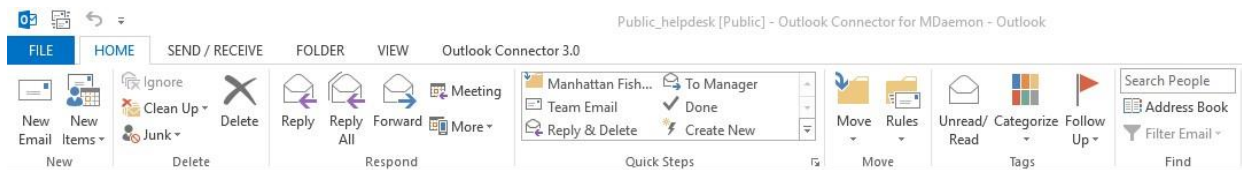


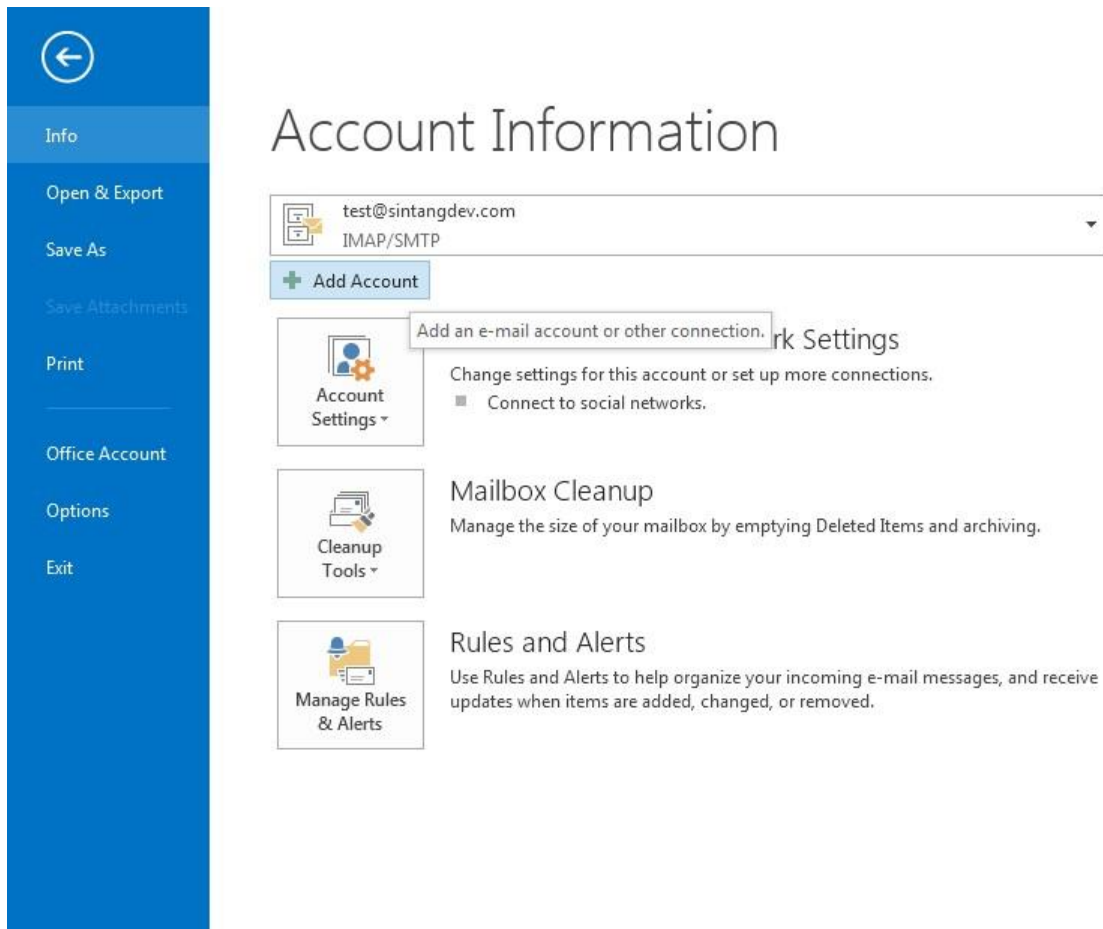
How to setup IMAP email with SSL in Outlook 2013

