

# Microsoft Outlook email account Configuration guide (IMAP)

Tutorial

LINKEO

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# Microsoft Outlook email account Configuration guide (IMAP)

## Setting up a Microsoft Outlook email account Manual configuration guide for a Microsoft Outlook 10/13 email account (IMAP)

This guide will allow you to configure your email address on Microsoft Outlook.

The Linkeo business mail offer allows you to store 3GB of emails and to send or receive emails of up to 18MB.

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

Our Customer Service is available on **1300 546 536** or by email at [service@linkeo.com.au](mailto:service@linkeo.com.au) if you encounter any difficulties.

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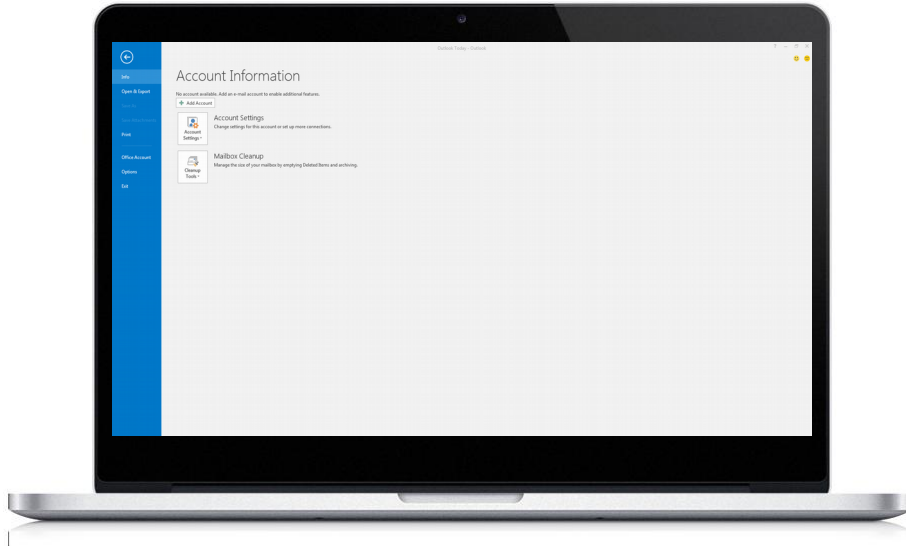


### Step 1 Avoid Guided start-up

If this is the first time you start Microsoft Outlook, you will be directed to this screen.

Click « **Cancel** »

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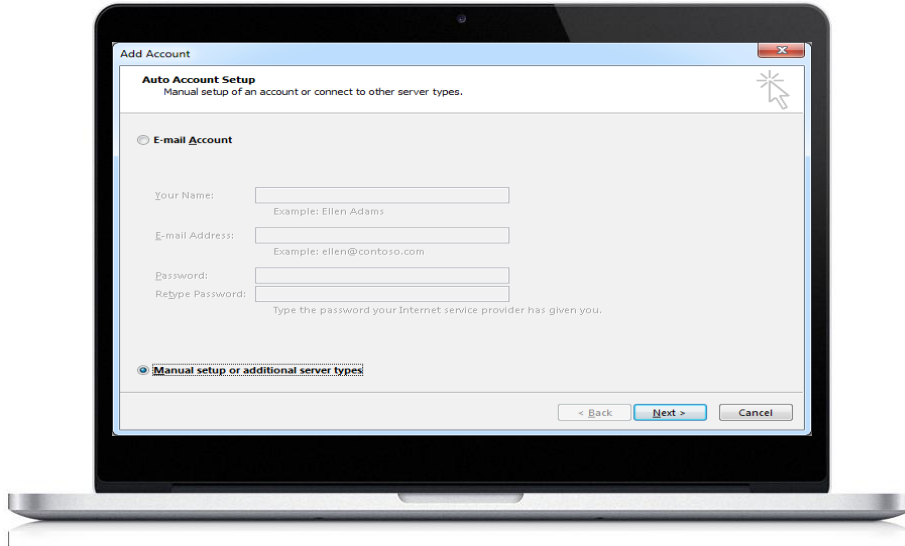


## Step 2 Manual start

Click on the « Info » tab

Click « **Add an account** »

