
Outlook 2013: Configure IMAP/POP/SMTP

April 10, 2015

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Introduction

Email is an important part of our lives, whether it's for work or just to keep in touch with friends and family. This document provides you with instructions to set up Outlook 2013 mail on your device.

This guide explains how to configure your email account using the POP or IMAP protocol. It also includes a process overview for novice users plus a preparation checklist.

Email Settings

More advanced users can refer to the following lists for the IMAP, POP, and SMTP settings. If you don't understand the lists, don't worry; this document walks you through all the steps you need to configure your email.

IMAP

- Server: mail.domainname.com
- Port: 143 or 993 (SSL)
- Username: full email address
- Password: email password

POP

- Server: mail.domainname.com
- Port: 110 or 995 (SSL)
- Username: full email address
- Password: email password

SMTP

- Server: mail.*domainname*.com
- Port: 25, 587, or 465 (SSL)
- Username: full email address
- Password: email password

If you have never set up an email account, it is very important for you to read the **Process Overview** before beginning.

If your particular email program is not covered in this guide, you can still use the **Process Overview** to complete your account set up. Set up varies from program to program but not by much. Check your email program's web site for specific set up instructions or contact your internet provider for assistance.

Process Overview

So, now you have this great device and you want to download your email messages to your device. This requires two things:

1. The device can communicate properly with the provider's server.
2. The provider's server recognizes you so that you receive the right email messages.

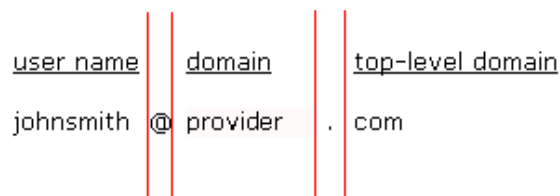
If this sounds daunting, don't be alarmed. You only complete two fields to tell your device how to communicate with the provider's server, and then you fill in two more fields to identify yourself. Depending on your email program, there may be a few more fields to fill in but not many. That's it.

You also have to set your program to use SMTP authentication. This sounds technical but it's accomplished with just one mouse click.

Anatomy of an Email Address

Your email address is made up of three parts:

- The first part is unique to you, it's your user name. It uniquely identifies you within your service provider's domain. Your user name is separated from the second part of the address by a commercial at sign (@).
- The second part is the domain or host name, usually the provider's company name. The domain name is separated from the third part by a period (.), commonly referred to as a dot.



- Finally, the third part is called a top-level domain (TLD). It is used to divide the Internet into manageable groupings.

(For more information about email addresses, see http://en.wikipedia.org/wiki/Domain_name.)

Why is My Email Address Important?

When it is time to set up your email client, one of the pieces of information required for POP and IMAP is a user name. When setting up your email client, you must use your full email address as your user name or the server returns an error when you try to connect.

Account Information

The four main pieces of information supplied by your provider include:

| | |
|---------------------------|---|
| User or login name | Use your full email address. |
| Password | A temporary password assigned by your provider. Change it later based on your ISP's policy. |
| Incoming server | mail.<yourdomain>.<tld> Brackets <> indicate a variable you will replace. |
| Outgoing server | mail.<yourdomain>.<tld> |

In addition, your provider might include the server type or email protocol. The protocol uses the incoming server to deliver mail. The server type is either POP3 or IMAP.

Your software might require the server type or it might not. The server type or protocol is usually requested so your software can identify more options to offer you. However, the additional options are not covered in this document.

If your provider does not explicitly list server or protocol information, it might be in the incoming server name if the name is either `pop.<yourdomain>.<tld>` or `imap.<yourdomain>.<tld>`. Otherwise, contact your provider or check the web site for the information.

Account Settings List

If you do not have a hard copy or printable list of account settings, use the information in the following table so you have it ready to set up your account you. Write the information in the space provided so that you have it ready to enter.

| | |
|---------------------------------------|---|
| Account name: | Account name does not come from your provider. It is a way for you to label the account. Use something that describes the account like your name or the account function like Home or Office. |
| Your name: | Your name. Keep in mind the format you want to use because this often populates the From field in outgoing messages. |
| User name (also called Login): | Your email address: <code>user@<yourdomain>.<tld></code> . |
| Password: | A temporary password given to you by your provider. |
| Incoming Server: | Exact server name. For example: <code>mail.<yourdomain>.<tld></code> |
| Outgoing Server: | Exact server name. For example: <code>mail.<yourdomain>.<tld></code> |
| Server Type or Email Protocol | POP3 (alternately referred to as POP in some software) or IMAP. |

NOTE:

If your provider gives you more information than the above table contains, write it down as well. However, this guide only addresses basic account setup.

