Mail Setup - Outlook 2013

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To Set up Email Using Outlook 2013 in Windows

1. Open Microsoft Outlook 2013.

- If the Microsoft Outlook Startup Wizard displays, in the Wizard, click Next, and then, on the E-mail Accounts page, click Next.
- If the Microsoft Outlook Startup Wizard doesn't display, in the Outlook toolbar, go to the File tab, and then click Add Account.

2. On the Add Account page, click Manual setup or additional server types, and then click Next.
3. On the Choose Service page, select POP or IMAP, and then click Next.
4. In the Your Name field, enter the name that you want to display to recipients when sending email from this account.
5. In the E-mail Address field, enter your email address.
6. In the Server Information section, for Account Type, select IMAP.
7. Use the following settings for your incoming and outgoing servers:

Incoming mail server mail.carbonlogic.com
Outgoing mail server (SMTP) mail.carbonlogic.com

8. In the Logon Information section, in the User Name field, enter the user name provided (usually your email address, but not always).
9. In the Password field, enter your password.
10. Optional: If you want Outlook to remember your password, use the check box to select Remember password.
11. At the bottom of page, click More Settings.
12. In the Internet E-Mail Settings dialog box, on the Outgoing Server tab, select My outgoing server (SMTP) requires authentication.
11. Under Incoming Server, for "Use the following type of encrypted connection" choose "SSL"
12. Next to Outgoing Server (SMTP), type 465.
13. Next to "Use the following type of encrypted connection" choose "SSL". Then click OK.
14. Click Next.

13. On the Advanced tab, for the server ports, Outlook 2013 should now display to the following:

Incoming server port 993
Outgoing server port 465

14. On the Add New Account page, click Next.
15. Outlook will test your account. When finished, click Close to exit the Test Account Settings dialog box.
16. On the Congratulations page, click Finish.

That's it. If everything is working OK, you should see some email messages. If you don't, press the F9 key on your computer to receive messages.

Below are the settings for Smartphone and Webmail (browser based email):

Smart Phone Mail Setup Instructions

INCOMING MAIL SERVER TYPE **IMAP**
INCOMING MAIL SERVER PORT **993**
INCOMING MAIL SERVER SECURITY/ENCRYPTION **SSL**
INCOMING MAIL SERVER AUTHENTICATION TYPE **Password**
INCOMING MAIL SERVER **mail.carbonlogic.com**

OUTGOING MAIL SERVER TYPE **SMTP**
OUTGOING MAIL SERVER PORT **465**
OUTGOING MAIL SERVER SECURITY/ENCRYPTION **SSL**
OUTGOING MAIL SERVER AUTHENTICATION TYPE **Password**
OUTGOING MAIL SERVER **mail.carbonlogic.com**

WEBMAIL

WEBMAIL URL https://mail.carbonlogic.com/