

## **HOSTED EXCHANGE**

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

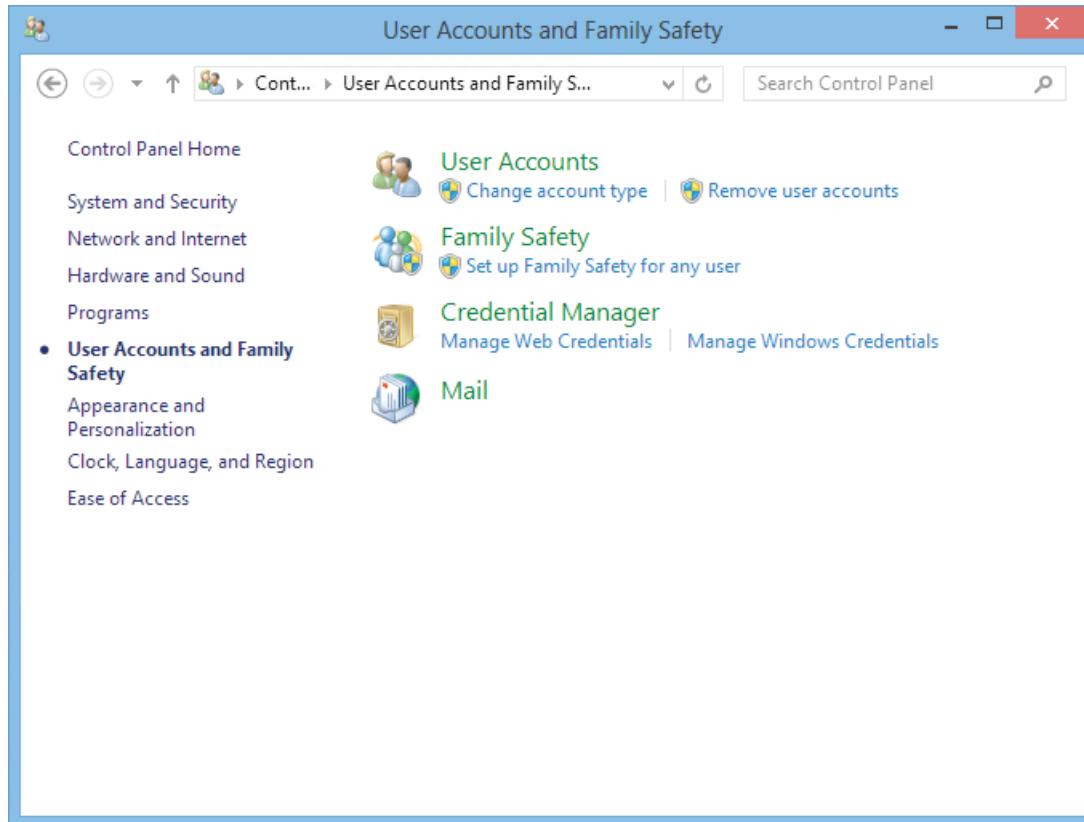
# CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

## PREPARE OUTLOOK

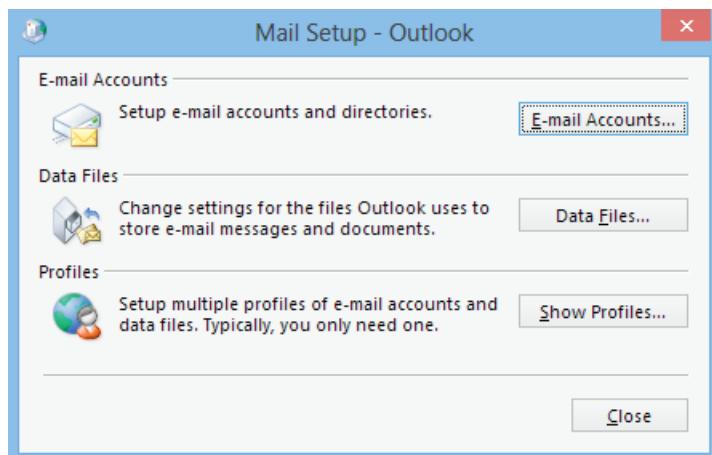
If you haven't setup **any accounts** in Outlook, just start the Outlook program.

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**



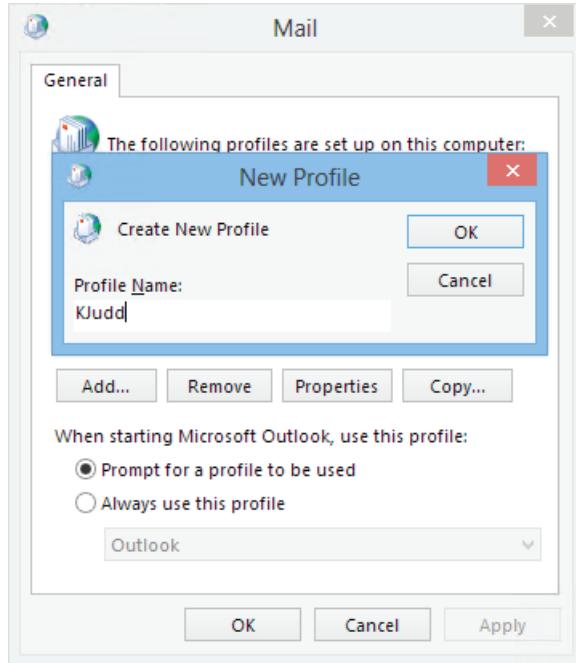
2. On the Mail Setup – Outlook window, click **Show Profiles**



