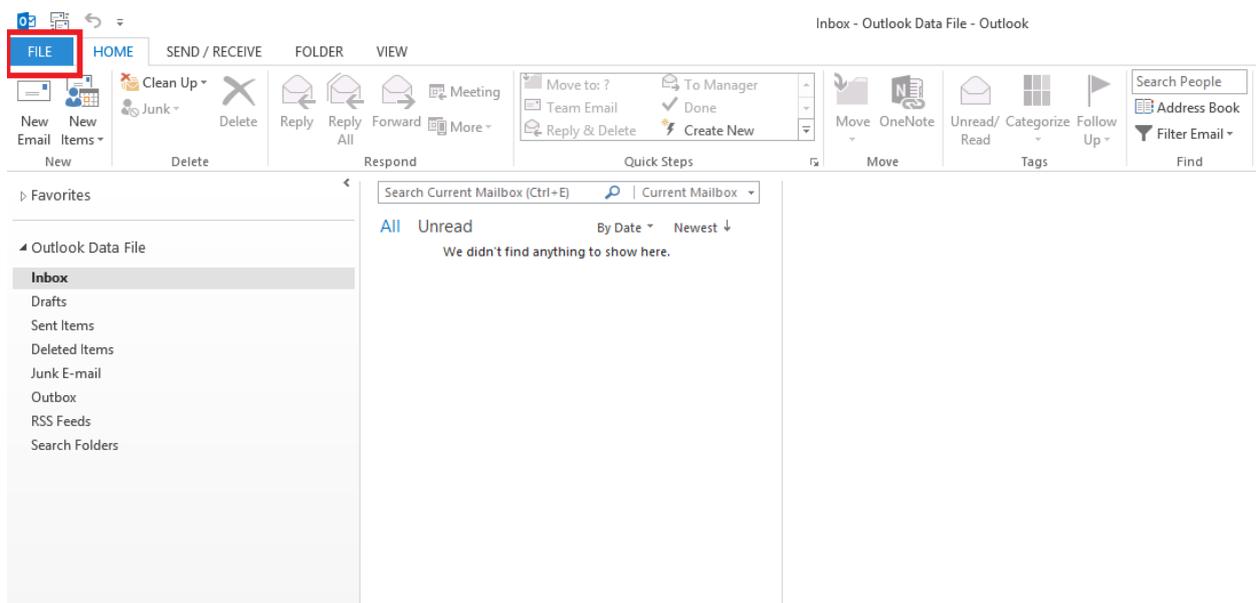


How to setup e-mail account in Outlook

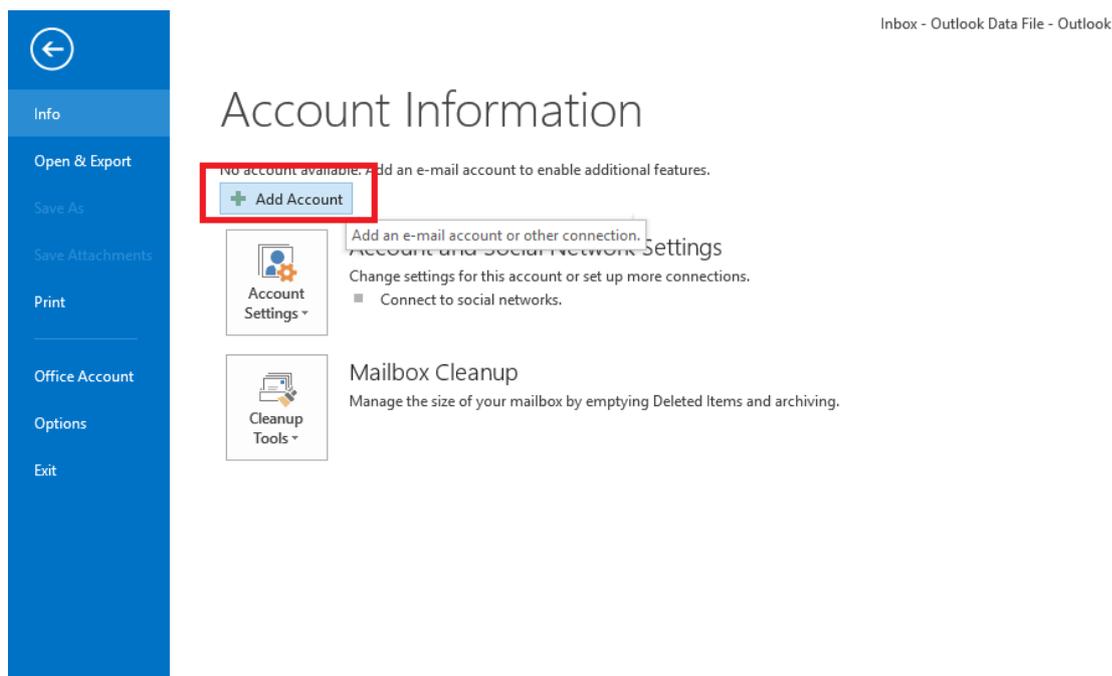
Introduction: This document describes how to create an e-mail account in Outlook.

