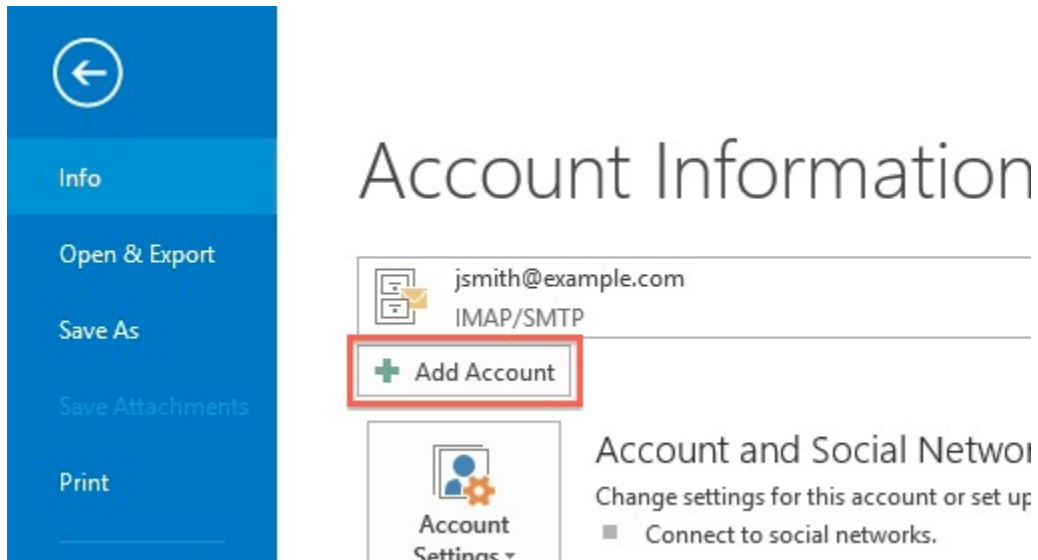


OUTLOOK 2013 EMAIL ACCOUNT SET UP

Adding a new account:

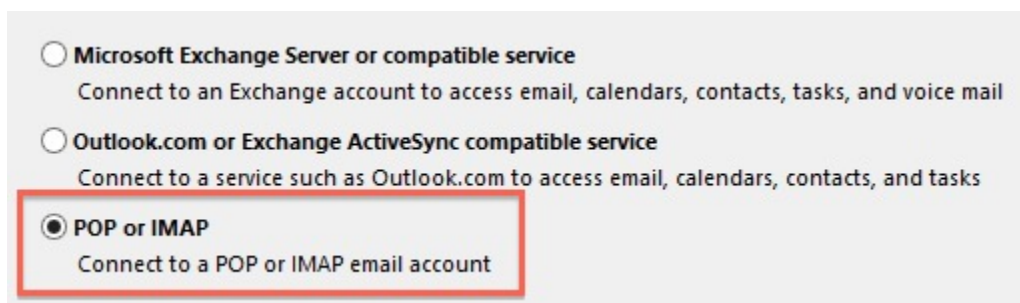
1. Select the **File** menu and choose **Info**



2. Click the **Add Account** button.
3. Choose **Manual setup or additional server types**



4. Click **Next**.
5. Choose **POP or IMAP**.



6. Click **Next**.

Account Settings:

User Information

Your Name: John Smith

Email Address: jsmith@example.com

Server Information

Account Type: POP

Incoming mail server: mail.example.com

Outgoing mail server (SMTP): mail.example.com

Logon Information

User Name: jsmith@example.com

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Mail to keep offline: All

- Enter your **Name** as you want it to appear on your outbound email messages.
- Enter your email address.
- Select POP as your account type.
- Enter your Incoming Mail Server as instructed in the email sent to you by Bizboost *ie. - mail.yourdomain.com.au*
- The **Outgoing Mail Server** is the same as your **Incoming Mail Server**.
- Enter your email address for the User Name.
- Enter your email password.

More Settings

1. Click the More Settings button.

IMAP

mail.example.com

mail.example.com

jsmith@example.com

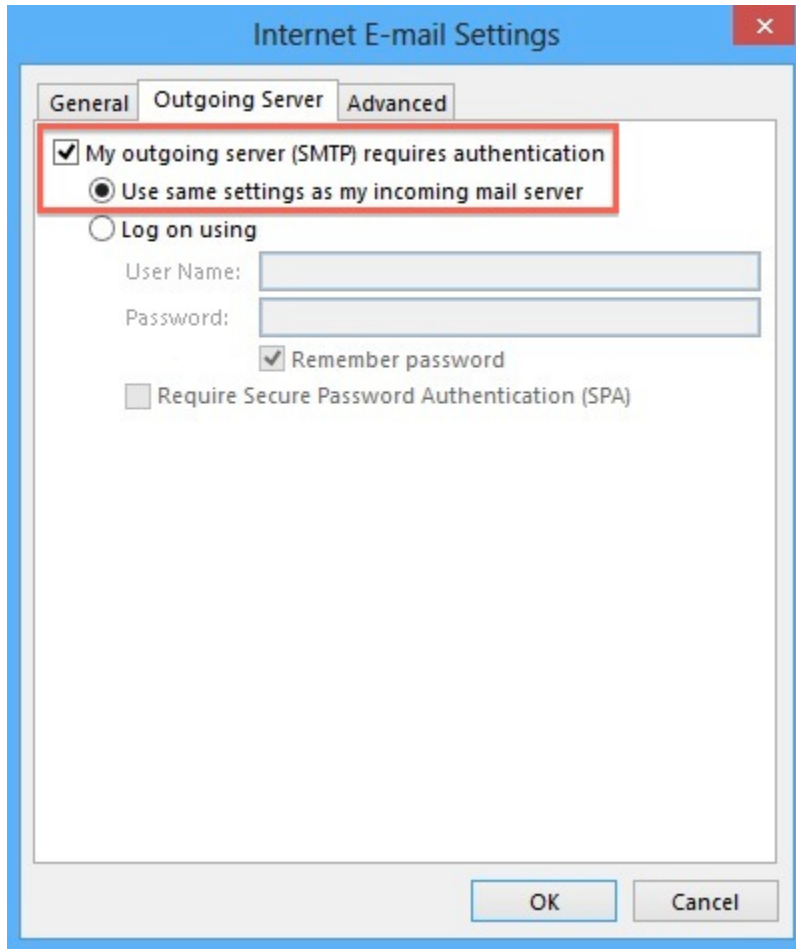
member password

: Password Authentication

More Settings ...

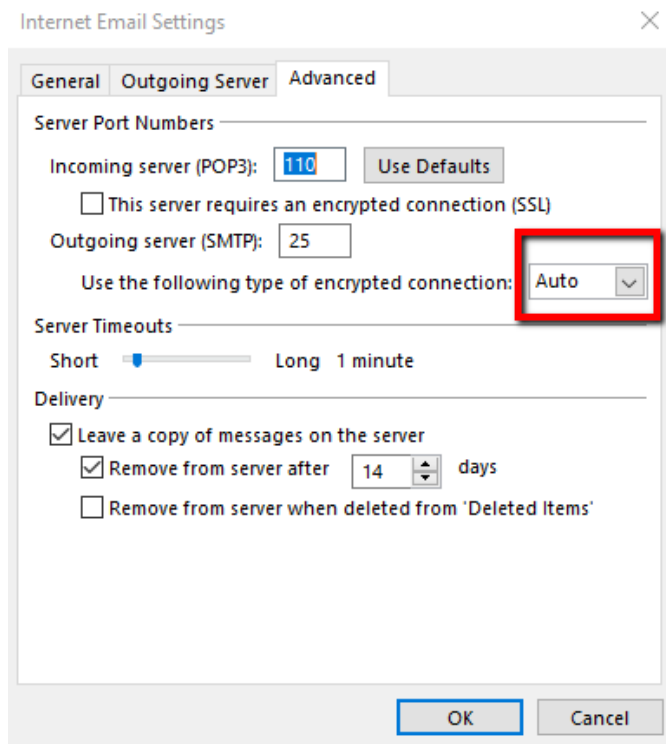
< Back Next > Cancel

2. Click the Outgoing Server tab.



3. Click the "My outgoing server (SMTP) requires authentication" checkbox.
4. Make sure that it is using the same settings as your incoming mail server.
5. Click the 'Advanced' tab.
6. Make sure the Incoming Mail Server is 110.
7. The Outgoing Server should be 25. In some instances **you may need to change this to 587 if 25 doesn't work.**

8. Change 'Use the following type of encrypted connection:' to 'Auto'.



9. Click **OK**

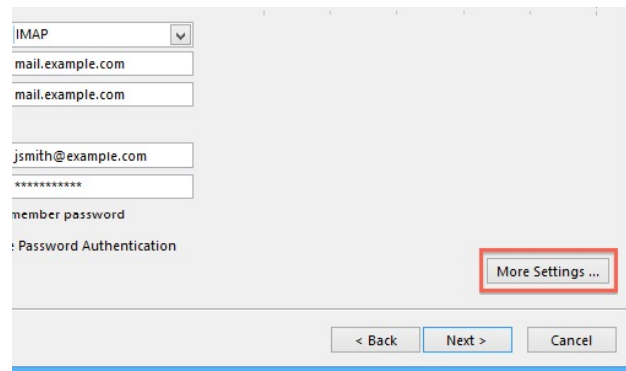
Completing the Setup

1. Click '**Test Account Settings**' and see if it returns 2 green ticks.
2. Click **Next** on the E-mail Accounts window.
3. Click the **Finish** button.

Outlook 2013 is now correctly configured to send and receive emails.

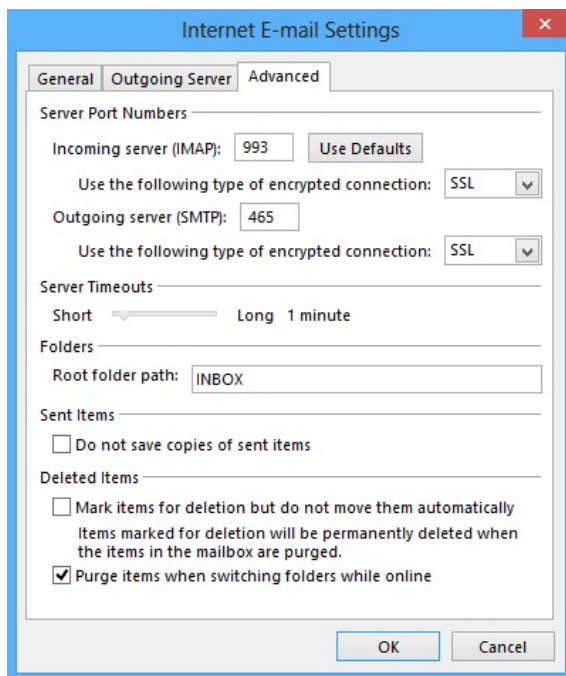
If you experience problems trying to get your emails to work you may need to manually change the port numbers – please follow these instructions:

1. Click the More Settings button.



The screenshot shows a configuration window with several input fields. At the bottom right, a button labeled 'More Settings ...' is highlighted with a red rectangular box. Below this button are three navigation buttons: '< Back', 'Next >', and 'Cancel'.

4. Click the Advanced tab.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section includes fields for 'Incoming server (IMAP): 993' and 'Outgoing server (SMTP): 465', both with 'Use Defaults' buttons. Below these are dropdown menus for 'Use the following type of encrypted connection:' set to 'SSL'. The 'Server Timeouts' section has a slider between 'Short' and 'Long 1 minute'. The 'Folders' section has a 'Root folder path:' field containing 'INBOX'. The 'Sent Items' section has a checkbox 'Do not save copies of sent items' which is unchecked. The 'Deleted Items' section has two checkboxes: 'Mark items for deletion but do not move them automatically' (unchecked) and 'Purge items when switching folders while online' (checked).

Possible Combinations to try:

- o Incoming Server 110
Outgoing Server 25
- o Incoming Server 110
Outgoing Server 587
- o Incoming Server 995 & tick the box that says – ‘This server requires an encrypted connection (SSL)
Outgoing Server 465 – ‘Use the following type of encrypted connection’ set to ‘SSL’

If set up as an IMAP account – we do not advise that you do this. If you wish to have an IMAP account we encourage you to seek out a mail exchange service, rather than use domain emails due to the sheer email storage capacity that you will need.

- Incoming Server 143 (IMAP only)
Outgoing Server 25 / 587

- Incoming Server 993 & tick the box that says – ‘This server requires an encrypted connection (SSL)
Outgoing Server 465 - ‘Use the following type of encrypted connection’ set to ‘SSL’**

**** After changing the settings to reflect each of the combinations listed above you need to follow through with steps 2-4. If it still doesn't work you need to start from the beginning of this page and try another combination.**

1. Click the **OK** button.
2. Click **Next** on the E-mail Accounts window
3. Click the **Finish** button