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



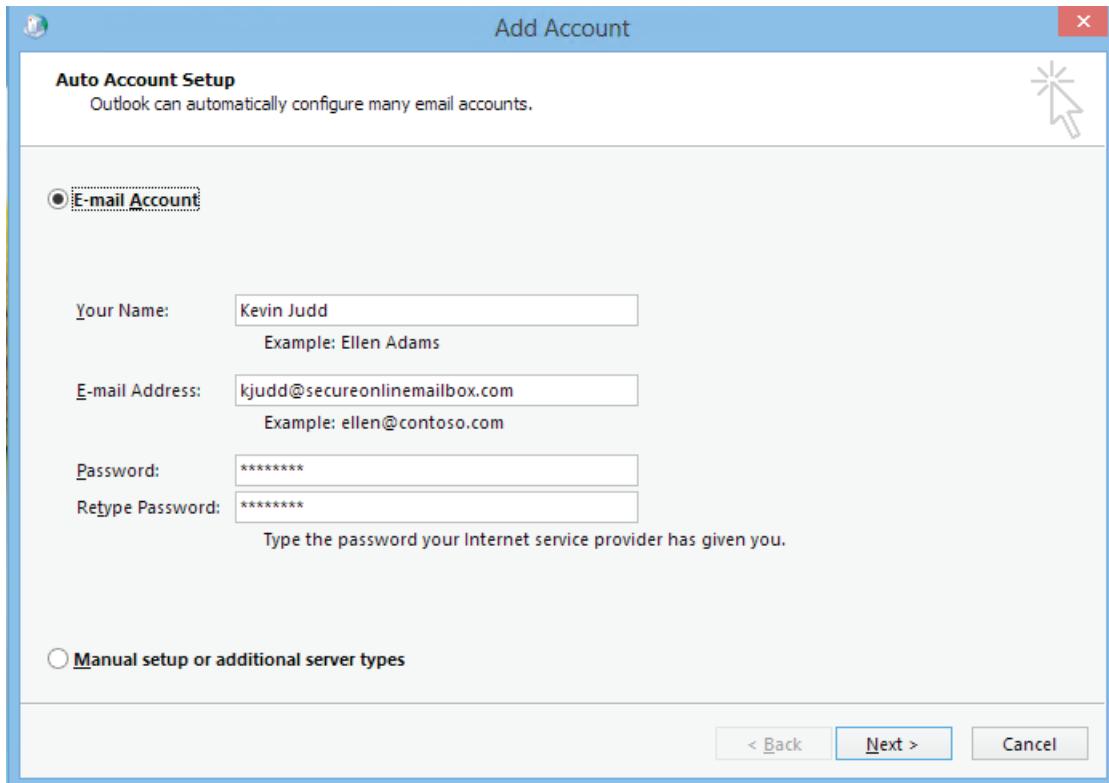
If you already have accounts in Outlook and you want to **add** account to an **existing** Outlook configuration:

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

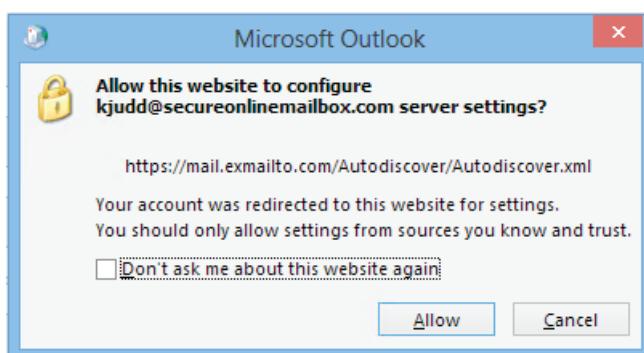
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## CONFIGURE EXCHANGE CONNECTIVITY

