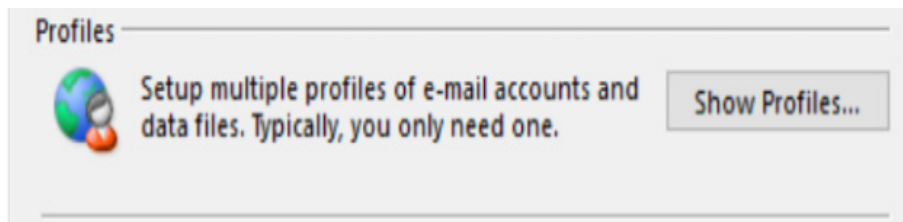


Setting Up Microsoft® Outlook 2016

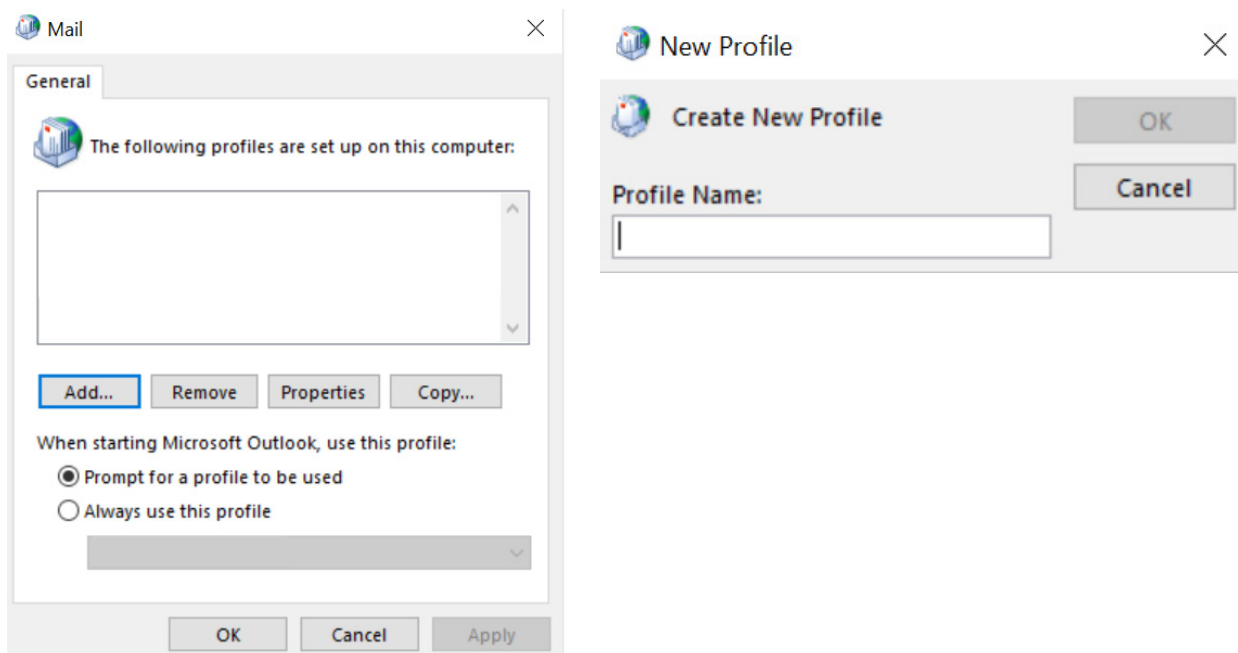
Technical Manual: Configuration and Setup in Windows

