

HOSTED EXCHANGE

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

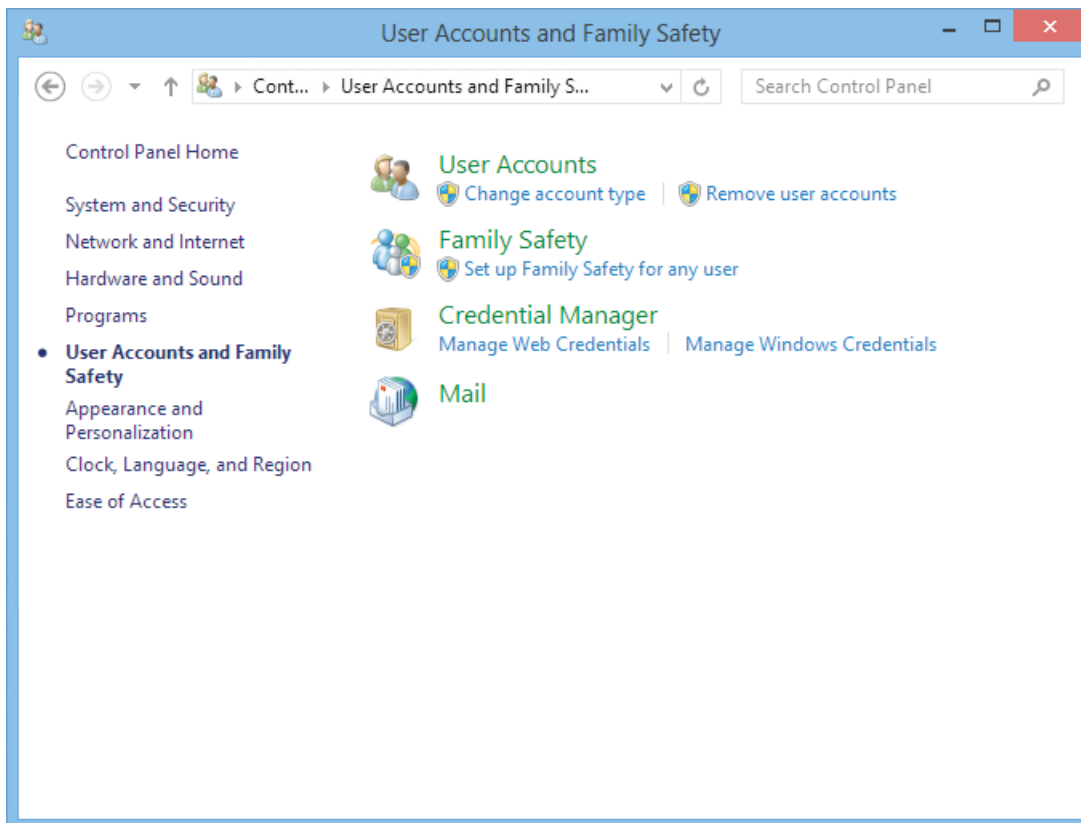
CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

PREPARE OUTLOOK

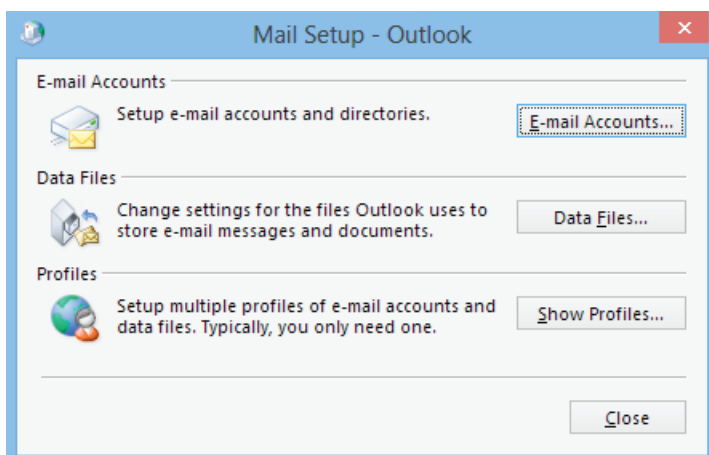
If you haven't setup **any accounts** in Outlook, just start the Outlook program.

