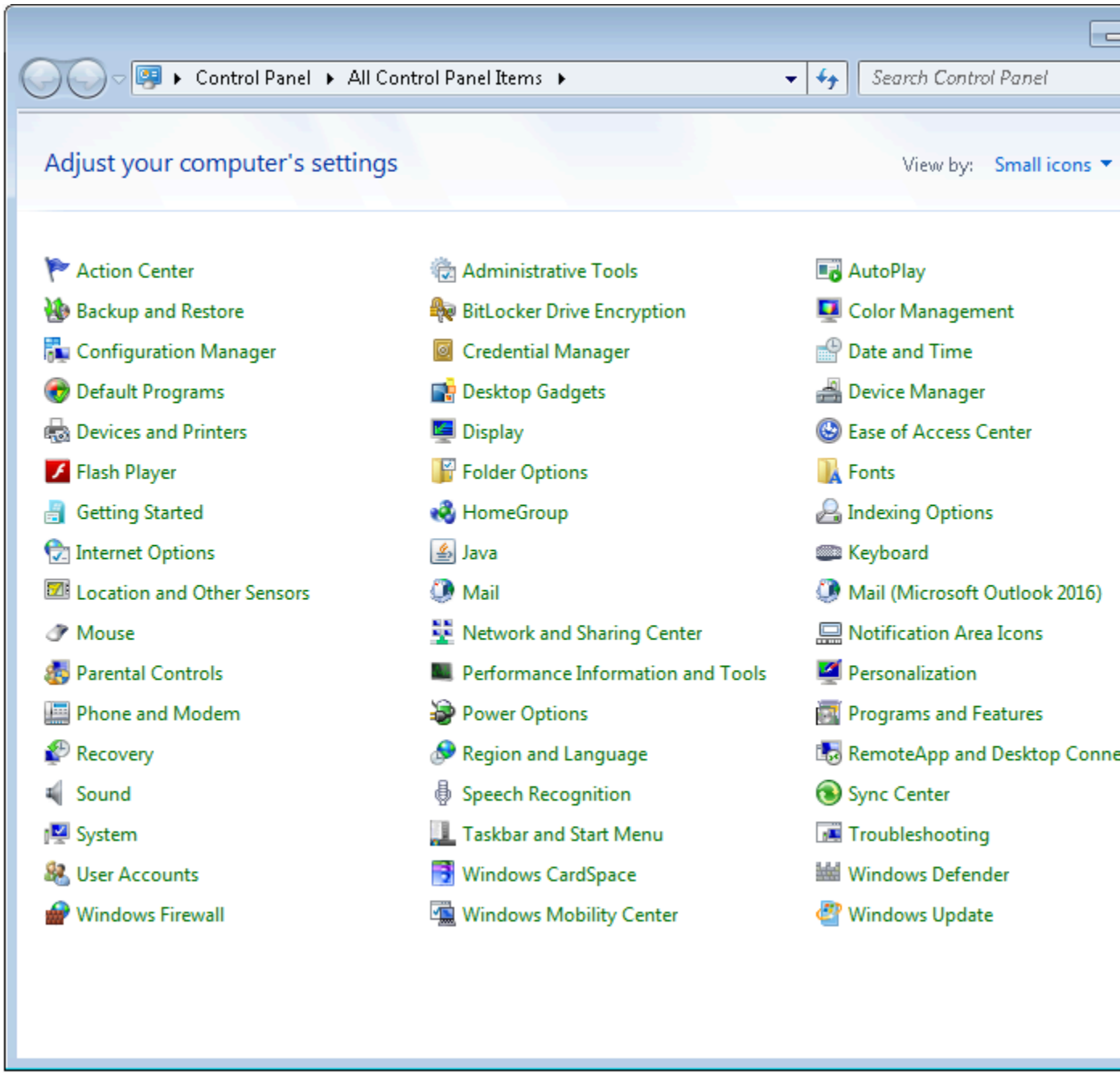
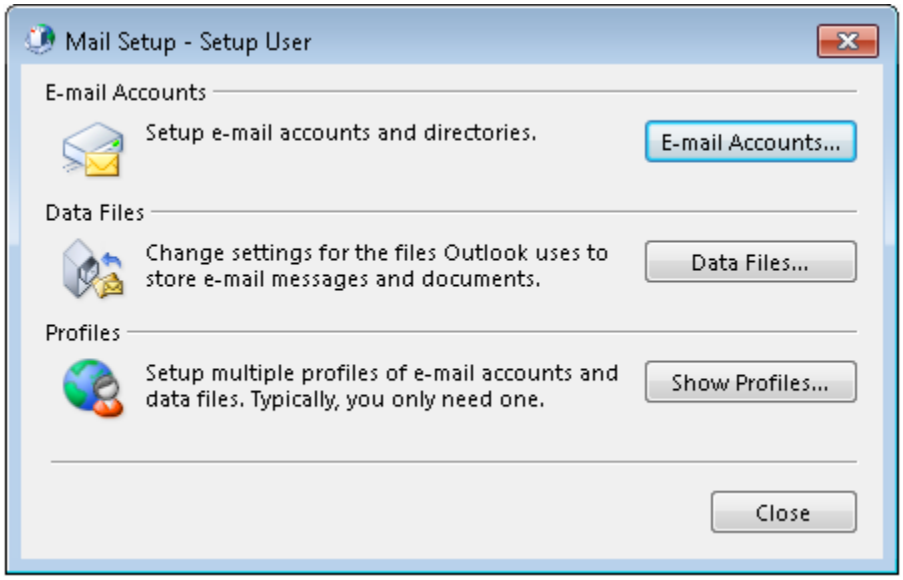
This article will assist you with setting up Outlook 2016 with your Hosted Mailbox.

