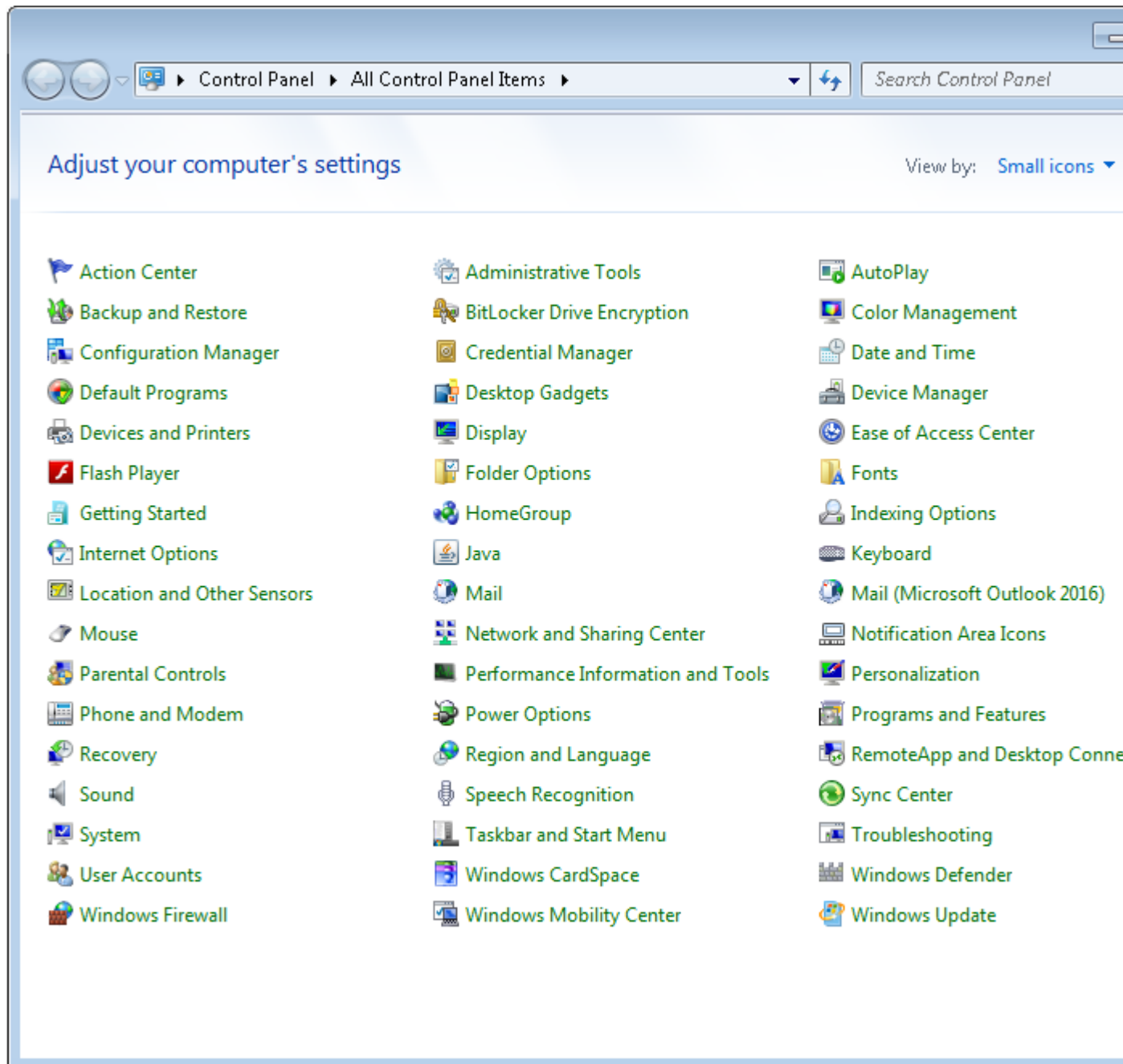
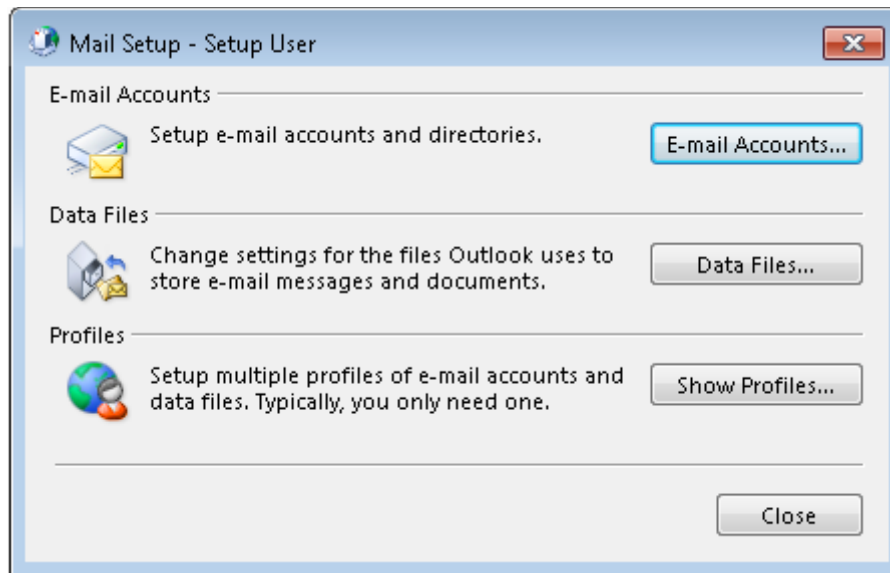


