Outlook 2013 Secure Email Setup

If you currently have an email account set up in your Outlook 2013 email program, we recommend following the steps outlined in **Editing an Existing Email Account Profile**.

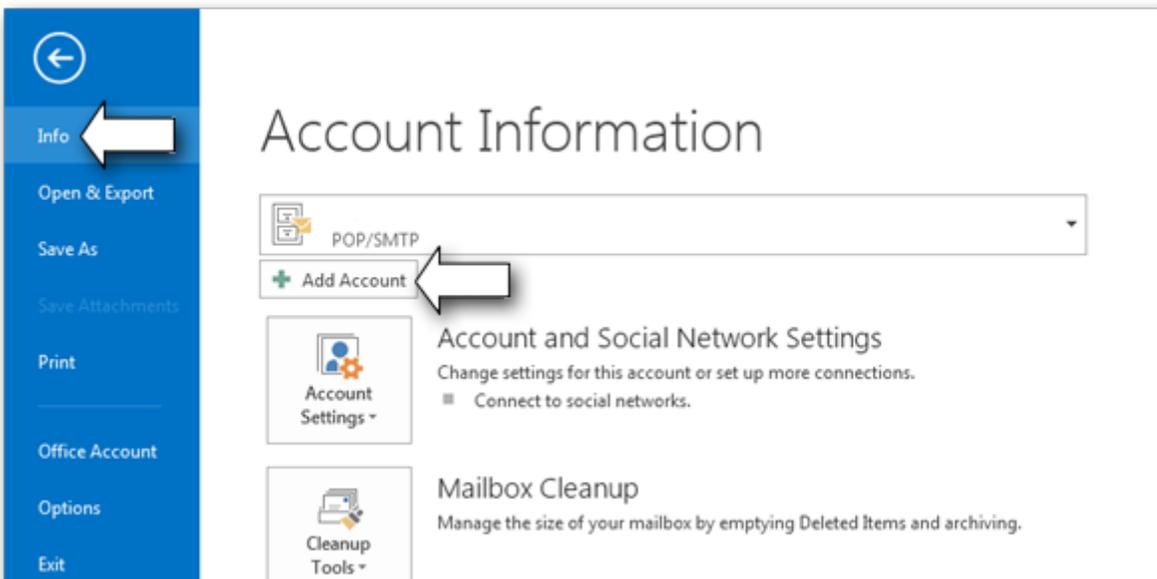However, if you are adding a brand new email account for yourself or a new employee, please follow the steps involved to **Adding a New Email Account**.

Adding a New Email Account

Use these steps if you are **adding** a brand new e-mail account profile to Outlook 2013.

1 Open Outlook and go to its "File" menu

2 Then proceed to "Info" and click the "Add Account" button.

You will see a window similar to the following image. Normally, this window is where you will add your email credentials. However, for this tutorial we will bypass this window briefly.

To continue:

3 Click on the radio button towards the lower left hand corner of the window which reads "Manual setup or additional server types."

4 Click "Next"

5 On the following window, select the "Pop or IMAP" radio button

6 Click Next

7 Fill out your email account information as specified in your welcome email and select your preference of POP3 or IMAP account types.

NoteCheck with your IT personnel if you are not sure whether you are using POP3 or IMAP. Most people use POP3.

8 Click on "More Settings"

Additional Information When specifying your email logon User Name, be sure to use the entire email address. (i.e. user@domain.com)
Also, for incoming and outgoing mail servers, you will specify **mail.[your-domain].com** for both servers.
Note
You may receive a warning about the server's security. This is due to the entered domain not having its own SSL certificate and the warning is just advising that the security certificate for **mail.[your-domain].com** could not be found.
The warning itself may be ignored because the server still requires authentication and is therefore secure in that respect.

