

### **Outlook Email Support & Setup (IMAP)**

Step-by-Step Guide: Outlook for Windows Email Setup

First you will want to have Outlook downloaded on your device and ready to configure.

You can get Outlook <u>here</u>, or click on the image to the right to go to the download directly.

Prior to completing below steps... please be sure you:

Replace "JohnDoe@AAAAA.com" with your email address.







### \*\*\*\*LET'S START!\*\*\*\*

After you Install "<u>Outlook</u>" for windows, have your username, passwords and website domain ready.



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Launch the "Outlook' program by Clicking on the icon

You should see the "Welcome to Outlook" screen

Enter "Your Full Email Address" (example: shannan@yourdomain.com)

On that screen click the "Check Box" "Setup Account Manually"

Click "Connect"

Enter an email address to add your account.

Welcome to Outlook

The screen will let you know "We're Getting Things Ready" Adding seo@spectrumnetdesigns.com We're getting things ready





Next it will ask you "Choose Account Type"

#### Choose "IMAP"

Choose account type

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## Next you will see a screen with "Incoming Mail" & "Outgoing Mail" settings.

Incoming Server Settings Screen (these fields will not

- automatically populate, please have them handy)
  - Incoming Mail:
  - Server: (type in) mail.spectrumnetdesigns.com
  - Encryption Method: (dropdown) Choose "None"
  - Authentication: (checkbox) "Keep Blank"
  - Port: *(type in)* "143"
  - o Click "Next"

	maii		
Server	mail.spectrumnetdesigns.com	Port	143
Encrypt	on method None *		
Req	iire logon using Secure Password Au	thenticatio	on (SPA)
Outaoin	mail		
Outgoini	Inidii	Deat	587
Conver	mail chectrumhet designs com		
Server	mail.spectrumnetdesigns.com	Port	
Server Encrypt	on method None *	Port	

## Outgoing Server Settings screen will appear (these fields will not automatically populate, please have them handy)

as will not automatically populate, piease

- Outgoing Mail:
- $\circ \quad Server: (type \ in) \ mail.spectrum net designs.com$
- Encryption Method: (dropdown) Choose "None"
- Authentication: (checkbox) "Keep Blank"
- Port: (*type in*) "587"

Click "Next"

Enter your "Password"

Click "Connect"



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Incoming mail

Outgoing mail

Encryption method None \*

Encryption method None 

Require logon using Secure Password Authentication (SPA)

Enter the password for seo@spectrumnetdesigns.com

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# (same screen as above)

(Not you?)

Server mail.spectrumnetdesigns.com Port 143

Server mail.spectrumnetdesigns.com Port 587

Require logon using Secure Password Authentication (SPA)

#### Adding shannan@auctioneersoftware.com Account setup is complete

Your Account Setup is Complete Click "OK"



Your Setup is complete and should start receiving email

If you will be using our webmail with Outlook and would like to change account settings for email sent items on the server or purge upon deletion settings......

- Go to "File"
- "Account Settings" (click drop down)
- Select "Account Settings" again (drop down)
- You will see your account in the list, double

click on it to open a window

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	outloc	ok.com
C Outlook.com	P Childragum	Dutlook.com

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File		Hom	ne	Send /	Receive	Folder	Vie	w	Help	♀ Tell me wha
_	5			gnore Jean Un	X	-		Q	9	🖳 Meeting
New Email	N Iter	ew ns ∗	2 <sub>0</sub> J	unk *	Delete	Archive	Reply	Reply All	Forward	🗐 More -
N	ew			[	Delete				Respond	

¢	shannan@auctioneersoftware.com - Outlook
	Account Information
	shanad@auctioneensthwar.com IAD2/SMTP    Add Account  Add Account  Account Settings  Change settings for this account or set up more connections.
Account Feedback Support Options Exit	Account Settings.     Account Settings.
Account Sett	ings X
Email Acco You ca	punts n add or remove an account. You can select an account and change its settings.
Email Da	ta Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books
Name Shanna Shanna	Type Type DDPSMTP (send from this account by default) DQ-startP (send from this account by default) DQ-auctioneersoftware.com IMAP/SMTP





- A button on the bottom right "More Settings" click it.
- Go to the "Advanced" tab at the top
- There are settings near the bottom "don't save copies of sent items and other choices.
- And what you want to do with deleted items.
- After you have settings set, click "Ok"
- .....and setup is complete!

