

Stage 1 - Set Up ACCT2DAY.org E-mail with Microsoft Outlook

(Source: <https://help.1and1.com/e-mail-and-office-c37589/outlook-c85091/set-up-e-mail-with-microsoft-outlook-2013-using-imap-a792412.html>)

The following steps will teach you how to sync your 1&1 E-Mail account with Outlook 2013, using IMAP protocol.

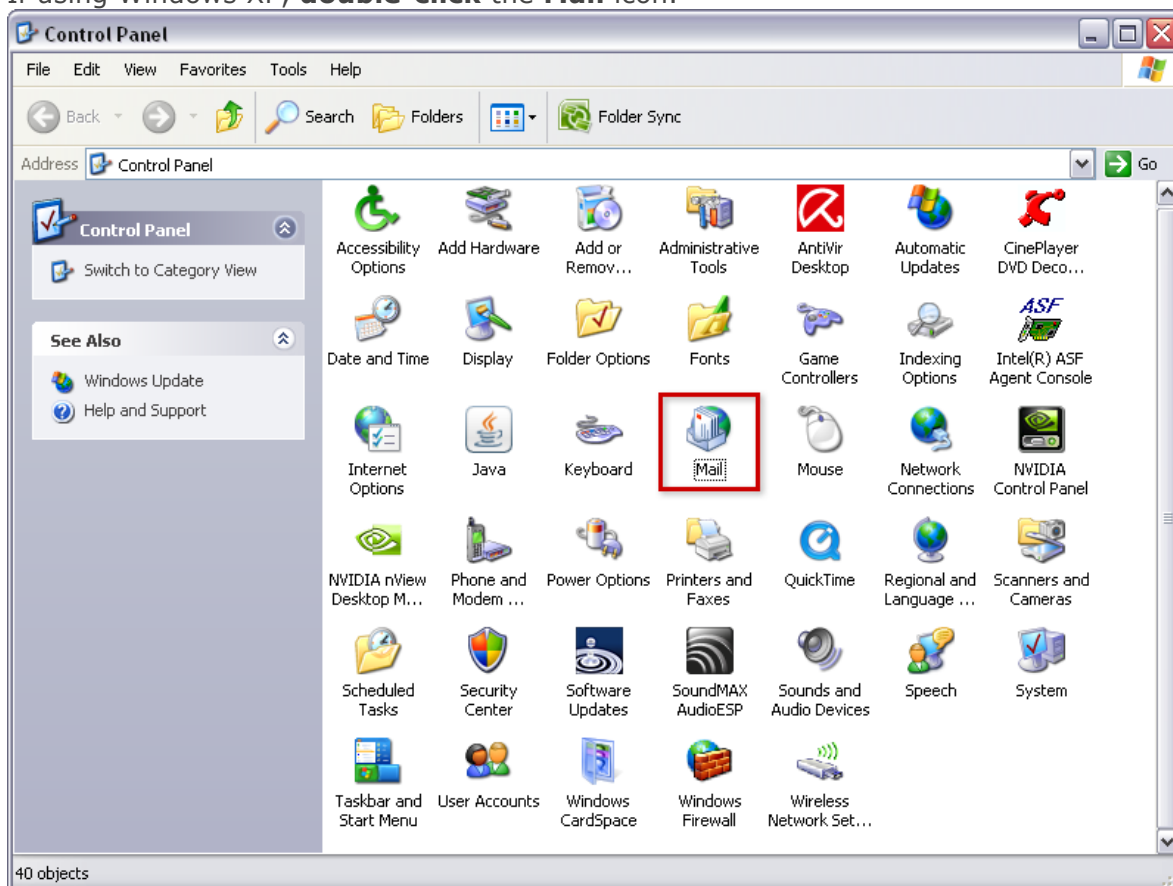
Before you begin, you will need to have Outlook 2013 already installed on your computer.

Step 1

On your computer, click the **Start Menu** and select **Control Panel**.

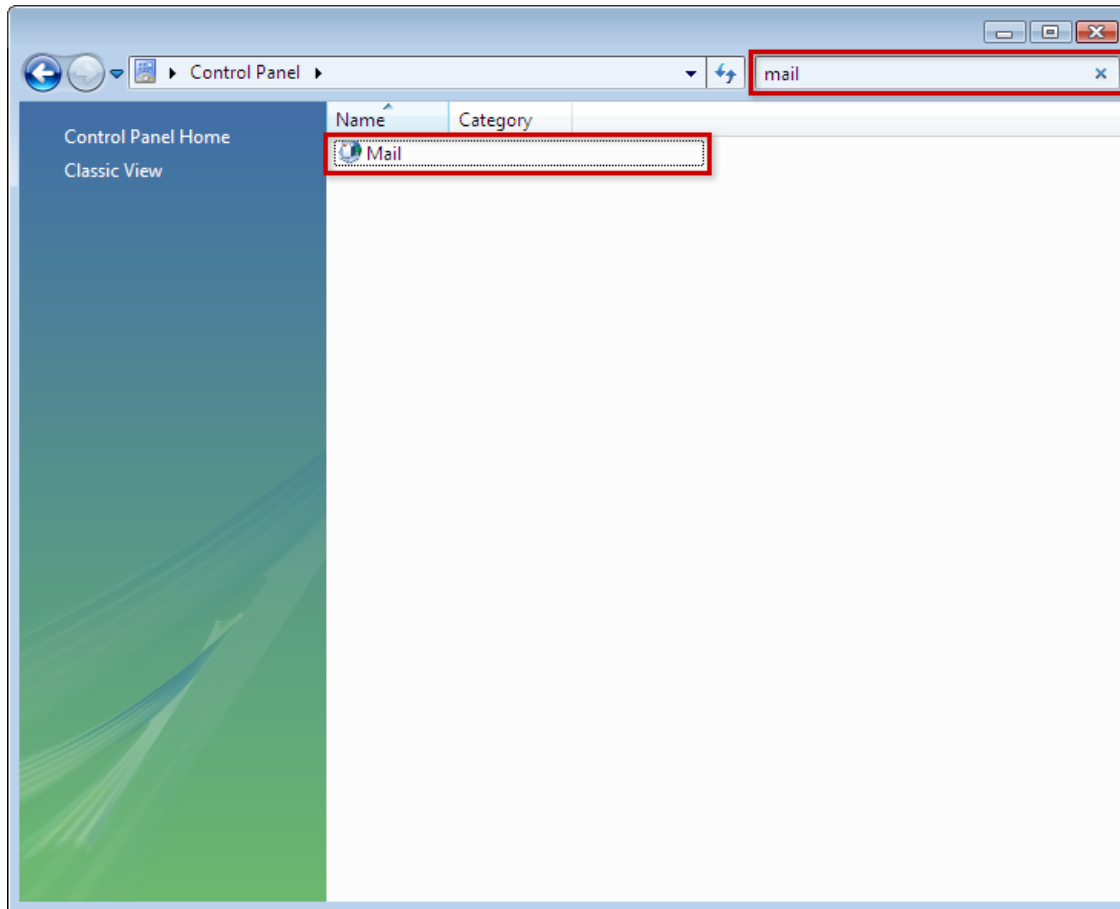
Step 2

If using Windows XP, **double-click** the **Mail** icon.



Open the Control Panel

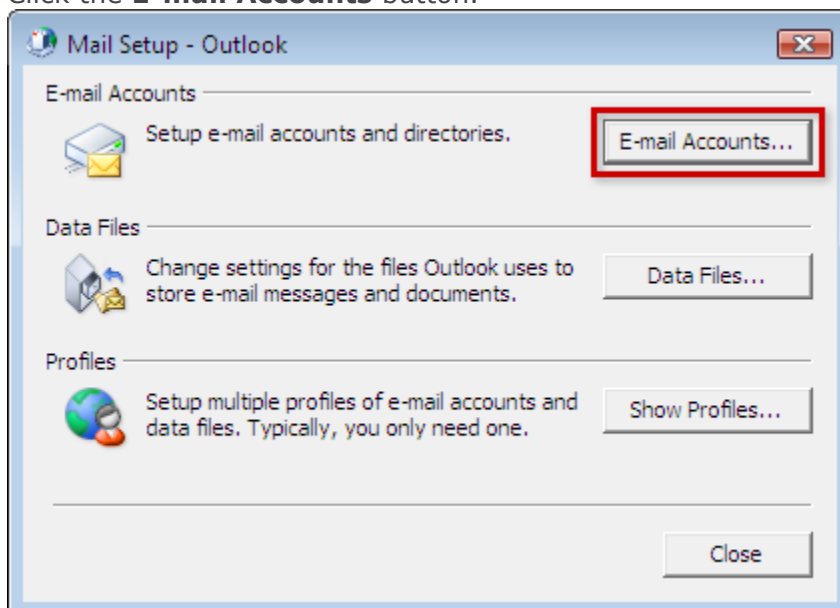
If using Windows Vista, Windows 7 or above, type **Mail** into the search box at the top-right of the Control Panel window to quickly find the **Mail** icon. Then, double-click it.



