

# Setting up Outlook 2013 with RealWorld Hosted Email

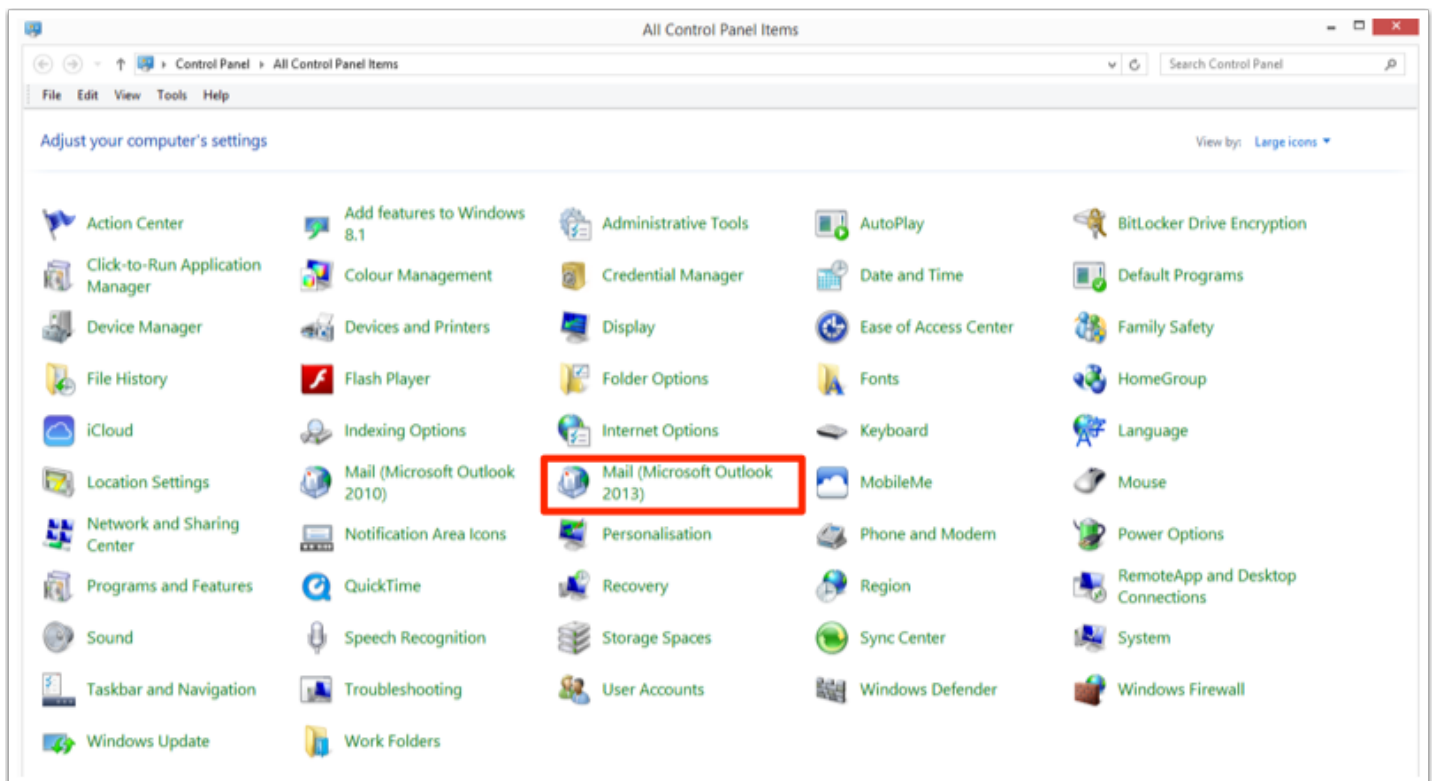
This article will assist you with setting up Outlook 2013 on a Windows 7 or Windows 8 setup.