Write the information in the space provided so that you have it ready to enter.

| | |
|--------------------------------------|--|
| Account name: | |
| Your name: | |
| User name | |
| Password: | |
| Incoming Server: | |
| Outgoing Server: | |
| Server Type or Email Protocol | |

Before You Begin

Before you set up email, make sure you have both the incoming (POP and IMAP) and outgoing (SMTP) server settings for your email provider. The settings are available from your email service provider.

Add Email Account

There are two paths to setting up email accounts in Outlook:

- Set up Outlook 2013 for the first time.
- Add additional email accounts after the first email account

If this is the first time you've used Outlook, follow the directions in Windows help or search for directions online. It isn't necessary to create an email account until later.

Add Account

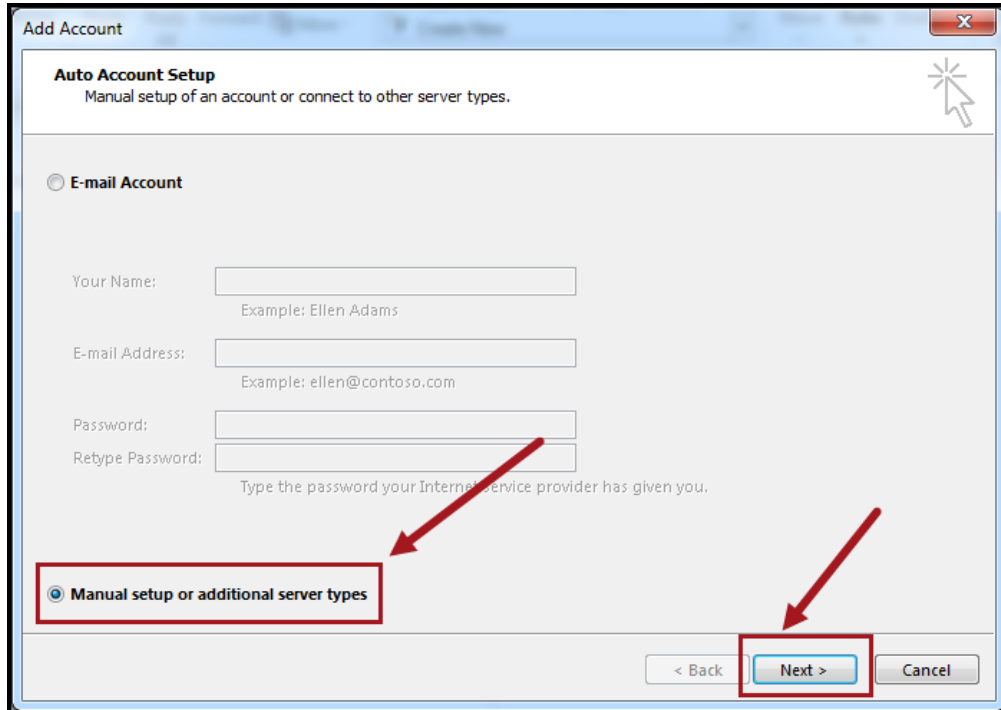
These directions assume that Outlook 2013 is open on your computer. Follow these directions to add an email account.

