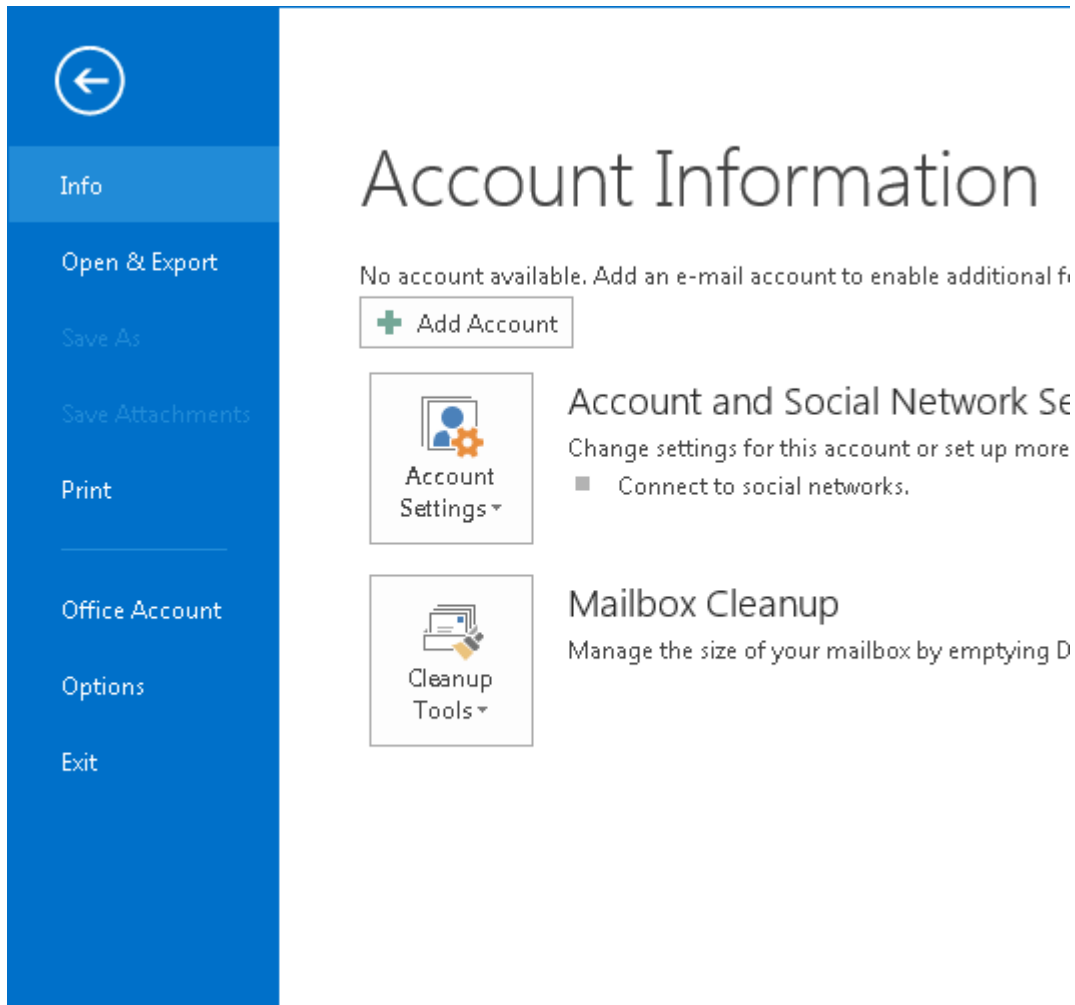
