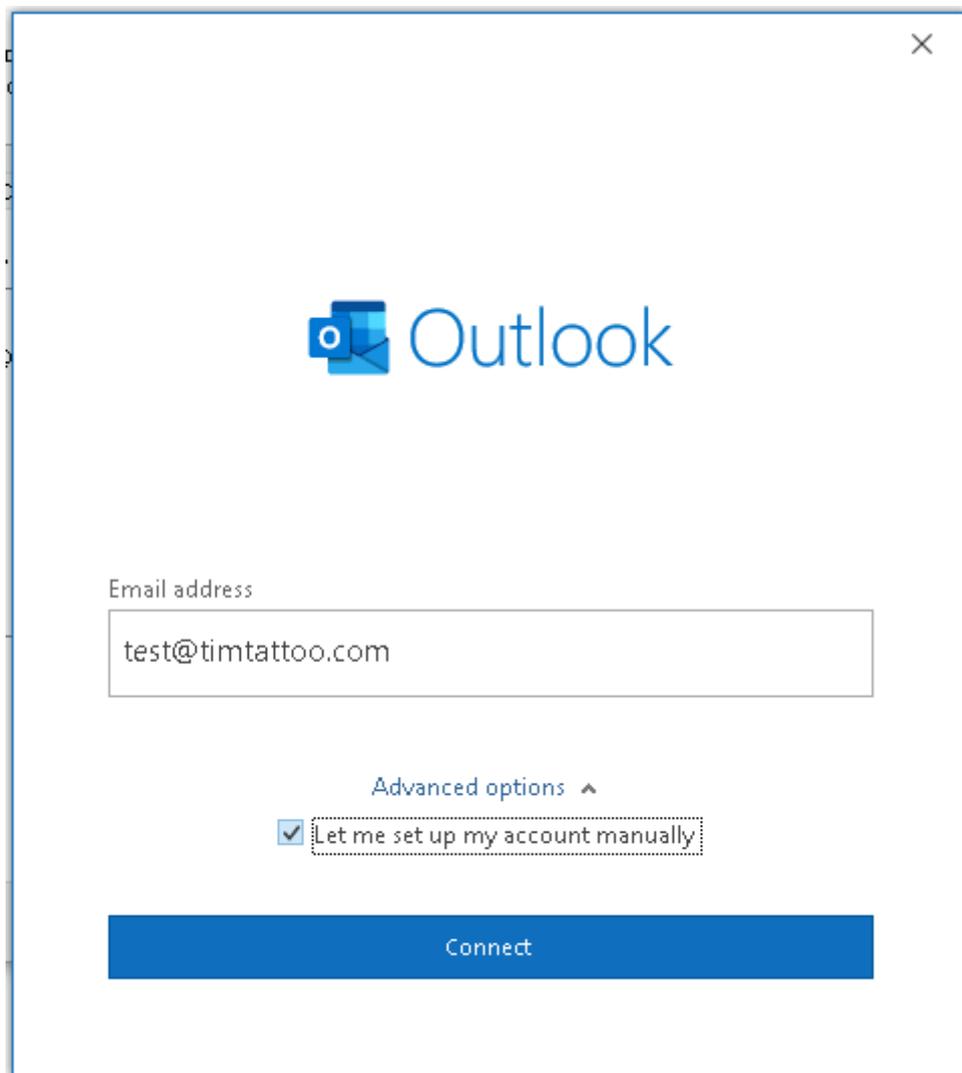easy website. easy hosting.

easyname

Configuration Instructions

Outlook 2016 & Outlook 365

If you follow these instructions, you will be able to retrieve and manage your easyname mailboxes with this e-mail client.
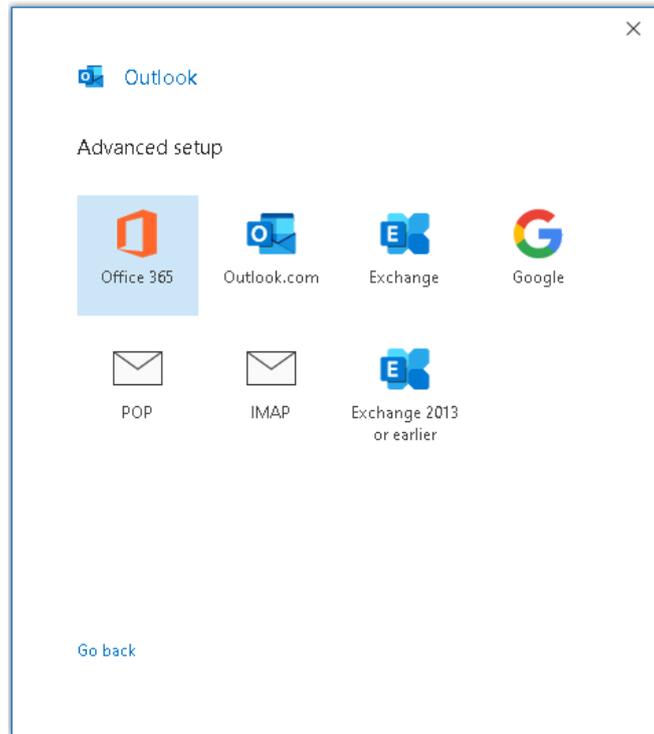
Note: In order to get this functionality for your mailbox, you must obtain a paid hosting package from us. With a free hosting, you can only access and manage your mails via our webmail. (**https://webmail.easyname.com**)

