### **MAP EMAIL ACCOUNT SETUP**

0 = ") -						
File Home Send /	Receive Folder View					
Save As	Account Information No account available. Add an e-mail account to enable additional features.					
Info Add Account						
Open						
Print	Account Settings Modify settings for this account and configure additional connections.					
Help	Account Settings *					
Dptions	Add and remove accounts or change					
🔀 Exit	existing connection settings.					

1.	From the File menu -> select Info -> then Account
	Settings.

Account Settings							×	
E-mail Accounts You can add or remove an account. You can select an account and change its settings.								
E-mail	Data	a Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
S N	ew	<b>%</b> R	epair 🔳	Change 📀 S	iet as Default 🛛 🗙 R	emove 🕈 🖶		
Nam	e				Туре			

 In the Account Settings window select the E-mail tab and click "New."

**EMAILHOSTING**.

## **MAP EMAIL ACCOUNT SETUP (cont.)**

Add New Account	X	3.	Do not enter any inf     Select the "Mar
Auto Account Setup Connect to other se	erver types.		radio button an
🔘 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,		
Text Messaging (S	M5)		
Manually configure	e server settings or additional server types		
	< Back Next > Cancel		
Add New Account	×	4.	Select Internet E-m
Choose Service			
Internet E-m     Connect to POI	ail P or IMAP server to send and receive e-mail messages.		
-	hange or compatible service ccess e-mail messages, calendar, contacts, faxes and voice mail messages.		
Text Messagi Connect to a m	ing (SMS) obile messaging service.		
	< Back Next > Cancel		

- Do not enter any information in the E-mail Account section.
  - Select the "Manually configure server settings or additional server types" radio button and click Next.

4. Select Internet E-mail radio button and click Next.

#### IMAP EMAIL ACCOUNT SETUP (cont.)

Add New E-mail Account		×				
Internet E-mail Settings Each of these settings are required to get your e-mail account working.						
User Information Test Account Settings						
Your Name:	John Smith	After filling out the information on this screen, we recommend you test your account by clicking the				
E-mail Address:	john@example.com	button below. (Requires network connection)				
Server Information		Test Account Settings				
Account Type:	IMAP 💌	Test Account Setungs				
Incoming mail server:	imap.emailhosting.com					
Outgoing mail server (SMTP):	smtp.emailhosting.com					
Logon Information						
User Name:	john@example.com					
Password:	*****					
🖉 R	emember password					
Require logon using Secure	Password Authentication (SPA)	More Settings				
		< Back Next > Cancel				



- 5. Enter the following information:
  - Your Name: Enter your name as you want it to appear on outgoing messages.
  - E-mail Address: Enter your email address (e.g. myname@mydomain.com).
  - Account type: Select IMAP
  - Incoming mail server: imap.emailhosting.com
  - Outgoing mail server (SMTP): smtp.emailhosting.com
  - Logon Information: your email address and password
  - Click on More Settings.

- 6. On the Internet E-mail Settings window
  - Click on the Outgoing Server tab.
  - · Check "My outgoing server (SMTP) requires authentication".
  - Select Use same settings as my incoming mail server radio button.

## IMAP EMAIL ACCOUNT SETUP (cont.)

Internet E-mail Setting	gs	×						
General	Sent Items	Deleted Items						
Outgoing Server	Connection	Advanced						
Server Port Numbers								
Incoming server (IN	143 Use [	Defaults						
Use the followin	ng type of encrypted con	nection: None						
Outgoing server (SI	Outgoing server (SMTP): 2500							
Use the followin	Use the following type of encrypted connection:							
Server Timeouts								
Short	Long 1 minute							
Folders								
Root folder path:	INBOX							
		OK Cancel						

- 7. Click on the Advanced tab
  - Change your outgoing (SMTP) port from 25 to 2500.
  - Enter the word INBOX for the "Root folder path".

Add New Accour	it 💽
	Congratulations!
	You have successfully entered all the information required to setup your account.
	To dose the wizard, dick Finish.
	Add another account
	< Back Finish

8. Click OK, Next and then Finish.

### IMAP EMAIL ACCOUNT SETUP (cont.)

🖸 Outlook Today - Micro	osoft	Outlook		
Eile Edit View Go	Too	ls <u>A</u> ctions <u>H</u> elp		
🗄 <u>N</u> ew 🗸 🎒 🔊 🔮		S <u>e</u> nd/Receive	🕨 oks 🕞 🔞 🚽 🤅 🚱 <u>B</u> ack 🚱 🛛	2
Mail		Instant Search	tlook Today	-
Favorite Folders		Address Book Ctrl+Shift+B	-	_
🖂 Inbox	0	Rules and Alerts Mailbox Cleanup		
Mail Folders		Empty "Deleted Items" Folder	Tasks	
All Mail Items		Forms	1d3K3	
∃ 양 Personal Folders		Macro	•	
Drafts		Account Settings		
Inbox Junk E-mail Call Outbox RSS Feeds		Tru <u>s</u> t Center <u>C</u> ustomize <u>O</u> ptions		
🖂 Mail				

- Once this is complete, go back to Tools -> Account Settings -> Double click on your account -> Click on the More Settings button.
- Go to the Folders tab. Select the second radio button ("Choose an existing folder..."). Expand the tree and select your Emailhosting Sent Items folder.
- 11. Click OK, Next and then Finish to complete the setup.

Internet E-mail Settings							
	Copi Outle	es of your ook Sent It	Outgoing Server in the Outlook Sent sent items for this tems folder.	Items folder account will be	e saved in th		
	<ul> <li>Choose an existing folder or create a new folder to save your sent items for this account in</li> <li>john@example.com</li> <li>Inbox</li> <li>All Mail</li> <li>Drafts</li> <li>Sent Mail</li> <li>Trash</li> </ul>						
				0	ĸ	Cancel	

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