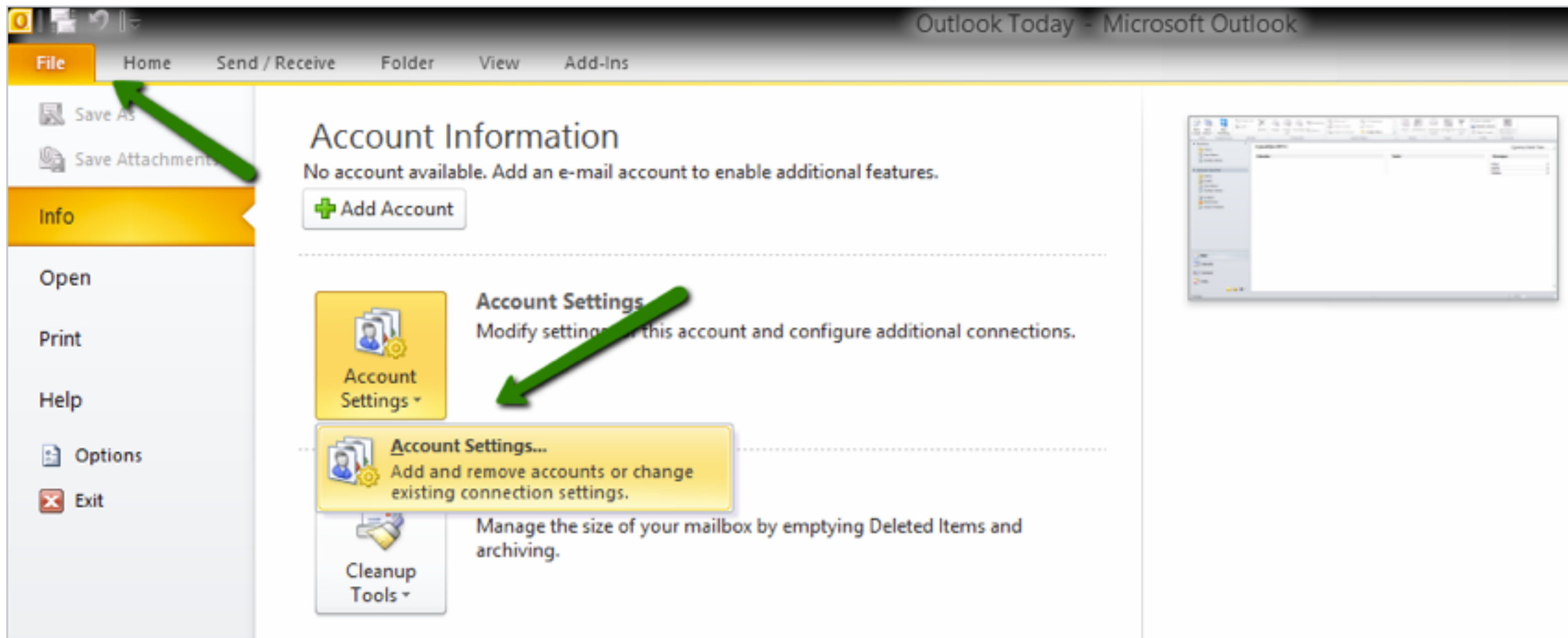# Email setup guide
