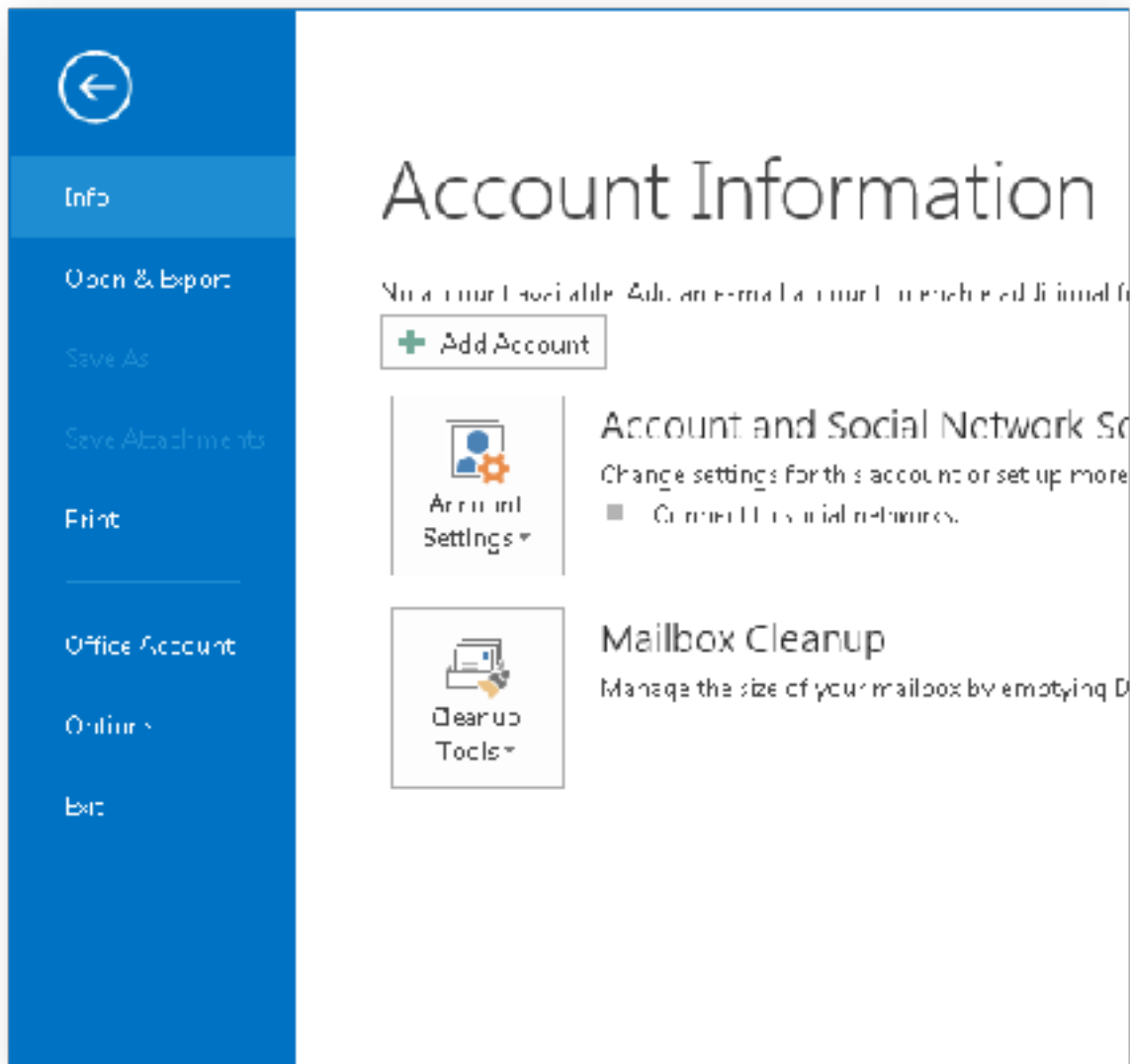


# Windows: Outlook 2013 (IMAP)

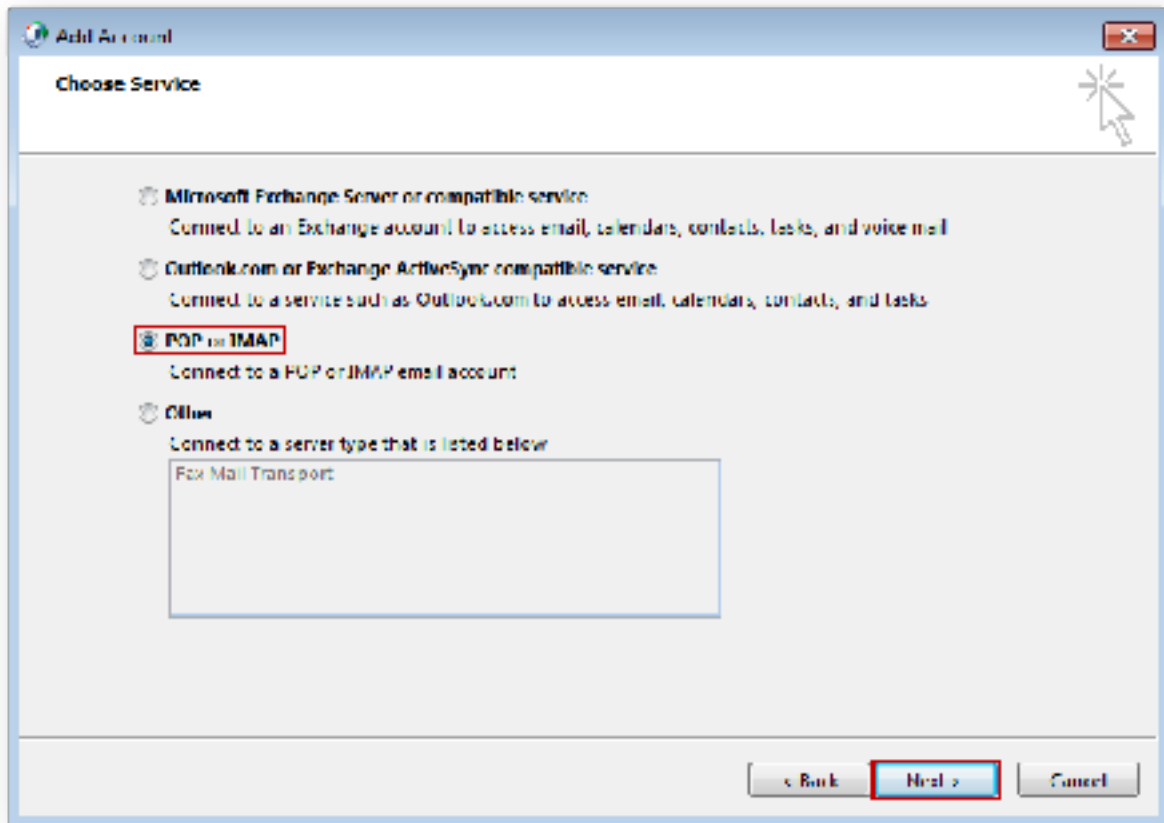


This article will assist you with setting up Outlook 2013 with your Hosted Mailbox.

1. Open Outlook.
2. Select the "File" tab. Then "Add Account".



3. Select "**Manual setup or additional server types**". Click "**Next**". Select "**POP or IMAP**" and click "**Next**".



4. In the "Add New Account" window, input the following information:
- a. **"Your Name"**: The name email recipients will see in the "From" field.
  - b. **"Email Address"**: member@nyscea.org
  - c. **"Account Type"**: IMAP
    - i. **"Incoming mail server"**: (We recommend secure.emailsrvr.com)

Server	SSL	Port
secure.emailsrvr.com	Yes	993
imap.emailsrvr.com	No	143

- ii. **"Outgoing mail server (SMTP)"**: (We recommend secure.emailsrvr.com)

Server	SSL	Port
secure.emailsrvr.com	Yes	465
smtp.emailsrvr.com	No	25, 2525, 587, 8025

