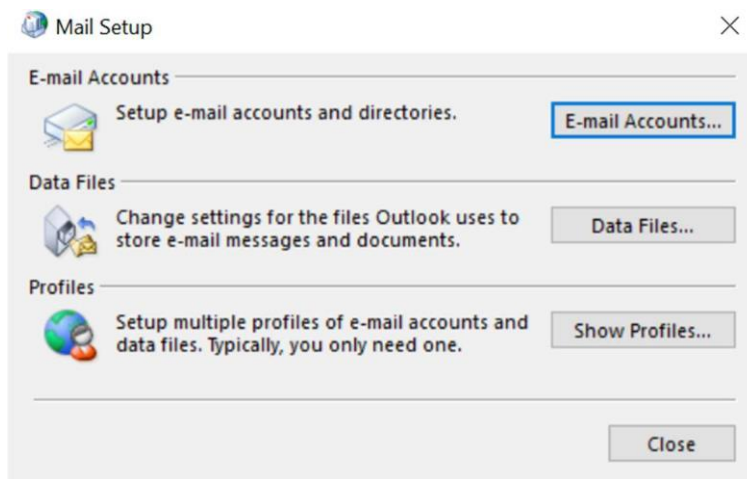


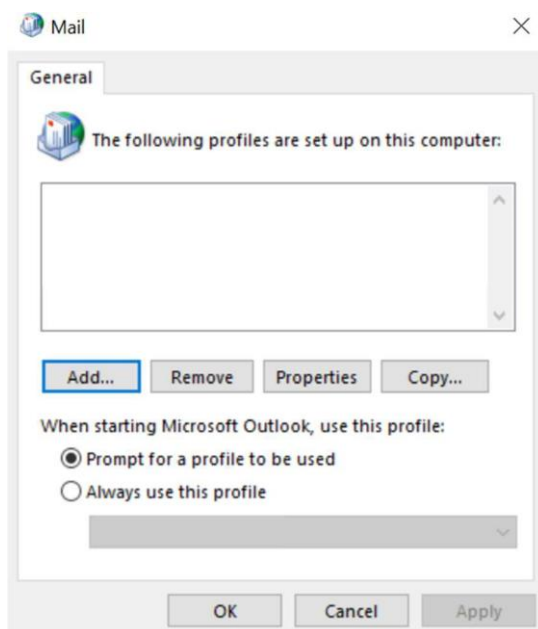
Windows: Outlook 365 (IMAP)

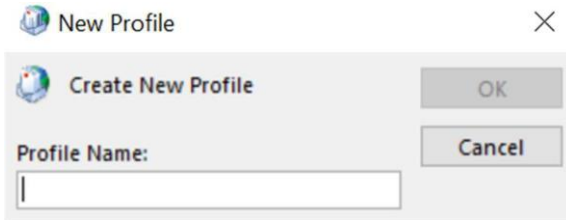
This article will assist you with setting up Outlook 2016 with your Hosted Mailbox.

