ONLINE **PODIATRY**
SITES

You can use the following procedure to configure any version of Outlook. The 2016 screens are graphically different from other versions but the required information is the same.

1. Open Outlook.
If there are no accounts currently configured in Outlook, the Startup Wizard will launch.

When the Setup Wizard appears enter the email we have created for you, Select **Advance Options,** click the **let me set up my account manually** then click **Connect**. If the Setup Wizard does not show then click the **File** menu **Info** and click **Account Settings**, **Add Account**.
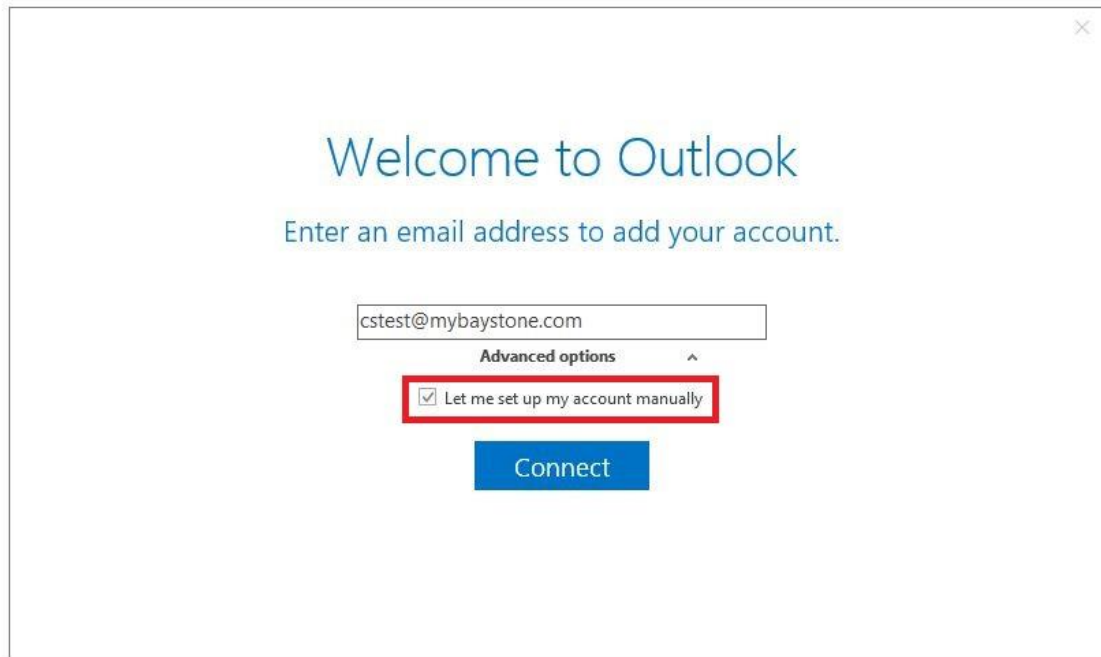
2. You will be taken to the **Choose account type screen** and then you will click **IMAP**.
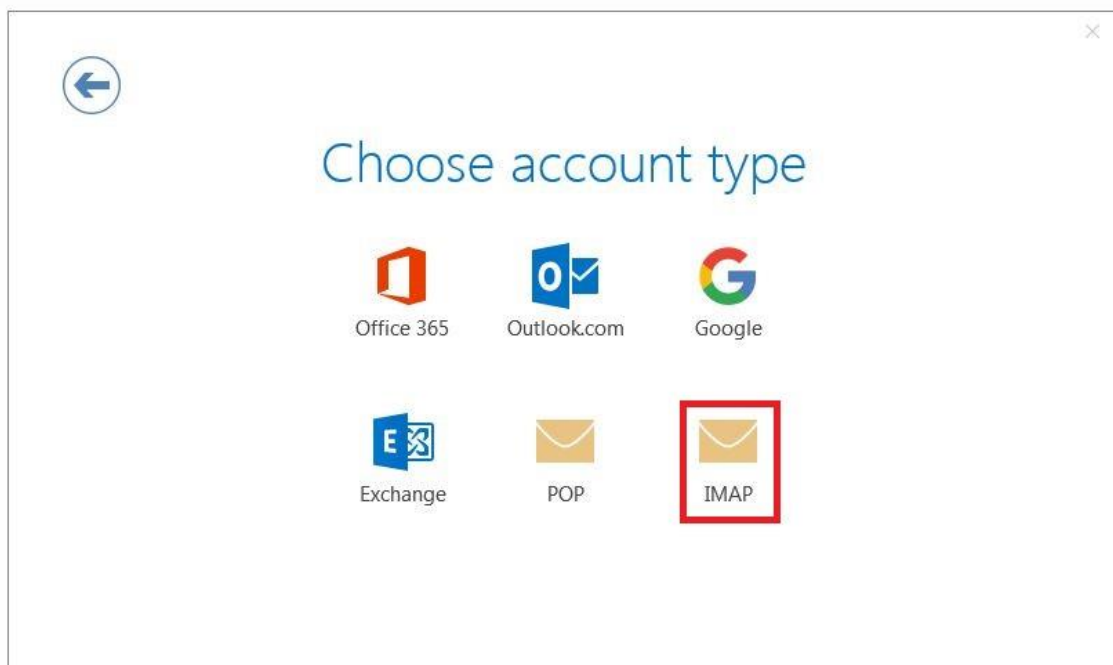
3. You will be taken to the IMAP Account Setting.

