

Re: Instructions for setting up Microsoft Outlook email client.

These screenshots are based on Outlook 2016; other versions of Outlook will look different.

To setup Outlook use the following settings:

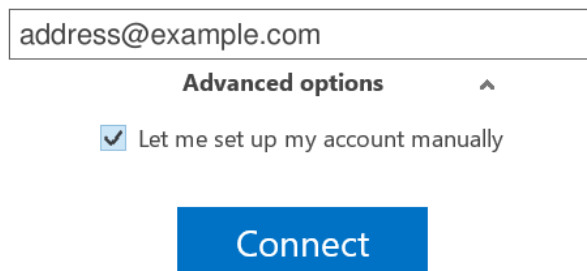
POP3 Server:	mail.yourdomain.com
SMTP Server:	mail.yourdomain.com
User Name:	emailaccount@yourdomain.com
Password:	< your password >

As an example if your domain was example.com – then you would use mail.example.com as the server setting.

For Outlook 2016 the settings are in File menu >> Info. Create a POP3 account as shown below:

Welcome to Outlook

Enter an email address to add your account.



The screenshot shows the Outlook account setup window. At the top, there is a text input field containing the email address "address@example.com". Below the input field, the text "Advanced options" is displayed with a small upward-pointing arrow to its right. Underneath, there is a checked checkbox followed by the text "Let me set up my account manually". At the bottom of the window, there is a prominent blue button with the word "Connect" written in white.

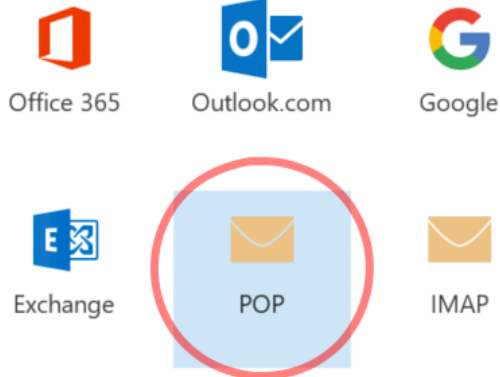
When this window appears:

- Enter your email address as address@example.com
- Click **Advanced Options**
- Click **Let me set up my account manually**

* *Click Connect*

The “Choose Account Type” window appears.
The window looks like this:

Choose account type



Click **POP**

POP Account Settings

Incoming mail

Server Port

- This server requires an encrypted connection (SSL/TLS)
 Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

- Encryption method
 Require logon using Secure Password Authentication (SPA)

Message delivery

Use an existing data file

This is the window where you'll enter most of your account settings:

Incoming mail server:	mail.hostedemail.com
Incoming mail port:	995
This server requires an encrypted connection (SSL/TLS):	checked
Outgoing mail server:	mail.hostedemail.com
Outgoing mail port:	587
Outgoing mail encryption method:	STARTTLS

Make sure that the two "Require logon using Secure Password Authentication (SPA)" checkboxes are **not** checked.

The settings in the Table below will also work. Use settings from either Table 1 or Table 2.

Incoming mail server:	mail.yourdomain.com
Incoming mail port:	110
This server requires an encrypted connection (SSL/TLS):	Not checked
Outgoing mail server:	mail.yourdomain.com
Outgoing mail port:	587
Outgoing mail encryption method:	None

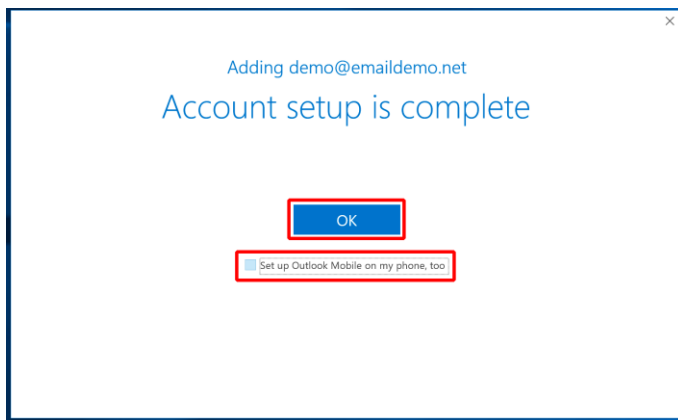
Make sure that the two "Require logon using Secure Password Authentication (SPA)" checkboxes are **not** checked.

Outlook asks for your password.

Enter your email password.

The **Save this password in your password list** option should be checked.

The Account is setup.