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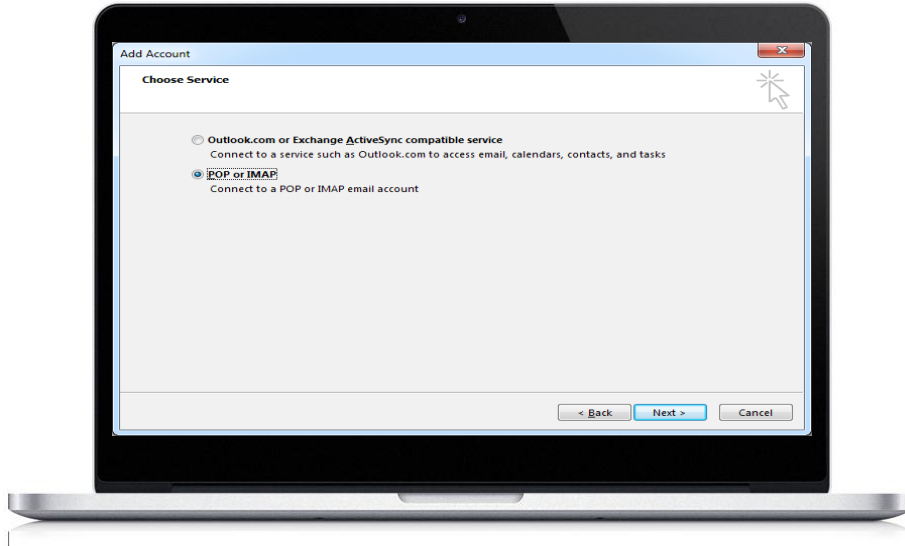


## Step 3 Start manual configuration

Select « Manually configure server settings or additional server types ».

Click « Next »

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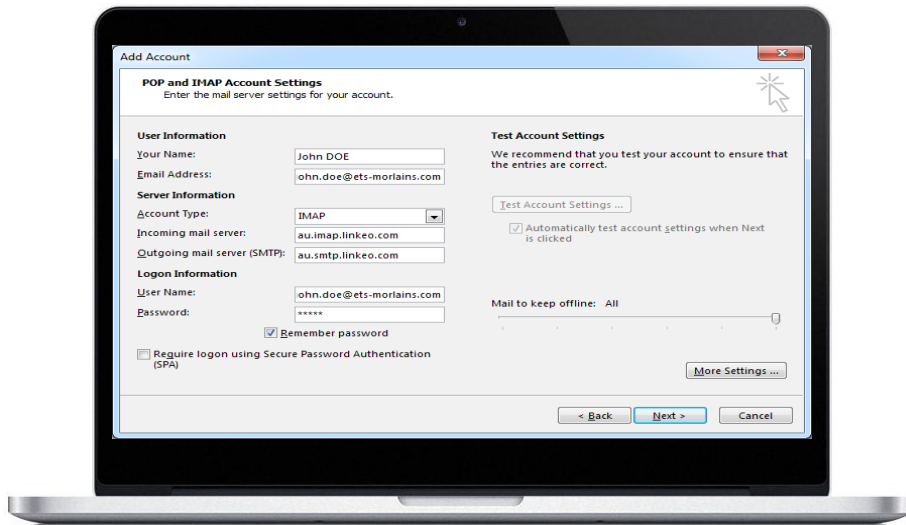


### Step 4 Choose the service

Select « POP or IMAP »

Click « Next »

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## Step 5 User and server information

Enter your name: it is the name that will be displayed with you email address

Enter your email address: the one Linkeo created for you

Enter the server information (see next page)

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## In Server Information:

Select IMAP, if you want to configure your email in IMAP

### Incoming server

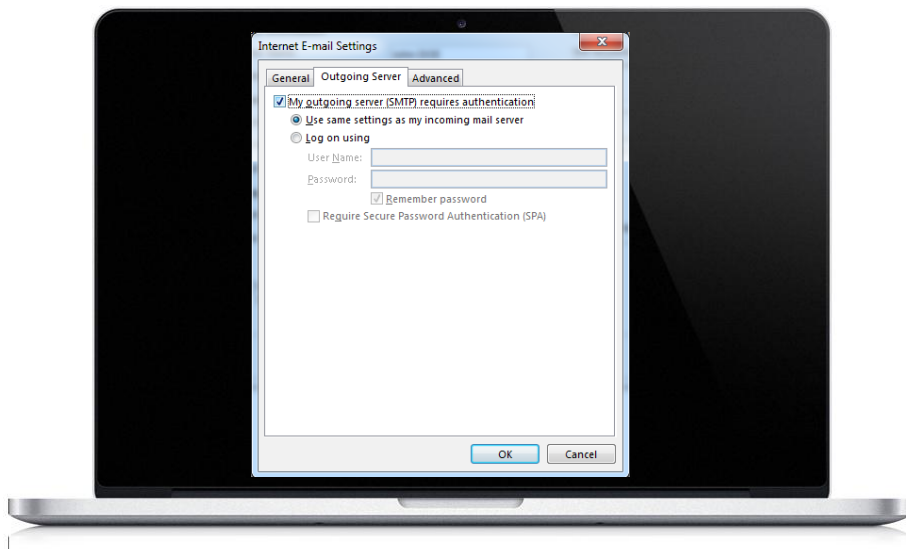
If you are in FRANCE: fr.imap.linkeo.com  
If you are in AUSTRALIA: au.imap.linkeo.com  
If you are in CANADA: ca.imap.linkeo.com  
If you are in the United States: us.imap.linkeo.com