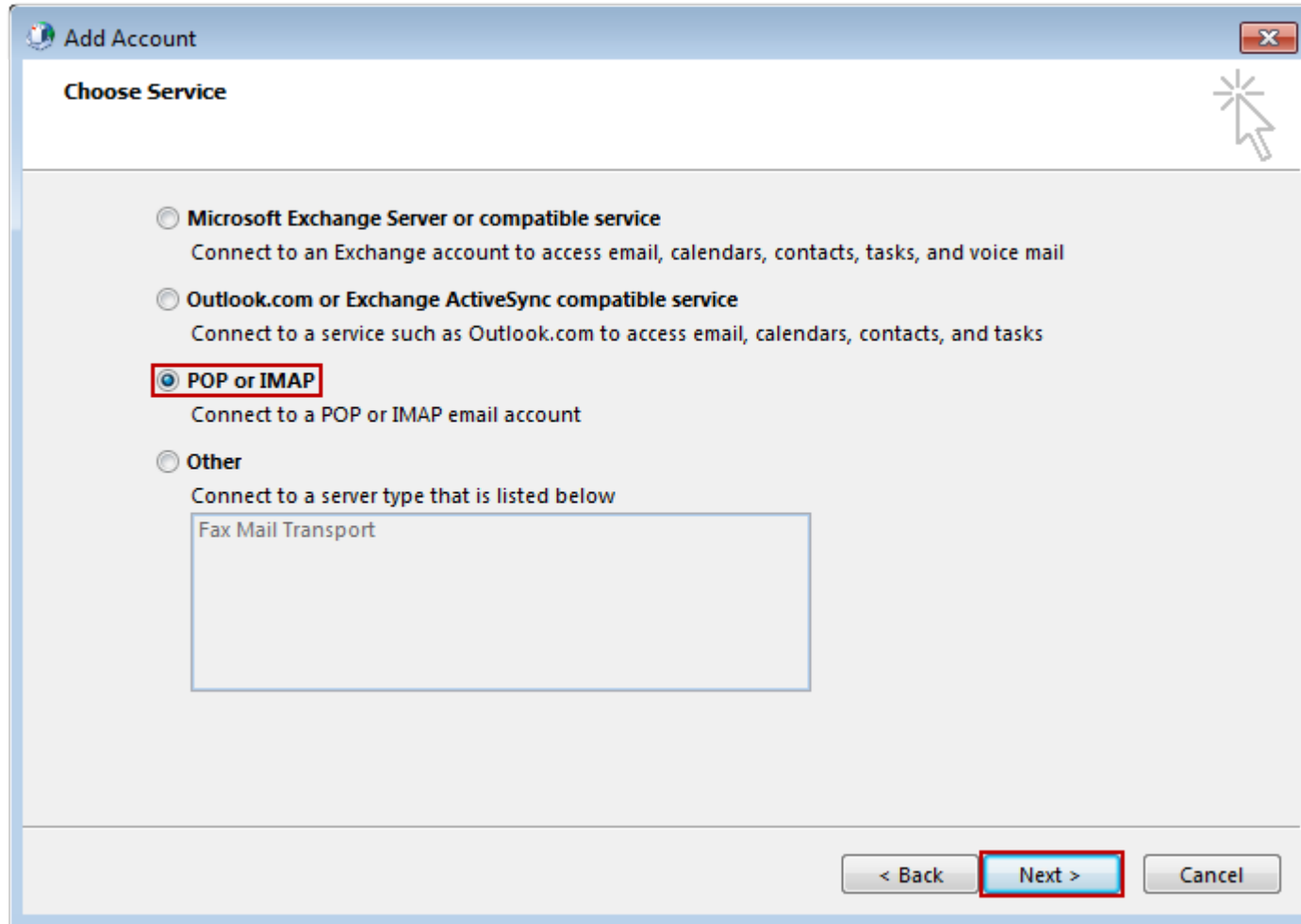


