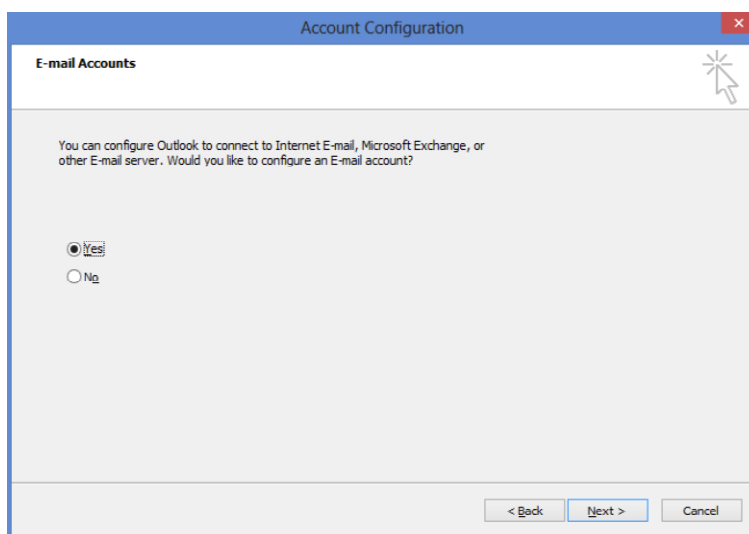# Manual Account Configuration for Microsoft Outlook 10/13

When you are configuring an email account, Linkeo's customer service can help you to recover your old emails stocked at IMAP. This page will show you the basic settings you need to send and receive emails. The Linkeo Business mail offers you a stock email of 3Go and a limit at sending and receiving emails of 20Mo. If you require some extra email stock, please feel free to contact us at **800 546 536 (800 - Linkeo).** Mail : **service@linkeo.ae.**

This tutorial shows you how to set up Microsoft Outlook 2010/2013 to work with your e-mail account. First, open the Account Setting Tools at Microsoft Outlook and then click and the next bottom.

1. If it's first time setup. At Microsoft Outlook 2010 Startup, click Next
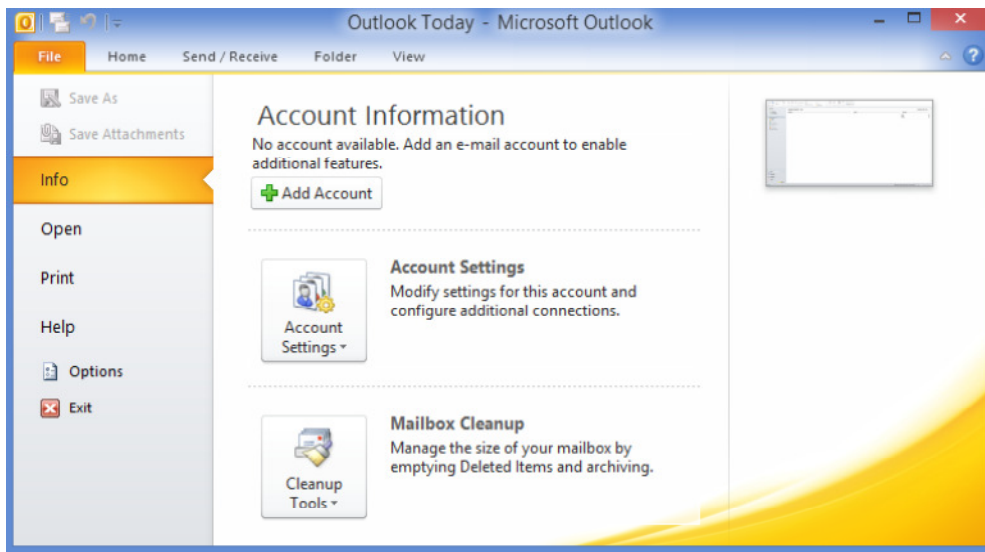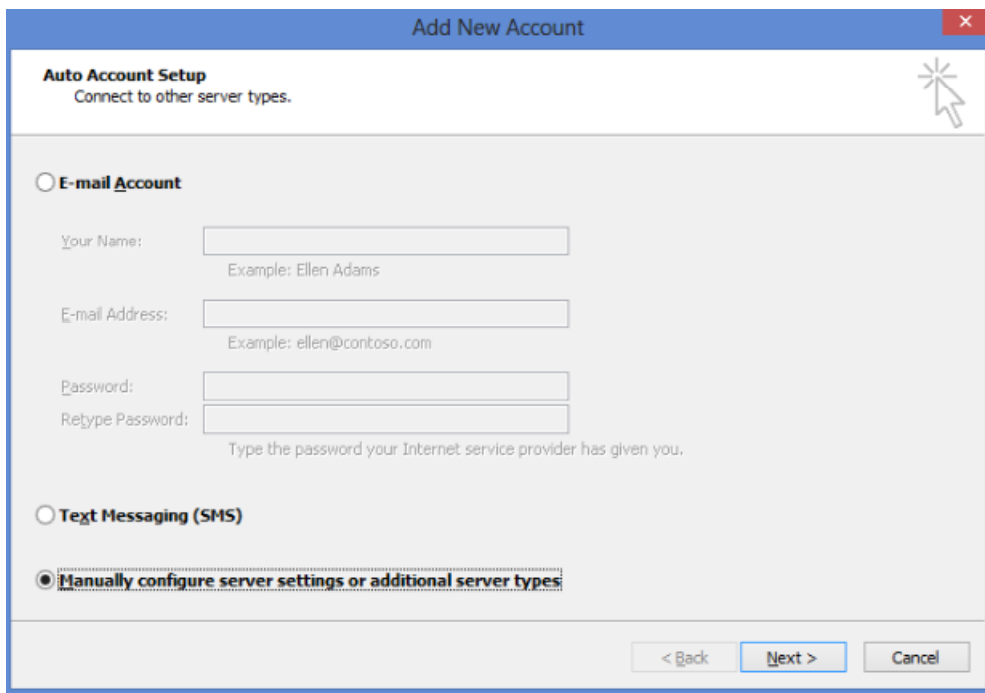