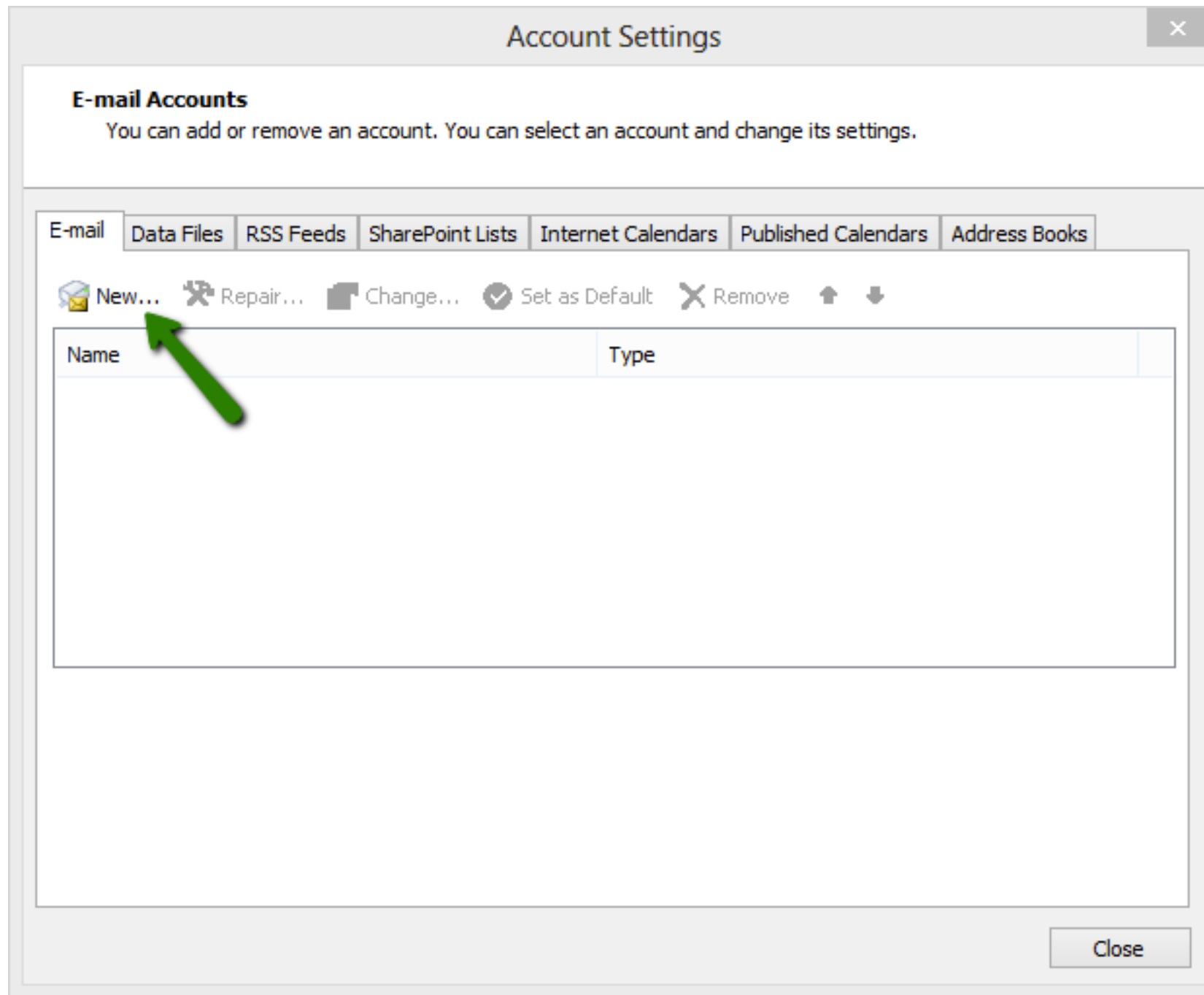Microsoft Outlook 2007-2010
www.hoasted.com

