

# Microsoft Outlook Email Account Configuration guide (IMAP)

Tutorial

LINKEO

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# Microsoft Outlook Email Account Configuration Guide (IMAP)

## 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](mailto:service@linkeo.ca)** if you encounter any difficulties.

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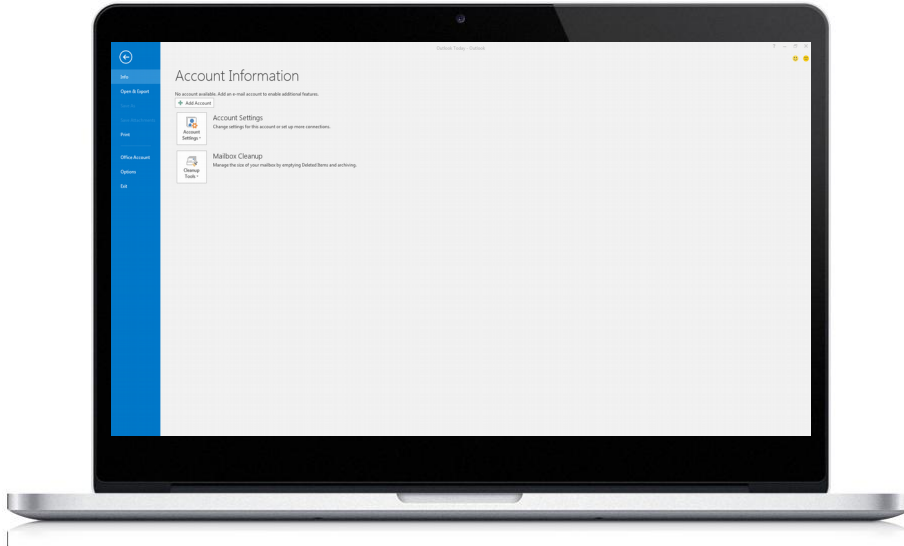


## Step 1 Avoid guided start-up

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

Click « **Cancel** »

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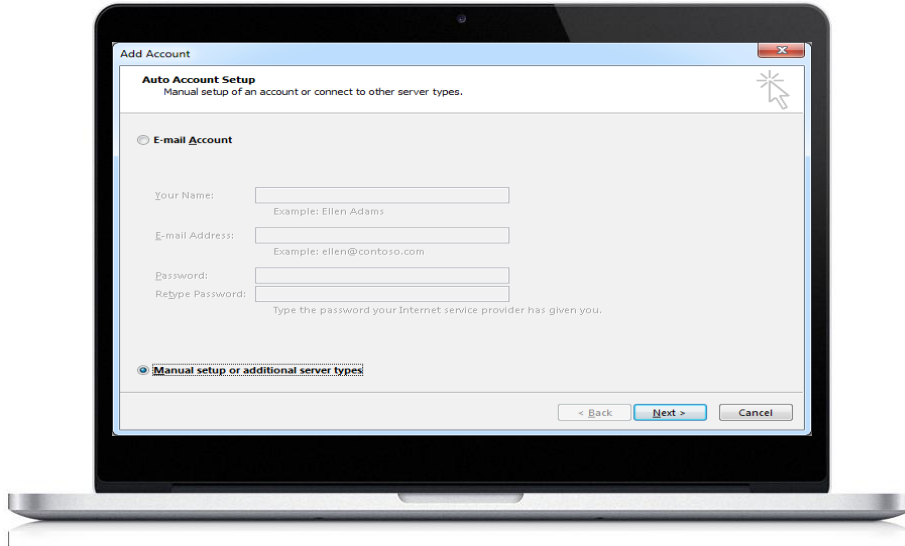


## Step 2 Manual start

Click on the « Info » tab

Click « **Add an account** »