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**

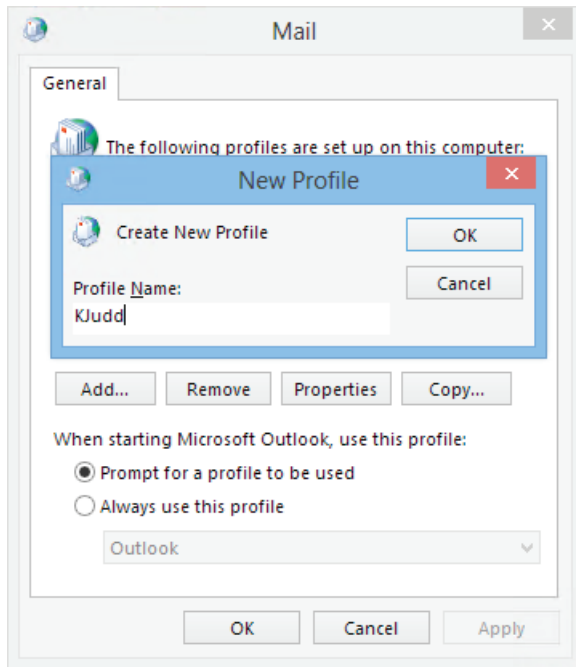


2. On the Mail Setup – Outlook window, click **Show Profiles**



CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

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



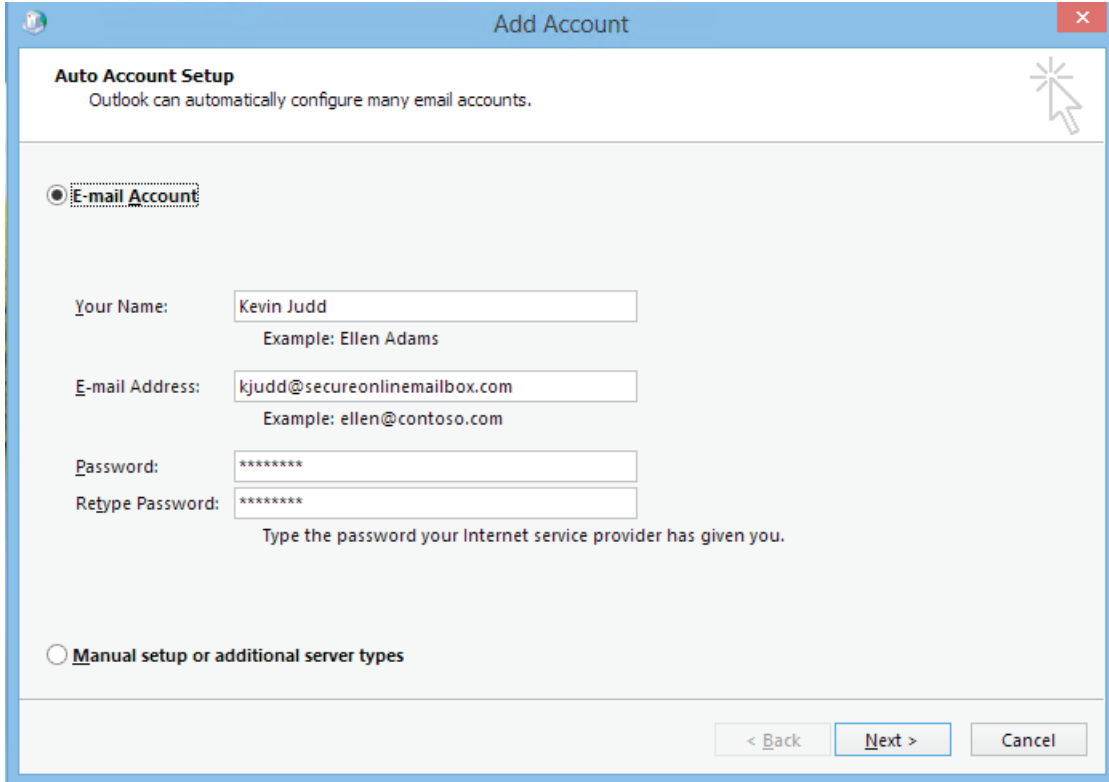
If you already have accounts in Outlook and you want to **add** account to an **existing** Outlook configuration:

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

CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

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

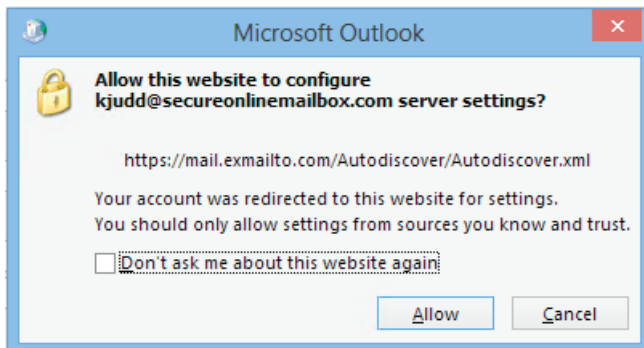
E-mail Address:
Example: ellen@contoso.com

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>

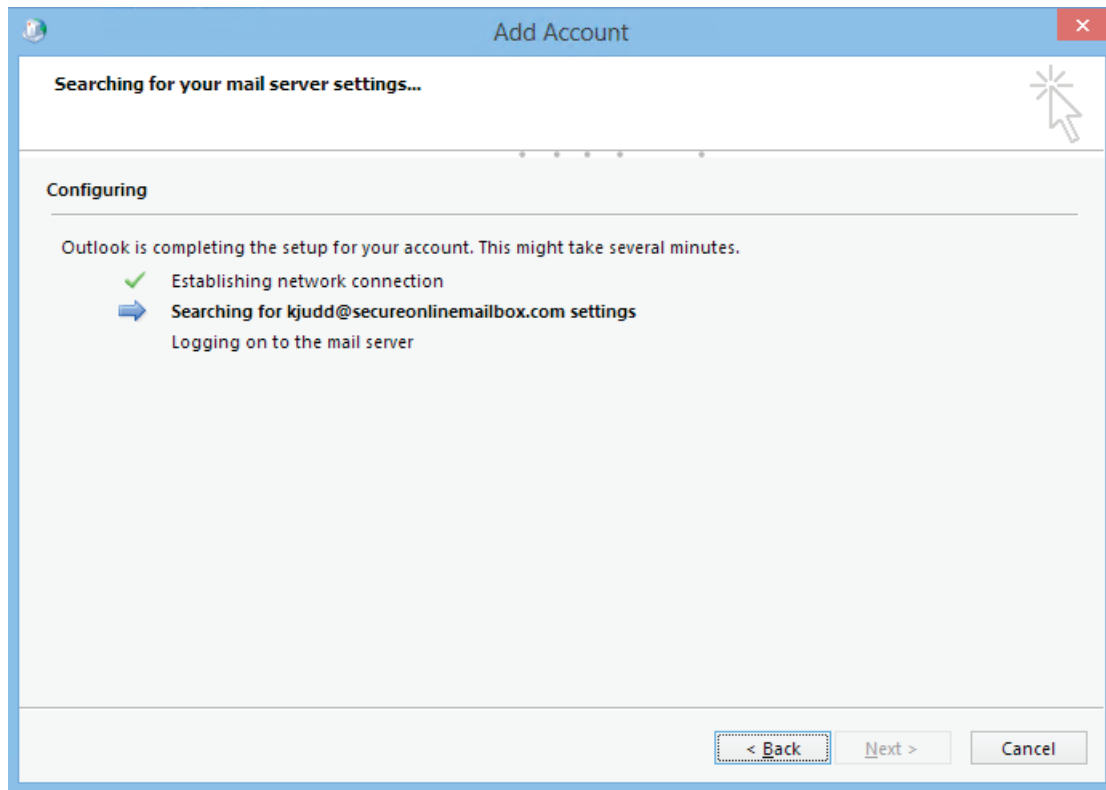
Your account was redirected to this website for settings.
You should only allow settings from sources you know and trust.