Setting Up an IMAP Email Account

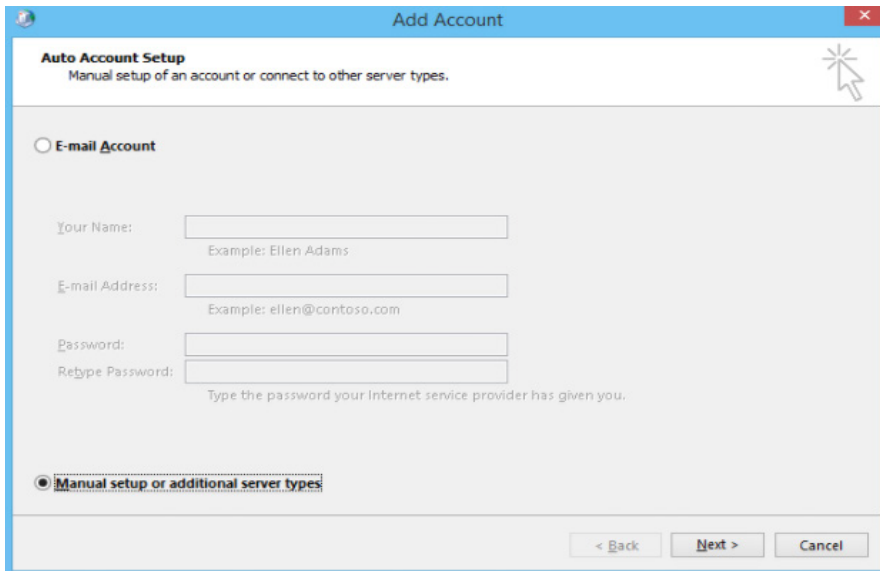
1. Click on the Start Menu and then search for **Control Panel**
2. Once in the Control Panel, Click on **Mail**
3. When the Mail Control Panel opens, select **Show Profiles**



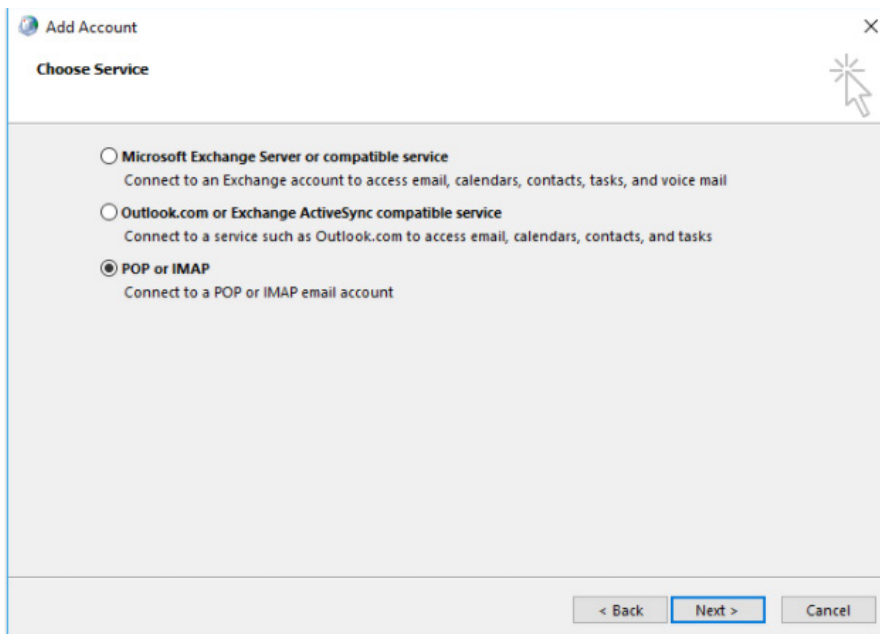
4. Select **Add** to add a new profile. Enter any name you wish and select **OK**



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@example.com

“**Account Type**”: IMAP

“**Incoming Mail Server**”: (We recommend secure.emailsrvr.com)

