

How to Setup Email in Microsoft Outlook

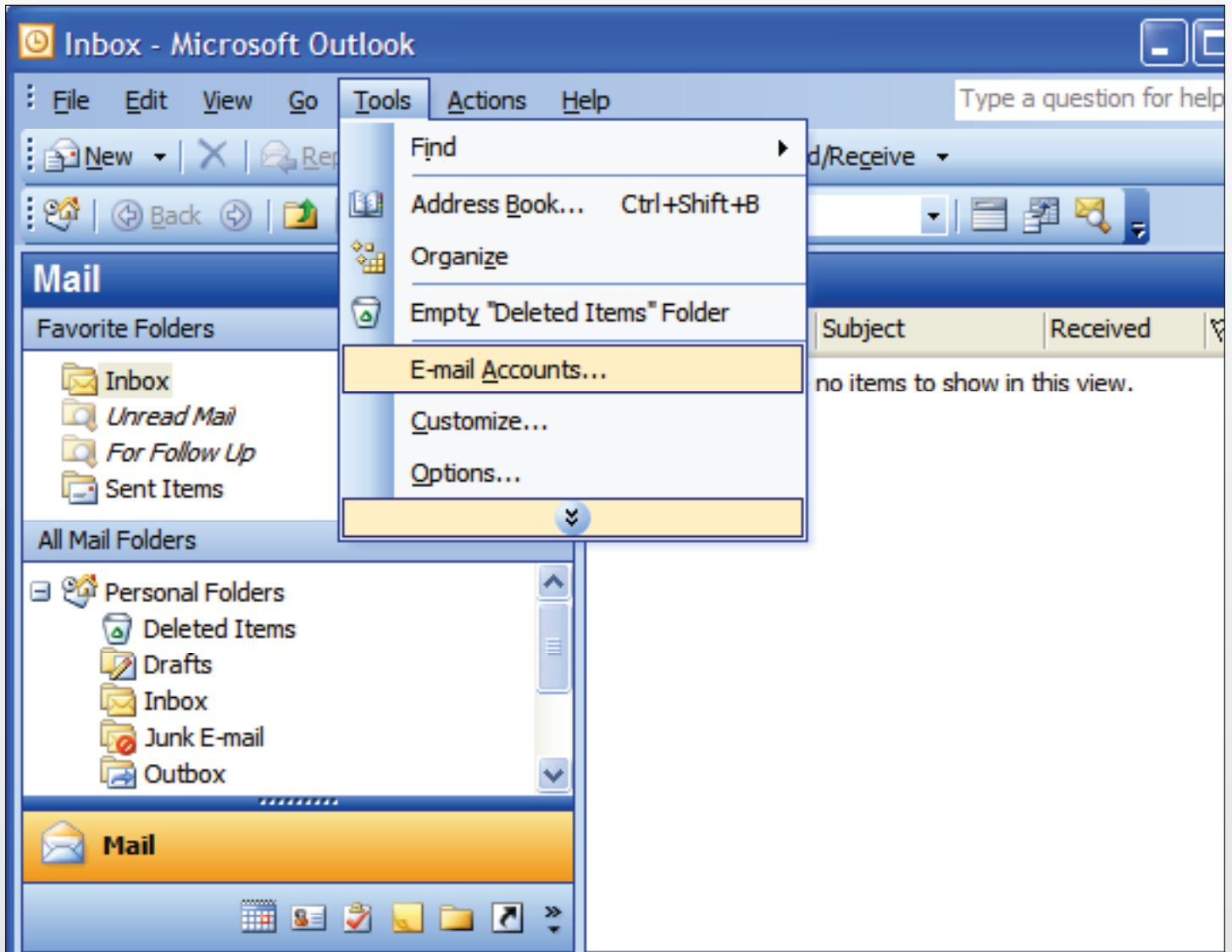
information for macrobatix customers

The following is a step-by-step tutorial showing you how setup email in Microsoft Outlook. Brought to you by Macrobatix, LLC.



