



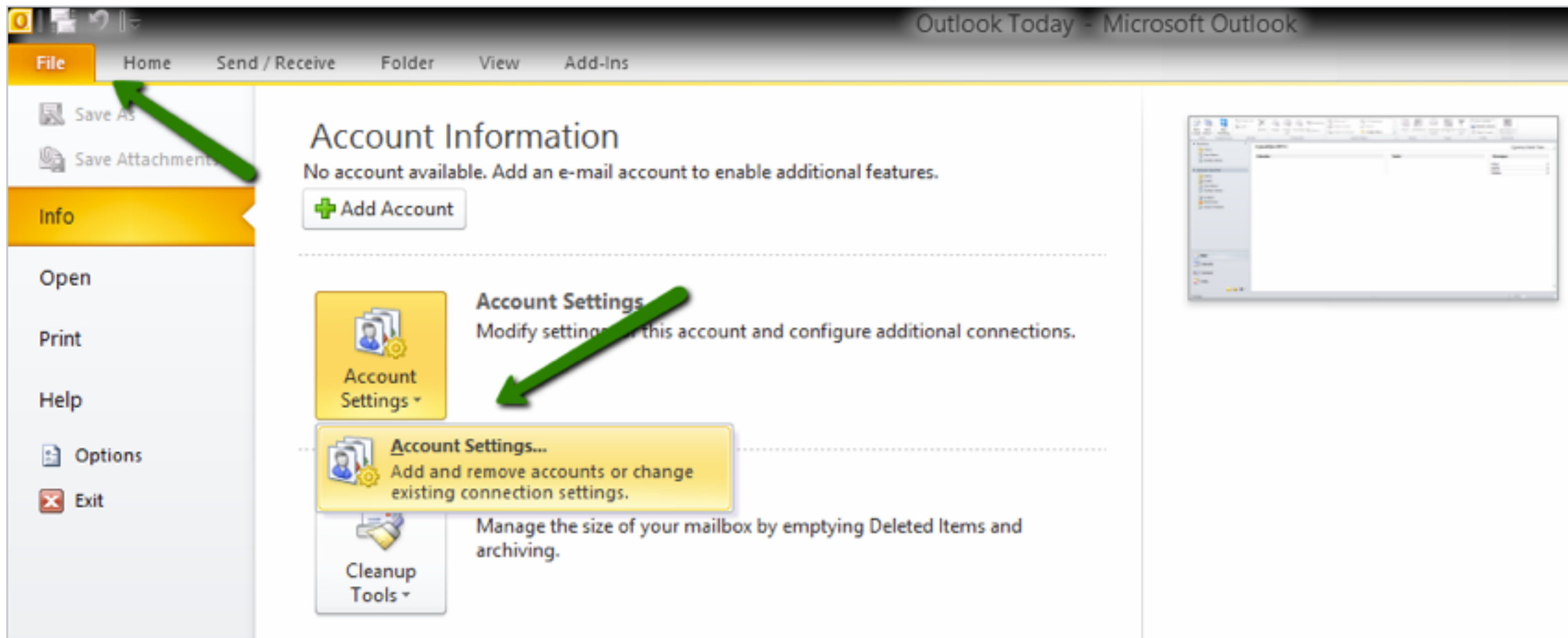
Email setup guide

Microsoft Outlook 2007-2010

www.hoasted.com

