

EMAIL CLIENT SETUP



IMAP

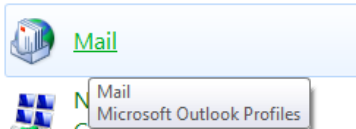
MICROSOFT OFFICE OUTLOOK 2010/2013 VIA IMAP

...in **12** easy steps

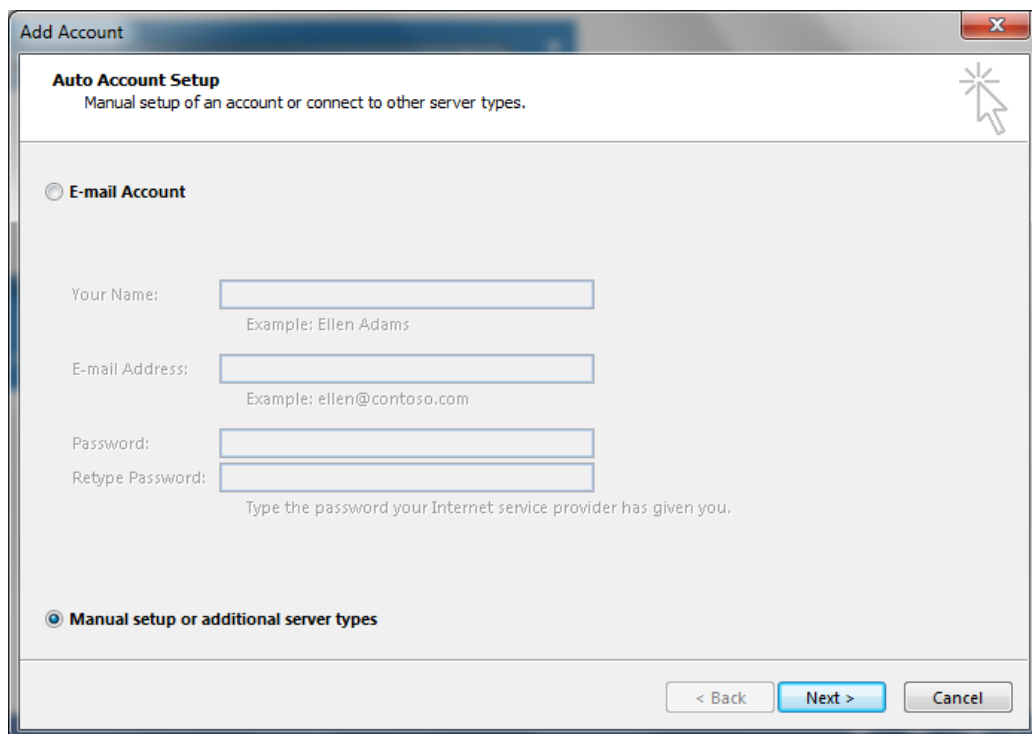
1. Launch Outlook 2013 via desktop icon or the Start menu.



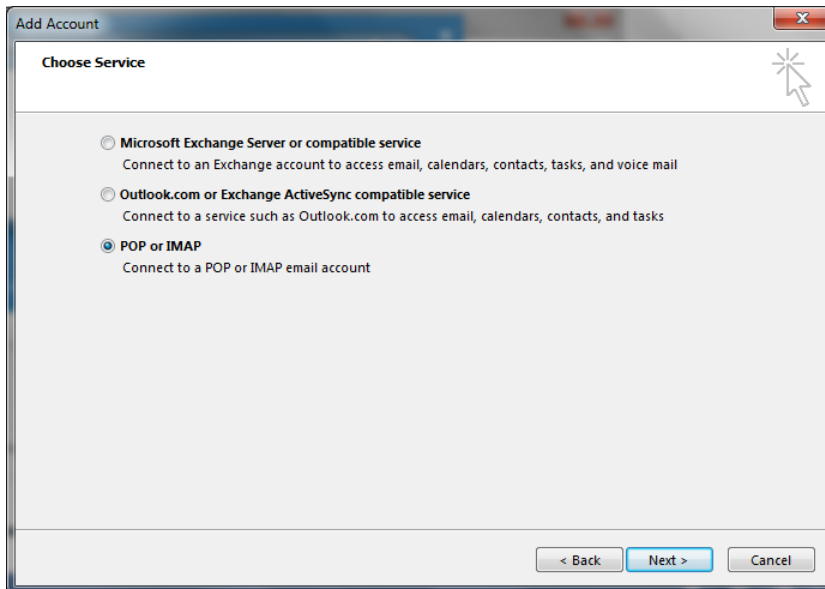
2. For the first launch, you will be guided through the Auto Account Setup Wizard. Subsequently, please go to **Control Panel > Mail** to add new email accounts.