First, open the application Outlook 2016 or Outlook 365 and click **File** on the top left. Then, under **Account Information,** click the **Add Account** button to reach this screen:
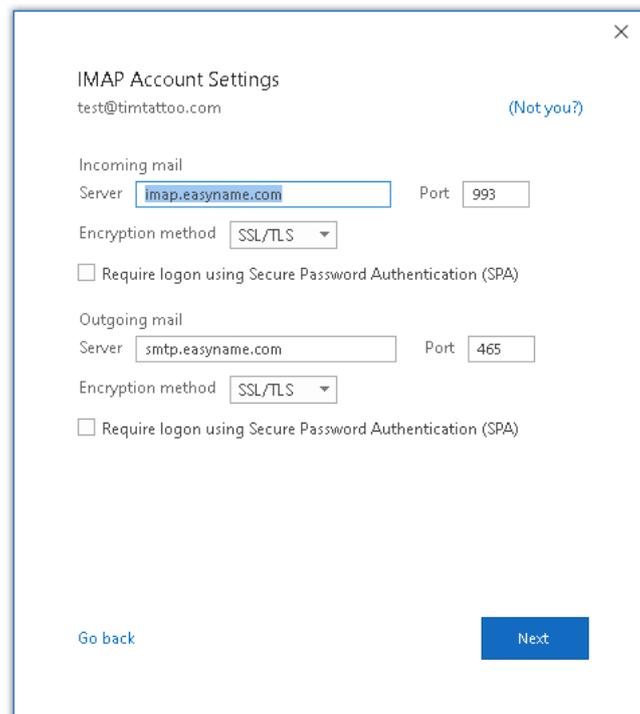
Afterwards on the screen titled **Choose account type** select the option **POP or IMAP:**
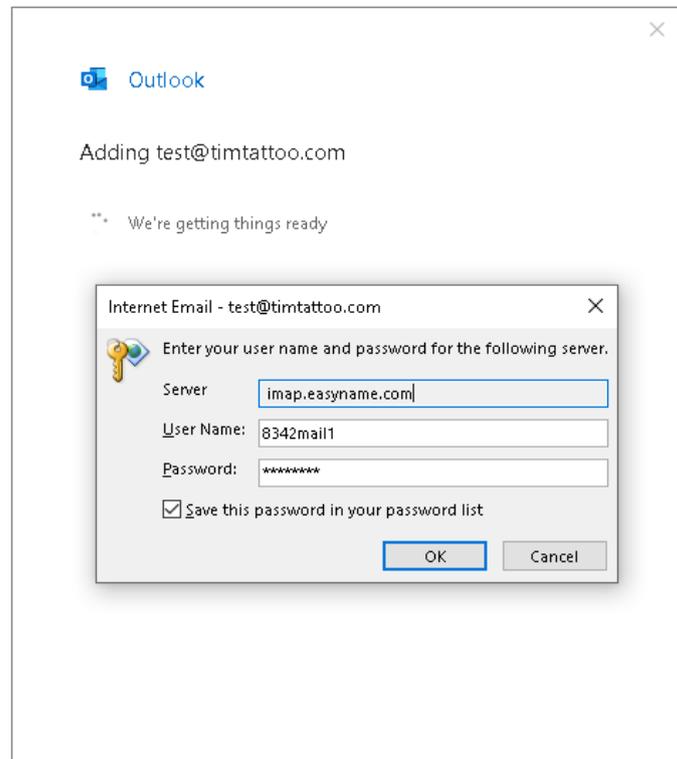

On the following screen please fill in all the information. It is **important** that you specify the server addresses, ports and encryption methods correctly as in the example:
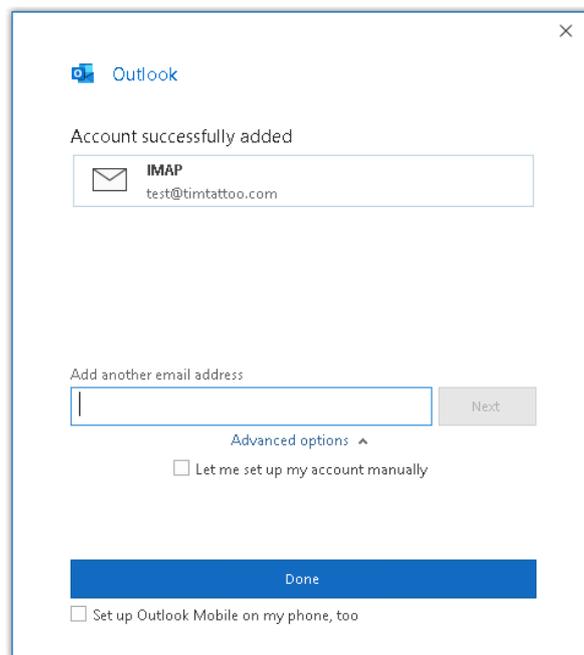
You will find all the necessary data for your mailbox in your easyname control panel under [**Hosting**] → [**Data Sheet**]. Assuming you have already set up an email address in your easyname control panel.

You will be prompted for the user name and password for the mailbox in a second step (possibly only after two attempts to continue):

If all the information is correct, you will receive this success message:

Once you have received this message, you can use and manage your easyname mailbox with this application.

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

For further information or questions please do not hesitate to contact our support team.

Your easyname support team