☐ **Don't ask me about this website again**

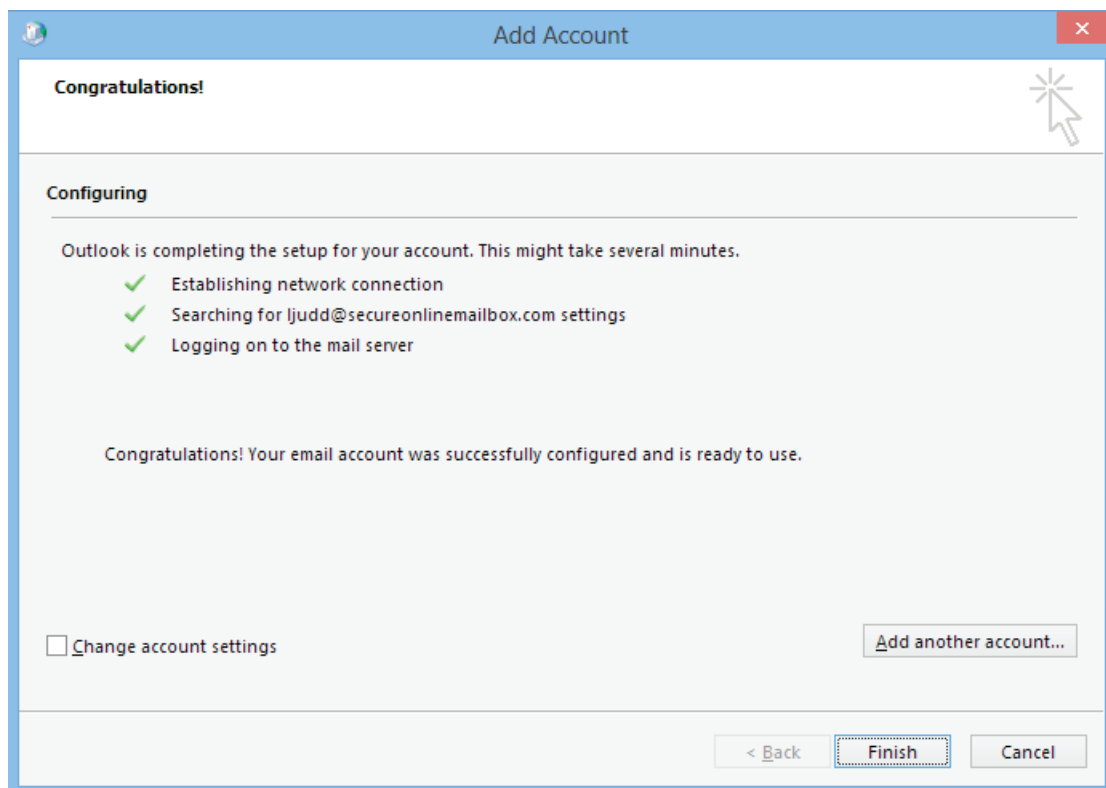
Allow Cancel

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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