hange Account		×
POP and IMAP Account Set Enter the mail server setti	ttings ngs for your account.	×
User Information		Test Account Settings
Your Name:	n@auctioneersoftware.com	We recommend that you test your account to ensure that
Email Address:	shannan@auctioneersoftwa	the entries are conect.
Server Information		Test Assessment Catting on
Account Type:	IMAP 🗸	lest Account Settings
Incoming mail server:	mail.auctioneersoftware.con	<ul> <li>Automatically test account settings when Next is clicked</li> </ul>
Outgoing mail server (SMTP):	mail.auctioneersoftware.con	
Logon Information		
User Name:	shannan@auctioneersoftwa	Marit & 1
Password:	*****	Mail to keep offline: All
R	emember password	and the second secon
Require logon using Secur (SPA)	e Password Authentication	More Settings
		< Back Next > Cancel Help

Internet Email Settings X
General Outgoing Server Advanced
Server Port Numbers
Incoming server (IMAP): 143 Use Defaults
Use the following type of encrypted connection: None
Outgoing server (SMTP): 587
Use the following type of encrypted connection: None
Server Timeouts
Short 💶 Long 1 minute
Folders
Root folder path:
Sent Items
Do not save copies of sent items
Deleted Items
Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.
Purge items when switching folders while online
OK Cancel

If you are not receiving email and you would like to test your connection,

Please follow the below instructions...



# Spectrum Net Designs

If you are not receiving email and you would like to test your connection, you can go to:

- Click "File"
- Choose "Account Settings"
- Select "Account Settings" (drop down)
- You will see your email account in the list,
   double click on it to open a window
- A button to the right "Test Account Settings"
- If that fails.....let's check your settings
- From that same screen click "More Settings" below the "Test Account Settings" Button



hange Account		×
POP and IMAP Account Set Enter the mail server setting	tings ngs for your account.	×.
User Information		Test Account Settings
Your Name:	n@auctioneersoftware.com	We recommend that you test your account to ensure that
Email Address:	shannan@auctioneersoftwa	the entries are conect.
Server Information		Test Assount Catings
Account Type:	IMAP 🗸	lest Account settings
Incoming mail server:	mail.auctioneersoftware.con	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.auctioneersoftware.con	
Logon Information		
User Name:	shannan@auctioneersoftwa	
Password:	*****	Mail to keep offline: All
Re	member password	$\mathbf{T}_{i} = \{\mathbf{r}_{i}, \mathbf{r}_{i}, $
Require logon using Secur (SPA)	e Password Authentication	More Settings
		<back next=""> Cancel Help</back>





nternet Email Settings	
General Outgoing Server Advanced	
Mail Account	
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"	
shannan@spectrumnetdesigns.com	
Other User Information	_
Organization:	
Reply Email:	

• Next tab is "Outgoing Server"

There are three (3) tabs at the top

Your "Full Email" should be in the first box

Go to the "General" tab

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- The first checkbox should be checked "My outgoing server (SMTP) requires authentication"
- And the first choice under that should be selected "Use same settings as my incoming mail server"
- Everything else should be left blank

nternet Email Settings	$\times$
General Outgoing Server Advanced	
✓ My outgoing server (SMTP) requires authentication	
Our of the same settings as my incoming mail server	
🔿 Log on using	
User Name:	
Password:	
Remember password	_
Require Secure Password Authentication (SPA)	
OK	Cancel

- The next tab at the top "Advanced"
- Incoming server (IMAP) Enter "143"
- Use the following type of encrypted connection "NONE"
- Outgoing server (SMTP) Enter "587"
- Use the following type of encrypted connection "NONE"
- o Click "OK"
- It will bring you back to click "Test Account Settings"

If it still fails, please Contact us (866) 773-2638 or Email us <u>support@spectrumnetdesigns.com</u>

General	Outgoing Serv	er Advanced	
Server P	ort Numbers —		
Incom	ng server (IMAP)	Use Defaults	
Us	the following t	type of encrypted connection:	None 🗸
Outgo	ing server (SMTF	ŋ: <mark>5</mark> 87	
Us	the following t	type of encrypted connection:	None 🗸
Server Ti	meouts		
Short	-	Long 1 minute	
Folders			
Root f	older path:		
Sent Iter	15		
Do	not save copies	of sent items	
Deleted	tems		
🗌 Ma	k items for dele	tion but do not move them au	tomatically
lte	ns marked for d ns in the mailbo	eletion will be permanently del x are purged.	leted when the
🗹 Pur	ge items when s	witching folders while online	

