

2015

Nex Venture

Nex Venture Team

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## E-MAIL SETUP GUIDE

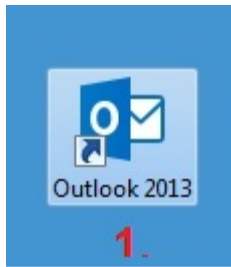
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# OUTLOOK 2013 (IMAP)

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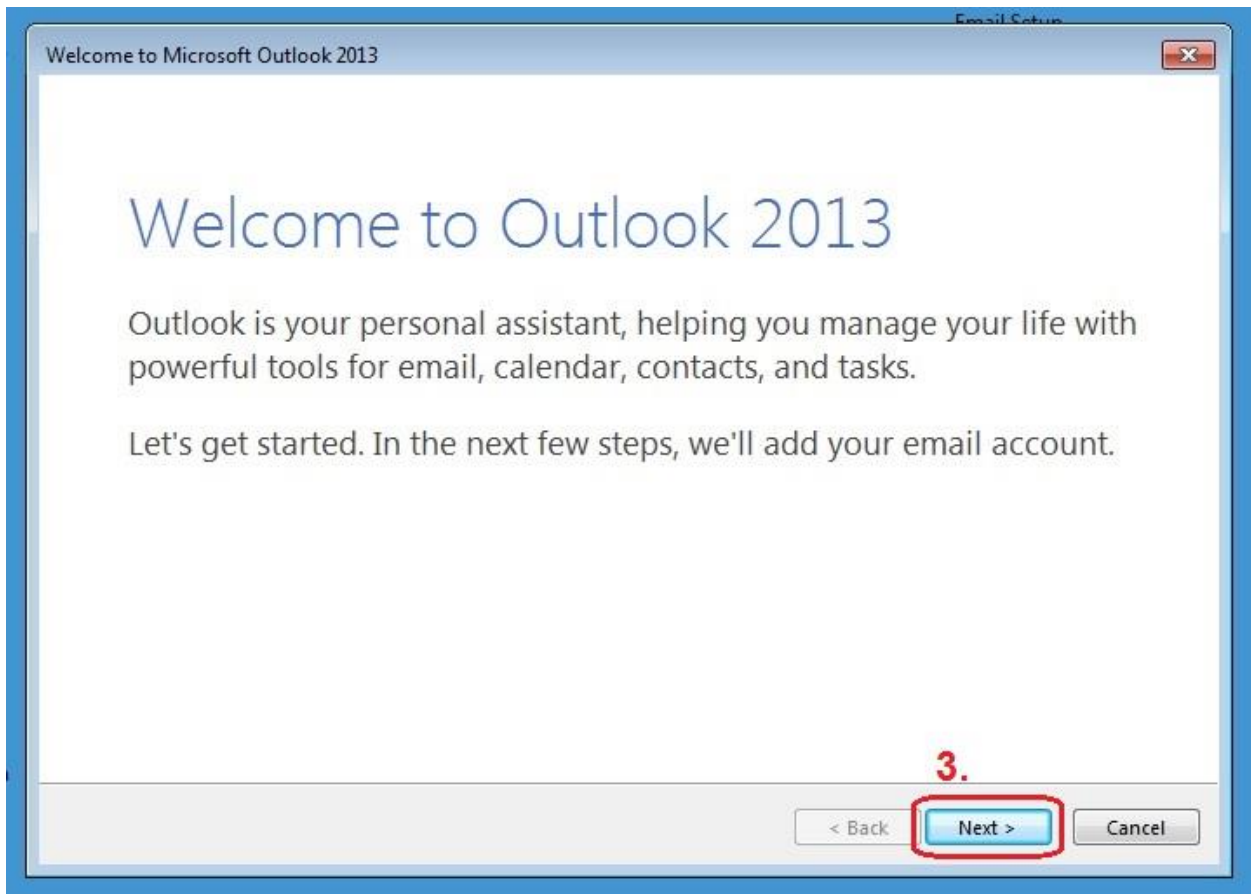
## [DOCUMENTATION]

This is a setup guide based on general practice, for special customization; please contact us for further information.