## 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.

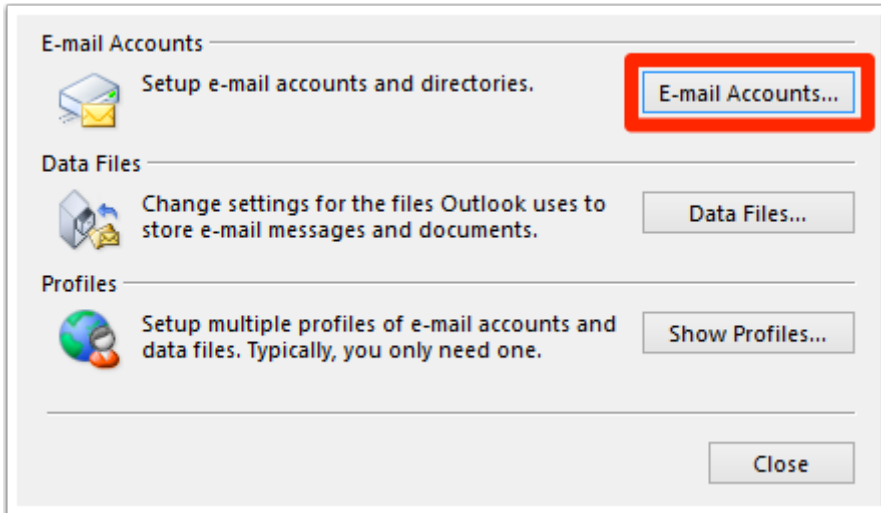
## Step 2

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



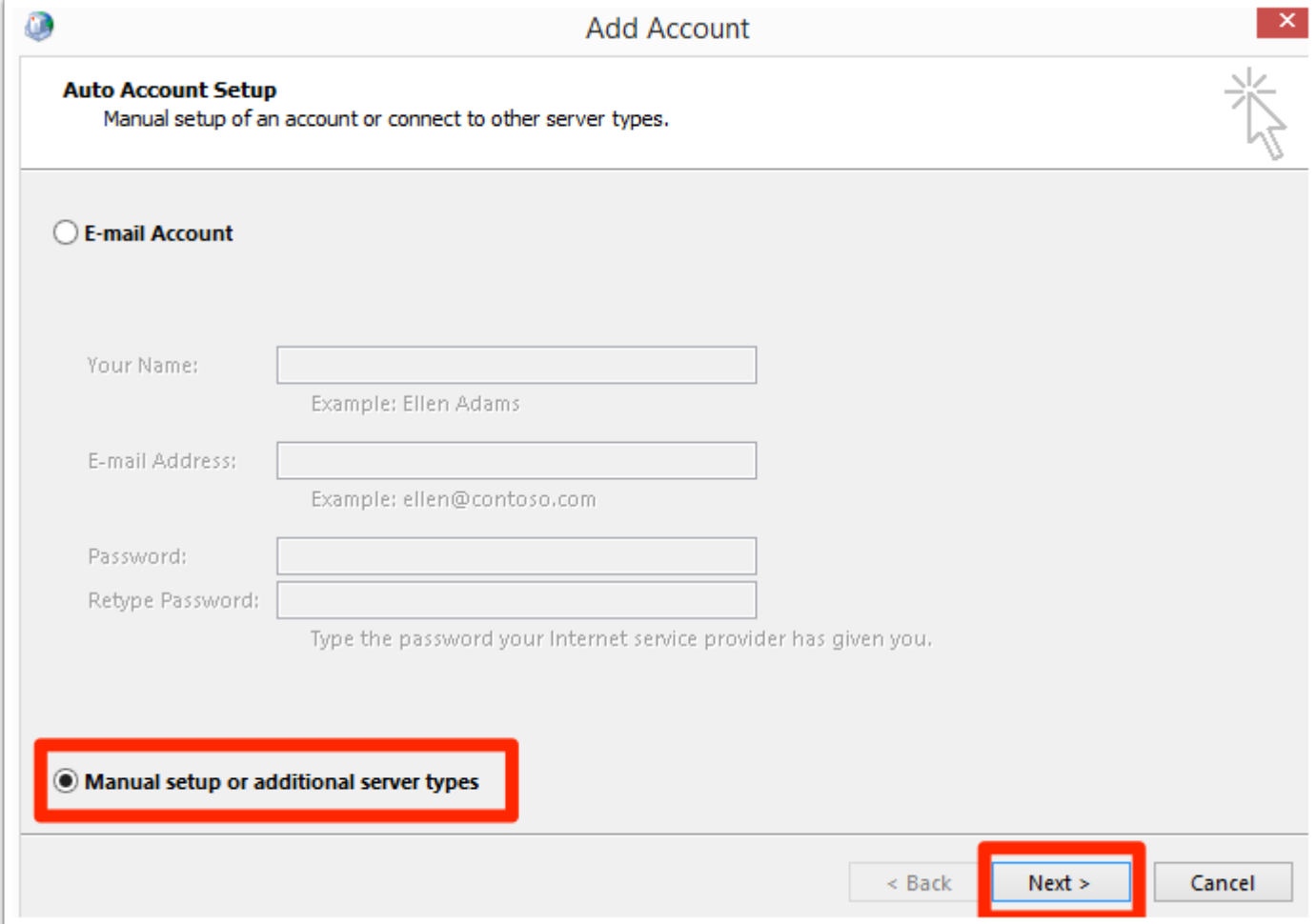
## Step 3

Select the **Email Accounts** option.



