

Manual Account Configuration for **Microsoft Outlook 10/13**

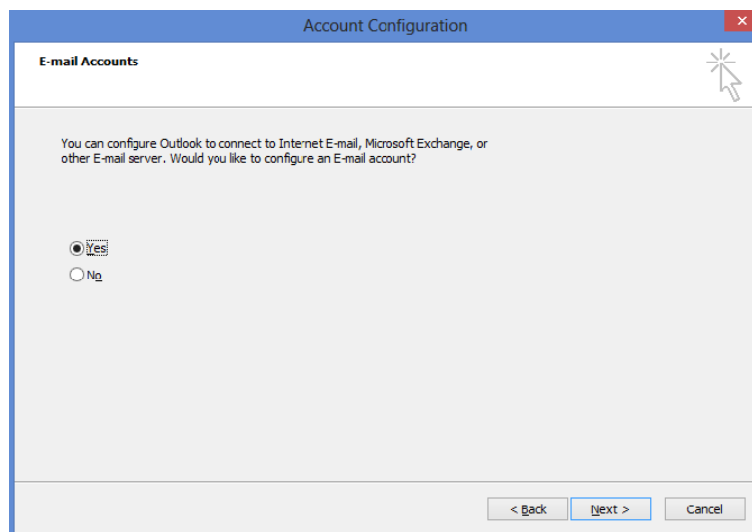
When you are configuring an email account, Linkeo's customer service can help you to recover your old emails stocked at IMAP. This page will show you the basic settings you need to send and receive emails. The Linkeo Business mail offers you a stock email of 3Go and a limit at sending and receiving emails of 20Mo. If you require some extra email stock, please feel free to contact us at 1300 546 536.

