

Outlook Setup Guide (07, 10, 13)

IMAP Email Setup Guide

The following guide should help you make your way through setting up email on Windows 10. If you have any trouble, please don't hesitate to let us know and we'll be happy to walk you through it.

Username: Full email address (example: bob@drbob.com)

Hostname: secure.emailsrvr.com

Incoming Port: 993

Outgoing Port: 465

SSL: Enabled

Update Your Temporary Password

The password we've provided is a **TEMPORARY** password only; it is NOT secure. **PLEASE** make sure that you update it immediately. To change your email password, first log into the account via webmail.

1. Select **Settings** in the upper right corner under your name
2. Select **Change Password**
3. Enter the Current Password (you were provided with this at the time of account creation)
4. Enter the New Password of your choice
5. Re-enter the New Password to confirm
6. Click **Save**

We recommend that you always change your password before adding your email account to Outlook or a phone, that way you do not have to go back in later to change it.

Please scroll to the next page to begin setup.

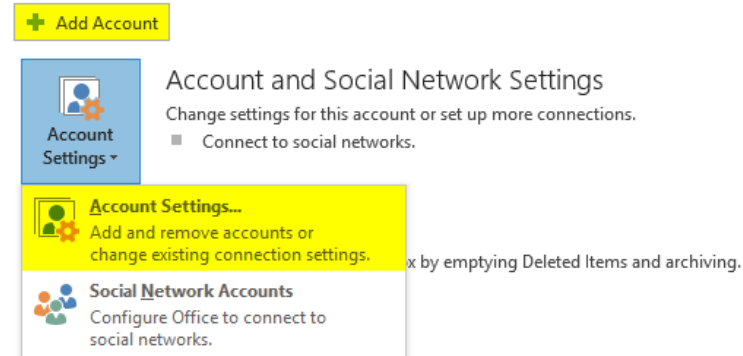
Add an Account

Click **File** at the top of your Outlook application. If this is a new Outlook install, click the **Add Account** button.

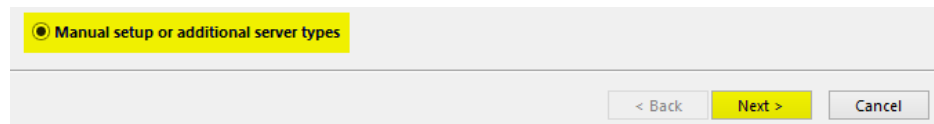
If you already have an email account setup, please select **Account Settings** and then **New**.

Account Information

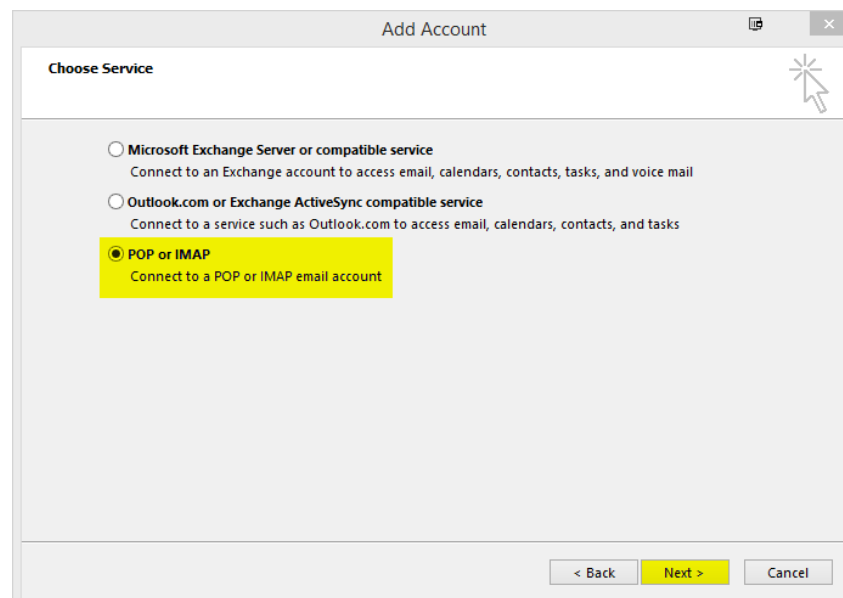
No account available. Add an e-mail account to enable additional features.



