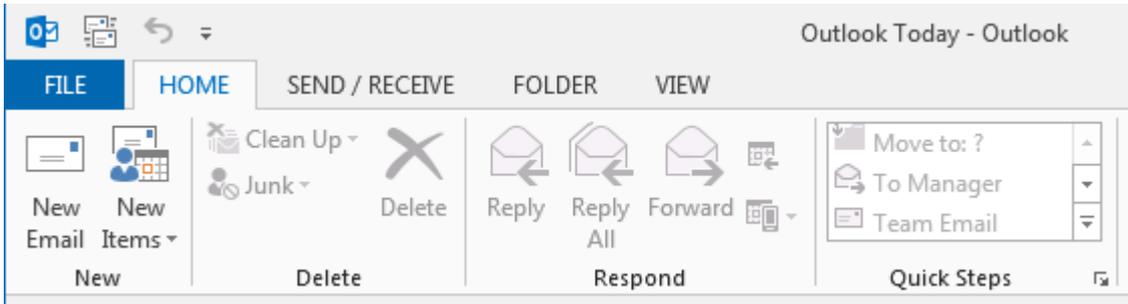




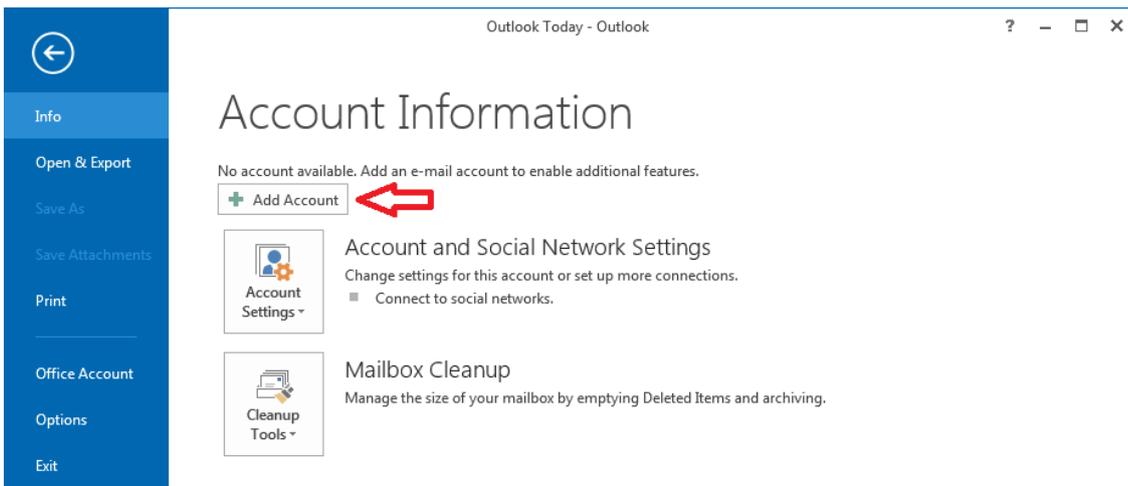
Adding new email account to Outlook 2013

Start Outlook 2013.

1. Select "File"



2. Choose "Add Account"





3. Choose "Manual setup or additional server types"

Add Account [Close]

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

4. Choose "POP or IMAP"

Add Account [Close]

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
Fax Mail Transport

< Back Next > Cancel



Fill in the information to red-written fields.

The Incoming mail server has been sent with your order. If you don't have this information please don't hesitate to ask by email from helpdesk@kotisivut.com.

If you plan to use SSL-protected connection to Incoming mail server then the server name will need to end kotisivut.com, then the SSL-protection will work properly without any error messages.

The Outgoing mail server (SMTP) is normally your Internet connection provider's SMTP server.

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)

Test Account Settings

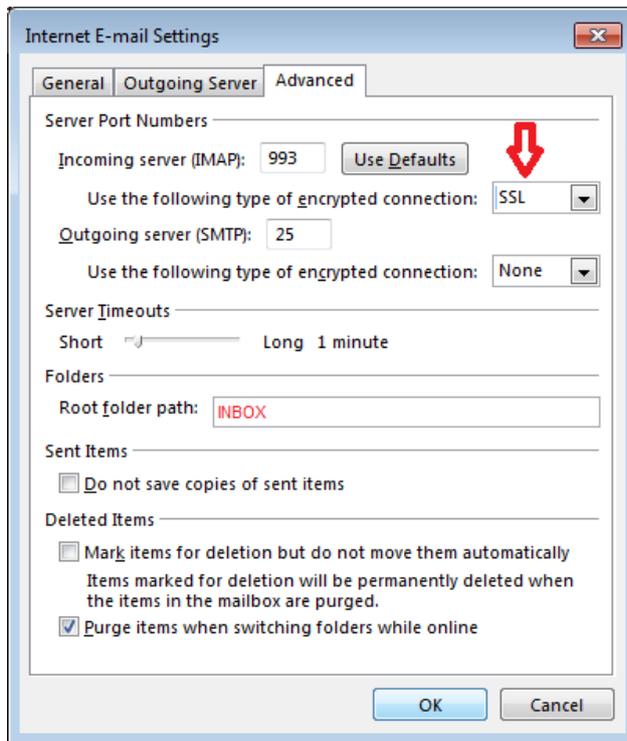
We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All



- From the previous dialog window choose "More settings ..." and from the new dialog choose "Advanced". Choose "SSL" as encryption type for "Use the following type of encryption connection". For "Root folder path" type in INBOX as shown in the picture. This setting is Outlook version 2013 specific.



