



**User Manual: Configuration Guide**

WEBMAIL TO MS OUTLOOK

GMAIL TO MS OUTLOOK



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## **I. CONFIGURING YOUR MS OUTLOOK WITH WEBMAIL**

### **1. Preliminary Necessities**

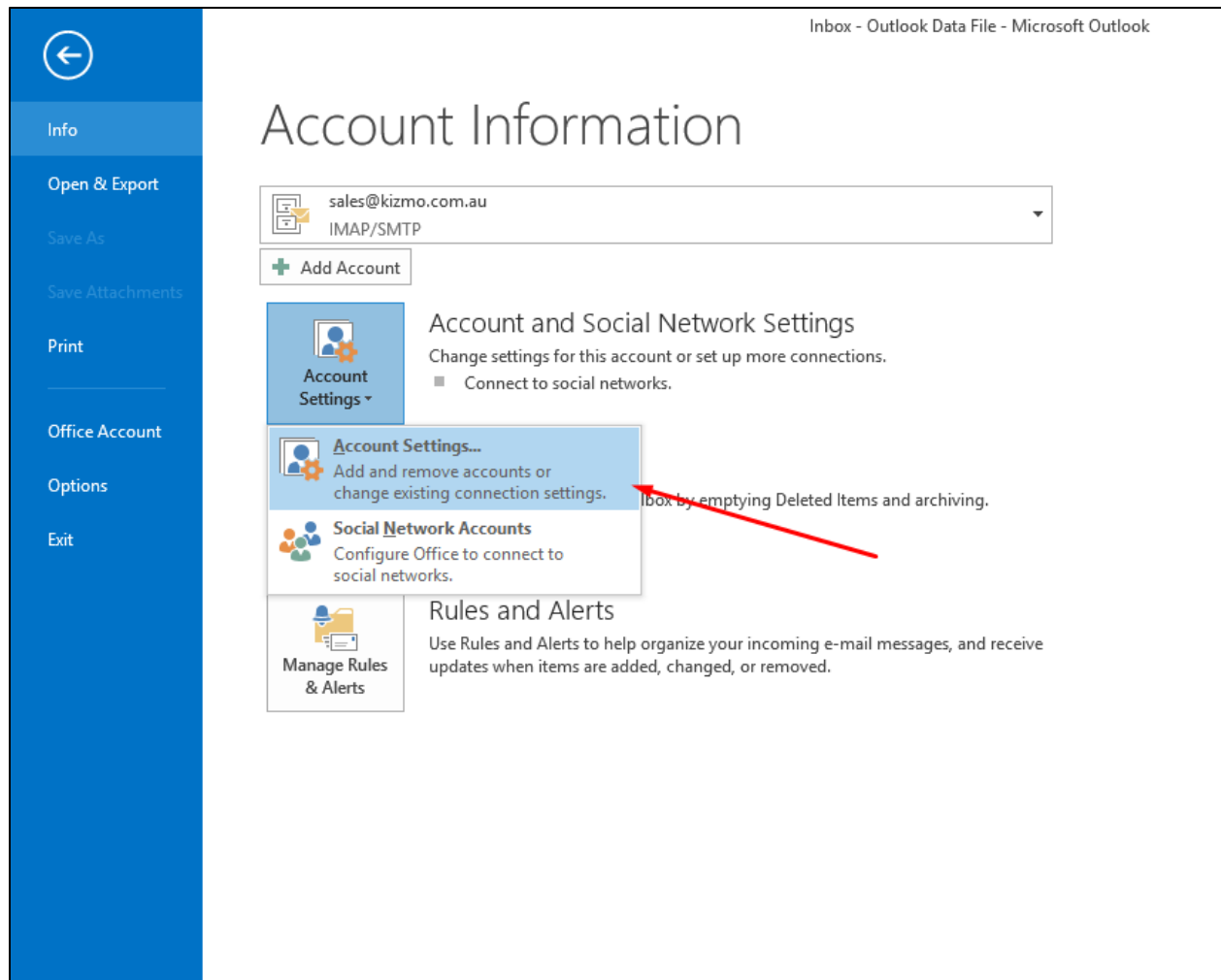
To configure your MS Outlook application, you would need the following details:

- Incoming and outgoing server settings of your web-mailer which includes the server names and server port numbers
- Your Email ID and password of the email ID that needs to be configured on Outlook
- It is preferred to use IMAP over POP3 as IMAP is preferred when multiple devices would be used to sign in the same email account as changes get reflected across all devices. This configuration guide uses IMAP as an example and the same is the process for POP3 settings (change in server settings in POP3).