3. In **Outlook**, click the **File** tab. The **File** tab is active.

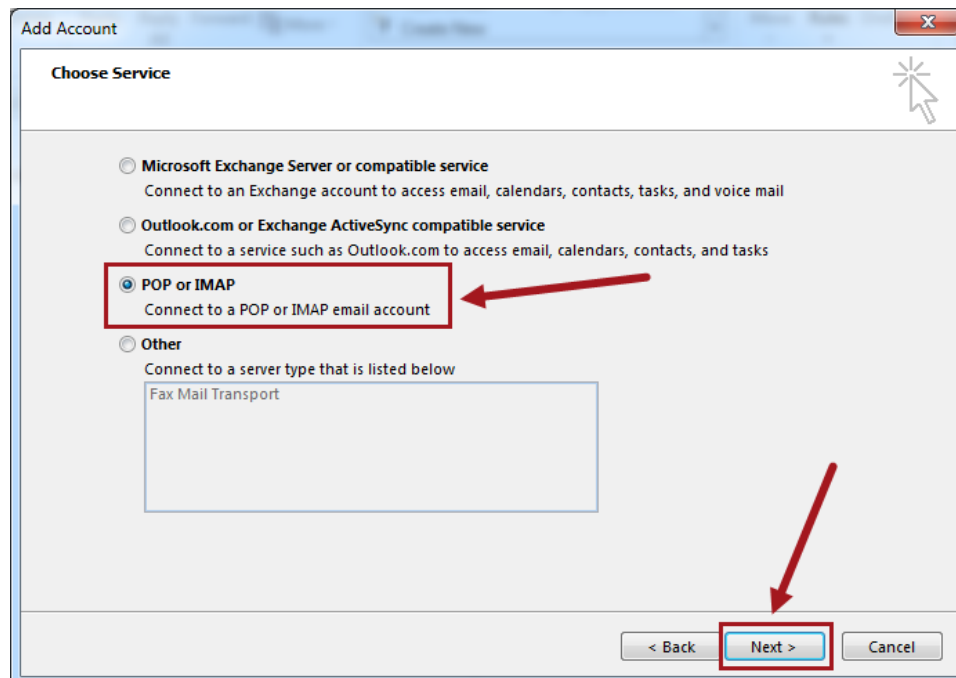


4. On the **File** tab, click **Add Account**. The **Add Account** dialog box appears.

5. In the **Add Account** dialog box, click the **Manual setup or additional server types** radio button.



6. Click **Next**. The **Choose Service** dialog box appears.
7. In the **Choose Service** dialog box, click the **POP or IMAP** radio button.



8. Click **Next**. The **POP and IMAP Account Settings** dialog box appears.

POP

The fields for IMAP and POP are the same. The difference is how Outlook handles specific mail options. The differences are marked in the corresponding images. Follow these directions to set up POP email accounts.

1. In the **POP and IMAP Account Settings** dialog box, in the **Your Name** and **Email Address** fields, type the corresponding information.
2. From the **Account Type** drop-down list, select **POP3**.
3. In the **Incoming mail server**, **Outgoing mail server (SMTP)**, **User name**, and **Password** fields, type the corresponding information.
4. In the **Deliver new messages to section**, select your options.
 - New Outlook Data File – Outlook creates the data file.
 - Existing Outlook Data File – You select an existing data file.

The screenshot shows the 'Add Account' dialog box with the following details:

- POP and IMAP Account Settings**: Enter the mail server settings for your account.
- User Information**:
 - Your Name: John Smith
 - Email Address: example@domain.com
- Server Information**:
 - Account Type: POP3 (highlighted with a red box and arrow)
 - Incoming mail server: mail@domain.com
 - Outgoing mail server (SMTP): mail@domain.com
- Logon Information**:
 - User Name: example
 - Password: *****
 - Remember password
 - Require logon using Secure Password Authentication (SPA)
- Test Account Settings**:
 - We recommend that you test your account to ensure that the entries are correct.
 - Test Account Settings ...
 - Automatically test account settings when Next is clicked
- Deliver new messages to:** (highlighted with a red box)
 - New Outlook Data File
 - Existing Outlook Data File
 - Browse

Buttons at the bottom: < Back, Next >, Cancel. A 'More Settings ...' button is also present.

IMAP

The fields for IMAP and POP are the same. The difference is how Outlook handles specific mail options. The differences are marked in the corresponding images. Follow these directions to set up IMAP email accounts.

1. In the **POP and IMAP Account Settings** dialog box, in the **Your Name** and **Email Address** field, type the corresponding information.
2. From the **Account Type** drop-down list, select **IMAP**.
3. In the **Incoming mail server**, **Outgoing mail server (SMTP)**, **User name**, and **Password** fields, type the corresponding information.
4. In the **Mail to keep offline:** section, select your options by moving the slider Your options are:
 - 1 Month.
 - 3 Months.
 - 6 Months.
 - 12 Months.
 - 24 Months.
 - All.