9 After clicking the "More Settings" button, click on the "Outgoing Server" tab.
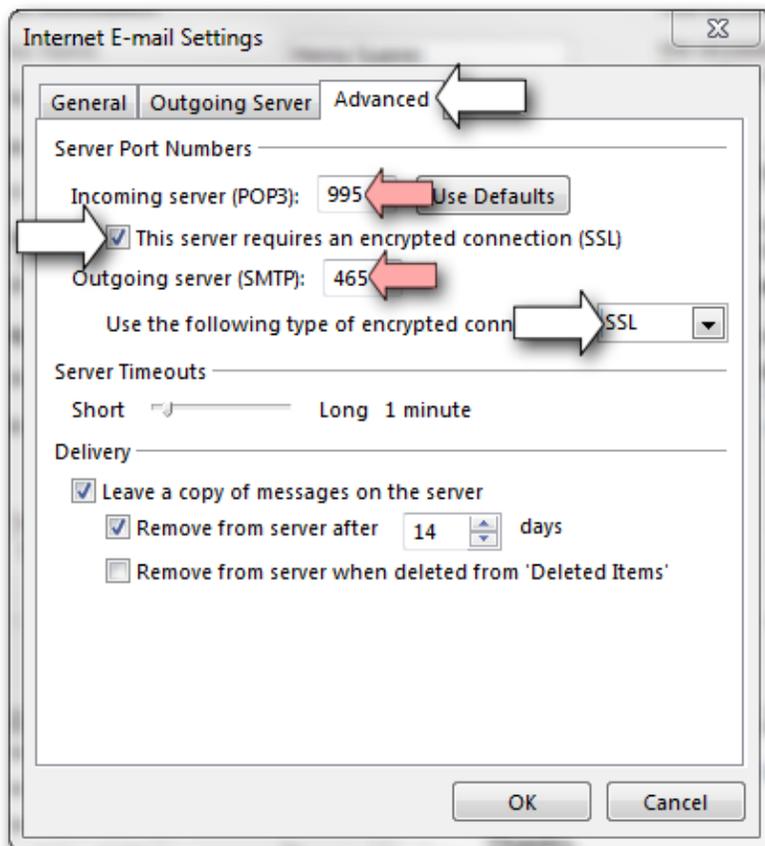10   Place a check in the box labeled "My outgoing server (SMTP) requires authentication"
11   Select the radio button labeled "Use same settings as my incoming mail server"

Internet E-mail Settings   ⊠

    General   Outgoing Server   ed

    ☑ 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)

