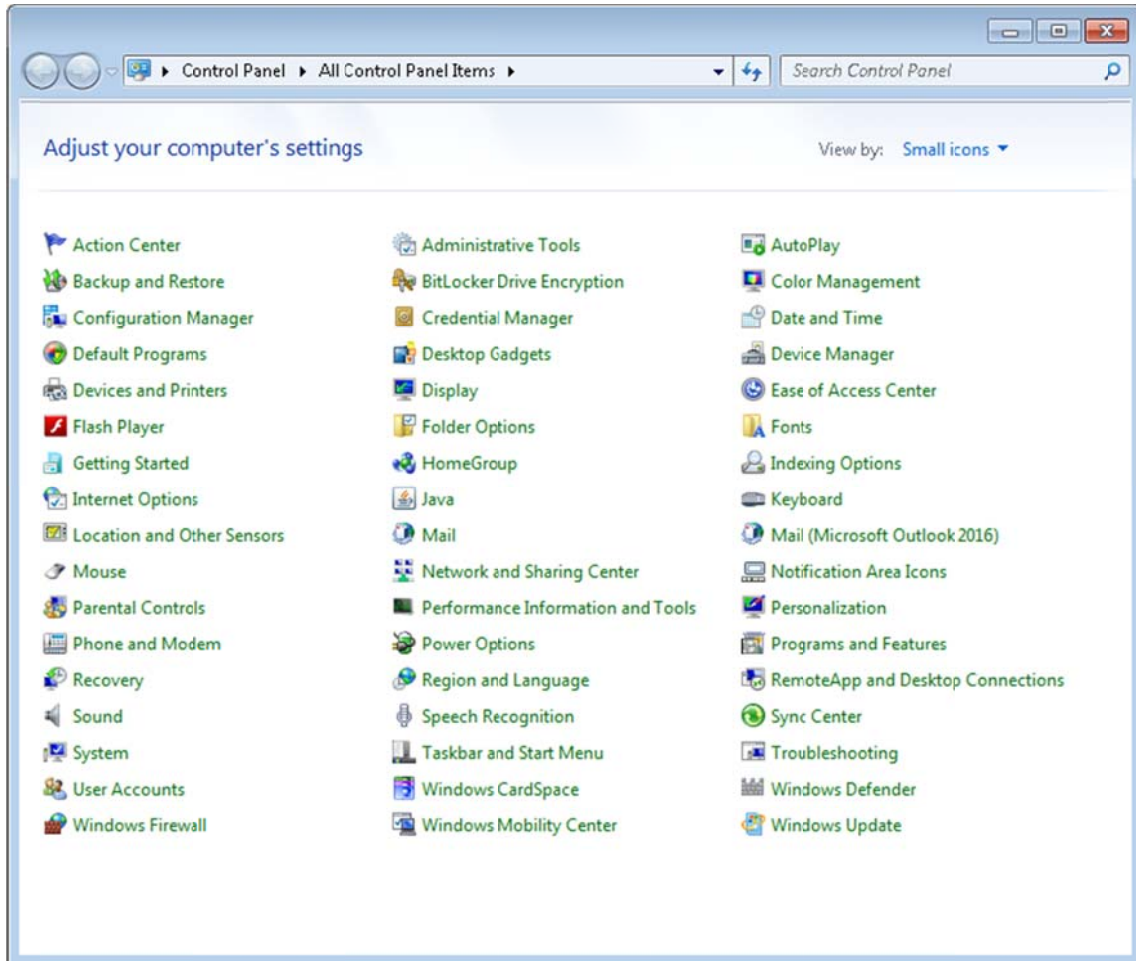


# Windows: Outlook 2016 (IMAP)

This article will assist you with setting up Outlook 2016 with your Hosted Mailbox.

