Outlook 2010/2013 Mail Configuration

- 1. Open Outlook 2010/2013 from your start menu.
- 2. On the top left, click the File menu tab and select Info.



3. Under Account Information, click the Add Account button.

Auto Account Setup Click Next to conne	ct to the mail server and automatically configure your account settings.	光 、
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,	
) Text Messaging (S	MS)	
Manually configur	e server settings or additional server types	

4. Select Manually configure server settings or additional server types and click Next.

Choose Service		×
Internet E-mail Connect to POP or IMAP set	rver to send and receive e-mail messages.	
Microsoft Exchange or contract and an and a second and a second and a second and a second	compatible service	
Text Messaging (SMS) Connect to a mobile message	jing service.	

5. On the Choose Service page, select Internet E-mail and click Next.

Each of these settings ar	e required to get you <mark>r e</mark> -mail a	ccount w	vorking.
User Information			Test Account Settings
/our Name:	Your Name	-	After filling out the information on this screen, we
E-mail Address:	Full Email Address	-	below. (Requires network connection)
Server Information			
Account Type:	IMAP	-	Test Account Settings
incoming mail server:	imap.sccoast.net	-	$\overline{\mathbb{V}}$ Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	smtp.sccoast.net	-	
Logon Information		-	
Jser Name:	Full Email Address	-	
Password:	******	-	
R	Remember password		
Require logon using Secure	Password Authentication (SPA)	More Settings

6. Provide the following information on the Internet E-mail Settings page.

Under User Information:

• In the **Your Name** box, enter a name to display when sending messages.

• In the **E-mail Address** box, enter your full sccoast.net email address.

Under Server Information:

- Under Account Type, choose POP or IMAP. *IMAP is recommended.
- In the **Incoming mail server box**, enter either **imap.sccoast.net** or **pop.sccoast.net**. ***IMAP** is recommended.
- In the **Outgoing mail server (SMTP)** box, enter **smtp.sccoast.net**.

Under Logon Information:

- In the **User Name** box, enter your full sccoast.net email address.
- In the **Password** box, enter your sccoast.net email password. To ensure Outlook will remember your password, verify the box next to **Remember password** is checked.
- At the bottom of the page, click **More Settings...**

General	Outgoing Server	Connection	Advanced	
V My o	utgoing server (SN	(TP) requires a	uthentication	
۲	ise same settings a	as my incoming	mail server	
Ô١	og on using			
1	Jser Name:			
F	assword:			
	Re Re	emember passv	word	
[Require Secure	Password Aut	nentication (SPA)	
OL	og on to incoming	mail server bef	ore sending mail	
~				

- 7. Provide the following information in the Internet E-Mail Settings box:
 - Select the **Outgoing Server** tab at the top.
 - Place a checkmark next to My outgoing server (SMTP) requires authentication.
 - Check Use same settings as my incoming mail server.

• Click the **Advanced** tab.

Internet E-mail Settir	ıgs	X				
General	Sent Items	Deleted Items				
Outgoing Serve	r Connection	Advanced				
Server Port Number	s					
Incoming server (I	Incoming server (IMAP): 993 Use Defaults					
Use the following type of encrypted connection:						
Outgoing server (:	5MTP): 465					
Use the follow	Use the following type of encrypted connection: (SSL					
Server Timeouts —						
Short Long 1 minute						
Folders						
Root folder path:						
		OK Capcel				

- 8. Enter the following settings under the **Advanced** tab:
 - Incoming Server: **993** for **IMAP** or **995** for **POP**. *IMAP is recommended.
 - Use the following type of encrypted connection: Set to SSL.
 - Outgoing Server: Enter **465**.
 - Use the following type of encryption connection: Set to SSL.
- 9. Click **OK**, then **Next** and **Finish** to close the wizard. Outlook 2010 / 2013 is now configured to send and receive your emails.