       ○ Log on to incoming mail server before sending mail

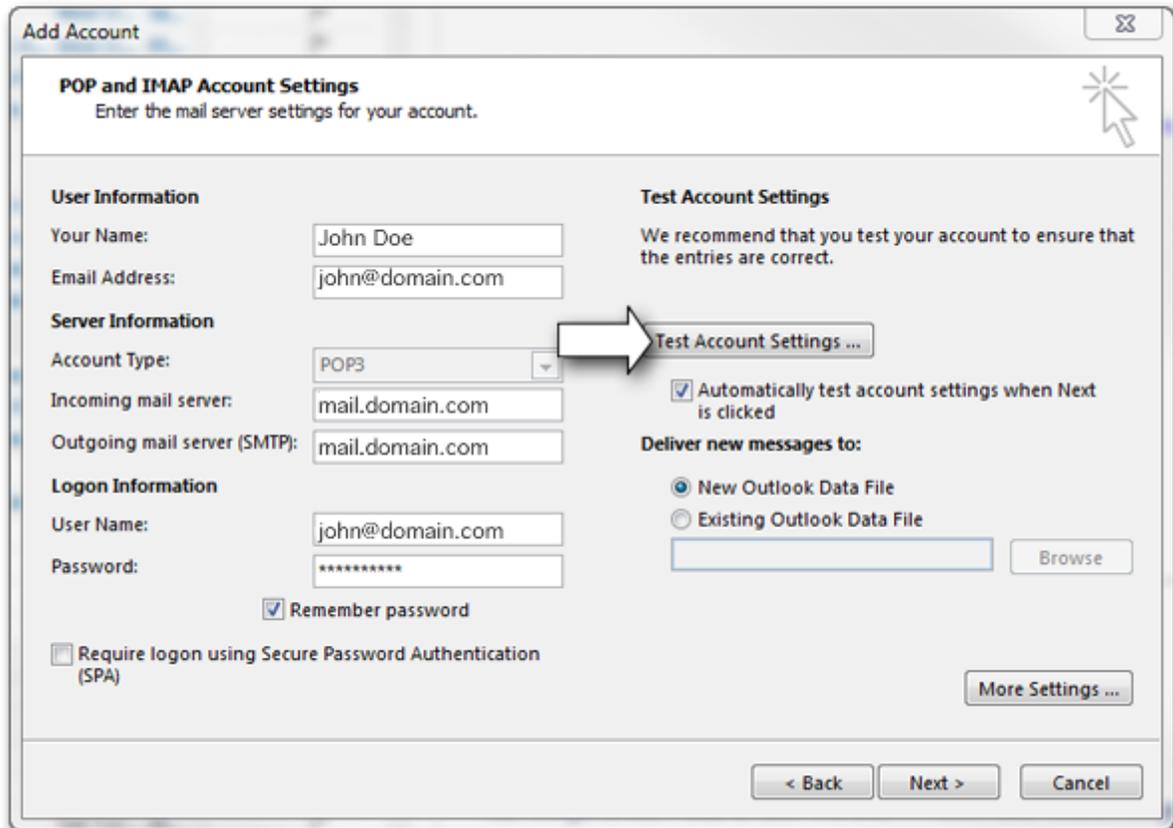   [OK   ]   [Cancel]

12   Now, click on the "Advanced" tab
13   Place a check in the box labeled "This server requires an encrypted connection (SSL) for the incoming server.
14   Select "SSL" from the drop down located near to the outgoing server.
15   Specify the following ports for both servers as shown:
   - **Incoming POP3 Port:** 995 (If using IMAP; **Port 993**)
   - **Outgoing SMTP Port:** 465

16   Click "OK"
You will now be taken back to the Internet E-mail Settings window (where you previously entered your account information).

17   Click on the "Test Account Settings ..." button to send a test email via the new account.

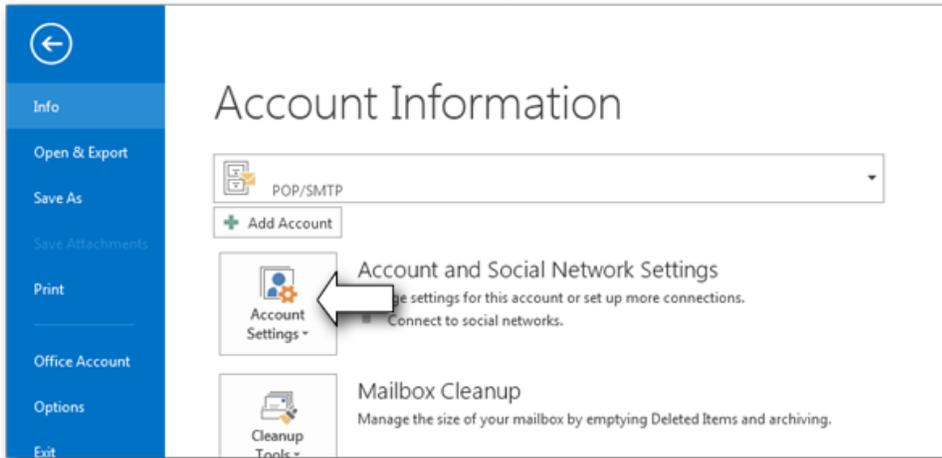The E-mail program will now make a test connection to the server and send you a test message.

NoteDuring the test, you may receive a warning about the server's security. This is due to the entered domain not having its own SSL certificate and the warning is just advising that the security certificate for **mail.[your-domain].com** could not be found.