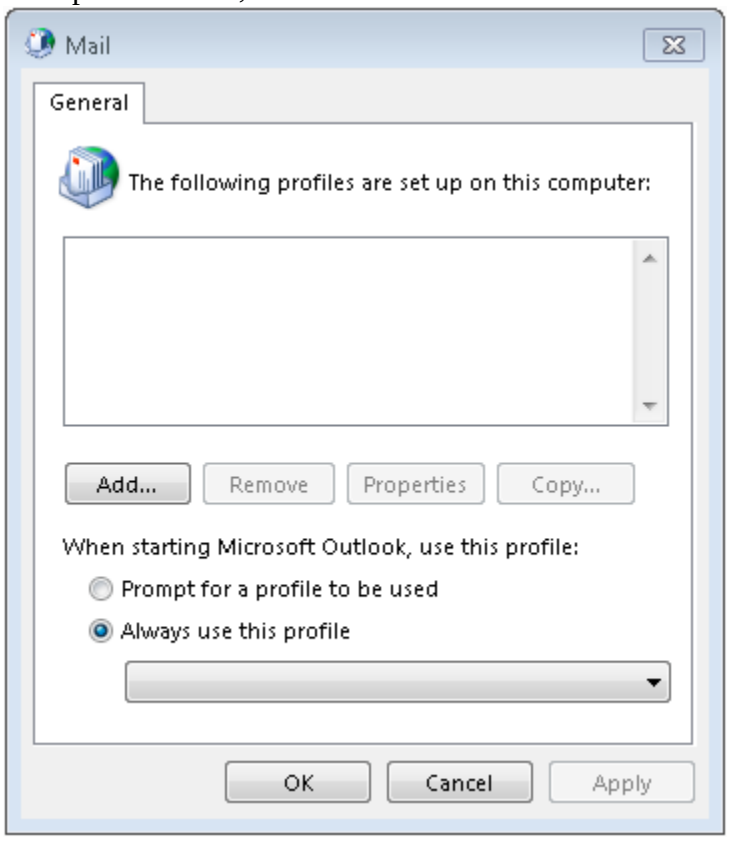
1. Open your "Control Panel". (Start -> Control Panel)
2. Click "Mail (Microsoft Outlook 2016)"



