

# 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 email account. First, open the Account Setting Tools at Microsoft Outlook and then click and the next bottom.



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

#### 2. Select Yes, then click Next

Account Configuration			×
E-mail Accounts			ž
You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account?	r		
© <u>Kes</u> ⊖ Ng			
	< <u>B</u> ack	<u>N</u> ext >	Cancel

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

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## 3. Click at the +Add account bottom



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

	Add New Account	×
Auto Account Setup Connect to other se		×
○ E-mail <u>A</u> ccount		
Your Name;		
E-mail Address;	Example: Ellen Adams	
_	Example; ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you,	
• Te <u>x</u> t Messaging (S	5/45)	
<u>Manually configure</u>	e server settings or additional server types	
	< <u>B</u> ack <u>N</u> ext >	Cancel

## 5. Select Internet Mail, and click Next

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Choose Service	K.
A Tabamat 5 anal	
<ul> <li>Connect to POP or IMAP server to send and receive e-mail messages.</li> <li>Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.</li> <li>Text Messaging (SMS) Connect to a mobile messaging service.</li> </ul>	
< Back Next > Canc	

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

7. For Server Information

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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

	Add Ne	w Account
Internet E-mail Settings Each of these settings a	re required to get your e-mail acco	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 clicking the button below. (Requires network connection)
Server Information	·,	7.11.00
Account Type:	IMAP 🗸	Test Account Settings
Incoming mail server:	imap.linkeo.com.au	$\checkmark$ Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	smtp.linkeo.com.au	
Logon Information		
<u>U</u> ser Name:	pierre.page@yourdomain.com	
Password:	*****	
	Remember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< <u>Back</u> <u>N</u> ext > 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.

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Internet E-mail Settings					
General	Sent Items	Deleted Items			
Outgoing Server	Connection	Advanced	1		
My outgoing server	✓ My outgoing server (SMTP) requires authentication				
Use same settin	gs as my incoming mail s	erver			
O Log on using					
User Name:					
Password:					
~	Remember password				
Require Secure Password Authentication (SPA)					
OK 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.

I	nternet E-mail Set	ings ×		
General	Sent Items	Deleted Items		
Outgoing Server	Connection	Advanced		
Server Port Numbers	Server Port Numbers			
Incoming server (IM	Incoming server (IMAP): 143 Use Defaults			
Use the following	type of encrypted conn	ection: None 🗸		
Outgoing server (SN	TP): 587			
Use the following type of encrypted connection: TLS				
Server Timeouts				
Short	Long 1 minute			
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.

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