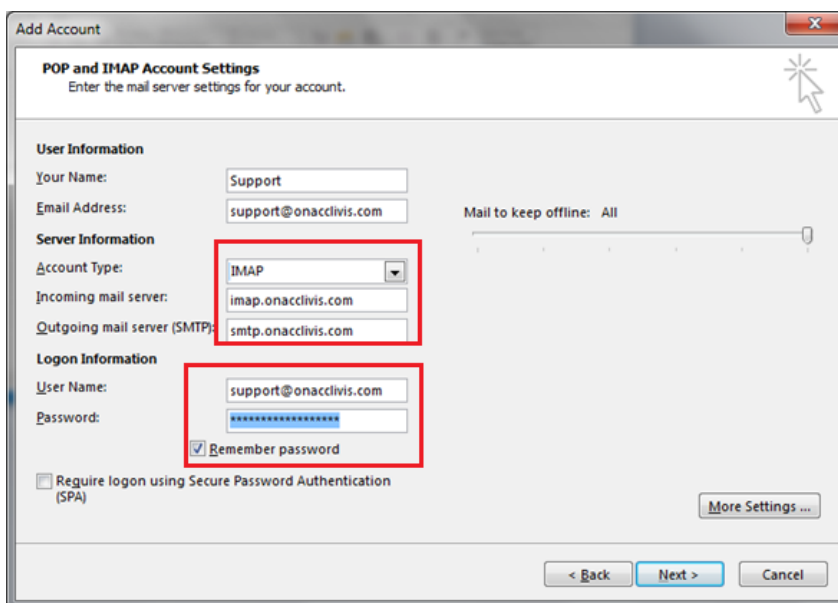
3. In the Auto Account Setup wizard, select "Manual setup or additional server types", and click "Next >" to continue.



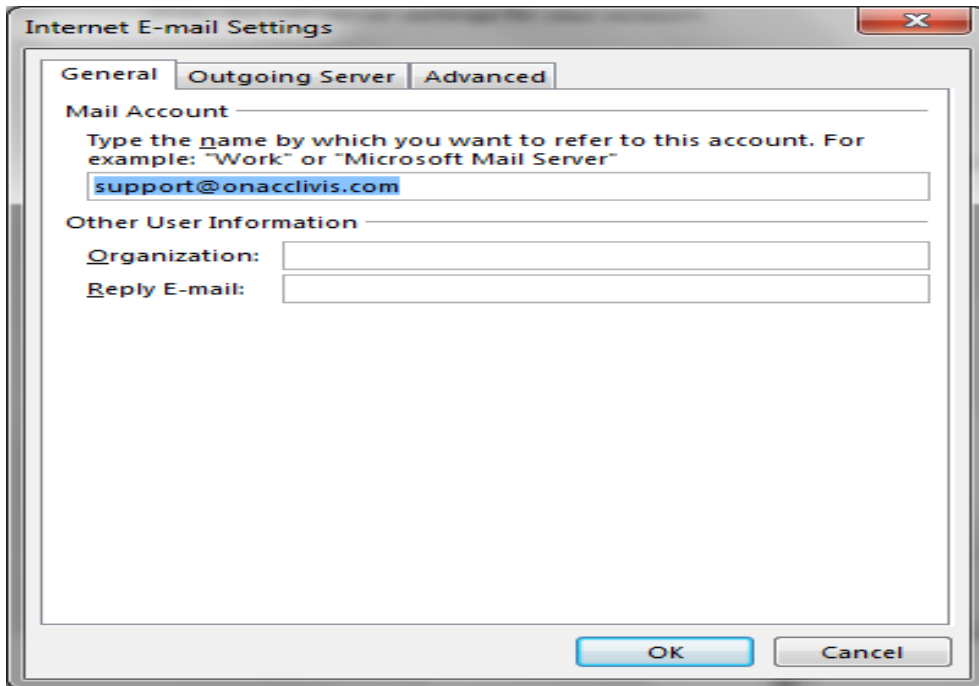
4. Choose “POP or IMAP” service and click “Next >” to continue.