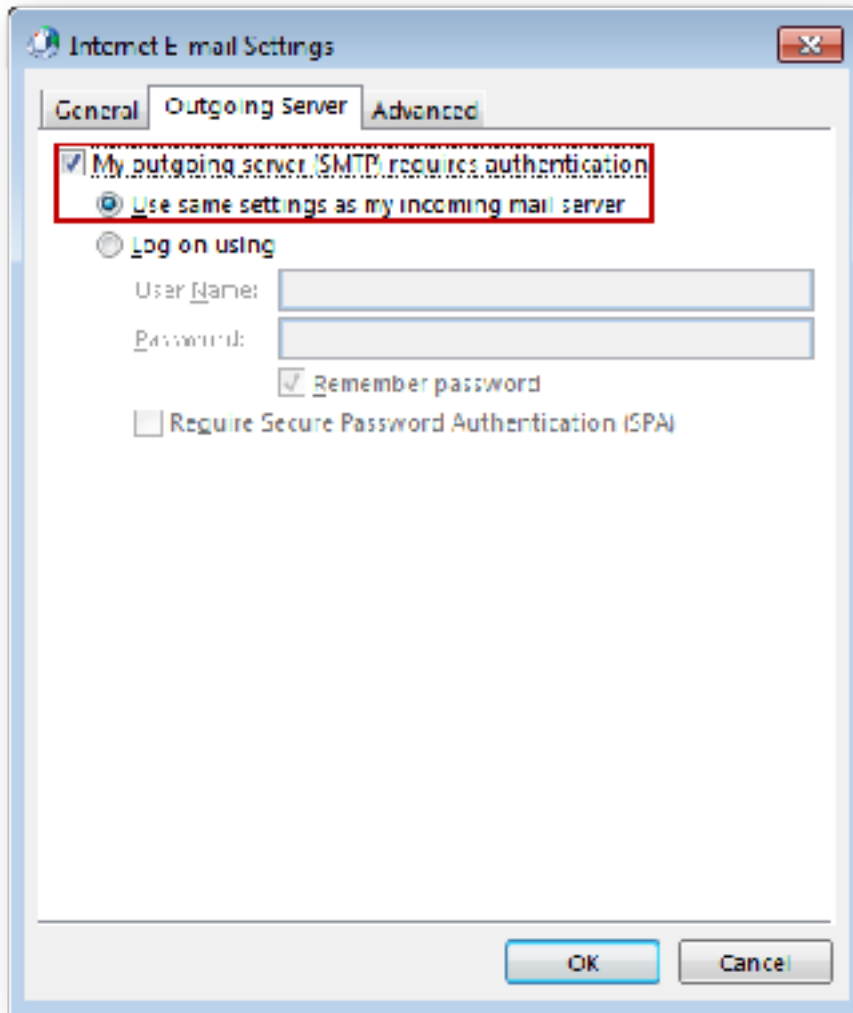
- d. **"Logon Information"**:
- i. **"Username"**: member@nyscea.org
  - ii. **"Password"**: Your mailbox password

The screenshot shows a window titled "Add Account" with a subtitle "POP and IMAP Account Settings". Below the subtitle is the instruction "Enter the mail server settings for your account." The window is divided into several sections:

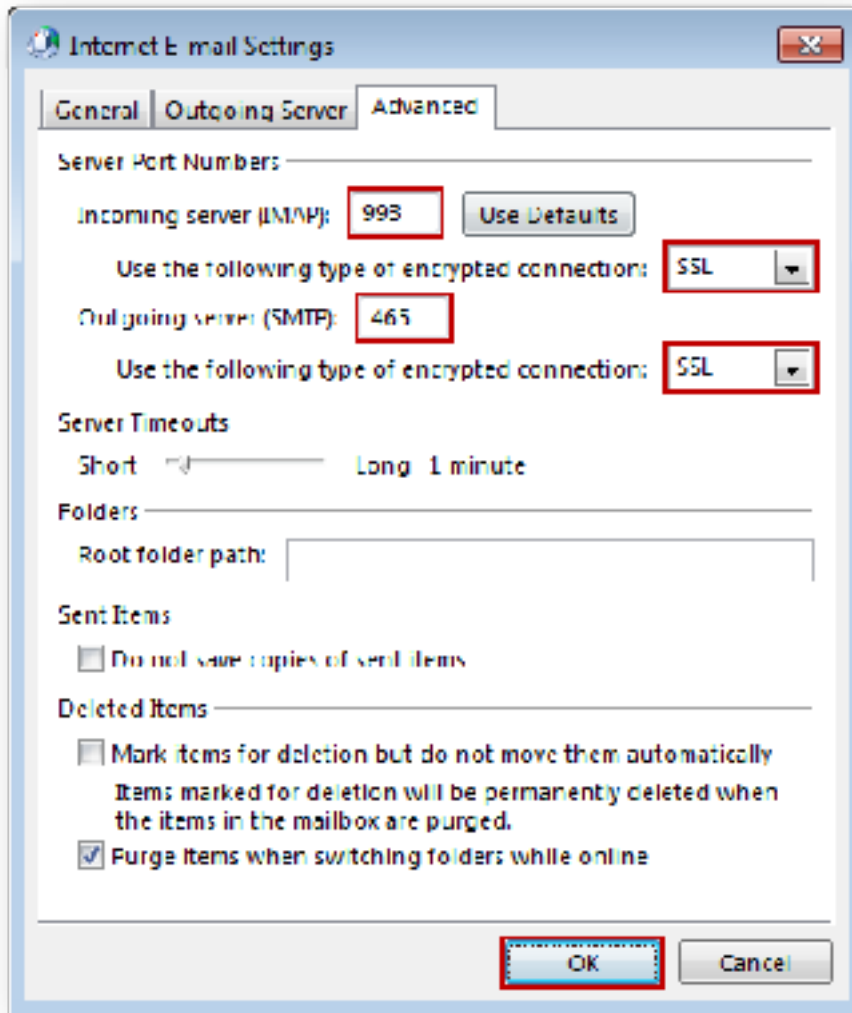
- User Information:** "Your Name:" with the text "Test Email" in the input field; "Email Address:" with "mailto:mailto@emailcompany.org" in the input field.
- Server Information:** "Account type:" with a dropdown menu showing "IMAP"; "Incoming mail server:" with "secure.emailsrvr.com" in the input field; "Outgoing mail server (SMTP):" with "secure.emailsrvr.com" in the input field.
- Logon Information:** "User Name:" with "mailto@emailcompany.org" in the input field; "Password:" with a masked input field (dots); a checked checkbox for "Remember password"; and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Mail to keep offline:** A slider control set to "1 month".

