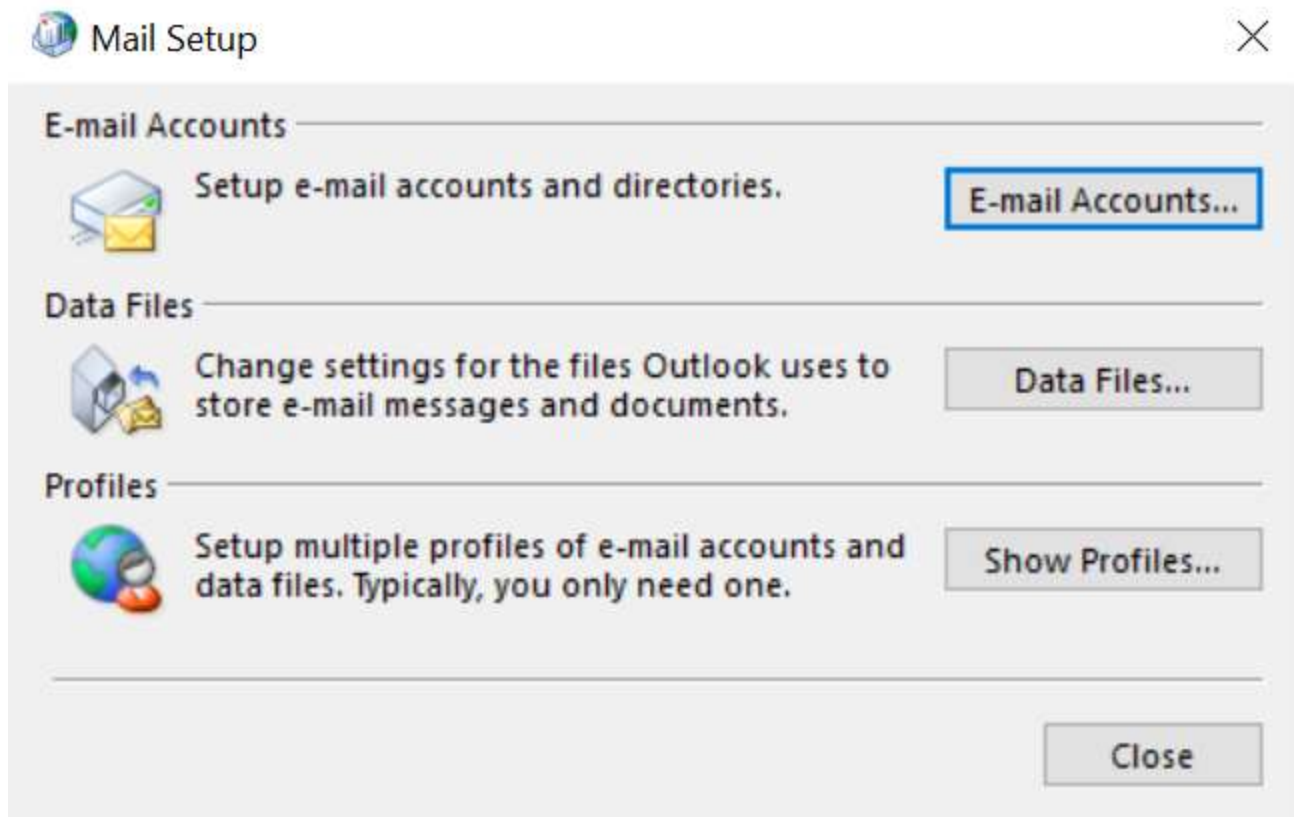
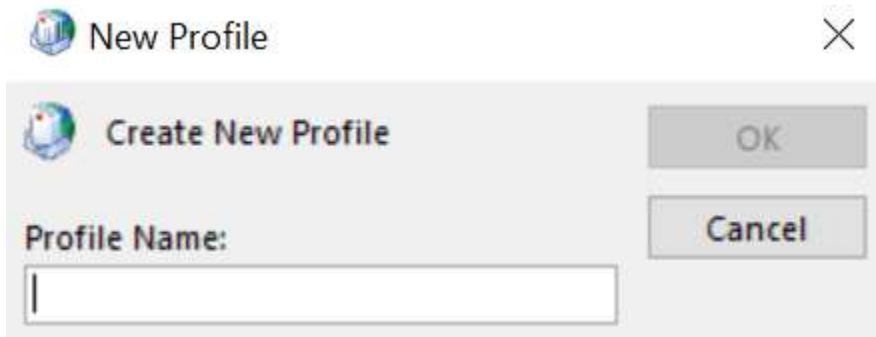
