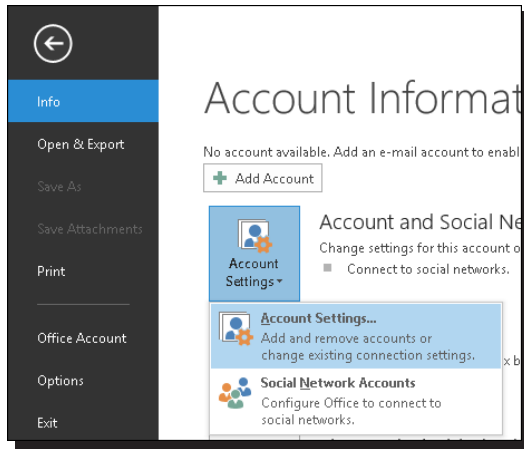


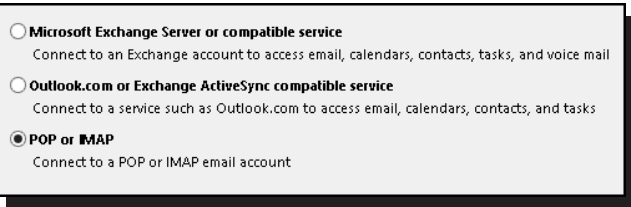
Setting Up Microsoft® Outlook 2013

Setting Up an IMAP E-mail Account

1. In Outlook, select "File" then "Account Settings" and "Account Settings" once again.



2. Click on "New..." then select "Manual setup or additional server types" and click "Next"
3. Select "POP or IMAP" and click "Next"



4. Enter the following information
 - Your Name: Your Name (This is the name your recipients will see)
 - E-mail Address: Your full E-mail address (This is the E-mail address your recipients will see)
 - Account Type: IMAP
 - Incoming server: secure.emailsrvr.com
 - Outgoing server: secure.emailsrvr.com
 - User Name—Enter your entire E-mail address (e.g., myname@mydomain.com), using all lowercase letters.
 - Password—Enter the password for your E-mail account.



5. Click on "More Settings..." Then on the "Outgoing Server" tab. Check the box "My Outgoing server (SMTP) requires authentication"



Comparing POP and IMAP

POP

- Best when you will be primarily accessing your E-mail from a single location, like your office or home. When you leave your office or home, you can still access your E-mail from a web browser.
- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.
- When accessing your E-mail account through a web browser, you may not see previous messages that were downloaded to your desktop E-mail client.

IMAP

- Best when you will be accessing your E-mail from multiple locations.
- Allows you to create portable folders. These folders will appear in each E-mail client you use to access your account. Your account will look the same at work, at home, and at your friend's house.
- Because your E-mail messages are stored on the server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.

6. Next click on the "Advanced" tab. First change the drop down boxes from "None" to "SSL" then change the Outgoing server port to 465.

The screenshot shows the 'Advanced' tab of the Outlook 2013 configuration window. Under the 'Server Port Numbers' section, the 'Incoming server (IMAP)' is set to 993 and the 'Outgoing server (SMTP)' is set to 465. Both are configured to use an SSL encrypted connection.

Using SSL (Secure Sockets Layer)

SSL provides additional security to your E-mail communication. SSL encrypts your messages between your E-mail client and our servers. SSL is optional. The addresses provided will work without SSL turned on. If you decide not to use SSL, please change your incoming server to `imap.emailsrvr.com` the port to 143 and the outgoing server to `smtp.emailsrvr.com` the port to 587 or 8025.

7. Click "OK" and then "Next". Outlook will test the settings. If Outlook is configured correctly there will be 2 green check marks on both tasks. Click "Close" then "Finish". You have successfully setup Outlook 2013.

The screenshot shows a dialog box titled 'Congratulations! All tests completed successfully. Click Close to continue.' It features a 'Close' button and a 'Tasks' tab. Below the tab is a table with two columns: 'Tasks' and 'Status'. Both tasks listed are marked as 'Completed' with a green checkmark.

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed