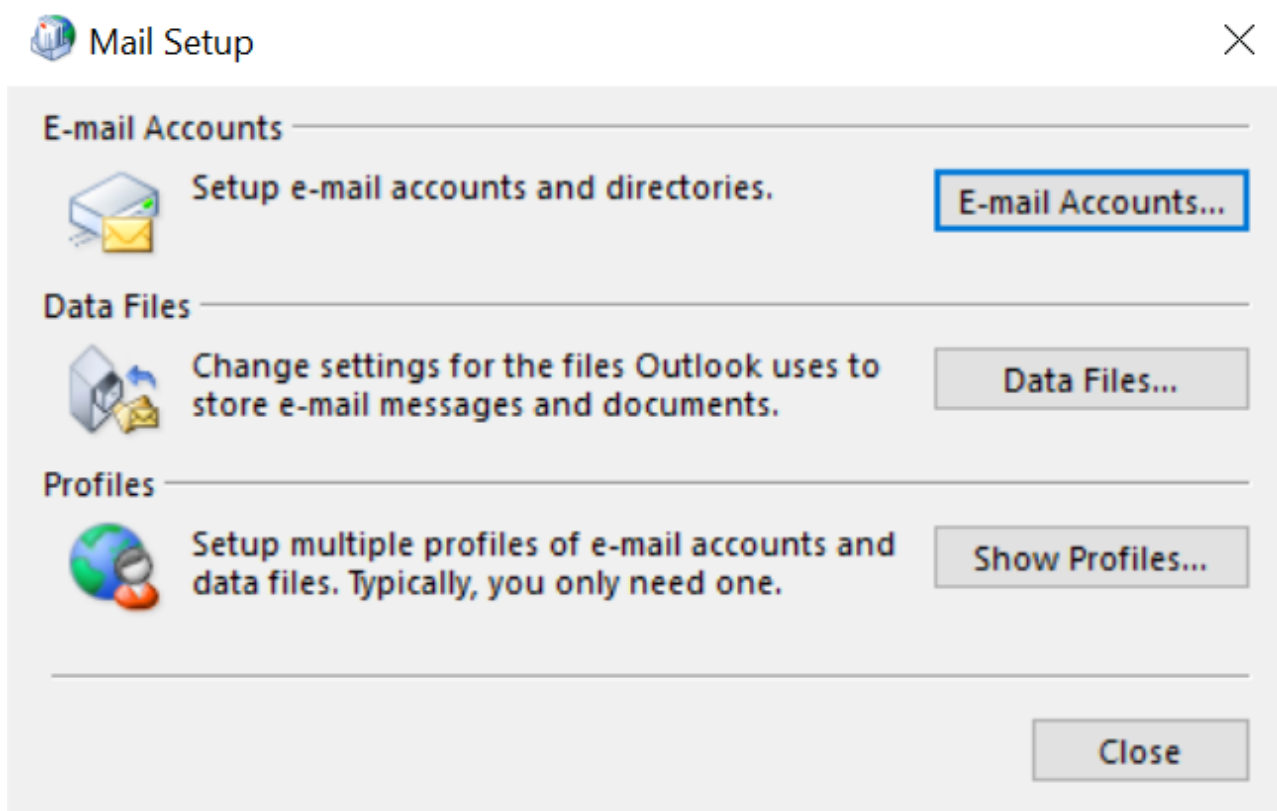


# Windows: Outlook 2013 (IMAP)

This article will assist you with setting up Outlook 2013 with your Hosted Mailbox.

1. Click on the Start Menu (or press the Windows key) and then search for **Control Panel**
2. Once in the Control Panel, Click on **Mail**
3. When the Mail Control Panel opens, select **Show Profiles**



4. Select **Add** to add a new profile. Enter any name you wish and select **OK**

Mail



General



The following profiles are set up on this computer:

[Empty list box with scroll arrows]

**Add...** Remove Properties Copy...

When starting Microsoft Outlook, use this profile:

Prompt for a profile to be used

Always use this profile

[Disabled dropdown menu]

OK Cancel Apply

New Profile



Create New Profile

OK

Profile Name:

Cancel

[Text input field]

5. Select **Manual setup or additional server types**. Click **Next**

**Add Account**

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

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

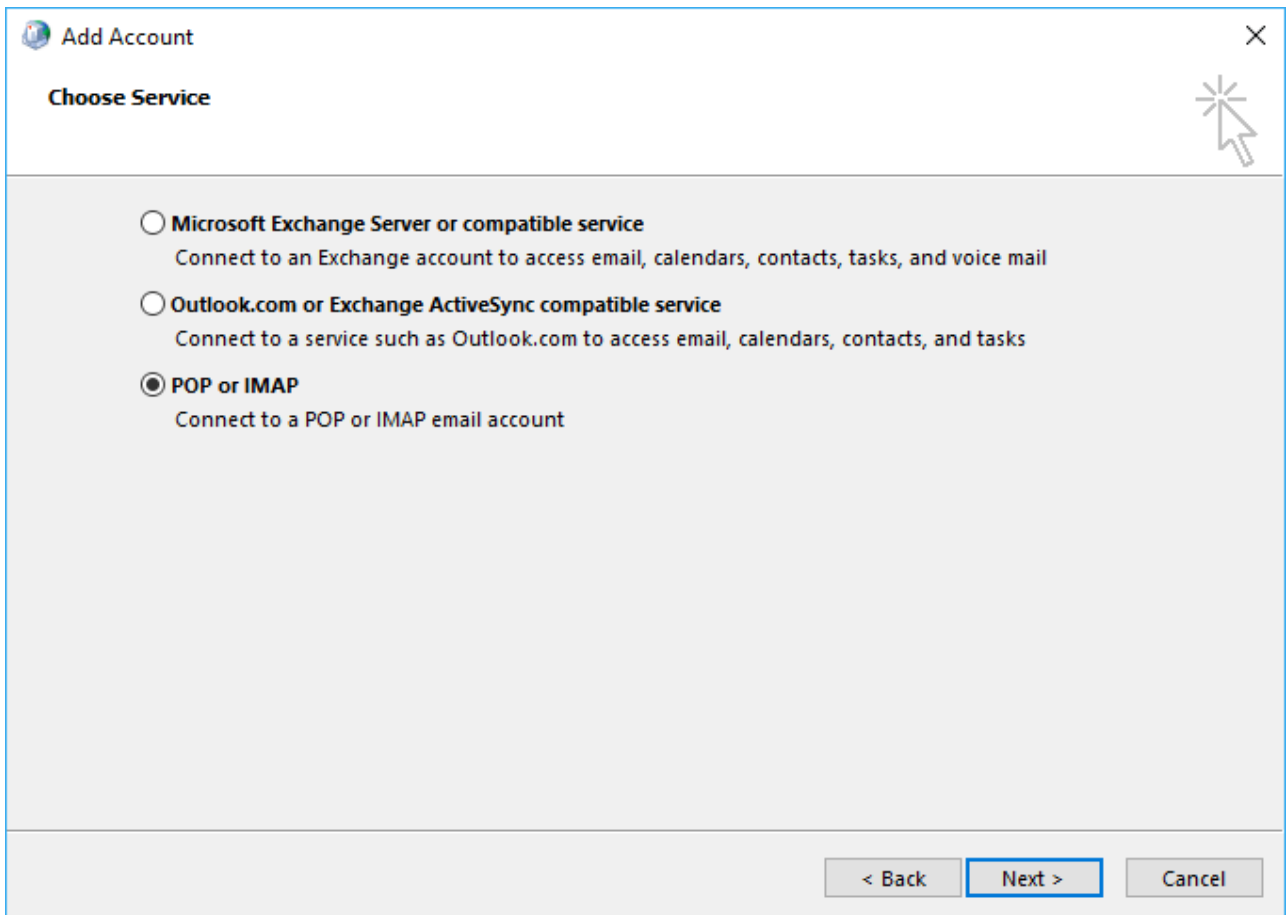
Password:

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

**Manual setup or additional server types**

< Back    Next >    Cancel

6. Select **POP or IMAP** and click **Next**



7. In the **Add New Account** window, input the following information:

**Email Address:** support@emailsrvrhelp.com

**Account Type:** IMAP

**Incoming Mail Server:** secure.emailsrvr.com

**Outgoing Mail Server:** secure.emailsrvr.com

**User Name:** support@emailsrvrhelp.com

**Password:** Your mailbox password

### POP and IMAP Account Settings

Enter the mail server settings for your account.



**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:  ▼

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Mail to keep offline: All

8. Click on **More Settings** then click the **Outgoing Server** Tab
9. Check the box for **My outgoing server (SMTP) requires authentication**  
Check the button for **Use same settings as my incoming mail server**

**General** **Outgoing Server** **Advanced**

**My outgoing server (SMTP) requires authentication**

**Use same settings as my incoming mail server**

**Log on using**

User Name:

Password:

**Remember password**

**Require Secure Password Authentication (SPA)**

**OK** **Cancel**

10. Change **Use the following type of encrypted connection** to **SSL**  
Change the port numbers to match the image below.

**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

**Server Timeouts**

Short  Long 1 minute

**Folders**

Root folder 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

11. Click **OK**

12. Click **Next**. Outlook will now attempt to send a test message using the settings we have just put in. If everything was entered correctly, the message will send out successfully.