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

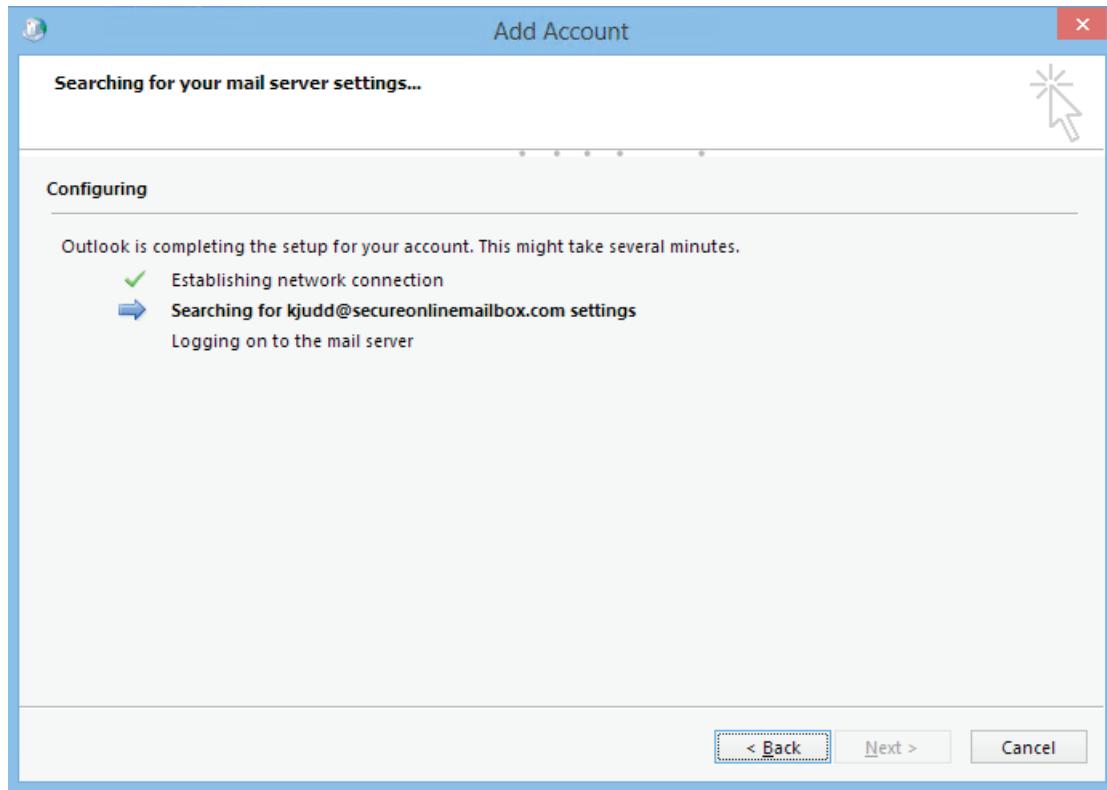


2. If you get a warning if you want to let <https://mail.exmailto.com/Autodiscover/Autodiscover.xml> to configure your Outlook settings, select the **Don't ask me about this website again** checkbox and the click **Allow**

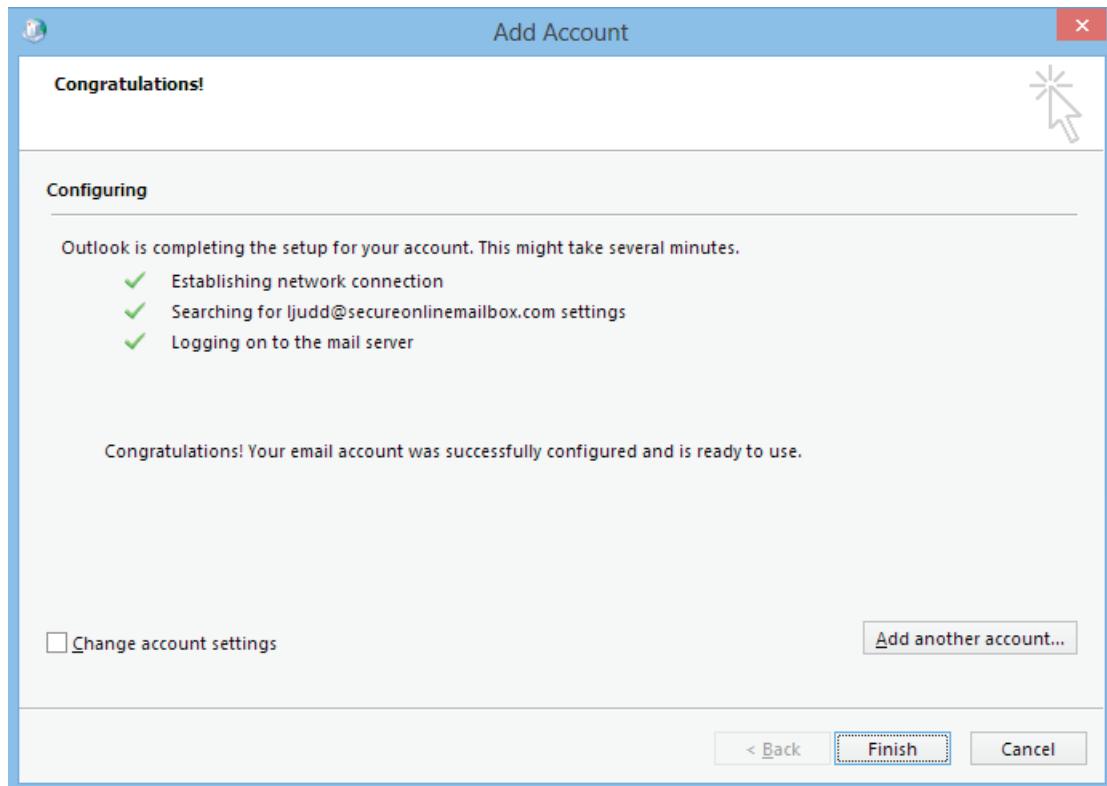


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3. Wait for the auto configuration process to complete



