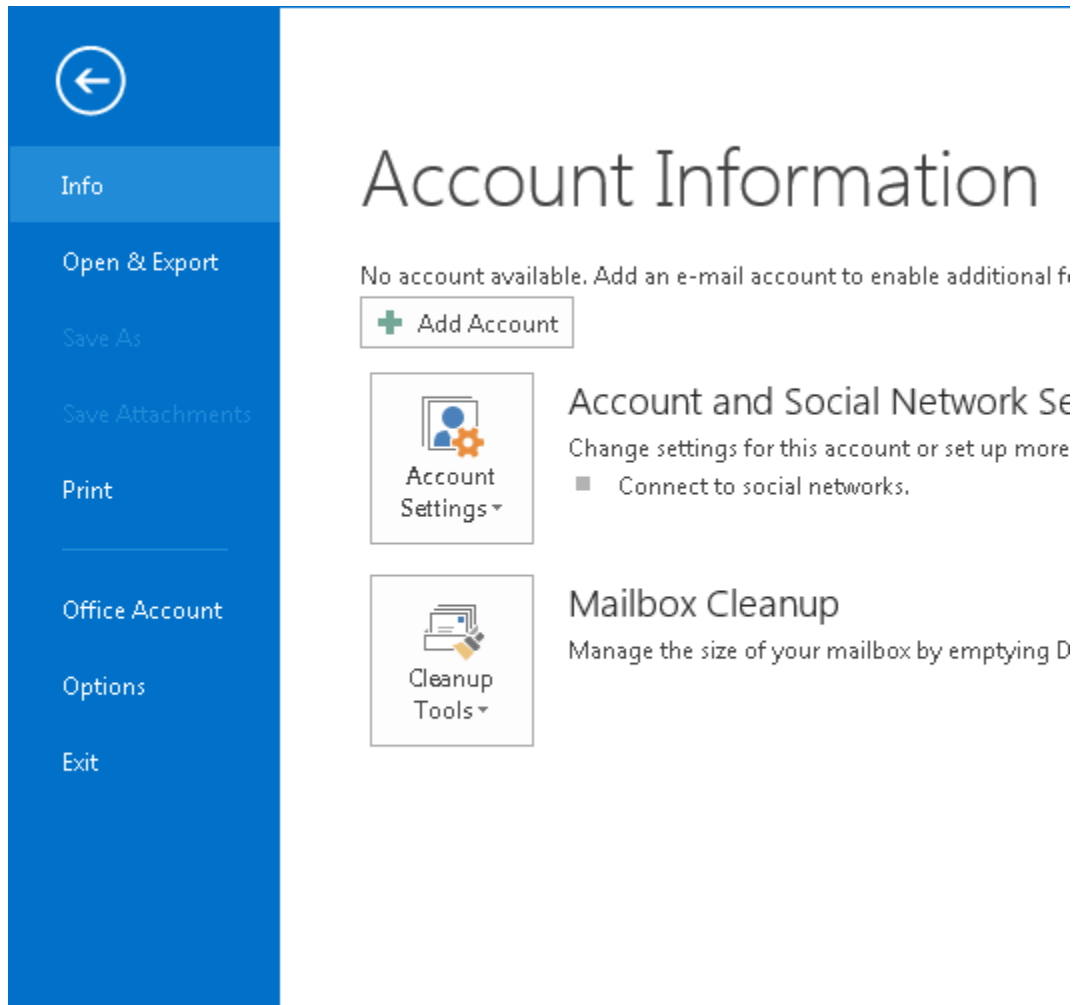
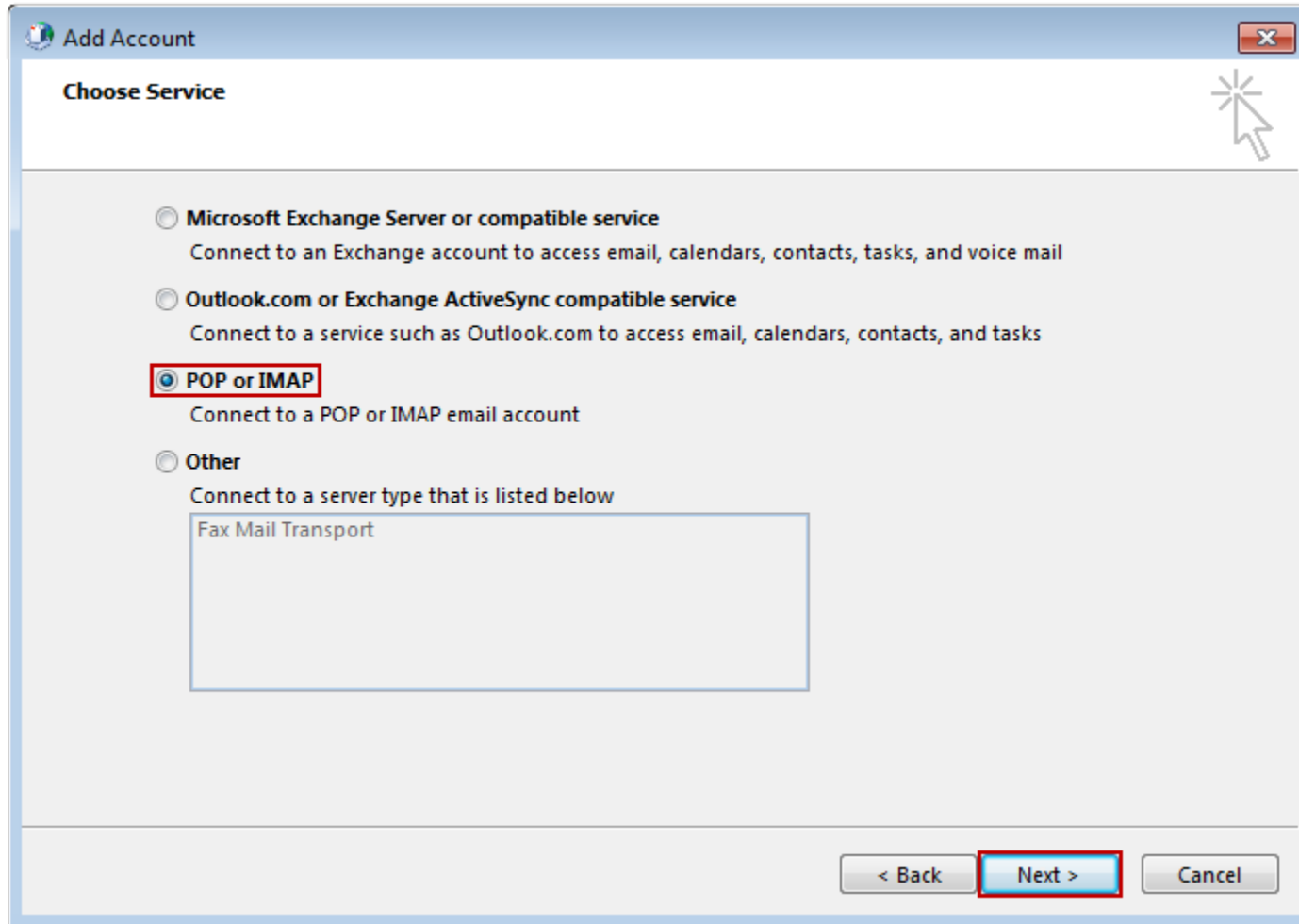


