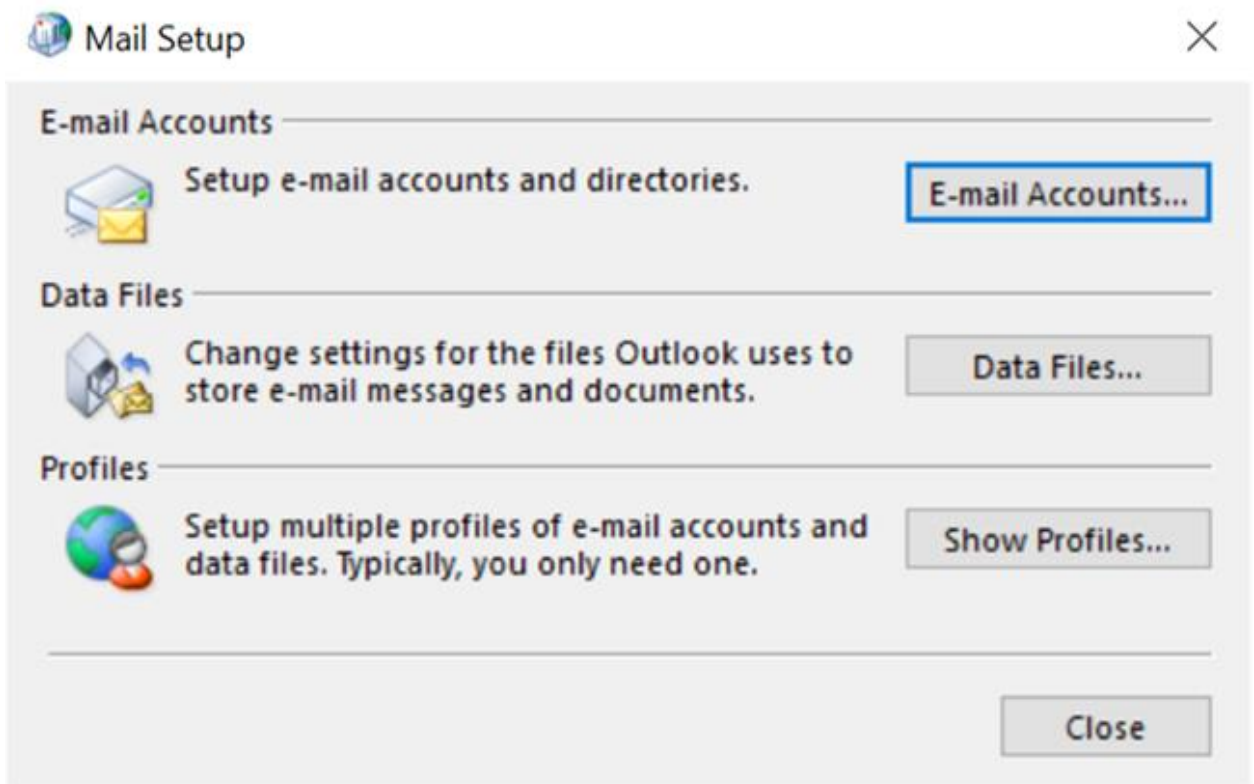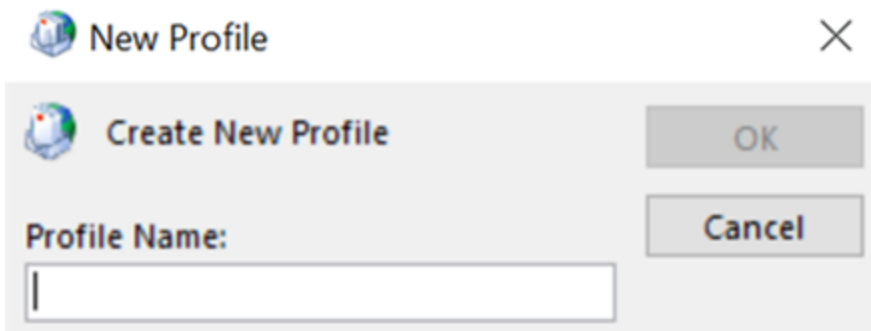**Windows: Outlook 2013 (IMAP)**
