

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.



2. Select Yes, then click Next

Account Configuration		×
E-mail Accounts		×
You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, o other E-mail server. Would you like to configure an E-mail account?	r	
©∑es ⊖ N <u>a</u>		
	< Back Next > Car	ncel

Click at file to add a new email account then click at the information bottom

LinkeoPHONE: 800 LINKEO (800-546536)Dubai Internet CityWEBSITE: www.linkeo.aeBldg Number 5, office 114EMAIL: info@linkeo.aeP.O. Box: 500112 DIC 4.LICENSE NO: 92616Dubai, United Arab EmiratesEMAIL





3. Click at the +Add account bottom



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

	×
n Adams	
n@contoso.com	
sword your Internet service provider has given you,	
igs or additional server types	
< Back	Next > Cancel
	n Adams n@contoso.com sword your Internet service provider has given you, gs or additional server types

5. Select Internet Mail, and click Next

Linkeo Dubai Internet City Bldg Number 5, office 114 P.O. Box : 500112 DIC 4. Dubai, United Arab Emirates PHONE : 800 LINKEO (800-546536) WEBSITE : www.linkeo.ae EMAIL : info@linkeo.ae LICENSE NO: 92616



Add New Account	×
Choose Service	×
Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages. Microsoft Exchange or compatible service	
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.	
Text Messaging (SMS) Connect to a mobile messaging service.	
< Back Next >	Cancel

6. Type in the customer's name and e-mail address in User Information

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

	Add Net	w Account
Internet E-mail Settings Each of these settings ar	re required to get your e-mail accou	unt working.
User Information		Test Account Settings
Your Name:	Pierre Pagé	After filling out the information on this screen, we
E-mail Address:	pierre.page@yourdomain.com	recommend you test your account by dicking the button below. (Requires network connection)
Server Information		
Account Type:	imap.linkeo.com.au	Test Account Settings
Incoming mail server:	smtp.linkeo.com.au	\checkmark Test Account Settings by dicking the Next button
Outgoing mail server (SMTP):	smtp.linkeo.fr	
Logon Information		
User Name:	pierre.page@yourdomain.com	
Password:	*****	
	Remember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

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**.

l	Interr	net E-mail Se	ttings		×
General		Sent Items	De	leted Items	
Outgoing Server		Connection	1	Advanced	
My outgoing serve	er (SMT	P) requires authe	entication		
Use same sett	ings as	my incoming mai	server		
O Log on using					
User Name:					
Password:					
	✓ Ren	nember password			
Require Se	cure P	assword Authent	ication (SPA)	
			OK	Cancel	
		L	UK	Cancel	

- 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.

General Sent Items Deleted Items Outgoing Server Connection Advanced
outgoing but ter bonnecourt
Server Port Numbers
Incoming server (IMAP): 143 Use Defaults
Use the following type of encrypted connection: None
Outgoing server (SMTP): 587
Server Timenute
Short Uninute
Folders
Root folder path:
OK Cancel

g. Click OK.

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

Linkeo Dubai Internet City Bldg Number 5, office 114 P.O. Box : 500112 DIC 4. Dubai, United Arab Emirates PHONE : 800 LINKEO (800-546536) WEBSITE : www.linkeo.ae EMAIL : info@linkeo.ae LICENSE NO: 92616