

Microsoft Outlook Email Account Configuration Guide (POP)

Tutorial

LINKEO

Microsoft Outlook Email Account Configuration Guide (POP)

How to set up a Microsoft Outlook email account

Manual configuration guide for a Microsoft Outlook 10/13 email account (POP)

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 location of the account settings.

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

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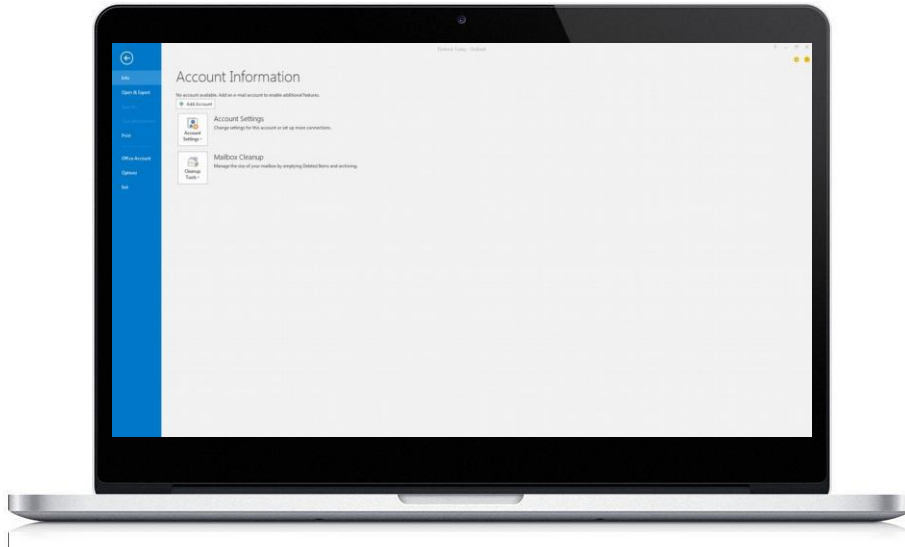


Step 1 Avoid guided start-up

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

Click « **Cancel** »

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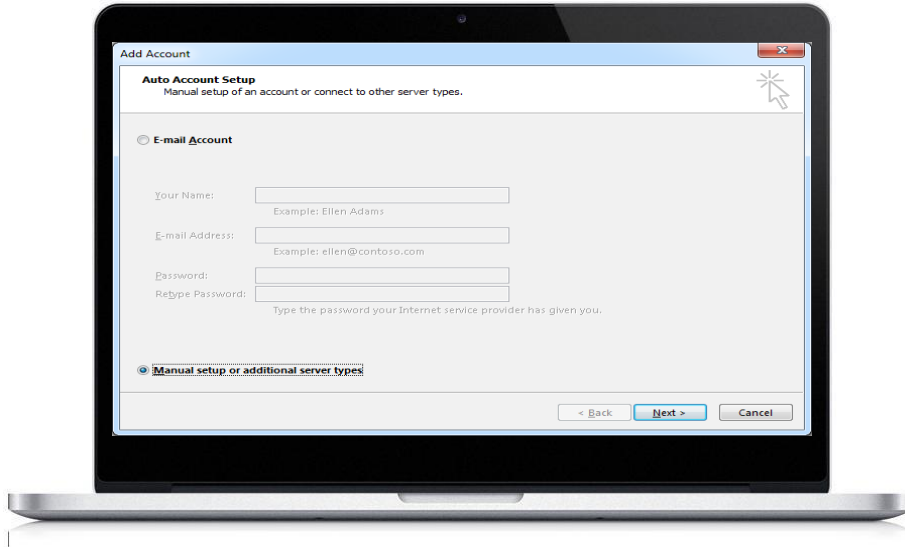


Step 2 Manual start

Click on the «Info» tab

Click « **Add an account** »

