Setting up Outlook 2013 with RealWorld Hosted Email
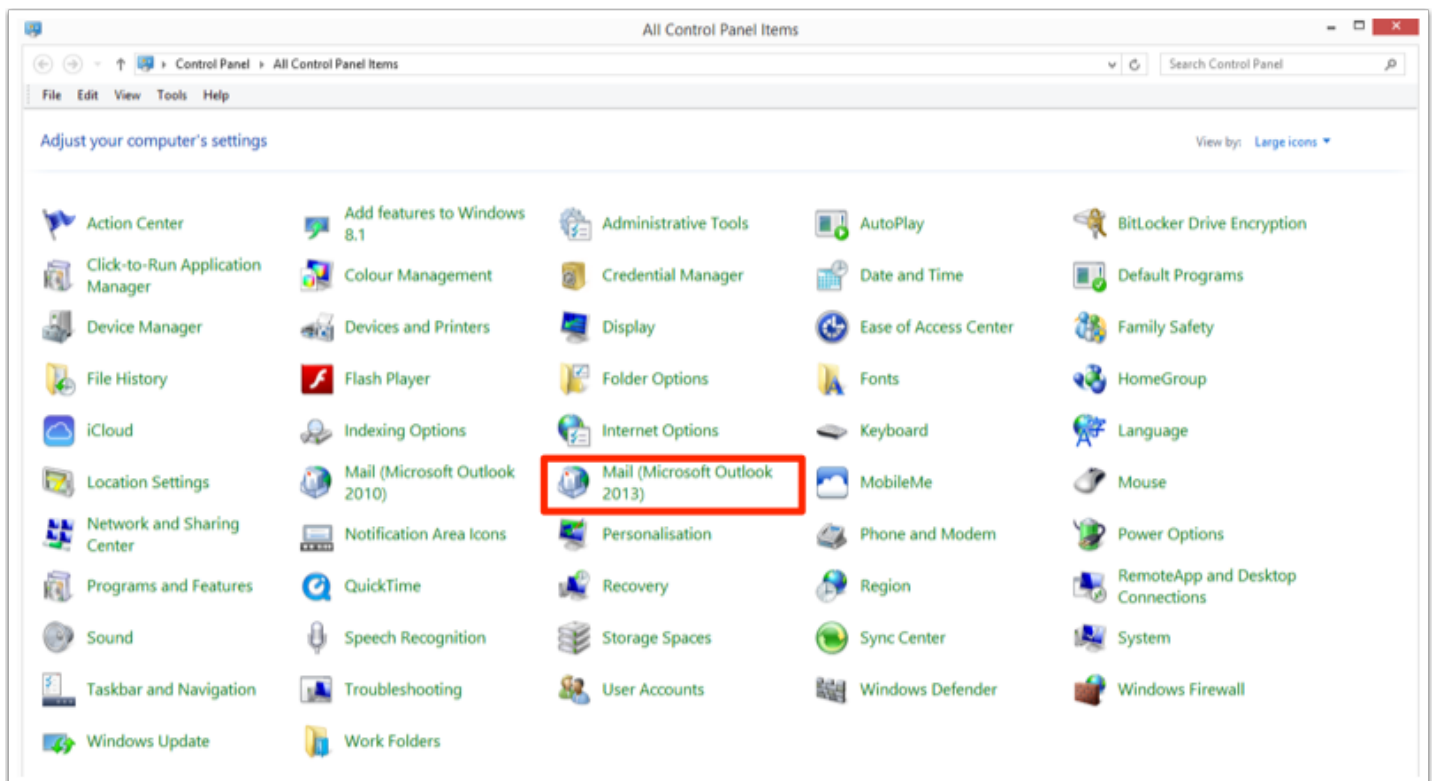
This article will assist you with setting up Outlook 2013 on a Windows 7 or Windows 8 setup.

