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easyname

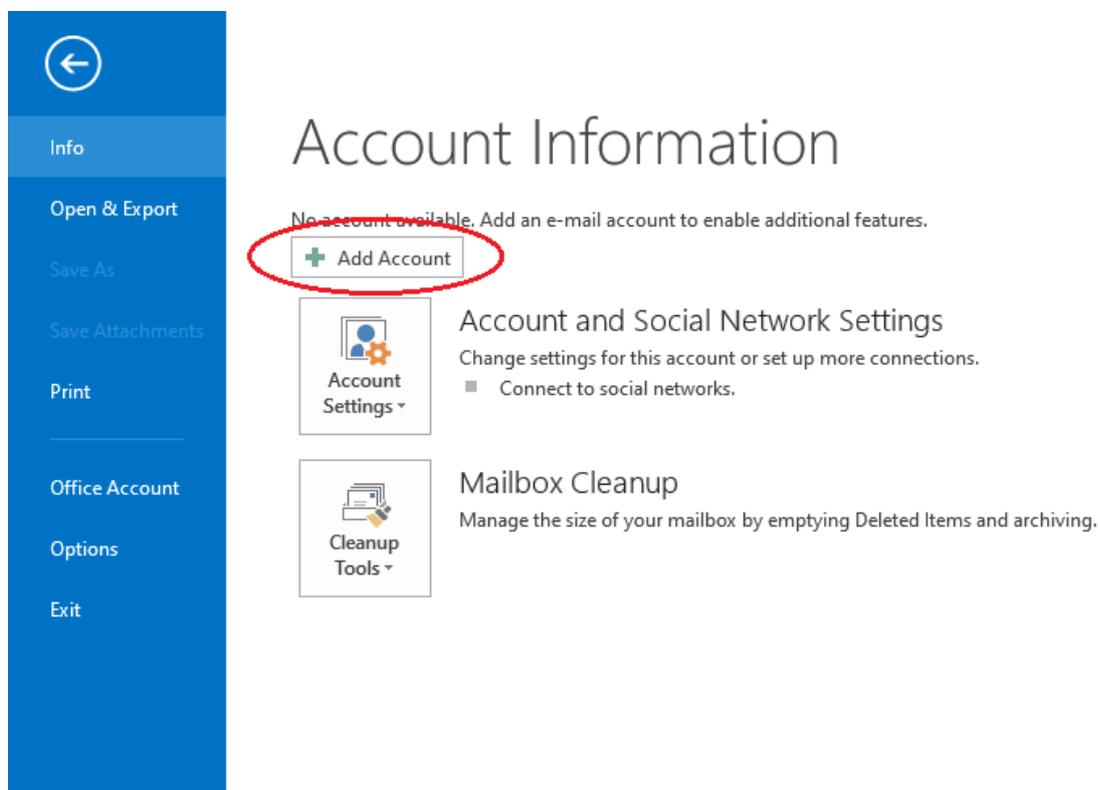
Configuration Instructions

Outlook 2013

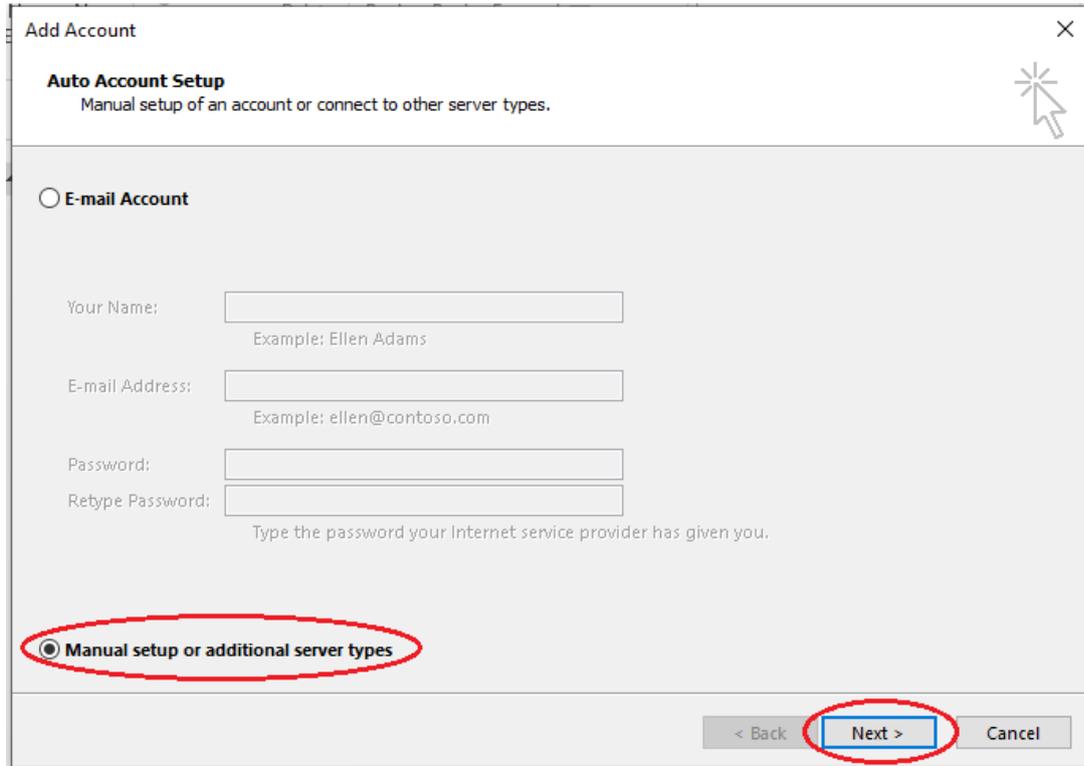
If you follow these instructions, you will then be able to retrieve and manage your easyname e-mail inboxes with this e-mail client.