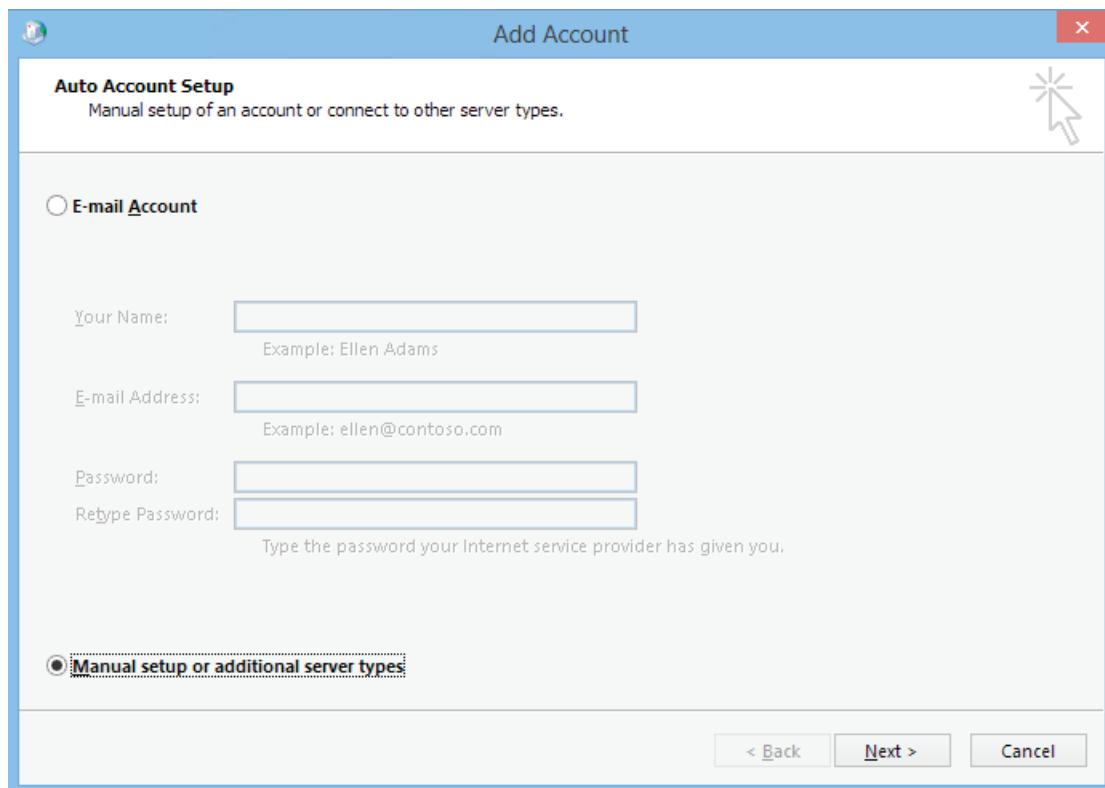
4. Once completed just click **Finish**



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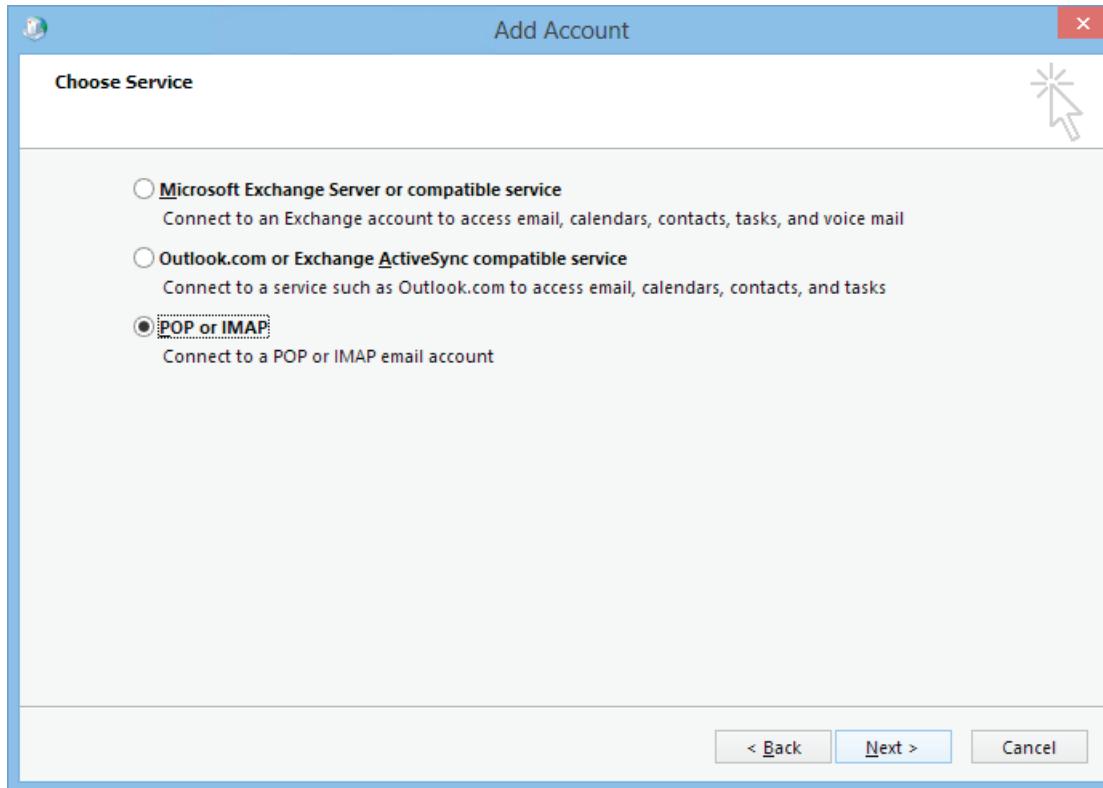
## CONFIGURE IMAP CONNECTIVITY