Server	SSLPort
secure.emailsrvr.com	Yes 993

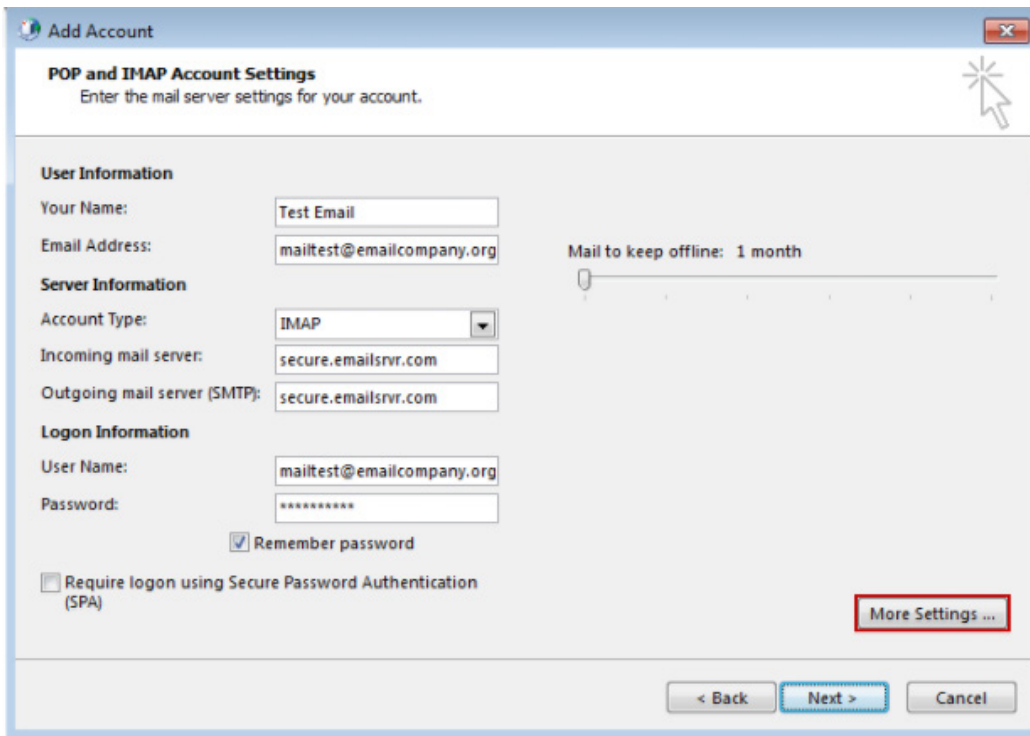
Server	SSLPort
secure.emailsrvr.com	Yes 465

smtp.emailsrvr.com	No 25, 2525, 587, 8025
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“Logon Information” :

“Username”: example@example.com

“Password”: Your mailbox password



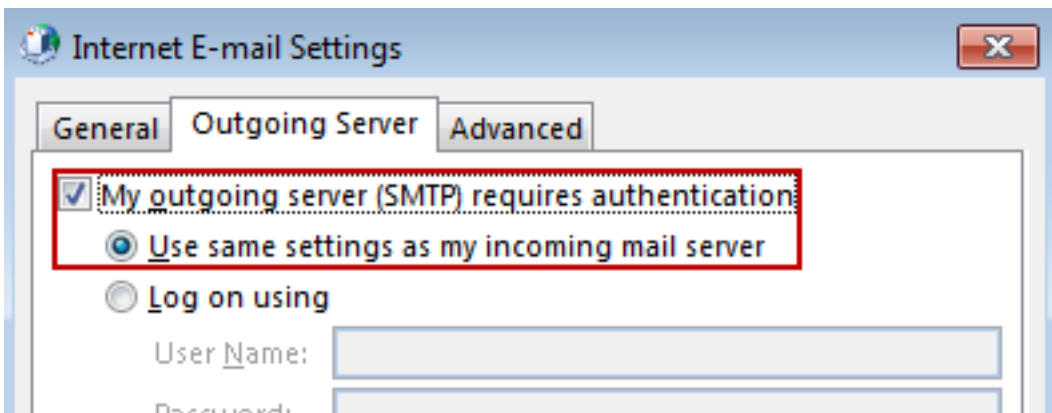
The screenshot shows the 'Add Account' dialog box with the 'POP and IMAP Account Settings' tab selected. The dialog is titled 'Add Account' and contains the following fields and options:

- User Information:**
 - Your Name: Test Email
 - Email Address: mailtest@emailcompany.org
- Server Information:**
 - Account Type: IMAP (dropdown)
 - Incoming mail server: secure.emailsrvr.com
 - Outgoing mail server (SMTP): secure.emailsrvr.com
- Logon Information:**
 - User Name: mailtest@emailcompany.org
 - Password: [masked]
 - Remember password
 - Require logon using Secure Password Authentication (SPA)
- Mail to keep offline:** 1 month (slider)
- More Settings ...** (button, highlighted with a red box)
- Navigation:** < 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 incomingmail server.”