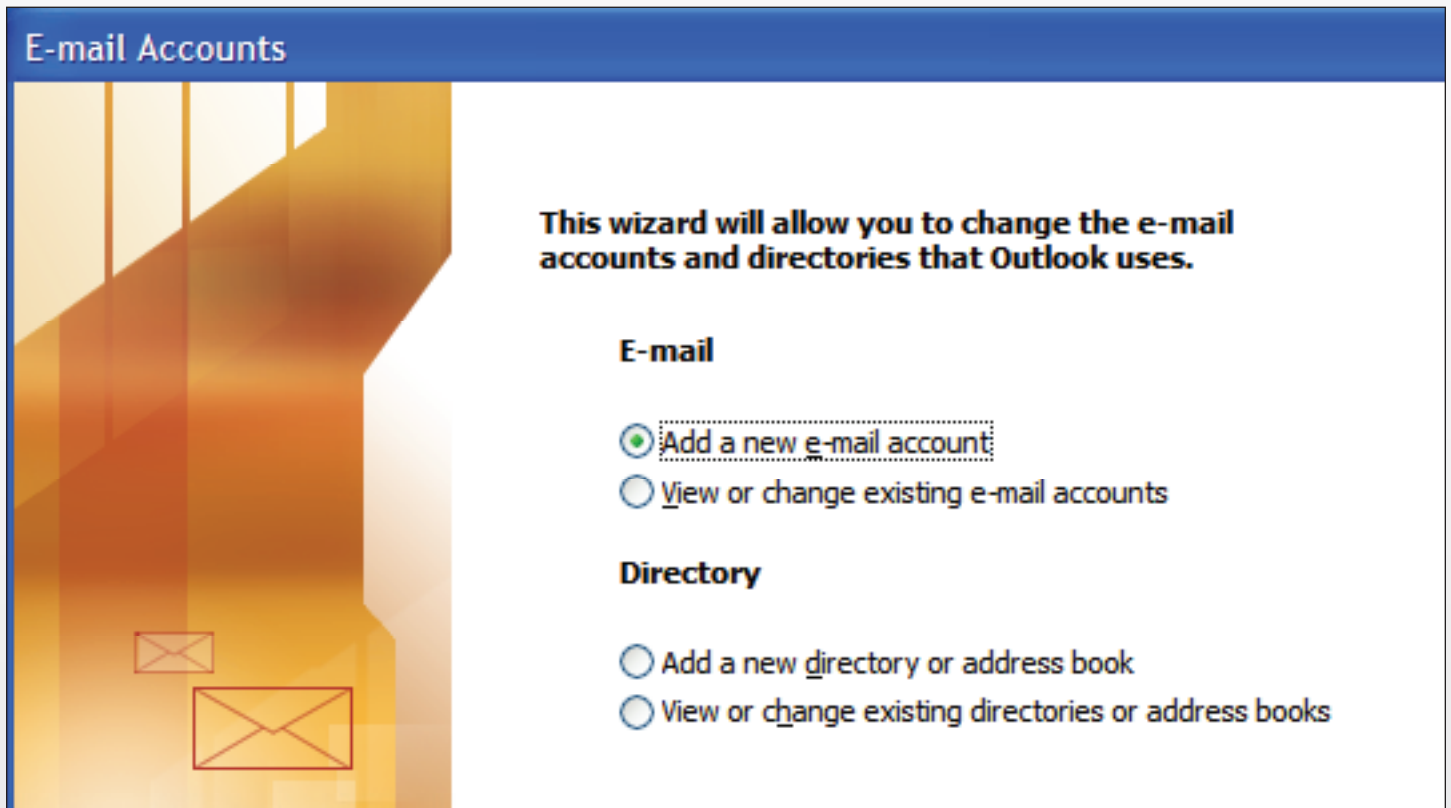
STEP 1

From the Microsoft Outlook menu, select "Tools", then "E-mail Accounts".