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



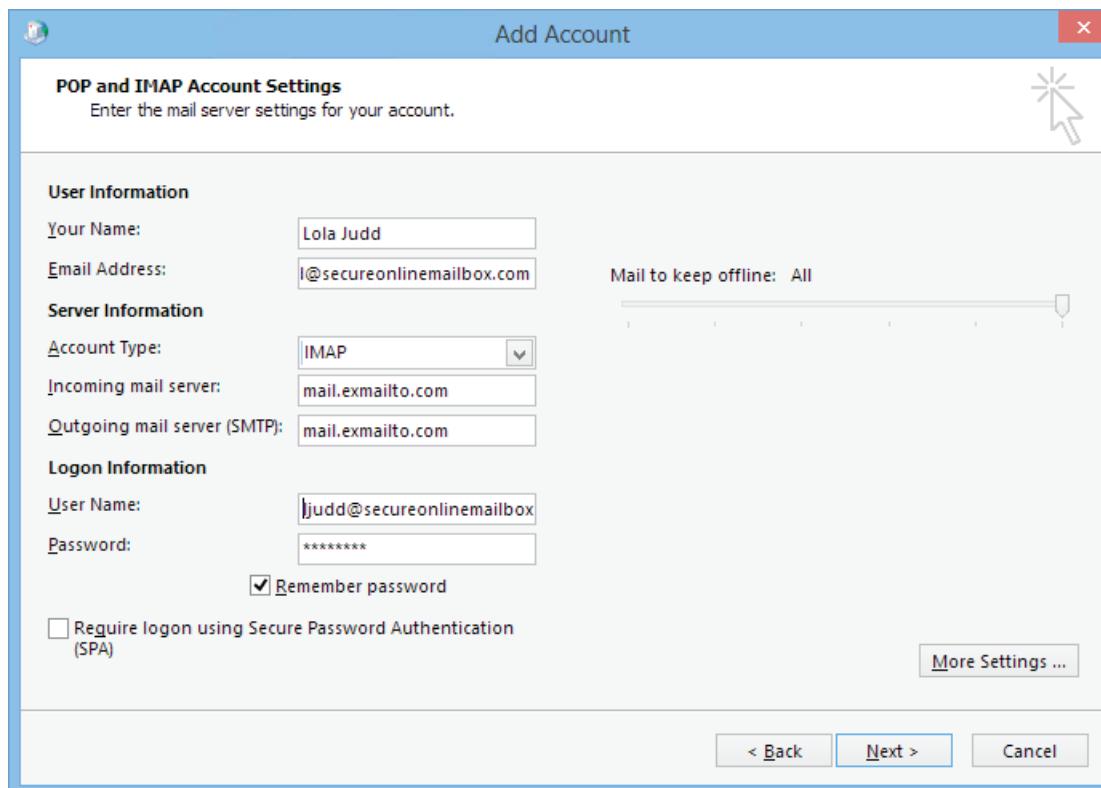
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### 3. Select the POP or IMAP option



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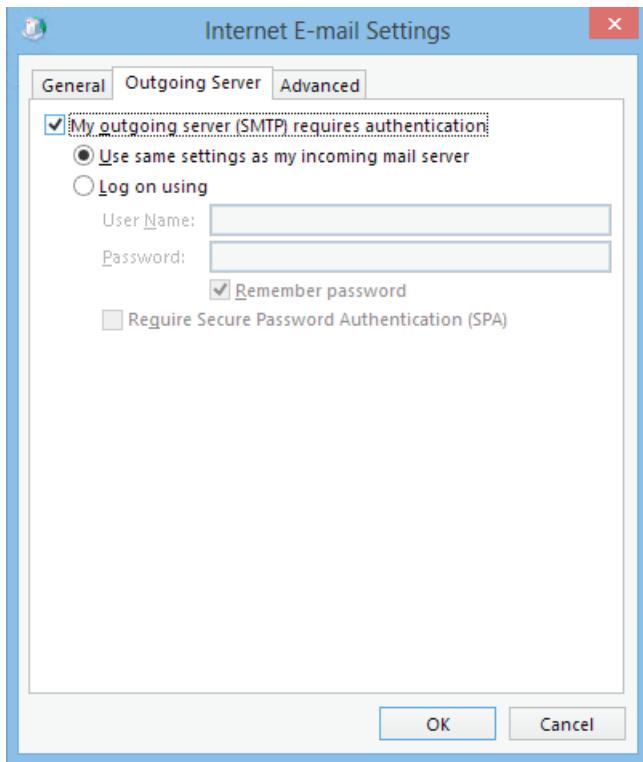
4. Select the POP or IMAP option
  - Your Name and Email Address
  - For Account Type, select **IMAP**
  - For **both** Incoming and Outgoing mail server enter **mail.exmailto.com**
  - In the User Name field enter you **Email Address**
  - Provide your password