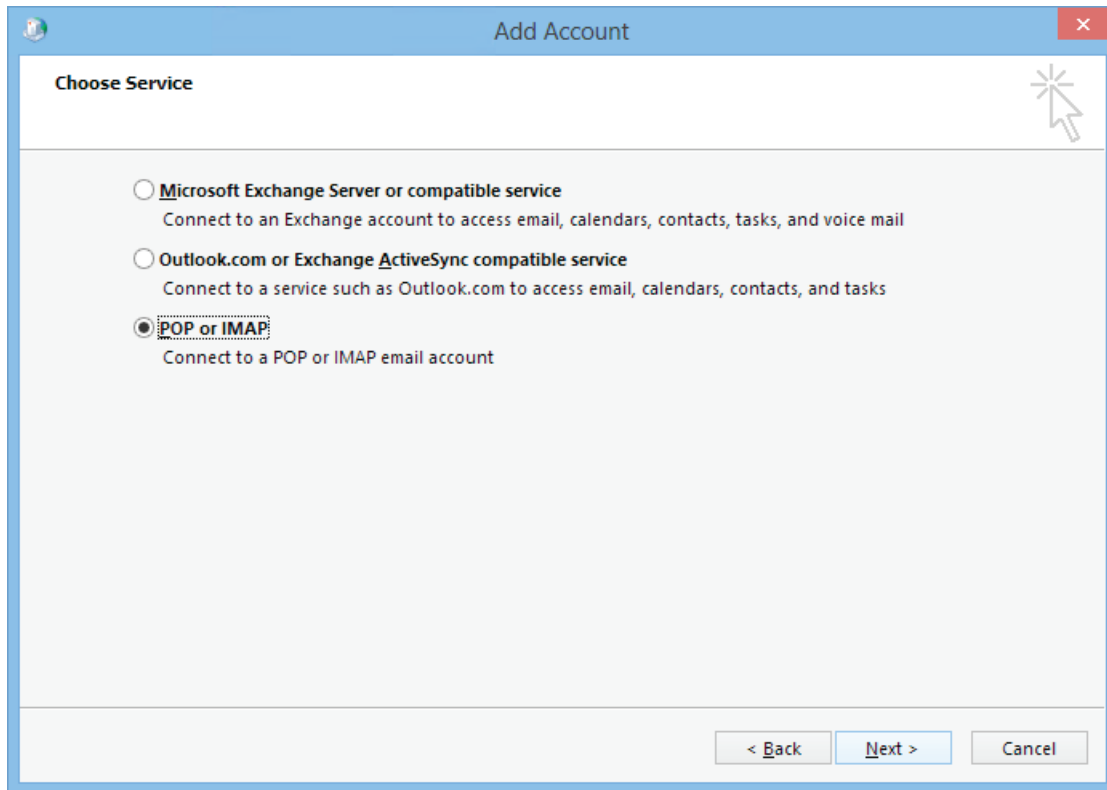
CONFIGURE IMAP CONNECTIVITY

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' window in Outlook. The title bar says 'Add Account'. Inside, there's a section titled 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' 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 input fields: 'Your Name:' with an example 'Ellen Adams', 'E-mail Address:' with an example 'ellen@contoso.com', 'Password:', and 'Re-type Password:' with a note 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a mouse cursor.

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

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: Lola Judd

Email Address: l@secureonlinemailbox.com

Server Information

Account Type: IMAP

Incoming mail server: mail.exmailto.com

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

Logon Information

User Name: l@secureonlinemailbox

Password: *****

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

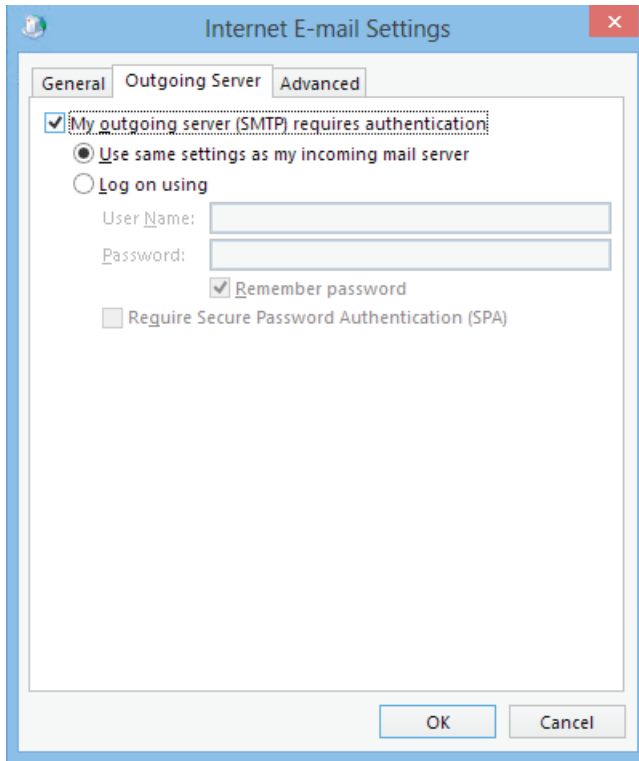
Mail to keep offline: All

More Settings ...