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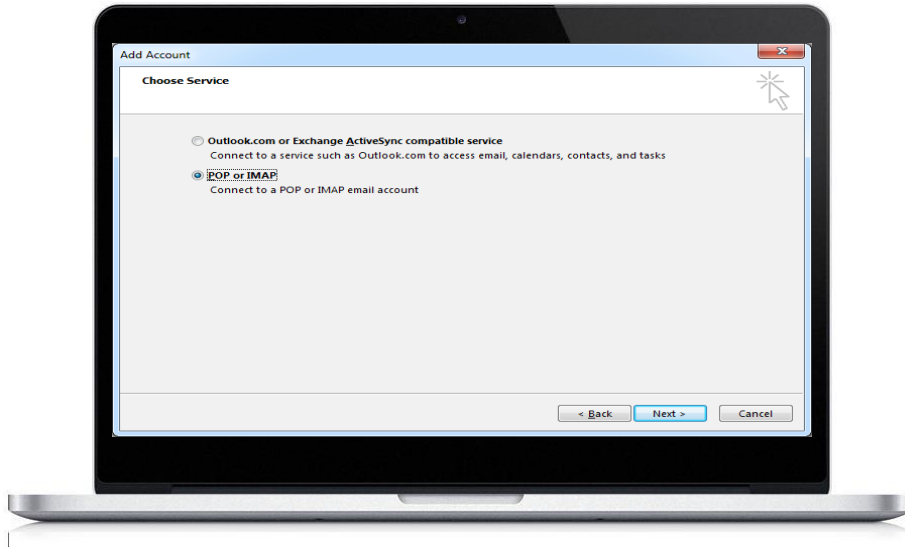


Step 3 Start manual configuration

Select “Manually configure server settings or additional server types.”

Click « Next »

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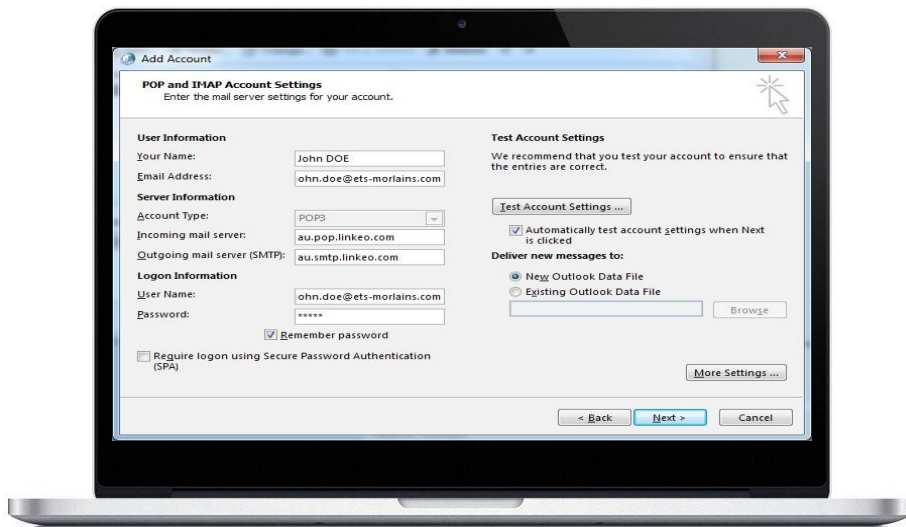


Step 4 Choose service

Select « POP or IMAP »

Click « Next »

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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)

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In Server Information:

If you wish to configure your email in POP,
select POP3.