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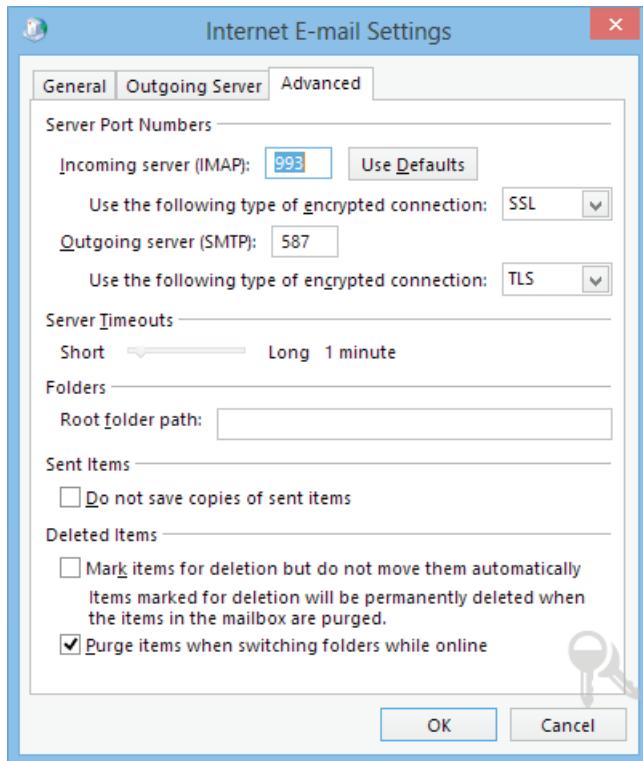
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5. Click the **More Settings** button
6. On the **Outgoing Server** tab, select the **My outgoing server (SMTP) requires authentication** checkbox

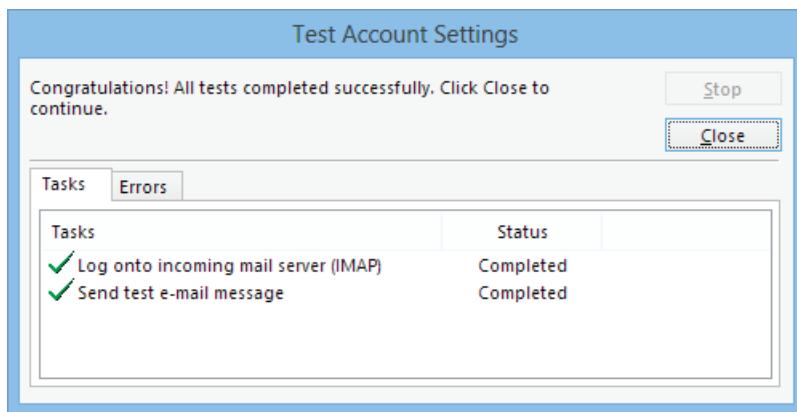


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7. On the **Advanced** tab, on the first **option** for **Use the following type of encrypted connection** select **SSL**, on the **second** one select **TLS** and then change the **Outgoing Server (SMTP)** value to **587** and then click **OK**:



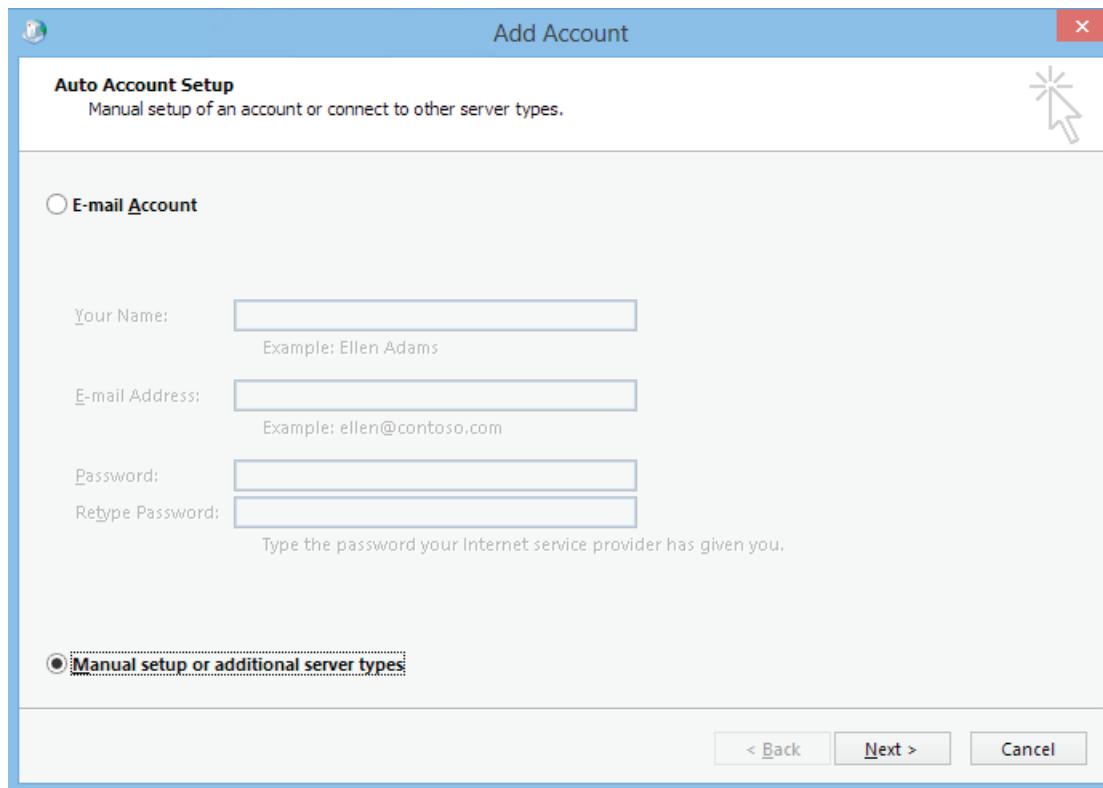
8. Click **Next** and verify both test are successfully passed



