

Outlook Setup

Version 1.0.0

This guide includes instructions for configuring Outlook to connect to the OSITMAIL server.

Description

Users with a mailbox on the OSITMAIL server can create a new email POP3 or IMAP account in Outlook by following these instructions. Users setting up a different email client can infer the settings they must make from these.

Instructions

Follow these instructions to set up a new account in Outlook.

1. In Outlook, go to **File, Account Settings, New...**, and **E-mail Account**
2. Tick the **Manually configure server settings...** radio button and click the **Next** button
3. Tick the **Internet E-mail** radio button and press the **Next** button
4. Make the following entries:
 - a. **Your Name** – Enter your full name as you would like it to appear to recipients
 - b. **E-mail Address** – Enter your full email address
 - c. **Account Type** – Select **POP3** or **IMAP**. The primary difference between these two account types is that POP3 maintains emails on your local device, and IMAP maintains emails on the server. If you select IMAP, make sure you have a way of relieving those emails from the server over time so that your mailbox does not fill up which will interrupt your receiving additional emails.
 - d. **Incoming mail server:** OSITMAIL.COM
 - e. **Outgoing mail server (SMTP):** OSITMAIL.COM
 - f. **User Name** – Enter your full email address
 - g. **Password** – Enter your password (case sensitive)
 - h. Press the **More Settings...** button
 - i. On the **Outgoing Server** tab, tick the **My outgoing server (SMTP) requires authentication** checkbox. Do not make any other changes on this tab.
 - j. On the **Advanced** tab, if you are setting up a POP3 account, change the Outgoing server (SMTP) port from 25 to **26**.
 - k. If Outlook is the only way you will be accessing your mailbox, you can un-tick the **Leave a copy of messages on the server** checkbox.
 - l. If you will be accessing email from other locations (e.g., smartphone, WebMail), make certain that the **remove from server after XX days** checkbox is ticked and enter the number of days you would like to leave messages on the server (14 days is typical).
5. Press **OK, Next, Finish**, and **Close** to complete the process.

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