On the new window, select **Manual setup or additional server types** and click **Next**.



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



On this new screen, you need to provide the following:

- Your Name
- **Email Address:** Your FULL email address
- **Account Type:** IMAP
- **Incoming mail server:** secure.emailsrvr.com
- **Outgoing mail server:** secure.emailsrvr.com
- **Username:** Your FULL email address
- **Password:** Your selected password

Once you have filled out the above information, click **More Settings**.

The screenshot shows a window titled "Add Account" with a close button in the top right corner. Inside the window, the section "POP and IMAP Account Settings" is active, with a sub-instruction: "Enter the mail server settings for your account." A mouse cursor is pointing at a star icon in the top right of this section.

The settings are organized into two columns:

- User Information:**
 - Your Name: [Your Name Here]
 - Email Address: [FULL Email Address]
- Server Information:**
 - Account Type: [IMAP] (dropdown menu)
 - Incoming mail server: [secure.emailsrvr.com]
 - Outgoing mail server (SMTP): [secure.emailsrvr.com]
- Logon Information:**
 - User Name: [FULL Email Address]
 - Password: [*****]
 - ☒ Remember password
 - ☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings:

- We recommend that you test your account to ensure that the entries are correct.
- [Test Account Settings ...] button
- ☒ Automatically test account settings when Next is clicked

Mail to keep offline: All (with a slider bar set to the right)

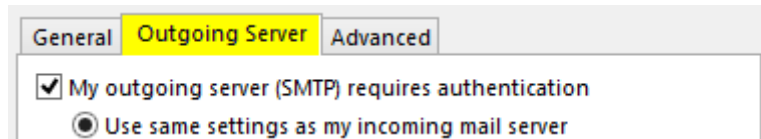
More Settings ... (yellow button)

At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Port Setup

On the **Internet E-mail Settings** window, select **Outgoing Server** tab.

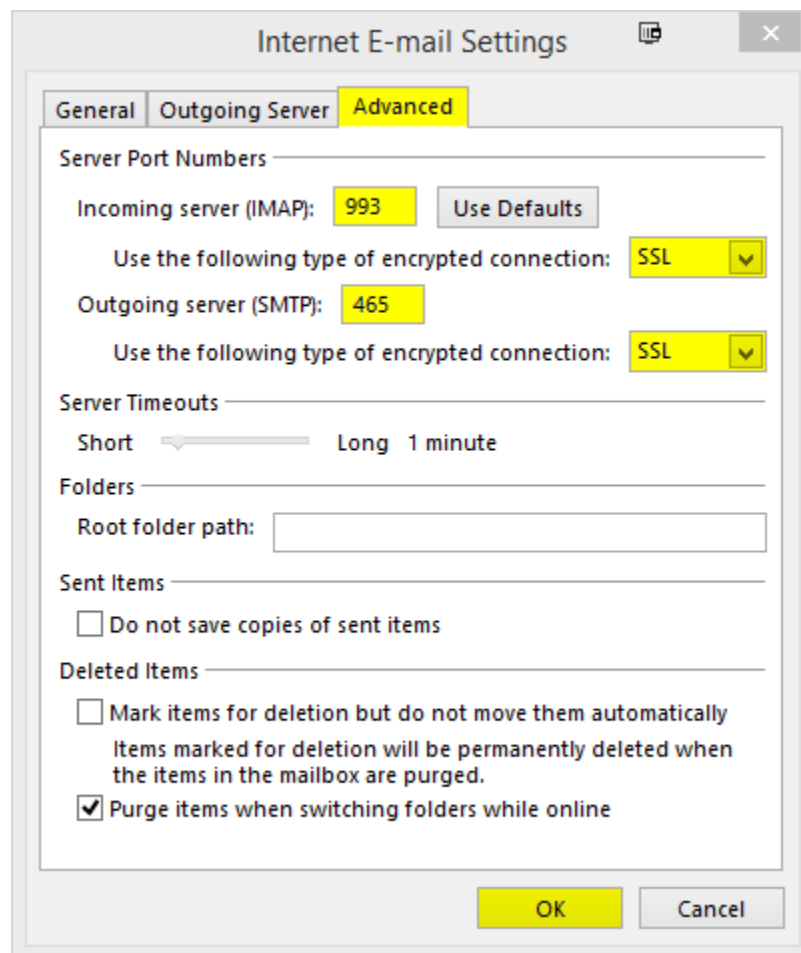
Check the box next to **My outgoing server (SMTP) requires authentication**.