Click Mail

Step 3

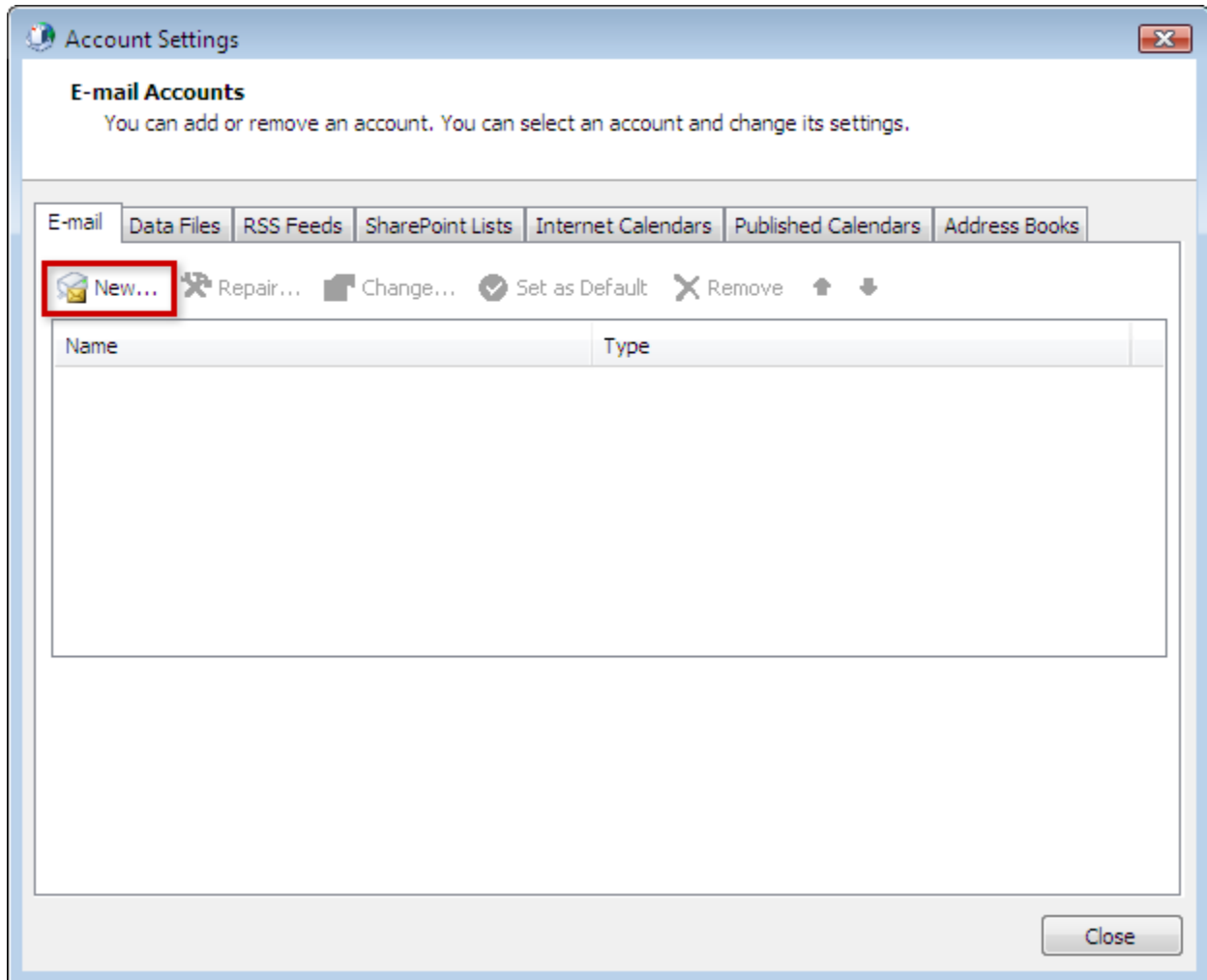
Click the **E-mail Accounts** button.



Click E-mail Accounts

Step 4

Under the **E-mail** tab, click the **New** button to add your 1&1 e-mail account.



Click New

Step 5

Select **Manually configure server settings or additional server types** and then click the

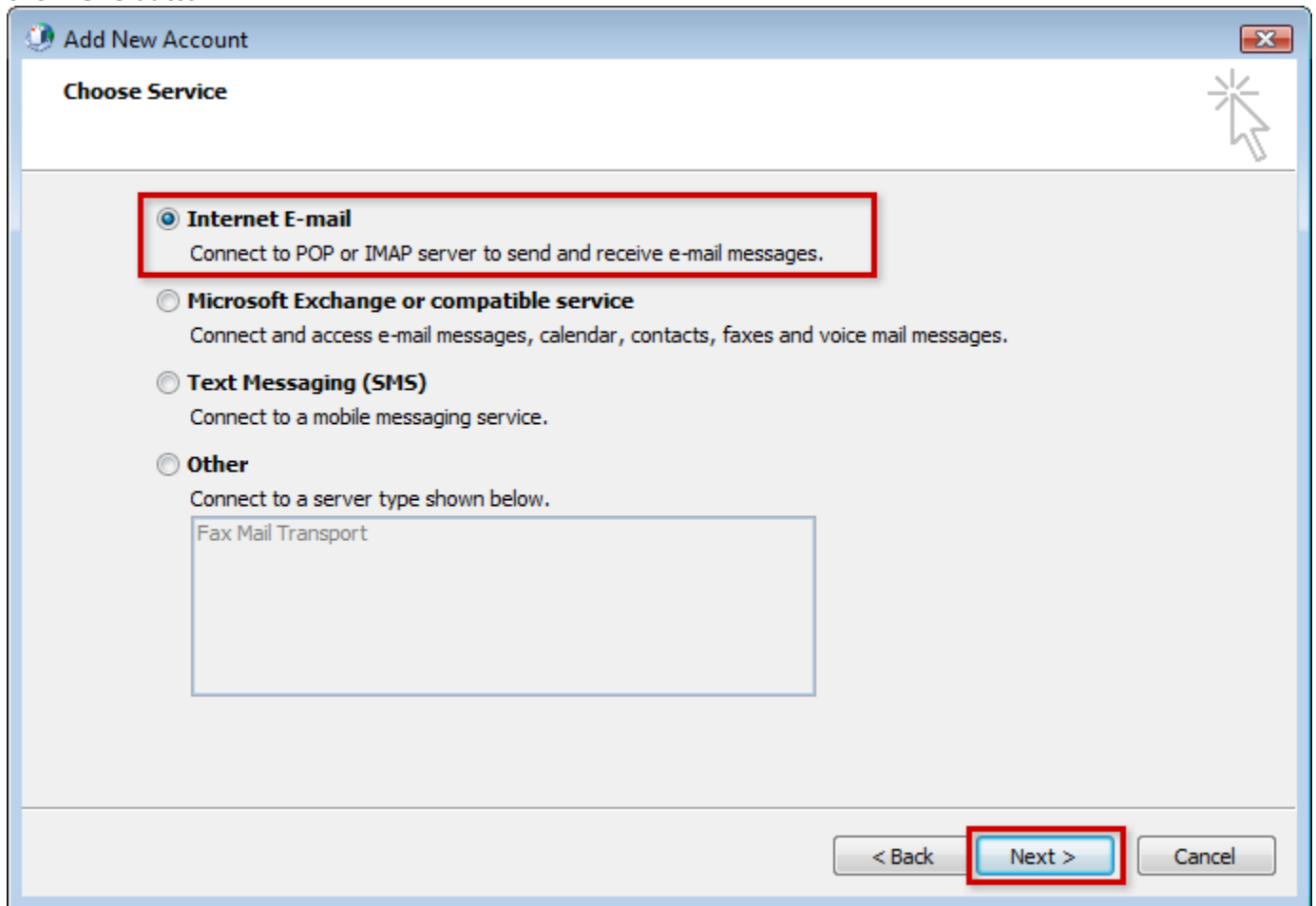
Next button.