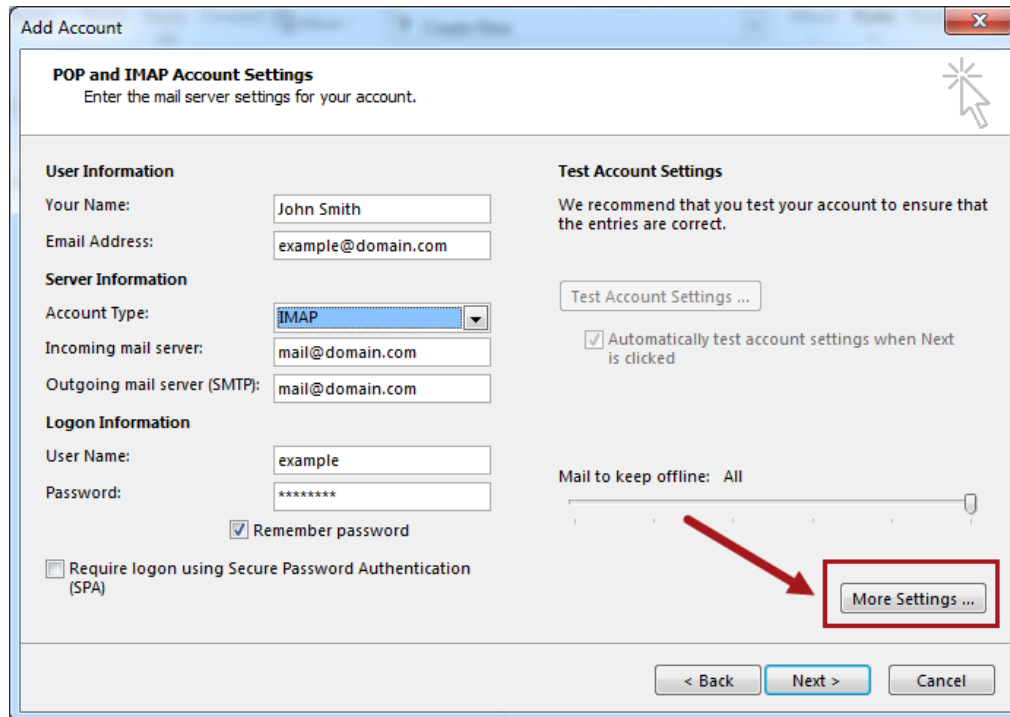
The screenshot shows the 'Add Account' dialog box with the following details:

- POP and IMAP Account Settings**: Enter the mail server settings for your account.
- User Information**:
 - Your Name: John Smith
 - Email Address: example@domain.com
- Server Information**:
 - Account Type: IMAP (highlighted with a red box and an arrow)
 - Incoming mail server: mail@domain.com
 - Outgoing mail server (SMTP): mail@domain.com
- Logon Information**:
 - User Name: example
 - Password: *****
 - Remember password
 - Require logon using Secure Password Authentication (SPA)
- Test Account Settings**:
 - We recommend that you test your account to ensure that the entries are correct.
 - Test Account Settings ...
 - Automatically test account settings when Next is clicked
- Mail to keep offline:** All (highlighted with a red box and labeled 'Specific to IMAP')
- More Settings ...**
- Navigation buttons: < Back, Next >, Cancel

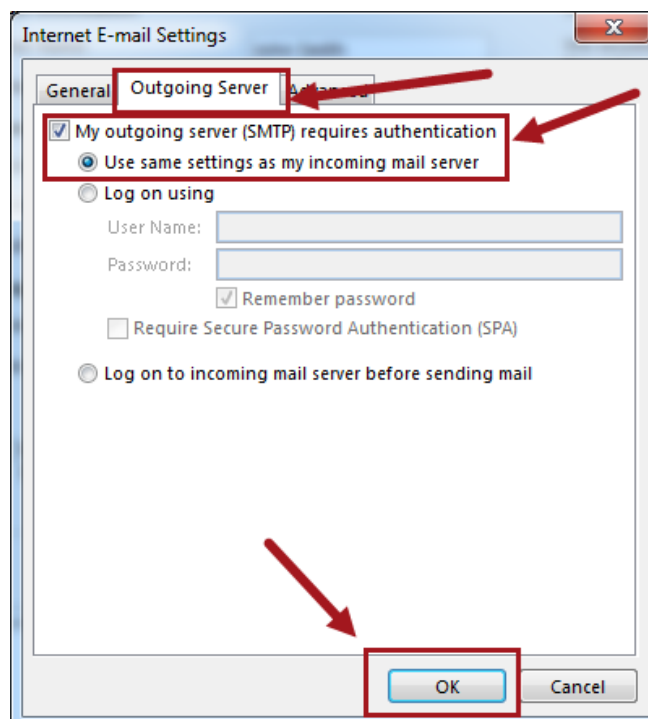
Continue Adding Email Address

After choosing the account type, the steps are the same for both POP3 and IMAP. Follow these directions to continue setting up email.

1. In the **POP and IMAP Account Settings** dialog box, click **More Settings**. The **Internet Email Settings** dialog box appears.



2. In the **Internet Settings Dialog** box, click the **Outgoing Server** tab. The tab is active.



3. On the **Outgoing Server** tab, do the following:
 - a. Click the **My outgoing server (SMTP) requires authentication** checkbox.
 - b. Click the **Use same settings as my incoming mail server** radio button.
 - c. Click **OK**. The **POP and IMAP Settings** dialog box appears.
4. In the **IMAP and POP Settings** dialog box, click **Next**. Outlook tests the account settings.
 - If the test is successful the **You're all set!** screen appears.
 - If the test is not successful, Outlook displays an error message with detailed information. If you continue to have the problems, Outlook instructs you to contact your ISP.
5. In the dialog box, click **Finish**. Your account is set up and ready to use.