The screenshot shows the 'Outgoing Server' tab of the 'Internet E-mail Settings' window. It features two tabs: 'General' and 'Outgoing Server'. The 'Outgoing Server' tab is active. It contains a checked checkbox labeled 'My outgoing server (SMTP) requires authentication' and a radio button labeled 'Use same settings as my incoming mail server'.

Select the **Advanced** tab to set your server ports.

- Click the drop down box next to **Use the following type of encrypted connection:** set to **SSL**.
- **Incoming server (IMAP):** 993
- **Outgoing server (SMTP):** 465

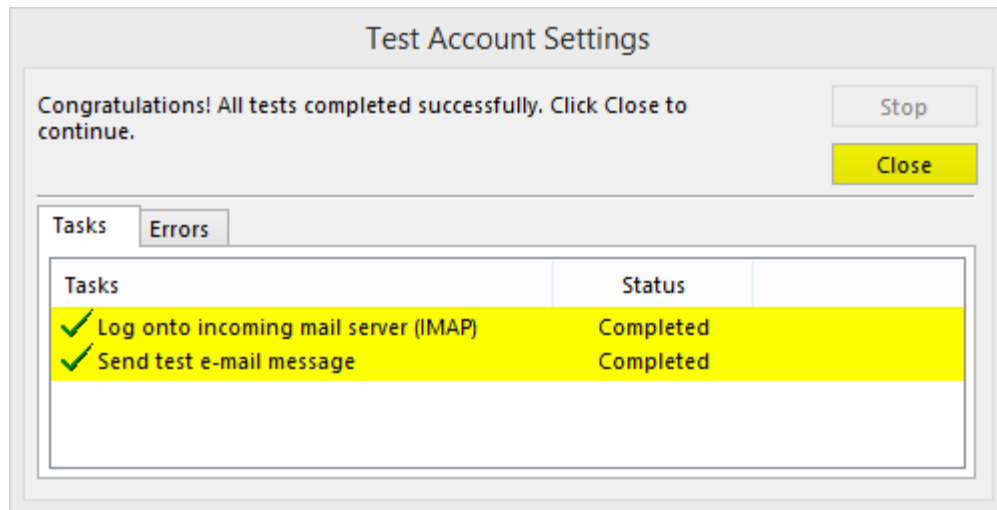


The screenshot shows the 'Advanced' tab of the 'Internet E-mail Settings' window. It features three tabs: 'General', 'Outgoing Server', and 'Advanced'. The 'Advanced' tab is active. It contains several sections: 'Server Port Numbers' with input fields for 'Incoming server (IMAP):' (993) and 'Outgoing server (SMTP):' (465), and dropdown menus for 'Use the following type of encrypted connection:' (SSL) for both; 'Server Timeouts' with a slider between 'Short' and 'Long 1 minute'; 'Folders' with a 'Root folder path:' text box; 'Sent Items' with a checkbox 'Do not save copies of sent items'; and 'Deleted Items' with checkboxes 'Mark items for deletion but do not move them automatically' and 'Purge items when switching folders while online' (checked). The window has 'OK' and 'Cancel' buttons at the bottom.

Click **OK** when finished. This will bring you back to the original **Add Account** window. Click **Next**.

Test Account Settings

A new window will pop up entitled **Test Account Settings**. Allow this to complete. It should look like the window below.



Click **Close**.

You're finished!