

GUIDE TO CONFIGURING AN EMAIL ACCOUNT ON MICROSOFT OUTLOOK

Tutorial

LINKEO

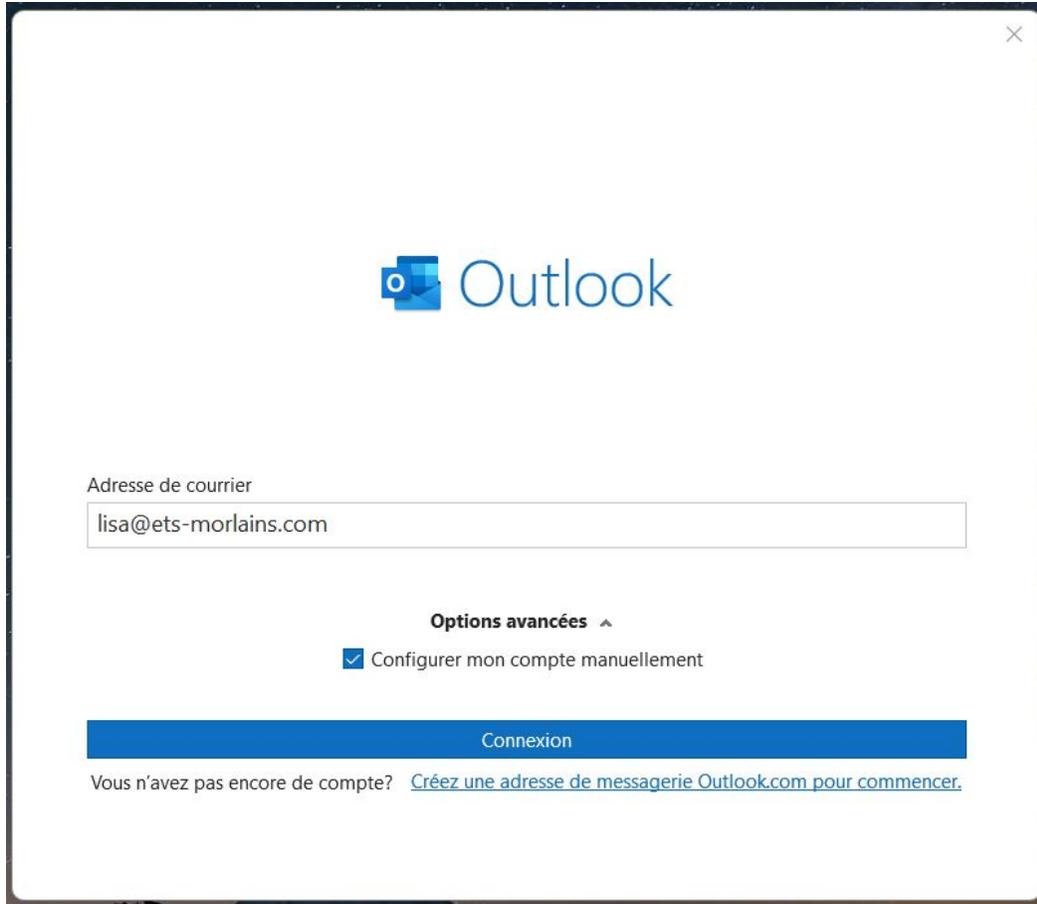
Setting up a Microsoft Outlook email account

This guide will allow you to configure your email address on Microsoft Outlook. Linkeo's business mail offer offers you the possibility of storing 10 GB of emails and the possibility of being able to send or receive emails of up to 18 MB .

This guide also applies to all versions of Microsoft Outlook, the only difference being the location of the account settings.

Customer Service is at your disposal on 09 72 67 01 67 or by email at service@linkeo.com if you encounter any difficulties with the settings.