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**

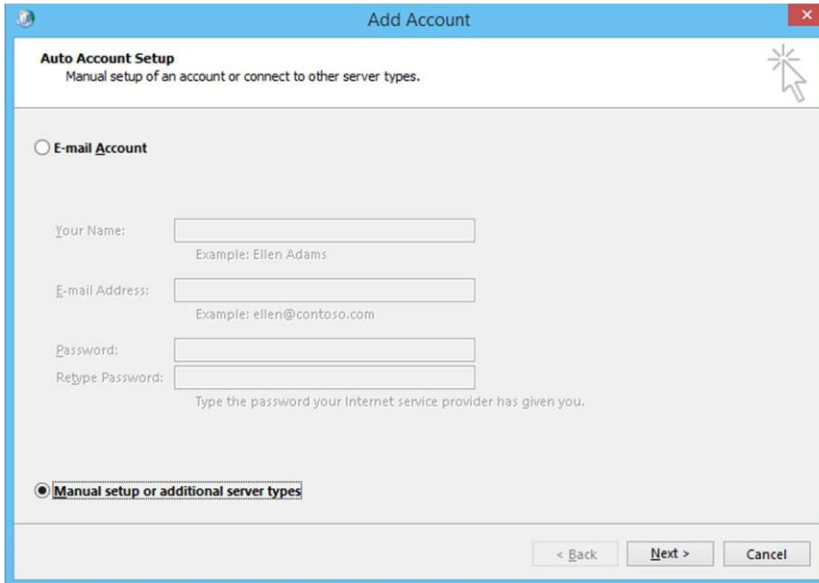


5. Select **Add** to add a new profile. Enter any name you wish and select **OK**

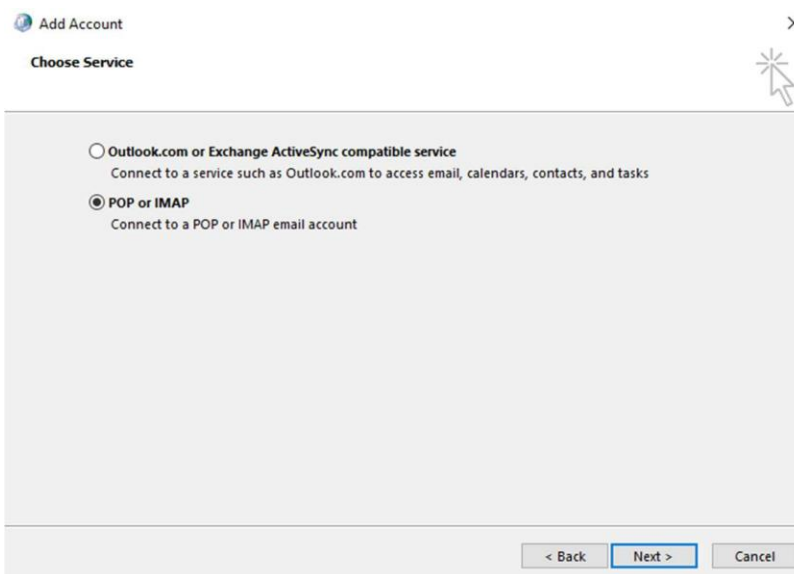




6. Select **Manual setup or additional server types**. Click **Next**



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



8. New User Login IMAP
 - Open Mail client on PC
 - Create Outlook email
 - Make sure name is correct and finish setup.
 - Select **Settings > Mail > Forwarding and IMAP**
 - Under **POP and IMAP**, toggle the slider for **Let devices and apps use POP** or **Let devices and apps use IMAP** to **ON** depending on the account you are enabling.
 - Select **Save**

9. 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

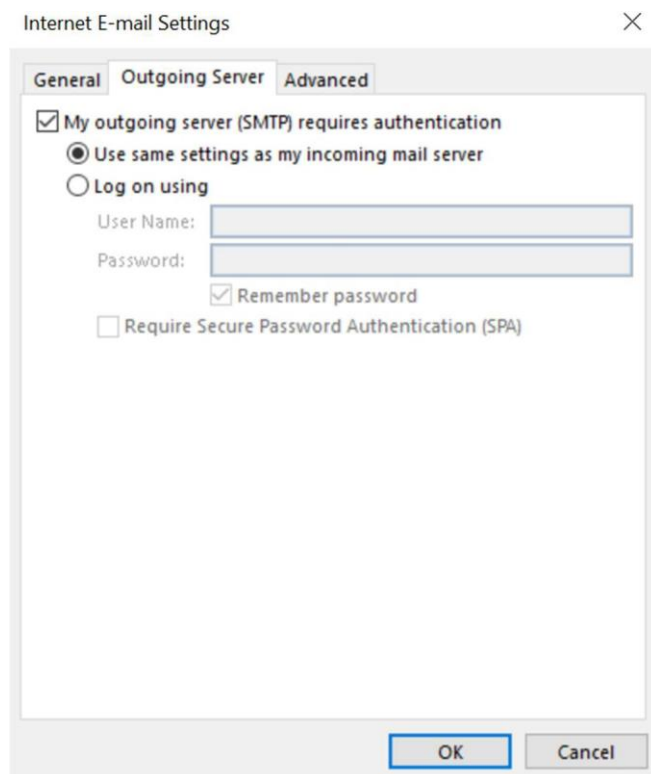
Outgoing Mail Server: secure.emailsrvr.com