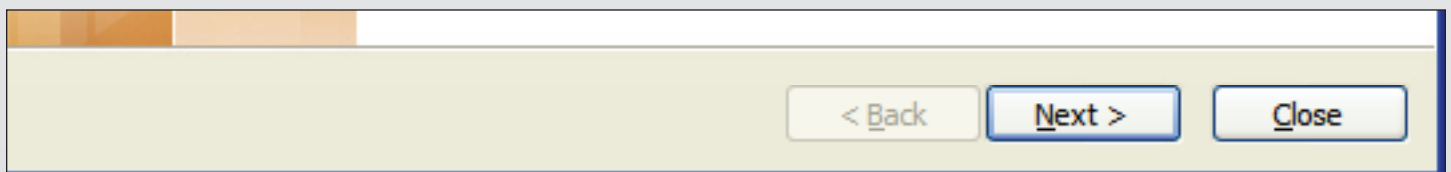
STEP 2

In the "E-mail Accounts" window, select "Add a new e-mail account".



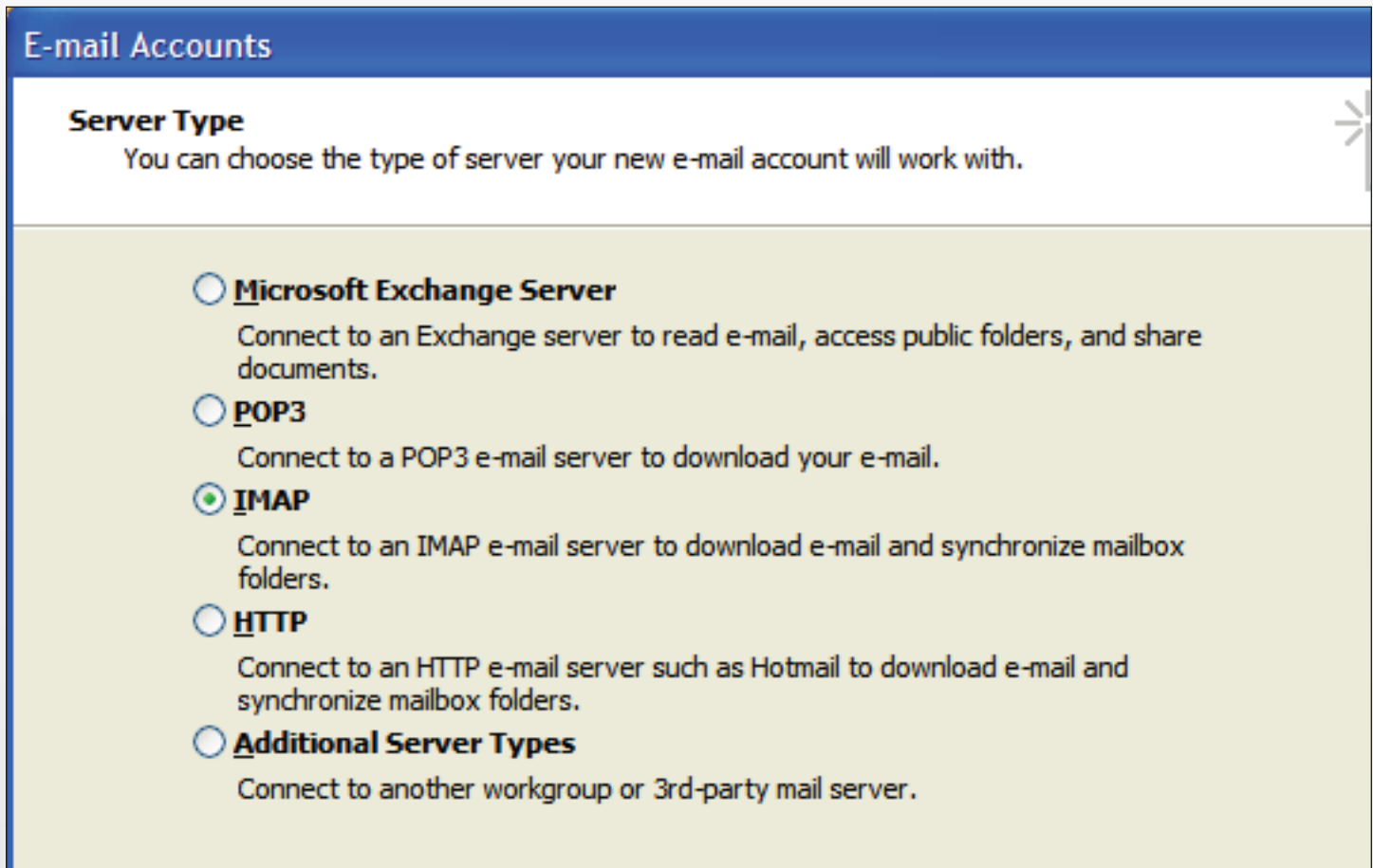
STEP 3

Click "Next".



STEP 4

For your server type, select "IMAP".

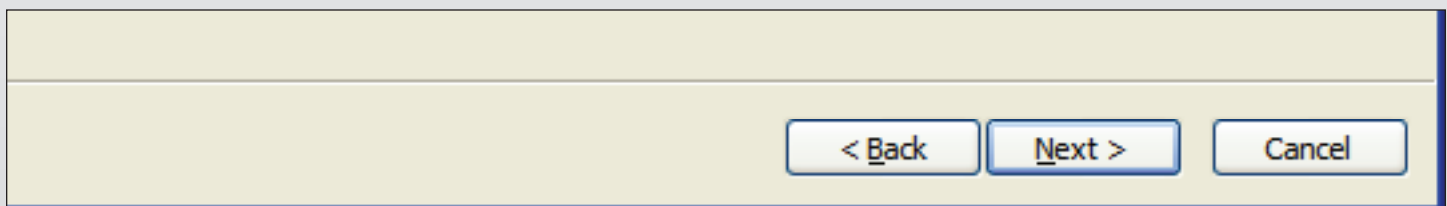


The screenshot shows a dialog box titled "E-mail Accounts" with a blue header. Below the header is a section titled "Server Type" with the instruction "You can choose the type of server your new e-mail account will work with." There are five radio button options listed:

- M**icrosoft Exchange Server
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- P**OP3
Connect to a POP3 e-mail server to download your e-mail.
- I**MAP
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- H**TTTP
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- A**dditional Server Types
Connect to another workgroup or 3rd-party mail server.

STEP 5

Click "Next".



The screenshot shows the bottom portion of the dialog box, which is a light yellow color. It contains three buttons: "< Back", "Next >", and "Cancel".

STEP 6

On the Internet E-mail Settings (IMAP) window, enter the following information in the appropriate fields:

- Your Name: Enter your first and last name.
- E-mail Address: Enter your entire email address. Example: youremail@your-domain-name.com.
- User Name: Enter your entire email address, again.
- Password: Enter the password you set up for your email account.
- Incoming mail server (IMAP): Enter the domain name of your incoming mail server.
- Outgoing mail server (SMTP): Enter the domain name of your outgoing mail server.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (IMAP): <input type="text" value="mail.your-domain-name.co"/>
E-mail Address: <input type="text" value="youremail@your-domain-na"/>	Outgoing mail server (SMTP): <input type="text" value="mail.your-domain-name.co"/>

Logon Information	Test Settings
User Name: <input type="text" value="youremail@your-domain-na"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

