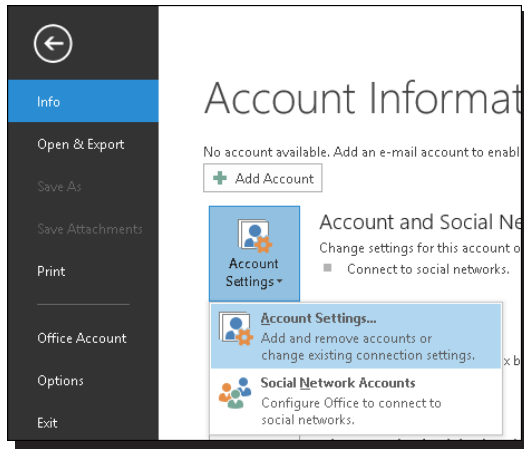


# Setting Up Microsoft® Outlook 2013

## Setting Up an IMAP E-mail Account

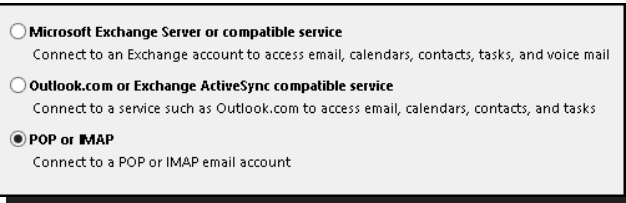
1. In Outlook, select "File" then "Account Settings" and "Account Settings" once again.



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.



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



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.

General | **Outgoing Server** | Advanced

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

### 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.

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks | Errors

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