    a. Make sure the **Incoming Mail Server** says **webmail.yourwebsitemail.com** and the **Port** is **993**.

      •   In the drop down box for Use the following type of encrypted connection: select **SSL/TLS**.

    b. Make sure the **Outgoing Mail Server** says **webmail.yourwebsitemail.com** and the **Port** is **465**.

      •   In the drop down box for Use the following type of encrypted connection: select **SSL/TLS**.

Click **Connect**.

4. Finally Enter the **User Name** and **Password** we provided you then click **OK**.
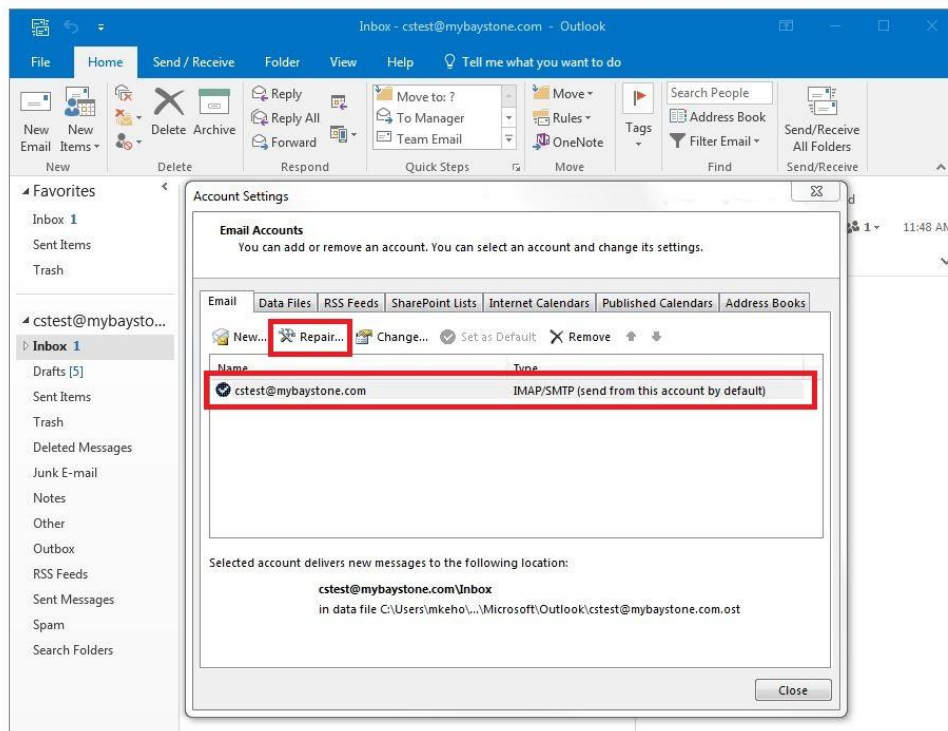
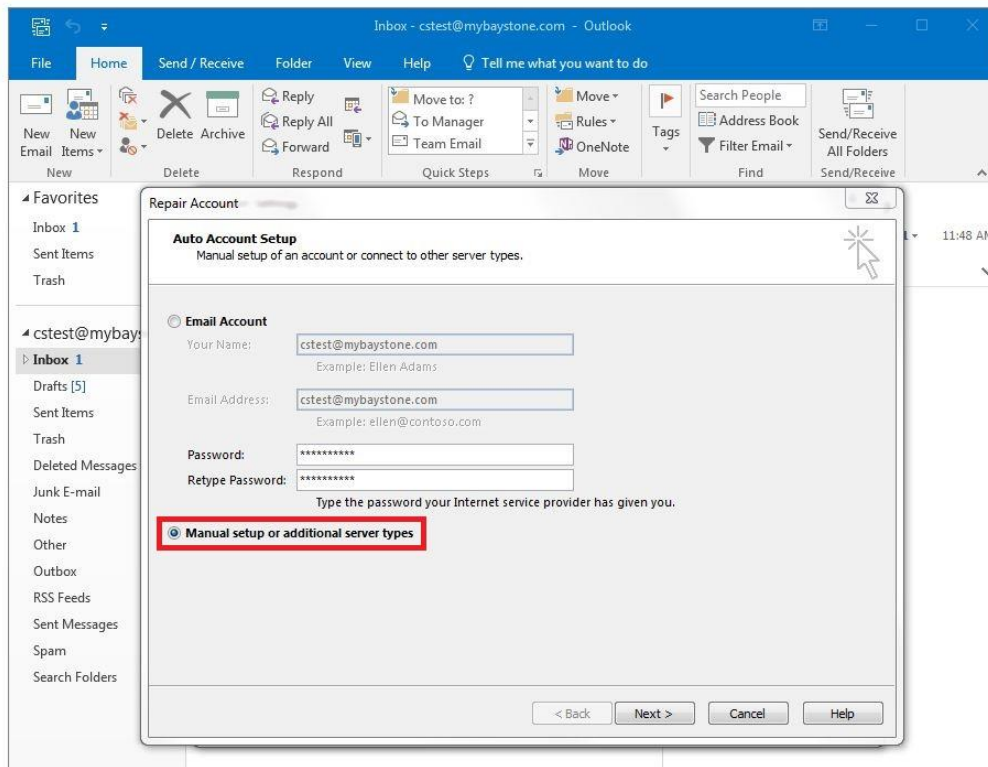# EMAIL CONFIGURATION CONFIRMATION