STEP 7

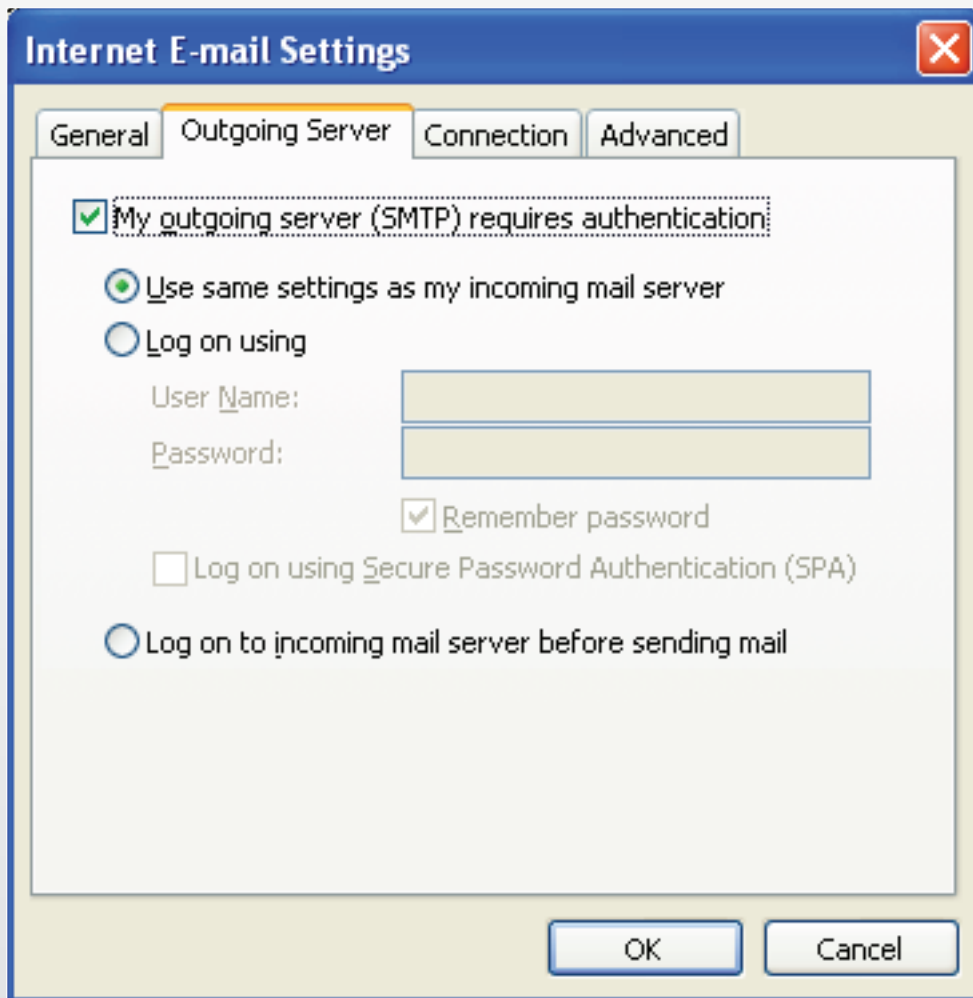
Click "More Settings".

STEP 8

In the "Internet E-mail Settings" window, select the "Outgoing Server" tab.

STEP 9

Click the checkbox "My outgoing server (SMTP) requires authentication".