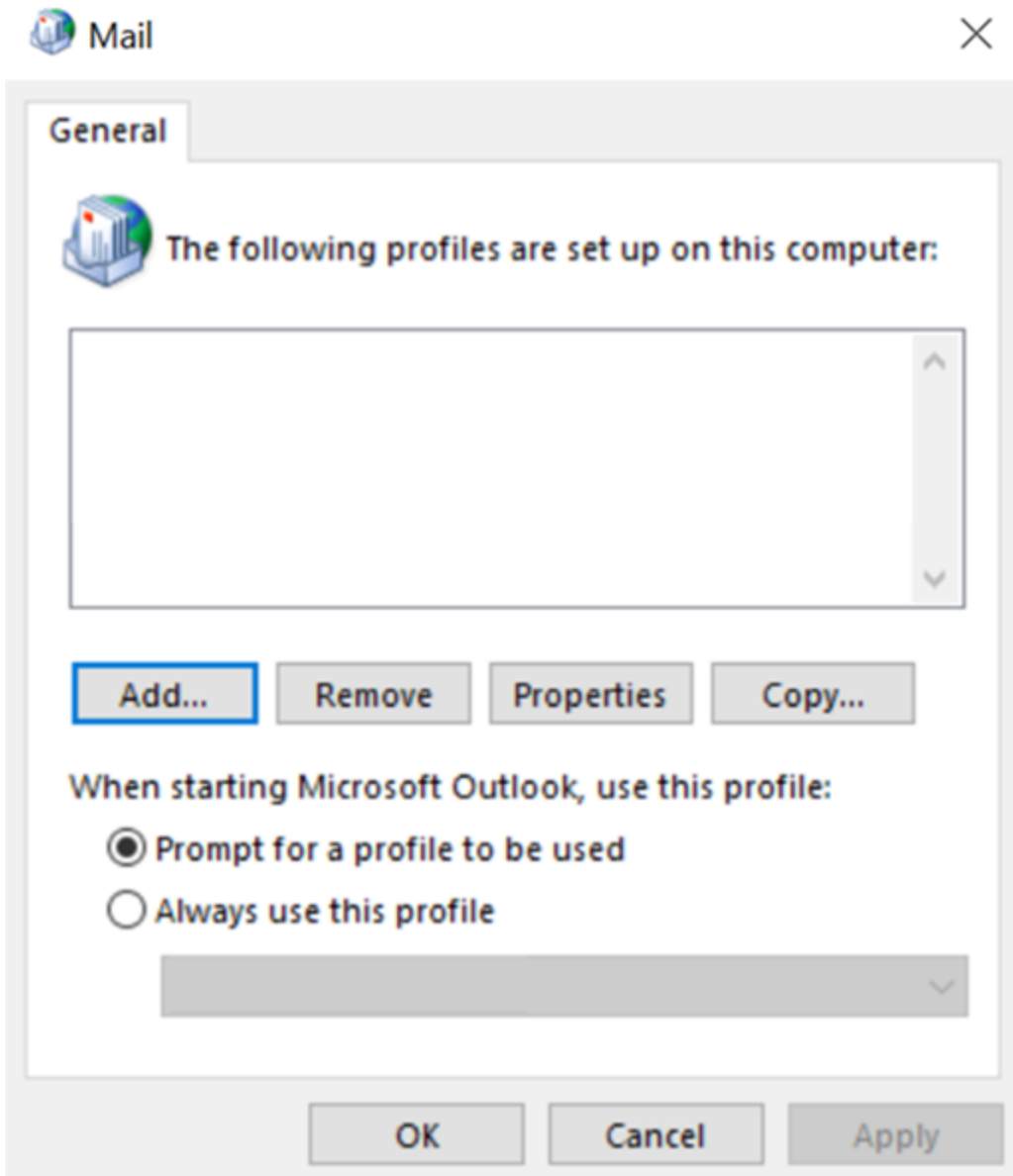This article will assist you with setting up Outlook 2013 with your Hosted Mailbox.