1. Open Outlook.

      Click the **File** menu **Info** and click **Account Settings**.
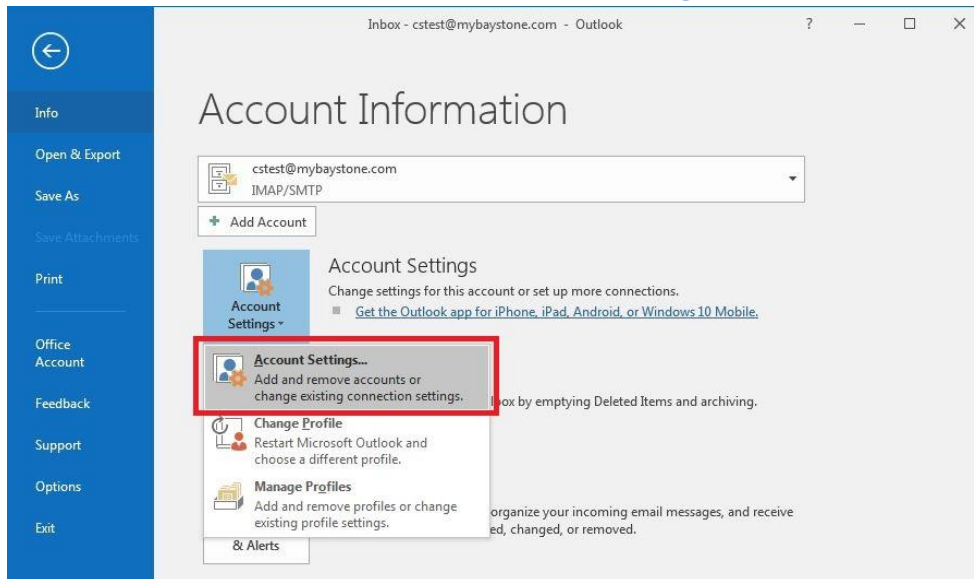
2. Select the Email you wish to configure then click **Repair**.