Date: July 2017. Documented by Stephen

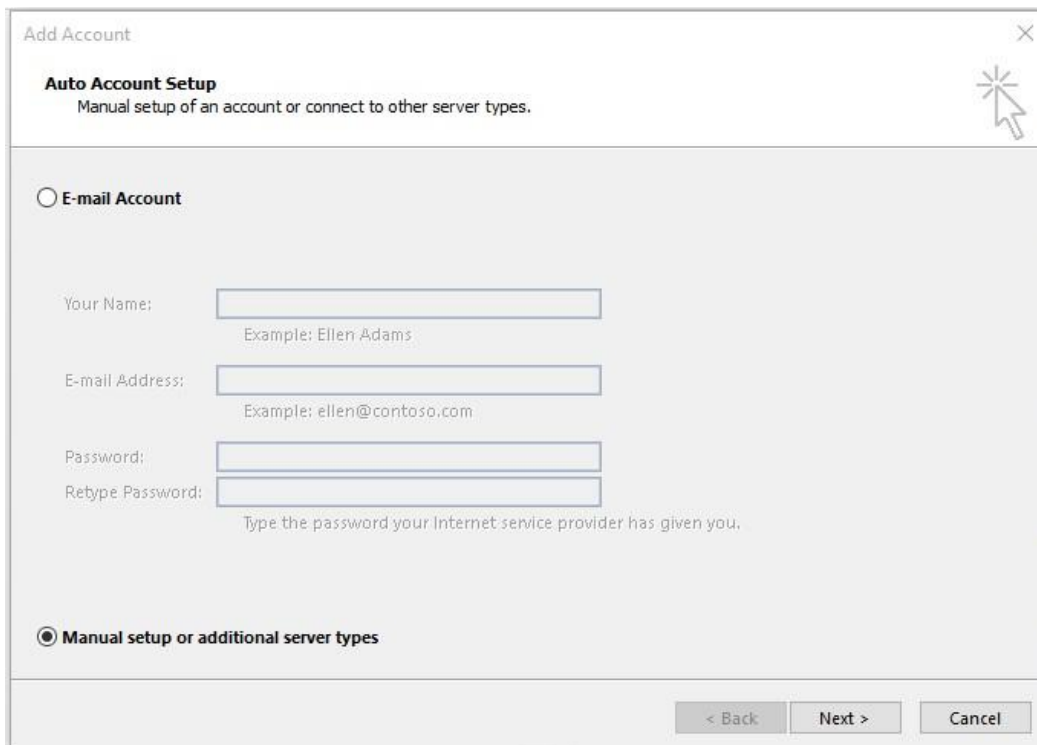
Step 1: Launch Microsoft Outlook 2013. Click the **File** from the menu bar.



Step 2: In Account Information page, click the **Add Account** button.



Step 3: Select **Manual setup or additional server types**, and then click the **Next** button