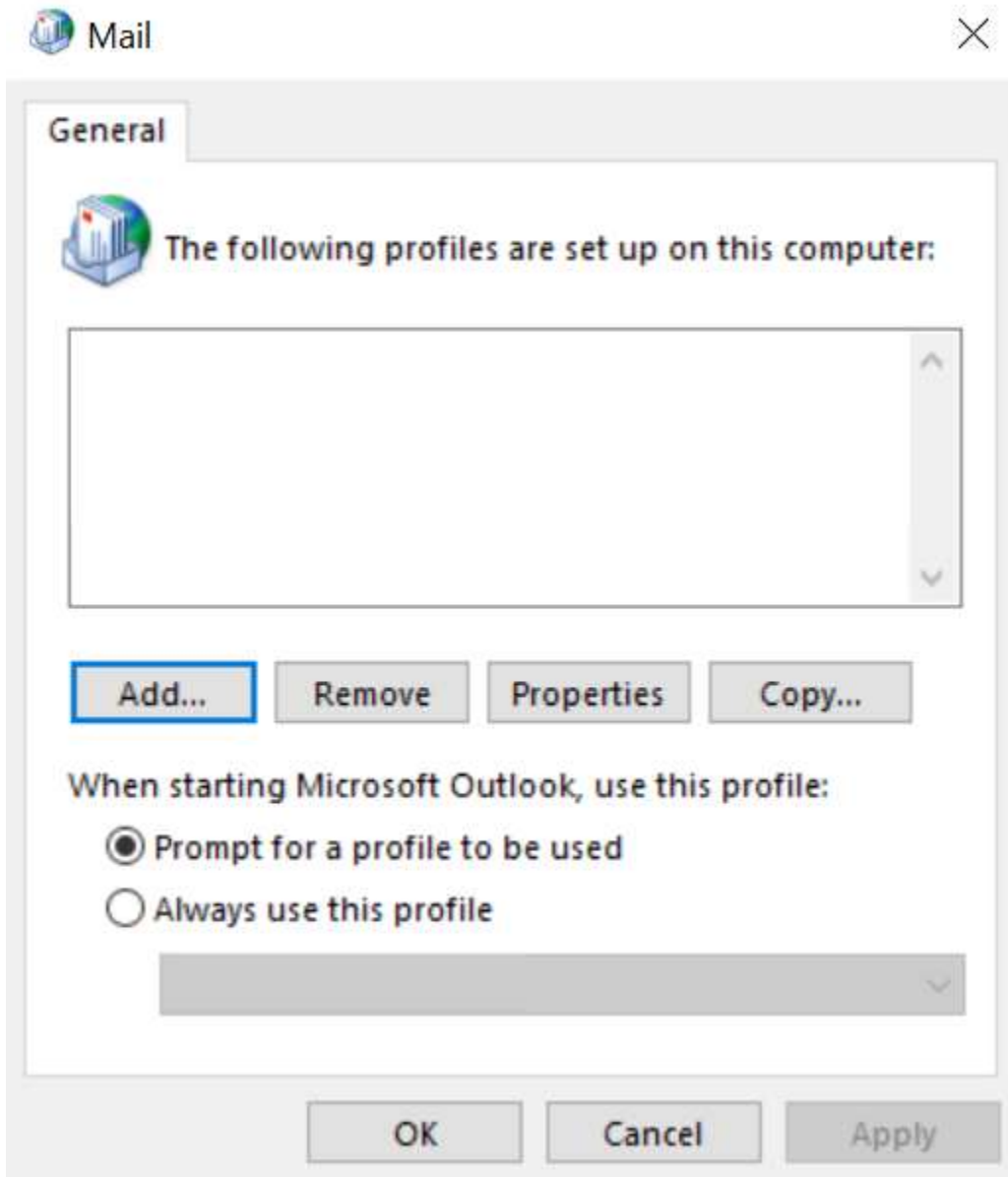