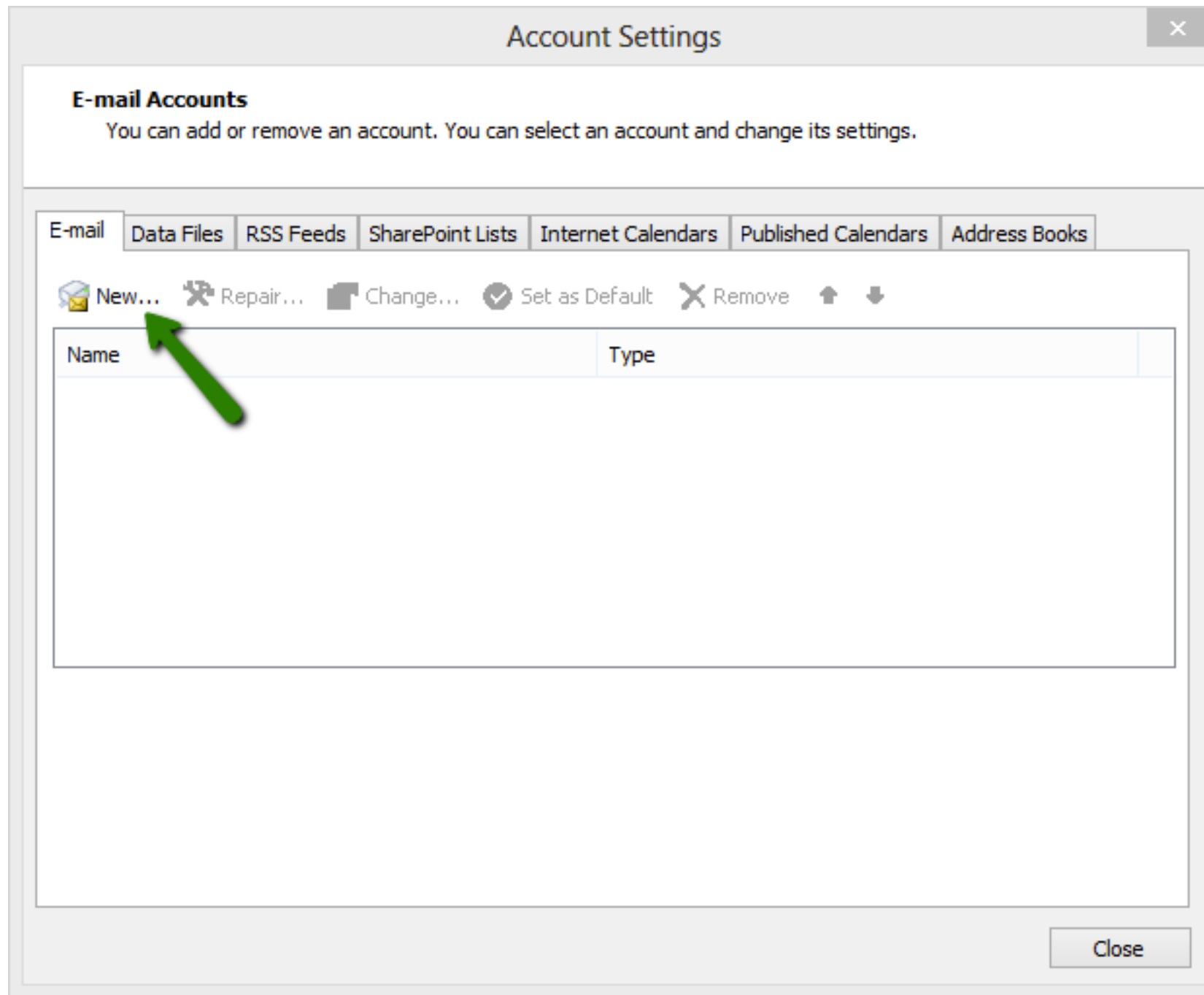
Step 1: Start adding a new account

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



