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

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:

IMAP Account Setti	ngs		
test@timtattoo.com	-	(Not y	oui
Incoming mail			
Server imapleasyname	.com	Port 993	
Encryption method	SL/TLS 🔻		
🗌 Require logon using	Secure Password Au	thentication (SPA)	
Outgoing mail			
Server smtp.easyname	.com	Port 465	
Encryption method	SL/TLS 🔻		
🗌 Require logon using	Secure Password Au	thentication (SPA)	
Go back		Next	

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):

• We	're getting thing	gs ready		
Interr	et Email - test@	ltimtattoo com		
()	Enter your use	r name and pas	sword for the fol	llowing serve
<u></u>	Server	imap.easyname.	com	
	User Name: 8	342mail1		
	Password: *	****		
	☑ <u>S</u> ave this pa	assword in your	password list	
			ОК	Cancel

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

Control  Co			
Account successfully added          IMAP         test@timtattoo.com    Add another email address          Addanother email address	o 🗗	utlook	
Account successfully added          IMAP         test@timtattoo.com    Add another email address          Addanother email address         Advanced options ^         Cone			
IMAP test@timtattoo.com         Add another email address         Advanced options ^         Let me set up my account manually	Accour	nt successfully added	
Add another email address Advanced options  Advanced options  Cone Done	$\geq$	IMAP test@timtattoo.com	
Add another email address Advanced options A C Let me set up my account manually Done			
Add another email address Advanced options  Advanced options  Let me set up my account manually Done			
Add another email address Advanced options  Advanced options  Count manually Done			
Add another email address Advanced options  Cut the set up my account manually Done			
Add another email address Advanced options  Advanced options  Cone			
Advanced options A	Add ano	ther email address	t
Done	I	O downers of existing a	
Done			
Set up Outlook Mobile on my phone, too		Done	
	🗌 Set u	Done p Outlook Mobile on my phone, too	

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