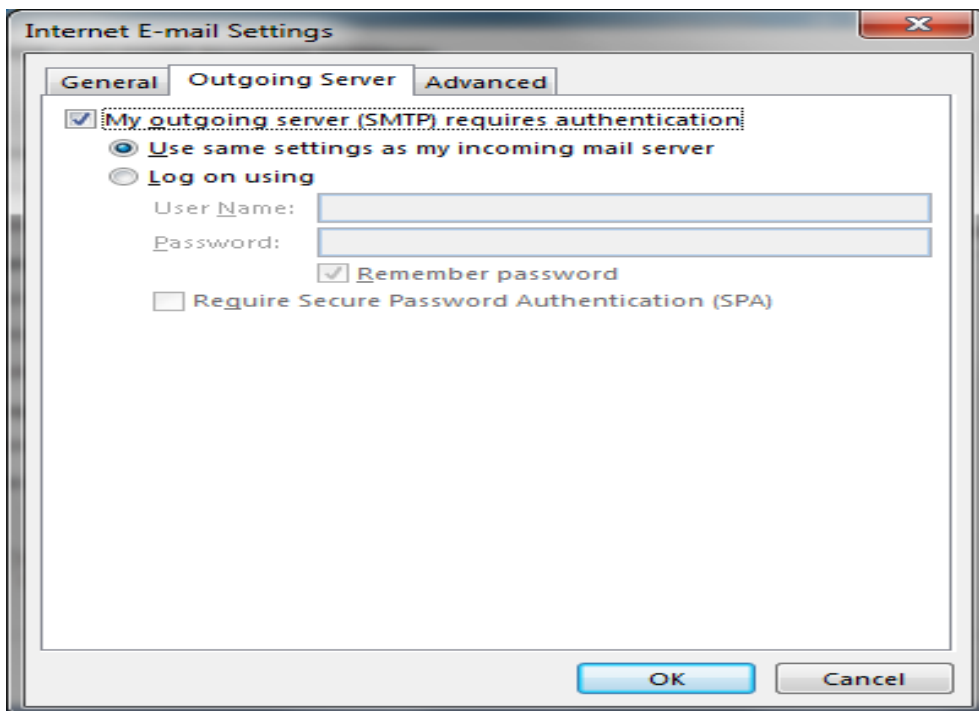
5. In the POP and IMAP Account Settings screen, input your full/display name followed by SMTP Email Address and choose IMAP as the account type. Use imap.onacclivis.com for incoming mail server and smtp.onacclivis.com for outgoing mail server. Type in your email address, password and select “Remember password”. Click on “More Settings” near the bottom right corner to configure advanced settings.



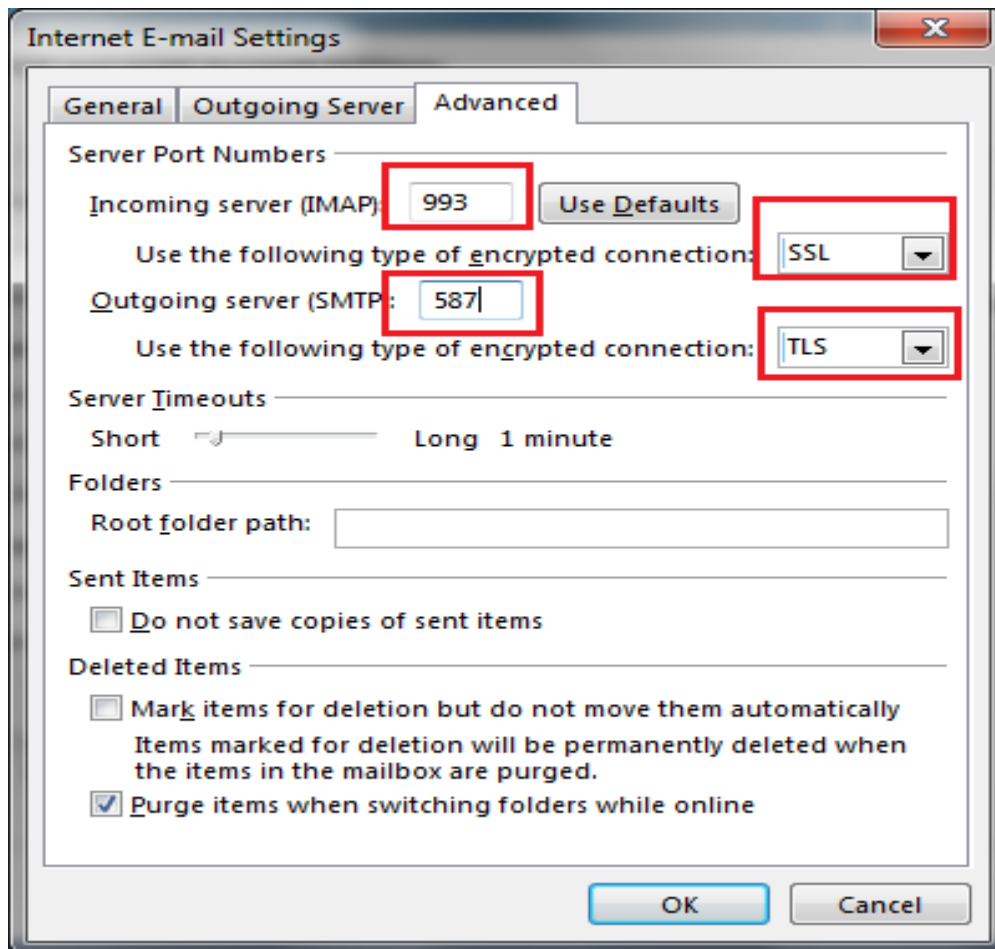
6. Verify that your email account is correct on the General tab.