Step 1

Open the Windows 8 'side charms' by moving your mouse to the top right of the screen. Then click Search. Search for Control Panel (for Windows 7 and below go to Start -> Control Panel). Open the Control Panel.
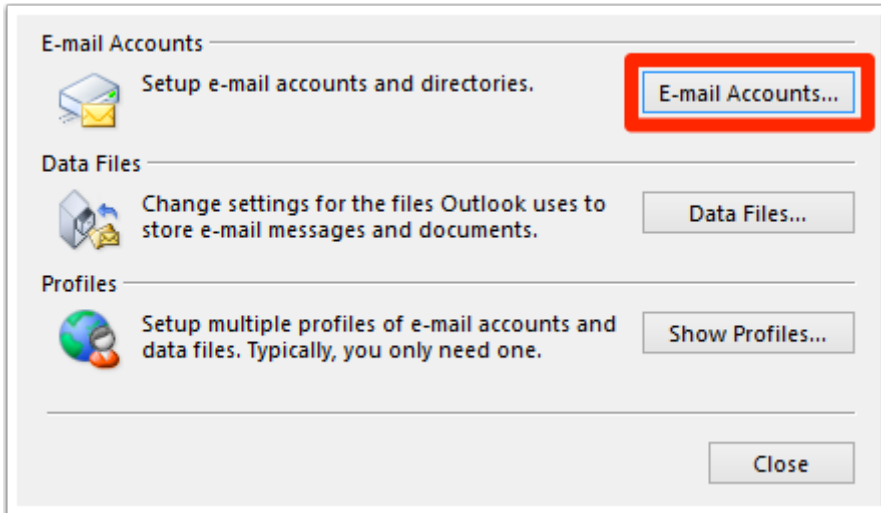
Step 2

Select the "Mail (Microsoft Outlook 2013)" option in Control Panel.
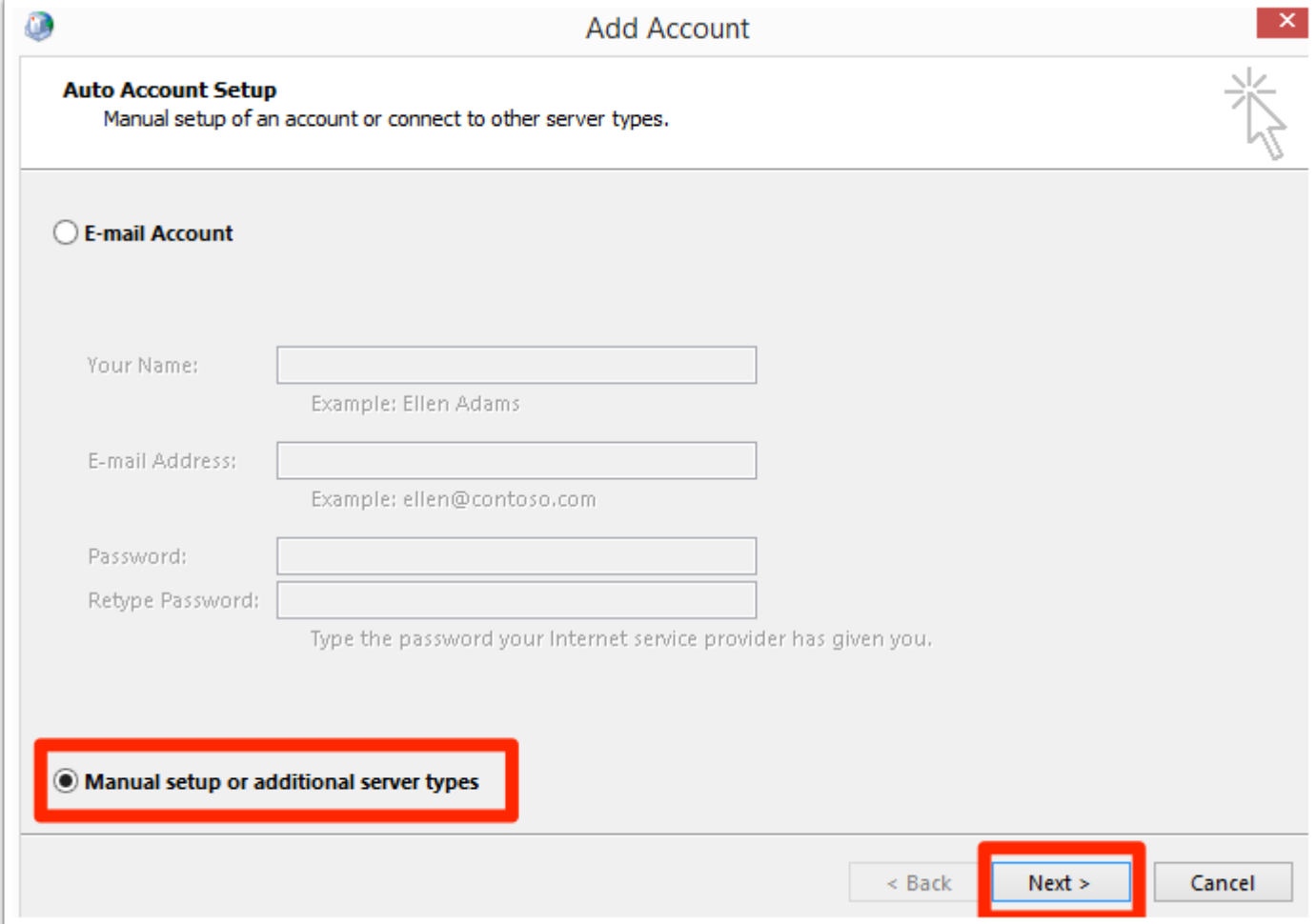
Step 3