18   Click "Next" to complete the setup.

Your email is now set up and ready to use in Outlook 2013.
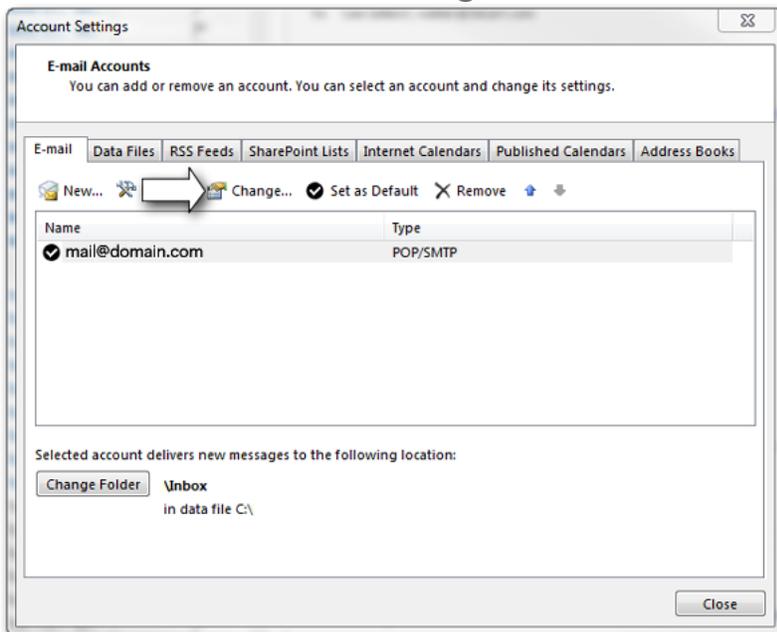
Editing an Existing Email Account Profile

Use these steps if you are _editing_ a previously created e-mail account profile in Outlook 2013.

1 Open Outlook and go to its "File" menu
2 Then proceed to "Info" option and click on the "Account Settings" button.
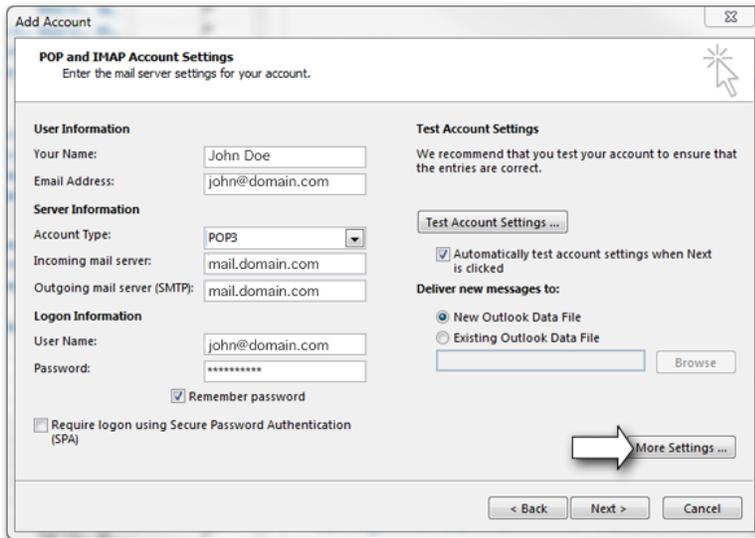3 Select the "Account Settings" sub-button that appears

You will see a window that contains several tabs like the following image:

4 While viewing the "E-mail" tab, click on the account you would like to edit
5 Then click on the "Change" button as shown.
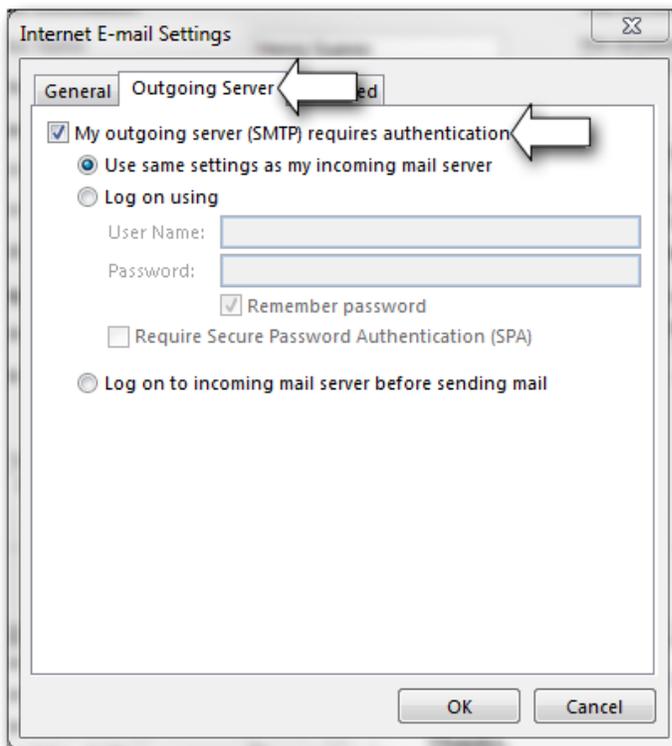
Proceed with the following steps:
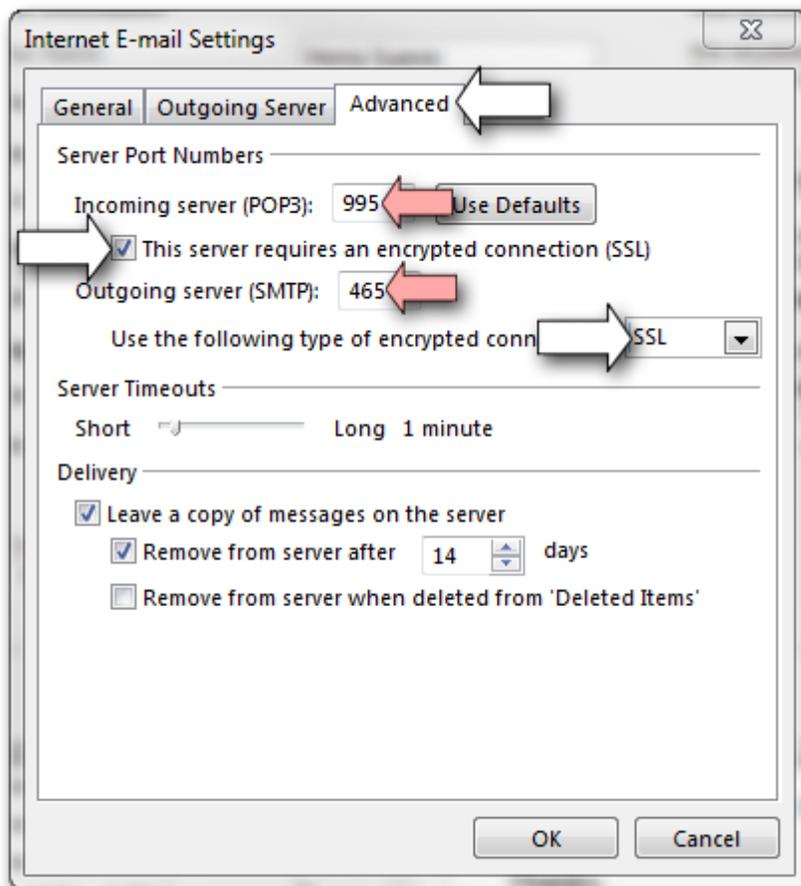
6 Click on "More Settings"