User Name: <your email>

Password: Your mailbox password

10. Click on **More Settings** then click the **Outgoing Server** Tab

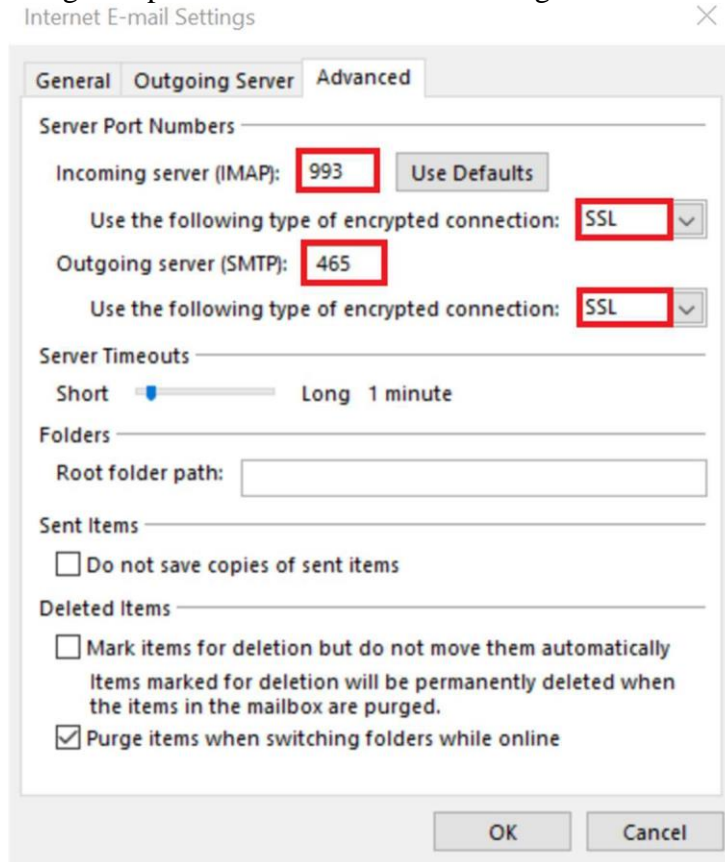
11. Check the box for **My outgoing server (SMTP) requires authentication**
Check the button for **Use same settings as my incoming mail server**



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. The 'Use same settings as my incoming mail server' radio button is selected. The 'Log on using' radio button is not selected. The 'User Name:' and 'Password:' text boxes are empty. The 'Remember password' checkbox is checked. The 'Require Secure Password Authentication (SPA)' checkbox is not checked. The 'OK' and 'Cancel' buttons are at the bottom.

12. **FIRST** change **Use the following type of encrypted connection** to **SSL** for both the **Incoming** and **Outgoing** servers.

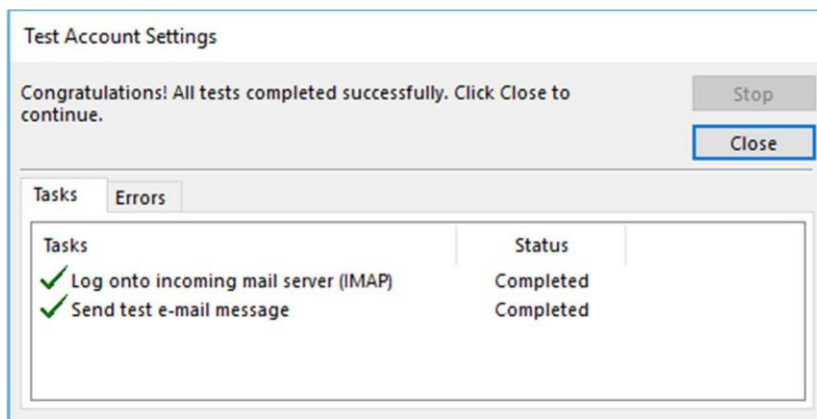
Next, change the port numbers to match the image



below.