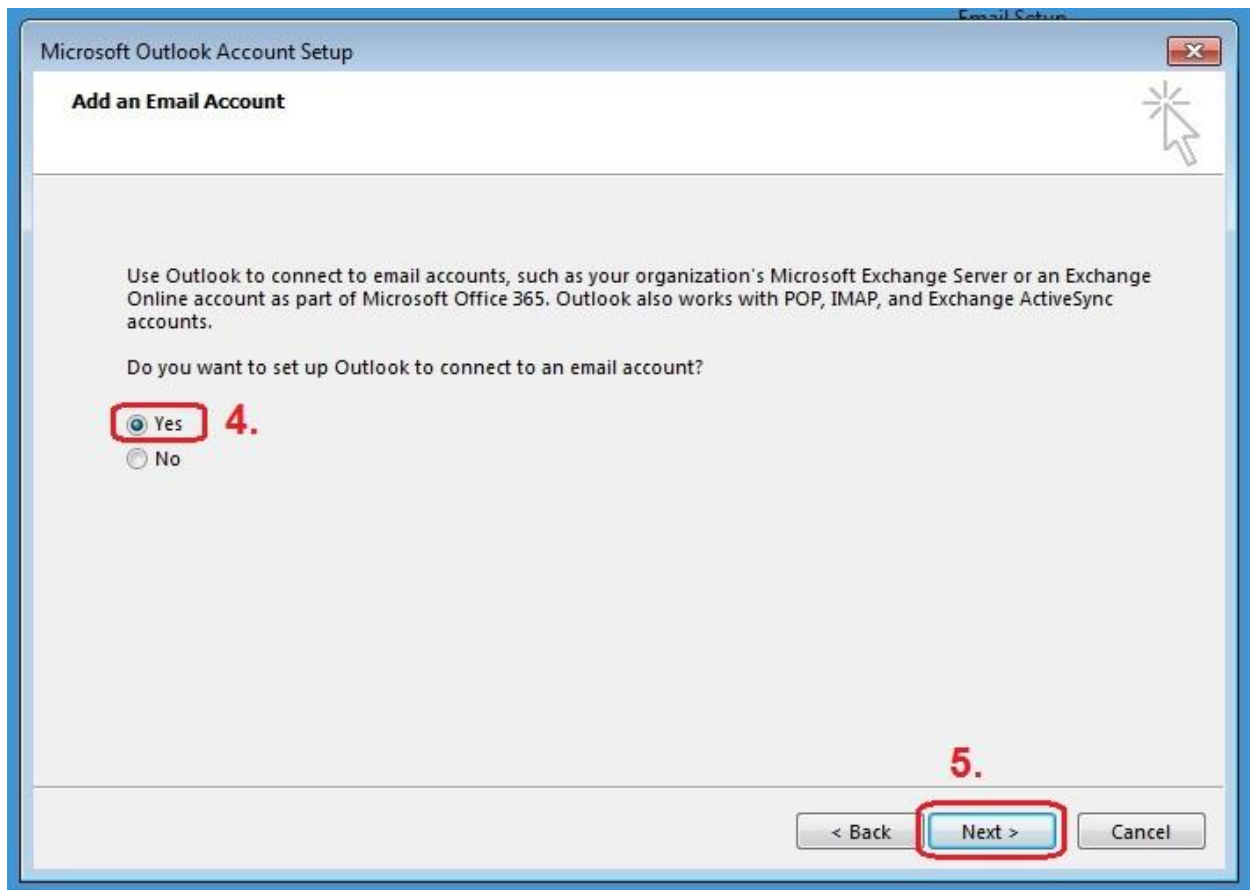
1) Click on the outlook icon (Outlook 2013).

2) If icon could not be found, go to START > All Programs > Microsoft Office > Outlook 2013.



3) If your PC does not have an email account set up, the above will be shown. Click on "Next".