The screenshot shows a Windows-style dialog box titled "Add New Account". Inside, there's a section for "Auto Account Setup" with the instruction "Connect to other server types." Below this, there are three radio button options: "E-mail Account", "Text Messaging (SMS)", and "Manually configure server settings or additional server types". The "Manually configure server types" option is selected and highlighted with a red rectangular box. Under the "E-mail Account" option, there are four input fields: "Your Name:" (with example "Ellen Adams"), "E-mail Address:" (with example "ellen@contoso.com"), "Password:", and "Retype Password:" (with instruction "Type the password your Internet service provider has given you."). At the bottom right, there are three buttons: "< Back", "Next >" (highlighted with a red box), and "Cancel".

Select *Manually configure*

Step 6

Select the **POP or IMAP** type of account and then click the **Next** button.



Select Internet E-mail

Step 7

- Enter **Your Name**. This is the name that will appear when others receive your e-mail.
- Enter **your 1&1 e-mail address**.
- Make sure that **IMAP** is selected from the **Account Type** drop-down box.
- Enter **imap.1and1.com** as the **Incoming mail server**.
- Enter **smtp.1and1.com** as the **Outgoing mail server (SMTP)**
- Enter **your full 1&1 e-mail address** as the **User Name**
- Enter the e-mail account's **Password**.
- Check the box for **Remember password** if you do not want to enter your password every time you check or send mail from this account.
- Click the **More Settings** button.

Add New Account

Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

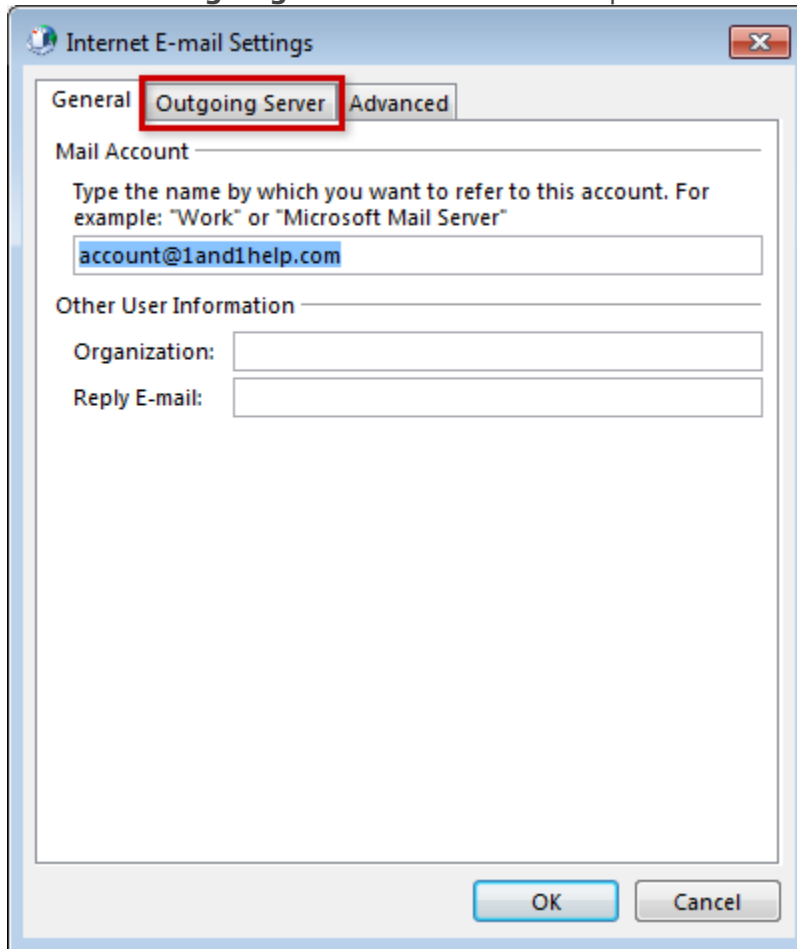
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings by clicking the Next button

Enter the appropriate information and click More Settings

Step 8

Select the **Outgoing Server** tab from the top of the new window that opens.