This article will assist you with setting up Outlook 2013 with your Hosted Mailbox.

1. Open Outlook.
2. Select the "File" tab. Then "Add Account".



3. Select "**Manual setup or additional server types**". Click "**Next**". Select "**POP or IMAP**" and click "**Next**".



4. In the "Add New Account" window, input the following information:
- a. **"Your Name"**: The name email recipients will see in the "From" field.
 - b. **"Email Address"**: example@XYZ.mail.com
 - c. **"Account Type"**: IMAP
 - i. **"Incoming mail server"**: (We recommend secure.emailsrvr.com)

Server	SSL	Port
secure.emailsrvr.com	Yes	993

Server	SSL	Port
imap.emailsrvr.com	No	143

- ii. **"Outgoing mail server (SMTP)":** (We recommend secure.emailsrvr.com)

Server	SSL	Port
secure.emailsrvr.com	Yes	465
smtp.emailsrvr.com	No	25, 2525, 587, 8025

- d. **"Logon Information":**

- i. **"Username":** example@XYZ.mail.com
- ii. **"Password":** Your mailbox password

Add Account

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

User Information

Your Name: Test Email

Email Address: mailtest@emailcompany.org

Server Information

Account Type: IMAP

Incoming mail server: secure.emailsrvr.com

Outgoing mail server (SMTP): secure.emailsrvr.com

Logon Information

User Name: mailtest@emailcompany.org

Password: *****

☒ Remember password

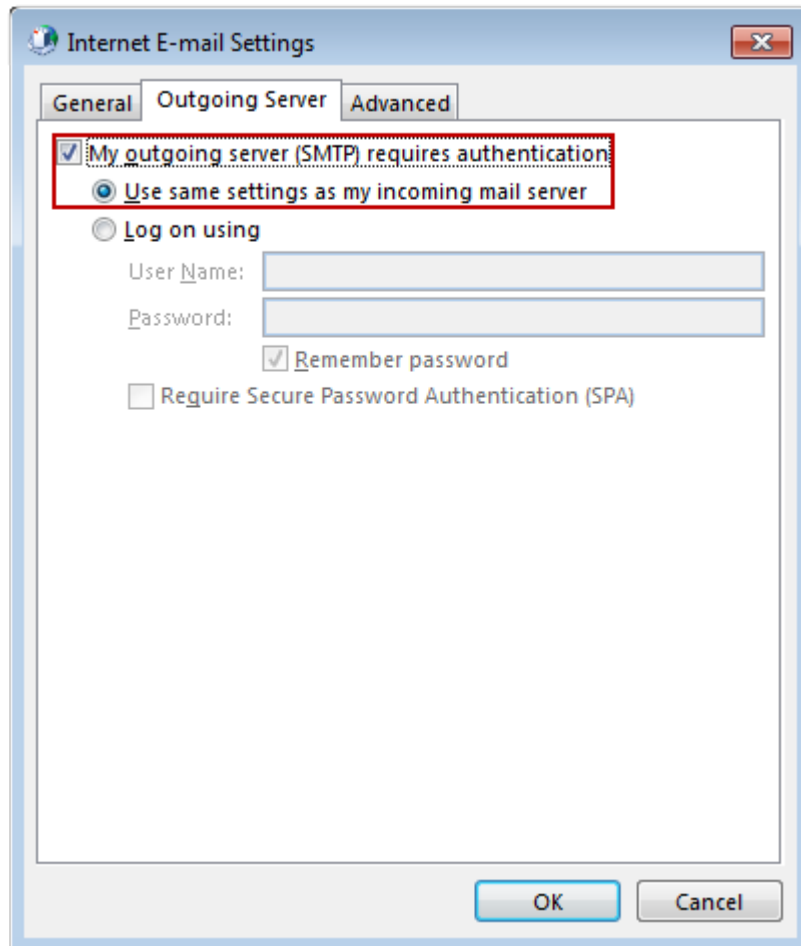
☐ Require logon using Secure Password Authentication (SPA)

Mail to keep offline: 1 month

More Settings ...

< Back Next > Cancel

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



6. If using "**secure.emailsrvr.com**": Click on the "**Advanced**" Tab
 - a. Change "**Use the following type of encrypted connection**" to "**SSL**".
 - b. Change the port numbers to match the chart on step 4.c. Click "**OK**".

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

- 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

- Congratulations! You have now setup Outlook to work with your Mailbox!