1. Start – add new account

First, you have to start Outlook on your computer and click on the 'file' button.

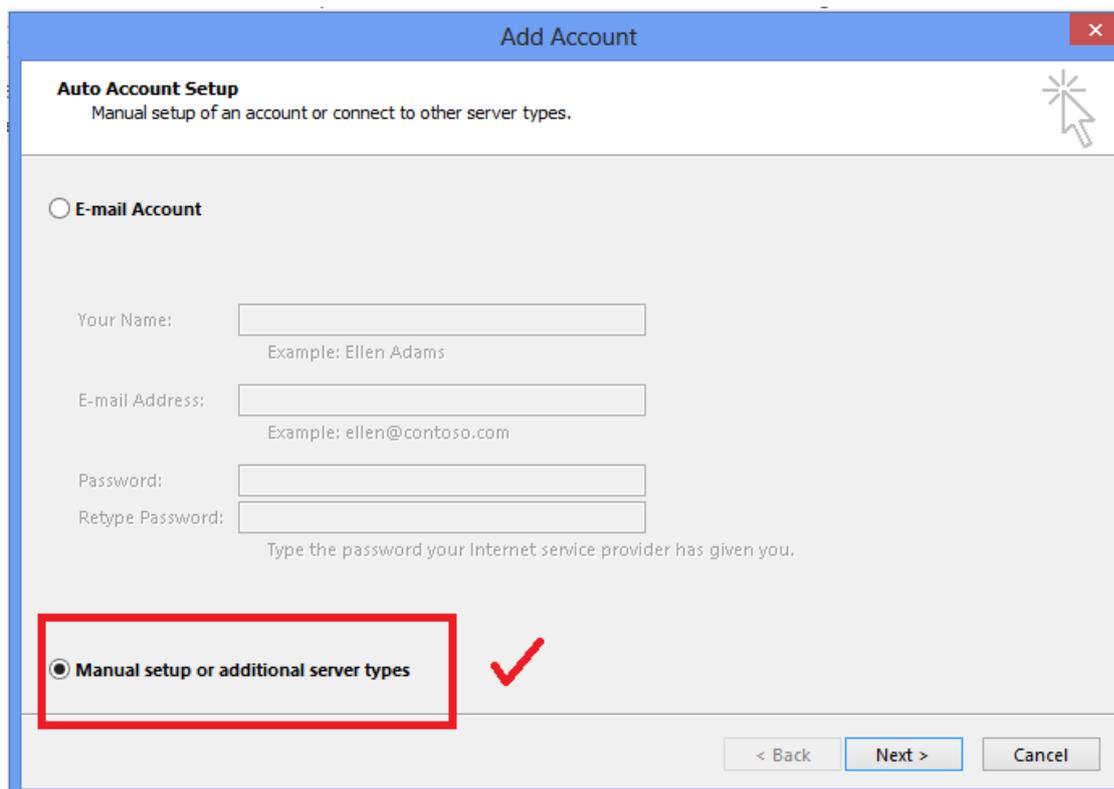


Then choose 'Add account'



