



WURDEY HOSTED EXCHANGE

**CONFIGURING OUTLOOK
FOR EXCHANGE,
POP AND IMAP**

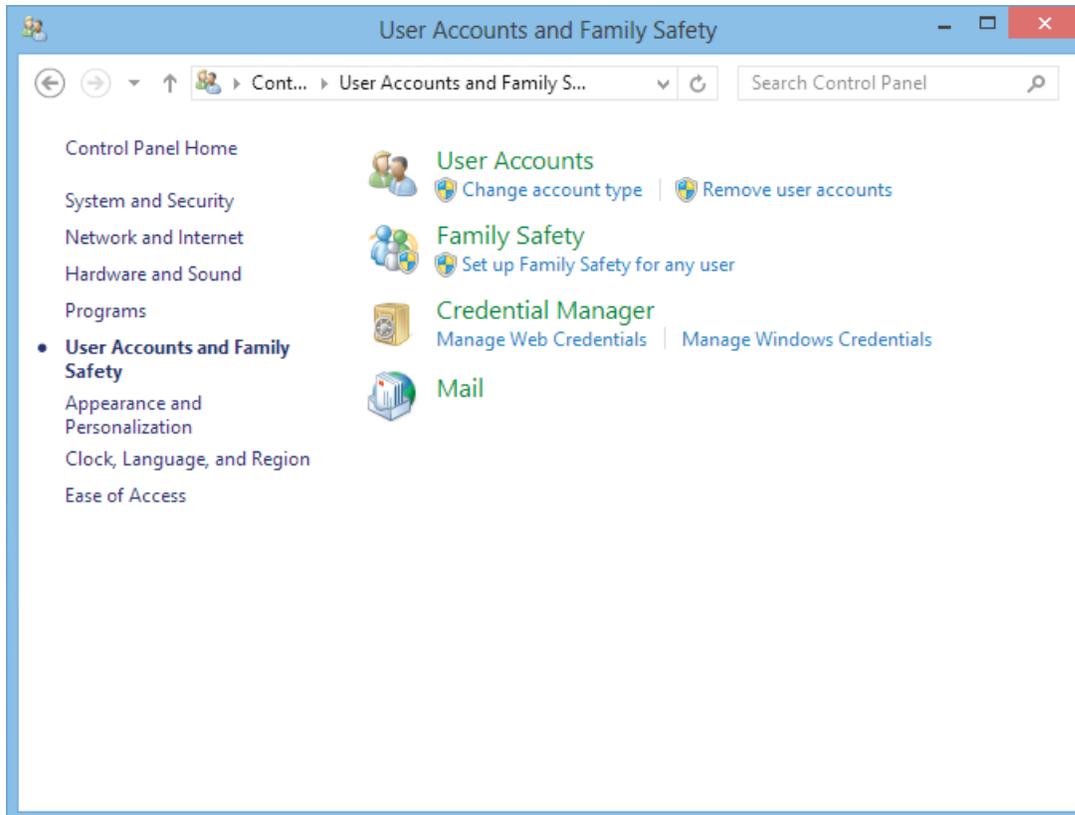
CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

PREPARE OUTLOOK

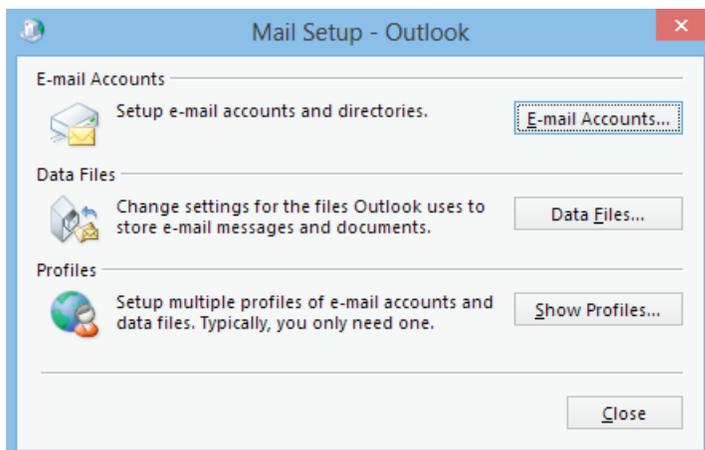
If you haven't setup **any accounts** in Outlook, just start the Outlook program.