Setting up a Microsoft Outlook email account



Adresse de courrier

lisa@ets-morlains.com

Options avancées ^

Configurer mon compte manuellement

Connexion

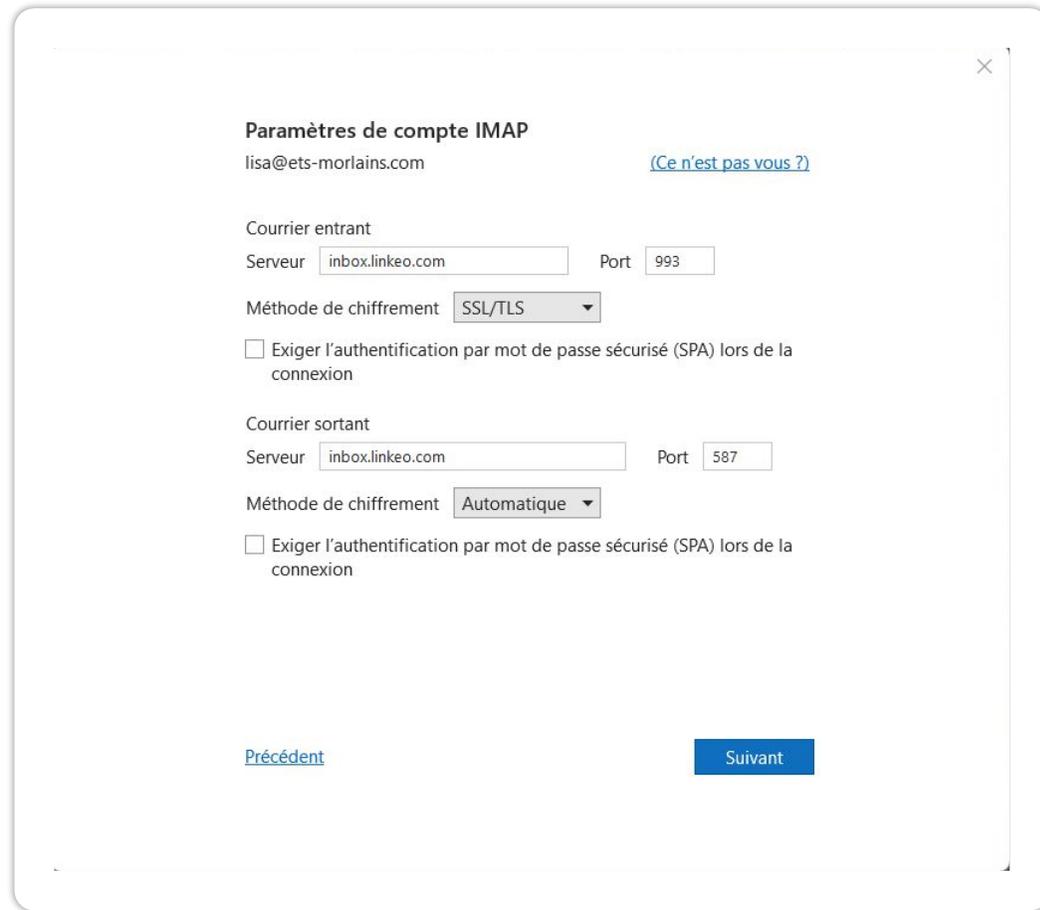
Vous n'avez pas encore de compte? [Créez une adresse de messagerie Outlook.com pour commencer.](#)

1^{re} step

If this is your first time starting Microsoft Outlook, you will come to this screen. Fill in the e-mail address and then tick the box “Configure my account manually”, then on the “Connection” button .

If this is not the first time, click on the File menu, then Information, then click on the “Add an account” button

Setting up a Microsoft Outlook email account



The screenshot shows the 'Paramètres de compte IMAP' (IMAP Account Settings) window in Microsoft Outlook. The window title is 'Paramètres de compte IMAP' and the email address is 'lisa@ets-morlains.com'. There is a link '(Ce n'est pas vous ?)' next to the email address. The settings are divided into two sections: 'Courrier entrant' (Incoming Mail) and 'Courrier sortant' (Outgoing Mail). In the 'Courrier entrant' section, the 'Serveur' (Server) is 'inbox.linkeo.com' and the 'Port' is '993'. The 'Méthode de chiffrement' (Encryption Method) is set to 'SSL/TLS'. There is an unchecked checkbox 'Exiger l'authentification par mot de passe sécurisé (SPA) lors de la connexion' (Require secure password authentication (SPA) during connection). In the 'Courrier sortant' section, the 'Serveur' is 'inbox.linkeo.com' and the 'Port' is '587'. The 'Méthode de chiffrement' is set to 'Automatique' (Automatic). There is also an unchecked checkbox 'Exiger l'authentification par mot de passe sécurisé (SPA) lors de la connexion'. At the bottom, there are two buttons: 'Précédent' (Previous) and 'Suivant' (Next).