This article will assist you with setting up Outlook 2016 with your Hosted Mailbox.

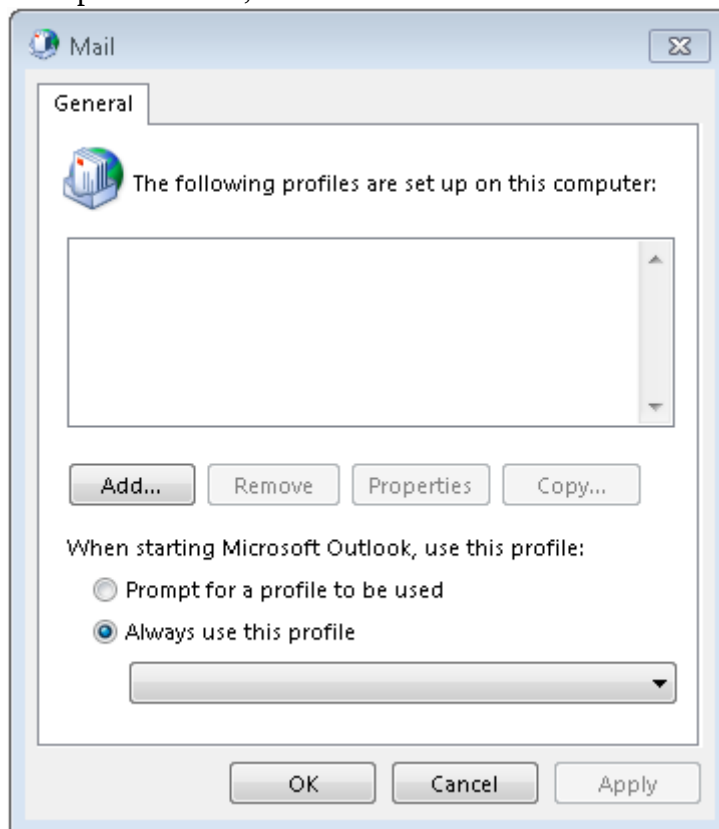
1. Open your "Control Panel". (Start -> Control Panel)
2. Click "Mail (Microsoft Outlook 2016)"



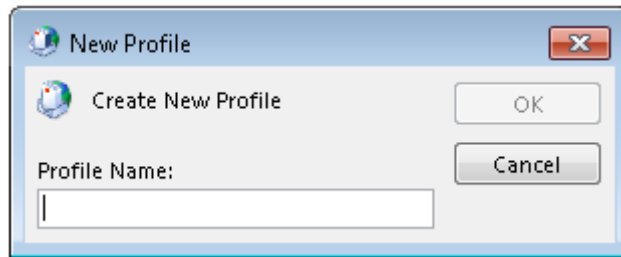
3. If a profile already exists, click on "Show Profiles".