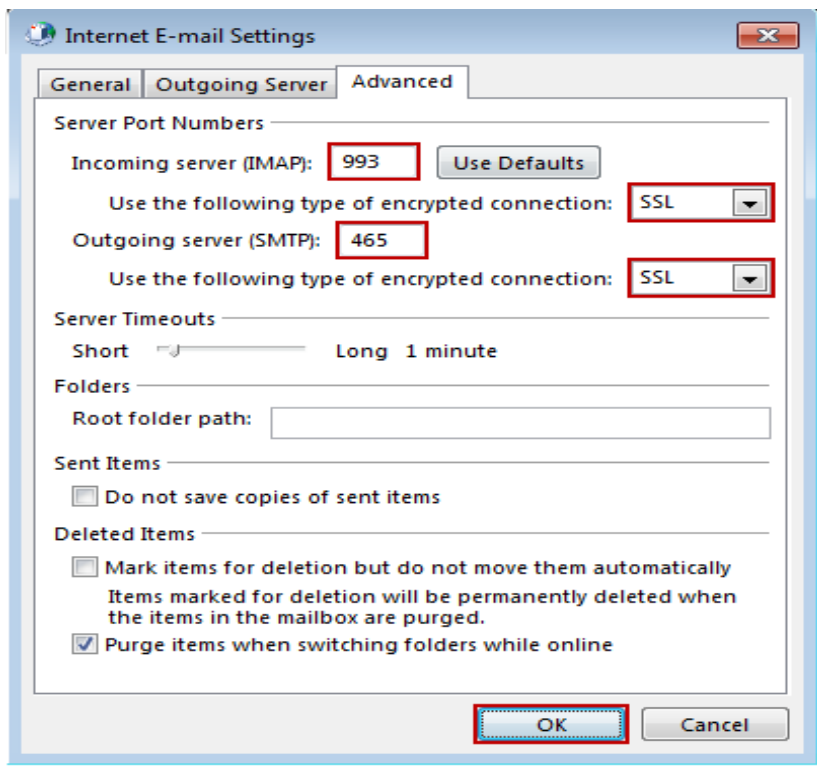
The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The dialog is titled 'Internet E-mail Settings' and contains the following options and fields:

- General** | **Outgoing Server** | **Advanced**
- My outgoing server (SMTP) requires authentication
- Use same settings as my incoming mail server
- Log on using
 - User Name: [text box]
 - Password: [text box]

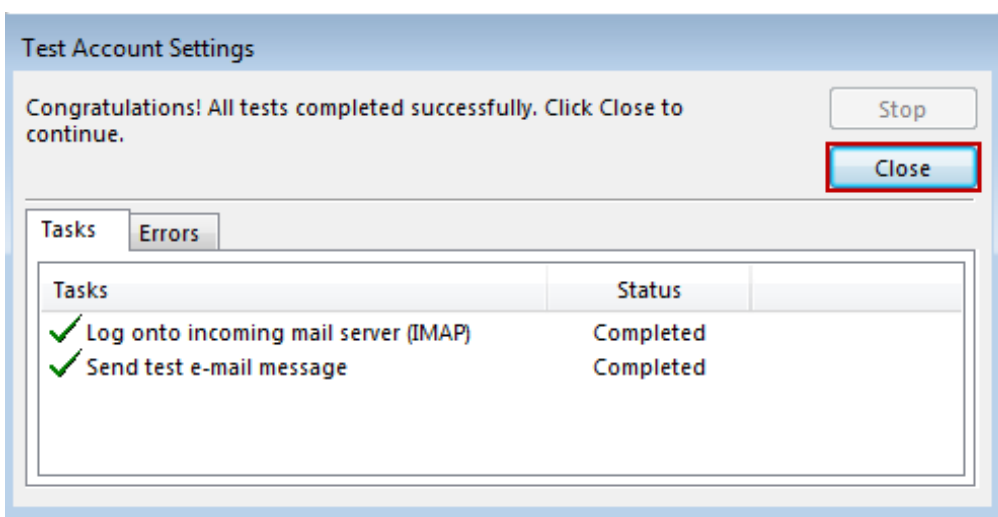
9. If using “secure.emailsrvr.com”. Click on the “Advanced” Tab

a. Change “Use the following type of encrypted connection” to “SSL”

b. Change the port numbers to match the chart on step 4 then 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!