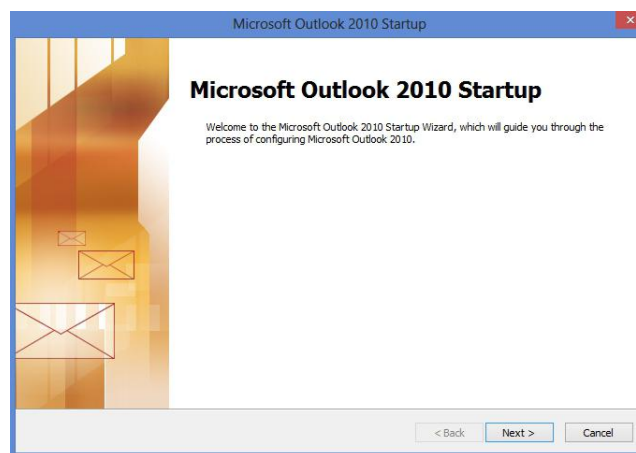


Manual Account Configuration for **Microsoft Outlook 10/13**

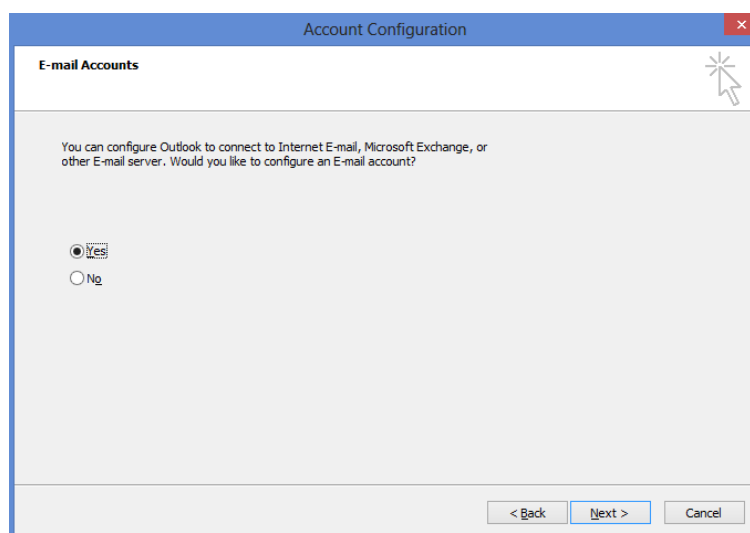
When you are configuring an email account, Linkeo's customer service can help you to recover your old emails stocked at IMAP. This page will show you the basic settings you need to send and receive emails. The Linkeo Business mail offers you a stock email of 3Go and a limit at sending and receiving emails of 20Mo. If you require some extra email stock, please feel free to contact us at **1 855 254 6536**.