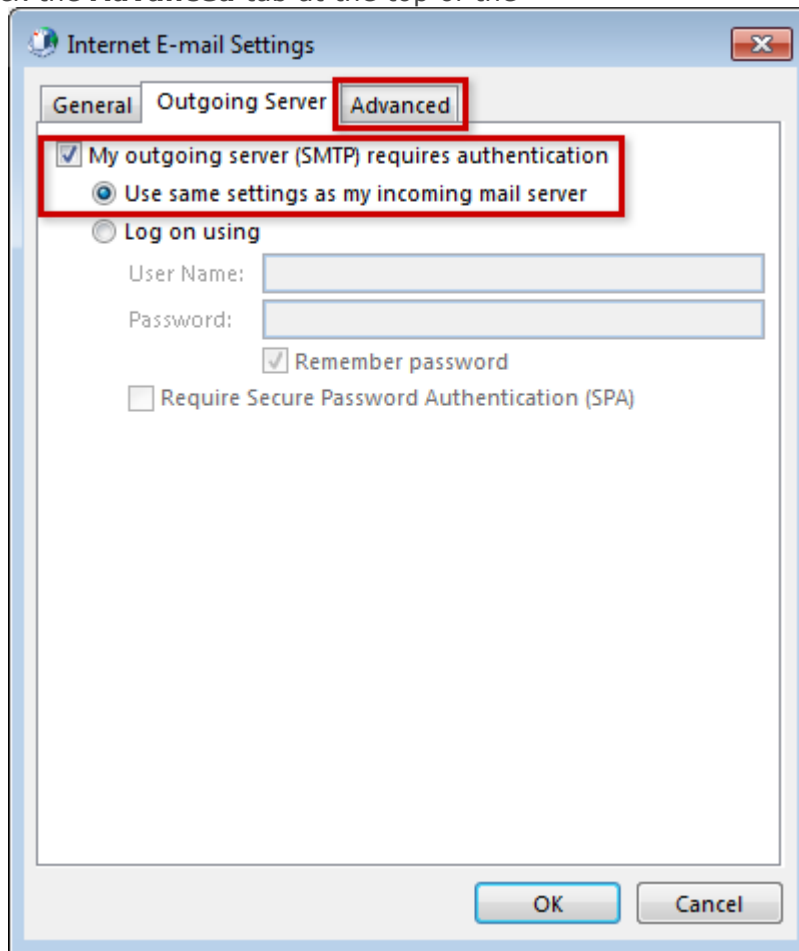


Select Outgoing Server

Step 9

Check the box for **My outgoing server (SMTP) requires authentication** and ensure that **Use same settings as my incoming mail server** is selected.

Next, click the **Advanced** tab at the top of the



window.

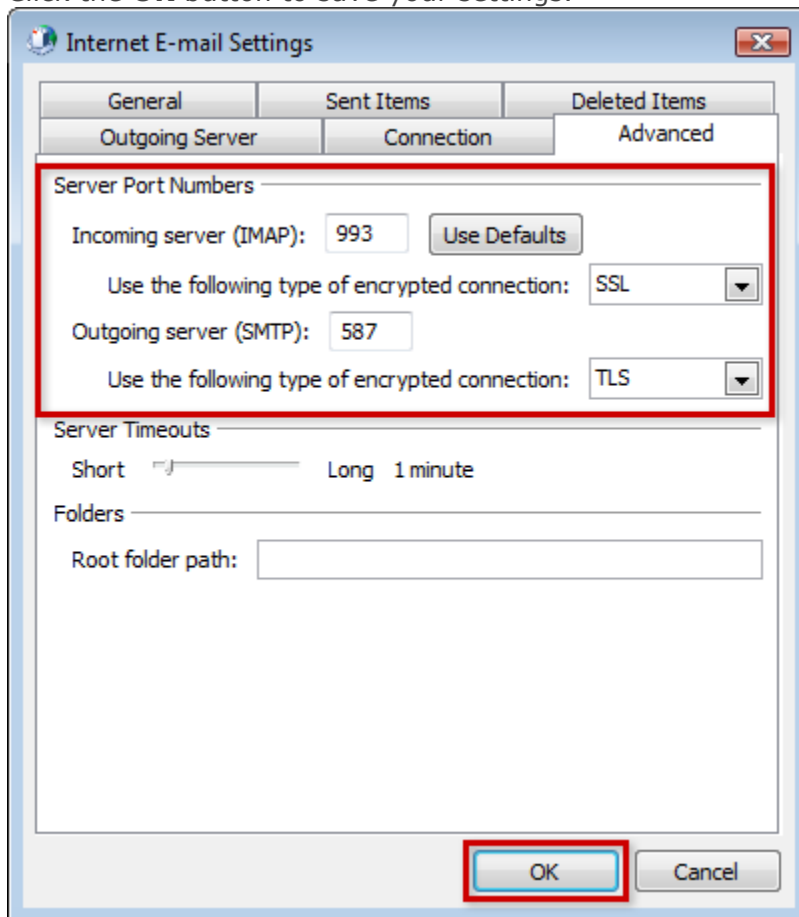
Click Advanced

Step 10

Enter port **993** as the **Incoming server (IMAP)** port and ensure that **SSL** is chosen from the **Use the following type of encrypted connection** drop-down box.