Select the **Email Accounts** option.

Step 4

Select **Manual setup or additional server types**.

Step 5

Select IMAP and click Next.
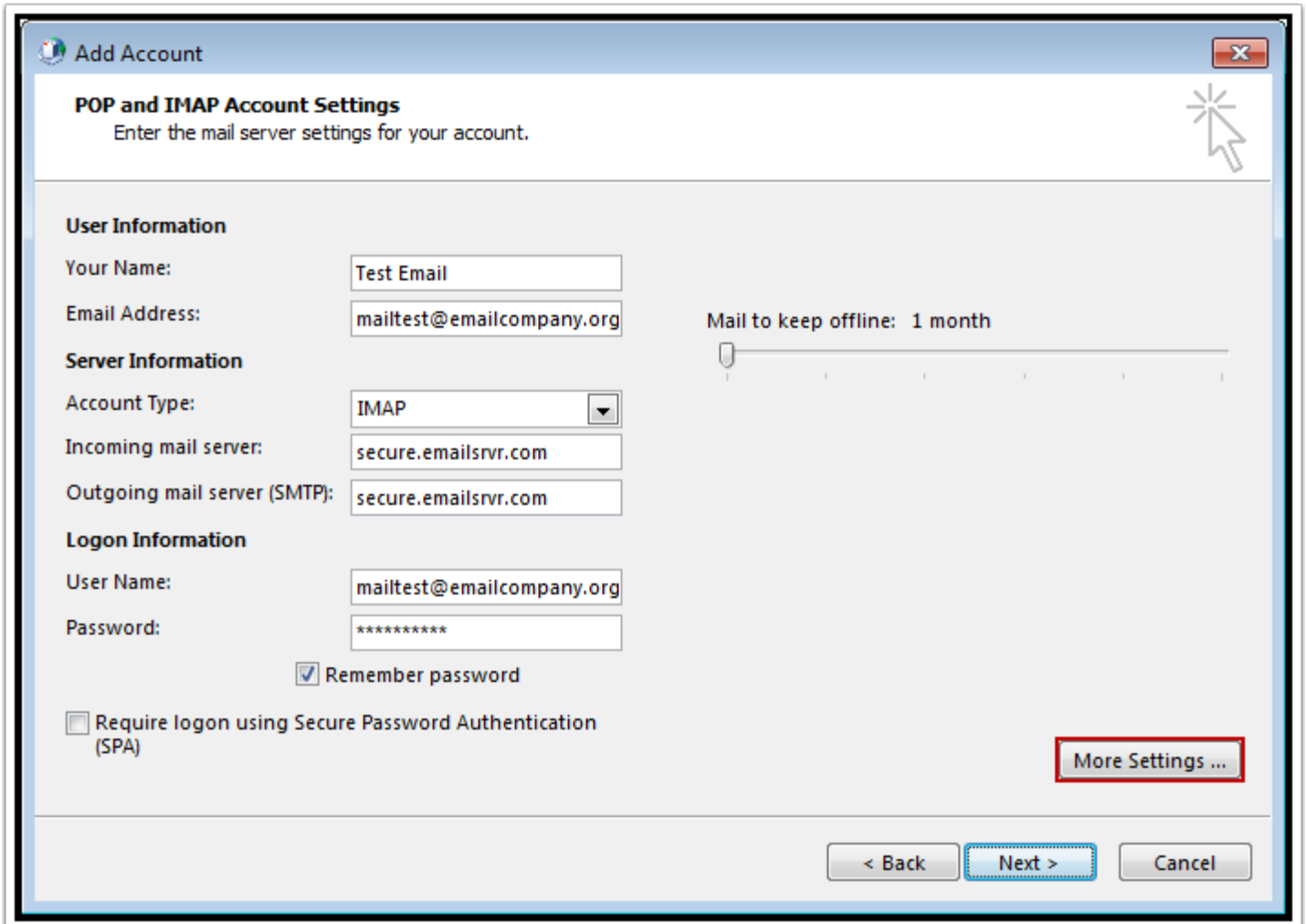
Step 6

In this new Window input the corresponding information.

1. User Information
    a) Your Name: Enter your First and Last Name (as the recipient will see it)
    b) Email address: Enter your email address e.g. user@yourdomain.com

2. Server Information
    a) Account Type: Select IMAP