Add Account

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

E-mail Account

Your Name:
Example: Ellen Adams

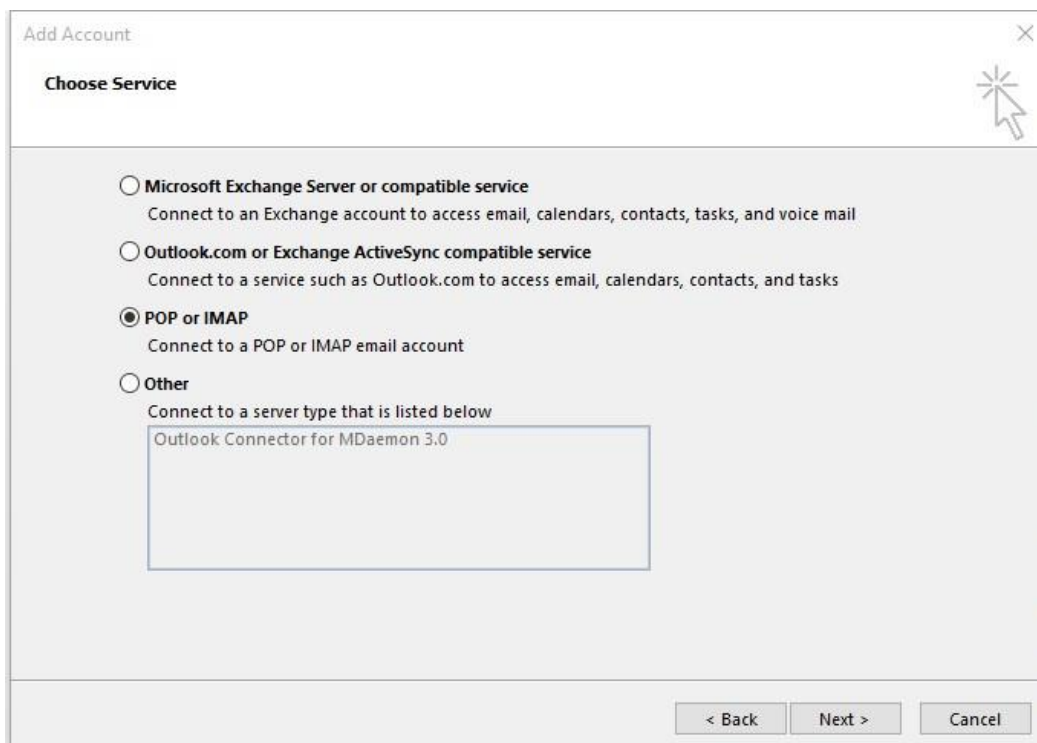
E-mail Address:
Example: ellen@contoso.com

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

Manual setup or additional server types

< Back Next > Cancel

Step 4: Select **POP or IMAP**, and then click the Next button.



Add Account

Choose Service

Microsoft Exchange Server or compatible service
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

Other
Connect to a server type that is listed below
Outlook Connector for MDAemon 3.0

< Back Next > Cancel

Step 5: Fill in all the information required.

Account Type: **IMAP**

Incoming mail server: **mail.yourdomain.com** (your own domain mail name)

Outgoing mail server: **mail.yourdomain.com**

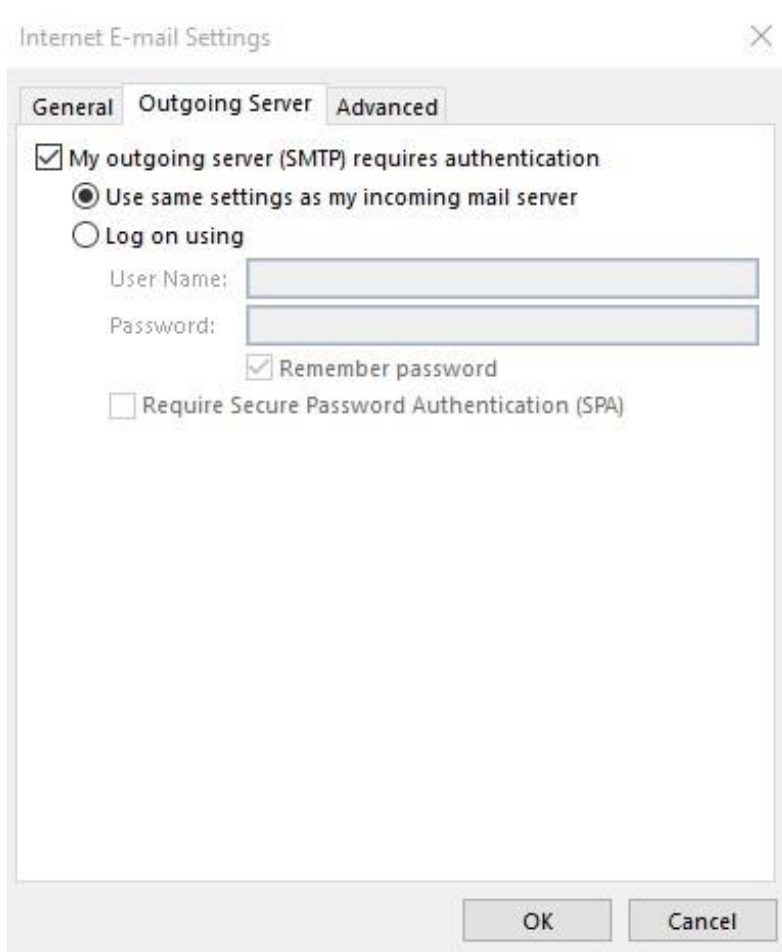
User Name: **xxxxxxx@yourdomain.com** (your email address)