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**

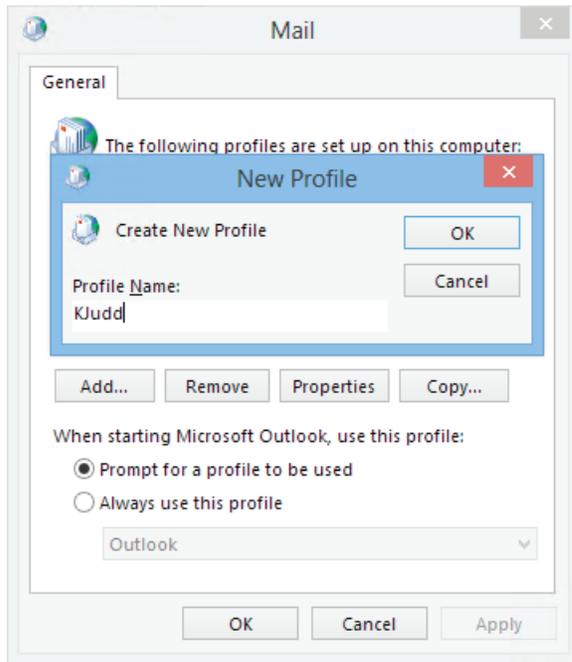


2. On the Mail Setup – Outlook window, click **Show Profiles**



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



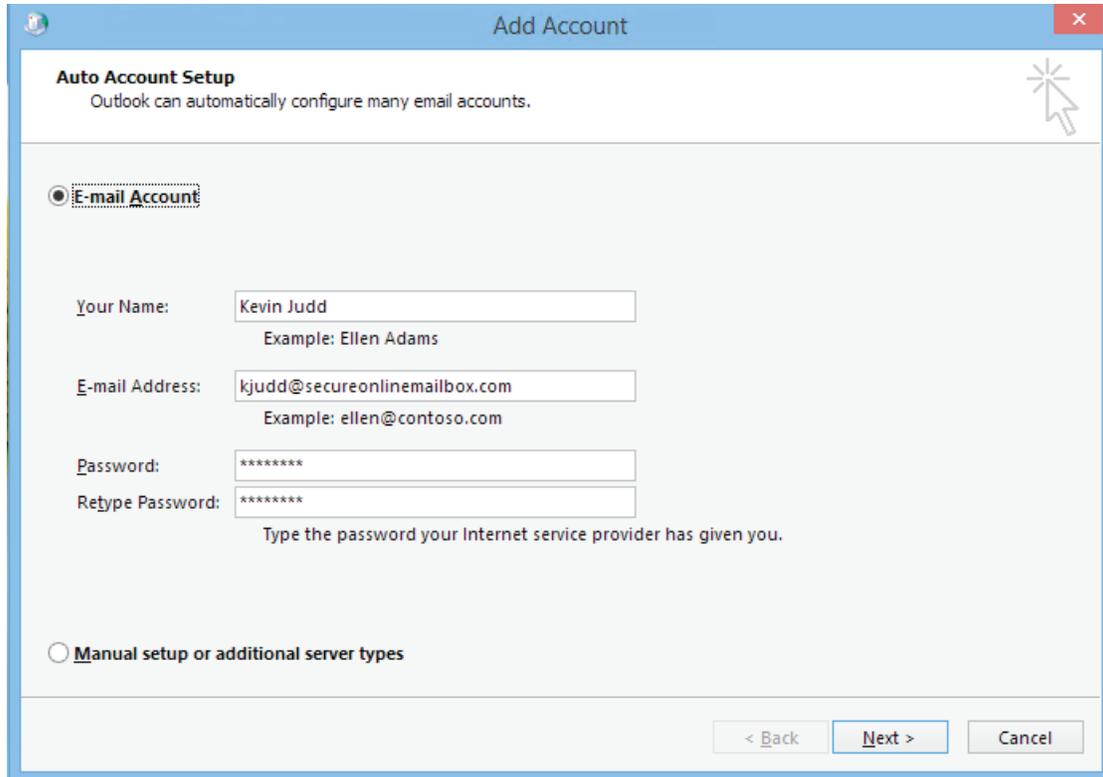
If you already have accounts in Outlook and you want to **add** account to an **existing** Outlook configuration:

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

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CONFIGURE EXCHANGE CONNECTIVITY

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



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

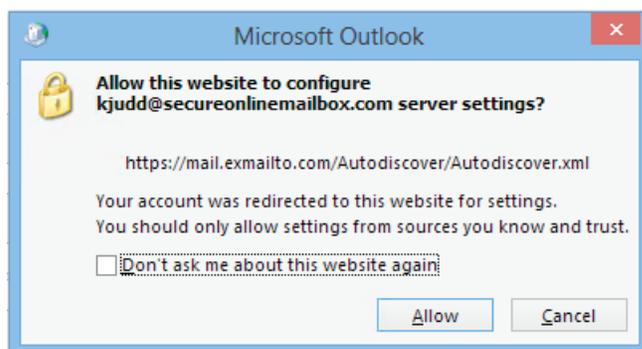
E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

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**



Microsoft Outlook

Allow this website to configure
kjudd@secureonlinemailbox.com server settings?

<https://mail.exmailto.com/Autodiscover/Autodiscover.xml>

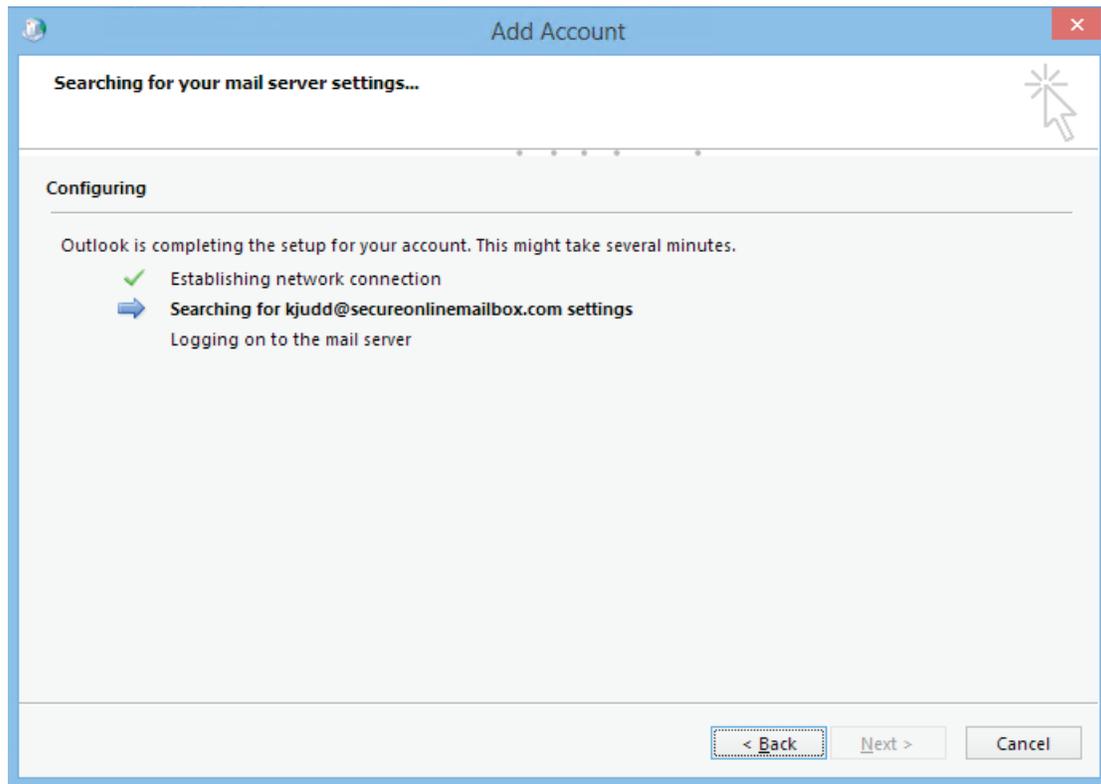
Your account was redirected to this website for settings.
You should only allow settings from sources you know and trust.

Don't ask me about this website again

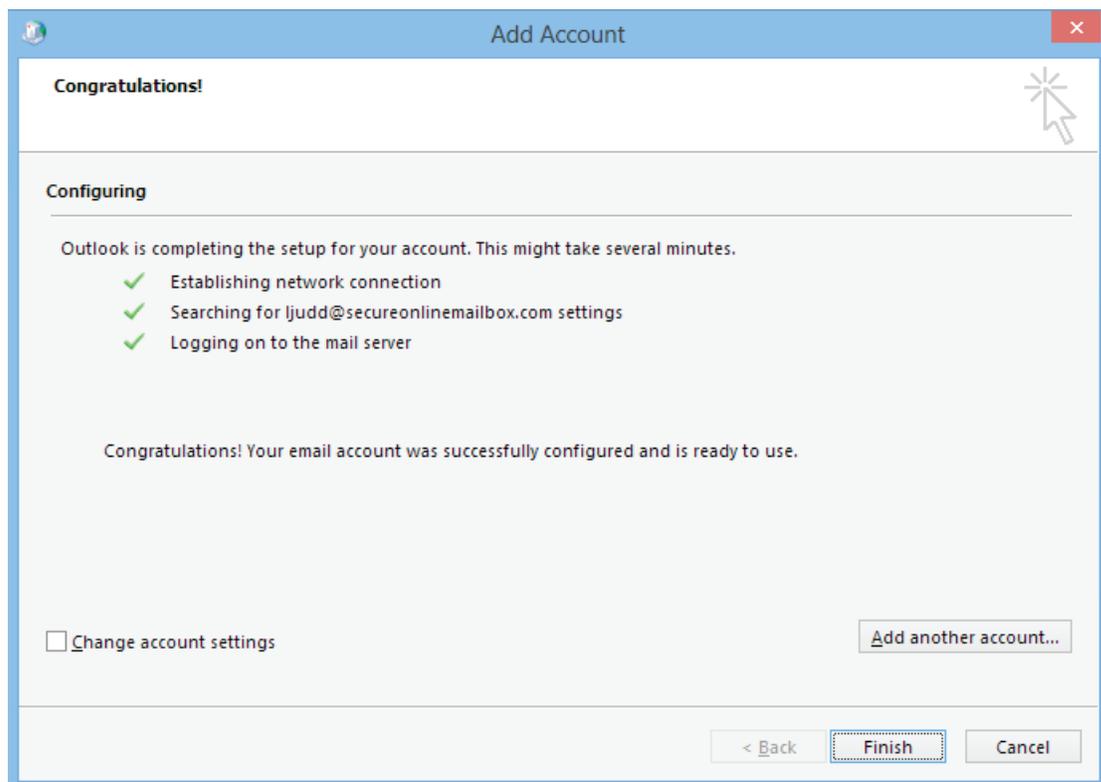
Allow Cancel

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3. Wait for the auto configuration process to complete