### **2. Configuring MS Outlook**

Open the MS Outlook Application (this guide shows the screenshots of Outlook 2013).

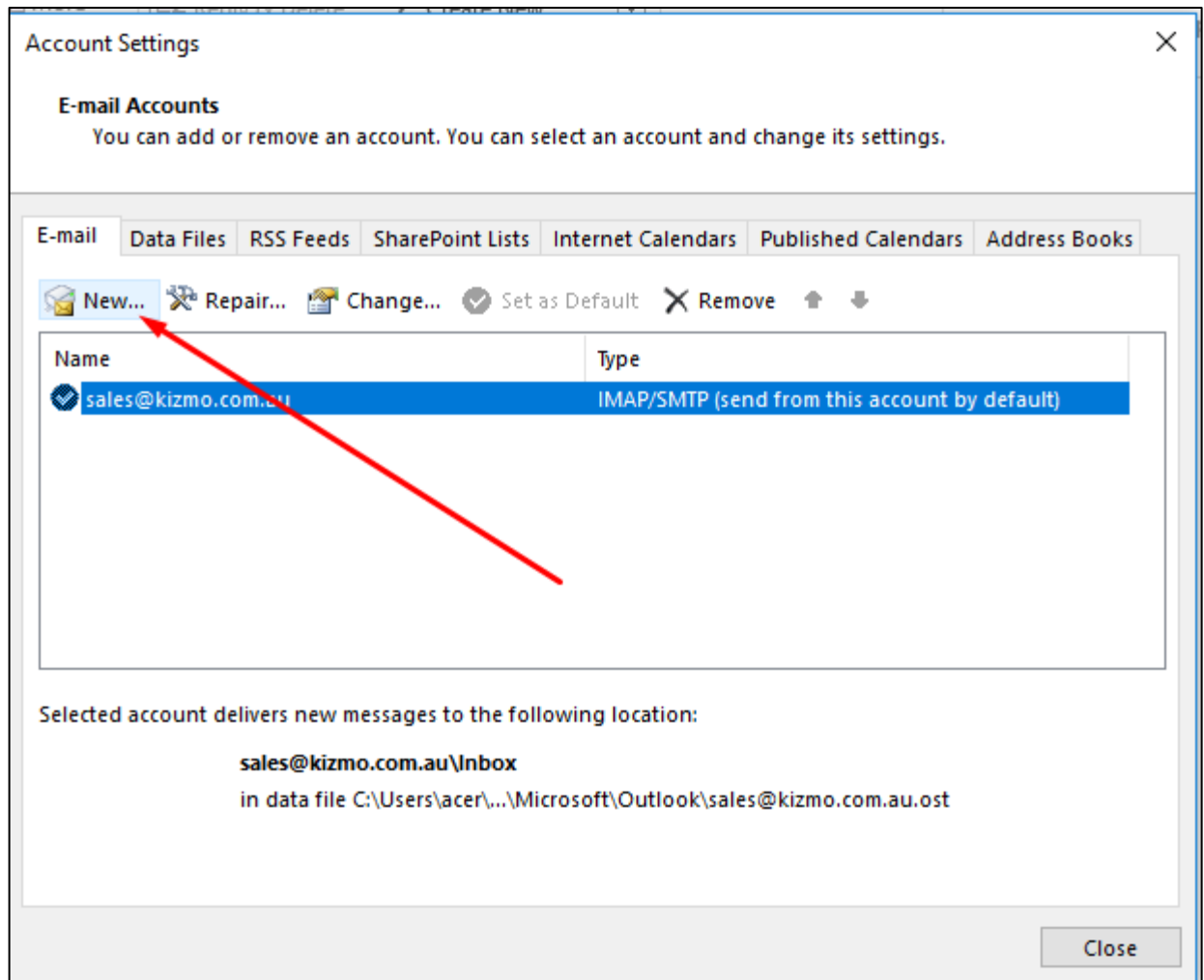
- i. Open the File tab of the Application to view the Account Settings. The screenshot of the same is as follows:



- ii. Click on the Account Settings. If account is associated with the Outlook application, it displays the account list. Click on New to associate a new Email ID



## Email Configuration Guide



- iii. Click on Manual Setup Option



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**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

- iv. Enter the details as per the Webmail settings in the fields as follows:



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**Change Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name: Marianna  
Email Address: sales@kizmo.com.au

**Server Information**  
Account Type: IMAP  
Incoming mail server: rebcloud96.au.syrahost.com  
Outgoing mail server (SMTP): rebcloud96.au.syrahost.com

**Logon Information**  
User Name: sales@kizmo.com.au  
Password: \*\*\*\*\*  
☒ Remember password  
☐ Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
☒ Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel

1 Enter server details  
2 Enter email ID and password  
3

Once the fields are entered Click on “More Settings” tab at the lower right hand-side.