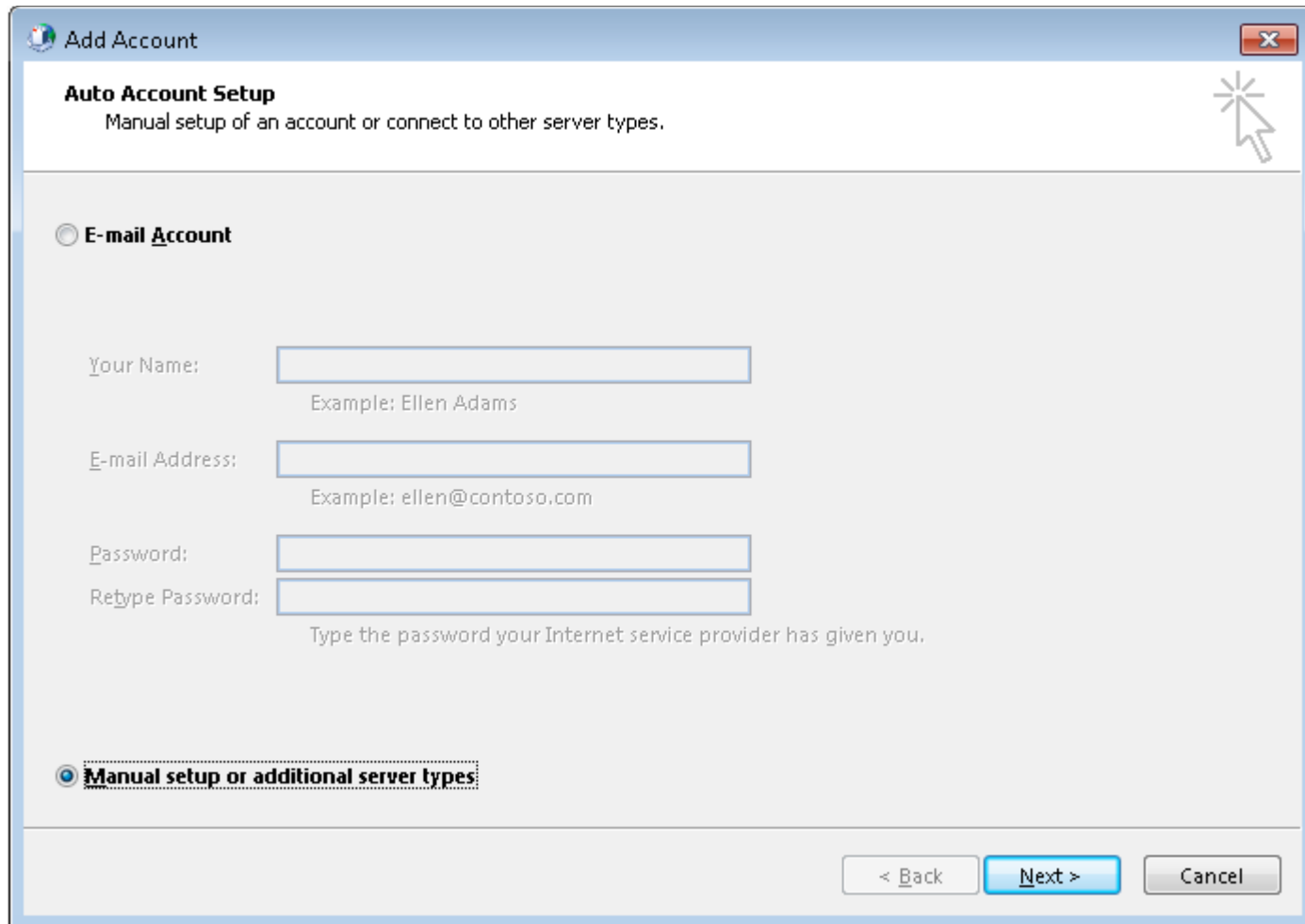
If no profile exists, click "Add".



