## 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.



∕!\

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.<br>Cipen de larges.<br>Save de<br>Save de<br>Sav |
| VFavorites                      | 4 All Unread<br>2 Y Today              | Pixes  |
| labox<br>Drafts                 | 2 On Tue, May 25, 2021 at 4:38<br>[16] | Rules and Alerts<br>Use flukes and Alerts belo organize year incoming small messages, and receive<br>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<br> | POP           | ІМАР        | Exchange 2013<br>or earlier |        |   |
|       | Go back       |             |                             |        |   |

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

| Encryption method SSL/TLS<br>Require logon using Secure Password Authentication (SPA)<br>Dutgoing mail<br>Server smtp.emailarray.com Port 465<br>Encryption method SSL/TLS<br>Require logon using Secure Password Authentication (SPA)                                    |         |                                      |                    |
|---|---------|--------------------------------------|--------------------|
| Server imap.emailarray.com Port 993<br>Encryption method SSL/TLS  Require logon using Secure Password Authentication (SPA)<br>Dutgoing mail<br>Server smtp.emailarray.com Port 465<br>Encryption method SSL/TLS  Require logon using Secure Password Authentication (SPA) |         |                                      | (Not you?)         |
| Encryption method SSL/TLS<br>Require logon using Secure Password Authentication (SPA)<br>Dutqoing mail<br>Server smtp.emailarray.com Port 465<br>Encryption method SSL/TLS<br>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<br>erver smtp.emailarray.com Port 465<br>Encryption method SSL/TLS<br>Require logon using Secure Password Authentication (SPA)  | Encrypt | ion method SSL/TLS 🔻                 |                    |
| Dutgoing mail<br>erver smtp.emailarray.com Port 465<br>Encryption method SSL/TLS<br>Require logon using Secure Password Authentication (SPA)  |         | in lane with Server Descended And    | (CDA)              |
| 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  |         |                                      |                    |
| io back Next  |         |                                      |                    |
| 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<br>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.

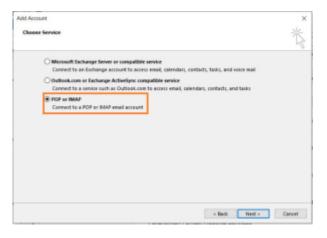
Depending on the size of your mailbox and your Internet speed, Outlook might take from a few hours to a few days to synchronize the mailbox and build the local PST file.

## 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<br>Account<br>Settings *<br>Change settings for this account or set up more connections.<br>© Connect to social networks. |
| Office Account   |   |
| Options          | Mailbox Cleanup<br>Manage the size of your mailbox by emptying Deleted items an   |
| Ecit             | Cleanup<br>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:<br>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      |                           | 。<br>※   |
|-------------------------------|---------------------------|--|
| 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<br>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<br/>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<br>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<br>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.

1

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.