- v. Here on the Outgoing server tab the following has to be selected and on the within the Advanced Tab, Port Numbers of the servers have to be entered as follows:

Incoming server Port No changes for POP3/IMAP however remains the same for Outgoing server



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Internet E-mail Settings

General Outgoing Server Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

☒ Remember password

☐ Require Secure Password Authentication (SPA)

OK Cancel

Internet E-mail Settings

General Outgoing Server Advanced

Server Port Numbers

Incoming server (IMAP):  Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP):

Use the following type of encrypted connection: SSL

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 Cancel

Port numbers

Select SSL

Click to confirm the changes

### 3. Verification

Verify the validity by clicking on “Test Account Settings”. If the settings applied are successful it will show the following status:

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks Errors

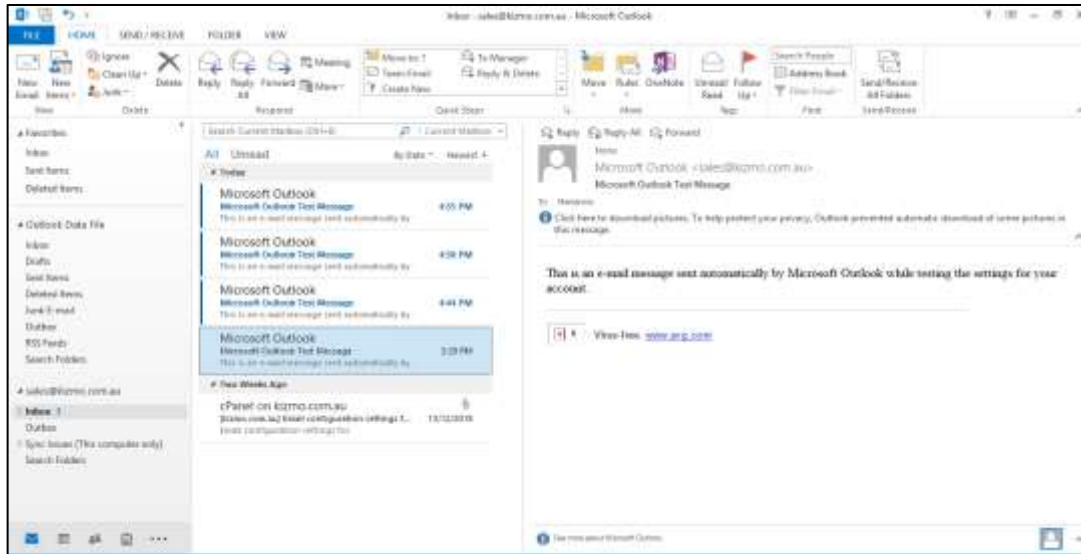
Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

Verify whether Outlook is working by clicking F9 to retrieve all e-mails:





## Email Configuration Guide





## II. CONFIGURING YOUR MS OUTLOOK WITH GMAIL

### 1. Preliminary Necessities

To configure your MS Outlook application with gmail account, you would set the following:

- Within your Gmail account you may need to enable IMAP/POP3. This is to be done as follows

The screenshot shows the Gmail Settings interface. At the top right, a red arrow points to the 'Settings' gear icon. Below the navigation bar, the 'Forwarding and POP/IMAP' tab is selected, indicated by a red arrow and the text 'This Tab'. The 'POP download' section is highlighted with a red arrow and the text 'Select either POP or IMAP as necessary'. It shows the status 'POP is enabled' and three radio button options: 'Enable POP for all mail (even mail that's already been downloaded)' (selected), 'Enable POP for mail that arrives from now on', and 'Disable POP'. Below this, a dropdown menu for 'When messages are accessed with POP' is set to 'keep SAVE THE ROBOTS Mail's copy in the Inbox'. The 'IMAP access' section shows the status 'IMAP is disabled' and two radio button options: 'Enable IMAP' and 'Disable IMAP' (selected). At the bottom, a red arrow points to the 'Save Changes' button.

Once set use the configuration server settings provided by Network Administrator (Gsuite Admin) or general Gmail configuration settings.

Once the Gmail settings are modified MS Outlook is to be configured as described in [Section I](#).