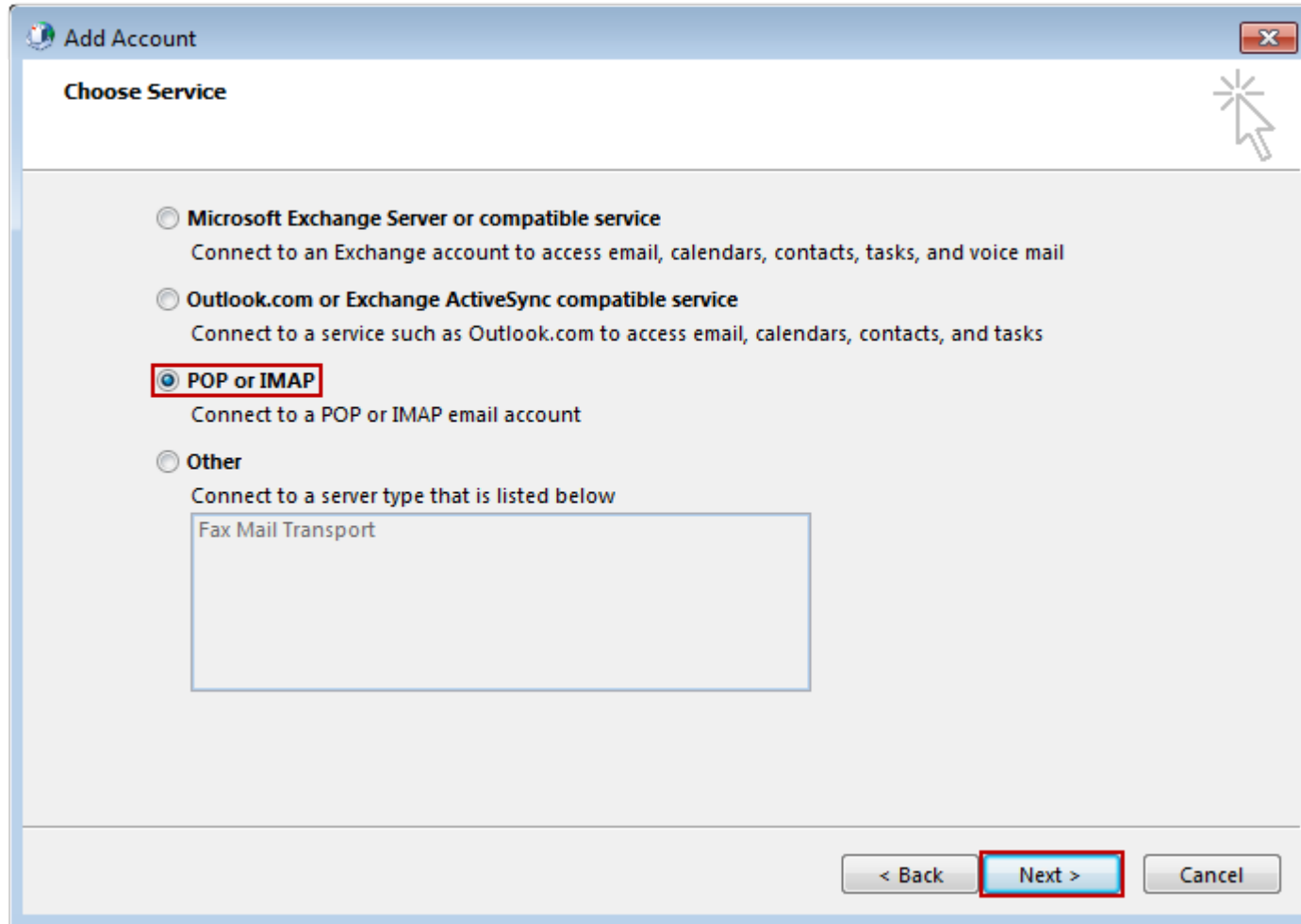
4. Enter a profile name (It can be anything! We suggest your email address your name.)