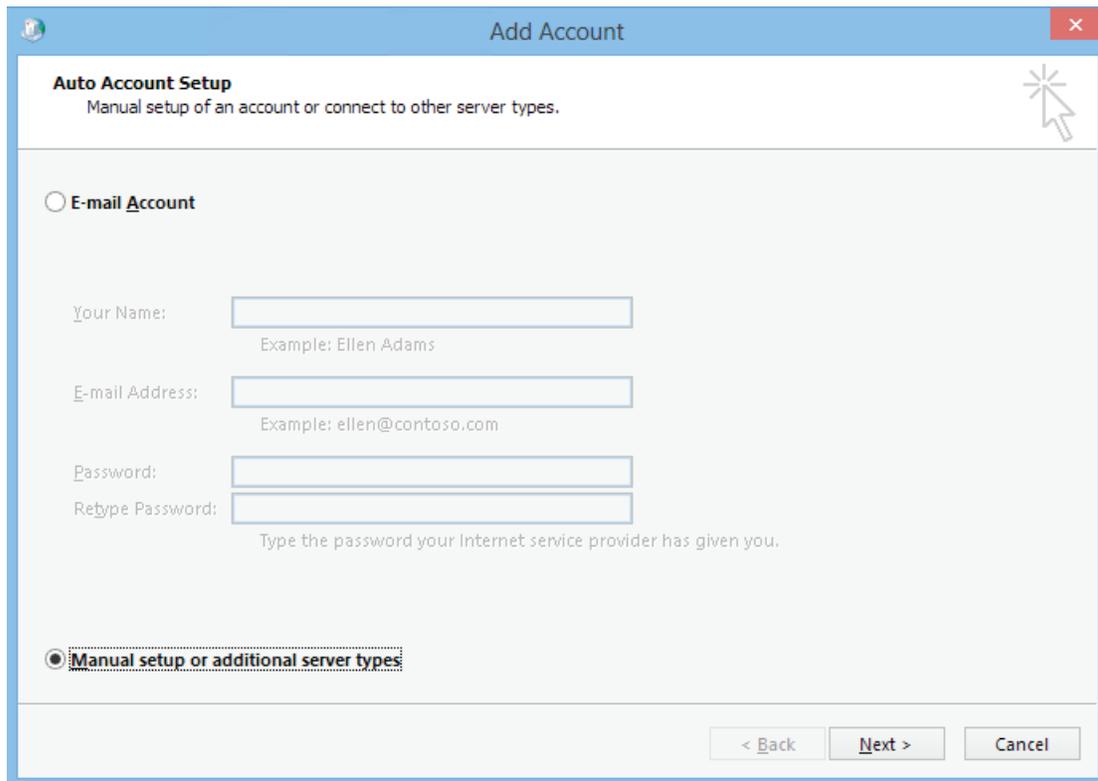
4. Once completed just click **Finish**



CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

CONFIGURE IMAP CONNECTIVITY

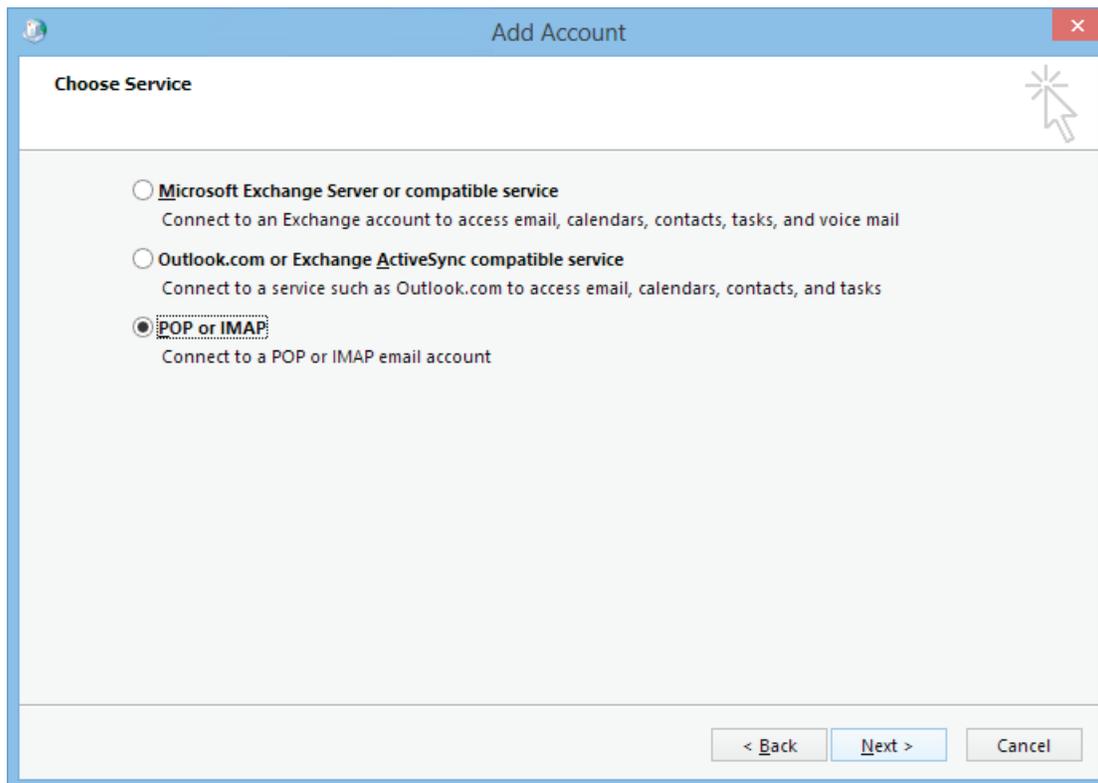
1. Perform the respective steps from **Prepare Outlook**
2. On the **Add Account** page, select **Manual setup or additional server types**