1. Click on the Start Menu (or press the Windows key) and then search for **Control Panel**

2. Once in the Control Panel, Click on **Mail**

3. When the Mail Control Panel opens, select **Show Profiles**

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

Mail ✕

General

The following profiles are set up on this computer:

```
┌─────────────────────────────────────────────┐
│                                           ⌃  │
│                                              │
│                                              │
│                                              │
│                                           ⌄  │
└─────────────────────────────────────────────┘
```

| Add... | Remove | Properties | Copy... |

When starting Microsoft Outlook, use this profile:

◉ Prompt for a profile to be used

◯ Always use this profile

```
┌─────────────────────────────────────────────┐ ⌄
└─────────────────────────────────────────────┘
```

| OK | Cancel | Apply |

New Profile ✕

Create New Profile   OK

                                             Cancel

Profile Name:

```
┌─────────────────────────────────────────────┐
│ |                                           │
└─────────────────────────────────────────────┘
```

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

6. Select **POP or IMAP** and click **Next**
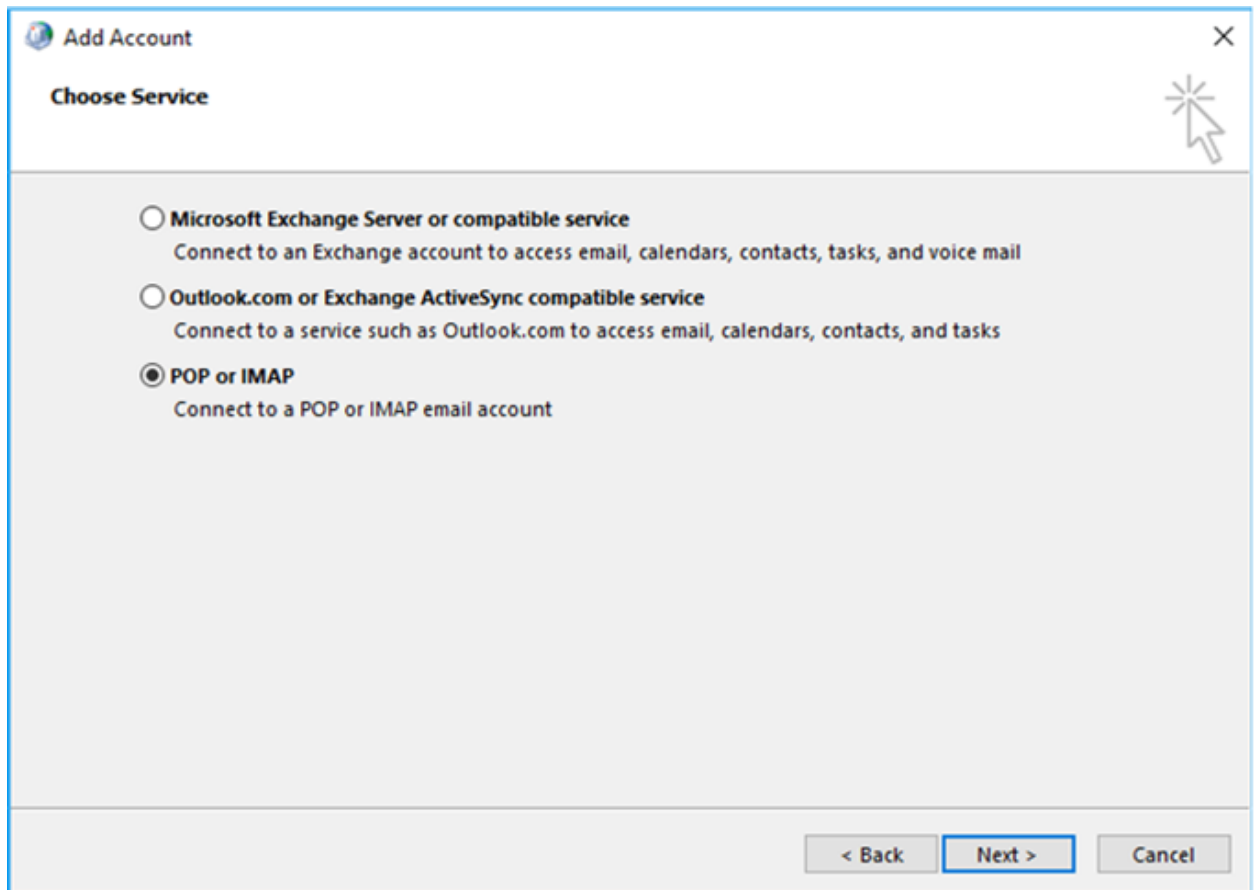
7. In the **Add New Account** window, input the following information:
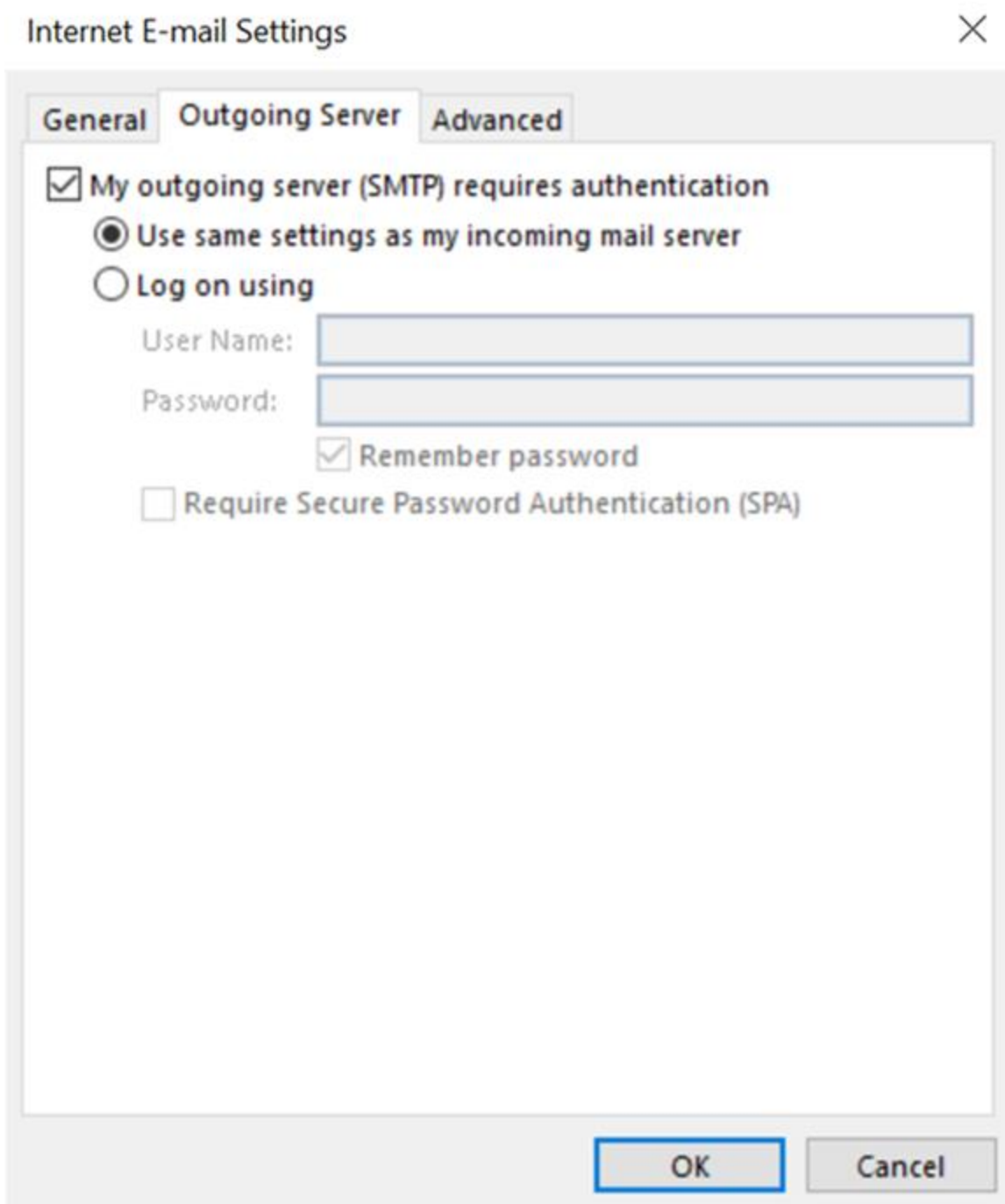
   Email Address: youremail@example.com
   Account Type: IMAP
   Incoming Mail Server: secure.emailsrvr.com
   Outgoing Mail Server: secure.emailsrvr.com
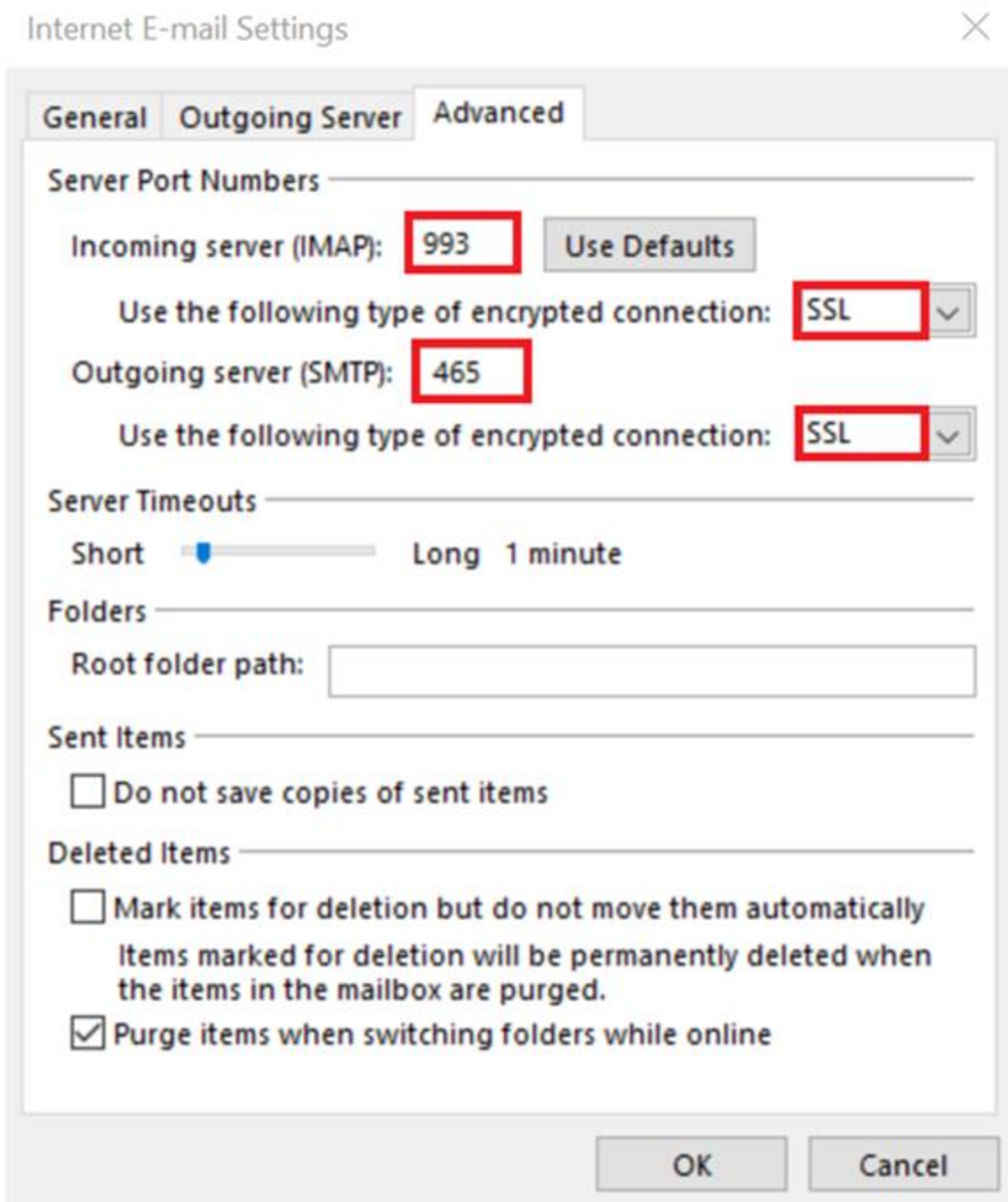
   User Name: youremail@example.com
   Password: Your mailbox password