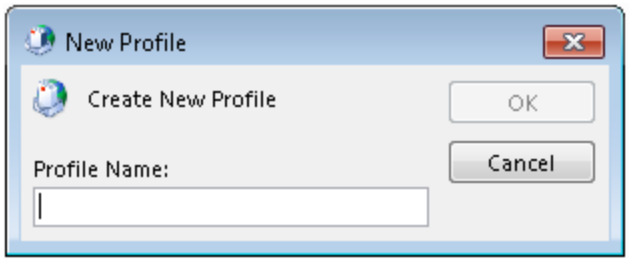
3. If a profile already exists, click on "Show Profiles".



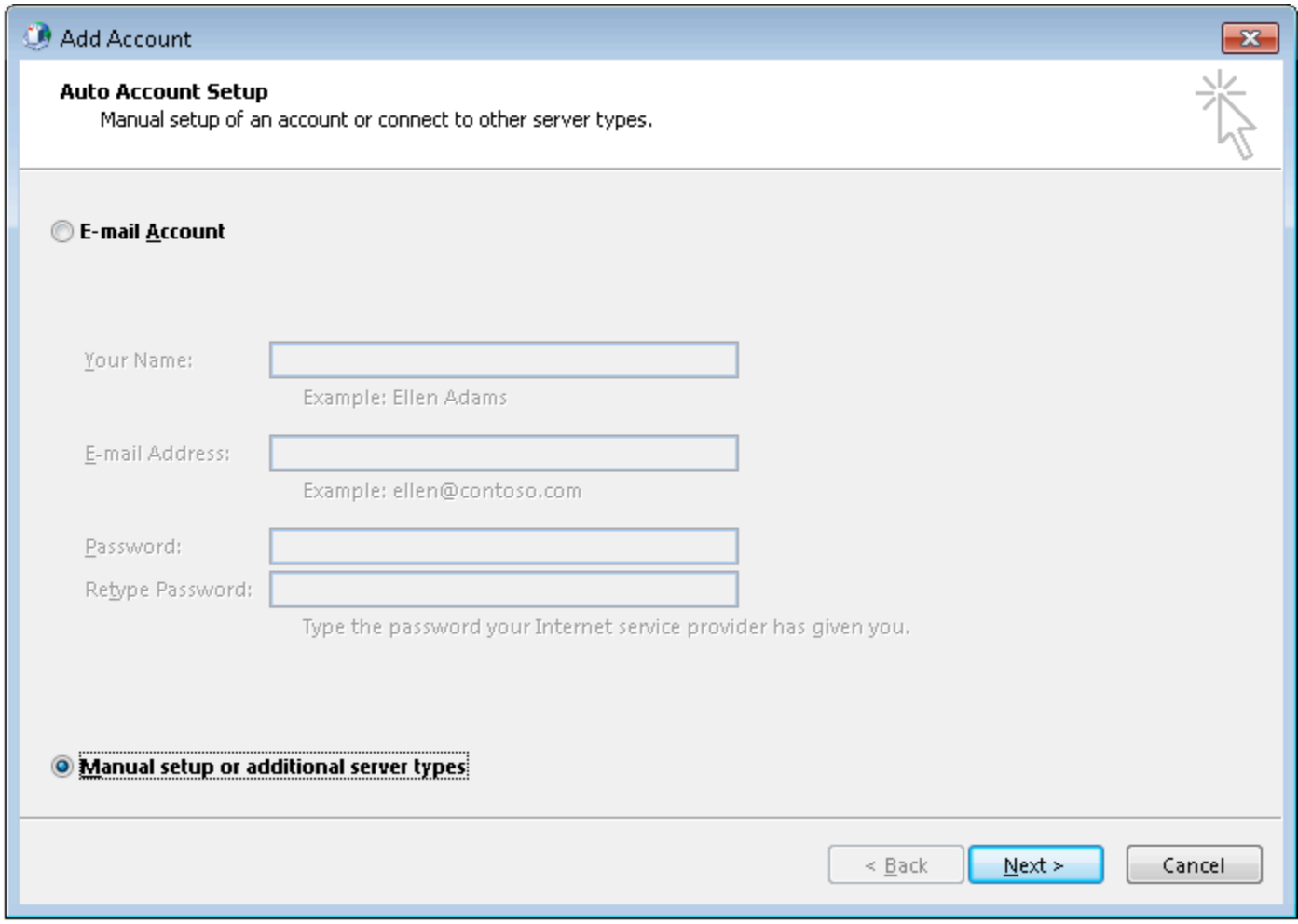
If no profile exists, click "Add".