STEP 10

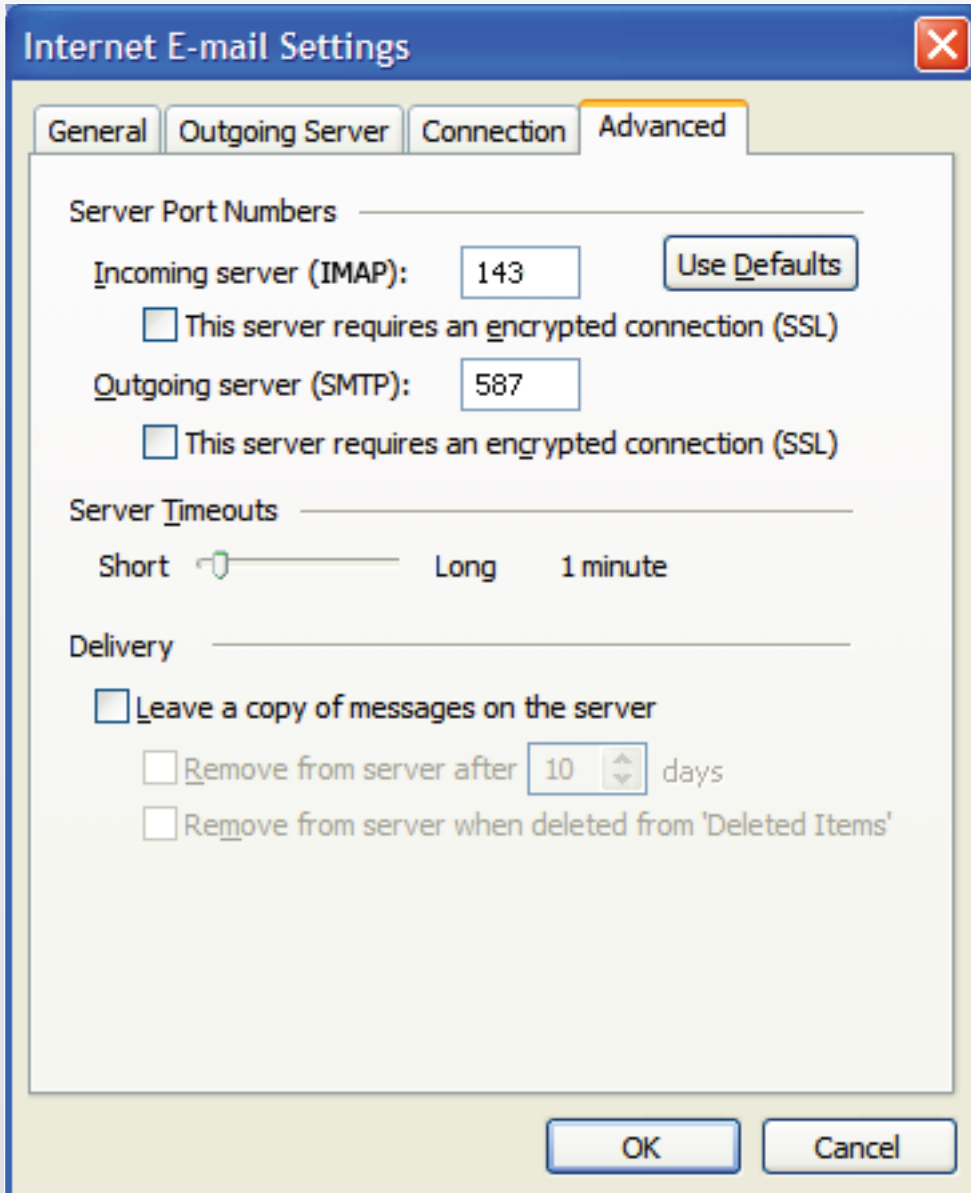
If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.

STEP 11

Select the "Advanced" tab.

STEP 12

In the "Server Port Numbers" section, change "Incoming mail (IMAP)" to 143 and "Outgoing mail (SMTP)" to 587.



STEP 13

Click "OK".

STEP 14

Click "Next".