7 After clicking the "More Settings" button, click on the "Outgoing Server" tab.

8 Place a check in the box labeled "My outgoing server (SMTP) requires authentication"

9 Select the radio button labeled "Use same settings as my incoming mail server"
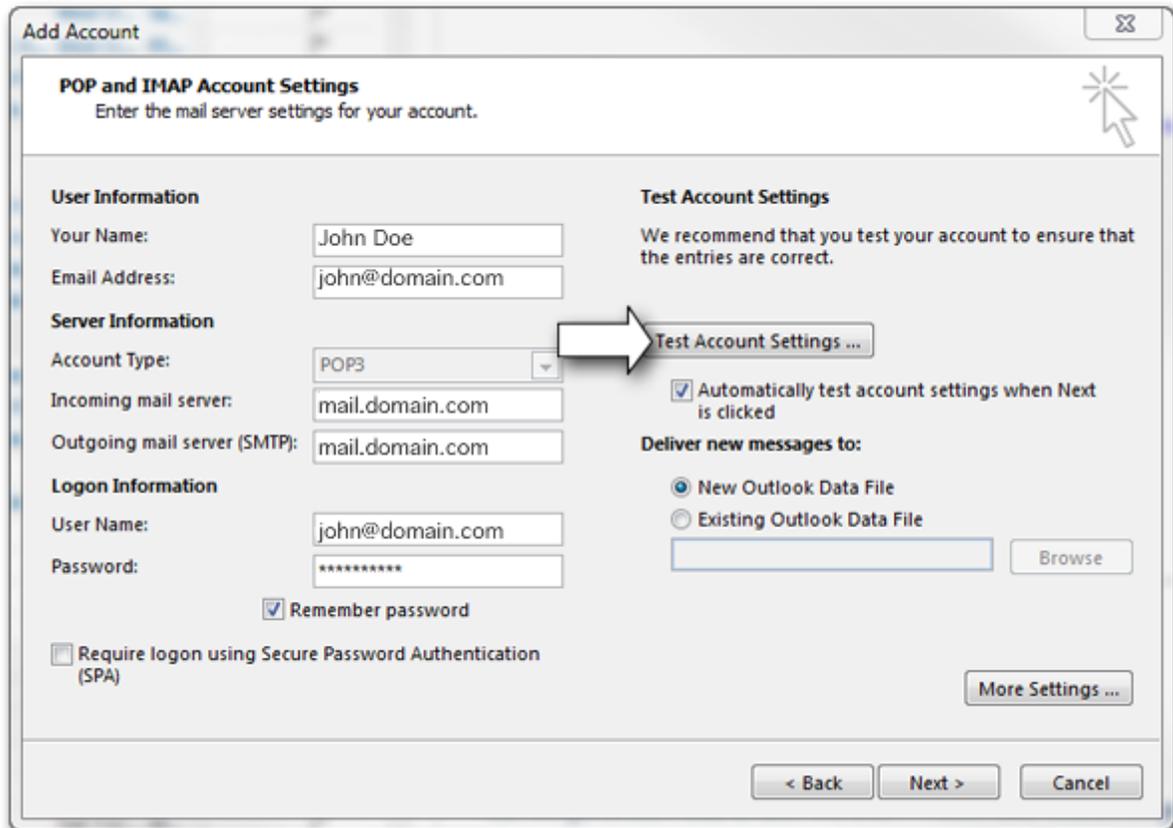
10 Now, click on the "Advanced" tab
11 Place a check in the box labeled "This server requires an encrypted connection (SSL) for the incoming server.
12 Select "SSL" from the drop down located near to the outgoing server.
13 Specify the following ports for both servers as shown:
  - **Incoming POP3 Port:** 995 (If using IMAP; **Port 993**)
  - **Outgoing SMTP Port:** 465

14 Click "OK"
You will now be taken back to the Internet E-mail Settings window (where you previously entered your account information).

15   Click on the "Test Account Settings ..." button to send a test email via the new account.

The E-mail program will now make a test connection to the server and send you a test message.

NoteDuring the test, you may receive a warning about the server's security. This is usually due to the domain not having its own SSL certificate and the warning is just advising that the security certificate for **mail.[your-domain].com** could not be found.

The warning itself may be ignored because the server still requires authentication and is therefore secure in that respect.

16   Click "Next" to complete the setup.

Your email is now set up and ready to use in Outlook 2013.