Step 1: Start adding a new account

- Open Microsoft Outlook
- To create a new account in Outlook, first go to the tab 'File > Account Settings' menu:
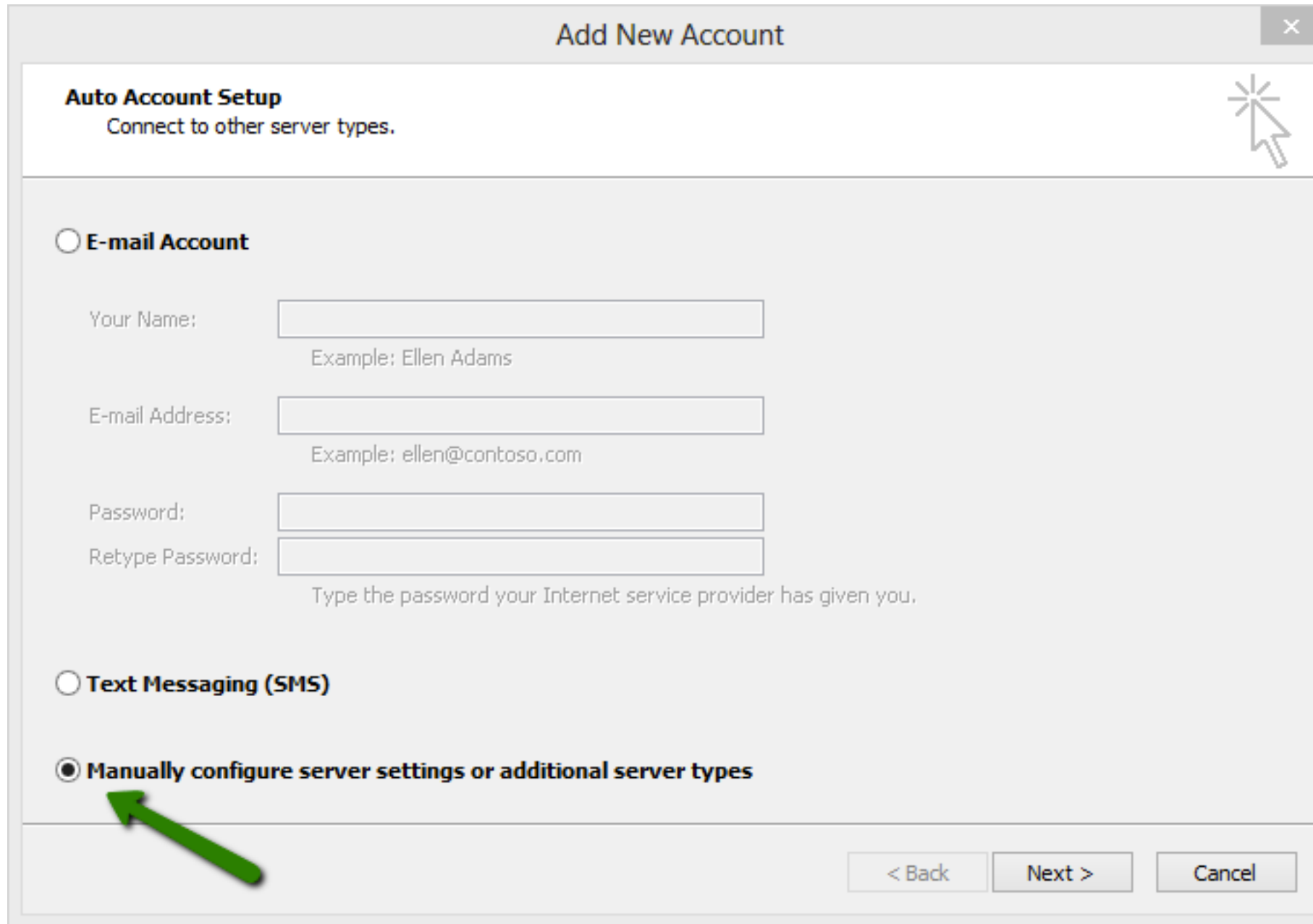
Step 2: New email account in settings

- Click on 'New' in the next window:

Step 3: New account configuration

- Choose the option 'Manually configure server settings or additional server types' and click on Next:

Add New Account

Auto Account Setup
Connect to other server types.

○ **E-mail Account**

Your Name:

Example: Ellen Adams

E-mail Address:

Example: ellen@contoso.com

Password:

Retype Password:

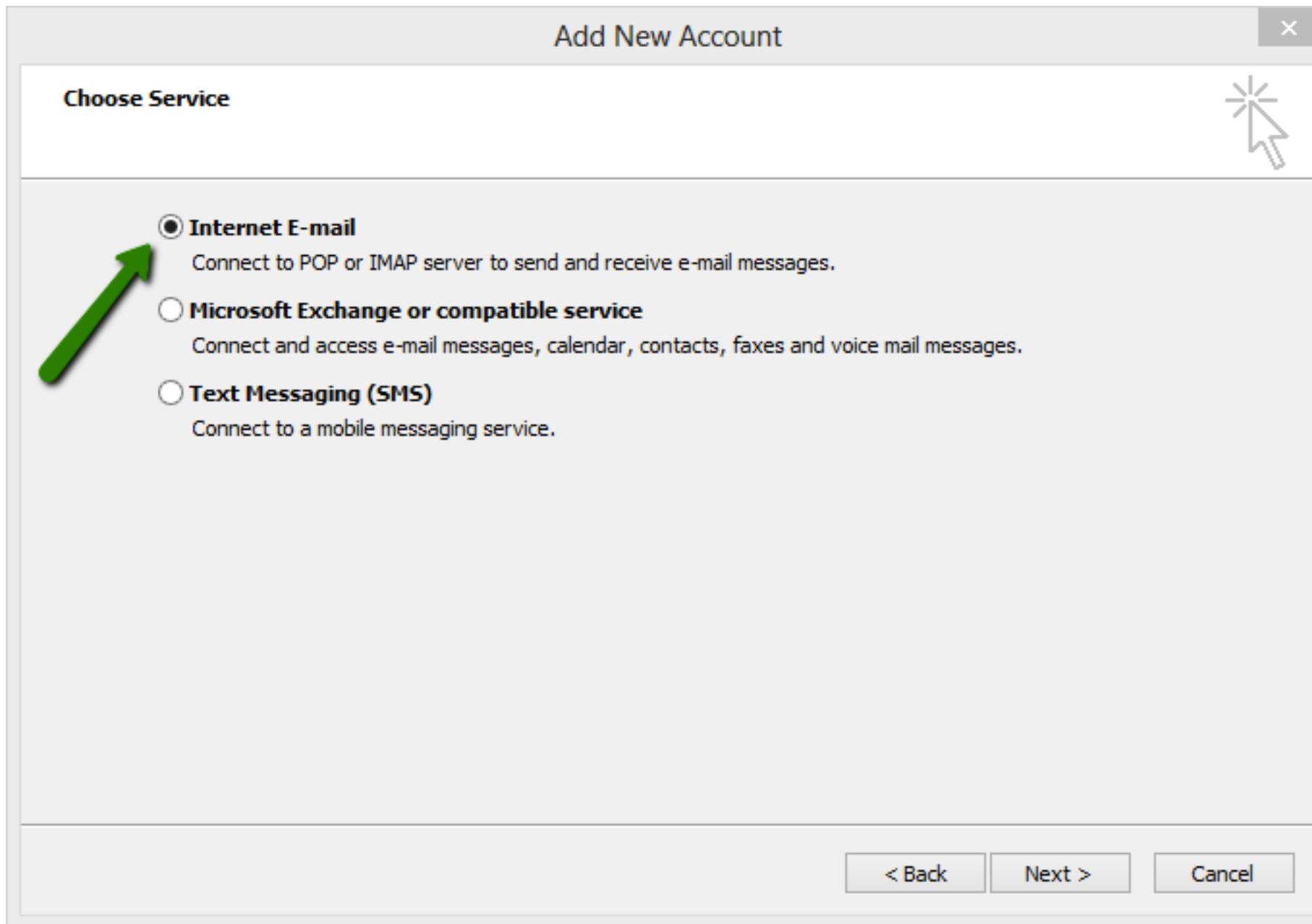Type the password your Internet service provider has given you.

○ **Text Messaging (SMS)**

● **Manually configure server settings or additional server types**

< Back   Next >   Cancel

Step 4: Add account service

- Choose 'Internet E-mail' and click on 'Next':

Step 5: Mail Server configuration

Enter the following details:

User information

1. Your name (this will show as your name in all your emails)
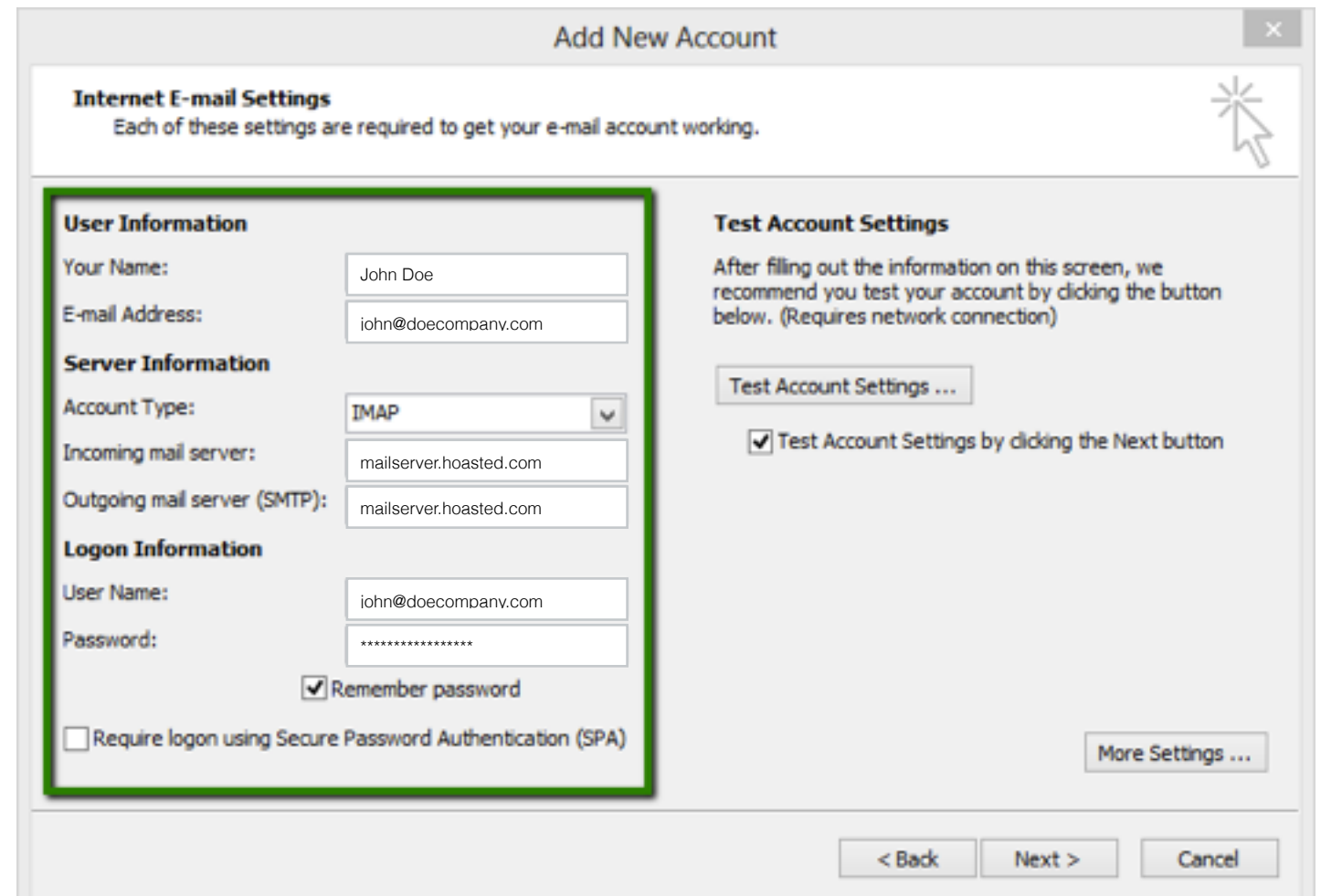2. Your full email address

Server information

3. Account type: 'IMAP'
4. Incoming Mail Server, fill in 'mailserver.hoasted.com'
5. Outgoing Mail Server (SMTP), fill in 'mailserver.hoasted.com'

Logon information

6. For User Name, fill in your full email address
7. Fill in the password that belongs to that email address
8. Check the box with 'remember password'
9. Require logon using Secure Password Authentication (SPA): should be unchecked