When you have done the Advanced settings then press "OK", and the installation wizard will go back to "POP and IMAP Account Settings".



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)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.

 Automatically test account settings when Next is clicked
Mail to keep offline: All

< Back Next > Cancel

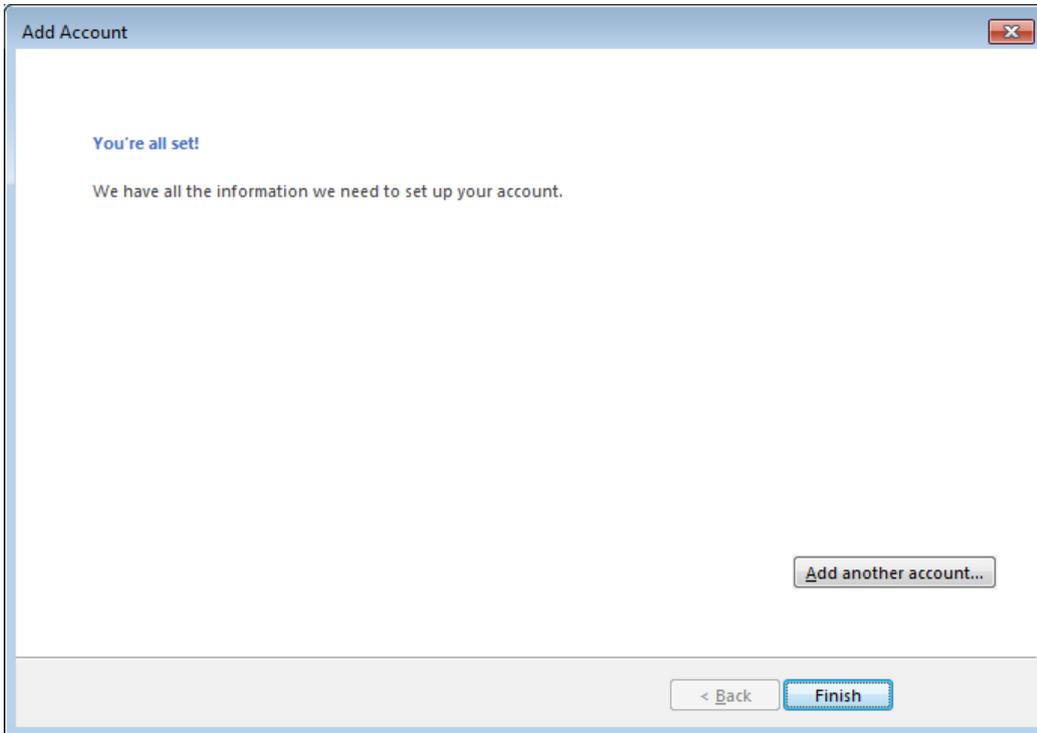
6. If the default setting "Automatically test account settings when Next is clicked" then the Installation wizard will start checking the provided settings. The test message which will be sent during the test will be shown at the end in this account's Inbox.
7. When the testing has been successfully completed you can close the dialog by using Close-button.

Test Account Settings

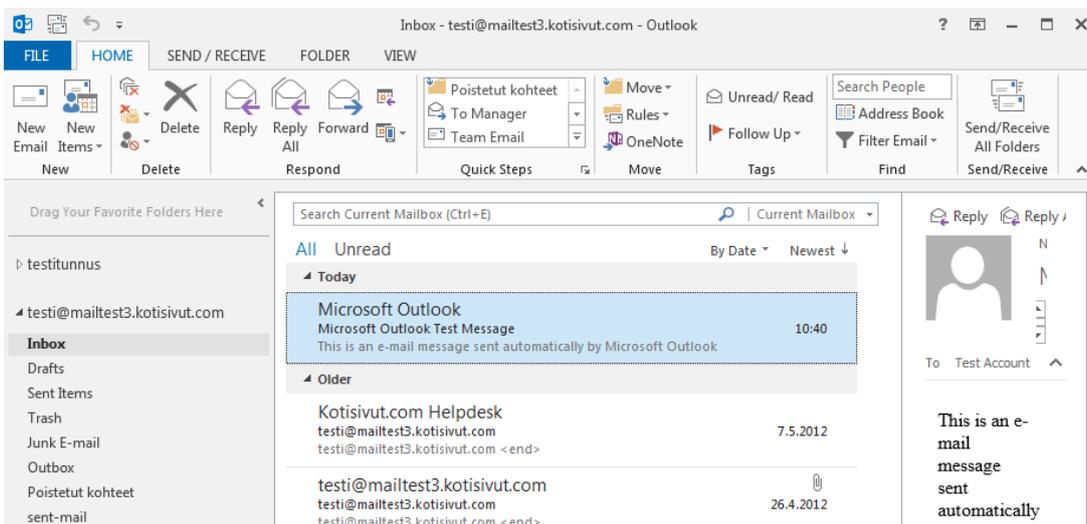
Congratulations! All tests completed successfully. Click Close to continue.

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
▶ Send test e-mail message	In Progress

8. The new email account has been now successfully created and ready for use.



9. The test mail sent during the test will be shown in the Inbox



If the folders or mails are not showing up please check the settings on step 5. and step 6., specially the Root folder path setting is essential.