Enter port **587** as the **Outgoing server (SMTP)** port and choose **TLS** from the drop-down box next to **Use the following type of encrypted connection**.

Click the **OK** button to save your settings.



The screenshot shows the "Internet E-mail Settings" dialog box with the "Connection" tab selected. The "Server Port Numbers" section is highlighted with a red border. It contains the following fields:

- Incoming server (IMAP): 993 (with a "Use Defaults" button)
- Use the following type of encrypted connection: SSL (dropdown menu)
- Outgoing server (SMTP): 587
- Use the following type of encrypted connection: TLS (dropdown menu)

Below this section, there are "Server Timeouts" (Short and Long 1 minute), "Folders" (Root folder path), and "OK" and "Cancel" buttons at the bottom. The "OK" button is also highlighted with a red border.

Enter the information and click OK

Step 11

Click the **Next** button.

The screenshot shows the 'Add New Account' dialog box in Outlook. The title bar reads 'Add New Account'. Below the title bar, the section is titled 'Internet E-mail Settings' with a sub-header 'Each of these settings are required to get your e-mail account working.' The dialog is divided into two main columns. The left column contains sections for 'User Information', 'Server Information', and 'Logon Information'. The right column contains 'Test Account Settings'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red rectangular box. A mouse cursor is visible in the top right corner of the dialog box.

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: John Smith

E-mail Address: account@1and1help.com

Server Information

Account Type: IMAP

Incoming mail server: imap.1and1.com

Outgoing mail server (SMTP): smtp.1and1.com

Logon Information

User Name: account@1and1help.com

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

Test Account Settings by clicking the Next button

More Settings ...

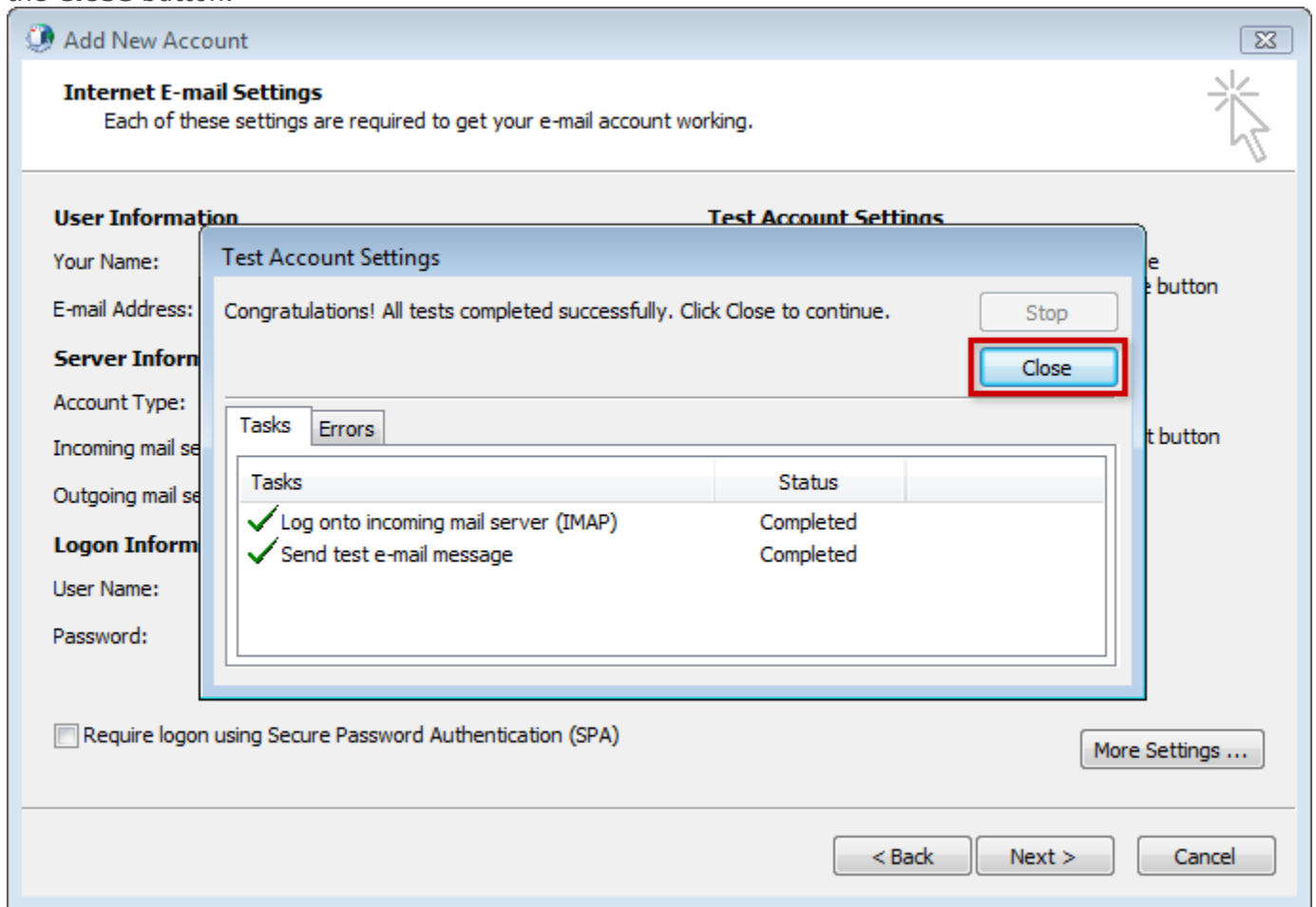
< Back **Next >** Cancel

Click Next

Step 12

If the test fails, go through the previous steps and double-check all of your settings in Outlook. If the test is successful, click