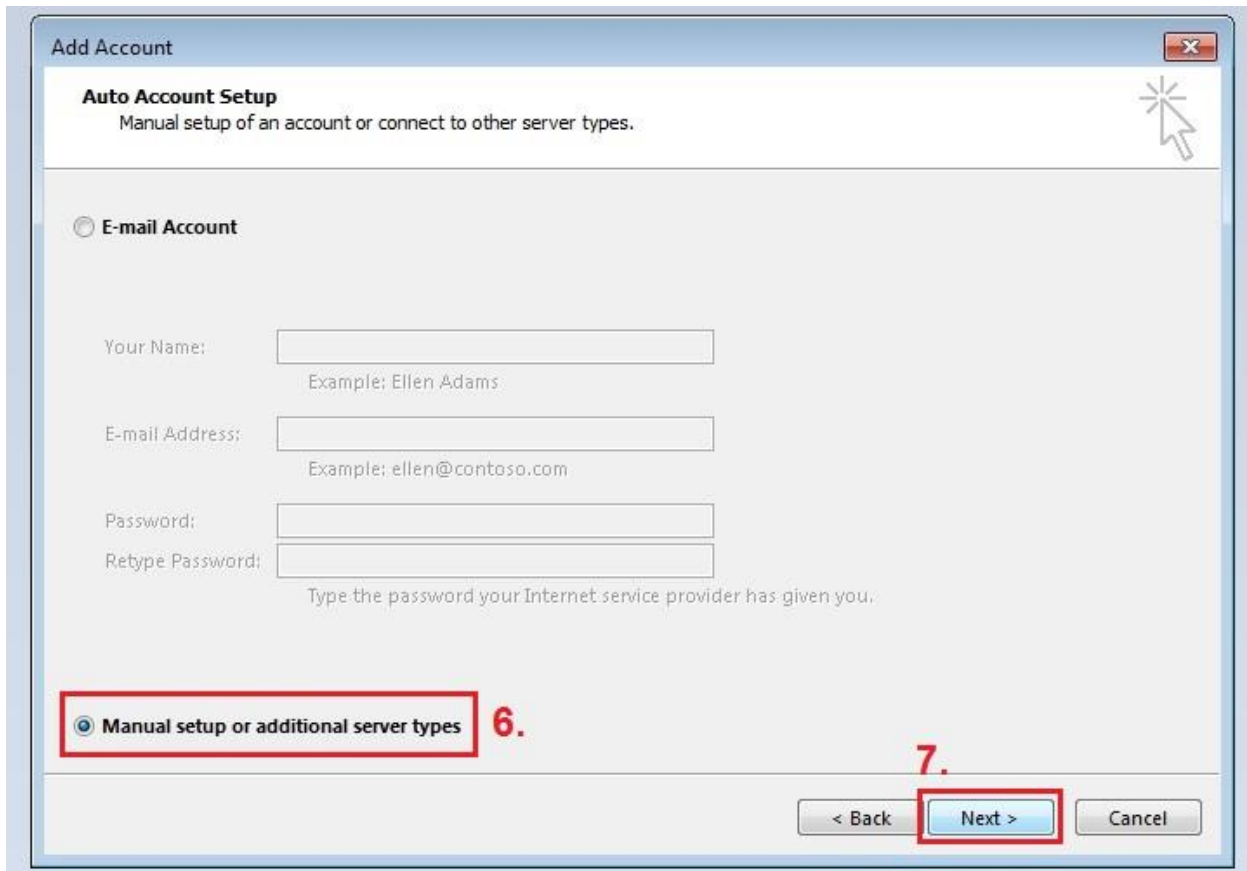




4) Select Yes.

5) Click on "Next".