3. Click **Manually configure server setting or additional server types**, and then click **Next**.
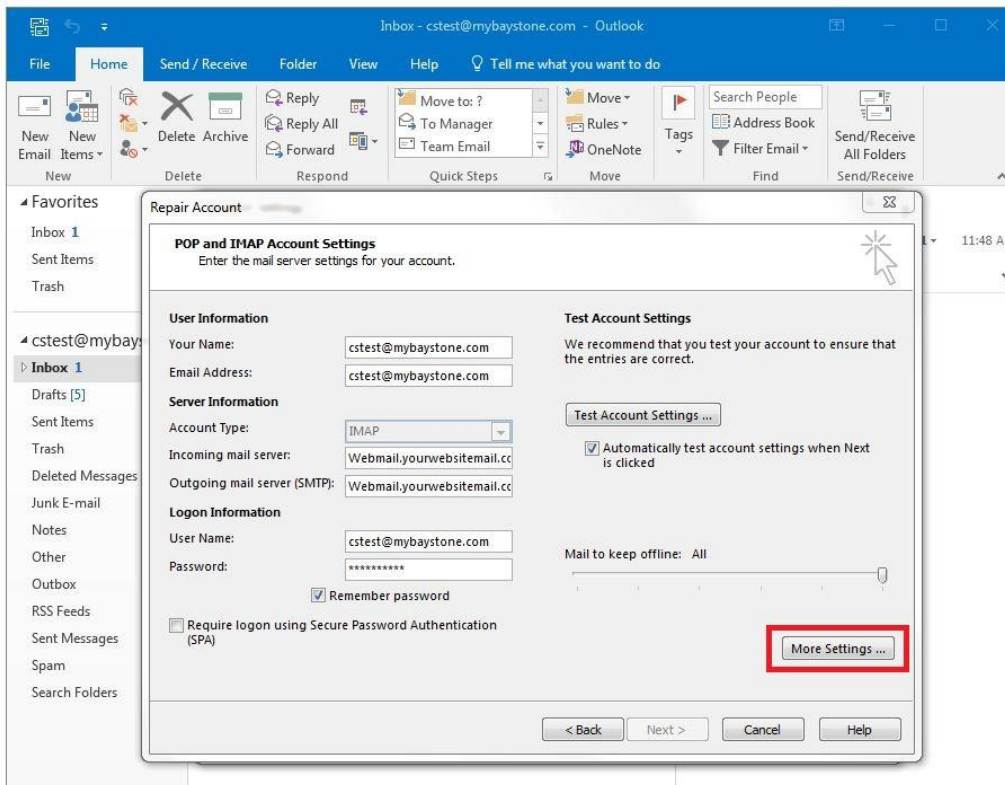

4. On the **Internet E-mail Settings** page, provide the following information:

    a.   Type your name in the **Your Name** field.

    b.   In the **E-mail Address** field, type the email address.

    c.   From the **Account Type** drop-down list, select IMAP.

    d.   In the **Incoming mail server** field, type *webmail.yourwebsitemail.com*

    e.   In the **Outgoing mail server (SMTP)** field, type *webmail.yourwebsitemail.com*

    f.   For **User Name**, type your full email address.

    g.   In the **Password** field type the password that was given to you by your provider.

    h.   Click the **Remember password** checkbox if you want to select this option.