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:
- "Your Name"**: The name email recipients will see in the "From" field.
 - "Email Address"**: example@XYZ.mail.com
 - "Account Type"**: IMAP
 - "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

The screenshot shows a Windows-style dialog box titled "Add Account". The main heading is "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." Below this, the settings are organized into sections: "User Information" with fields for "Your Name" (Test Email) and "Email Address" (mailto:emailcompany.org); "Server Information" with a dropdown for "Account Type" (IMAP), and text boxes for "Incoming mail server" and "Outgoing mail server (SMTP)" (both secure.emailsrvr.com); and "Logon Information" with fields for "User Name" (mailto:emailcompany.org) and "Password" (masked with asterisks). There are checkboxes for "Remember password" (checked) and "Require logon using Secure Password Authentication (SPA)" (unchecked). A "Mail to keep offline" slider is set to "1 month". At the bottom right, a "More Settings ..." button is highlighted with a red rectangle. Navigation buttons "< Back", "Next >", and "Cancel" are at the bottom.

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

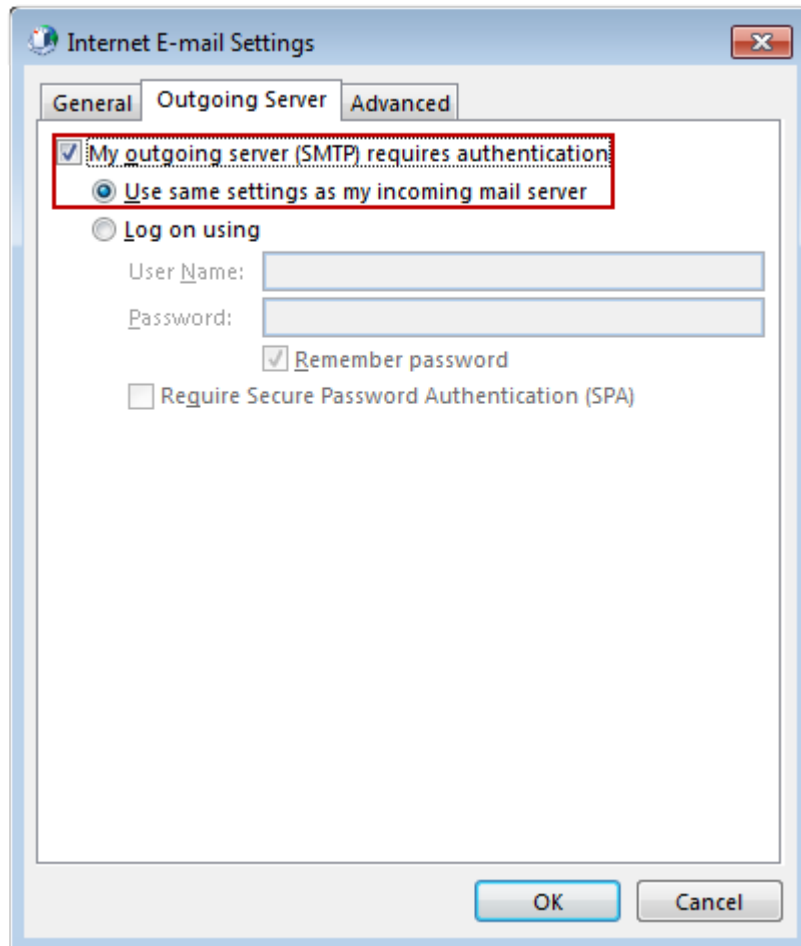
☐ Require logon using Secure Password Authentication (SPA)