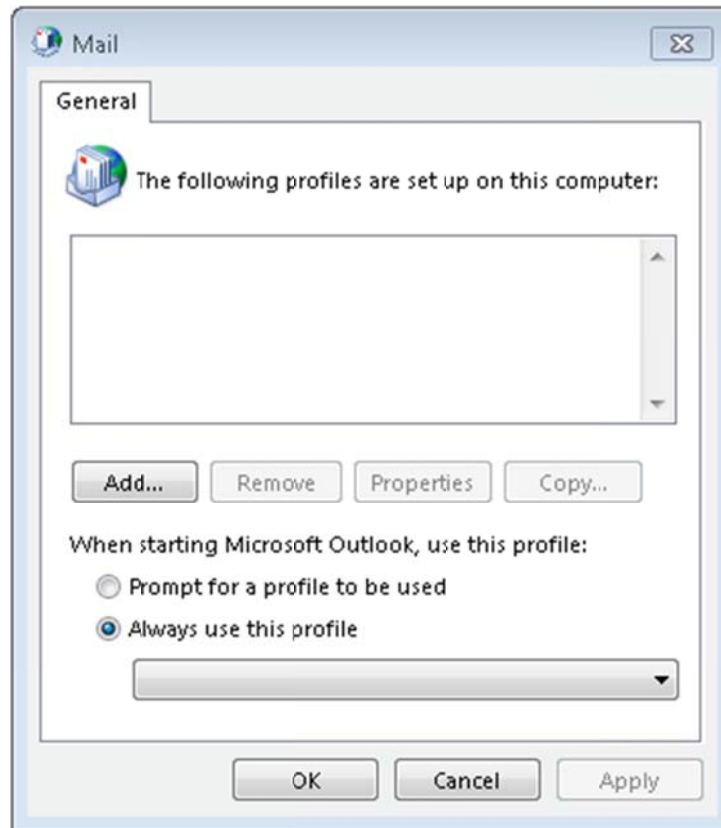
1. Open your "Control Panel". (Start -> Control Panel)
2. Click "Mail (Microsoft Outlook 2016)"



3. If a profile already exists, click on "Show Profiles".



If no profile exists, click "Add".



4. Enter a profile name (It can be anything! We suggest your email address your name.)



5. Select "**Manual setup or additional server types**". Click "**Next**".

**Add Account**

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back   **Next >**   Cancel

6. Select "POP or IMAP" and click "Next".
7. Select "Manual setup or additional server types". Click "Next". Select "POP or IMAP" and click "Next".

**Add Account**

**Choose Service**

**Microsoft Exchange Server or compatible service**  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

**Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

**POP or IMAP**  
Connect to a POP or IMAP email account

**Other**  
Connect to a server type that is listed below  
Fax Mail Transport

< Back   **Next >**   Cancel

8. In the "Add New Account" window, input the following information:
  - a. "Your Name": The name email recipients will see in the "From" field.
  - b. "Email Address": **XXXXXX@salishmail.com**
    - **(Replace XXXXXX with your mailbox name)**
  - c. "Account Type": IMAP

9. "Incoming mail server": (We recommend secure.emailsrvr.com)

Server	SSL	Port(s)
secure.emailsrvr.com	Yes	993
Imap.emailsrvr.com	No	143

10. "Outgoing mail server (SMTP)": (We recommend secure.emailsrvr.com)

Server	SSL	Port(s)
secure.emailsrvr.com	Yes	465
smtp.emailsrvr.com	No	25 or 2525 or 587 or 8025

11. "Logon Information":

- a. "Username": **XXXXXX@salishmail.com**
  - **(Should be the same as 8.b. above)**
- b. "Password": Your mailbox password

**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

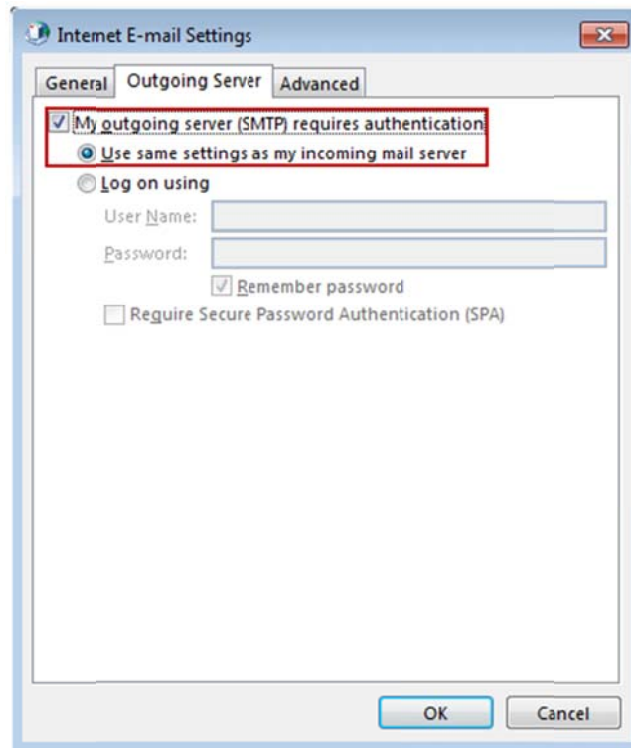
Require logon using Secure Password Authentication (SPA)