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account'. Below the title bar, there is a section titled 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' To the right of this section is a mouse cursor icon. Below this, there are two radio button options. The first is 'E-mail Account', which is unselected. The second is 'Manual setup or additional server types', which is selected. Below the 'E-mail Account' option, there are four text input fields: 'Your Name:' (with an example 'Ellen Adams'), 'E-mail Address:' (with an example 'ellen@contoso.com'), 'Password:', and 'Re-type Password:'. Below the 'Re-type Password:' field, there is a note: 'Type the password your Internet service provider has given you.' At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

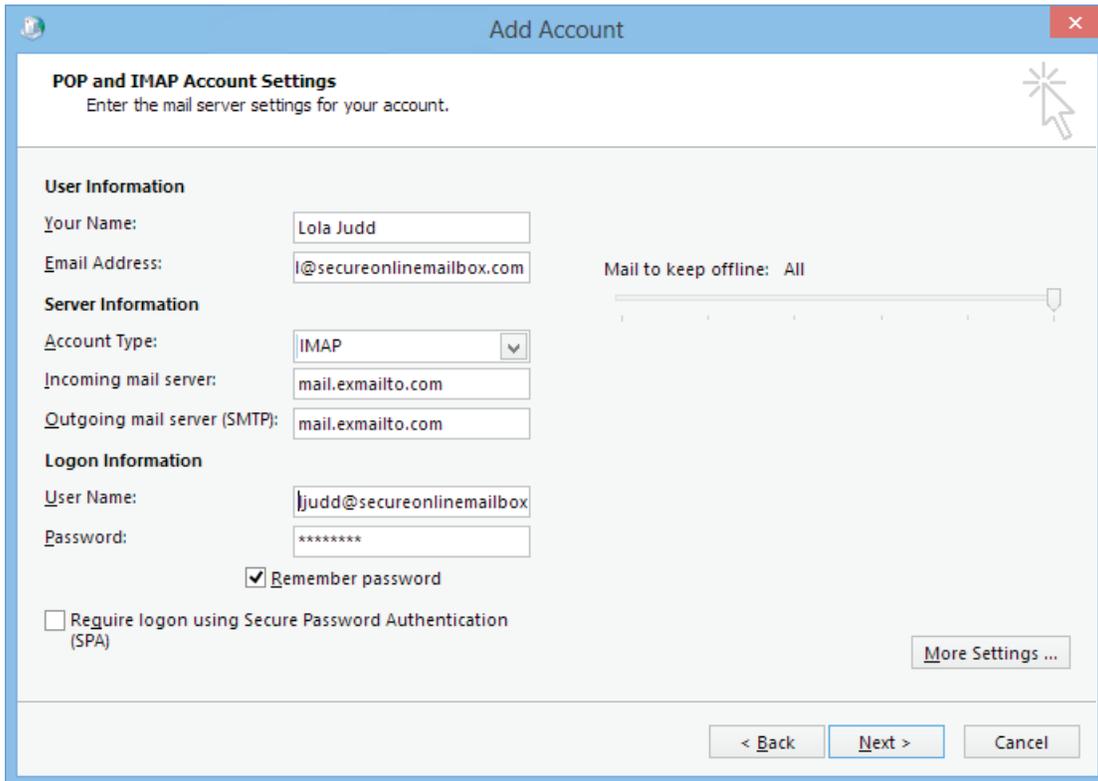
CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

3. Select the **POP or IMAP** option



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**
 - In the User Name field enter you **Email Address**
 - Provide your password



The screenshot shows the 'Add Account' dialog box in Outlook, specifically the 'POP and IMAP Account Settings' section. The window title is 'Add Account' and it has a close button (X) in the top right corner. The main heading is 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' and a help icon (question mark) in the top right.