    b) Incoming mail server: Type **secure.emailsrvr.com**
    c) Outgoing mail server: Type **secure.emailsrvr.com**

3. Logon Information (Credentials the email will authenticate with)
    a) Username: Enter your email address e.g. user@yourdomain.com
    b) Password: Enter the password you have been provided to log into your email.
    c) Tick the Remember Password option
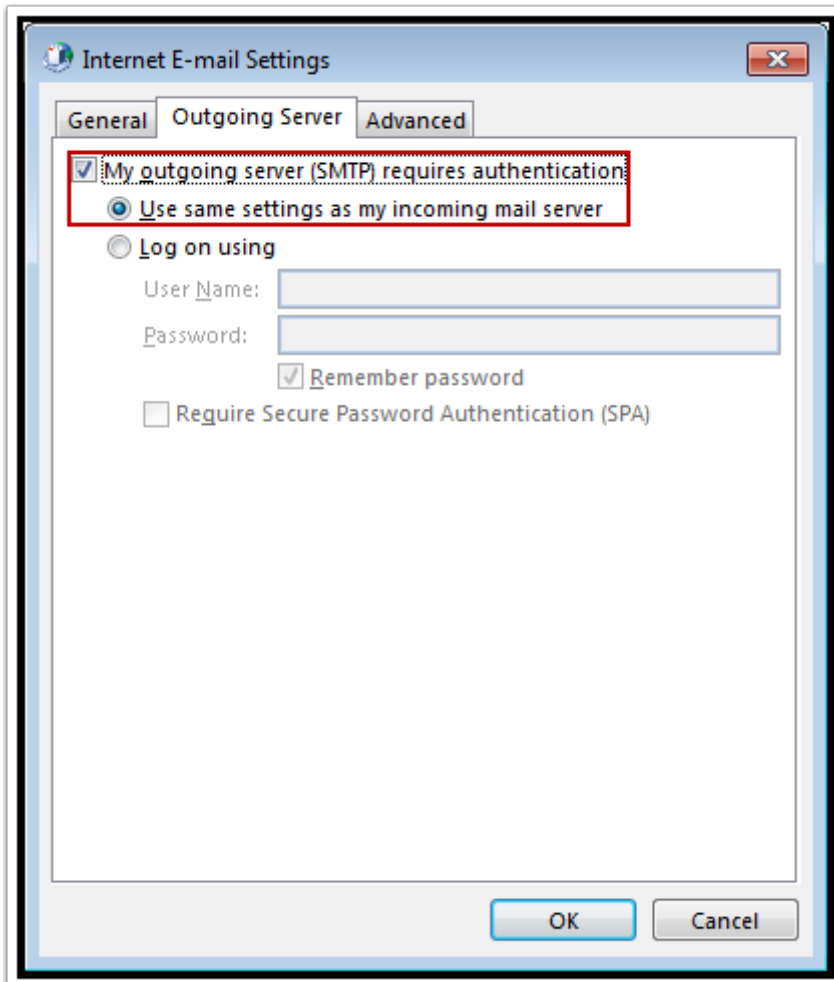
When complete, click the **More Settings** button