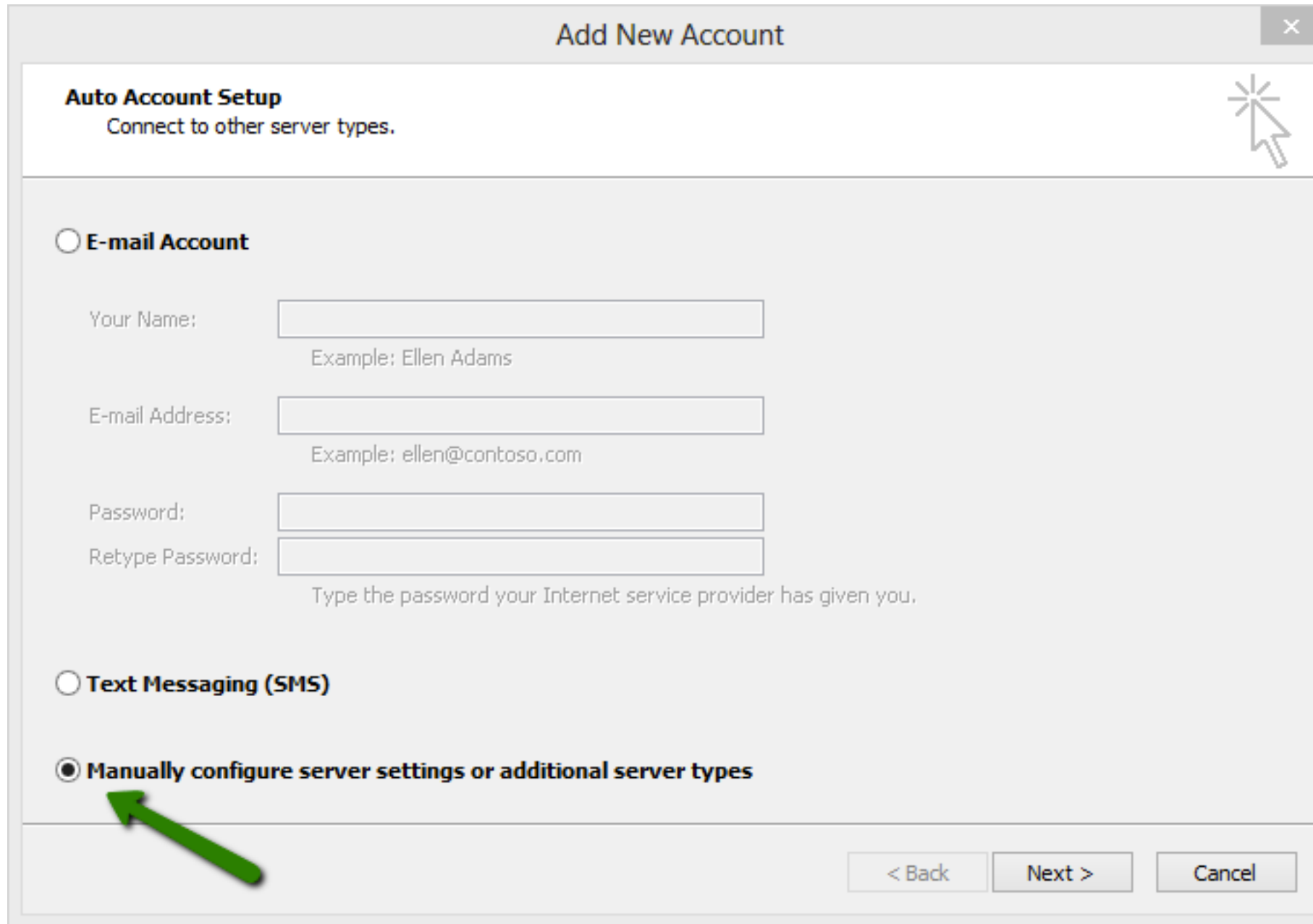
Step 2: New email account in settings

- 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.