    i.   Make sure **Require logon using Secure Password Authentication (SPA)** is **NOT** checked
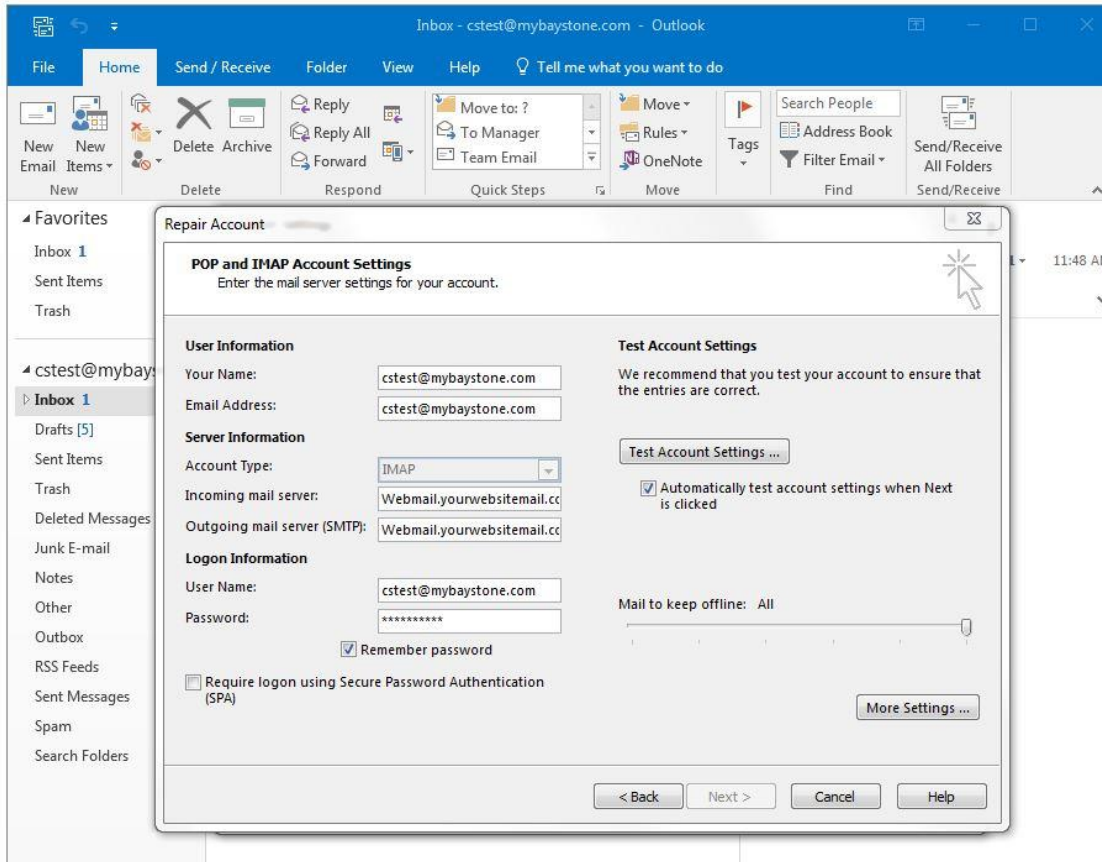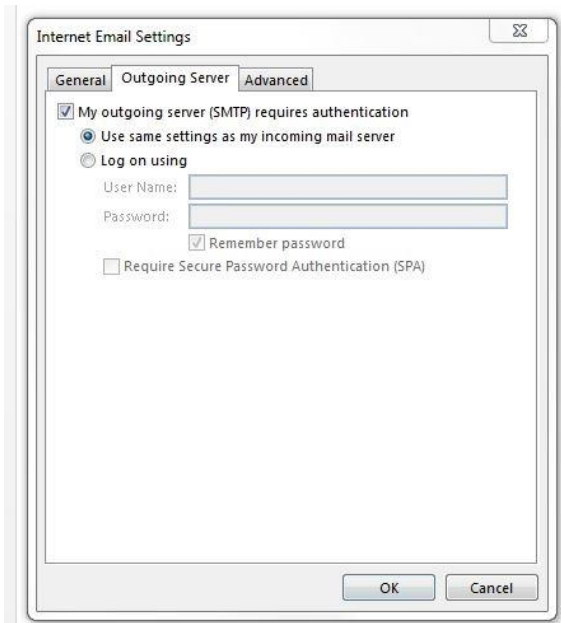
5. Once completed Click the More Settings button.

6. The **Internet E-mail Settings** page opens.

Click the **Outgoing Server** tab.

        a.   Ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected.

   b.   Ensure that the **Use same settings as my incoming server** is selected.

7. Click the **Advanced** tab.

    a.   Make sure the **Incoming Server (IMAP)** port is **993**.

- In the drop down box for Use the following type of encrypted connection: select **SSL/TLS**.

    b.   Make sure the **Outgoing Server (SMTP)** port is **465**.

- In the drop down box for Use the following type of encrypted connection: select **SSL/TLS**.