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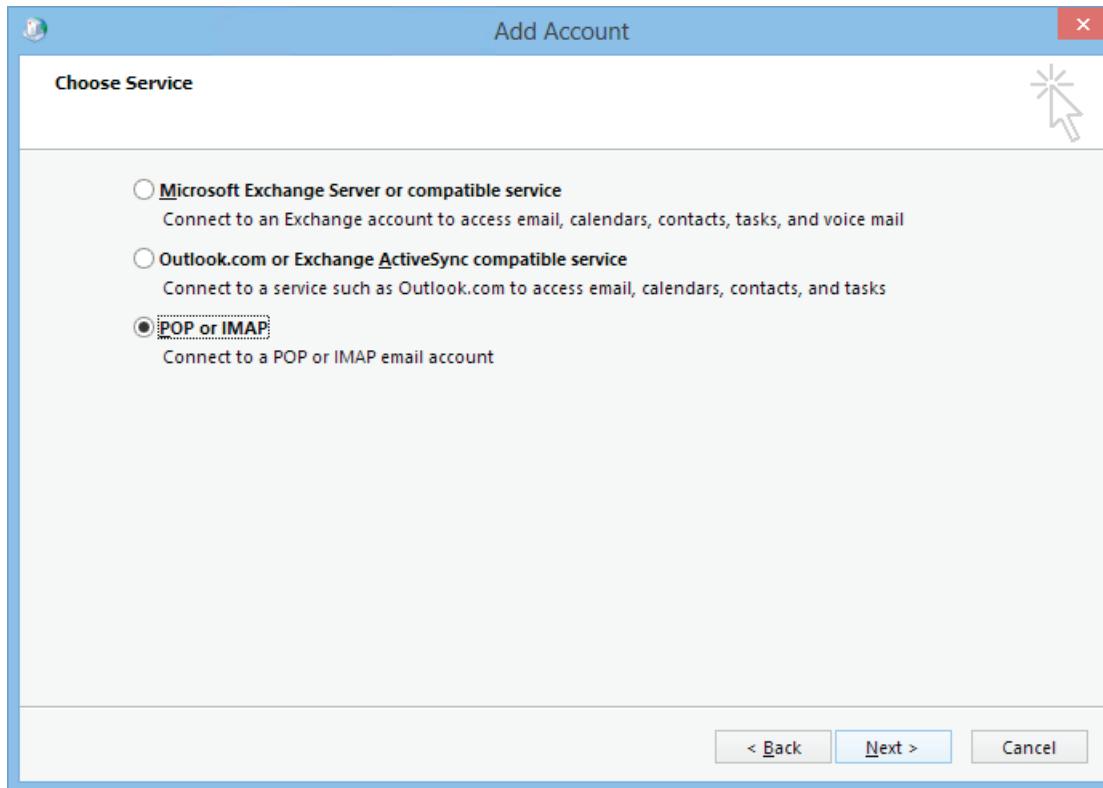
## CONFIGURE POP CONNECTIVITY