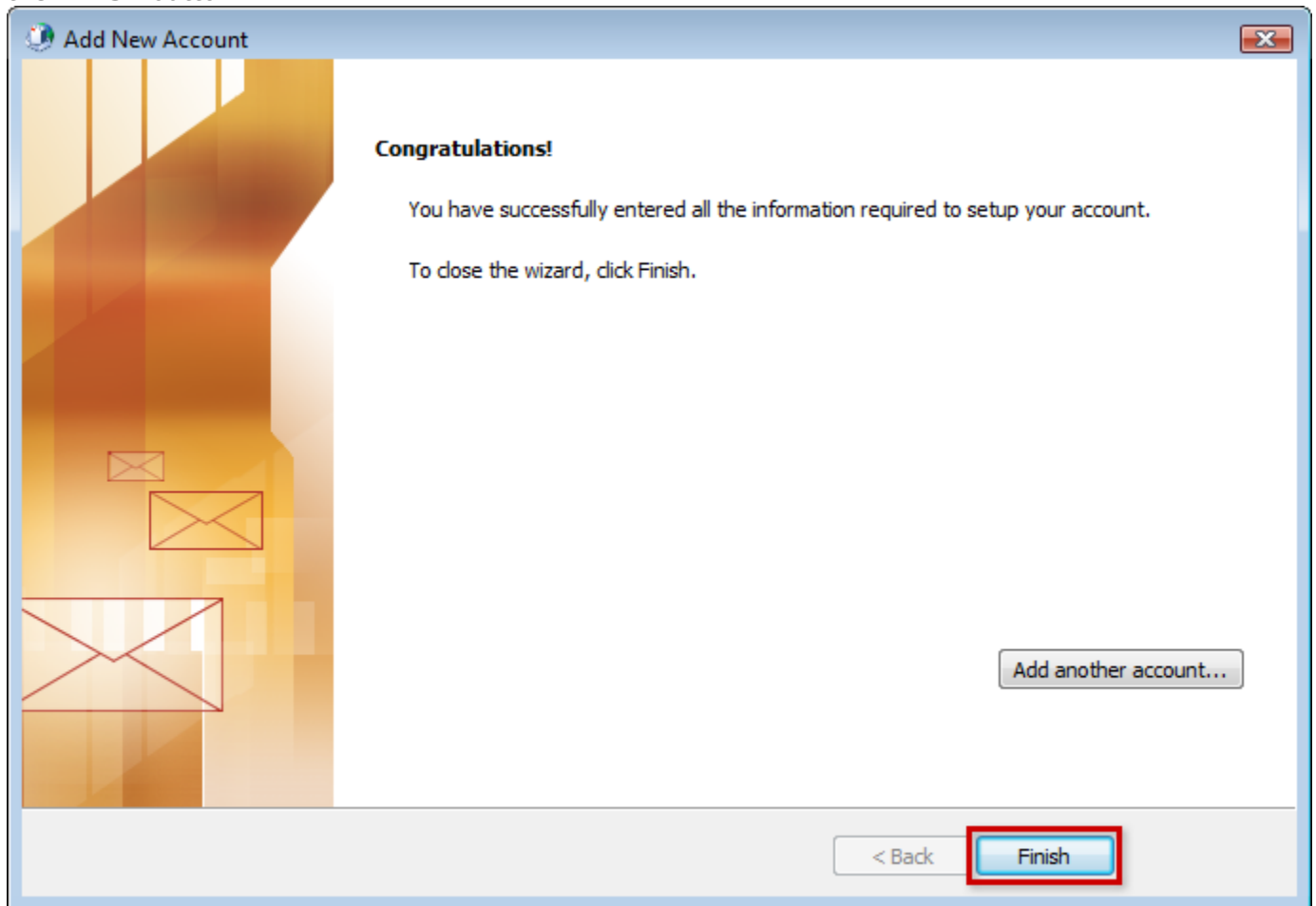
the **Close** button.