Mail to keep offline: 1 month

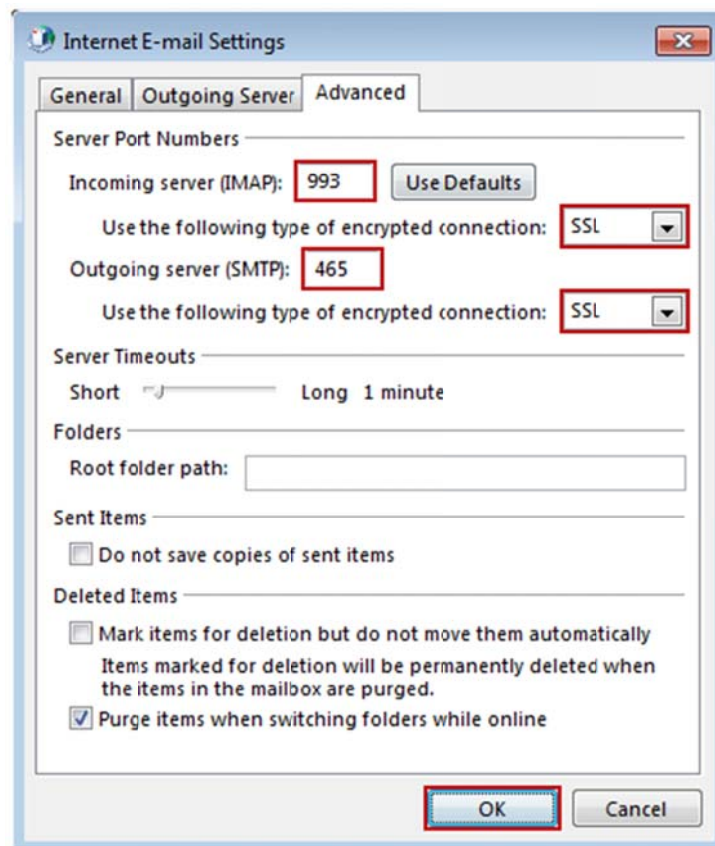
**More Settings ...**

< Back   Next >   Cancel

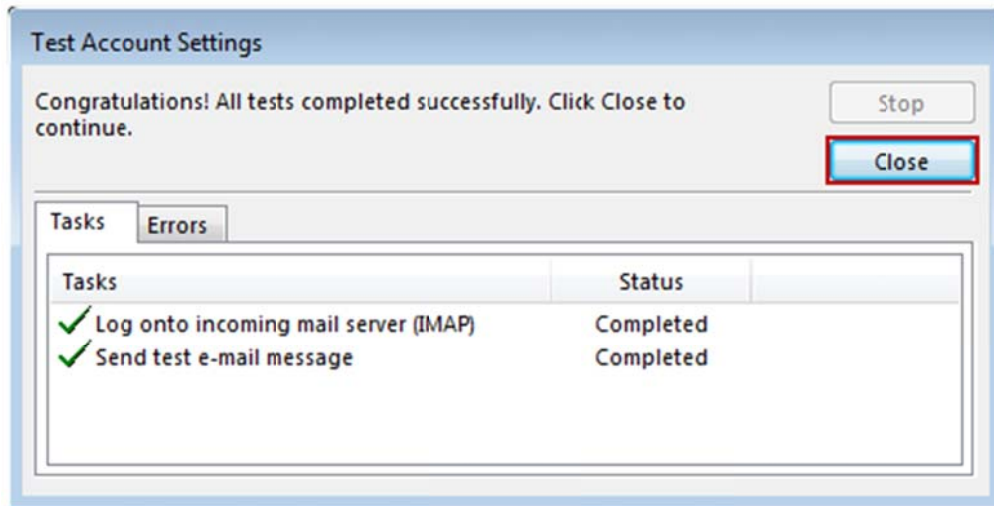
12. Click on "**More Settings**" then click the "**Outgoing Server**" Tab
  - a. Check the box for "**My outgoing server (SMTP) requires authentication**".
  - b. Check the button for "**Use same settings as my incoming mail server**".



13. If using "**secure.emailsrvr.com**": Click on the "**Advanced**" Tab
  - a. Change "**Use the following type of encrypted connection**" to "**SSL**".
  - b. Change the port numbers to match the chart on step 4.c. Click "**OK**".



14. Click "Next". Outlook will now attempt to send a test message using the settings we have just put in. If everything was entered correctly, the message will send out successfully.



15. Congratulations! You have now setup Outlook to work with your Mailbox!