Step 7

Select the **Outgoing Server** Tab

Check the box for **My outgoing server (SMTP) requires authentication**.

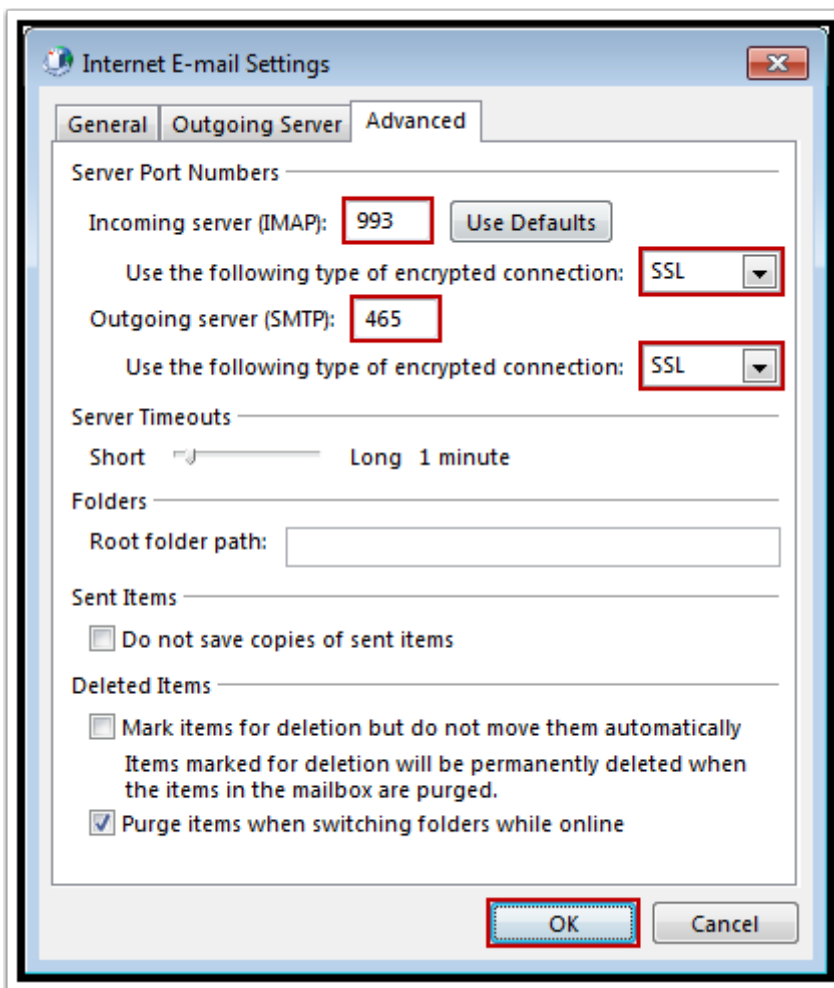Check the button for **Use same settings as my incoming mail server**.

Step 8

Click on the **Advanced** Tab

Change **Use the following type of encrypted connection:** to **SSL**

Then change the port numbers to 993 for Incoming server and 465 for Outgoing server.

Click **OK**.

Step 9

Click Finish and a test message will be sent and received. You should see a confirmation with both tests **Completed**.

If you require any further assistance please contact support@realworldcs.com