Click **OK**.
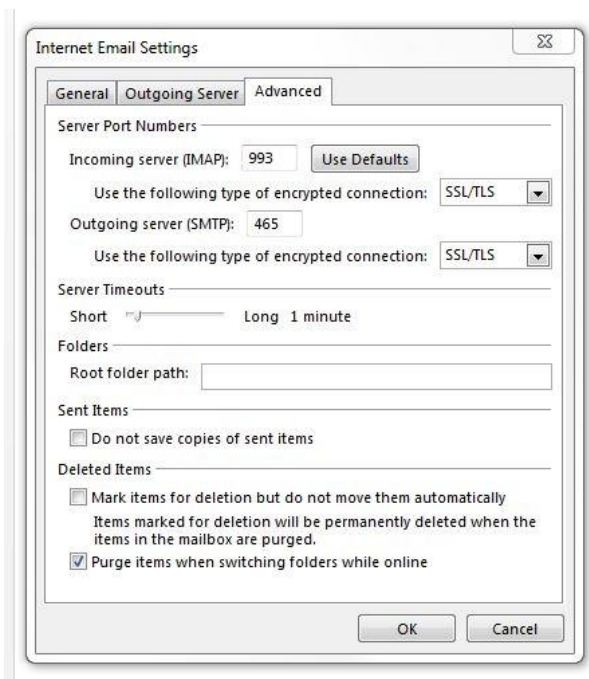
8. Click **Test Account Settings** to validate the information that you entered.
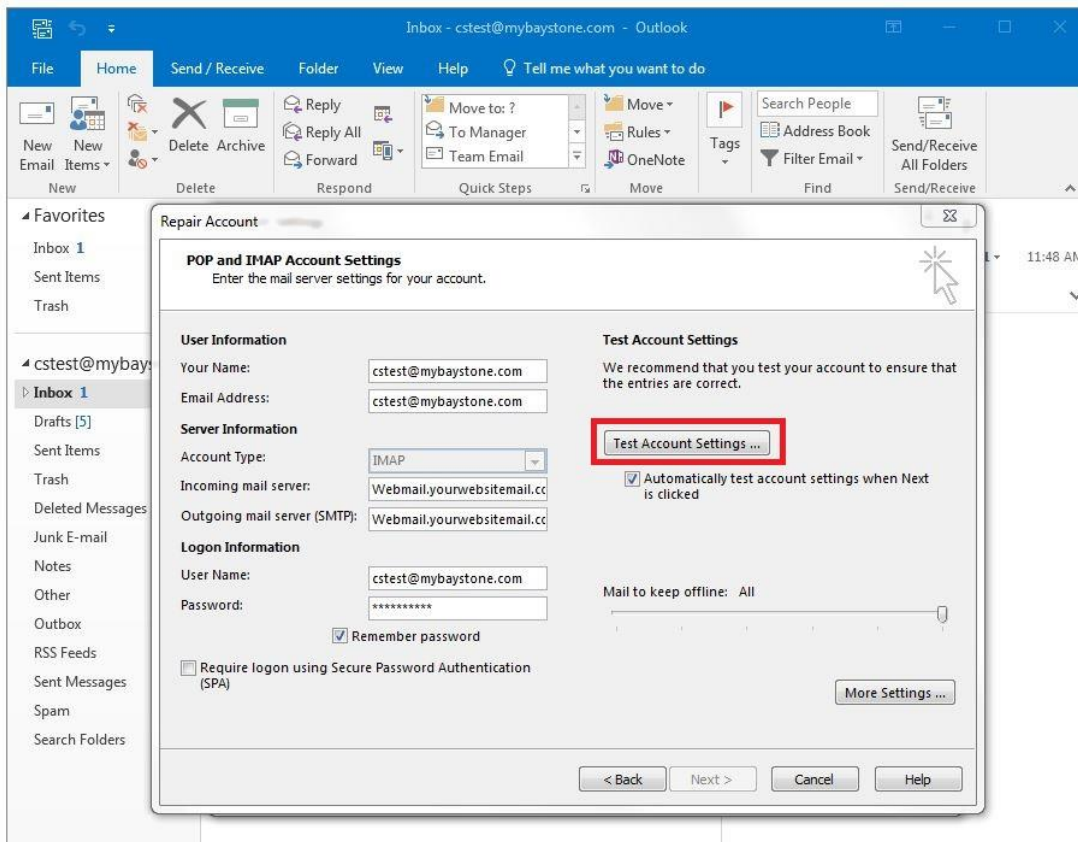
Note: If the test fails, double-check that the information is correct, and try the test again. If the test fails again, contact your provider for assistance.

a. Click **Next**.
b. Click **Finish**.