Password: **xxxxxxxx** (Your own password)

After that, click on **More Settings ...** (*More setting allows you to change your port number)

The screenshot shows a dialog box titled "Add Account" with a close button (X) in the top right corner. Below the title bar, there is a section for "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." and a help icon. The dialog is divided into two main columns. The left column contains "User Information" (Your Name: Your name, Email Address: user@yourdomain.com), "Server Information" (Account Type: IMAP, Incoming mail server: mail.yourdomain.com, Outgoing mail server (SMTP): mail.yourdomain.com), and "Logon Information" (User Name: user@yourdomain.com, Password: *****, Remember password checked, Require logon using Secure Password Authentication (SPA) unchecked). The right column contains "Test Account Settings" (We recommend that you test your account to ensure that the entries are correct, Test Account Settings ... button, Automatically test account settings when Next is clicked checked) and "Mail to keep offline: All" with a slider set to the right. At the bottom right of the dialog is a "More Settings ..." button. At the very bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

Step 6: Under **Outgoing Server** tab, Tick the checkbox – **My outgoing server (SMTP) requires authentication**. Then select **Use same settings as my incoming mail server**.



The image shows a screenshot of the "Internet E-mail Settings" dialog box, specifically the "Outgoing Server" tab. The dialog box has three tabs: "General", "Outgoing Server", and "Advanced". The "Outgoing Server" tab is selected. The settings are as follows:

- 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)

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Step 7: Under the **Advanced** tab, check for the port number.