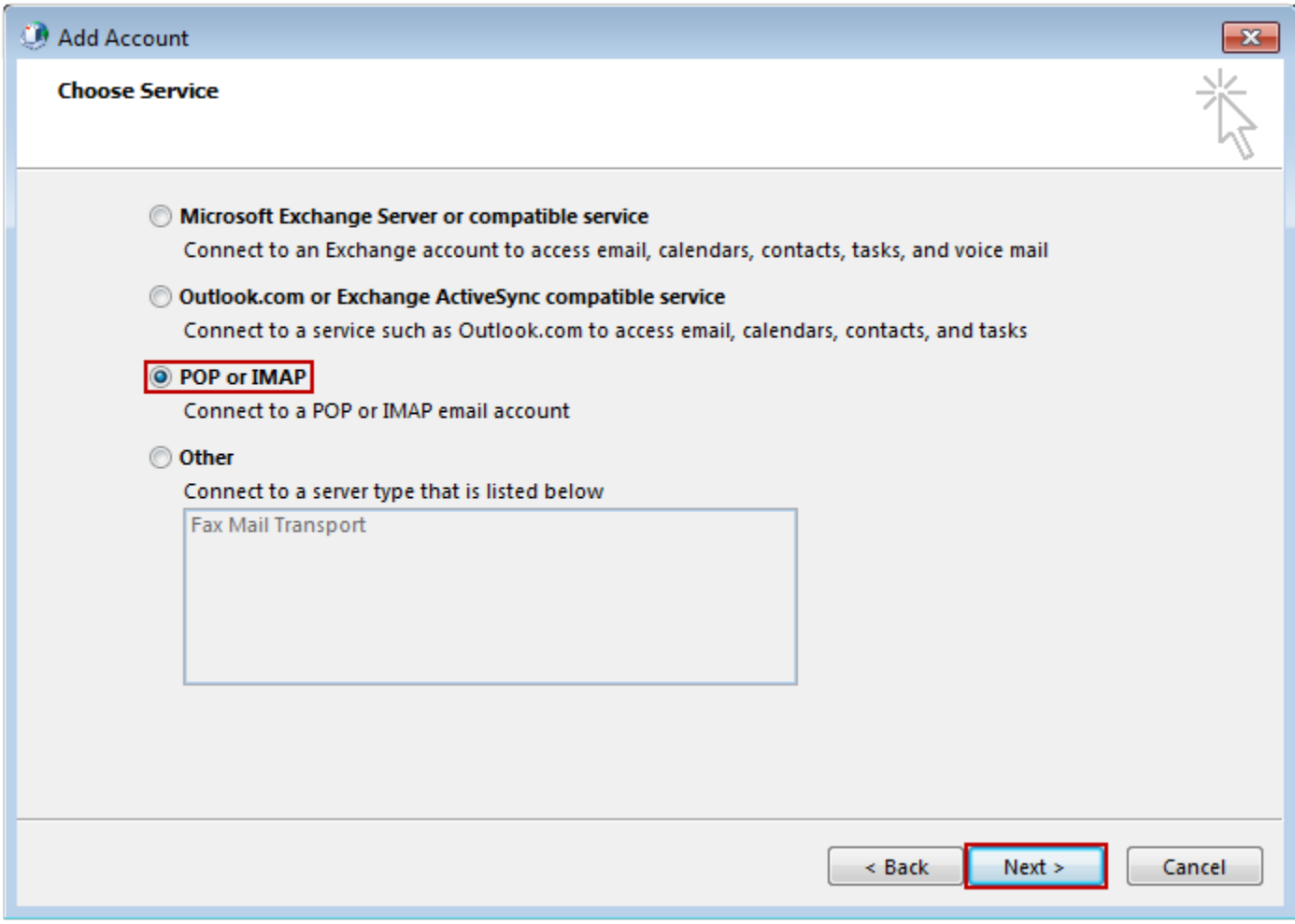
4. Enter a profile name (It can be anything! We suggest your email address your name.)



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:
    a. "**Your Name**": The name email recipients will see in the "From" field.