< Back Next > Cancel

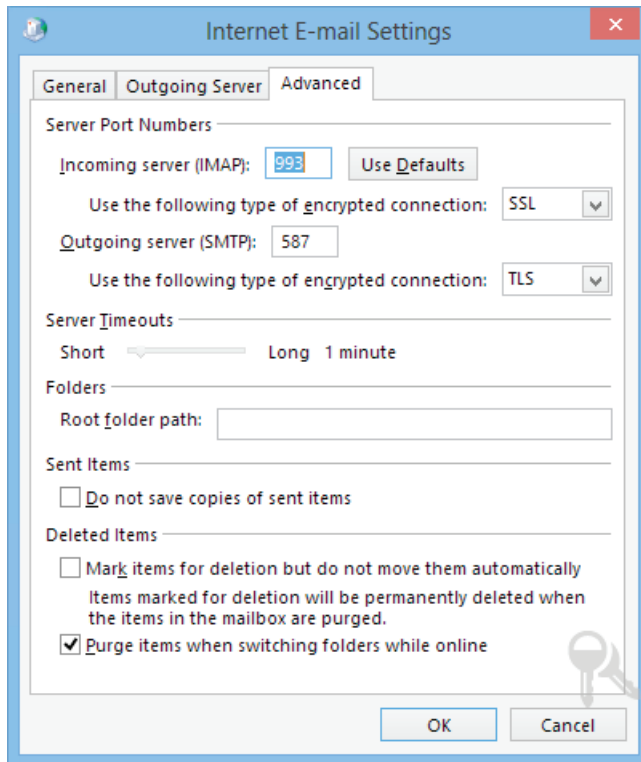
CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

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

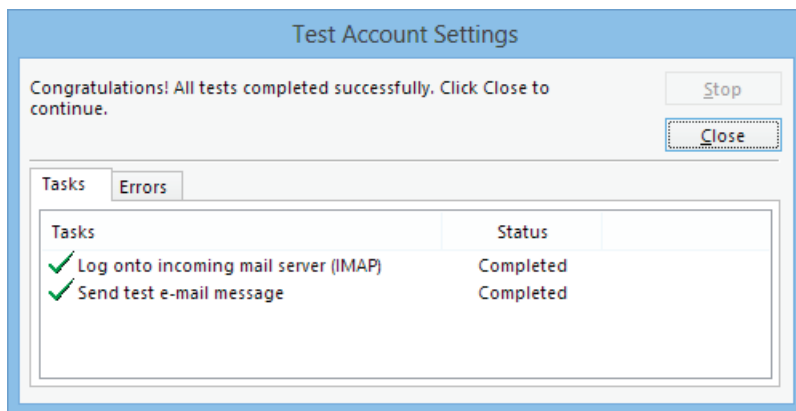


CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

- 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**:



- 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**
2. On the **Add Account** page, select **Manual setup or additional server types**

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

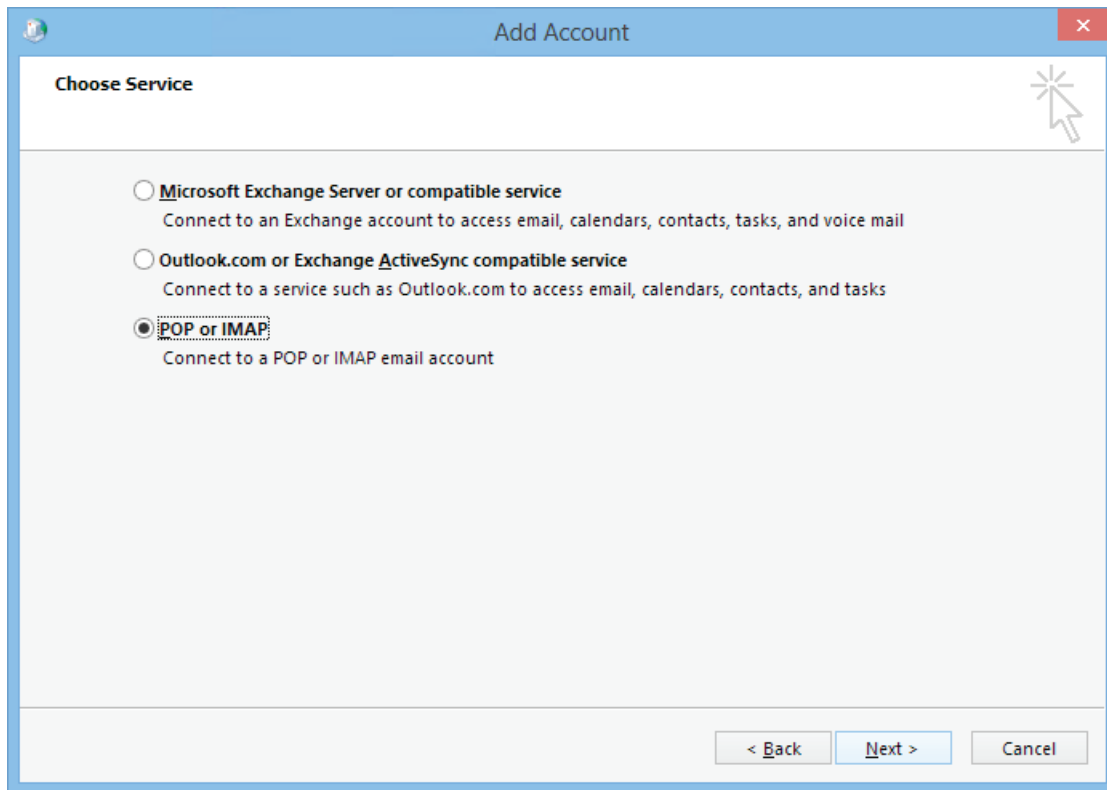
Password:
Retype Password:
Type the password your Internet service provider has given you.

