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Configuration Instructions
Outlook 2013

If you follow these instructions, you will then be able to retrieve and manage your easyname e-mail inboxes with this e-mail client.

Please note: To get this functionality for your mailbox, you must obtain a paid hosting package from us. With a free hosting, you can only access and manage your mails via our webmail. (<u>https://webmail.easyname.com</u>)

First, open the program Outlook 2013 and click on **File** in the top left corner. Then click on the **Add Account** button.



In the next step, select the option **Manual configuration or additional server types** as shown in the following image:

Auto Account Setup Manual setup of an account or connect to ot C E-mail Account Your Name: E-mail Address:	ther server types.
O E-mail Account Your Name: Example: Ellen Adam E-mail Address:	
Your Name: Example: Ellen Adam E-mail Address:	
E-mail Address;	15
Example: ellen@con	toso.com
Password:	
Type the password y	your Internet service provider has given you.

Then, on the screen titled Select Service, enable the option **POP or IMAP:**

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	
< Back Next >	Cancel

You will find all the necessary data for your mailbox in your easyname control panel under **[Hosting] > [Data Sheet].** Assuming you have already set up an email address.

On the following screen please fill out all information. It is important that you specify the name of the mailbox under username as in the example:

Enter the mail server settir	ngs for your account.	
Jser Information		Test Account Settings
our Name:	Tim Tattoo	We recommend that you test your account to ensure tha
Email Address:	test@timtattoo.com	the entries are concet.
Server Information		Test Assessed Catting and
Account Type: 🤇	POP3	> Test Account Settings
ncoming mail server:	pop.easyname.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	smtp.easyname.com	Deliver new messages to:
ogon Information		New Outlook Data File
Jser Name:	8342mail1	O Existing Outlook Data File
Password:	******	Browse
Re	member password	
Require logon using Secur (SPA)	e Password Authentication	More Settings

For the Account Type, select either **POP** (pop.easyname.com) if you want to save all mail locally or **IMAP** (imap.easyname.com) so that the mailbox is synchronized for multiple devices. Afterwards click on the **More Settings** ... button to configure the following settings under the **Outgoing Server** tab:

Internet E-mail Settir	ngs	×
General Outgoing	Server Advanced	
y outgoing ser	ver (SMTP) requires authentication	
🐳 🖲 Use same set	tings as my incoming mail server	
🔾 Log on using	1	
User Name:		
Password:		
	Remember password	
Require S	ecure Password Authentication (SPA)	
O Log on to inc	coming mail server before sending mail	
0	5	
		_
	OK Cance	1

Under the **Advanced** tab, use the following settings. Without activation of the encrypted connection (SSL) the connection to our mail servers will not work. It is especially **important** that the ports are specified correctly as depicted here (993 for IMAP connection, 995 for POP connection and 465 for the Outgoing server with SSL or 587 if you select TLS):

Internet E-mail Settings	×
General Outgoing Server Advanced	
Server Port Numbers	
Incoming server (POP3): 995 Use Defaults	
This server requires an encrypted connection (SSL)	
Outgoing server (SMTP): 465	_
Use the following type of encrypted connection: SSL	
Server Timeouts	
Short 💶 Long 1 minute	
Delivery	
Leave a copy of messages on the server	
Remove from server after 14 🖨 days	
Remove from server when deleted from 'Deleted Items'	e
ОКСА	ncel

After that, you can already test the settings and if that is successful, you will be able to use your mailbox with Outlook in the future.

Thank you for choosing us as your domain and hosting partner and good luck with your website.

Your easyname support team