This article will assist you with setting up Outlook 2016 with your Hosted Mailbox.

1. Click on the Start Menu (or press the Windows key) and then search for **Control Panel**
2. After opening Control Panel, in the upper right-hand corner change **View by:** to **Small Icons**
3. Click on **Mail**
4. When the Mail Control Panel opens, select **Show Profiles**



5. Select **Add** to add a new profile. Enter any name you wish and select **OK**



6. Select **Manual setup or additional server types**. Click **Next**

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

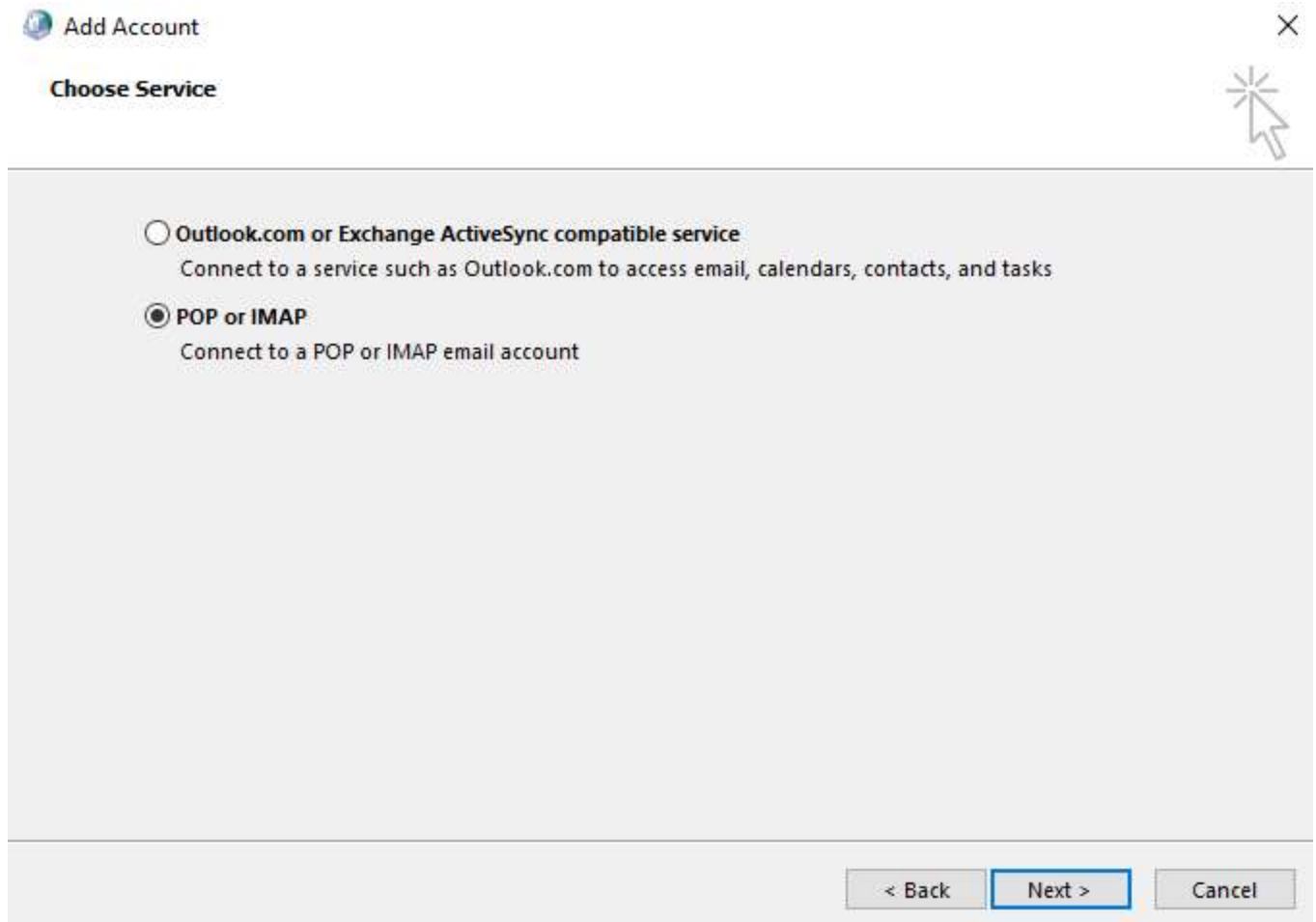
E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel

7. Select **POP or IMAP** and click **Next**



8. In the **Add New Account** window, input the following information:

Your Name: Your Name

Email Address: example@yourdomainexample.com

Account Type: IMAP

Incoming Mail Server: secure.emailsrvr.com

Outgoing Mail Server: secure.emailsrvr.com

User Name: example@yourdomainexample.com

Password: Your mailbox password

9. Click on **More Settings** then click the **Outgoing Server** Tab

10. Check the box for **My outgoing server (SMTP) requires authentication**

Check the button for **Use same settings as my incoming mail server**



Internet E-mail Settings dialog box, "Outgoing Server" tab.

General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

11. **FIRST** change **Use the following type of encrypted connection** to **SSL** for both the **Incoming** and **Outgoing** servers.
Next, change the port numbers to match the image below.

General **Outgoing Server** **Advanced**

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

Do not save copies of sent items

Deleted Items

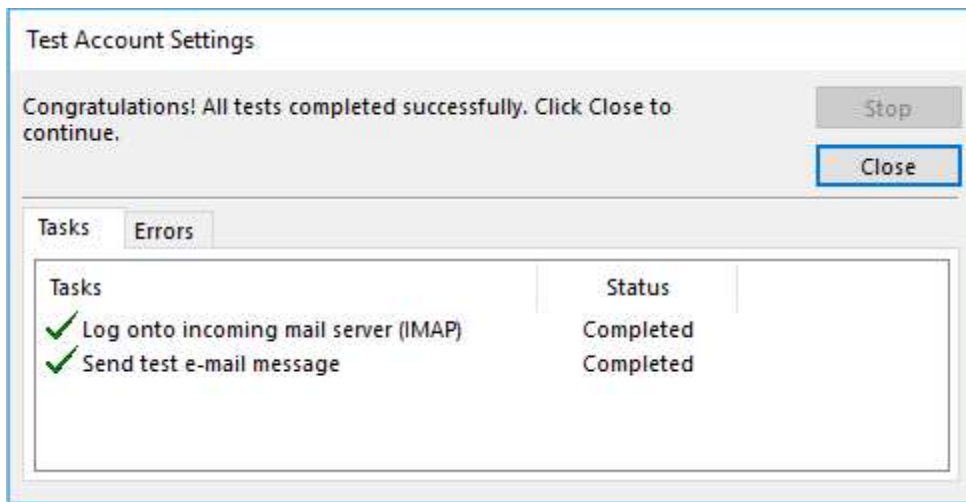
Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

Purge items when switching folders while online

OK Cancel

12. Click **OK**

13. Click **Next**. Outlook will now attempt to send a test message using the settings we have just put in. If everything was entered correctly, the message will send out successfully.



14. **Congratulations!** You have now setup Outlook to work with your Mailbox. Please wait 15 minutes before troubleshooting to allow for mail to download.