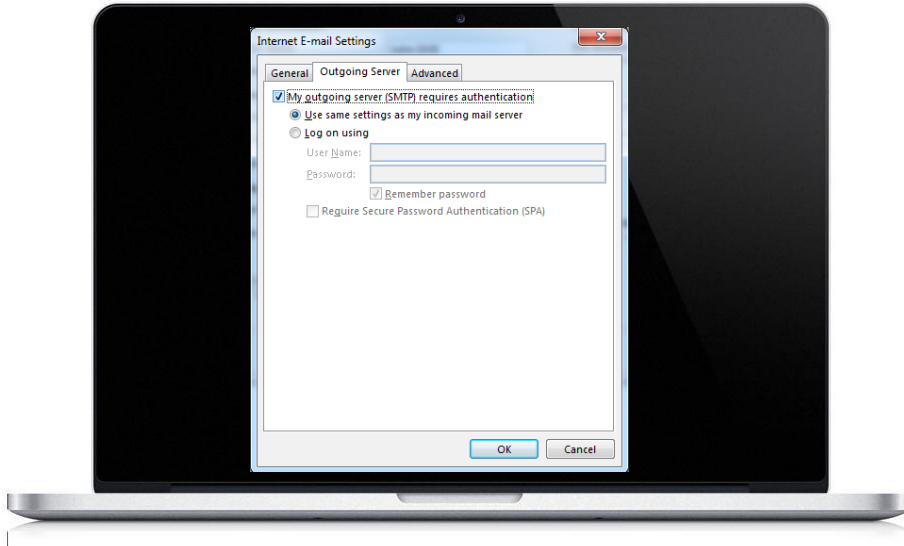
Incoming server

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

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Step 6 Outgoing server tab

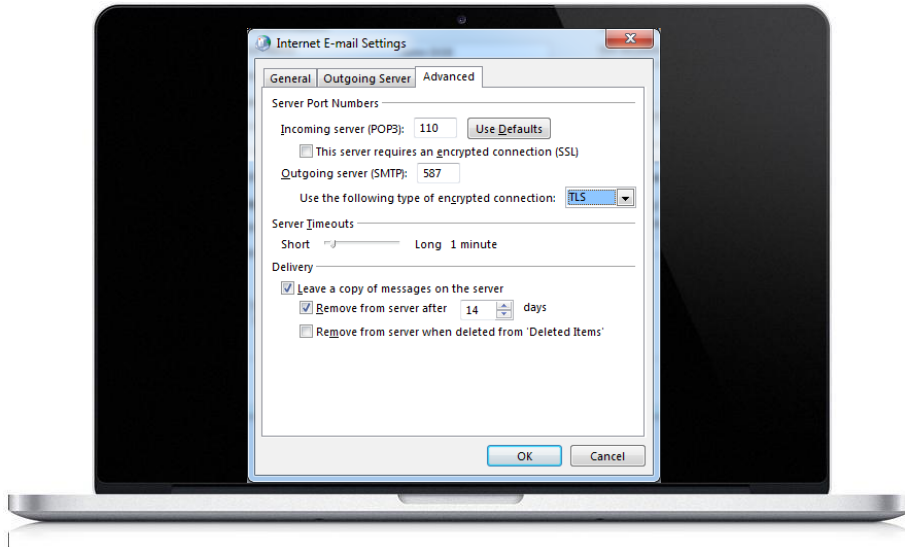
Click on « More Settings »

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

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

Click « OK »

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Step 7 Advanced tab

Click on the « Advanced » tab. Check the boxes: « This server requires an encrypted connection (SSL) ».

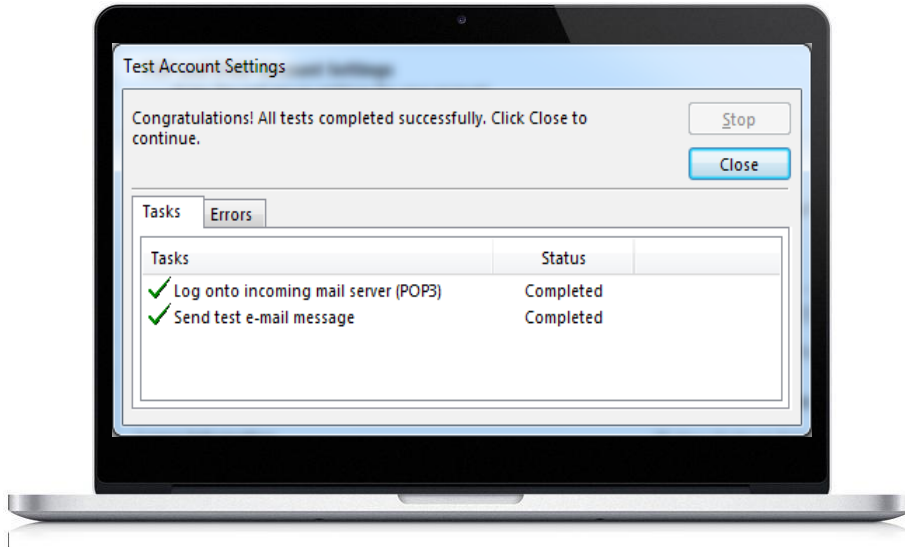
For the « Incoming server » field, enter: 110

For the « Use the encrypted connection » field, enter: TLS

For the « Outgoing server » field, enter: 587

Click Ok

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Step 7 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