    b. "**Email Address**": example@unifyamerica.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

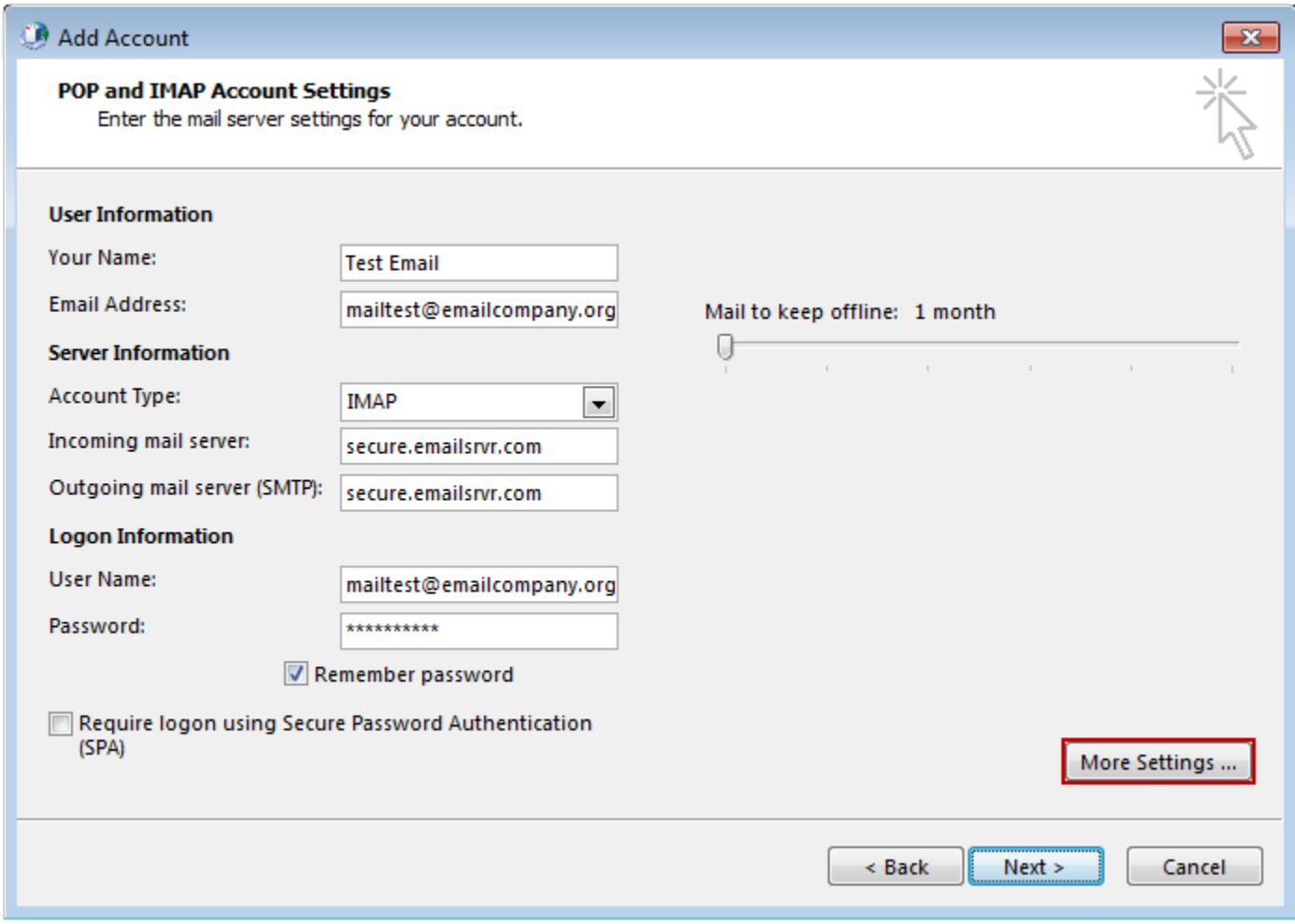
ii. "**Outgoing mail server (SMTP)**": (We recommend secure.emailsrvr.com)

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

