

## SETTING UP MICROSOFT OUTLOOK 2013-2016

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|--|---|
|--|---|

| Add Account<br>Add Account Huge<br>Note of a securit of connect to  | Connect to a POP or IMAP     Connect to a POP or IMAP email account     Characterize  |
|---|---|
|   | Biosoff Eacharge Server or consulties server<br>Convert Eacharge account in server and, salendary, contact, tank, and voice mail<br>Outback.com to Excharge affective compatible service<br>Convert Eacharge Affective Compatible service<br>Convert Eacharge Compatible Service and account access mail, salendary, contact, and taxis<br>BioProm RAMP<br>Convert EachOProm RAMP email account |
| Econal school scho | - Bat Bot - Cent  |

- 3. Check 'Manual setup or additional server types' and click 'Next'.
- 4. Select 'POP or IMAP' and click 'Next'





|                                      |                            | Your Name:                   | Your Name        |
|--------------------------------------|----------------------------|------------------------------|------------------|
|                                      |                            | Email Address:               | mail@example.com |
|                                      |                            | Server Information           |                  |
|                                      |                            | Account Type:                | IMAP             |
| dd Account                           |                            | Incoming mail server:        | imap.one.com     |
| FOP and IHAP Account Se              | ttings                     | Outgoing mail server (SMTP): | send.one.com     |
| Enter the mail server set            | rgi to you account.        | Logon Information            |                  |
| Tour Name:                           | Your Name                  | User Name:                   | mail@example.com |
| Email Address:<br>Server Information | mail@example.com           | Password:                    | *****            |
| Account Type:                        | IMAP                       | 🗸 <u>R</u> e                 | emember password |
| Outpoing mail server (SMTP):         | imap.ont.com               |                              | . U              |
| Logon Information                    |                            |                              |                  |
| User Name:                           | mail@example.com           |                              |                  |
| Password                             |                            |                              |                  |
| 12 s                                 | emember password           |                              |                  |
| (SPA)                                | re Password Authentication | Mare Settions                |                  |
|                                      |                            | - Marca 200                  |                  |
|                                      |                            |                              | -                |

Enter Your Name and E-mail Address. 5. Select 'IMAP' as your account type.

> For Incoming mail server (IMAP), enter mail.pdghosting.co.uk

For Outgoing mail server (SMTP), enter mail.pdghosting.co.uk

In Logon Information enter the e-mail address and password that you created in the control panel.

Click 'More Settings'.

|   | General Outgoing | Server Advanced                    |      |
|---|------------------|------------------------------------|------|
| Bug on using     User (tames tetting as any incoming mail server     Deg on using     User (tames     password: | My outgoing ser  | rer (SMTP) requires authentication |      |
| Leg on using User Name Password Password Reguire Secure Password Authentication (SPA)                           | So Use same set  | ings as my incoming mail server    | - 11 |
| Sexure      Sexure      Sexure Password     Reguire Secure Password Authentication (SPA)                        | User Name:       |                                    | -1   |
| Remember password     Reguire Secure Password Authentication (SPA)  | Password:        |                                    | - 1  |
| Reguire Secure Password Authentication (SPA)  | Tessmonar        | ✓ Remember password                | - H  |
|   |                  |                                    |      |



Check 'My outgoing server (SMTP) requires authentication'.

| General Outgoing Server Advanced Server Port Numbers Incoming server (IMAP): 993 Use Defaults Use the following type of gnorypted connection: SSL  Qutgoing server (SMTP): 465   | Test Account 1<br>Congratulatic<br>continue. |
|--|--|
| Use the following type or engrypted connection: SSL  Server Innecuts Short  Long 1 minute Folders Root folder path: INBOX Sent Items Detected Items Detected Items Has in the mailbox are purged. Items I | Tasks En<br>Tasks<br>Cog onl<br>Send te      |
| OK kg Cancel   | <u></u>                                      |

## Select 'Advanced'. 7.

For Incoming server (IMAP) enter 143 and select 'SSL'. For Outgoing server (SMTP) enter 25 and select 'SSL'. For Root folder path enter INBOX with uppercase letters. Click 'OK' and then 'Next'.

| ongratulations! All tests completed successfully         | y. Click Close to | Stop    |
|--|-------------------|---------|
| ntinue.  |                   | Close   |
| Tasks Error  |                   | <u></u> |
|  |                   |         |
| Tasks  | Status            |         |
| <ul> <li>Log onto incoming mail server (IMAP)</li> </ul> | Completed         |         |
| <ul> <li>Send test e-mail message</li> </ul>             | Completed         |         |
|  |                   |         |

## 8. Click 'Close'.

9. You have now set up your account in Microsoft Outlook Click 'Finish'.