

Tutorial



How to set up a Microsoft Outlook email account Manual configuration guide for a Microsoft Outlook 10/13 email account (IMAP)

This guide will show you how to configure your email address on Microsoft Outlook.

Linkeo business mail offers 3GB of email storage and an 20 MB sending and receiving limit.

This guide also applies to all Microsoft Outlook versions, the only difference being the account settings location.

Our Customer Service team is available by phone at **1-855-254-6536** or by email at **service@linkeo.ca** if you encounter any difficulties.



Step 1 Avoid guided start-up

If this is the first time you've opened Microsoft Outlook, you will be directed to this screen.

Click « Cancel »



Step 2 Manual start

Click on the « Info » tab

Click « Add an account »



Auto Account Setup Manual setup of an	account or connect to other server types.			×.
🗇 E-mail <u>A</u> ccount				
Your Name:				
E-mail Address	Example: Ellen Adams			
Turnin watching [Example: ellen@contoso.com			
Password:				
Retype Password:	Type the password your Internet service prov	ider has given you.		
Manual setup or additional setup or additional setup of the setup o	fitional server types			
		< <u>B</u> ack	<u>N</u> ext >	Cancel
				2

Step 3 Start manual configuration

Select « Manually configure server settings or additional server types ».

Click « Next »



Step 4 Choose the service

Select « POP or IMAP »

Click « Next »



User Information		Test Account Settings
Your Name:	John DOE	We recommend that you test your account to ensure that the entries are correct.
Server Information	onn.doe@ets-moriains.com	Test Account Settings
Account Type: Incoming mail server:	IMAP au.imap.linkeo.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	au.smtp.linkeo.com	
User Name:	ohn.doe@ets-morlains.com	Mail to keep offline: All
<u>_</u>	emember password	· · · · · · · · ·
Reguire logon using Secur (SPA)	e Password Authentication	More Settings
		< Back Next > Cancel

Step 5 User and server information

Enter your name. This is the name that will be displayed with your email address.

Enter your email address that Linkeo created for you.

Enter the server information (see next page)

In Server Information:

If you wish to configure your email in IMAP, select IMAP.

Incoming server

If you are in FRANCE: fr.imap.linkeo.com If you are in AUSTRALIA: au.imap.linkeo.com If you are in CANADA: ca.imap.linkeo.com If you are in the United States: us.imap.linkeo.com

Outgoing server

If you are in FRANCE: fr.smtp.linkeo.com If you are in AUSTRALIA: au.smtp.linkeo.com If you are in CANADA: ca.smtp.linkeo.com If you are in the United States: us.smtp.linkeo.com



Step 6 Outgoing server tab

Click on « More Settings »

In the « Outgoing Server » tab, select « My outgoing server (SMTP) requires authentication »

Click on « Use same settings as my incoming mail server »

Click « OK »



Step 7 Advanced tab

Click on the « Advanced » tab. Enter the server information: Incoming Server (IMAP) : 143 Use the following type of encrypted connection: TLS Outgoing server (SMTP): 587 Use the following type of encrypted connection: TLS Root folder path : INBOX

Click « OK »

	<u>S</u> top	
Tasks Status]	
✓ Log onto incoming mail server (IMAP) Completed ✓ Send test e-mail message Completed		

Step 8 Test and validate

Click « Test account settings... »

If there are no errors, click « Next » to complete the configuration

Congratulations!

You have successfully configured your email account for Microsoft Outlook 10/13