13. Click **OK**

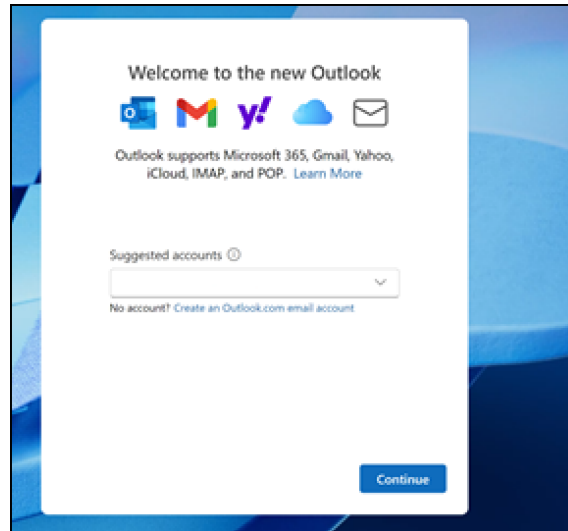
14. Click **Next**. Outlook will now attempt to send a test message using the settings we have just put in. If everything was entered correctly, the message will send out successfully.



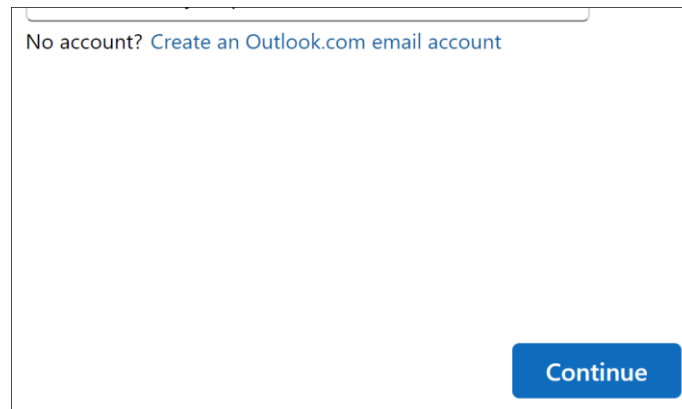
15. **Congratulations!** You have now setup Outlook to work with your Mailbox. Please wait 15 minutes before troubleshooting to allow for mail to download.

NEW USER LOGIN IMAP

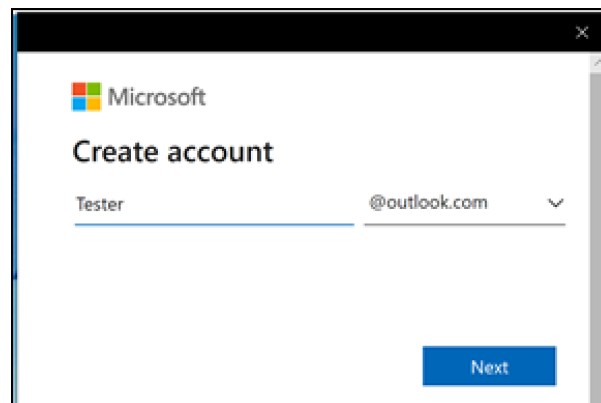
- Open Mail client on PC



- Create Outlook email



- Make sure name is correct and finish setup.



- Select **Settings** > **Mail** > Forwarding and IMAP
- Under **POP and IMAP**, toggle the slider for **Let devices and apps use POP** or **Let devices and apps use IMAP** to **ON** depending on the account you are enabling.
- Select **Save**