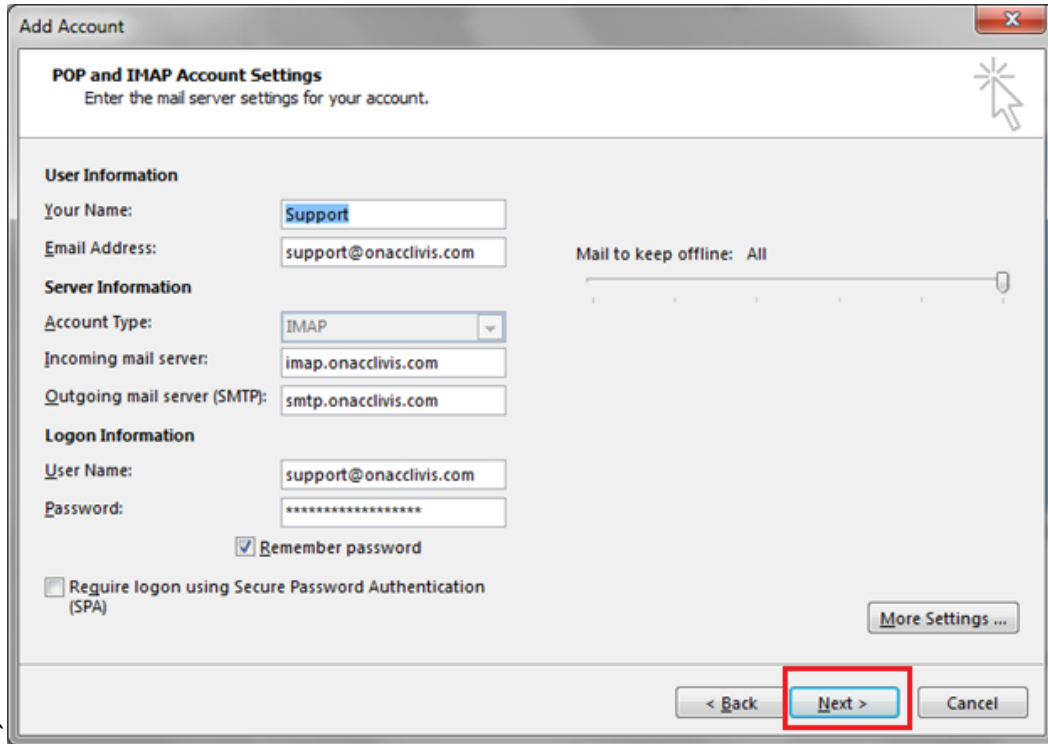
7. On the Outgoing Server tab, check “My outgoing server (SMTP) requires authentication” and leave the radio button selected.



- On the Advanced Tab, use port **993** for incoming server and select **SSL** as encryption. Use port **587** for outgoing server and select **TLS** as encryption. Leave the rest as per the default and select “OK” to continue.



- You will be directed back to the Add Account wizard. Click “Next >” to continue.