This article will assist you with setting up Outlook 2013 with your Hosted Mailbox.

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"**: example@unifyamerica.com
 - c. **"Account Type"**: IMAP
 - i. **"Incoming mail server"**: (We recommend secure.emailsrvr.com)

| Server | SSL | Port |
|----------------------|-----|------|
| secure.emailsrvr.com | Yes | 993 |

| Server | SSL | Port |
|--------------------|-----|------|
| 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":** example@unifyamerica.com
- ii. **"Password":** Your mailbox password

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

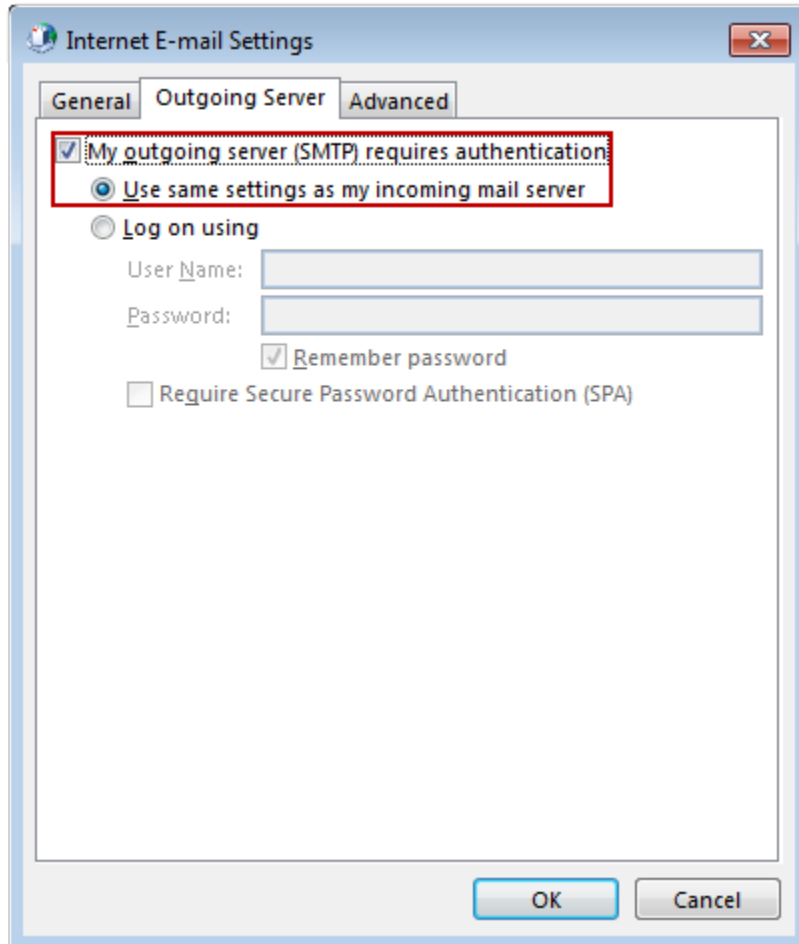
Require logon using Secure Password Authentication (SPA)