2. Select Yes, then click Next

Click at file to add a new email account then click at the information bottom
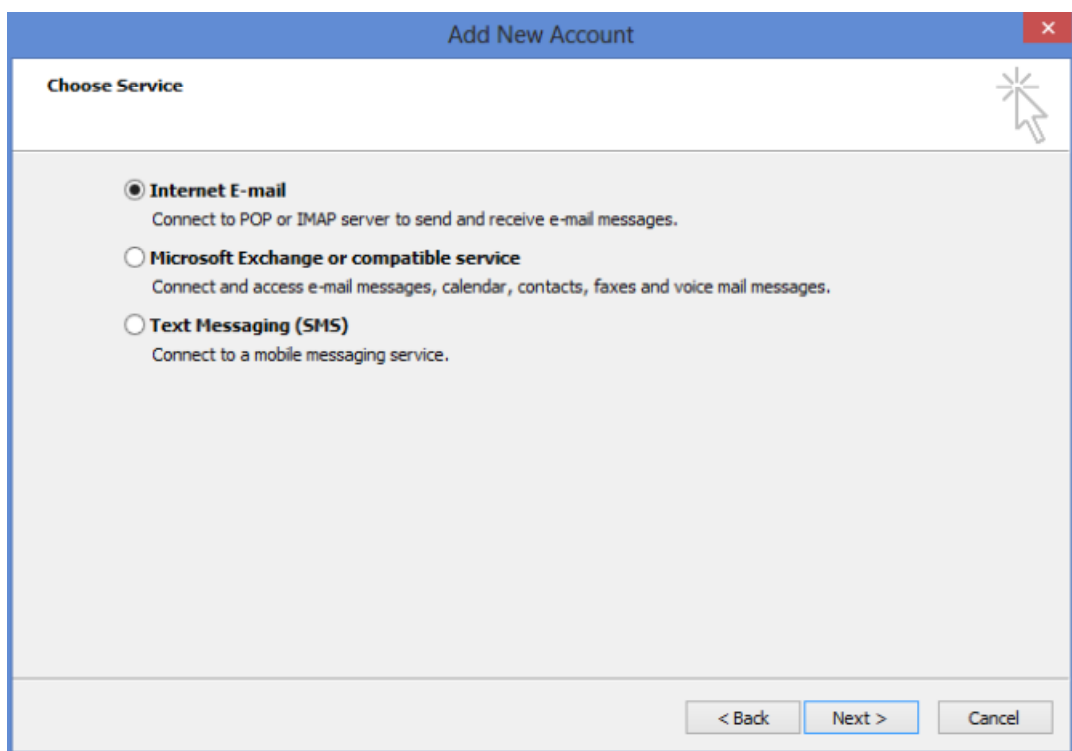
3. Click at the +Add account bottom

4. Select Manually configure server settings or additional server types, and click Next

5. Select Internet Mail, and click Next

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PHONE : 800 LINKEO (800-546536)
WEBSITE : www.linkeo.ae
EMAIL : info@linkeo.ae
LICENSE NO: 92616

7. For Server Information

    a. For setting up **IMAP** :

