GUIDE TO SETTING UP AN EMAIL ACCOUNT
ON MICROSOFT OUTLOOK

Tutorial

LINKeo

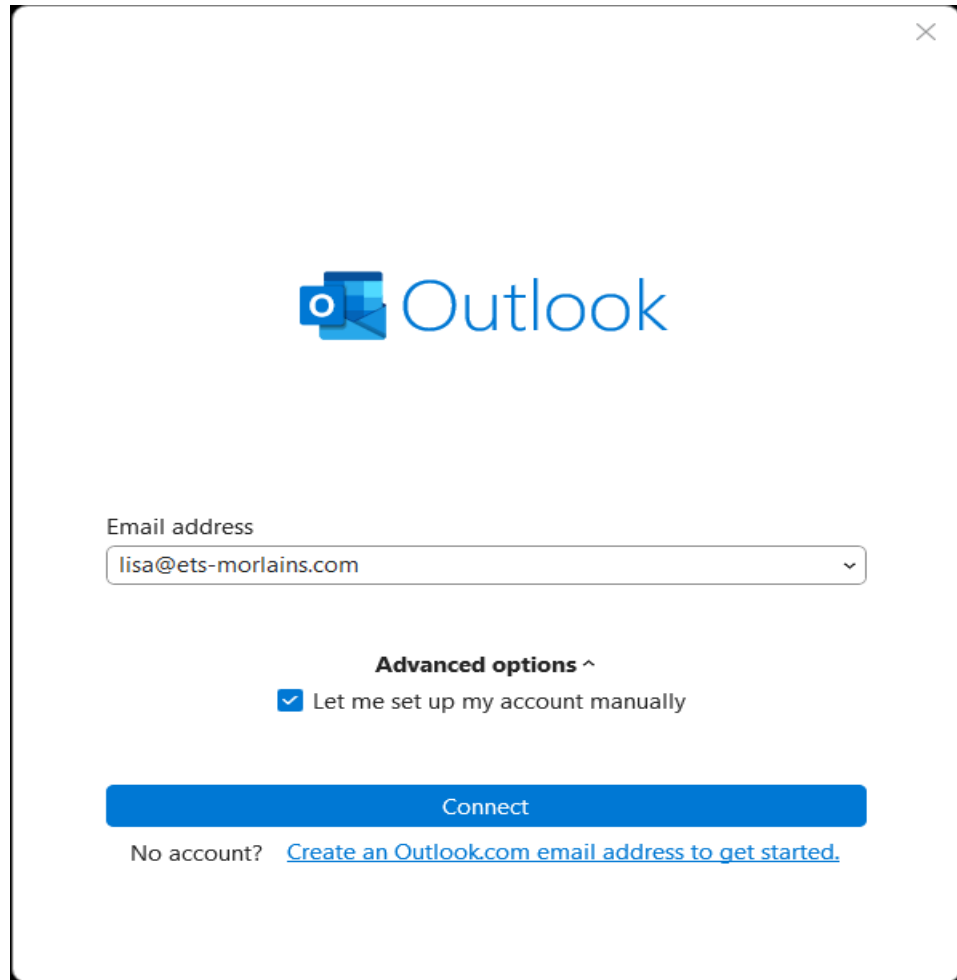# Setting up a Microsoft Outlook email account

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.

Our Customer Service team is available by phone at **1300 546 536** or by email at **service@linkeo.com.au** if you encounter any difficulties.

Setting up a Microsoft Outlook email account

1st 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 "Connect" 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

IMAP Account Settings

lisa@ets-morlains.com   (Not you?)

Incoming mail

Server inbox.linkeo.com   Port 993

Encryption method   SSL/TLS

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server inbox.linkeo.com   Port 465

Encryption method   SSL/TLS

☐ Require logon using Secure Password Authentication (SPA)

Go back   Next

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

Setting up a Microsoft Outlook email account

Outlook

Account successfully added

	IMAP
✉	lisa@ets-morlains.com

Add another email address

Email address	Next

Advanced options ^

☑ Let me set up my account manually

☐ Set up Outlook Mobile on my phone, too

Done

Finally,

You will receive the account setup confirmation message.

Congratulations !

> You have successfully configured your
>
> email account on Microsoft Outlook

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