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



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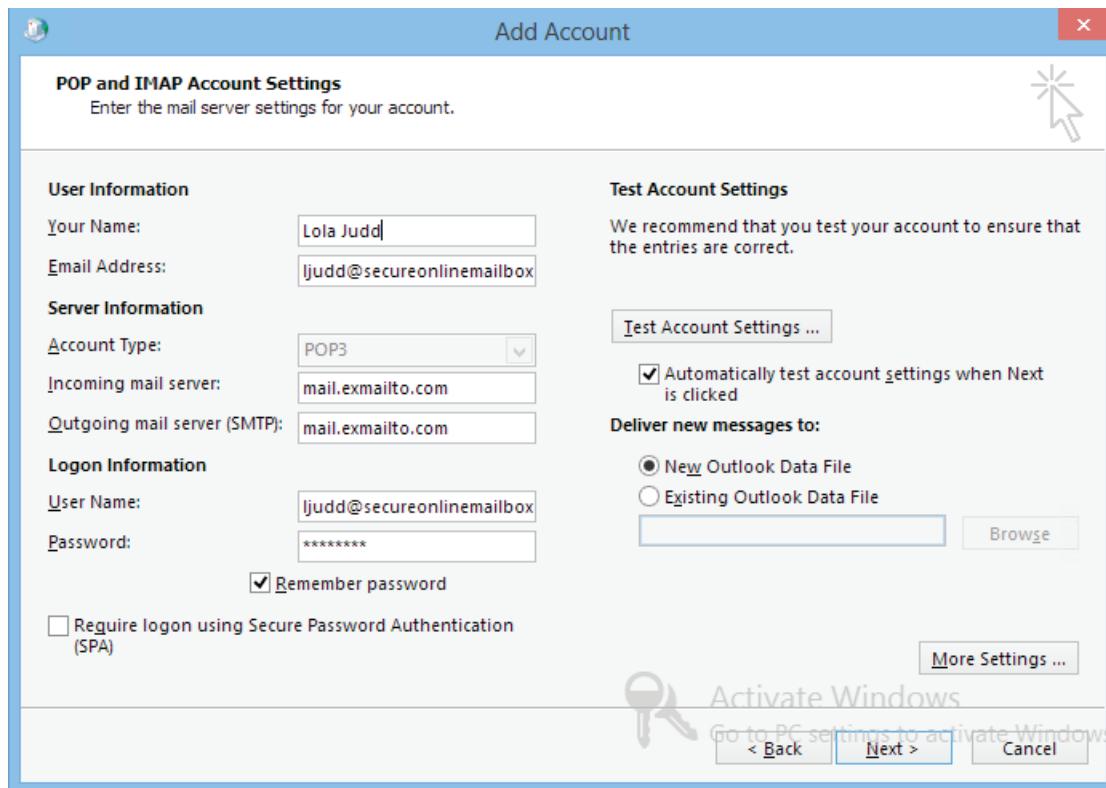
### 3. Select the **POP or IMAP** option



# CONFIGURING OUTLOOK FOR EXCHANGE, POP AND IMAP

## 4. Select the POP or IMAP option

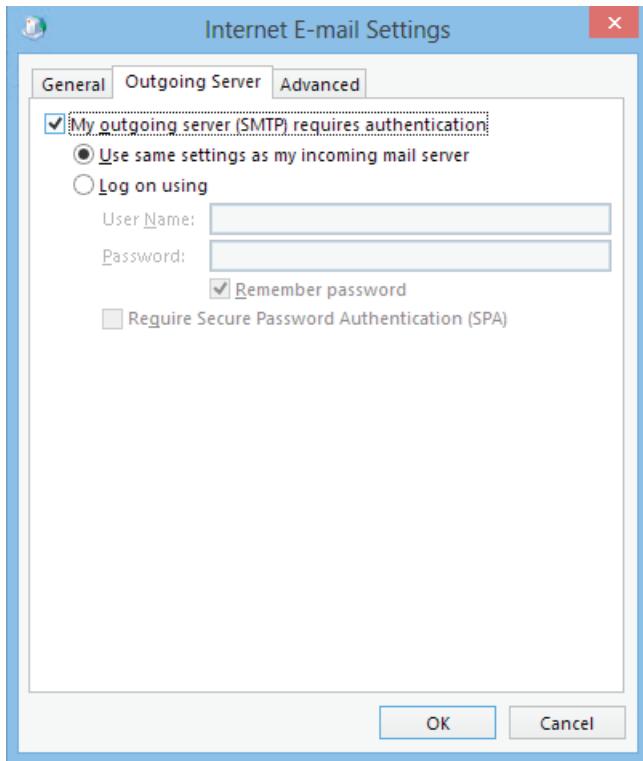
- Your Name and Email Address
- For Account Type, select **IMAP**
- For **both** Incoming and Outgoing mail server enter **mail.exmailto.com**
- In the User Name field enter you **Email Address**
- Provide your password



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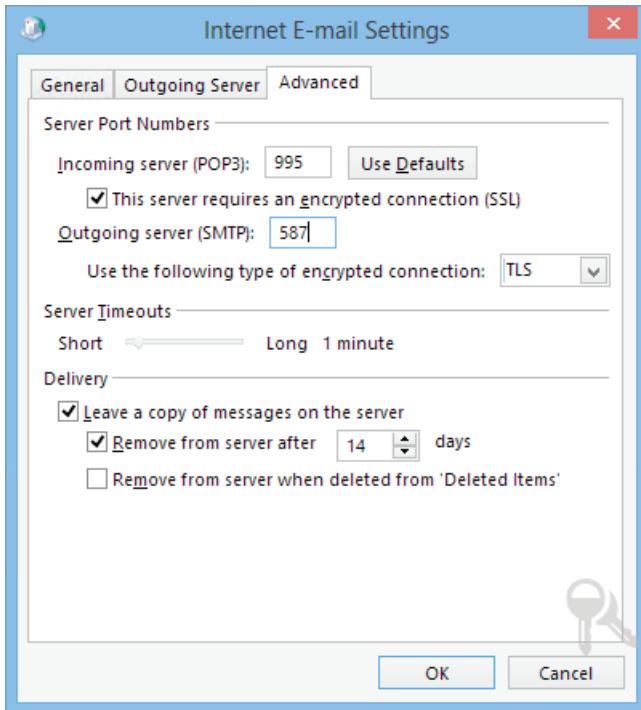
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5. Click the **More Settings** button
6. On the **Outgoing Server** tab, select the **My outgoing server (SMTP) requires authentication** checkbox



# 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**:



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