At the bottom right, there is a button labeled "More Settings ..." which is highlighted with a red box. At the bottom center, there are three buttons: "Back", "Next >" (highlighted with a dashed blue border), and "Cancel".

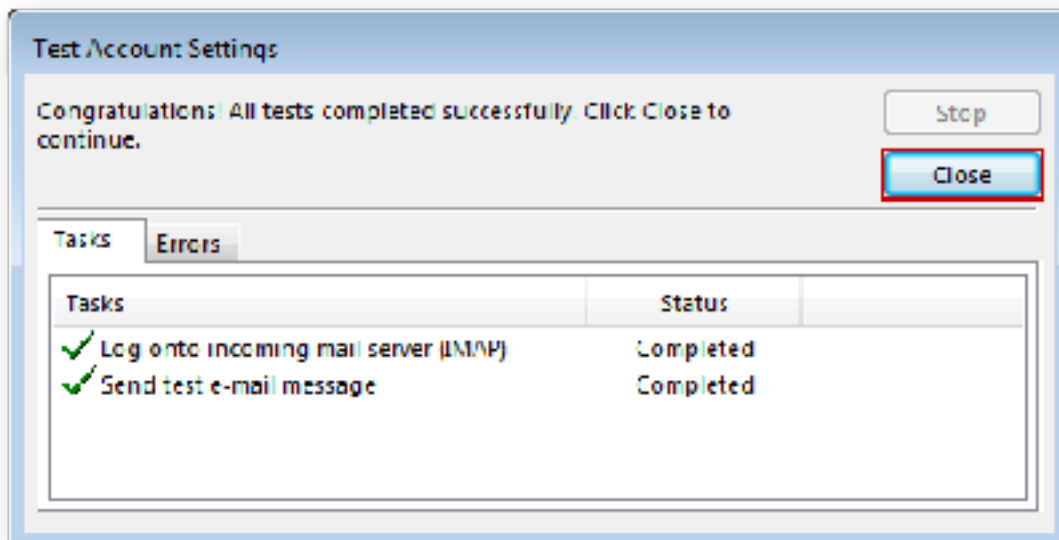
5. Click on **"More Settings"** then click the **"Outgoing Server"** Tab
- a. Check the box for **"My outgoing server (SMTP) requires authentication"**.
  - b. Check the button for **"Use same settings as my incoming mail server"**.



6. If using "**secure.emailsrvr.com**": Click on the "**Advanced**" Tab
  - a. Change "**Use the following type of encrypted connection**" to "**SSL**".
  - b. Change the port numbers to match the chart on step 4.c. Click "**OK**".



7. 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.



8. Congratulations! You have now setup Outlook to work with your Mailbox!

Didn't work? Check out these common issues...

- ⊕ Authentication failed, Username/Password incorrect
  - ⊕ Send test e-mail message: Failed
  - ⊕ Log onto incoming mail server: Failed
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