## Email Account Configuration for Microsoft Outlook 2013 (Windows)

Microsoft Outlook 2013 on Windows may not correctly understand settings used for secure email communication through our mail server. Following screenshots will help you configure email account that you created from within Hosting Control Panel in Email Management: Web Interface link. Before you proceed with the configuration you need the following:

- 1. An Email account that you created from within Hosting Control Panel.
- 2. Email address and password of the account to be added to Outlook.
- 3. Working Direct (not behind HTTP proxy) Internet connection.
- 4. Microsoft Outlook 2013 on Windows Operating System.

First Open (Run) Microsoft Outlook 2013 software. If this is the first email account for Outlook it will start the Email Account Setup Wizard.

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Follow the screenshots to configure accordingly and enjoy.





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Screen-5 💽 🗄 🕤 🕫 ? 🗉 – 🗗 🗙 FILE HOME SEND / RECEIVE FOLDER VIEW 3. Next click the 1. Make sure this 0 5 ∓ 3. Next click the 'Advanced' Tab to ensure that Outlook uses correct settings for mail server ? 🖂 – 🗗 🗙 box is 'Checked'. This HOME SEND / RECEIVE FOLDER VIEW will ensure your email transmission is 
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 Log on using User Information 2. Make sure this Option is 'Checked'. This will ensure that you use same username/password for Your Name: Your Name Here User Name: Password: Remember password Require Secure Password Authention Email Address: (user@example.com) Server Information incoming and outgoing instion (SPA) Account Type: IMAP  $\sim$ Incoming mail server: smtpy.nixtecsys.com Outgoing mail server (SMTP): smtpy.nixtecsys.com Logon Information User Name: (user@example.com) Password: Remember password Require logon using Secure Password Authentication (SPA)  $\leq$ More Settings ... OK Cancel \_ < Back Next > Cancel 22 Ź ...



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To Manager Done Move O displayed in 'Error's tab. Please check the error message in Search Peo 2. Click this Add button to start testing the send/receive using the settings used on New New Email Items \* Delete New case something didn't work POP and IMAP Account Settings Enter the mail server settings for your account. previous steps Saturday, April 28, 2018 Customize Outlook Today ... Calendar Message All Folders User Information Inbox Your Name: Your Name Here Test Accour Ings (user@example.com) Email Address: Congratulation All tests completed successfully. Click Close to continue. Mail to keep offline: All Stop Server Information Close smtpy.nixtecsys.com Account Type: Tasks Errors Incoming mail server: Outgoing mail server (SMTP): smtpy.nixtecsys.com Tasks Status 1. Click Next, You will ✓ Log onto incoming mail server (IMAP) ✓ Send test e-mail message Completed Completed Logon Information get a popup dialog box lik the right side picture. user@example.com User Name: 4. If no errors you can click 'Close' button. This will finalise the account Password: Remember password Require logon using Secure Password Authentication configuration More Settings ...  $\leq$ \_ < Back Next > Cancel 22 Ź ...



Screen-9 🔯 🗄 🕤 🕫 ? 🗉 – 🗗 🗙 FILE HOME SEND / RECEIVE FOLDER VIEW 02 ? 🗈 – 🗗 🗙 5 = Inbox - (user@example.com) - Outlook HOME SEND / RECEIVE FOLDER VIEW 
 Image: Second 다. To Manager 다. Reply & Delete Respond Delete New Quick Steps > Search Current Mailbox (Ctrl+E) 🔎 🛛 Current Mailbox 👻 🝳 Reply 🛛 Reply All 🖂 Forward All Unread By Date ▼ Newest ↓ 0 None olders **▲** Today Microsoft Outlook < user@example.com Microsoft Outlook Test Message AILF Microsoft Outlook Microsoft Outlook Test Message This is an e-mail message sent au 8:26 AM To Your Name Here This is an e-mail message sent automatically by Microsoft Outlook while testing the settings for your account. Your specified name will be her This was the email that was sent during sting of your account  $\sim$ \_ 22 Ź • ... See more about Microsoft Outloo

For any technical issues please contact with your service provider.