Mail to keep offline: 1 month

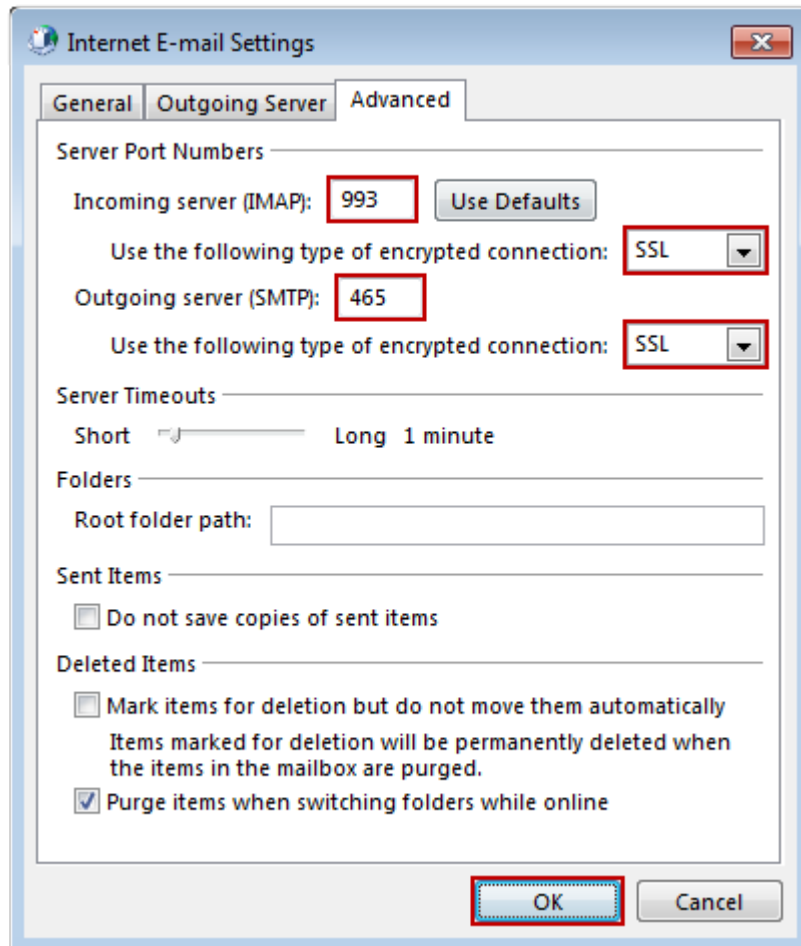
More Settings ...

< Back Next > Cancel

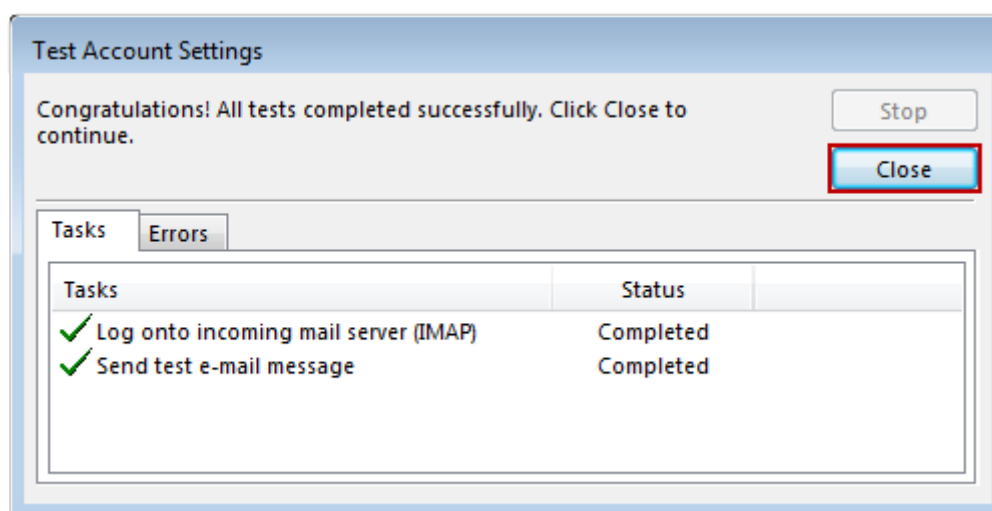
8. Click on "**More Settings**" then click the "**Outgoing Server**" Tab
 - a. Check the box for "**My outgoing server (SMTP) requires authentication**".
 - b. Check the button for "**Use same settings as my incoming mail server**".



9. 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**".



10. 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.



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