REFERENCE – Checking Settings

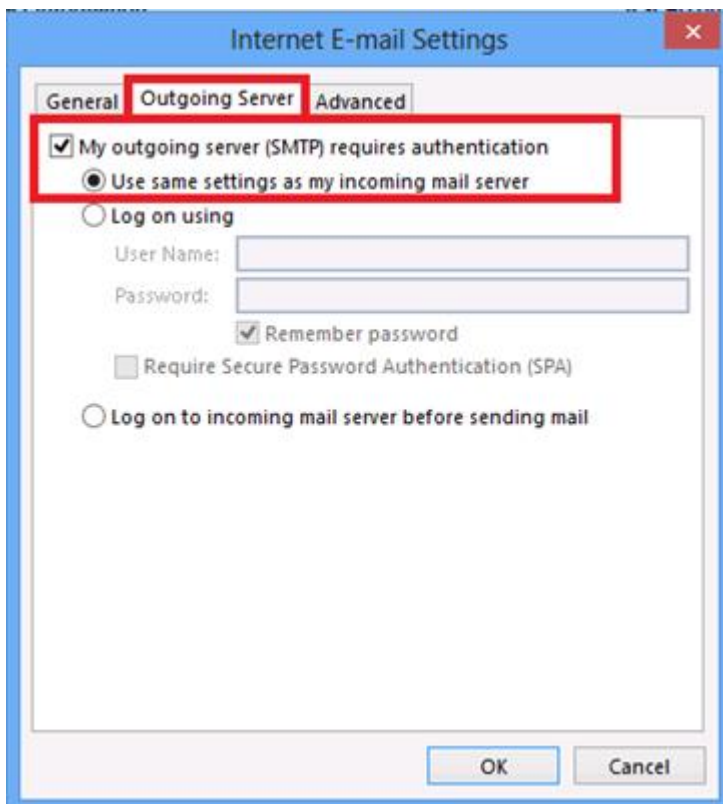
Click the **File** tab
Click on the **Account Settings** dropdown menu
Select **Account Settings...**

Click the email account, then click the **Change...** button

You can test settings with the **Test Account Settings...** button

- SMTP Authentication

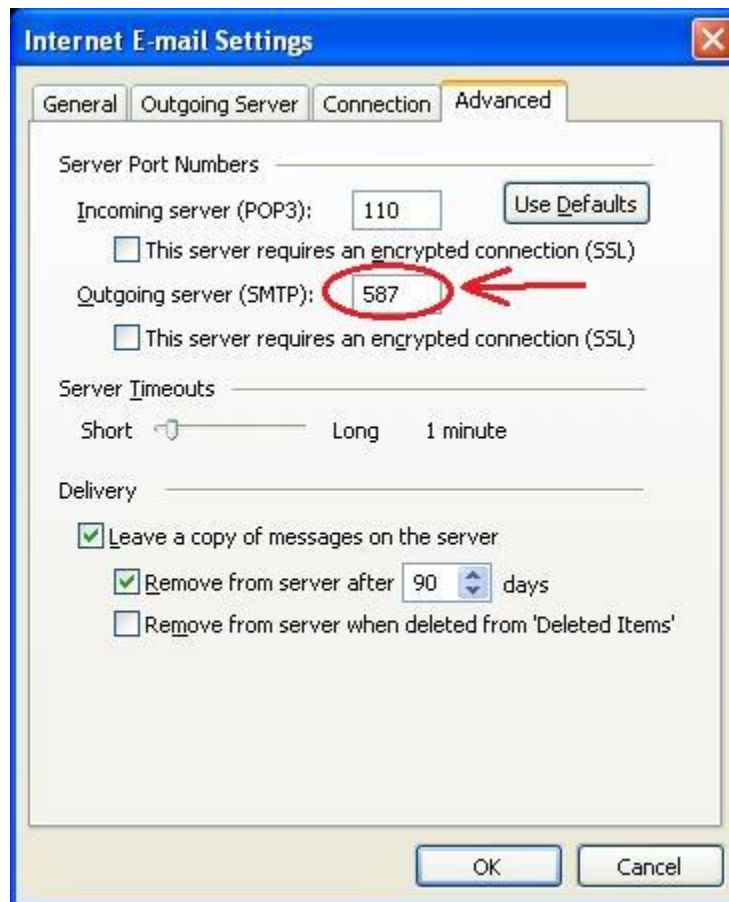
Choose the **Outgoing Server** tab and ensure the button is check on for- **My outgoing server (SMTP) requires authentication**. See screen shot below:



The steps below are optional.

- Remove Mail from Server

This is the “**Advanced**” tab. Enter **587** in the **Outgoing server (SMTP)** box which is found in the in the **Server Port Numbers** section. Also in order to ensure mail doesn’t permanently build up on the server and fill your mail box it is best to choose “**Leave a copy of messages on the server**” and then choose “**Remove from server when deleted from ‘Deleted Items’**”. You could also set the option to “**Remove from server after ___ days**” to be something like 30 days. See the screen capture below:



If you run into an issue sending mail then depending on your Internet Service Provider the SMTP server may have to be set for the server from your ISP. A few examples below:

Telus SMTP: smtp.telus.net

Xplornet SMTP: smtp.xplornet.com or smtp.gmail.com

SHAW SMTP: mail.shaw.ca