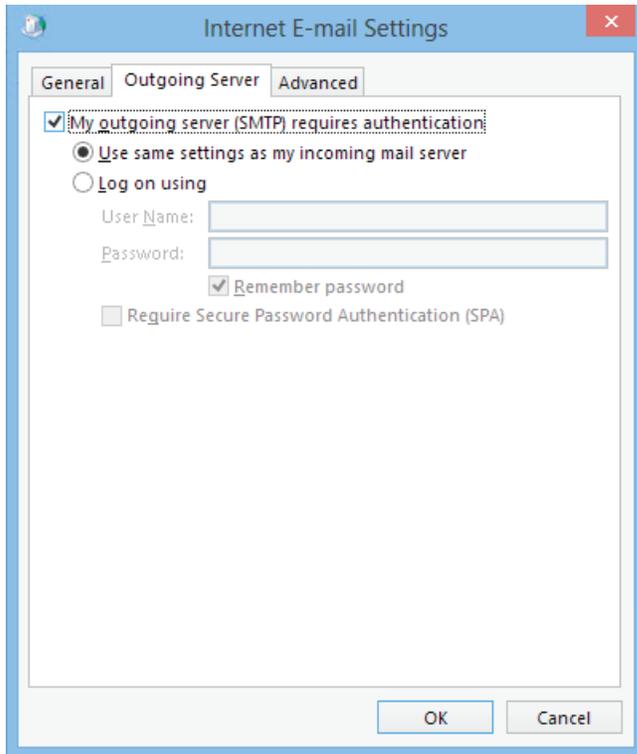
The settings are organized into several sections:

- User Information:**
 - Your Name: Lola Judd
 - Email Address: l@secureonlinemailbox.com
- Server Information:**
 - Account Type: IMAP (selected in a dropdown menu)
 - Incoming mail server: mail.exmailto.com
 - Outgoing mail server (SMTP): mail.exmailto.com
- Logon Information:**
 - User Name: ljudd@secureonlinemailbox
 - Password: *****
 - Remember password
 - Require logon using Secure Password Authentication (SPA)

Additional features include a 'Mail to keep offline: All' slider on the right side and a 'More Settings ...' button at the bottom right. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

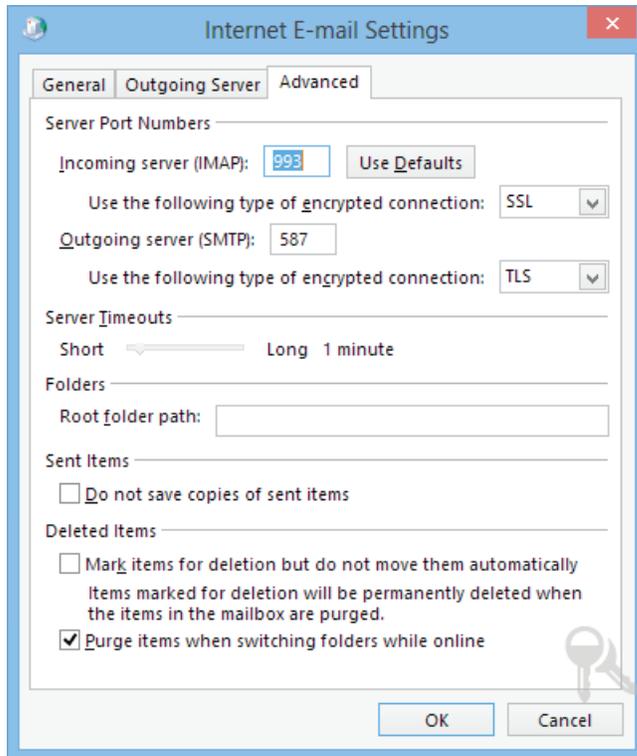
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5. Click the **More Settings** button
6. On the **Outgoing Server** tab, select the **My outgoing server (SMTP) requires authentication** checkbox

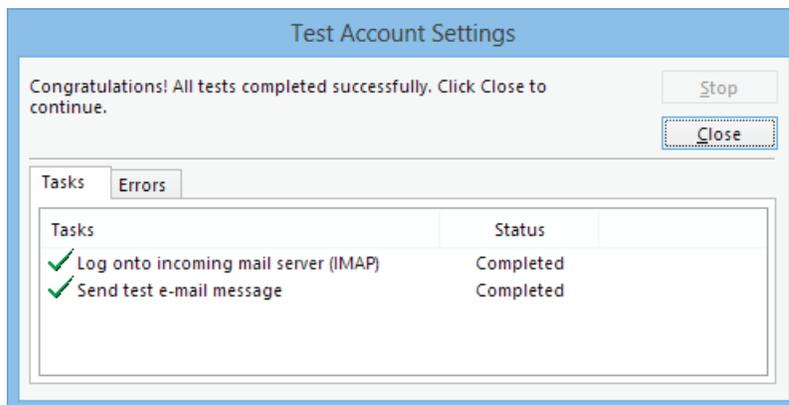


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7. On the **Advanced** tab, on the first **option** for **Use the following type of encrypted connection** select **SSL**, on the **second** one select **TLS** and then change the **Outgoing Server (SMTP)** value to **587** and then click **OK**:



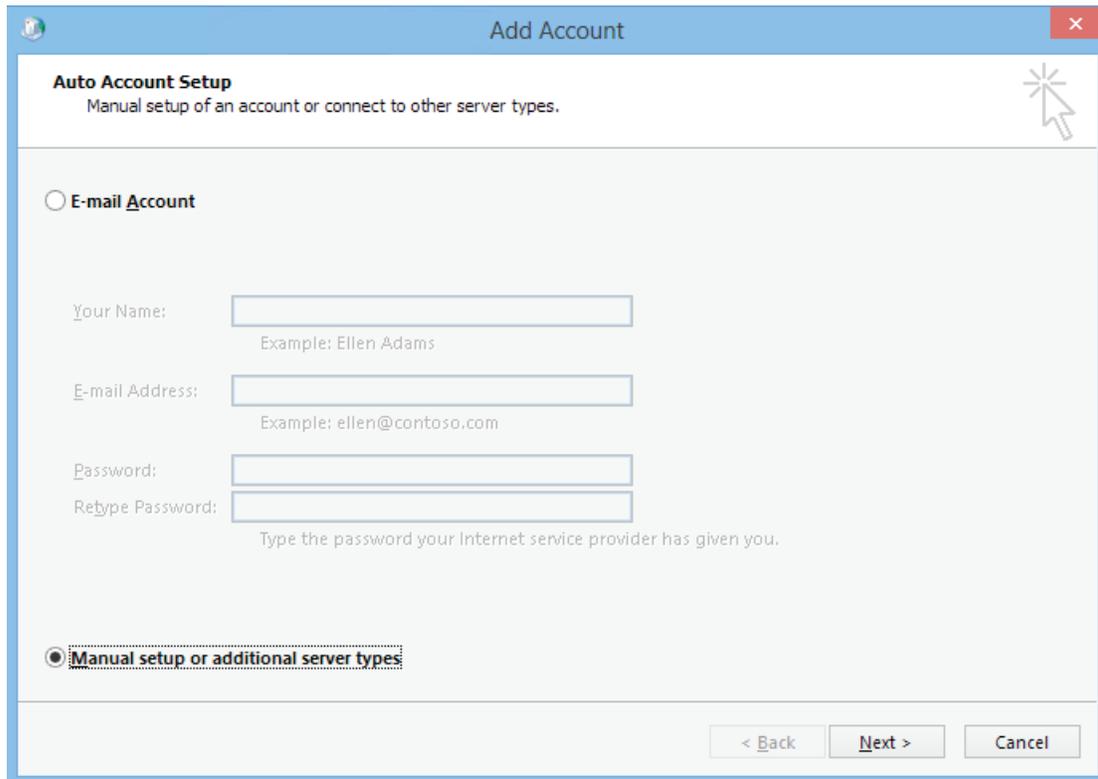
8. Click **Next** and verify both test are successfully passed



CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

CONFIGURE POP CONNECTIVITY

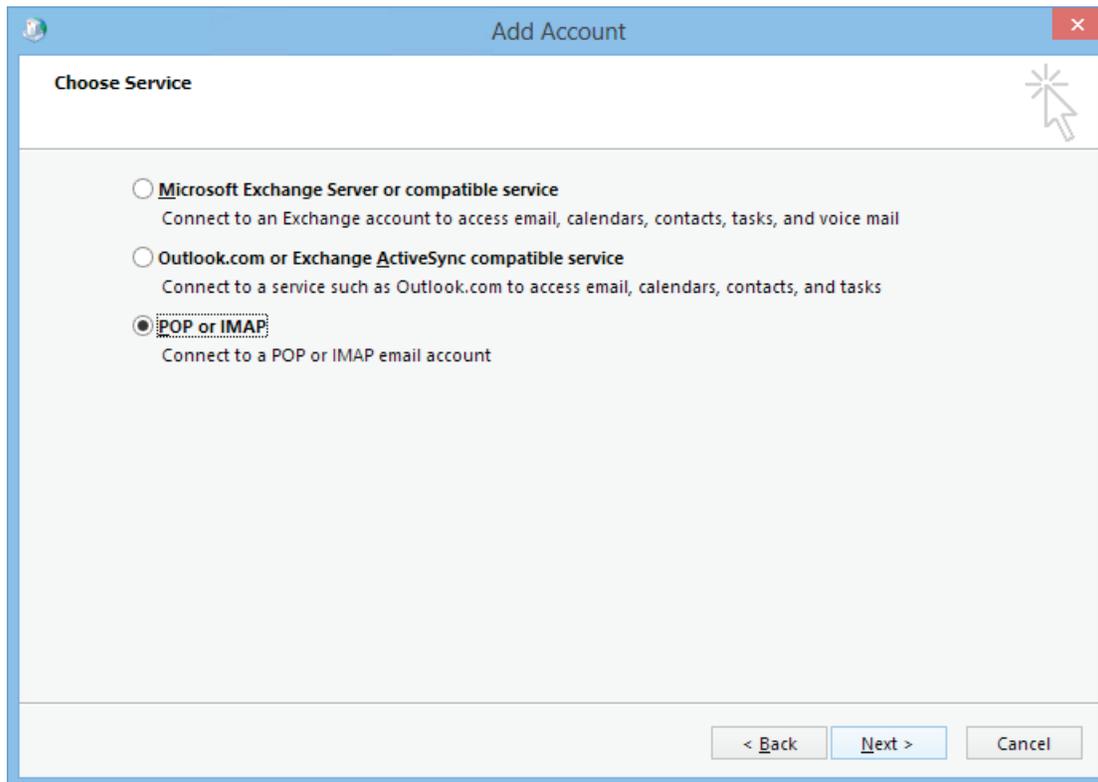
1. Perform the respective steps from **Prepare Outlook**
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CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