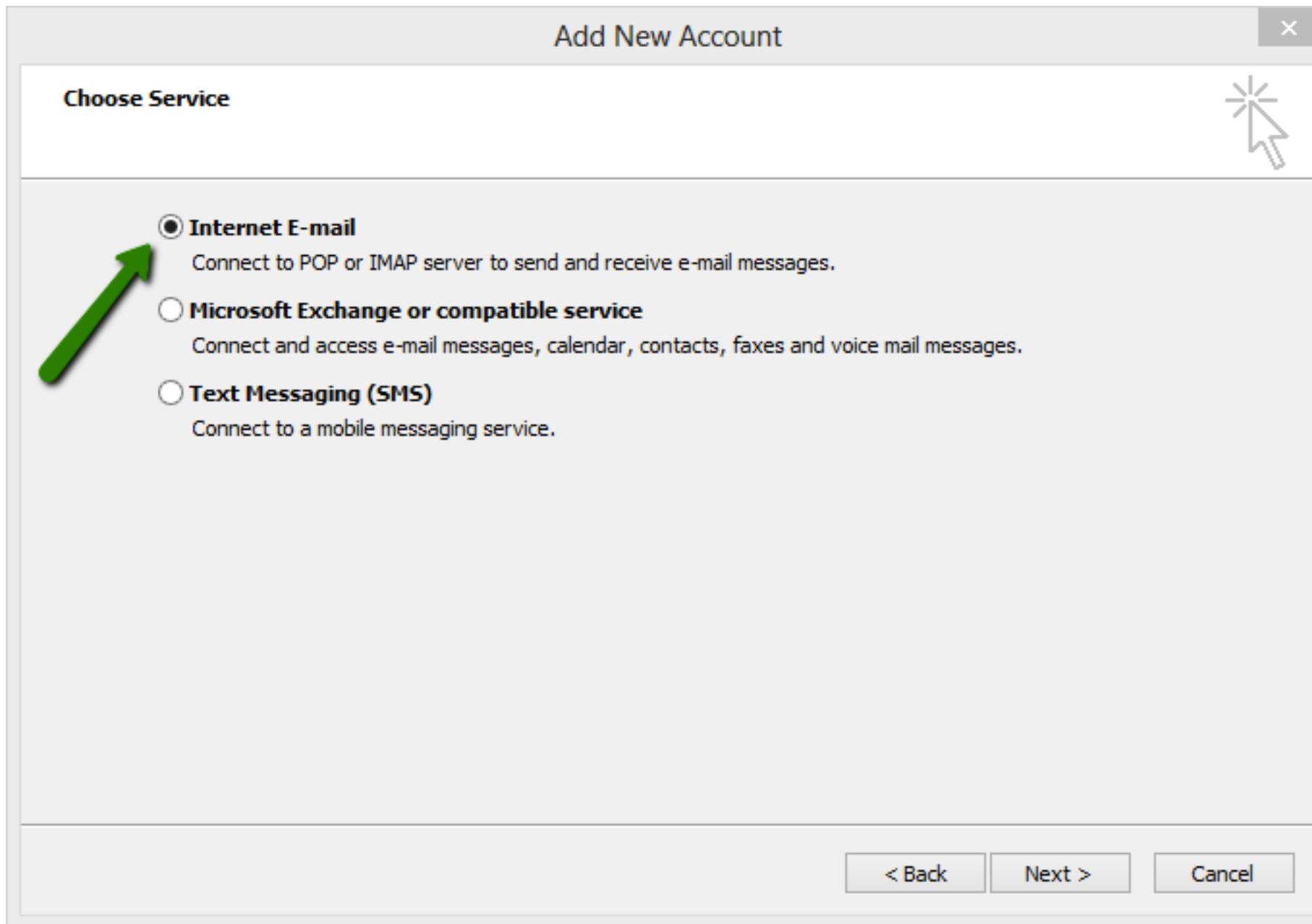
☐ **Text Messaging (SMS)**

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

< Back Next > Cancel

Step 4: Add account service

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



The screenshot shows a window titled "Add New Account" with a close button in the top right corner. Below the title bar is a section labeled "Choose Service" with a help icon (a star with a cursor) in the top right corner. There are three radio button options:

- ☒ **Internet E-mail**
Connect to POP or IMAP server to send and receive e-mail messages.
- ☐ **Microsoft Exchange or compatible service**
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.
- ☐ **Text Messaging (SMS)**
Connect to a mobile messaging service.

A green arrow points to the "Internet E-mail" radio button. At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