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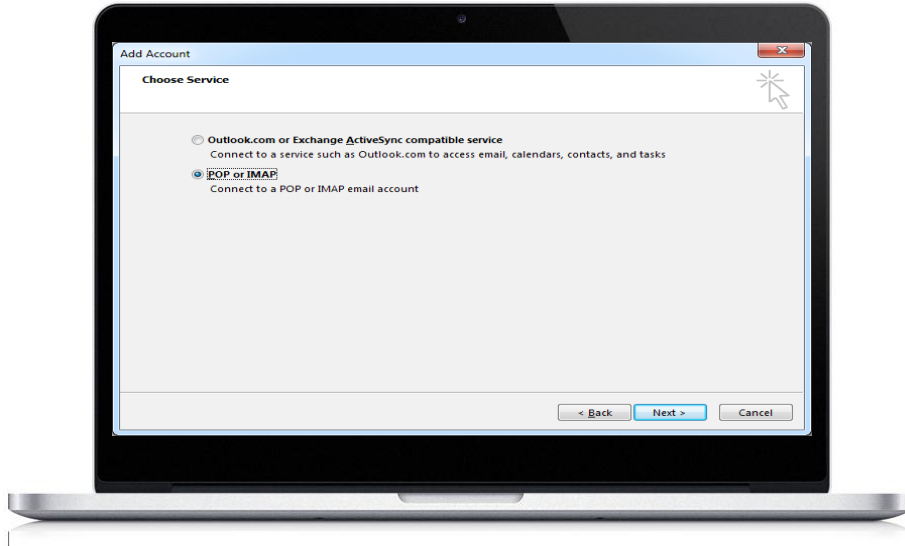


## Step 3 Start manual configuration

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

Click « Next »

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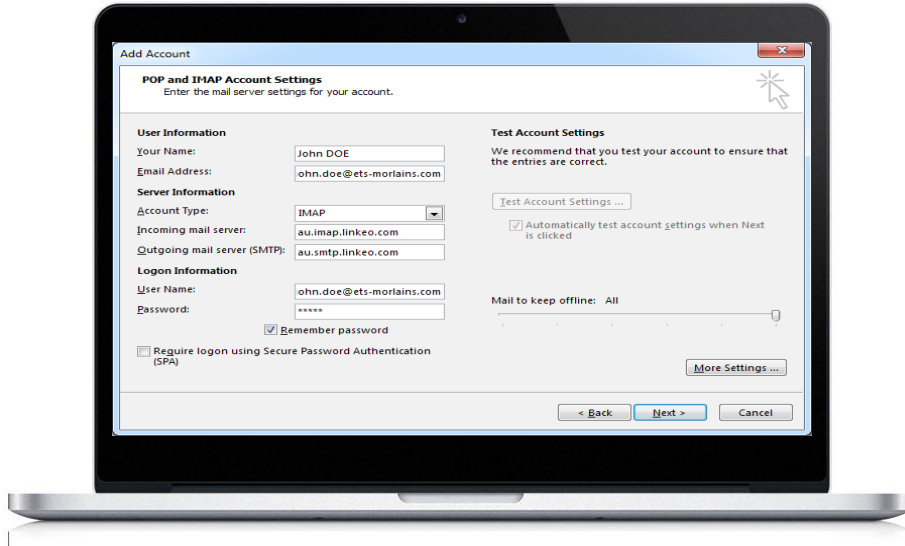


## Step 4 Choose the service

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 IMAP, select IMAP.

### Incoming server

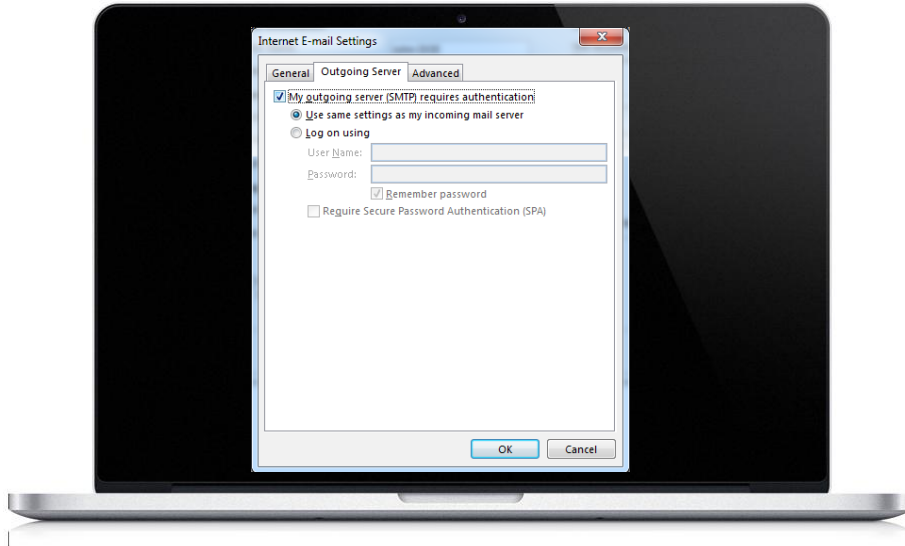
If you are in FRANCE: fr.imap.linkeo.com  
If you are in AUSTRALIA: au.imap.linkeo.com  
If you are in CANADA: ca.imap.linkeo.com  
If you are in the United States: us.imap.linkeo.com