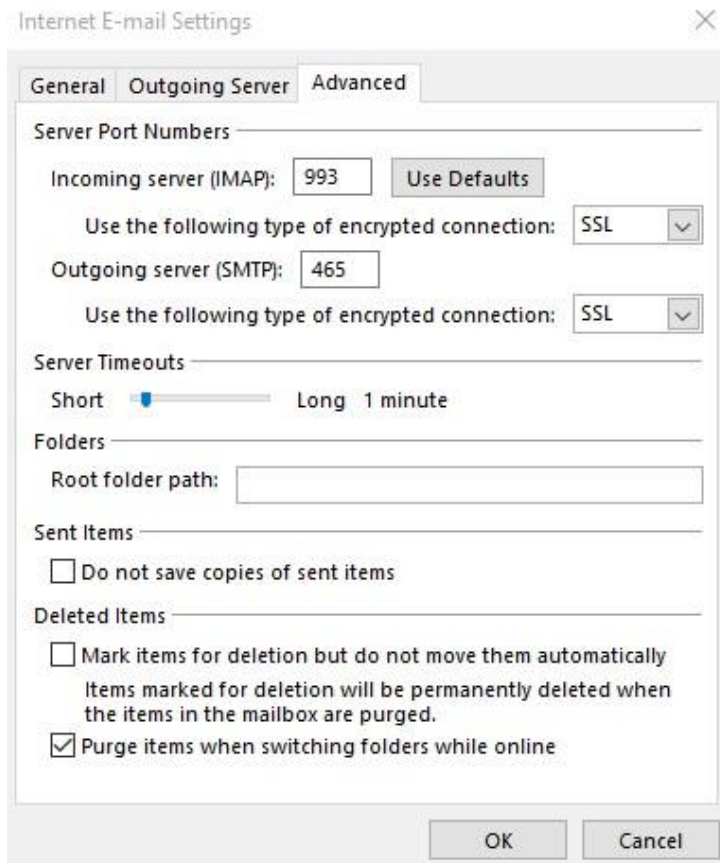
Incoming server (IMAP): 993

Use the following type of encrypted connection: SSL

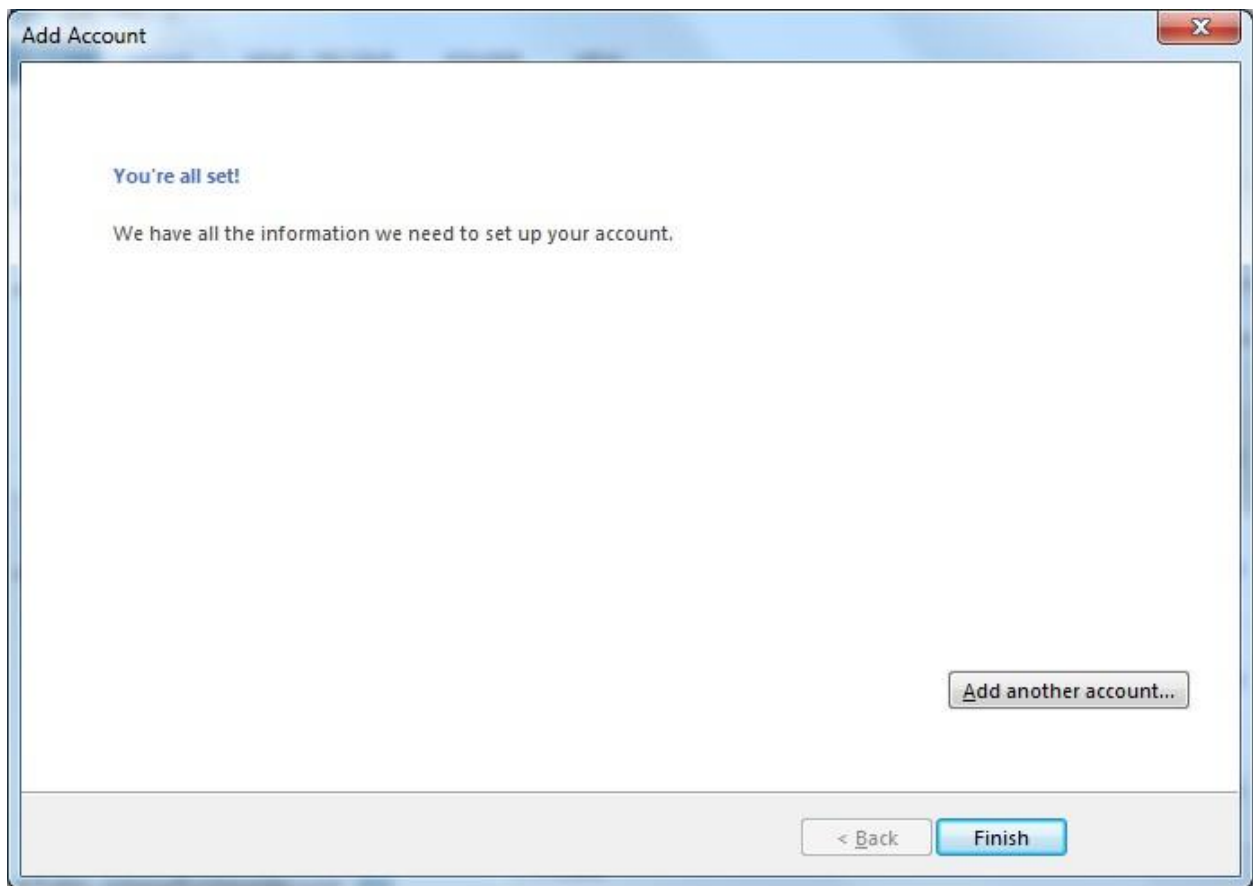
Outgoing Server (SMTP): 465

Use the following type of encrypted connection: SSL

After that, click the **OK** button



Step 8: Let it verify your email account. Once finish click “Finish”



Email encryption with SSL

Secure Sockets Layer (SSL) is a method to encrypt traffic from sender mail server to the recipient mail server during transmission.

This prevents sniffing on your email login credentials, email messages, and attachments sent and received on the internet.

Once the email reached its intended recipient, it will be decrypted for viewing automatically.