## Step 4

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



**Add Account**

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

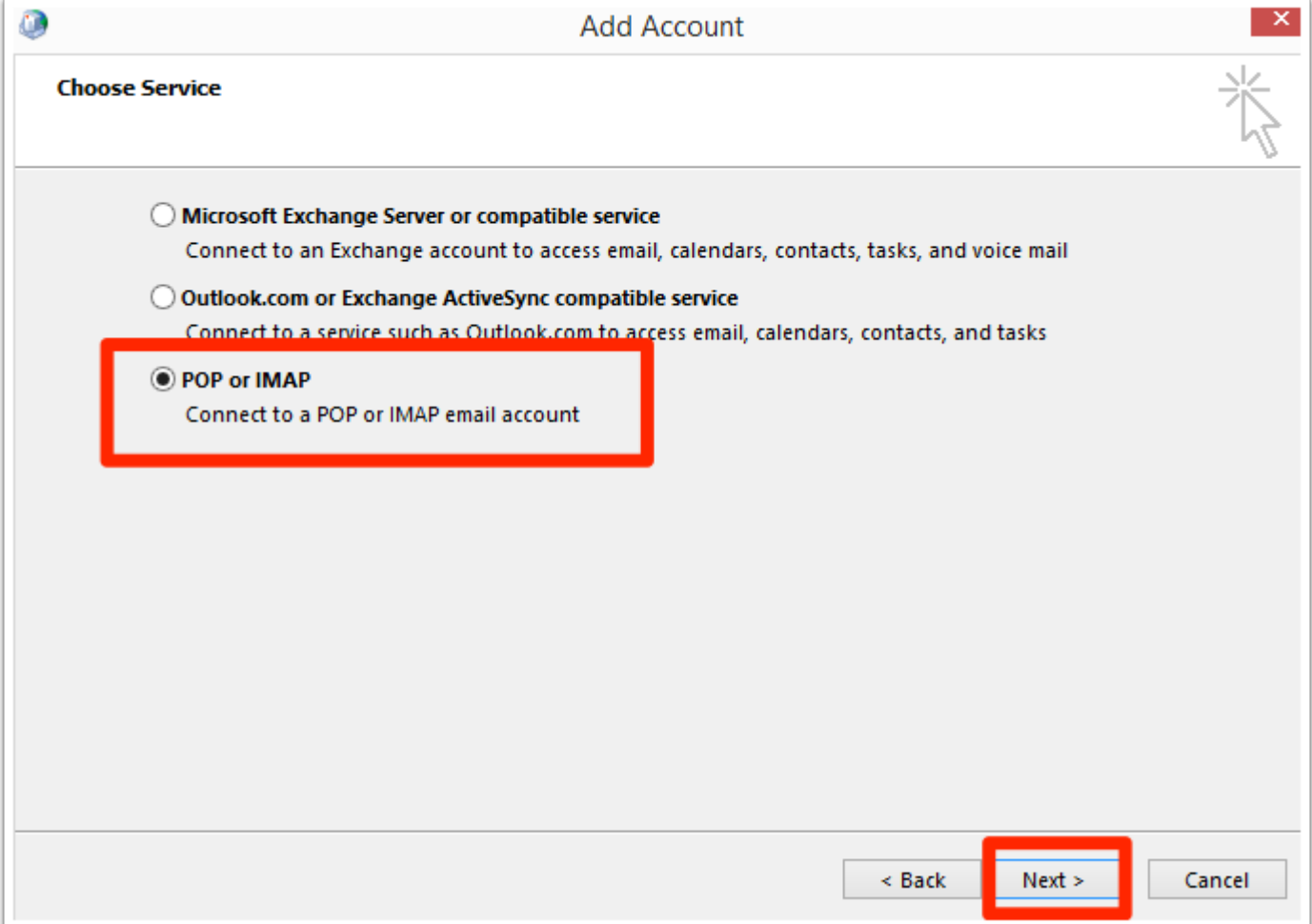
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back   **Next >**   Cancel

## Step 5

Select IMAP and click Next.



