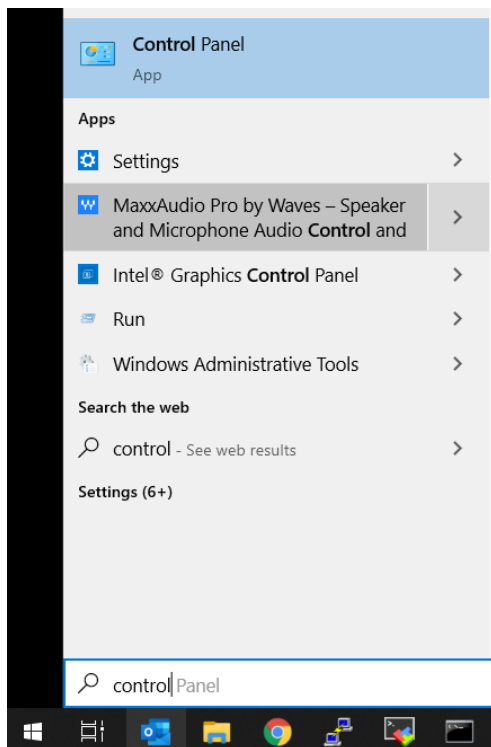


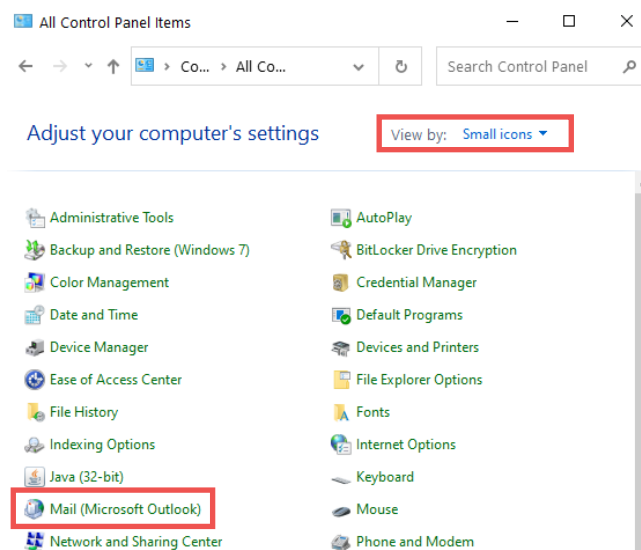
Nefcom Email Settings for Outlook 2013/2016/2019

There are a couple of different ways to set up an email account in Outlook. Each version of Outlook is slightly different. The steps below will enable you to set up your email account on any version.

Navigate to the Windows **Control Panel**. You can quickly find this by clicking on the Start Menu button and typing “control” in the search box.



Change View by to Small Icons & select **Mail**

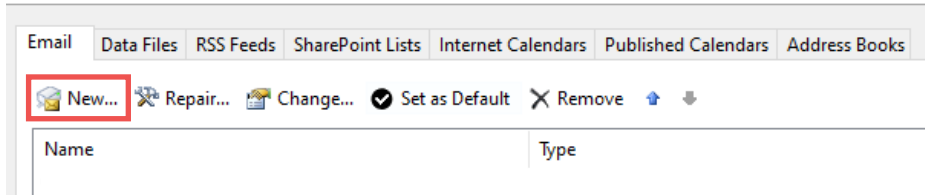


Under **Mail Setup**, select **Email Accounts** & click **New**

Account Settings

Email Accounts

You can add or remove an account. You can select an account and change its settings.



Select **Manual setup or additional server types** and click **Next**

Add Account

Auto Account Setup

Manual setup of an account or connect to other server types.


The screenshot shows the 'Add Account' dialog box. It has two main sections: 'Email Account' and 'Manual setup or additional server types'. The 'Email Account' section has fields for 'Your Name' (with example 'Ellen Adams'), 'Email Address' (with example 'ellen@contoso.com'), 'Password', and 'Retype Password' (with a note: 'Type the password your Internet service provider has given you.'). The 'Manual setup or additional server types' radio button is selected and highlighted with a red box. At the bottom right, there are '< Back' and 'Next >' buttons.

Choose **POP or IMAP**. Click **Next**

Choose Your Account Type

The screenshot shows the 'Choose Your Account Type' dialog box. It has two radio button options: 'Office 365' (Automatic setup for Office 365 accounts) and 'POP or IMAP' (Advanced setup for POP or IMAP email accounts). The 'POP or IMAP' option is selected and highlighted with a red box. There is an 'Email Address' field with an example 'ellen@contoso.'. At the bottom right, there is a 'Next >' button.

Use **IMAP** for **Account Type** and enter in all of the requested information. User Name is the same as your Email Address. Then click **More Settings**

 Add Account




POP and IMAP Account Settings

Enter the mail server settings for your account.




User Information Your Name: <input type="text" value="Yoda"/> Email Address: <input type="text" value="yoda@nefcom.net"/>	Test Account Settings We recommend that you test your account to ensure that the entries are correct. <input type="button" value="Test Account Settings ..."/> <input checked="" type="checkbox"/> Automatically test account settings when Next is clicked
Server Information Account Type: <input type="text" value="IMAP"/> Incoming mail server: <input type="text" value="mail.nefcom.net"/> Outgoing mail server (SMTP): <input type="text" value="mail.nefcom.net"/>	
Logon Information User Name: <input type="text" value="yoda@nefcom.net"/> Password: <input type="password" value="*****"/> <input checked="" type="checkbox"/> Remember password <input type="checkbox"/> Require logon using Secure Password Authentication (SPA)	Mail to keep offline: All <input type="range" value="All"/>
	<input type="button" value="More Settings ..."/>

Navigate to the **Outgoing Server** tab and check the box **My outgoing server requires authentication**

 Internet Email Settings

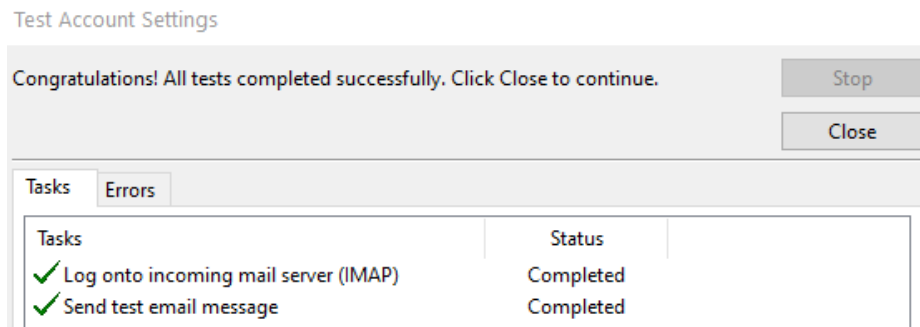
General	Outgoing Server	Advanced
<input checked="" type="checkbox"/> My outgoing server (SMTP) requires authentication <input type="radio"/> Use same settings as my incoming mail server		

Then select the **Advanced** tab. Change **Outgoing Server** port to **587**

 Internet Email Settings

General	Outgoing Server	Advanced
Server Port Numbers		
Incoming server (IMAP):	<input type="text" value="143"/>	<input type="button" value="Use Defaults"/>
Use the following type of encrypted connection: <input type="text" value="None"/>		
Outgoing server (SMTP):	<input type="text" value="587"/>	
Use the following type of encrypted connection: <input type="text" value="None"/>		

Click **OK**, then **Next**. Your Account Settings will automatically test the send and receive settings.



Once you receive two green checkmarks, your account setup is complete.