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

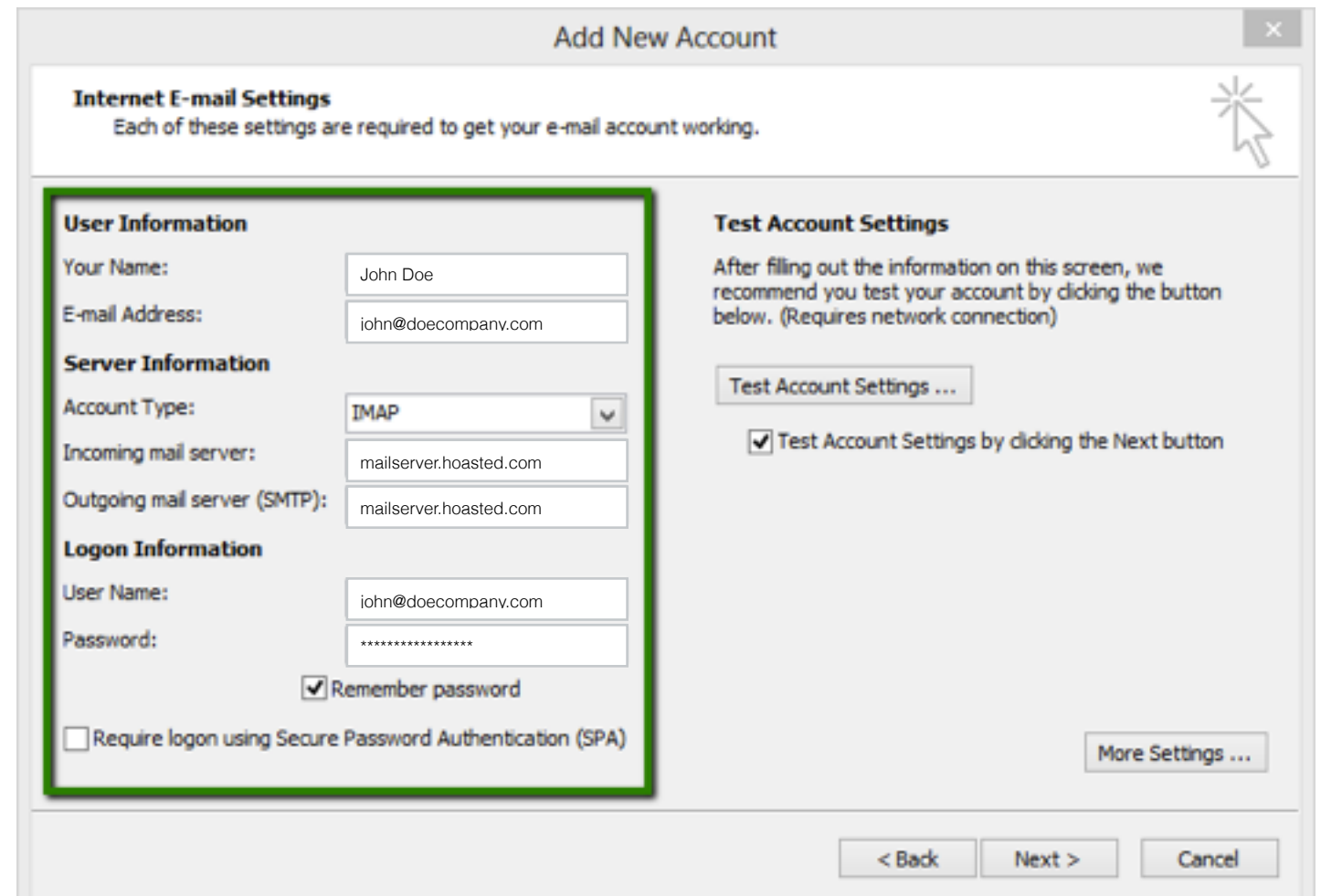
Server information

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**'



The screenshot shows a window titled "Add New Account" with a close button (X) in the top right corner. Below the title bar is a section titled "Internet E-mail Settings" with a subtitle "Each of these settings are required to get your e-mail account working." and a help icon (a star with a cursor). The main content area is divided into two columns. The left column contains three sections: "User Information" with fields for "Your Name:" (John Doe) and "E-mail Address:" (john@doecompany.com); "Server Information" with a dropdown for "Account Type:" (IMAP), and fields for "Incoming mail server:" (mailserver.hoasted.com) and "Outgoing mail server (SMTP):" (mailserver.hoasted.com); and "Logon Information" with fields for "User Name:" (john@doecompany.com) and "Password:" (masked with asterisks), a checked checkbox for "Remember password", and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)". The right column contains a section titled "Test Account Settings" with a subtitle "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)", a "Test Account Settings ..." button, and a checked checkbox for "Test Account Settings by clicking the Next button". At the bottom right of the main content area is a "More Settings ..." button. At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Step 6: More settings

Click on 'More settings'

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 Doe

E-mail Address:

john@doecompany.com

Server Information

Account Type:

IMAP

Incoming mail server:

mailserver.hoasted.com

Outgoing mail server (SMTP):

mailserver.hoasted.com

Logon Information

User Name:

john@doecompany.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 ...

