Ximplify

Outlook 2016

1. Account settings

Account Settings Account Settings * Account Settings Add and remove accounts or change existing connection settings.		Account Settings Change settings for this acco	ount or set up more connections.		
		Settings remove accounts or xisting connection settings.	Ibox by emptying Deleted Items and archiving.		
То	ols *				

2. Click New...

E-mail	Data Files		RSS Feeds		ShareP
🥁 New		🔆 Repair		🚰 Change	

3. Choose Manual setup or additional server types and click Next

Manual setup or additional server types		
	< Back	Next >

4. Choose POP or IMAP and click Next

Choose Service
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

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5. Fill up details as per below. Incoming and Outgoing mail server follow details server configuration email that you received from Support. Once done, click More Settings...

Your Name: Te Email Address: te Server Information	chnical chnical@domain.com	We recommend that you test your account to ensure tha the entries are correct.
Email Address: te Server Information	chnical@domain.com	the charles are concer.
Server Information		
		To de la constata Califica da
Account Type:	IAP 🗸	lest Account Settings
Incoming mail server: xm	ail-04.ximplify.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP): xm	ail-04.ximplify.com	
Logon Information		
User Name: te	chnical@domain.com	
Password: **	*****	Mail to keep offline: All
Reme	mber password	and the second
Require logon using Secure Pa	assword Authentication	

6. Under Outgoing Server tab, tick My outgoing server (SMTP) requires authentication.

Internet E	-mail Settings			Х	
General	Outgoing Server	Advanced			
 My outgoing server (SMTP) requires authentication Use same settings as my incoming mail server 					
OLO	og on using				
U	lser Name:				
P	assword:				
	✓ Rem	ember passi	word		
	Require Secure Pa	assword Aut	hentication (SPA)		

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7. Follow details as per below for SSL connection.

Internet E-mail Settings	×			
General Outgoing Server Advanced				
Server Port Numbers				
Incoming server (IMAP): 993 Use Defaults				
Use the following type of encrypted connection: SSL	\sim			
Outgoing server (SMTP): 465				
Use the following type of encrypted connection: SSL	\sim			
Server Timeouts				
Short 🗨 Long 1 minute				
Folders				
Root folder path:				
Sent Items				
Do not save copies of sent items				
Deleted Items				
Mark items for deletion but do not move them automatically	,			
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.				
Purge items when switching folders while online				
OK Cano	cel			

8. Click OK and Done.