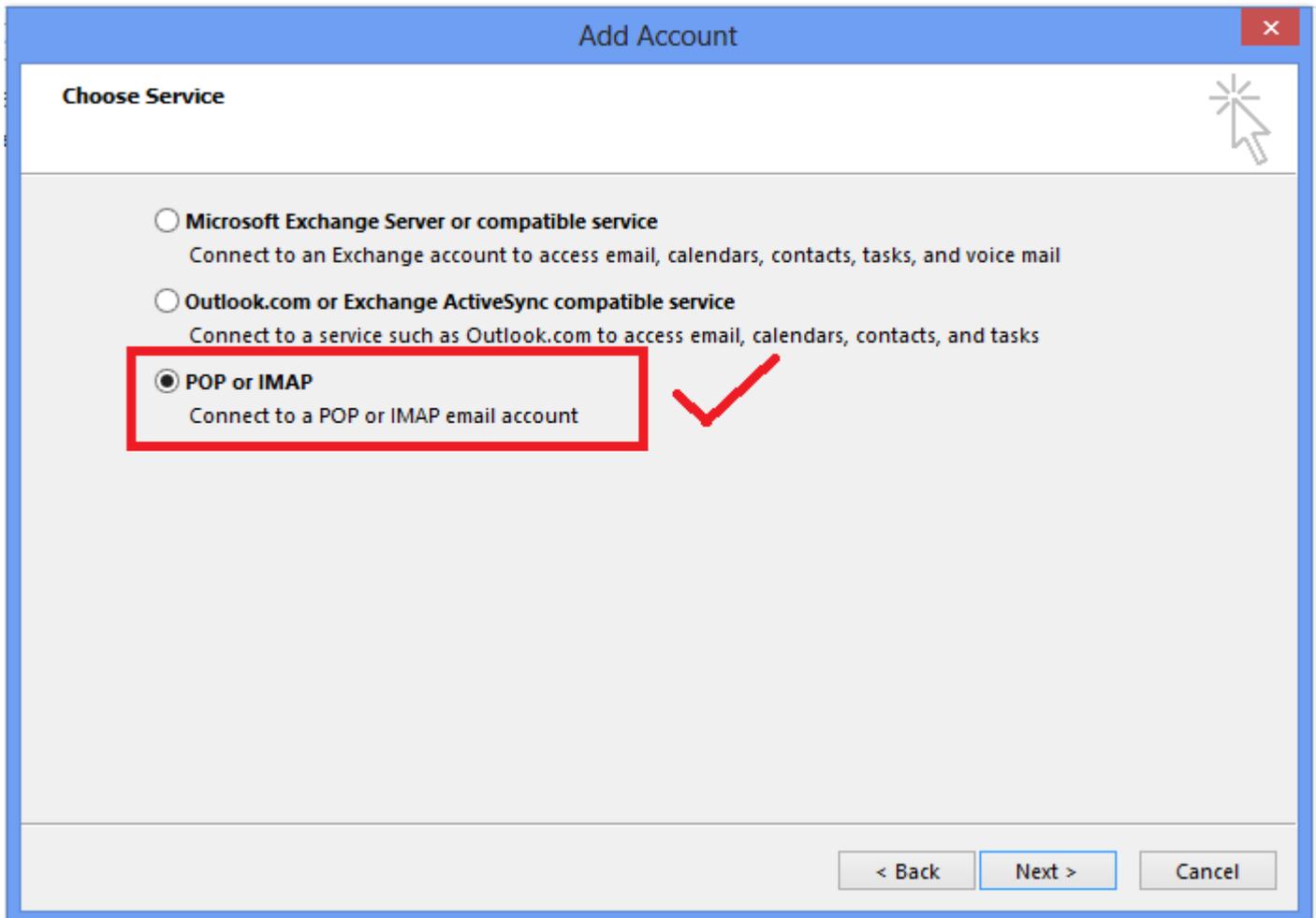
2. Manual setup

When the wizard is open, choose 'Manual setup or additional server types'.



3. Choose service – IMAP settings

You can choose between several services, you need to choose POP or IMAP and then click next.



The screenshot shows a window titled "Add Account" with a "Choose Service" section. Three radio button options are listed:

- 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

The "POP or IMAP" option is highlighted with a red rectangular box, and a red checkmark is drawn to its right. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

4. POP and IMAP account settings

You need to fill out all the fields with info.