**Add Account**

**Choose Service**

- Microsoft Exchange Server or compatible service**  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- POP or IMAP**  
Connect to a POP or IMAP email account

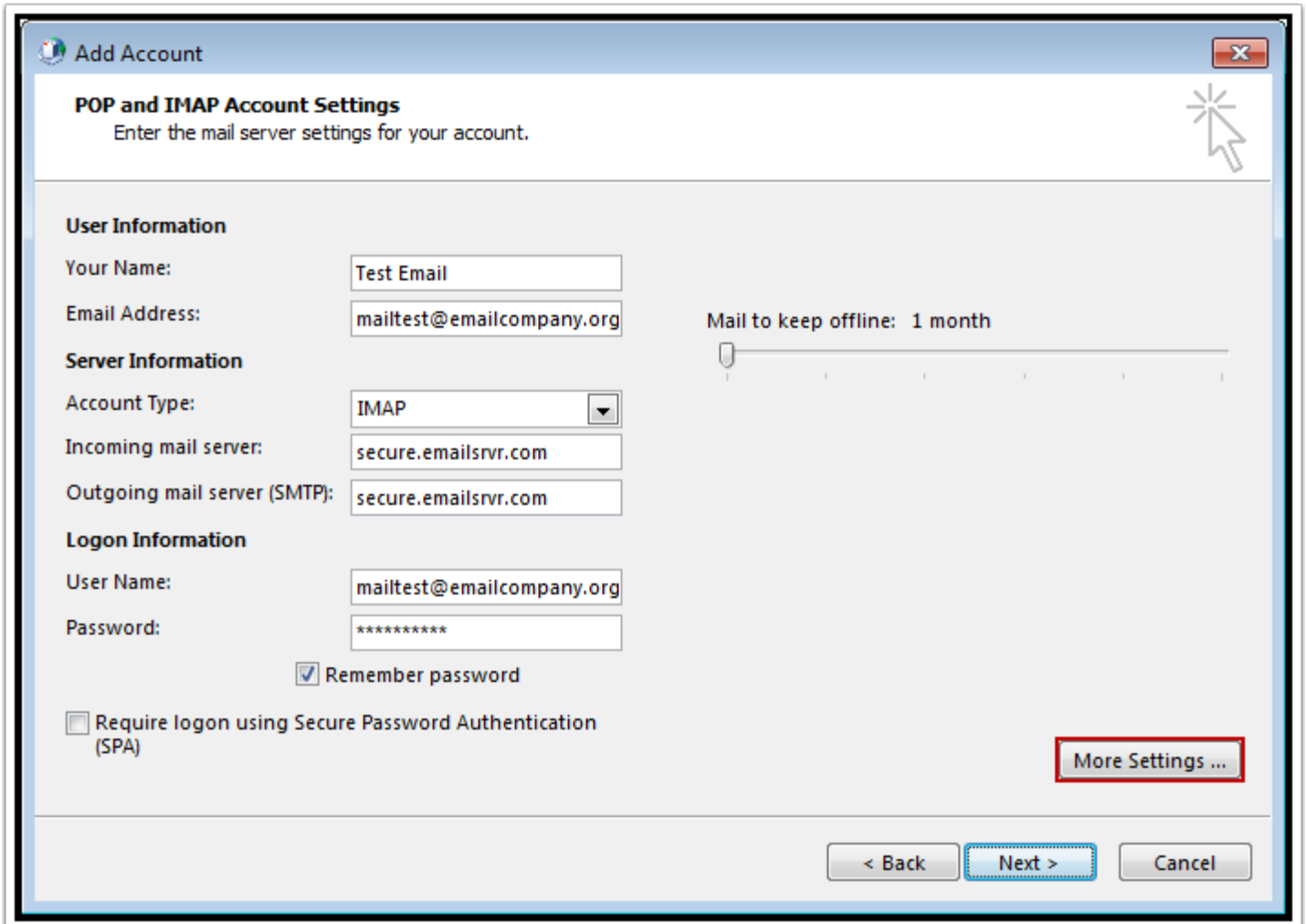
< Back   **Next >**   Cancel

## 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



**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:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Mail to keep offline: 1 month

