

GUIDE TO SETTING UP AN EMAIL ACCOUNT ON MICROSOFT OUTLOOK

Tutorial

Setting up a Microsoft Outlook email account

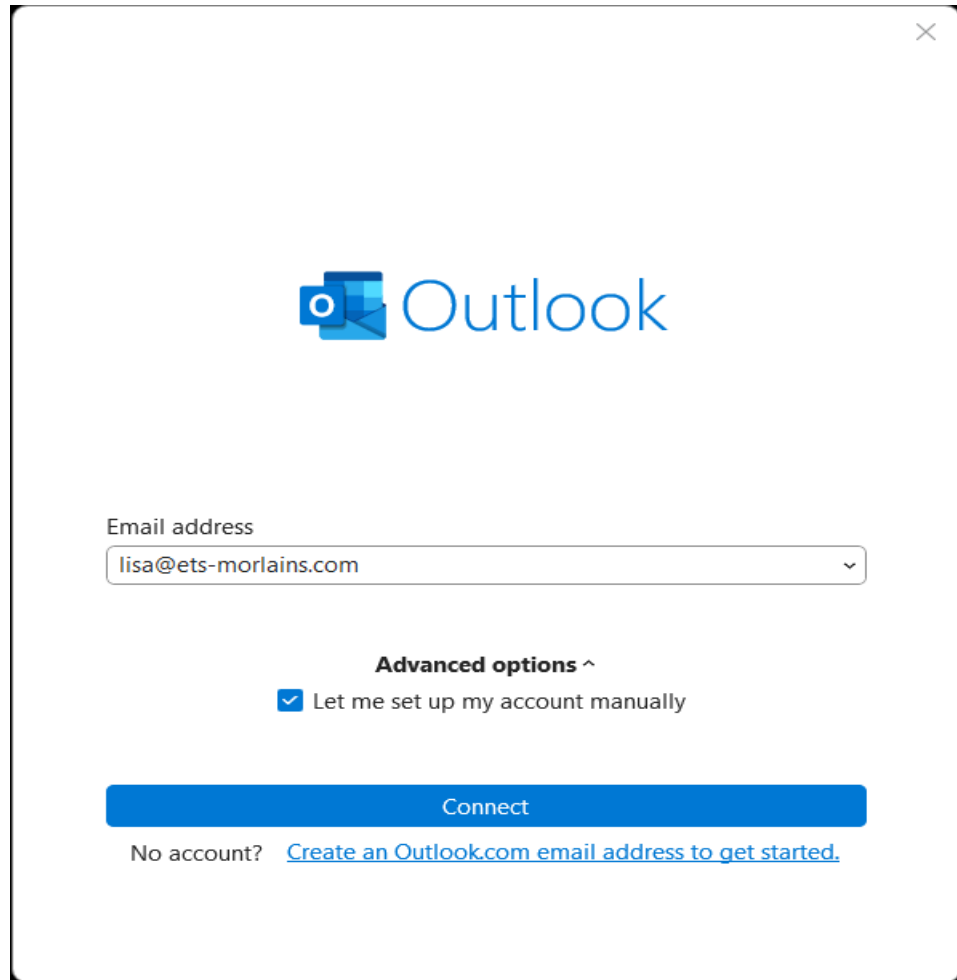
This guide will allow you to configure your email address on Microsoft Outlook.

Linkeo's business mail offer offers you the possibility of storing 10 GB of emails and the possibility of being able to send or receive emails of up to 18 MB .

This guide also applies to all versions of Microsoft Outlook, 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.

Setting up a Microsoft Outlook email account

A screenshot of the Microsoft Outlook account setup window. The window has a white background and a thin black border. In the top right corner, there is a small 'x' icon. The Outlook logo is centered at the top. Below the logo is a text input field labeled 'Email address' containing the text 'lisa@ets-morlains.com'. Underneath the input field is a section titled 'Advanced options ^' with a checked checkbox and the text 'Let me set up my account manually'. At the bottom of the window is a large blue button labeled 'Connect'. Below the button, there is a link that says 'No account? [Create an Outlook.com email address to get started.](#)'.

1st step

If this is your first time starting Microsoft Outlook, you will come to this screen. Fill in the e-mail address and then tick the box “Configure my account manually”, then on the “Connect” button .

If this is not the first time, click on the File menu, then Information, then click on the “Add an account” button

Setting up a Microsoft Outlook email account

IMAP Account Settings

lisa@ets-morlains.com

[\(Not you?\)](#)

Incoming mail

Server Port

Encryption method

☐ Require login using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

☐ Require login using Secure Password Authentication (SPA)

[Go back](#)

Next

2nd step

Email server settings as follows:

- Incoming mail: inbox.linkeo.com, port 993 and SSL/TLS encryption
- Outgoing mail: inbox.linkeo.com, port 587 and Automatic encryption

Then click on the 'Next' button

Setting up a Microsoft Outlook email account

 Outlook

Account successfully added

 IMAP
lisa@ets-morlains.com

Add another email address

Next

Advanced options ^

☒ Let me set up my account manually

☐ Set up Outlook Mobile on my phone, too

Done

Finally,

You will receive the account setup confirmation message.

Congratulations !



You have successfully configured your
email account on Microsoft Outlook

