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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 here, or click on the image to the right to go to the download directly.

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

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

****LET'S START!****

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

Launch the "Outlook' program by Clicking on the icon
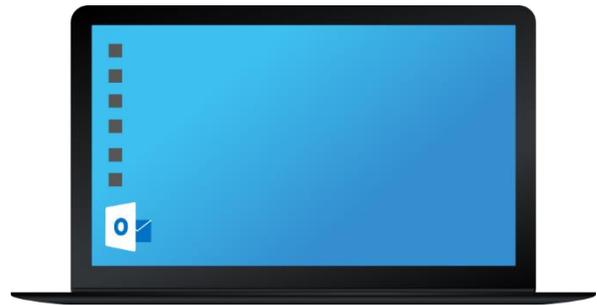
You should see the "Welcome to Outlook" screen

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

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

Click "Connect"
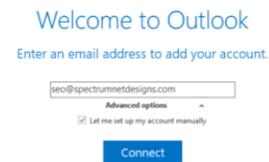
The screen will let you know "We're Getting Things Ready"

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Next it will ask you "Choose Account Type"

Choose "IMAP"

Choose account type

Office 365   Outlook.com   Google

Exchange   POP   IMAP
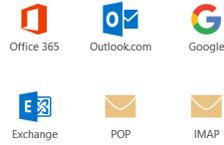
Next you will see a screen with "Incoming Mail"
 & "Outgoing Mail" settings.

Incoming Server Settings Screen *(these fields will not automatically populate, please have them handy)*
- o   Incoming Mail:
- o   Server: *(type in) mail.spectrumnetdesigns.com*
- o   Encryption Method: *(dropdown)* Choose "None"
- o   Authentication: *(checkbox)* "Keep Blank"
- o   Port: *(type in)* "143"
- o   Click "Next"

IMAP Account Settings for shannan@auctioneersoftware.com
(Not you?)

Incoming mail
Server mail.spectrumnetdesigns.com   Port 143
Encryption method None

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail
Server mail.spectrumnetdesigns.com   Port 587
Encryption method None

☐ Require logon using Secure Password Authentication (SPA)

Next

Outgoing Server Settings screen will appear *(these fields will not automatically populate, please have them handy)*
- o   Outgoing Mail:
- o   Server: *(type in) mail.spectrumnetdesigns.com*
- o   Encryption Method: *(dropdown)* Choose "None"
- o   Authentication: *(checkbox)* "Keep Blank"
- o   Port: *(type in)* "587"

Click "Next"

(same screen as above)

IMAP Account Settings for shannan@auctioneersoftware.com
(Not you?)

Incoming mail
Server mail.spectrumnetdesigns.com   Port 143
Encryption method None

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail
Server mail.spectrumnetdesigns.com   Port 587
Encryption method None

☐ Require logon using Secure Password Authentication (SPA)

Next

Enter your "Password"

Click "Connect"

Enter the password for seo@spectrumnetdesigns.com

••••••••

Connect

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Adding shannan@auctioneersoftware.com
Account setup is complete

Your Account Setup is Complete Click "OK"

Your Setup is complete and should start receiving email

Welcome to
Outlook.com

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…….

o   Go to "File"