E-mail Accounts

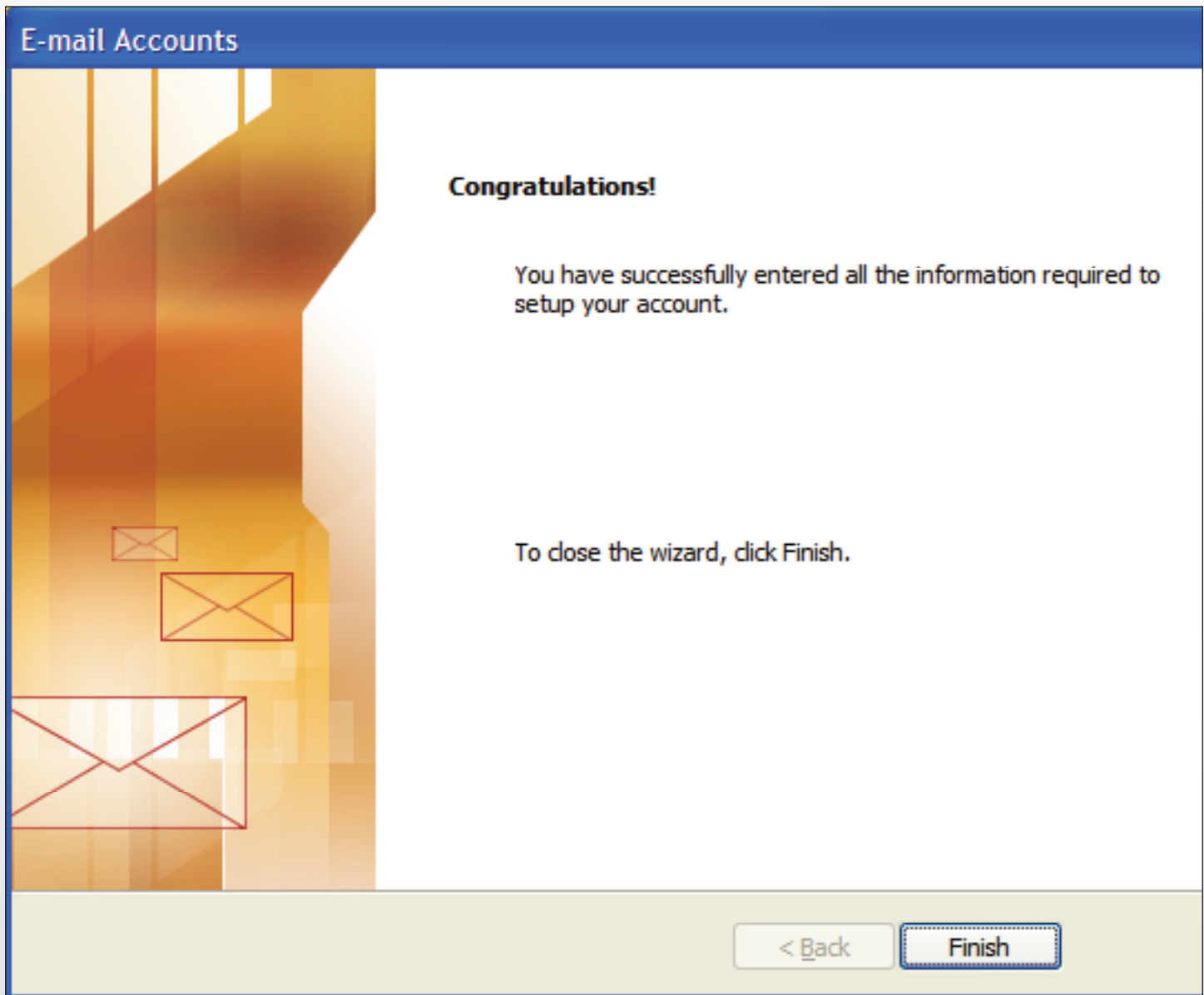
Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (IMAP): <input type="text" value="mail.your-domain-name.co"/>
E-mail Address: <input type="text" value="youremail@your-domain-na"/>	Outgoing mail server (SMTP): <input type="text" value="mail.your-domain-name.co"/>
Logon Information	Test Settings
User Name: <input type="text" value="youremail@your-domain-na"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

STEP 15

Click "Finish".



Setup Complete

Congratulations! You have successfully set up your email account in Microsoft Outlook.

If you have any questions or need help with this or any other Macrobatix tutorial please send email to support@macrobatix.com. Please visit www.macrobatix.com/tutorials to see other information and tutorials.