Paramètres de compte IMAP
lisa@ets-morlains.com [\(Ce n'est pas vous ?\)](#)

Courrier entrant
Serveur Port
Méthode de chiffrement

Exiger l'authentification par mot de passe sécurisé (SPA) lors de la connexion

Courrier sortant
Serveur Port
Méthode de chiffrement

Exiger l'authentification par mot de passe sécurisé (SPA) lors de la connexion

[Précédent](#)

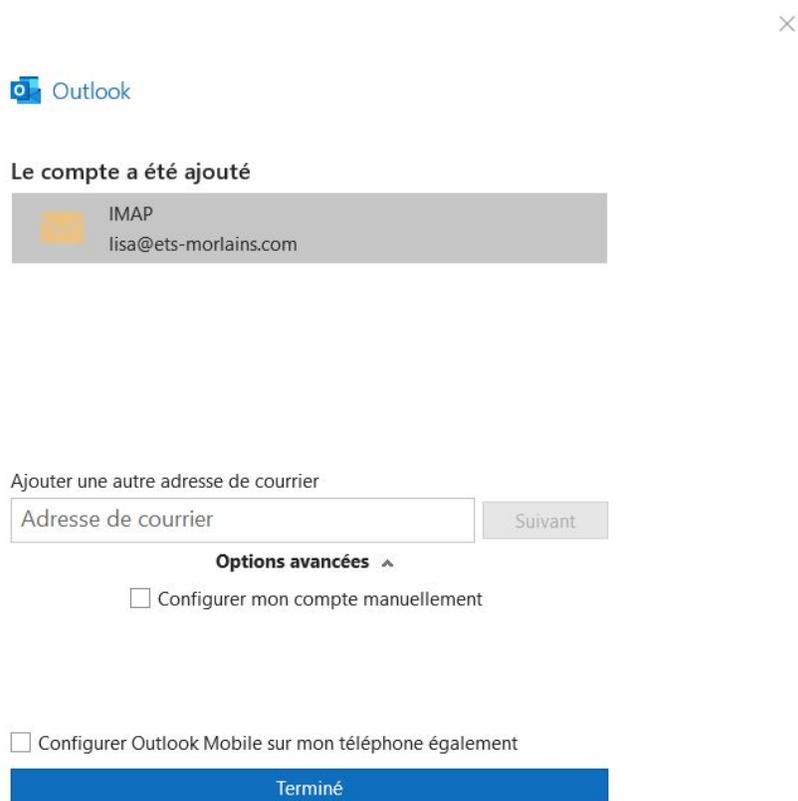
2nd step

email server settings as follows:

- Incoming mail: inbox.linkeo.com, port 993 and SSL/TLS encryption
- Outgoing mail: inbox.linkeo.com, port 587 and Automatic encryption

Then click on the 'Next' button

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The screenshot shows the Outlook application window with a confirmation message. At the top left is the Outlook logo. Below it, the text 'Le compte a été ajouté' is displayed. A grey box contains an orange envelope icon, the text 'IMAP', and the email address 'lisa@ets-morlains.com'. Below this, there is a section for adding more email addresses with a text input field labeled 'Adresse de courrier' and a 'Suivant' button. Underneath is a section for advanced options, with a checkbox for 'Configurer mon compte manuellement'. At the bottom, there is another checkbox for 'Configurer Outlook Mobile sur mon téléphone également' and a large blue 'Terminé' button.

Outlook

Le compte a été ajouté

IMAP
lisa@ets-morlains.com

Ajouter une autre adresse de courrier

Adresse de courrier

Suivant

Options avancées ^

Configurer mon compte manuellement

Configurer Outlook Mobile sur mon téléphone également

Terminé

Finally,

You will receive the confirmation message opposite.

Congratulations !



You have correctly configured your
email account on Microsoft Outlook