**More Settings ...**

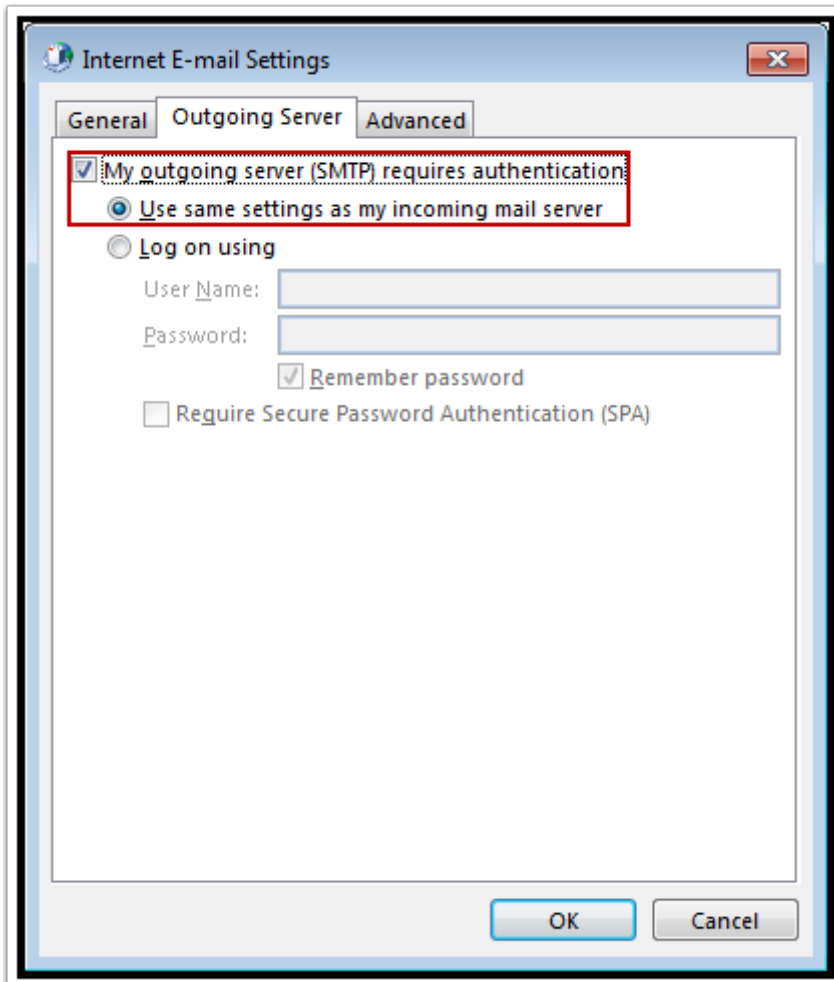
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## Step 7

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.**



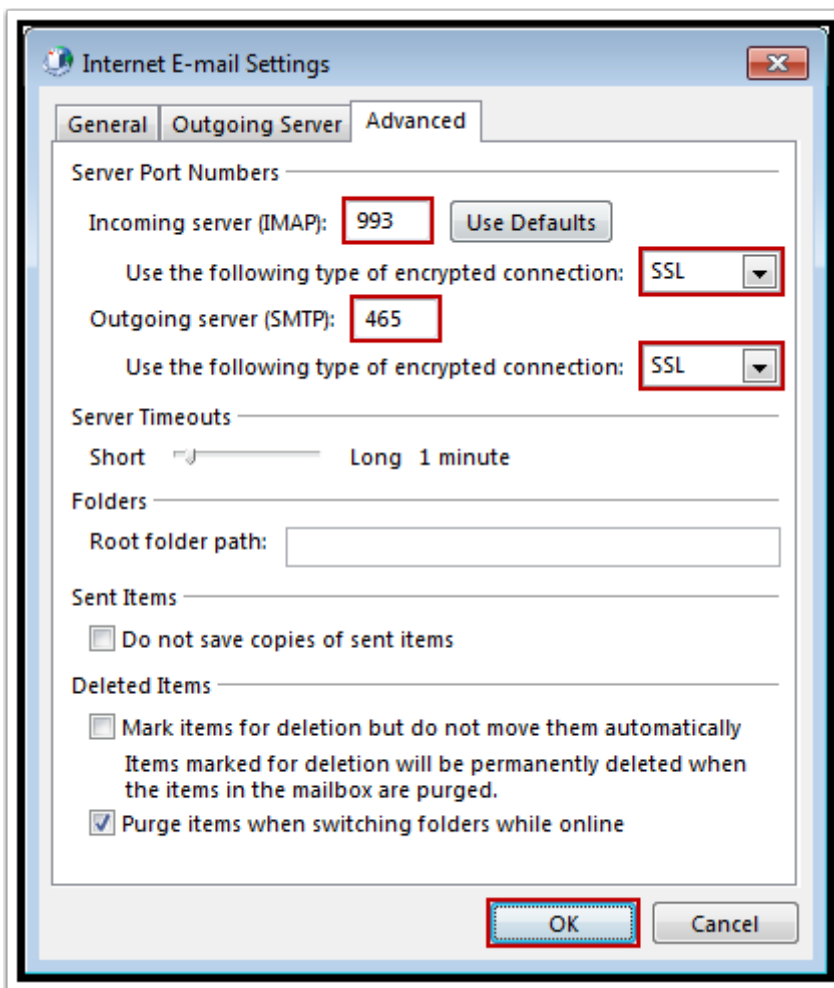
## Step 8

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](mailto:support@realworldcs.com)