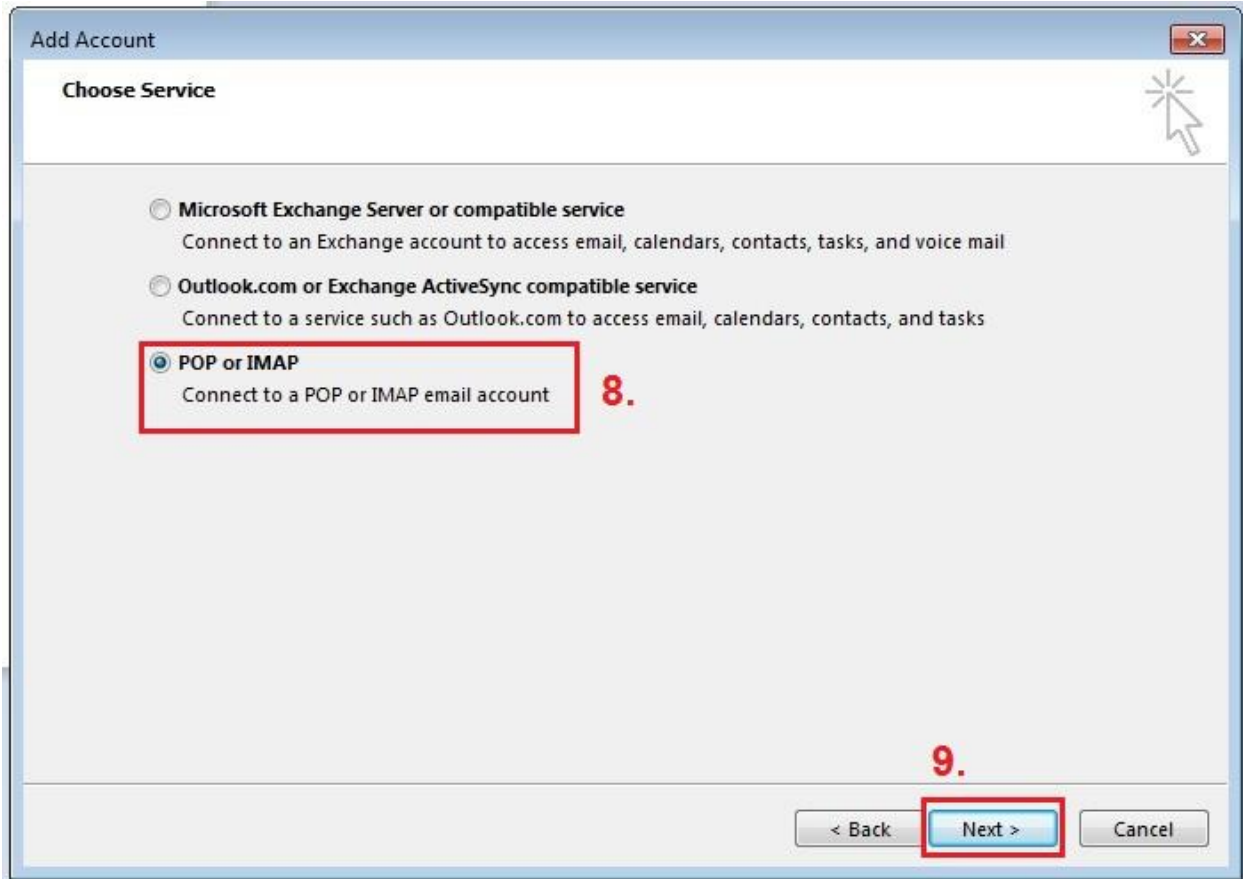




6) Check “Manually configure server settings or additional server types”.

7) Click on “Next”.





8) Select "POP or IMAP".

9) Click on "Next".



**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name:   
Email Address:

**Server Information**  
Account Type: **10.**   
Incoming mail server:   
Outgoing mail server (SMTP):

**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back   Next >   Cancel

10) Select "IMAP" at the Account Type.

**IMAP** - Mapping the emails onto Mobile Mail (synchronizing with web mail). So that user can view their emails on multiple platforms. (Please take note IMAP configuration is slightly slower than POP3)



**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name: demo@mydomain.com

Email Address: demo@mydomain.com

**Server Information**

Account Type: IMAP

Incoming mail server: mail.mydomain.com

Outgoing mail server (SMTP): mail.mydomain.com

**Logon Information**

User Name: demo@mydomain.com

Password: \*\*\*\*\*

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back   Next >   Cancel

11) Fill in the respective fields accordingly.

**Your Name** : [demo@mydomain.com](mailto:demo@mydomain.com)

**Email Address** : [demo@mydomain.com](mailto:demo@mydomain.com)

**Username** : demo@mydomain.com (key in your full email address)

**Password** : \*\*\*\*\*

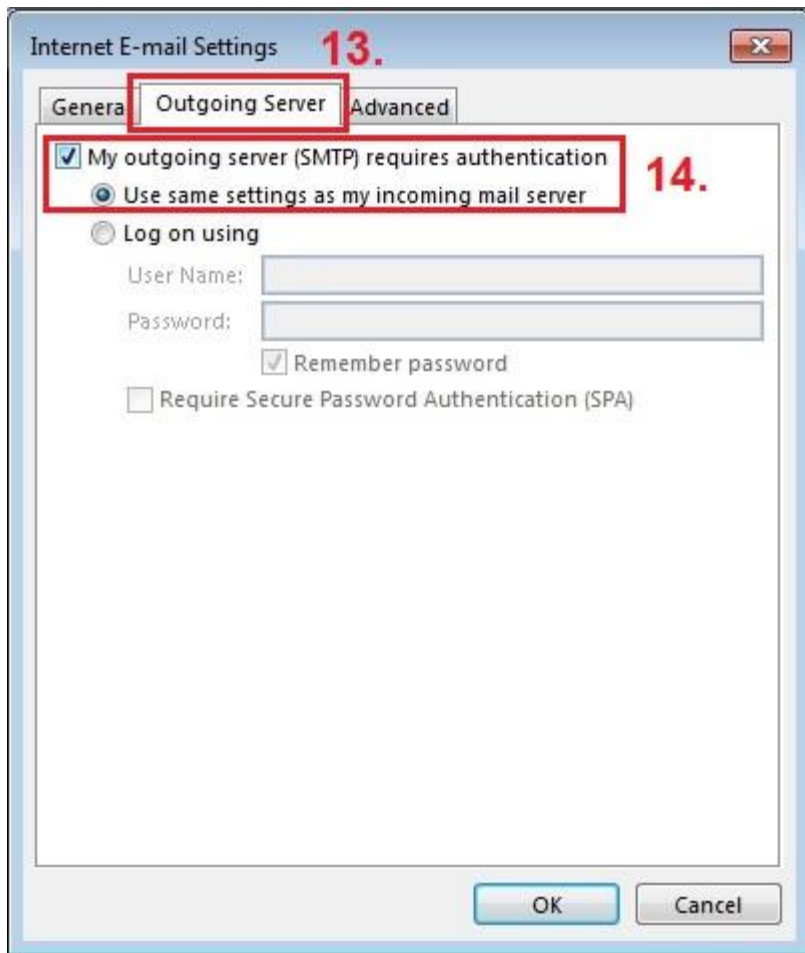
**Incoming mail server** : mail.mydomain.com

**Outgoing mail server** : mail.mydomain.com

**Check remember password**

12) Once filled up, select “More Settings” and proceed to “Outgoing Server” tab.