Incoming mail 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
> If you are in **DUBAI**: ae.imap.linkeo.com
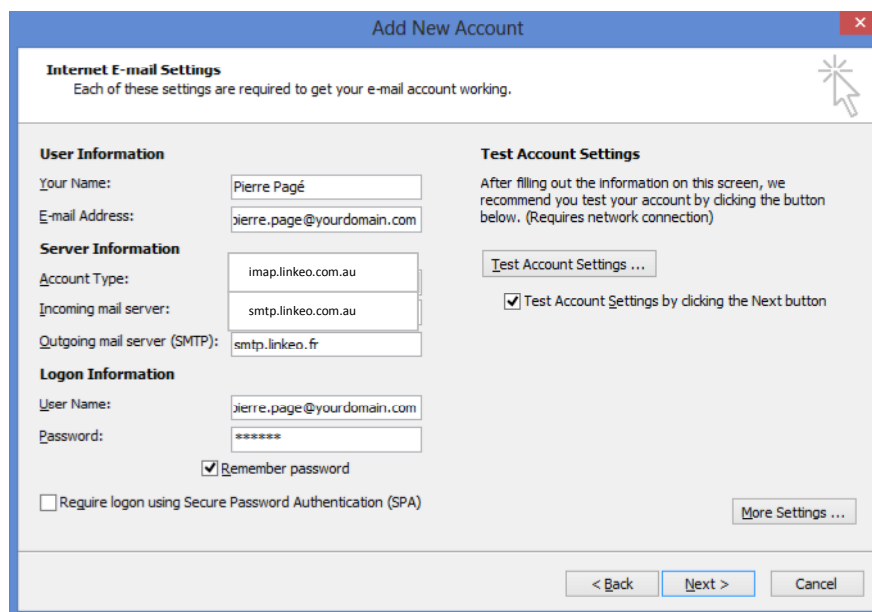
Outgoing mail server:
> If you are in **FRANCE**: fr.smtp.linkeo.com
> If you are in **AUSTRALIA**: au.smtp.linkeo.com
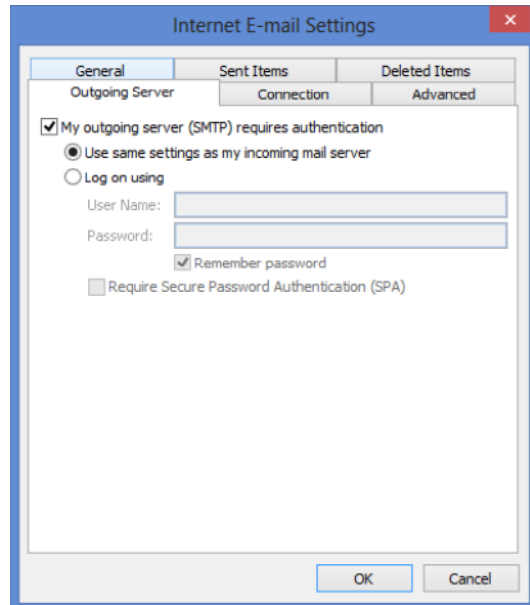> If you are in **CANADA**: ca.smtp.linkeo.com
> If you are in the **UNITED STATES**: us.smtp.linkeo.com
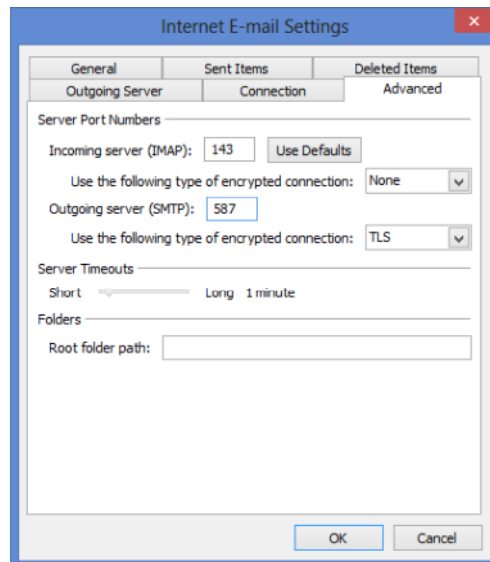> If you are in **DUBAI**: ae.imap.linkeo.com

    b. Click on **More Settings …**

c. Go to **Outgoing Server** tab. Tick **My outgoing server (SMTP) requires authentication**, and select **Use Same settings as my incoming mail server**.

d. Go to **Advanced** tab.
e. Set **Incoming server (IMAP)** to **143**.
f. Set **Outgoing server (SMTP)** to **587**, and select **TLS** in **Use the following type of encrypted connection**.

g. Click **OK**.
Click on **Test Account Settings ...** to test your settings. If there is no error.
Click on **Next** to finish the setup.

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