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. (<https://webmail.easyname.com>)

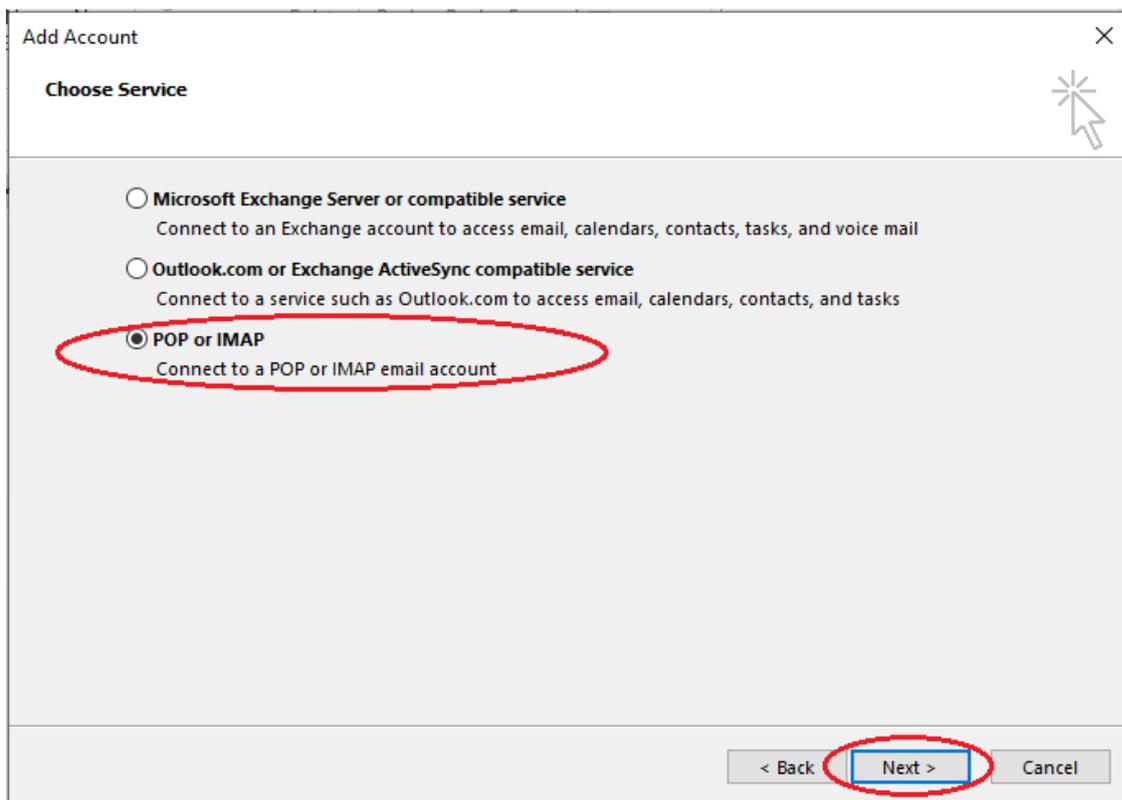
First, open the program Outlook 2013 and click on **File** in the top left corner. Then click on the **Add Account** button.



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



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

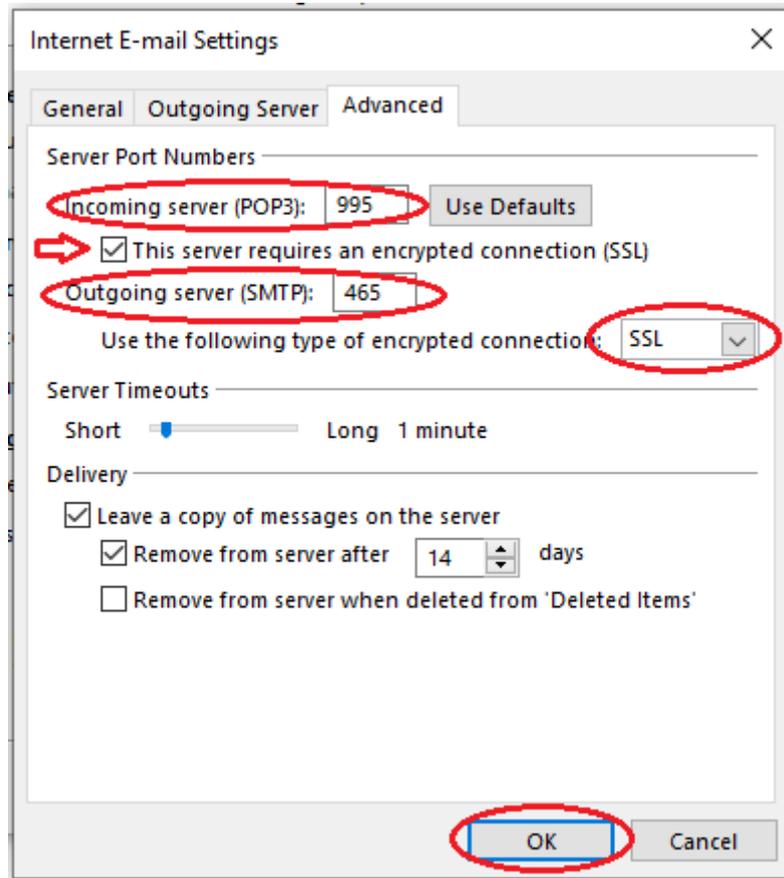


You will find all the necessary data for your mailbox in your easyname control panel under **[Hosting] > [Data Sheet]**. Assuming you have already set up an email address.

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:

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:

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):



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