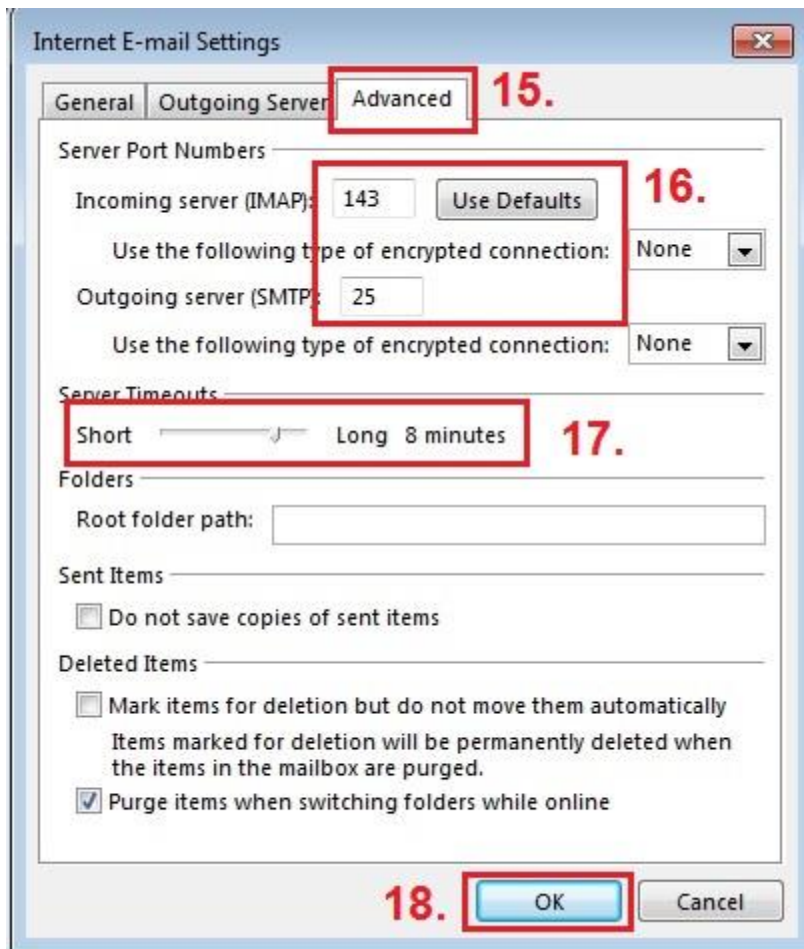


13) Ensure that the “My outgoing server (SMTP) requires authentication” is checked.

14) Ensure that the “Use same settings as my incoming mail server” is selected.







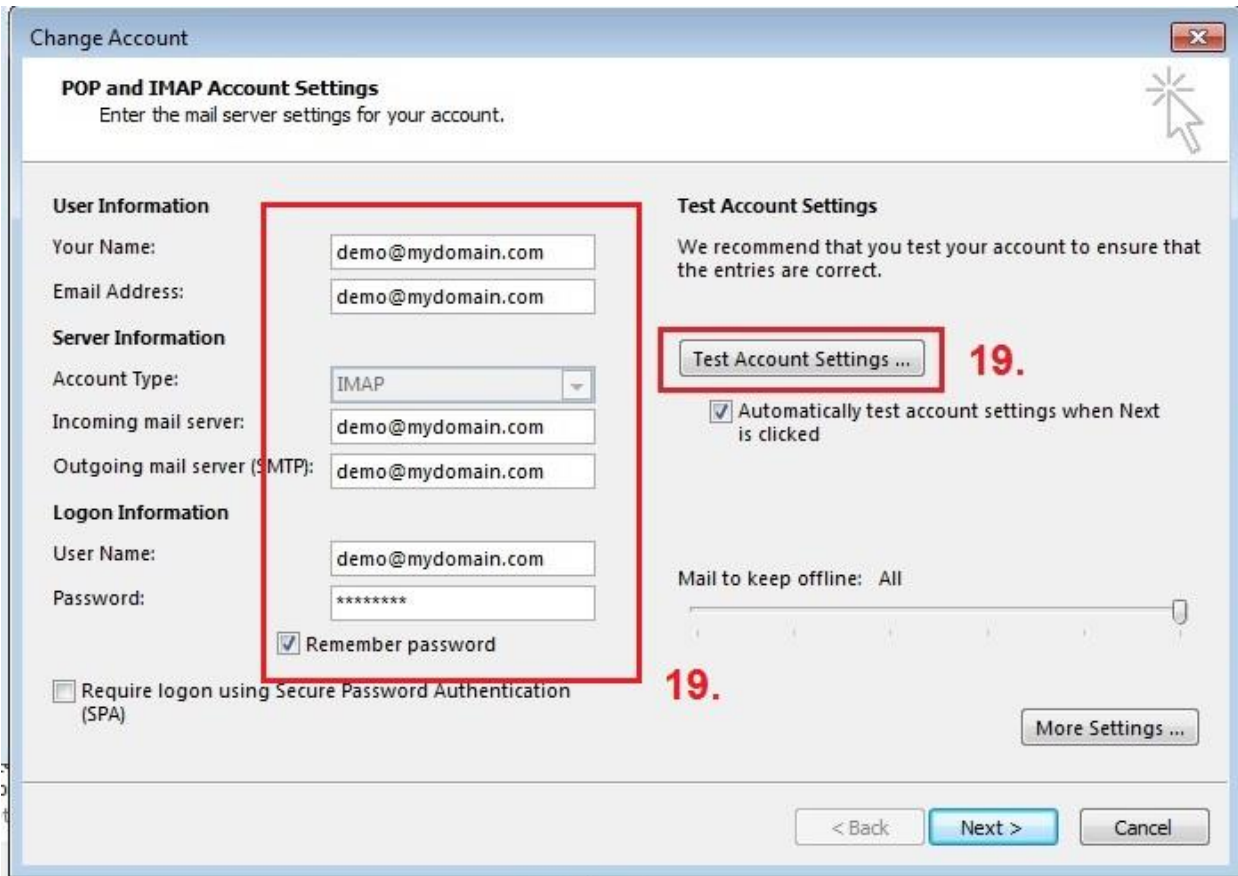
15) Proceed to Advanced Tab.