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

9. 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   ✕

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]

10. Change **Use the following type of encrypted connection** to **SSL**
  Change the port numbers to match the image below.

Internet E-mail Settings   ✕

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]

11. Click **OK**

12. 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.
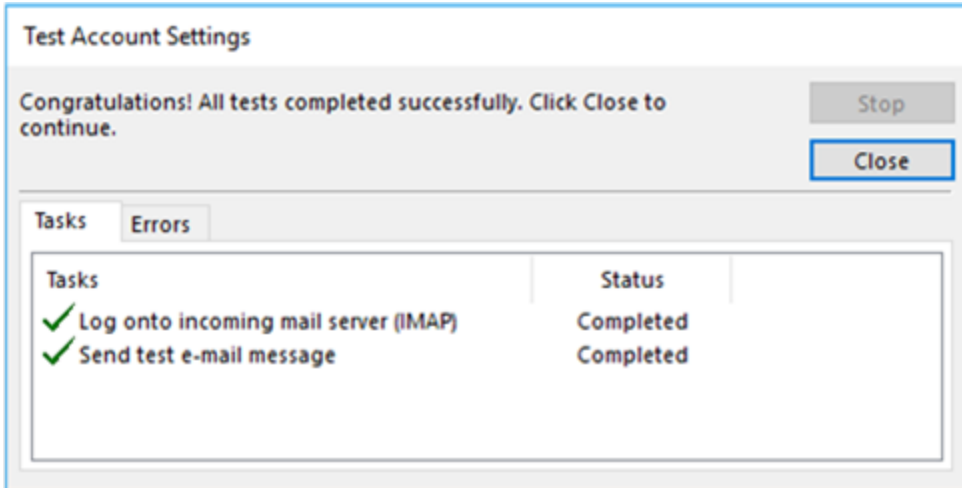
13. **Congratulations!** You have now setup Outlook to work with your Mailbox. Please wait 15 minutes before troubleshooting to allow for mail to download.