### 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



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## Step 6 Outgoing server tab

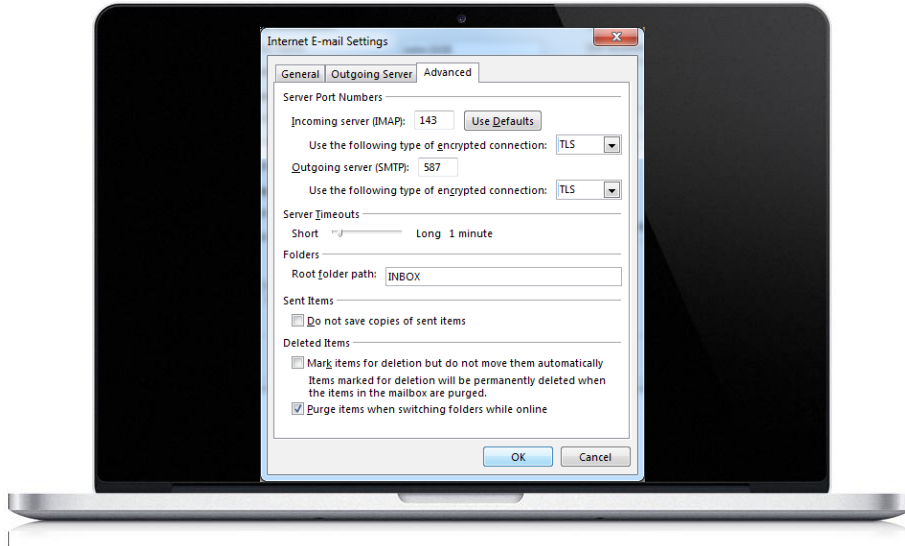
Click on « More Settings »

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. Enter the server information:

Incoming Server (IMAP) : 143

Use the following type of encrypted connection: TLS

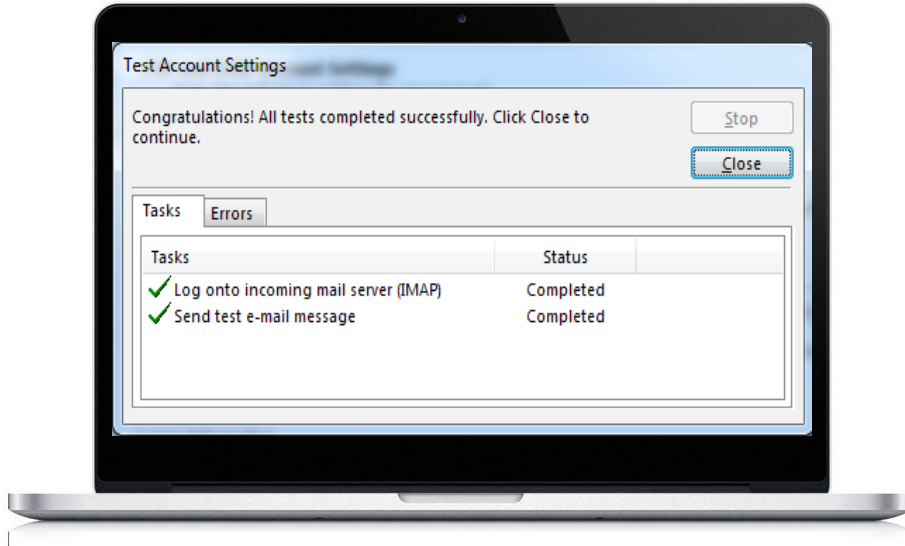
Outgoing server (SMTP): 587

Use the following type of encrypted connection: TLS

Root folder path : INBOX

Click « OK »

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## 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