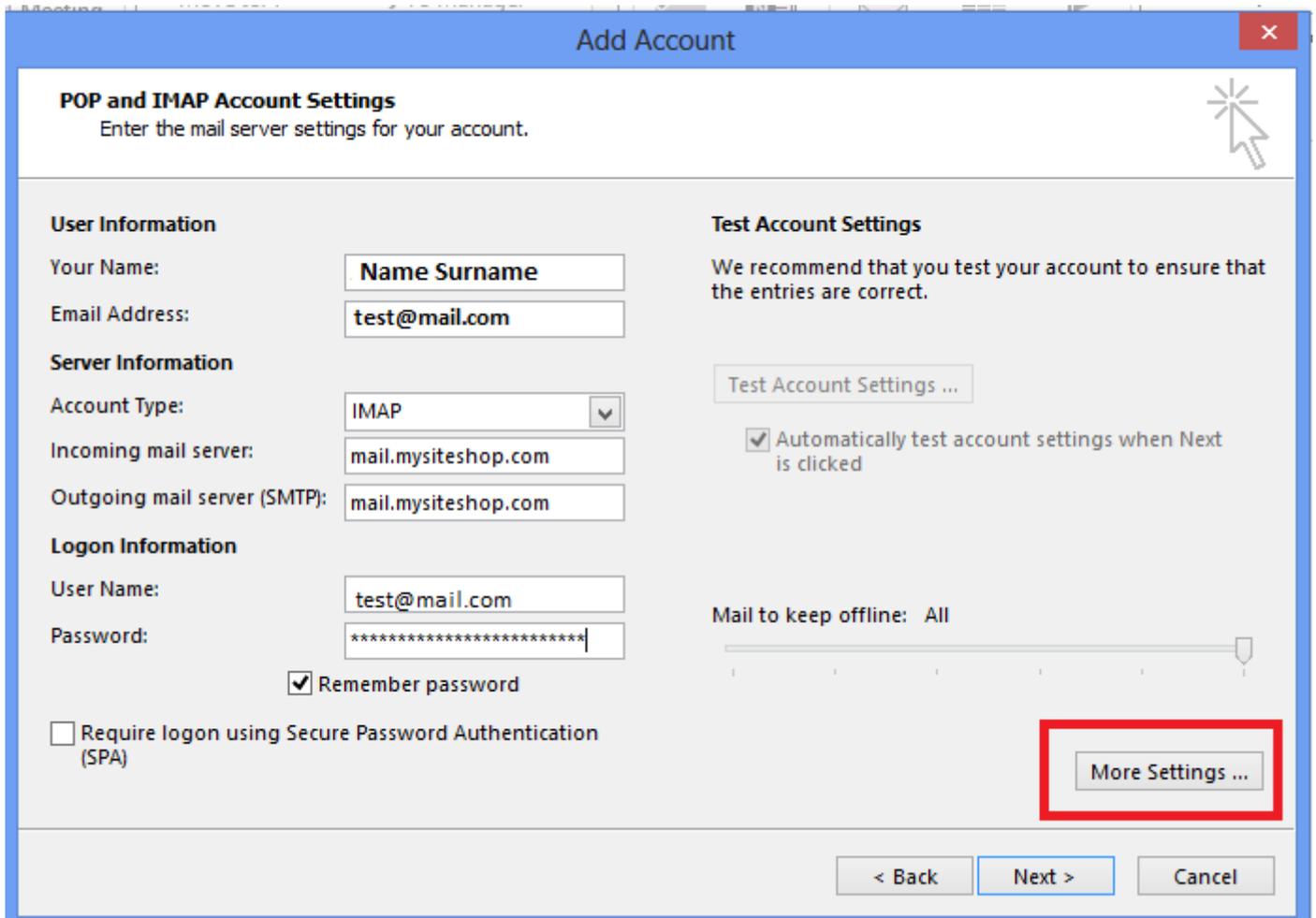
Enter your name in the Your Name field and E-mail E-mail Address.

Select IMAP as the account type.

Enter mail.mysiteshop.com as Incoming mail server (IMAP).

Enter mail.mysiteshop.com as Outgoing mail server (SMTP).

In the Logon Information, enter your email address as User Name and password. Then click More Settings.



The screenshot shows a Windows-style dialog box titled "Add Account" with a close button (X) in the top right corner. The main content area is titled "POP and IMAP Account Settings" and includes the instruction "Enter the mail server settings for your account." A mouse cursor icon is visible in the top right of the content area.

The dialog is divided into two columns. The left column contains the following sections:

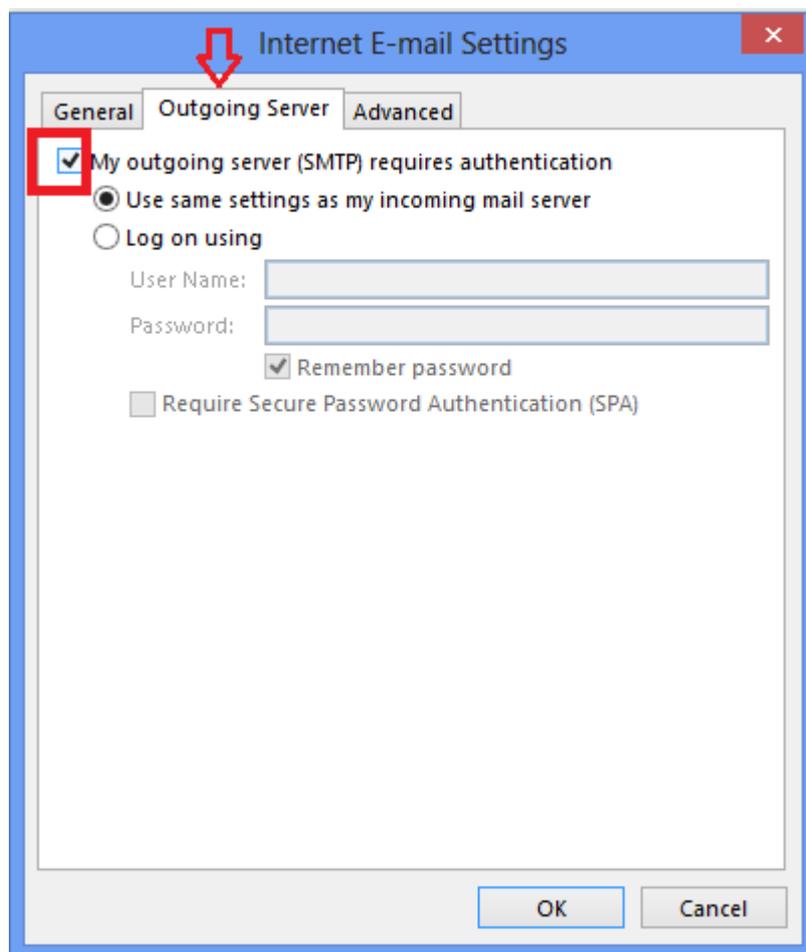
- User Information:** "Your Name:" field with "Name Surname" entered; "Email Address:" field with "test@mail.com" entered.
- Server Information:** "Account Type:" dropdown menu set to "IMAP"; "Incoming mail server:" field with "mail.mysiteshop.com" entered; "Outgoing mail server (SMTP):" field with "mail.mysiteshop.com" entered.
- Logon Information:** "User Name:" field with "test@mail.com" entered; "Password:" field with "*****" entered; a checked checkbox for "Remember password"; and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".

The right column contains the following sections:

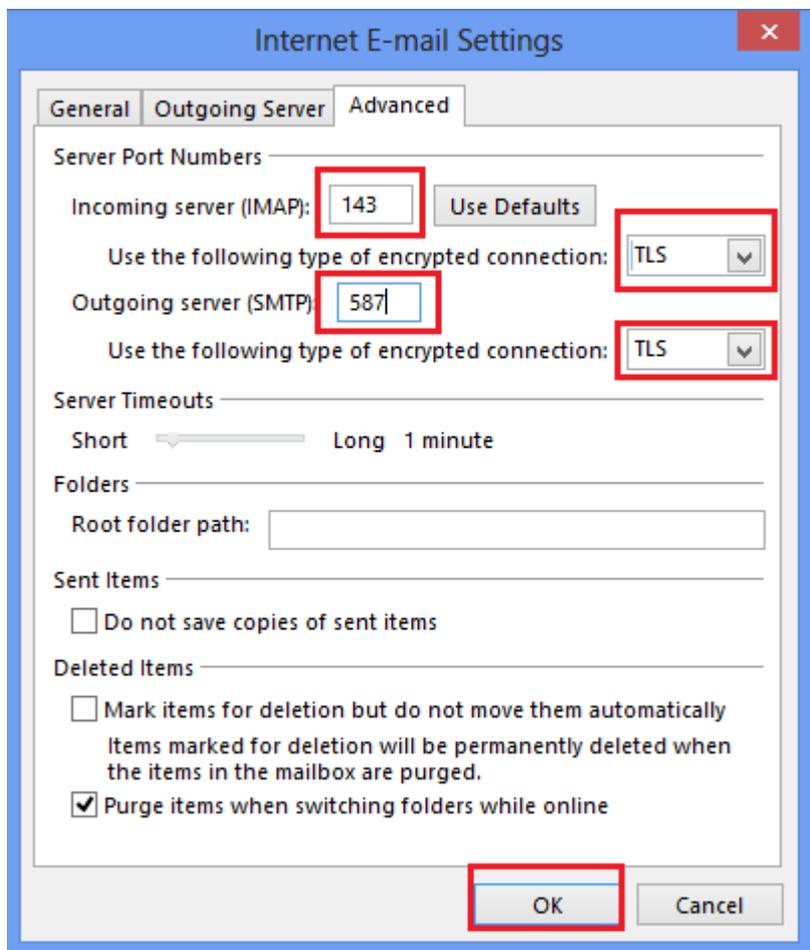
- Test Account Settings:** A text block stating "We recommend that you test your account to ensure that the entries are correct." Below it is a "Test Account Settings ..." button and a checked checkbox for "Automatically test account settings when Next is clicked".
- Mail to keep offline:** A slider control set to "All".
- A "More Settings ..." button, which is highlighted with a red rectangular box.