16) Ensure the ports corresponds with the respective mail provider.

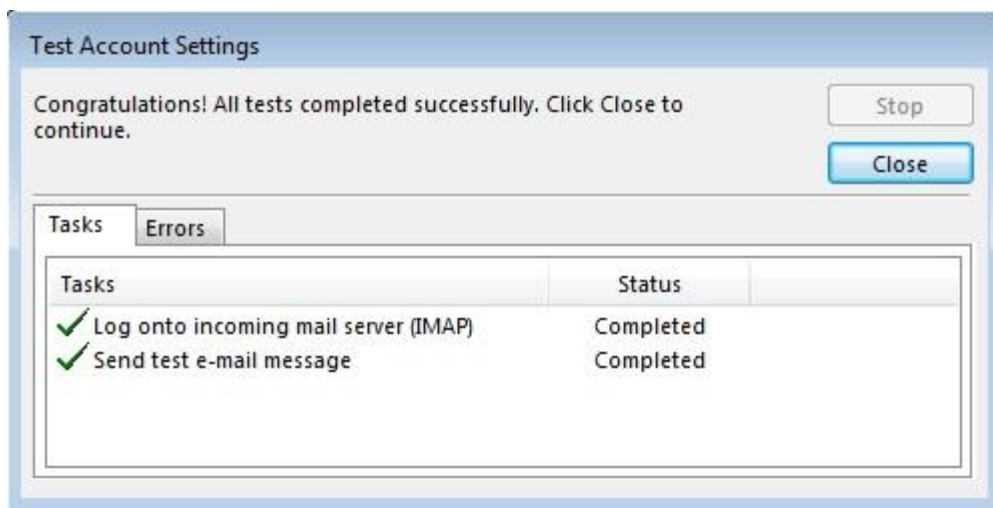
17) Server Time out set to 8min.

18) Once configured, click on "Ok".





19) Inspect the respective fields once more before clicking “Test Account Settings...”.



20) If successful, the above will be shown. If there are errors found, please revert back to step 8.



Change Account

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name: demo@mydomain.com  
Email Address: demo@mydomain.com

**Server Information**  
Account Type: IMAP  
Incoming mail server: demo@mydomain.com  
Outgoing mail server (SMTP): demo@mydomain.com

**Logon Information**  
User Name: demo@mydomain.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
 Automatically test account settings when Next is clicked