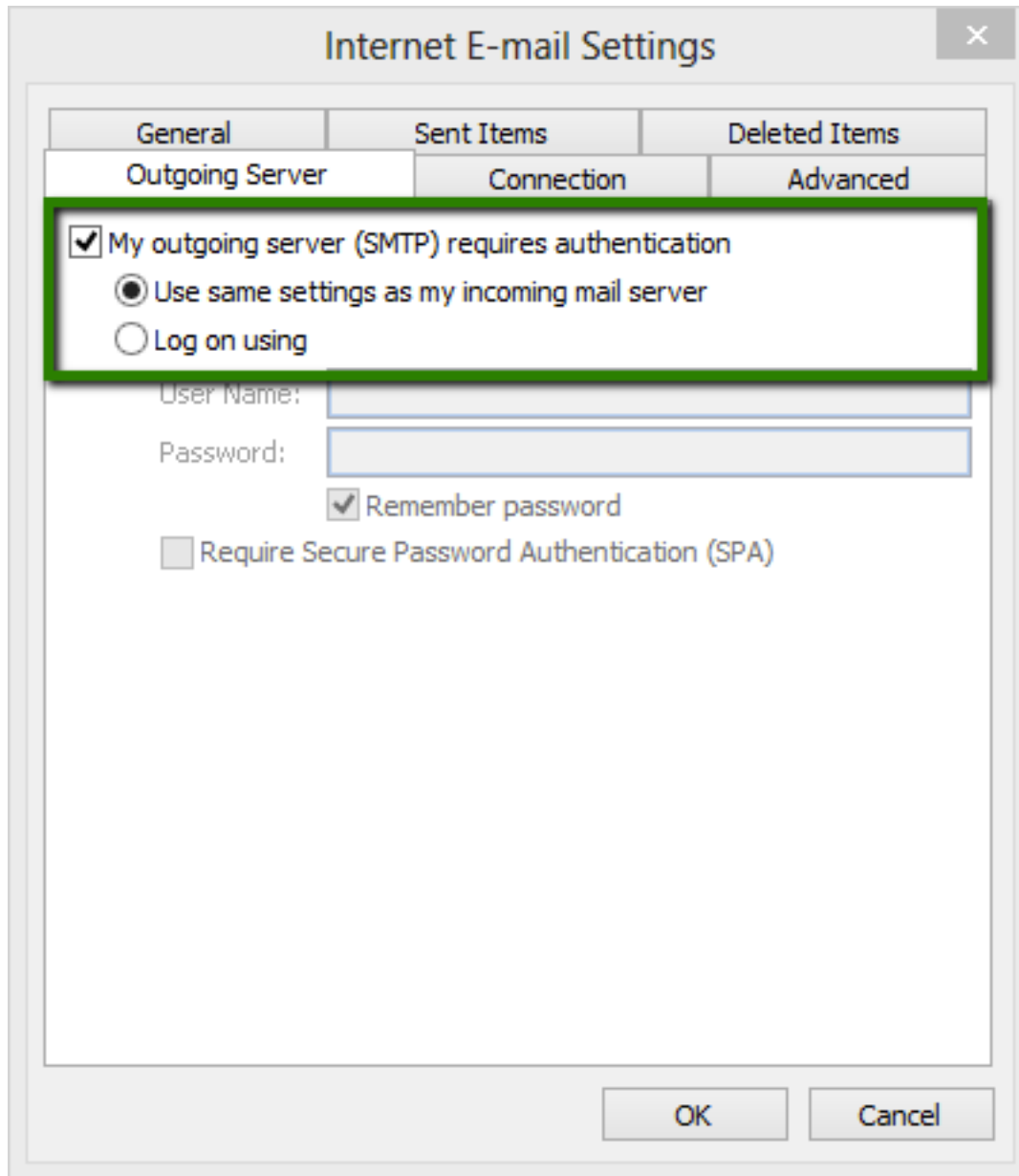Click 'next'

Step 6: More settings

Click on 'More settings'

Step 7: Outgoing mailserver settings

Go to the tab Outgoing Server and check-mark the option 'My outgoing server (SMTP) requires authentication':

Step 8: Outgoing mailserver settings

Now go to the tab Advanced and enter the following ports:

- Incoming server (if are using IMAP): 993 port for SSL, 143 for TLS
- Incoming server (if you are using POP3): 995 port for SSL, 110 for TLS
- Outgoing server (SMTP): 465 port for SSL, 26/587 port for TLS

Internet E-mail Settings ×

General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced

Server Port Numbers

Incoming server (IMAP): 993   Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

Server Timeouts

Short —————— Long   1 minute

Folders

Root folder path: [   ]

OK   Cancel

- Click on Ok to return to the main window.