Add Account

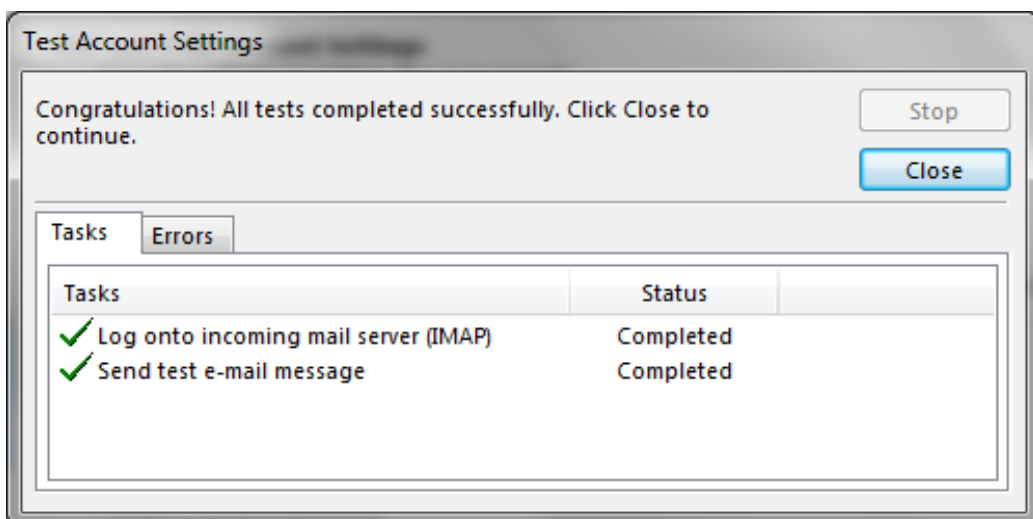
POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name:
Email Address: Mail to keep offline: All

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)

- Outlook will then proceed to Test Account Settings. This should complete successfully and you can click on “Close” to proceed.

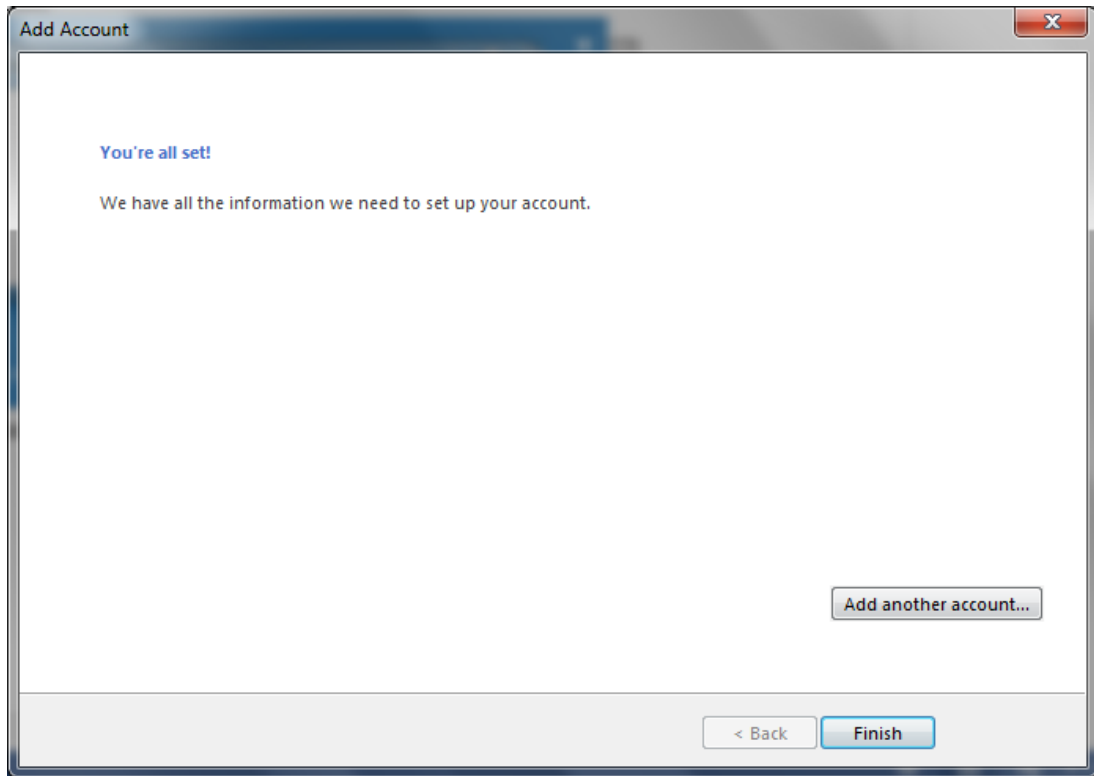


Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

11. You're all set! Your account has been set up. Click **"Finish"** to complete the configuration.



Congrats! Your email account is now functional.