Mail to keep offline: All

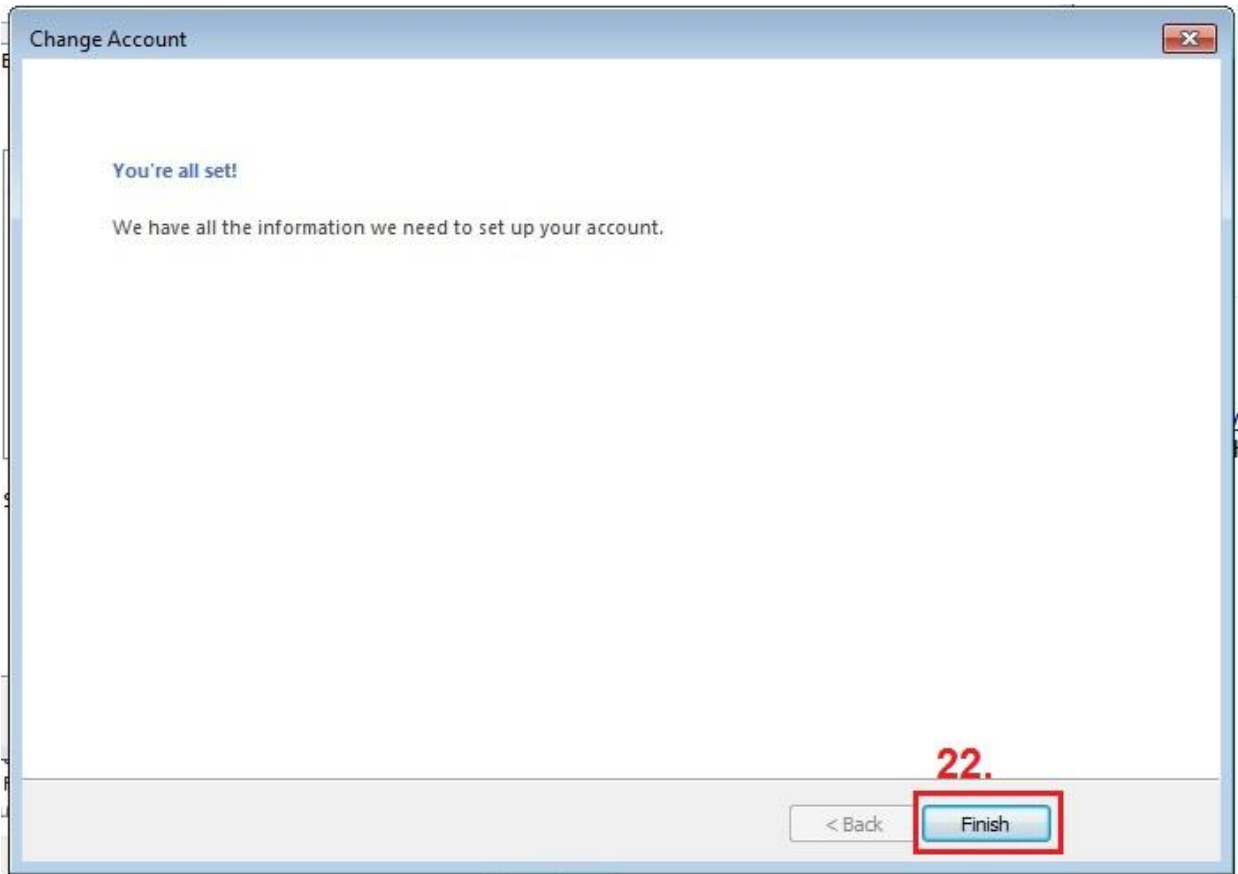
More Settings ...

21.

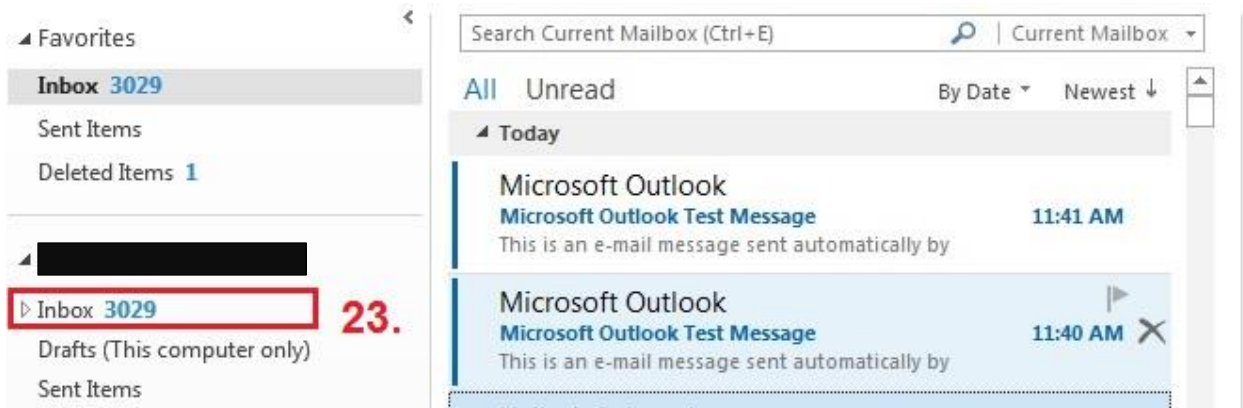
< Back Next > Cancel

21) Click "Next" to proceed.



