## Setup e-mail on Outlook

Below, step by step tutorials according to the Outlook version used, which you can usually check when opening Outlook or in the Help menu/About. There's also a website with a generic Outlook setup which can be useful, so you can view screenshots.

Also notice that if this is the first time you open Outlook since its installation, a window will immediately pop up asking you to set up your email account. Click yes and proceed and follow our instructions starting with a section in which you start typing in your account data.

Finally, as per our tests, sent items and trash are automatically saved in IMAP folders, except in older Outlook 2003. Nonetheless, information about this is available for Sent Items and Trash, especially useful if your Outlook is not in English and you want to manually define folders used for these base folders. Notice that our Webmail automatically decodes the English default names (Sent, Trash, Drafts, Spam) so that it shows them in the language in which you accessed Webmail. In some cases, however, it might be required to change folder mappings in Webmail, if Outlook does not do this conversion automatically, besides mapping the localized names in your Outlook.



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Depending on the size of your mailbox and your Internet speed, Outlook might take from a few hours to a few days to synchronize the mailbox and build the local PST file.

Note that Outlook will automatically set up the account as IMAP. If you want to set up the account as POP, you have to set up the account manually. IMAP is recommended, as it's a protocol made to support several devices accessing one same account, with all folders synced at our server, which also guarantees that our backups will be executed.

## Outlook 365

(i) Unfortunately, this version of Outlook doesn't support Autodiscover for IMAP accounts anymore.

- Click on the File menu
- Click on + Add Account

<b>0</b> % *	P Search	Account Information
File Home Send / Receive Folder	View Help Grammarly	Cipen de larges. Cipen de larges. Save de Save de Sav
VFavorites	4 All Unread 2 Y Today	Pixes
labox Drafts	2 On Tue, May 25, 2021 at 4:38 [16]	Rules and Alerts Use flukes and Alerts belo organize year incoming small messages, and receive splater when there are added, charged, or removed.

- Fill in your full email address and select the option Let me set up my account manually.
- Click on Next.

			×
	💶 Outlook		
Email addres	-		
	nynedomain.com	•	1
	Advanced options		
	✓ Let me set up my account manually		
	Connect		

• Select **IMAP** from the list of account types.

	Outlook				×
	Advanced setu	p			
-	Microsoft 365	Outlook.com	Exchange	Google	
6 	POP	ІМАР	Exchange 2013 or earlier		
	Go back				

- Fill in server information from the Server & Ports page
  Click on Next

Encryption method SSL/TLS Require logon using Secure Password Authentication (SPA) Dutgoing mail Server smtp.emailarray.com Port 465 Encryption method SSL/TLS Require logon using Secure Password Authentication (SPA)			
Server imap.emailarray.com Port 993 Encryption method SSL/TLS  Require logon using Secure Password Authentication (SPA) Dutgoing mail Server smtp.emailarray.com Port 465 Encryption method SSL/TLS  Require logon using Secure Password Authentication (SPA)			(Not you?)
Encryption method SSL/TLS Require logon using Secure Password Authentication (SPA) Dutqoing mail Server smtp.emailarray.com Port 465 Encryption method SSL/TLS Require logon using Secure Password Authentication (SPA)	Incomir	ng mail	
Require logon using Secure Password Authentication (SPA)         Dutgoing mail         Server       smtp.emailarray.com         Port       465         Encryption method       SSL/TLS         Require logon using Secure Password Authentication (SPA)	Server	imap.emailarray.com	Port 993
Dutgoing mail erver smtp.emailarray.com Port 465 Encryption method SSL/TLS Require logon using Secure Password Authentication (SPA)	Encrypt	ion method SSL/TLS 🔻	
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erver smtp.emailarray.com Port 465	🔄 Requ	ure logon using Secure Password Aut	thentication (SPA)
Encryption method SSL/TLS V	Outgoir	ng mail	
Require logon using Secure Password Authentication (SPA)	Server	smtp.emailarray.com	Port 465
Require logon using Secure Password Authentication (SPA)	Encrypt	ion method	
io back Next	🗌 Requ	uire logon using Secure Password Aut	thentication (SPA)
io back Next			
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io back Next			
So back Next			
So back Next			
io back Next			
	Go back		Next

• Fill in your existing **password** for your email address and click on **Connect** 

IMAP Account Settings john@mynewdomain.com	(Not you?)
Password	
*****	0
Gaback	
Go back	Connect

• The setup is completed. The message Account successfully added will show and Outlook will begin synchronizing the account.

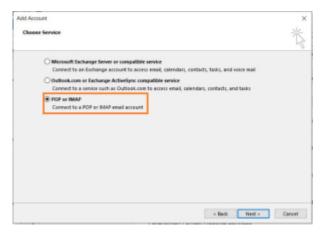
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## Outlook 2013/2010:

- Click on the File menu
- Click on + Add Account

E	
Info	Account Information
Open & Export	
Save As	MAP/SMTP
Save Attachments	
Print	Account and Social Network Settings Account Settings * Change settings for this account or set up more connections. © Connect to social networks.
Office Account	
Options	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted items an
Ecit	Cleanup Tools -

## Select POP or IMAP



- Option 1: this version of Outlook supports Autodiscover for IMAP accounts if you have setup Autodicover in your DNS.
   Type in your full name, e-mail address, and password and click on Next
   Click on Allow when asked about autodiscover.xml

  - Click on Finish
- Option 2: If you don't have Autodicover • select Manual setup and click on Next.

Manual setup of an	account or connect to other server types.	Ť
E-mail Account		
Your None:		
I-mail Addmin:	Example: ellen@contaro.com	
Password: Rathpas Password:		
	Type the parsword your internet sensite provider has given you.	
Manual setup or ad		

Type in your full name, e-mail address, and password
 Fill in server information from the Server & Ports page

POP and IPAP Account Set		。 ※
Criter the mail berver better	nge for your account.	43
User Information		Test Account Settings
Tour Name:	John Doe	We recommend that you test your account to ensure that the extrict are correct.
Email Address	john.doc@wydomain.com	the entries are conect.
Server information		
Account Type:	8442	Test Account Settings
Incoming mail serves	imap, emailarray, com	<ul> <li>Automatically test account settings when Next is clicked</li> </ul>
Outgoing mail server (SMTP):	smip.emailarray.com	
Logon Information		
User Name:	john.doe@wydomain.com	
Password		Mail to keep offline: All
E a	emember pacoword	
Require logan using Secur	e Password Authentication	
(584)		More Settings
		< Back Meet > Cancel

- Click on More Settings.
   Select My outgoing server (SMTP) requires authentication and Use same settings as my incoming mail server.

	MTP) requires a as my incoming		
on using		indian server	
_			
Name:			
word:			
Re	emember passw	ord	
	word:	word:	

- Click on the Advanced tab
   Verify the ports are correct and SSL is selected.

General	Outgoing Server Advanced
Server P	ort Numbers
Incom	ing server (IMAP): 993 Use Defaults
Us	e the following type of encrypted connection: SSL 🗸
Outgo	bing server (SMTP): 465
Us	e the following type of encrypted connection: SSL 🗸
Server T	imeouts
Short	Long 1 minute
Folders	
Root f	older path:
Sent Iter	ms
Do	not save copies of sent items
Deleted	Items
Ma	rk items for deletion but do not move them automatically
	ms marked for deletion will be permanently deleted when e items in the mailbox are purged.
Pur	ge items when switching folders while online

 $^\circ~$  Click on OK. Click on Next to finish the setup.

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