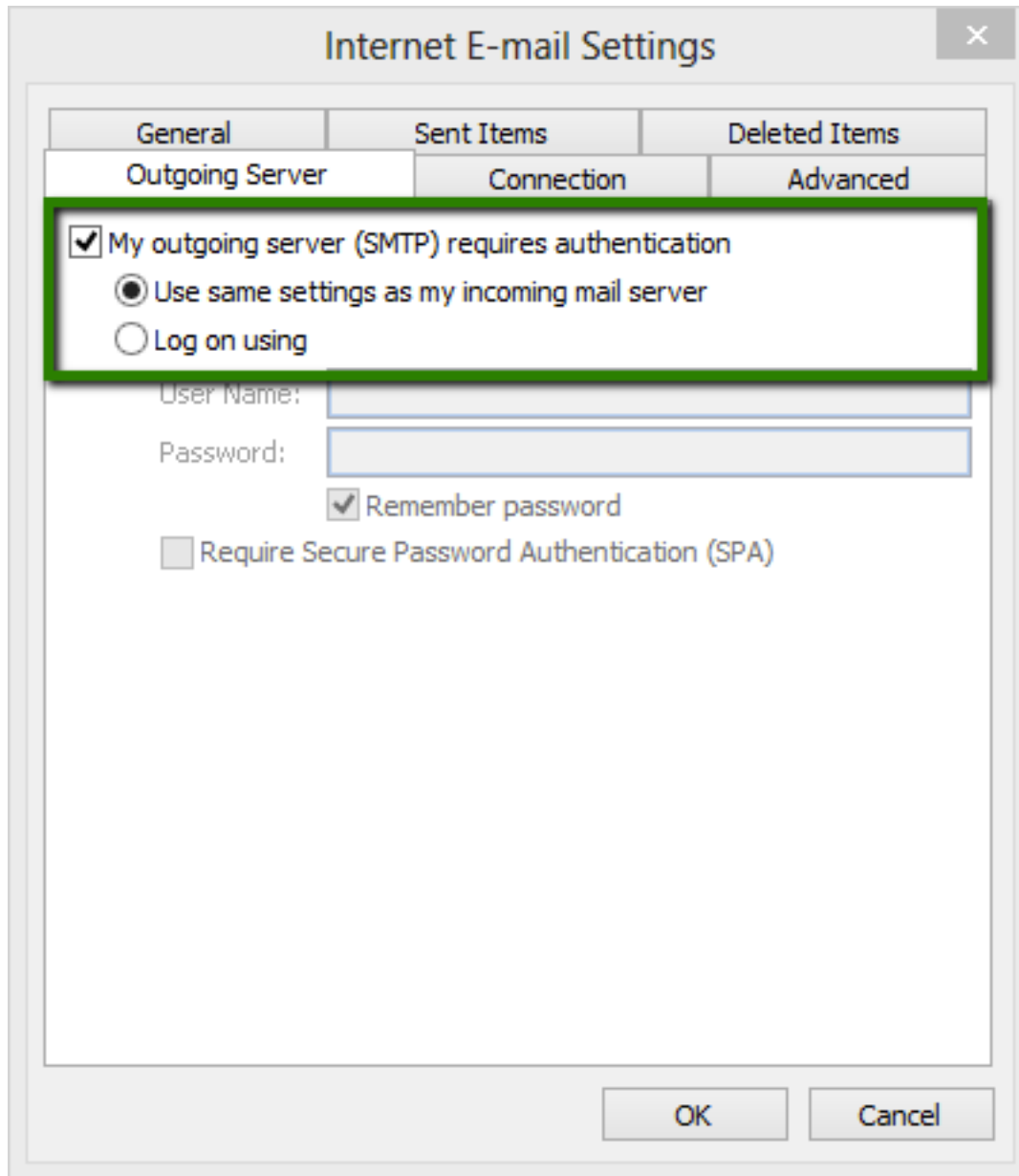
< Back

Next >

Cancel

Step 7: Outgoing mailserver settings

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



The image shows a screenshot of the 'Internet E-mail Settings' dialog box. The 'Outgoing Server' tab is selected. A green rectangular box highlights the following options:

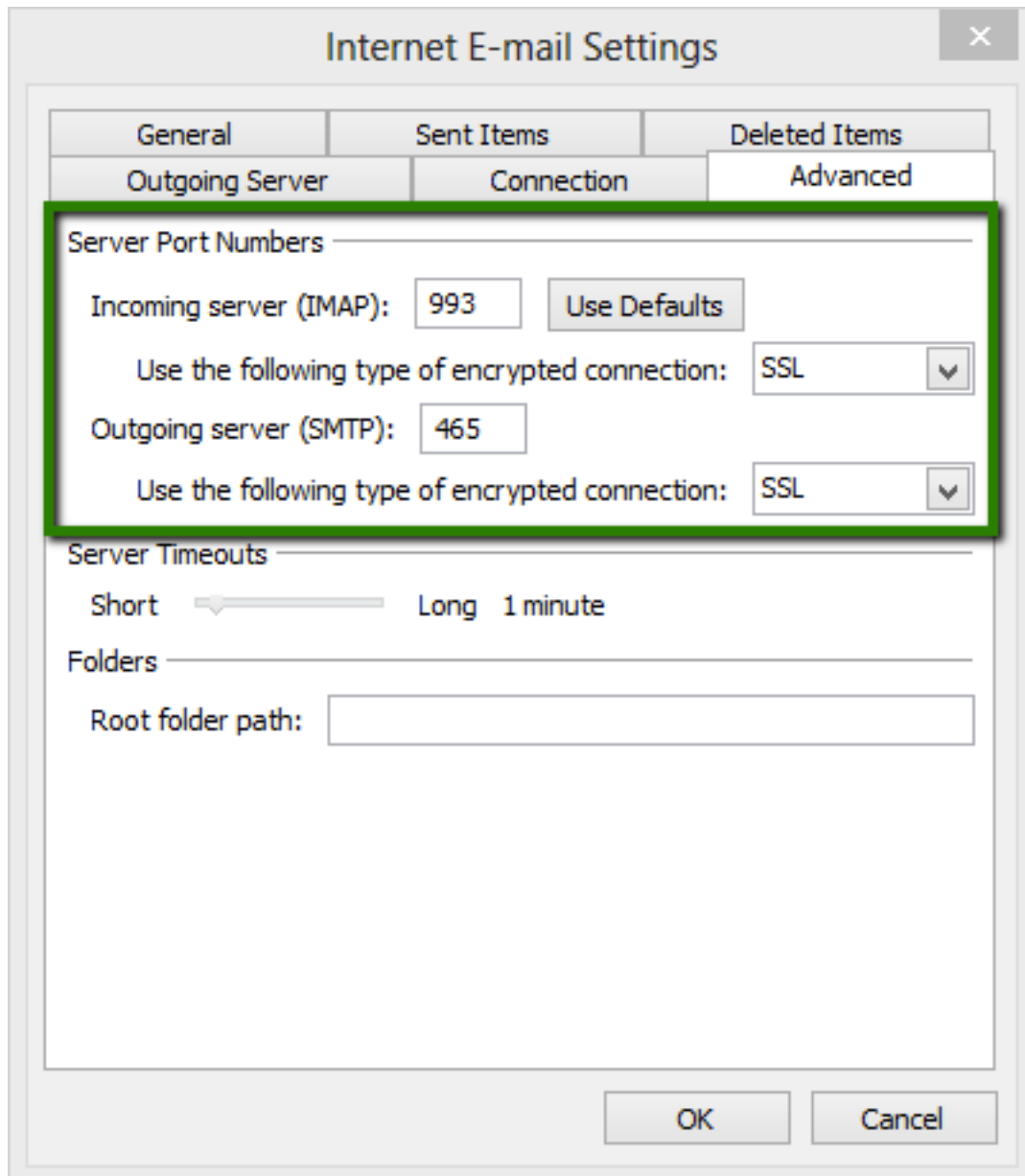
- ☒ My outgoing server (SMTP) requires authentication
 - ☒ Use same settings as my incoming mail server
 - ☐ Log on using