Step 9: Outgoing mailserver settings

Click Test Account Settings to check if everything entered is correct.

If it is, you will see the statuses 'Completed':
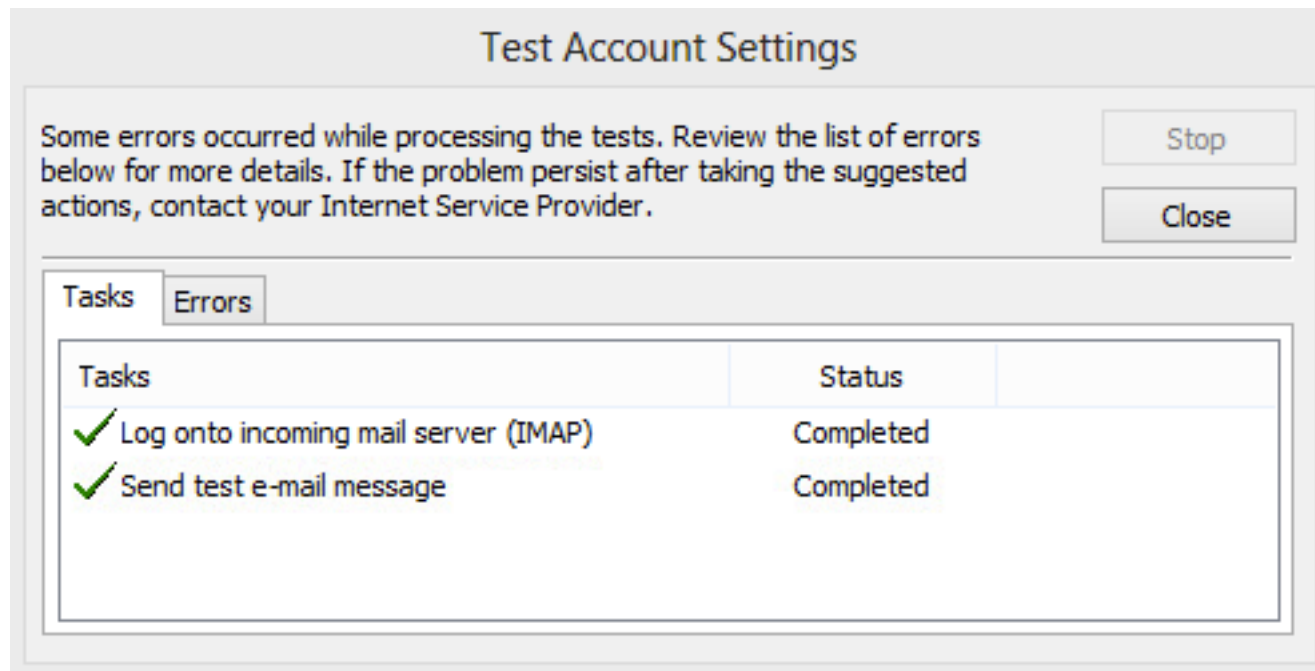
- If the test was successful, you can now click Close to get back to the previous window.
- Then click on Next to finish the setup.

That is it! You now have finished the setup.

Step 10: Test your email

- If you want to test your email, you can do so by sending an email to 'mailbot@hoasted.com'
- If everything works correct, within one minute you will receive response email.

Hoasted Mailbot
to me ▾

Hi!

Thank you for your email. We have successfully received it. If you have any technical questions, feel free to email our support team at support@hoasted.com.

Have a great day!

TROUBLESHOOTING

Other support questions

If you have any other questions about the setup, email us at support@hoasted.com. We are happy to help you out with any questions you might have!

Email setup guide
Microsoft Outlook 2007-2010
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