Click Close

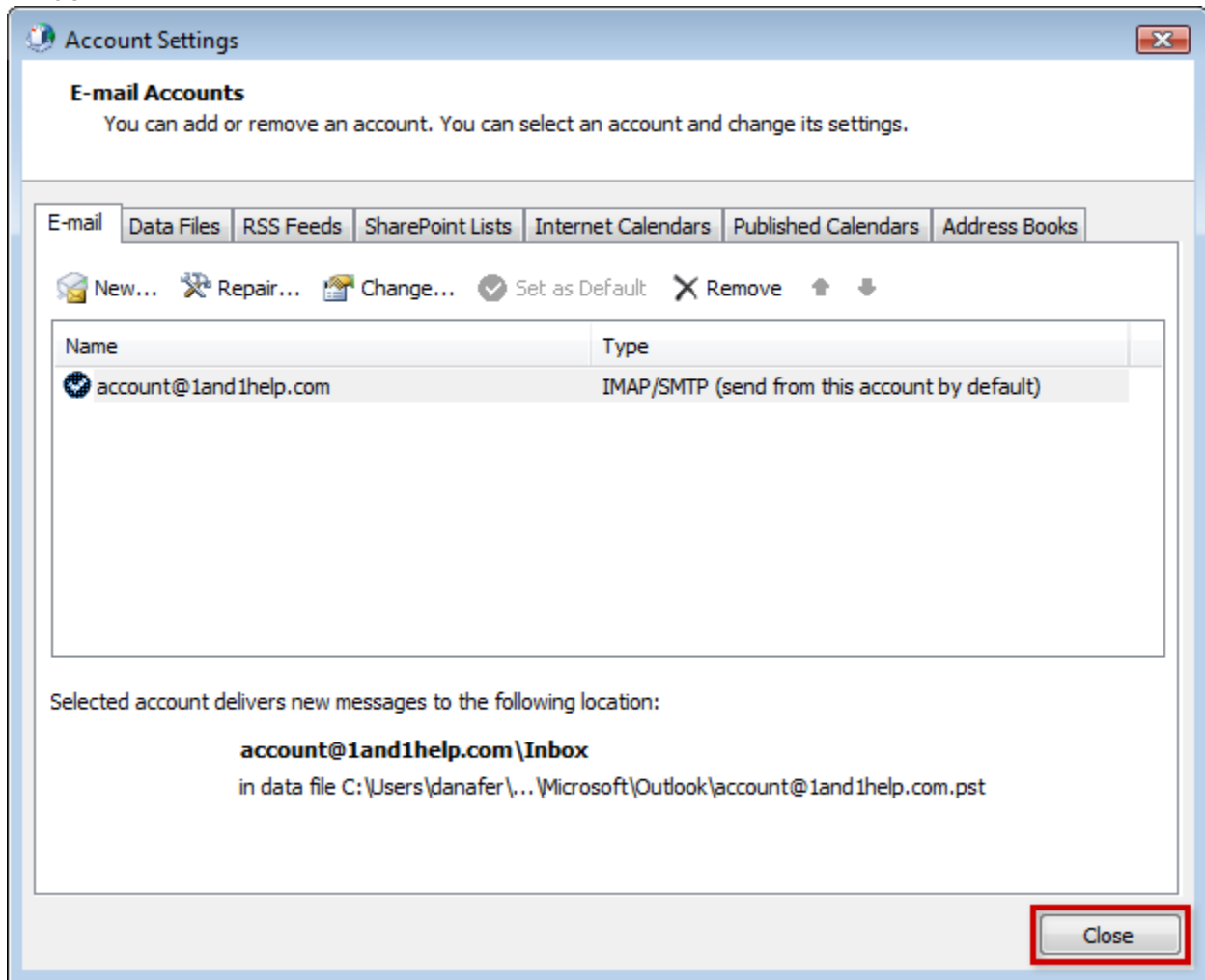
Step 13

Click
the **Finish** button.



Click *Finish*
Step 14

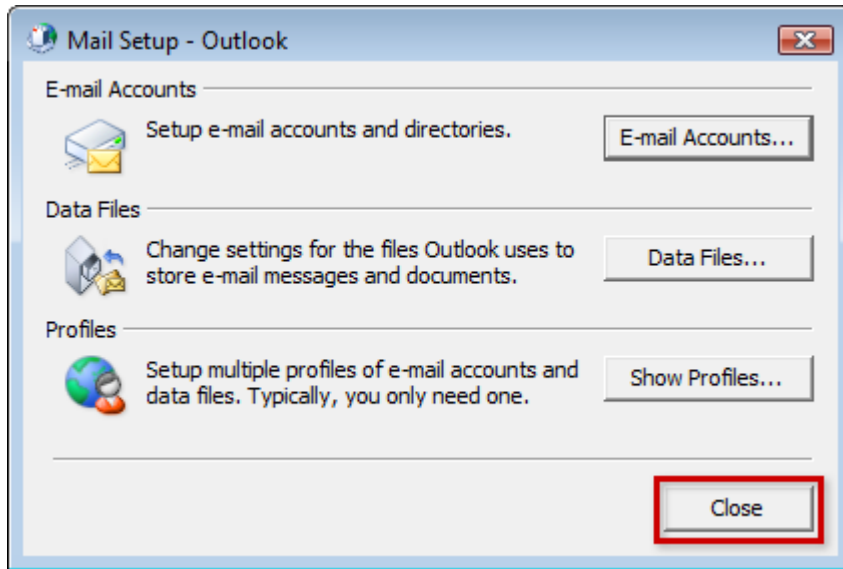
Click the **Close** button to close the Account Settings window.



Click Close

Step 15

Click the **Close** button to close the Mail Setup window.



Click Close

You may now launch Outlook 2013 from the Start menu and begin writing and checking your mail!