o   "Account Settings" *(click drop down)*

o   Select "Account Settings" again *(drop down)*

o   You will see your account in the list, double

    click on it to open a window

Account Information

Account Settings
Email Accounts

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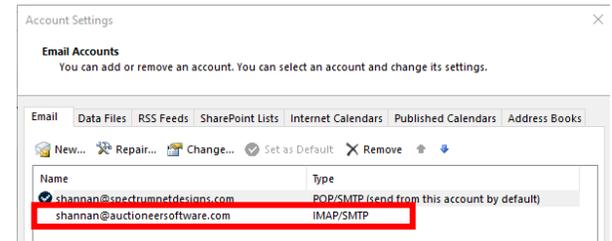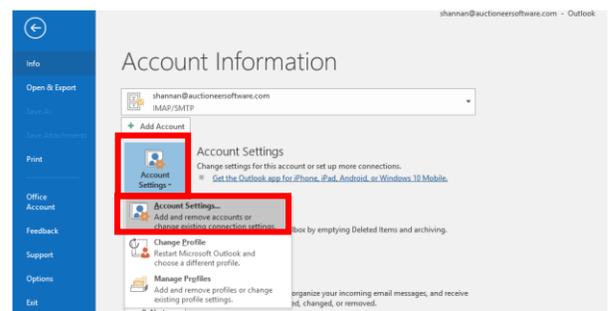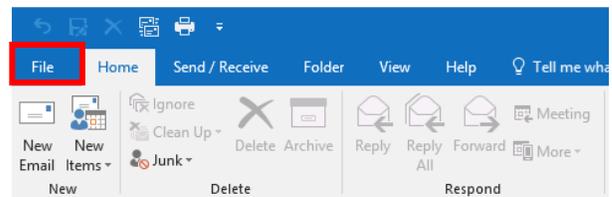
o   A button on the bottom right "More Settings" click it.

o   Go to the "Advanced" tab at the top

o   There are settings near the bottom "don't save copies of sent items and other choices.

o   And what you want to do with deleted items.

o   After you have settings set, click "Ok"

……and setup is complete!
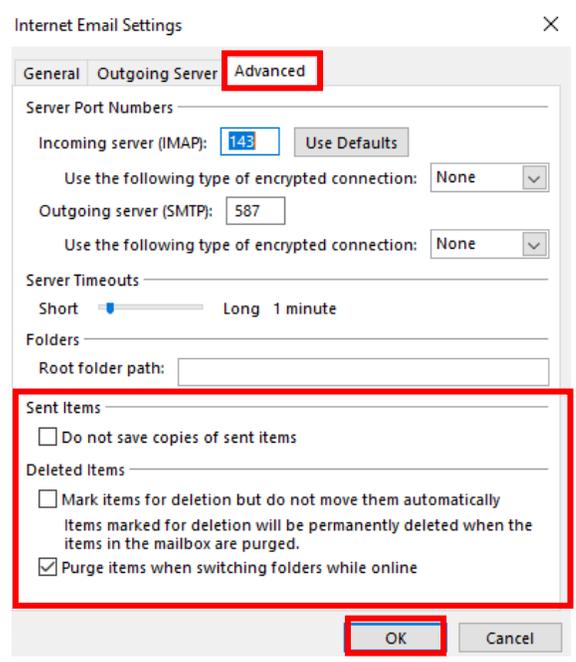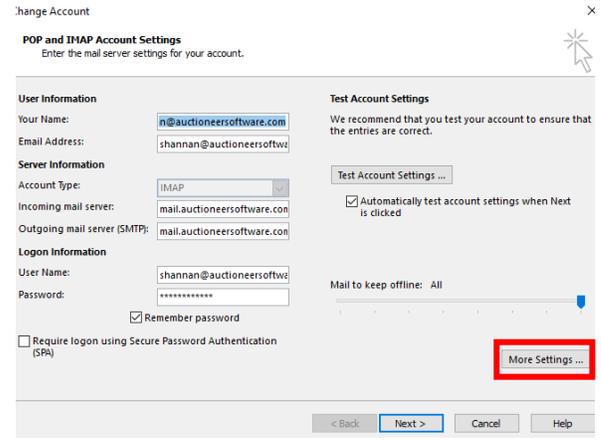
If you are not receiving email and you would like to test your connection,

Please follow the below instructions…

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

- o   Click "File"

- o   Choose "Account Settings"

- o   Select "Account Settings" (*drop down)*

- o   You will see your email account in the list, double click on it to open a window

- o   A button to the right "Test Account Settings"

- o   If that fails…...let's check your settings

- o   From that same screen click "More Settings" below the "Test Account Settings" Button