### Outgoing server

If you are in FRANCE: fr.smtp.linkeo.com  
If you are in AUSTRALIA: au.smtp.linkeo.com  
If you are in CANADA: ca.smtp.linkeo.com  
If you are in the United States: us.smtp.linkeo.com



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### Step 6 Outgoing server tab

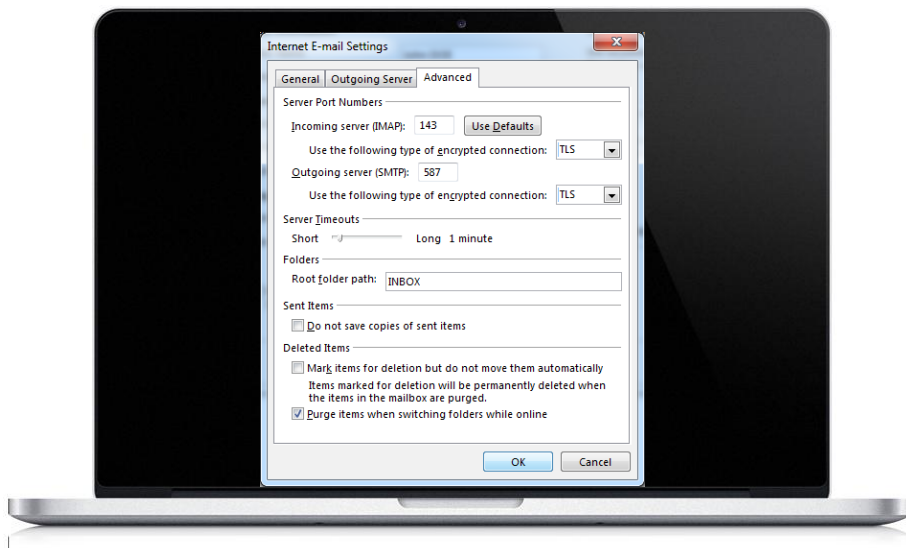
Click « More Settings »

In the « Outgoing Server » tab, select « My outgoing server (SMTP) requires authentication »

Click on « Use same settings as my incoming mail server »

Click « OK »

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### Step 7 Advanced tab

Click on the « Advanced » tab. Enter the server information:

Incoming Server (IMAP) : 143

Use the following type of encrypted connection: TLS

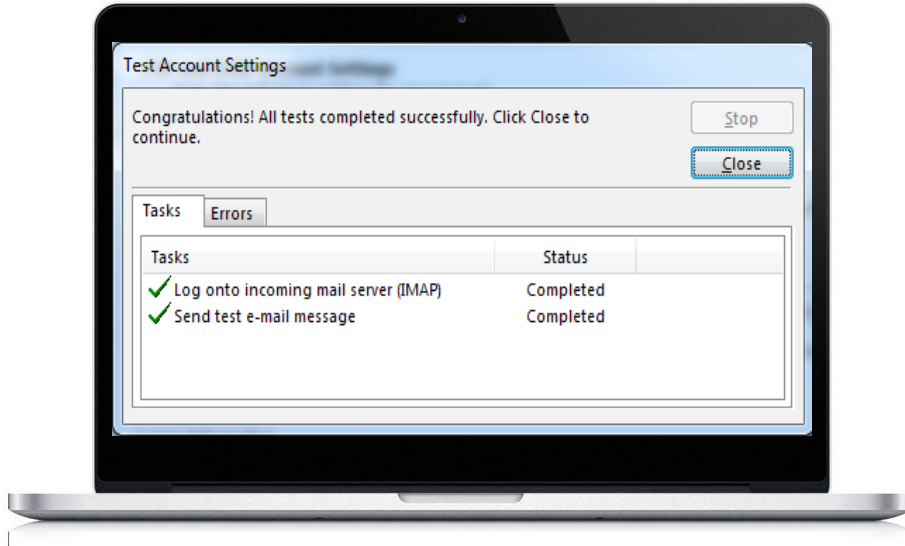
Outgoing server (SMTP): 587

Use the following type of encrypted connection: TLS

Root folder path : INBOX

Click « OK »

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### Step 8 Test and validate

Click « Test account settings... »

If there are no errors, click « Next » to complete the configuration

# Congratulations!

You have correctly configured your email account for Microsoft Outlook 10/13