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Select 'Outgoing Server' and check 'My outgoing server (SMTP) requires authentication.'

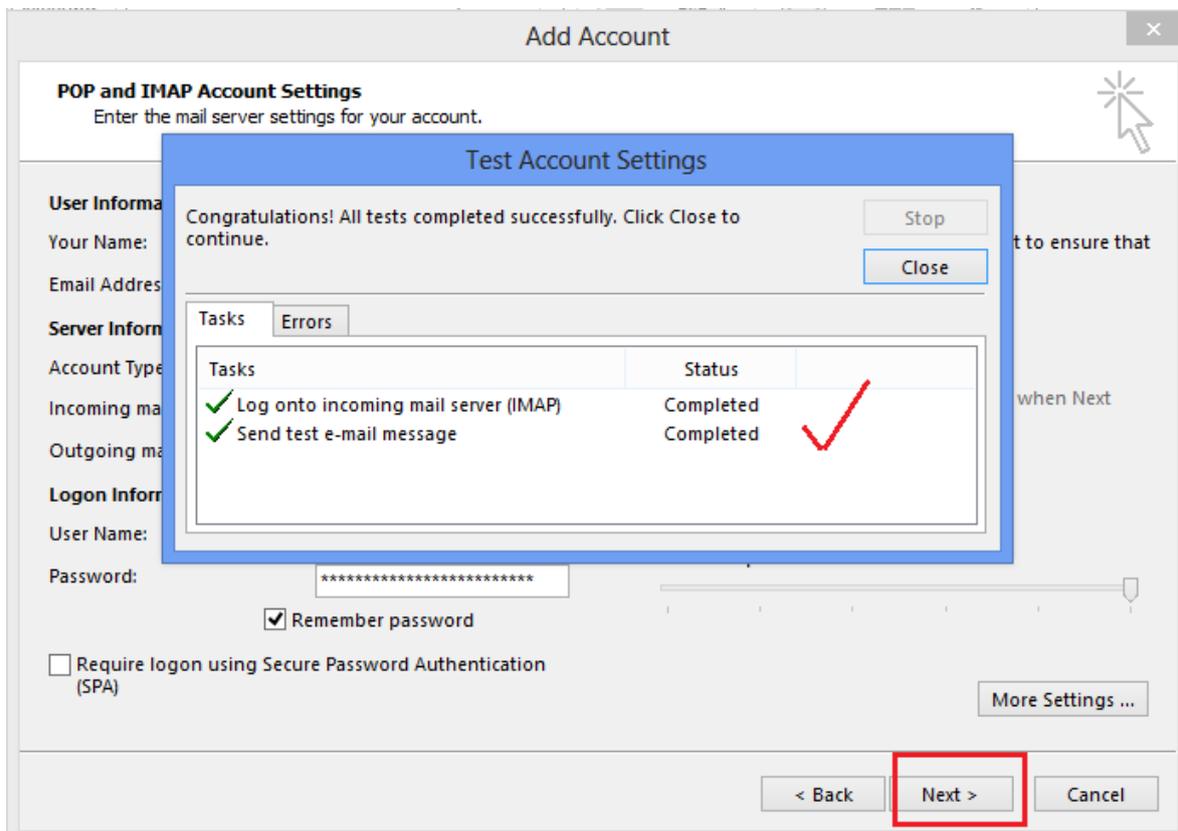


Select Advanced. For Incoming server (IMAP), enter 143, and select TLS. For Outgoing server (SMTP), enter 587, and select TLS. Click OK and then Next.



5. Checking if the account is setup properly.

The 'test account settings' window will appear to show you if the account is now connected to server, and if the test mail was successfully sent. Click CLOSE.



You have now set up your account in Microsoft Outlook, Click Finish.

Need help?

You are welcome to contact us anytime via phone or other digital media.

Web: <http://support.appsco.com>

E-mail: support@appsco.com

Phone: +47 820 75 032 (paid number, cost will vary)