3. Select the **POP or IMAP** option



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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**
 - In the User Name field enter you **Email Address**
 - Provide your password

The screenshot shows the 'Add Account' dialog box in Outlook, specifically the 'POP and IMAP Account Settings' screen. The window title is 'Add Account' and it has a close button (X) in the top right corner. The main heading is 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' and a help icon (question mark) in the top right.

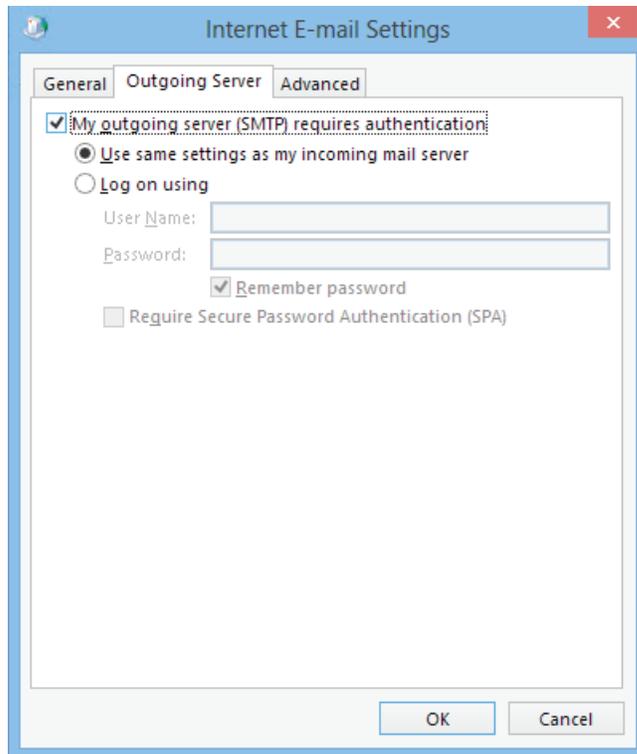
The form is divided into several sections:

- User Information:** 'Your Name:' is 'Lola Judd', 'Email Address:' is 'ljudd@secureonlinemailbox'.
- Server Information:** 'Account Type:' is 'POP3', 'Incoming mail server:' is 'mail.exmailto.com', 'Outgoing mail server (SMTP):' is 'mail.exmailto.com'.
- Logon Information:** 'User Name:' is 'ljudd@secureonlinemailbox', 'Password:' is '*****'. There is a checked checkbox for 'Remember password' and an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.
- Test Account Settings:** A message says 'We recommend that you test your account to ensure that the entries are correct.' There is a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'.
- Deliver new messages to:** There are two radio buttons: 'New Outlook Data File' (selected) and 'Existing Outlook Data File'. Below them is a text box and a 'Browse' button.

At the bottom right, there is a 'More Settings ...' button. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A watermark for 'Activate Windows' is visible at the bottom of the dialog.

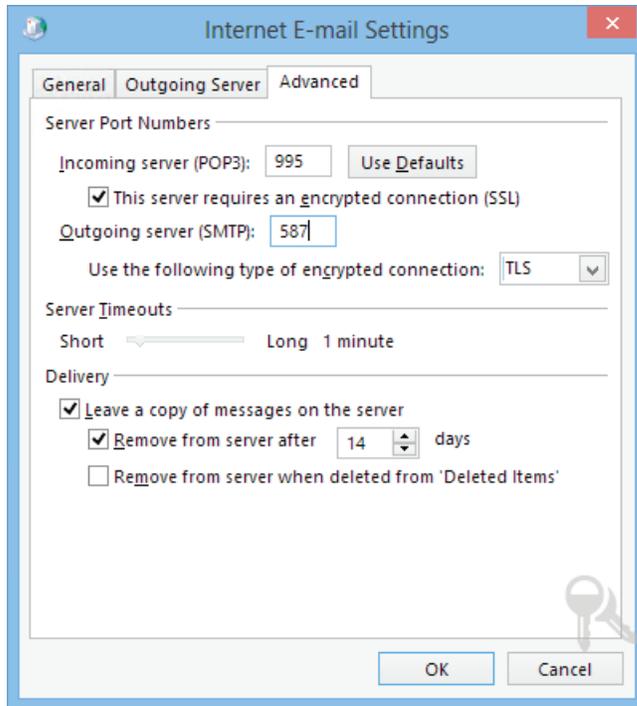
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5. Click the **More Settings** button
6. On the **Outgoing Server** tab, select the **My outgoing server (SMTP) requires authentication** checkbox



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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**:



8. Click **Next** and verify both test are successfully passed