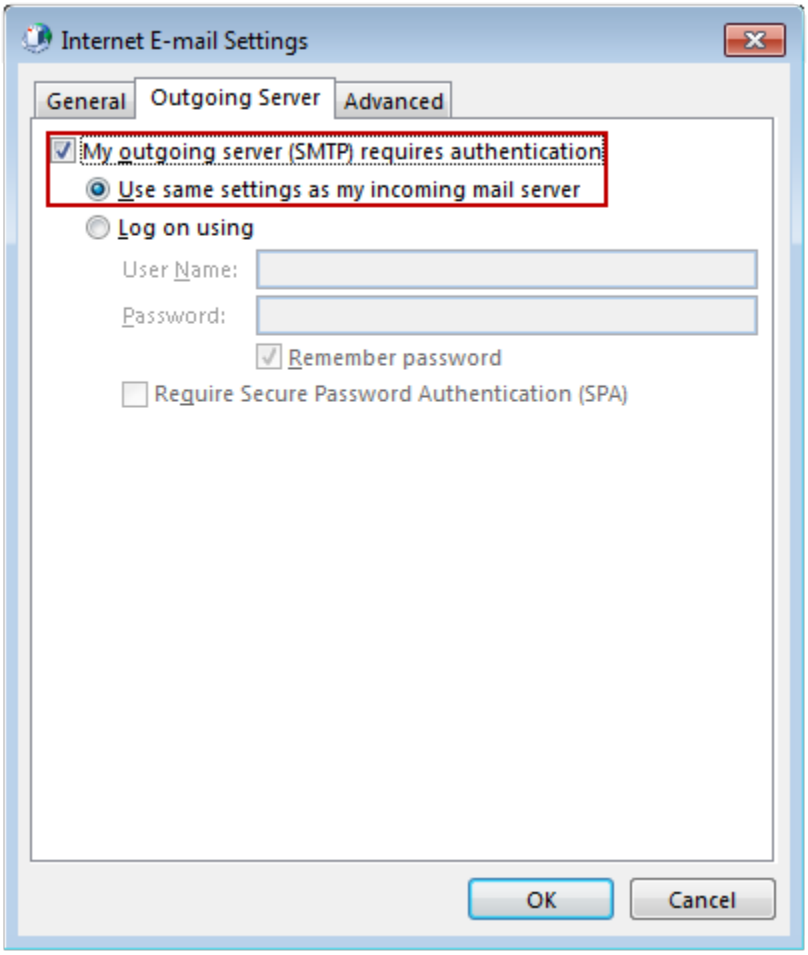
d. "**Logon Information**":

i. "**Username**": example@unifyamerica.com

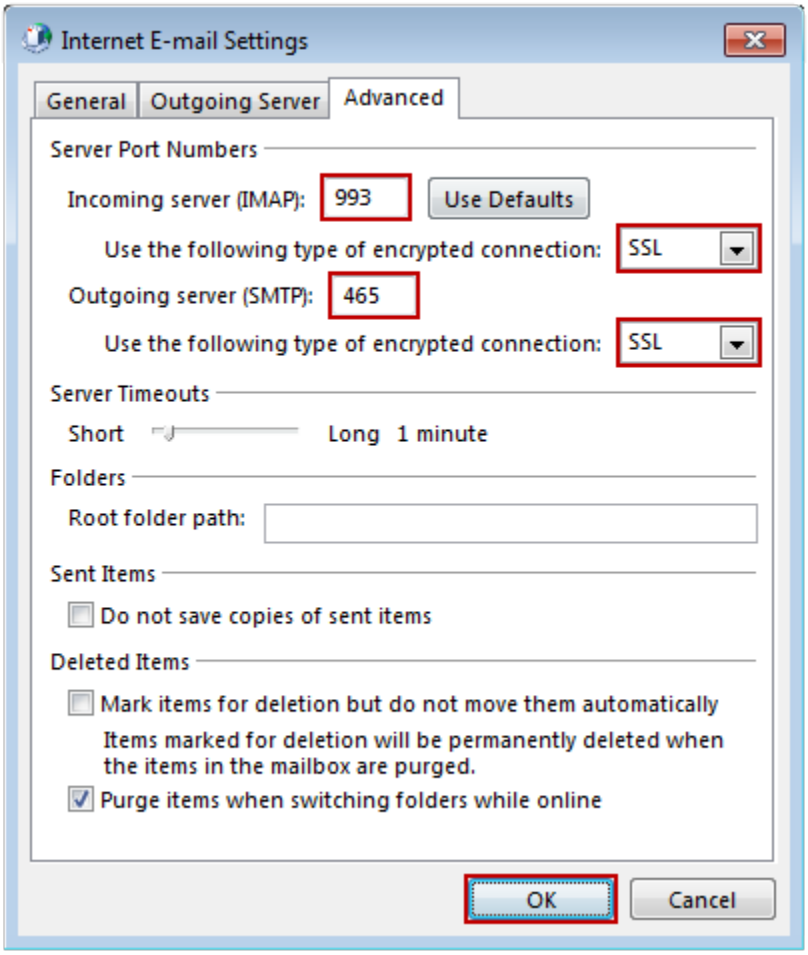
ii. "**Password**": Your mailbox password



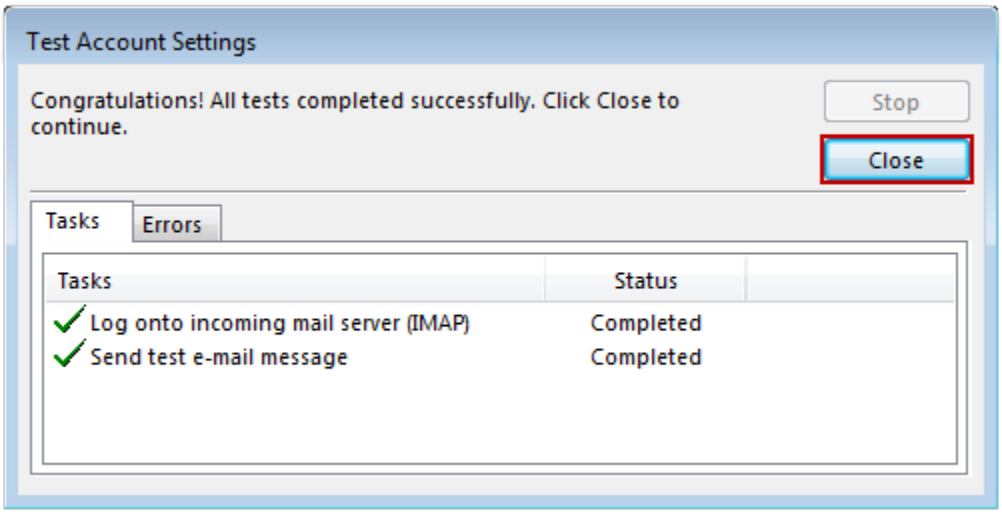
8. Click on "**More Settings**" then click the "**Outgoing Server**" Tab
    a. Check the box for "**My outgoing server (SMTP) requires authentication**".
    b. Check the button for "**Use same settings as my incoming mail server**".



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!