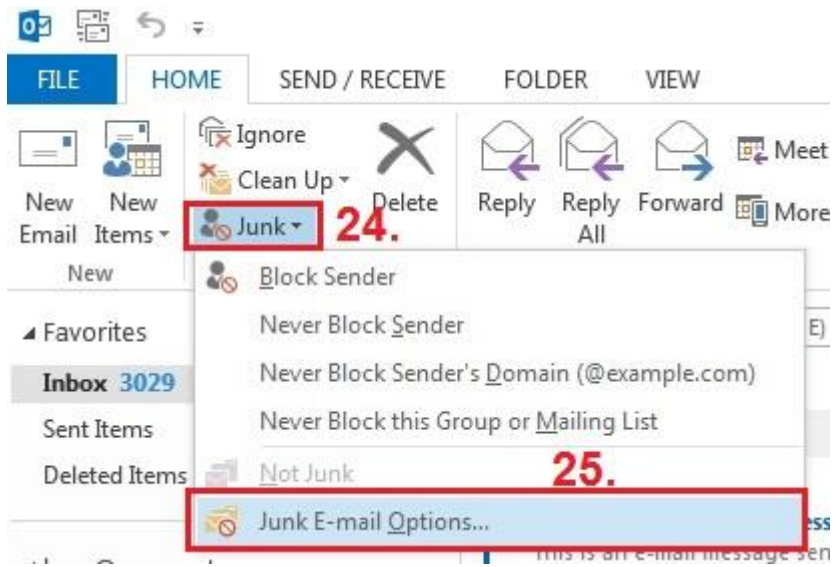


22) Click on finish and proceed to your Inbox.



23) Select your Inbox to verify if it is the correct email.

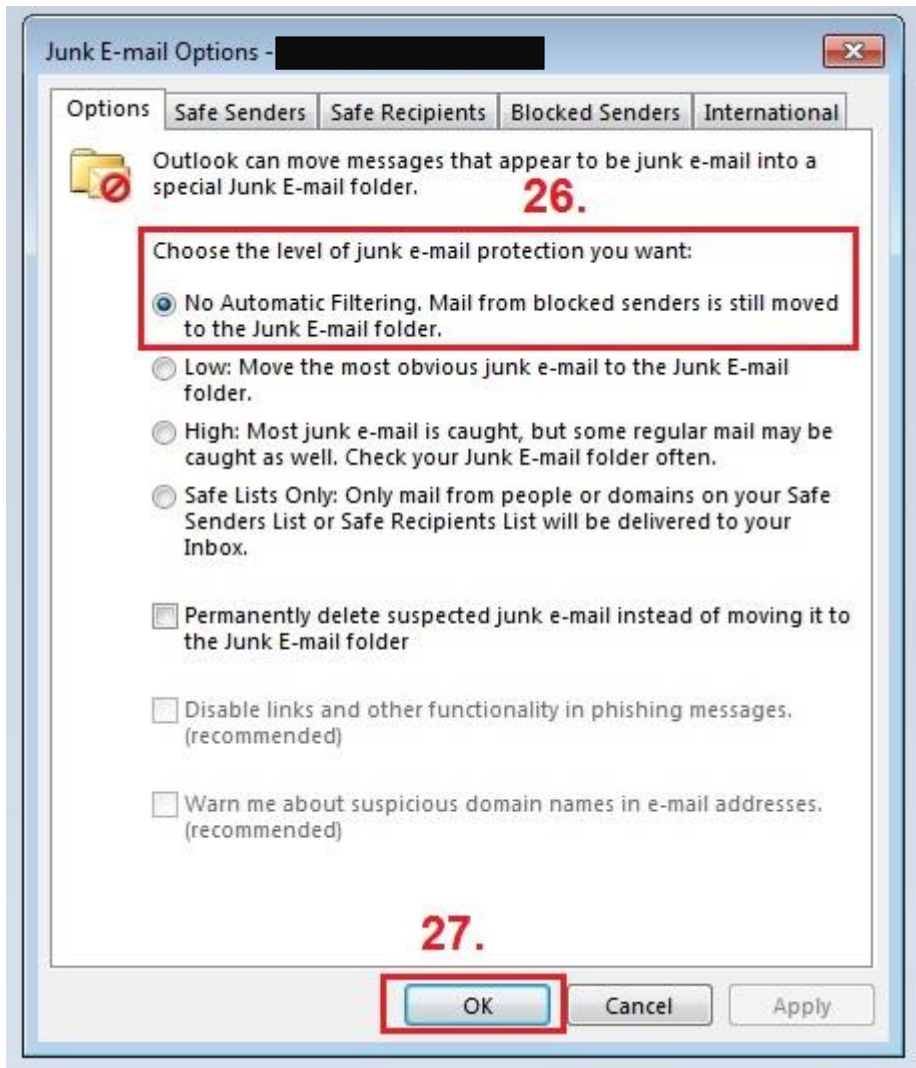




24) Proceed to Home Tab. Select on the Junk above.

25) Select "Junk E-Mail Options..."





26) Select the “No automatic Filtering” Option. This is to ensure that your mail do not proceed to the Junk Box.

27) Select “OK”.

28) You are done. Please remember to test send and receive to confirm that your account is functioning.