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

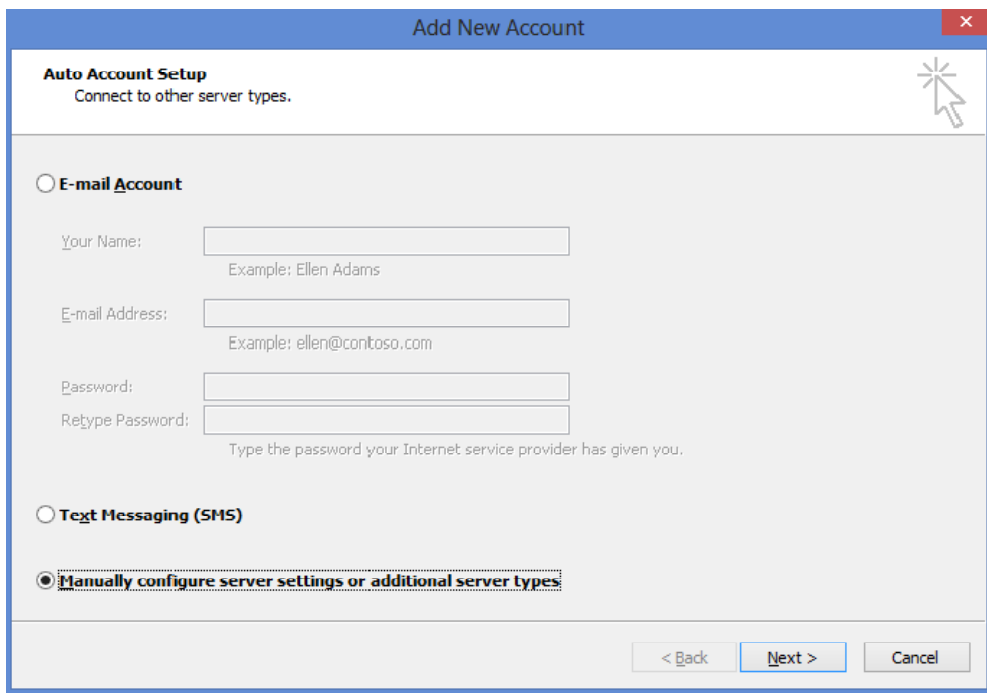


Click at file to add a new email account then click at the information bottom

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

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



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

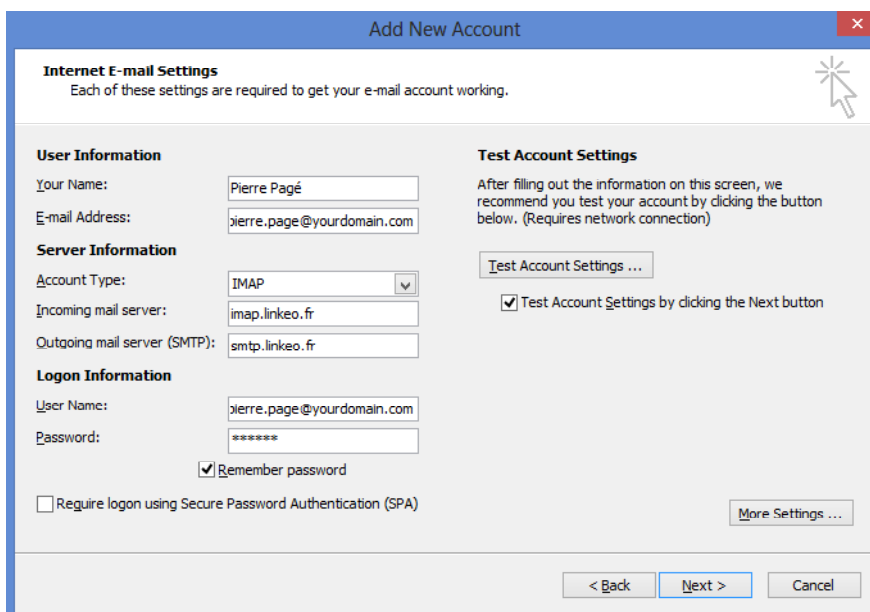
Outgoing mail server:

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



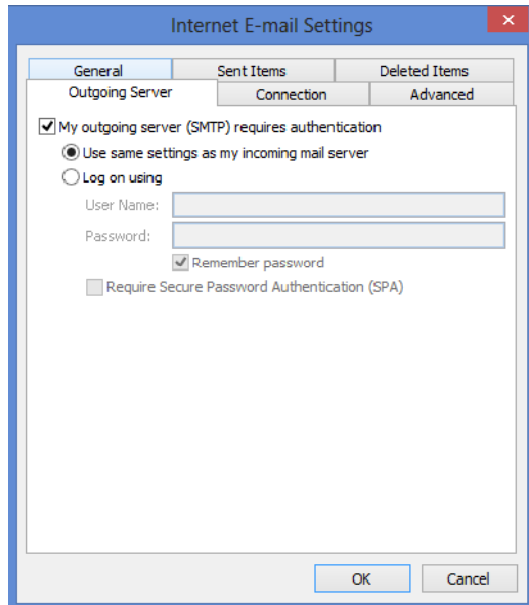
The screenshot shows a window titled "Add New Account" with a close button (X) in the top right corner. Below the title bar is a section titled "Internet E-mail Settings" with a sub-header "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The window is divided into several sections:

- User Information:** "Your Name:" (text box: Pierre Pagé), "E-mail Address:" (text box: pierre.page@yourdomain.com)
- Server Information:** "Account Type:" (dropdown: IMAP), "Incoming mail server:" (text box: imap.linkeo.fr), "Outgoing mail server (SMTP):" (text box: smtp.linkeo.fr)
- Logon Information:** "User Name:" (text box: pierre.page@yourdomain.com), "Password:" (text box: *****), Remember password, Require logon using Secure Password Authentication (SPA)
- Test Account Settings:** "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)", "Test Account Settings ..." button, Test Account Settings by clicking the Next button

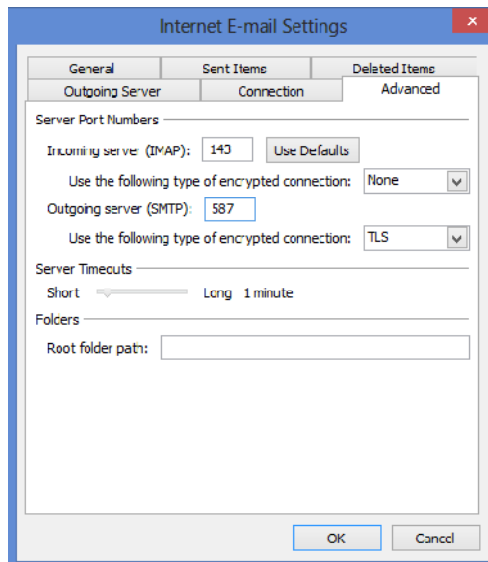
At the bottom right, there is a "More Settings ..." button. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

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**.



- 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.