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



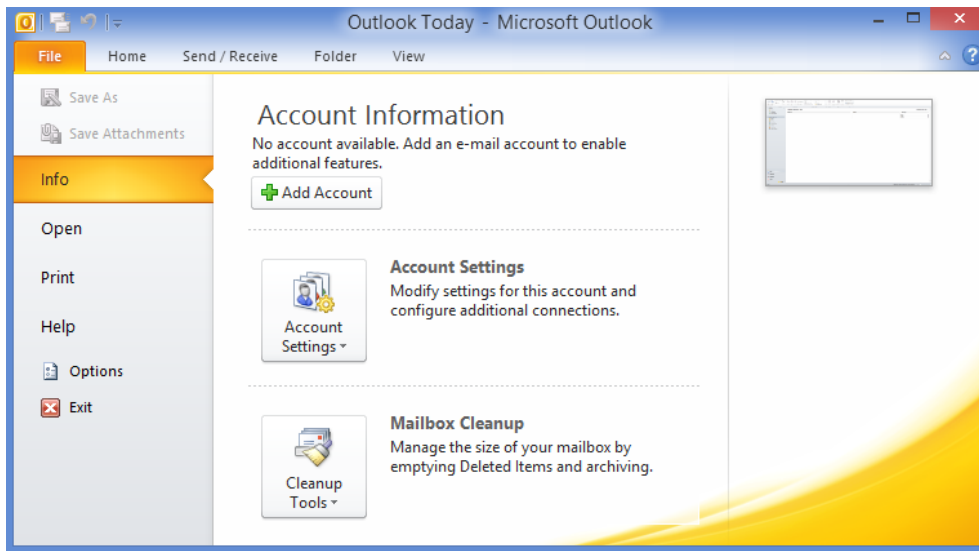
2. Select Yes, then click Next



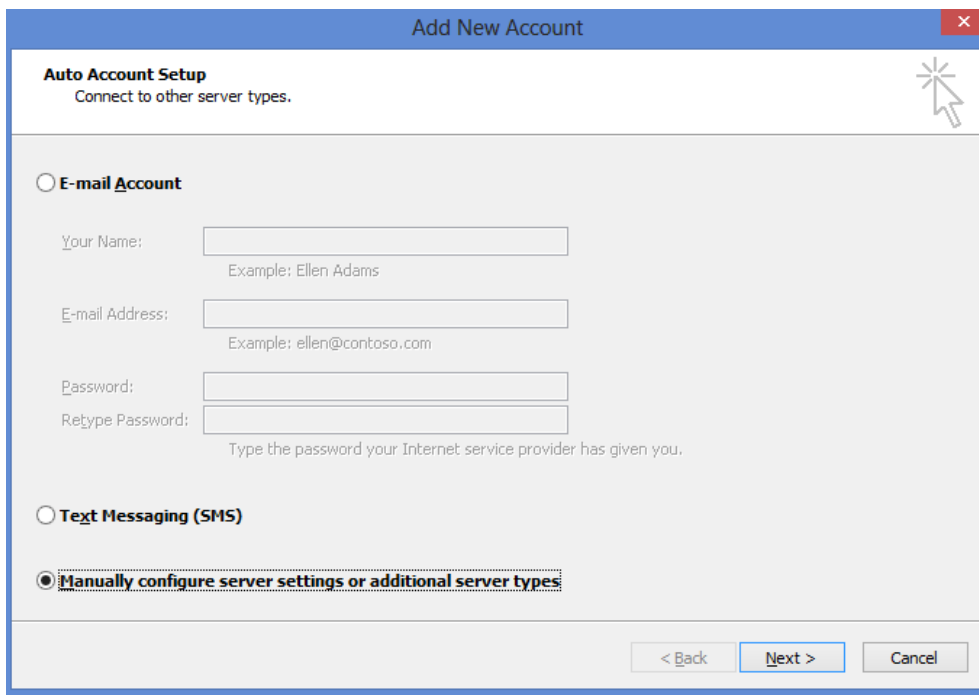
Click at file to add a new email account then click at the information bottom



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.

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

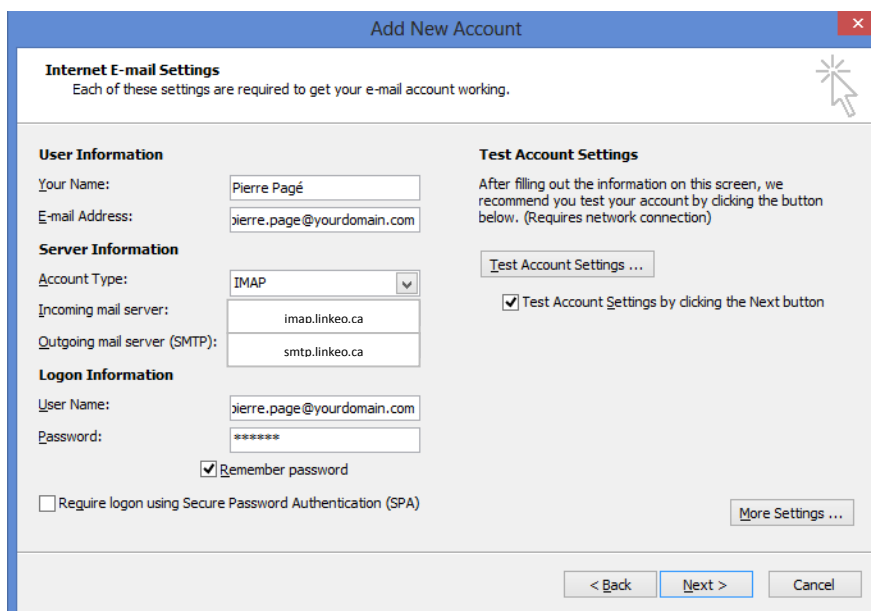
Outgoing mail server:

If you are in **FRANCE**: fr.smtp.linkeo.com

If you are in **AUSTRALIA**: au.smtp.linkeo.com

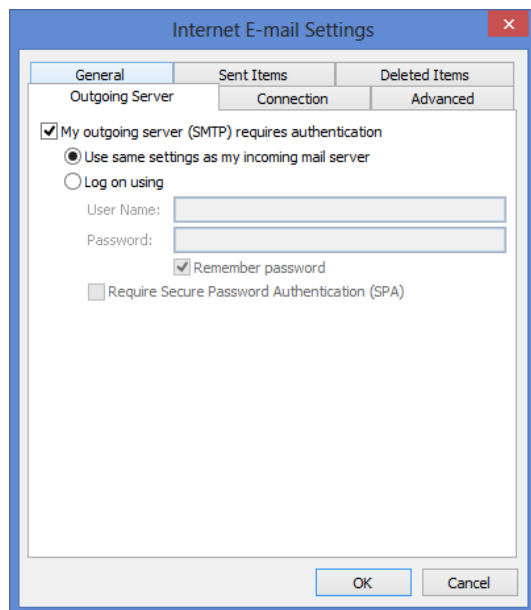
If you are in **CANADA**: ca.smtp.linkeo.com

If you are in the **UNITED STATES**: us.smtp.linkeo.com



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**.



Internet E-mail Settings

General Sent Items Deleted Items

Outgoing Server Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

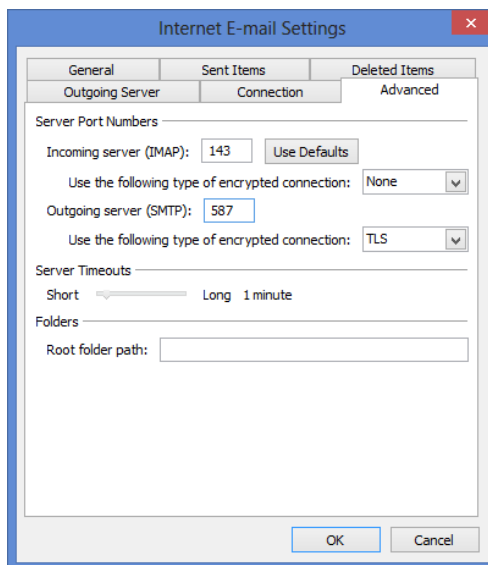
Password:

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**.



Internet E-mail Settings

General Sent Items Deleted Items

Outgoing Server Connection Advanced

Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection:

Outgoing server (SMTP):

Use the following type of encrypted connection:

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.