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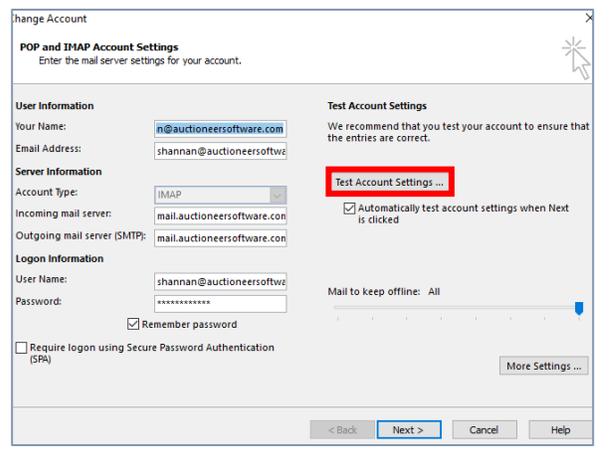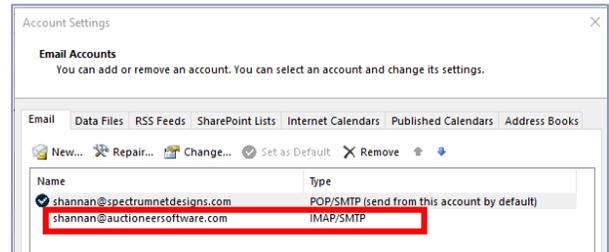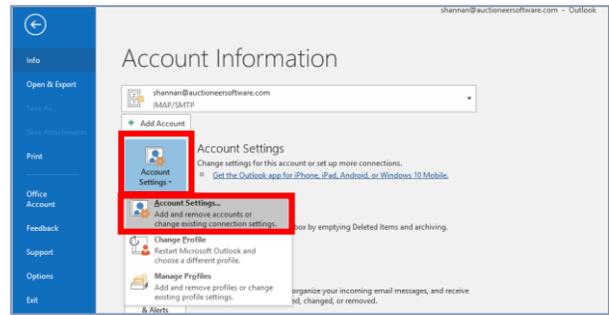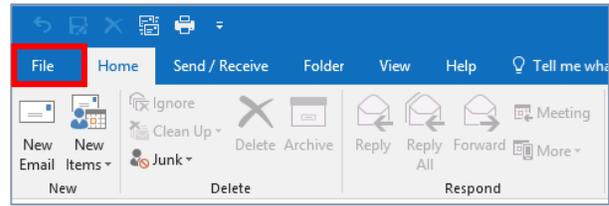
- There are three (3) tabs at the top
- Go to the "General" tab
- Your "Full Email" should be in the first box
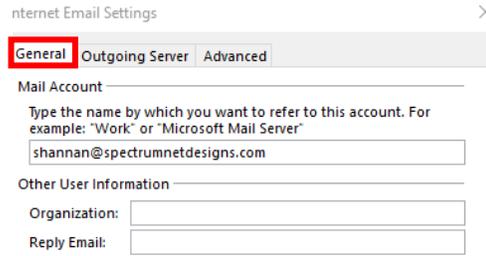
- Next tab is "Outgoing Server"
- The first checkbox should be checked "My outgoing server (SMTP) requires authentication"
- And the first choice under that should be selected "Use same settings as my incoming mail server"
- Everything else should be left blank
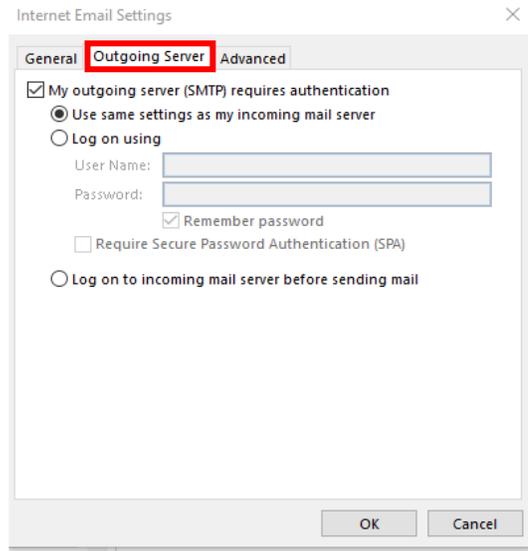
- The next tab at the top "Advanced"
- Incoming server (IMAP) Enter "143"
- Use the following type of encrypted connection "NONE"
- Outgoing server (SMTP) Enter "587"
- Use the following type of encrypted connection "NONE"
- Click "OK"
- It will bring you back to click "Test Account Settings"

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

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