☒ **Manual setup or additional server types**

< Back Next > Cancel

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

Add Account

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)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

☒ Automatically test account settings when Next is clicked

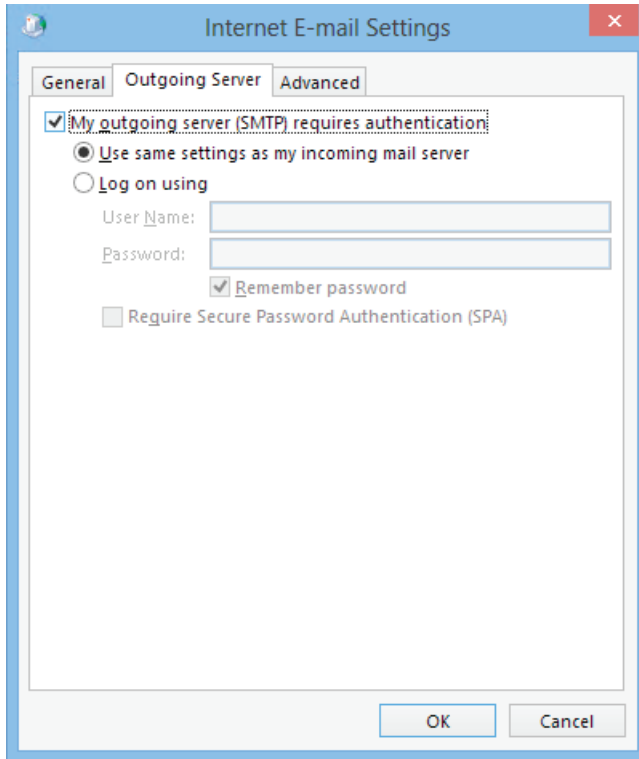
Deliver new messages to:

☒ New Outlook Data File

☐ Existing Outlook Data File

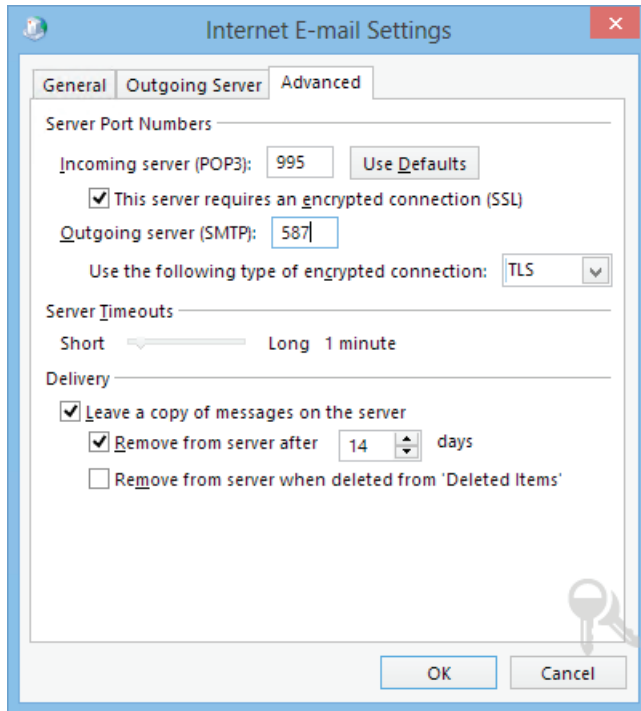
CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

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



CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

- 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**:



- Click **Next** and verify both test are successfully passed

