

WURDEY HOSTED EXCHANGE

CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

PREPARE OUTLOOK

If you haven't setup any accounts in Outlook, just start the Outlook program.

If you already have accounts in Outlook and you want to create a new account, then:

1. Go to Control Panel | User Account and Family Safety and start the Mail applet



2. On the Mail Setup – Outlook window, click Show Profiles



3. Click the Add... button and enter a Name for the profile in the New Profile window

٢	Mail	
General		
ларана При ста	ne following profiles are set up on this computer: New Profile	
Profile KJudo	Create New Profile OK e <u>N</u> ame: Cancel	
Add. When st O Ah	Remove Properties Copy tarting Microsoft Outlook, use this profile: ompt for a profile to be used ways use this profile Outlook	~
	OK Cancel Apply	

If you already have accounts in Outlook and you want to **add** account to an **existing** Outlook configuration:

- 1. Go to File | Account Settings | Account Settings
- 2. On the **E-mail** tab click the **New** button

CONFIGURE EXCHANGE CONNECTIVITY

1. Enter your Name, Email Address and Password then click Next

۹	Add Account	×
Auto Account Setup Outlook can autom	atically configure many email accounts.	${\sim}$
• E-mail <u>A</u> ccount		
<u>Y</u> our Name:	Kevin Judd Example: Ellen Adams	
<u>E</u> -mail Address:	kjudd@secureonlinemailbox.com Example: ellen@contoso.com	
Password:	****	
Re <u>t</u> ype Password:	******	
	Type the password your Internet service provider has given you.	
() <u>M</u> anual setup or ac	dditional server types	
	< <u>B</u> ack <u>N</u> ext > C	ancel

2. If you get a warning if you want to let https://mail.exmailto.com/Autodiscover/Autodiscover.xml to configure your Outlook settings, select the **Don't ask me about this website again** checkbox and the click **Allow**

٥	Microsoft Outlook ×
ð	Allow this website to configure kjudd@secureonlinemailbox.com server settings?
	https://mail.exmailto.com/Autodiscover/Autodiscover.xml Your account was redirected to this website for settings. You should only allow settings from sources you know and trust. Don't ask me about this website again <u>Allow</u> <u>Cancel</u>

3. Wait for the auto configuration process to complete



4. Once completed just click Finish

Add Account	×
Congratulations!	×
Configuring	
Outlook is completing the setup for your account. This might take several minutes. Establishing network connection Searching for ljudd@secureonlinemailbox.com settings Logging on to the mail server Congratulations! Your email account was successfully configured and is ready to use.	
Change account settings	Add another account
< <u>B</u> ack	Finish Cancel

CONFIGURE IMAP CONNECTIVITY

- 1. Perform the respective steps from Prepare Outlook
- 2. On the Add Account page, select Manual setup or additional server types

۹	Add Account	×
Auto Account Setup Manual setup of an	account or connect to other server types.	×
○ E-mail <u>A</u> ccount		
Your Name:	Evampler Ellen Arlams	
<u>E</u> -mail Address:	Example: ellen@contoso.com	
<u>P</u> assword: Re <u>t</u> ype Password:		
	Type the password your Internet service provider has given you.	
Manual setup or ad	ditional server types	
	< <u>B</u> ack <u>N</u> ext >	Cancel

3. Select the $\ensuremath{\text{POP or IMAP}}$ option

٢	Add Account	×
Choo	ise Service	×
	 Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail Outlook.com or Exchange <u>ActiveSync compatible service</u> Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks POP or IMAP Connect to a POP or IMAP email account 	
	< <u>B</u> ack <u>N</u> ext >	Cancel

CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

- 4. Select the POP or IMAP option
 - · Your Name and Email Address
 - · For Account Type, select IMAP
 - · For both Incoming and Outgoing mail server enter mail.exmailto.com
 - \cdot In the User Name field enter you Email~Address
 - · Provide your password

۹	Add A	ccount	×
POP and IMAP Account Se Enter the mail server setti	ttings ngs for your account.		ž
User Information			
<u>Y</u> our Name:	Lola Judd		
<u>E</u> mail Address:	l@secureonlinemailbox.com	Mail to keep offline: All	
Server Information			
<u>A</u> ccount Type:	IMAP 🗸		
Incoming mail server:	mail.exmailto.com		
<u>O</u> utgoing mail server (SMTP):	mail.exmailto.com		
Logon Information			
<u>U</u> ser Name:	judd@secureonlinemailbox		
<u>P</u> assword:	******		
✓ <u>R</u>	emember password		
Re <u>a</u> uire logon using Secu (SPA)	re Password Authentication	<u>M</u> ore Settin	ngs
		< <u>B</u> ack <u>N</u> ext > Ca	ncel

- 5. Click the More Settings button
- 6. On the **Outgoing Server** tab, select the **My outgoing server (SMTP) requires authentication** checkbox

٥	Interne	et E-mail Settings	×
General	Outgoing Server	Advanced	
✓ My o	utgoing server (SM1	TP) requires authentication	
<u>ں</u> (۱	se same settings as	my incoming mail server	
0 <u>t</u> o	og on using		
U	lser <u>N</u> ame:		
E	assword:		
	✓ <u>R</u> em	ember password	
	Re <u>q</u> uire Secure Pa	assword Authentication (SPA)	
		OK Ca	ncel
		ОК Са	ncel

7. On the Advanced tab, on the first option for Use the following type of encrypted connection select SSL, on the second one select TLS and then change the Outgoing Server (SMTP) value to 587 and then click OK:

Internet E-mail Settings		
General Outgoing Server Advanced		
Server Port Numbers		
Incoming server (IMAP): 993 Use Defaults		
Use the following type of <u>e</u> ncrypted connection: SSL 🗸		
Outgoing server (SMTP): 587		
Use the following type of en <u>c</u> rypted connection: TLS v		
Server Timeouts		
Short Long 1 minute		
Folders		
Root <u>f</u> older path:		
Sent Items		
Do not save copies of sent items		
Deleted Items		
Mark items for deletion but do not move them automatically		
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.		
Purge items when switching folders while online		
OK Cancel		

8. Click Next and verify both test are successfully passed

Test Account	Settings	
Congratulations! All tests completed successfully. continue.	Click Close to	<u>S</u> top <u>C</u> lose
Tasks Errors		
Tasks	Status	
 Log onto incoming mail server (IMAP) 	Completed	
✓ Send test e-mail message	Completed	

CONFIGURE POP CONNECTIVITY

- 1. Perform the respective steps from Prepare Outlook
- 2. On the Add Account page, select Manual setup or additional server types

۹	Add Account	×
Auto Account Setup Manual setup of an	account or connect to other server types.	×
○ E-mail <u>A</u> ccount		
Your Name;	Example: Ellen Adams	
<u>E</u> -mail Address:	Example: ellen@contoso.com	
<u>P</u> assword: Re <u>t</u> ype Password:		
	Type the password your Internet service provider has given you.	
Manual setup or add	ditional server types	
	< <u>B</u> ack <u>N</u> ext >	Cancel

3. Select the $\ensuremath{\text{POP or IMAP}}$ option

٥	Add Account	×
Choo	ose Service	×
	 Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail Outlook.com or Exchange <u>ActiveSync compatible service</u> Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks POP or IMAP Connect to a POP or IMAP email account 	
	< <u>B</u> ack <u>N</u> ext >	Cancel

CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

- 4. Select the POP or IMAP option
 - · Your Name and Email Address
 - · For Account Type, select IMAP
 - · For both Incoming and Outgoing mail server enter mail.exmailto.com
 - \cdot In the User Name field enter you Email~Address
 - · Provide your password

Add Account					
POP and IMAP Account Set Enter the mail server setting	t tings ngs for your account.	×.			
User Information		Test Account Settings			
<u>Y</u> our Name:	Lola Judd	We recommend that you test your account to ensure that			
<u>E</u> mail Address:	ljudd@secureonlinemailbox	the entries are correct.			
Server Information		Tast Assount Sattings			
<u>A</u> ccount Type:	POP3 V	Test Account settings			
Incoming mail server:	mail.exmailto.com	 Automatically test account <u>settings</u> when Next is clicked 			
Outgoing mail server (SMTP):	mail.exmailto.com	Deliver new messages to:			
Logon Information		New Outlook Data File			
<u>U</u> ser Name:	ljudd@secureonlinemailbox	Existing Outlook Data File			
<u>P</u> assword:	******	Browse			
✓ <u>R</u> emember password					
Re <u>a</u> uire logon using Secur (SPA)	e Password Authentication	More Settings			
		Go to PC septings to activate Windows < <u>B</u> ack Septings to activate Windows Cancel			

- 5. Click the More Settings button
- 6. On the **Outgoing Server** tab, select the **My outgoing server (SMTP) requires authentication** checkbox

General Outgoing Server Advanced Image: My outgoing server (SMTP) requires authentication Image: Use same settings as my incoming mail server Image: Log on using User Name: Password: Image: Reguire Secure Password Reguire Secure Password Authentication (SPA)	Internet E-mail Settings						
 ✓ My outgoing server (SMTP) requires authentication ● Use same settings as my incoming mail server ● Log on using User Name: Password: ● Remember password ■ Reguire Secure Password Authentication (SPA) 	General	Outgoing Serve	Advanced				
 ● Use same settings as my incoming mail server ● Log on using User Name: ● Password: ● Remember password ● Reguire Secure Password Authentication (SPA) 	✓ My o	My outgoing server (SMTP) requires authentication					
 ▶ Log on using User Name: Password: 	<u> </u>	Use same settings as my incoming mail server					
User <u>N</u> ame: Password: Remember password Reguire Secure Password Authentication (SPA)	01	og on using					
Password: Remember password Reguire Secure Password Authentication (SPA)	- U	Jser <u>N</u> ame:					
	E	assword:					
Reguire Secure Password Authentication (SPA)		✓ <u>R</u> e	member password				
	Reguire Secure Password Authentication (SPA)						
OK Cancel							

CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

7. On the Advanced tab, select the This server requires an encrypted connection (SSL) option, then for Use the following type of encrypted connection option select TLS, and then change the Outgoing Server (SMTP) value to 587 and then click OK:

Internet E-mail Settings					
General Outgoing Server Advanced					
Server Port Numbers					
Incoming server (POP3): 995 Use Defaults					
✓ This server requires an <u>encrypted</u> connection (SSL)					
Outgoing server (SMTP): 587					
Use the following type of encrypted connection: TLS					
Server <u>T</u> imeouts					
Short Long 1 minute					
Delivery					
$\mathbf{V}_{\text{Remove from server after}}$ 14 \mathbf{A}_{days}					
Remove from server when deleted from 'Deleted Items'					
OK Cancel					

8. Click Next and verify both test are successfully passed

Test Account Settings						
Congratulations! All tests completed successfully. continue.	<u>S</u> top <u>C</u> lose					
Tasks Errors						
Tasks ✓ Log onto incoming mail server (IMAP) ✓ Send test e-mail message	Status Completed Completed					