Mail to keep offline: 1 month

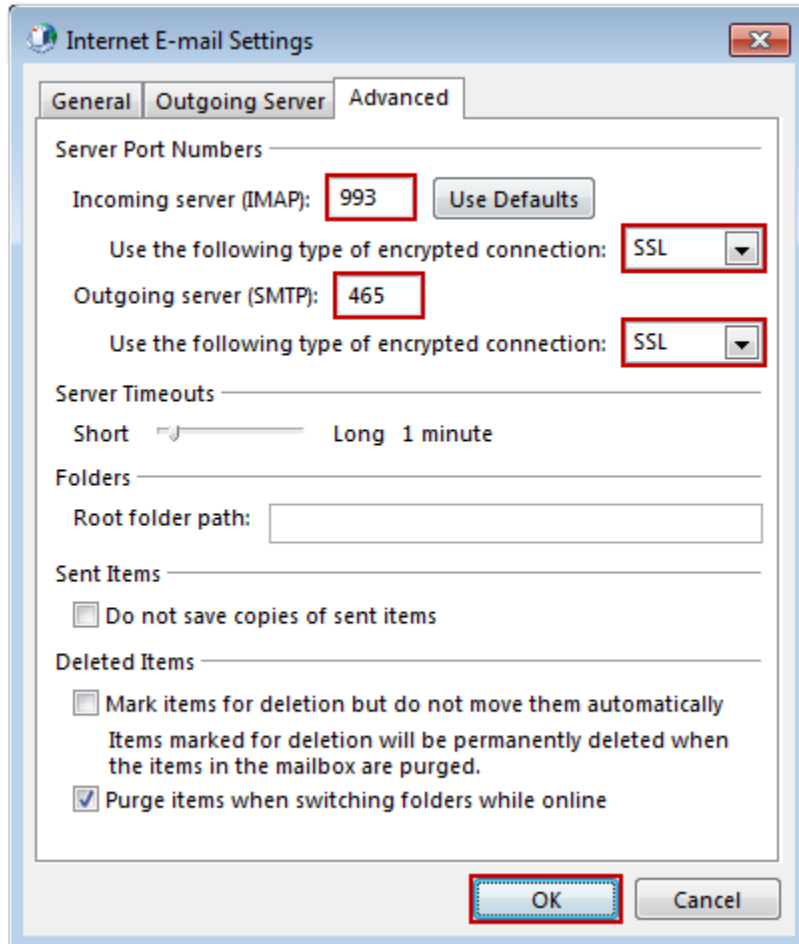
More Settings ...

< Back Next > Cancel

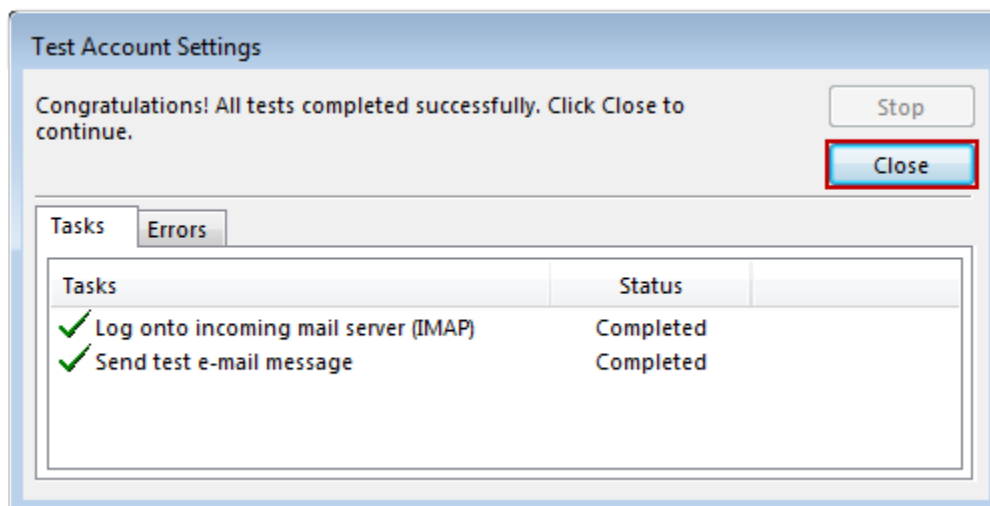
5. Click on **"More Settings"** then click the **"Outgoing Server"** Tab
 - a. Check the box for **"My outgoing server (SMTP) requires authentication"**.
 - b. Check the button for **"Use same settings as my incoming mail server"**.



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!