Below the highlighted section, there are input fields for 'User Name:' and 'Password:', followed by a checked checkbox for 'Remember password' and an unchecked checkbox for 'Require Secure Password Authentication (SPA)'. At the bottom right, there are 'OK' and 'Cancel' buttons.

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



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section is highlighted with a green border. It contains the following settings:

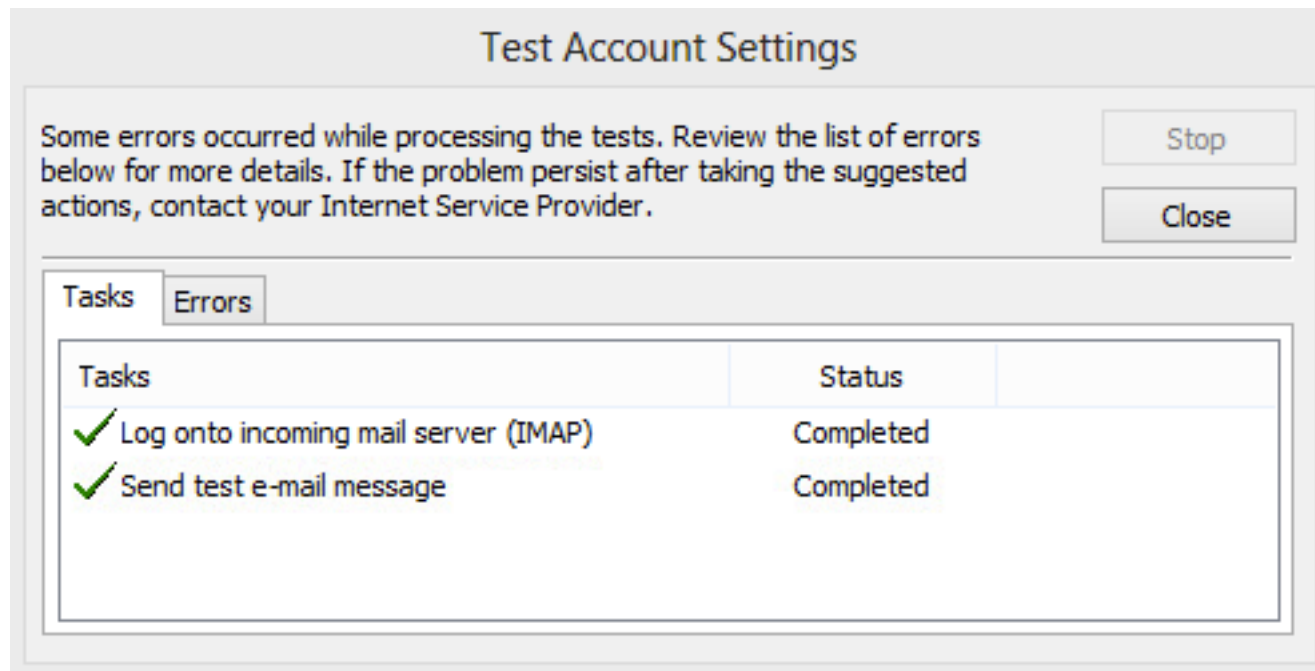
- Incoming server (IMAP): 993 (with a 'Use Defaults' button)
- Use the following type of encrypted connection: SSL (dropdown menu)
- Outgoing server (SMTP): 465
- Use the following type of encrypted connection: SSL (dropdown menu)

Below the 'Server Port Numbers' section, there is a 'Server Timeouts' section with a slider between 'Short' and 'Long 1 minute'. At the bottom, there is a 'Folders' section with a 'Root folder path:' label and an empty text box. The 'OK' and 'Cancel' buttons are at the bottom right.

- 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!



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