

Setup Your Email In Microsoft Outlook (Windows)

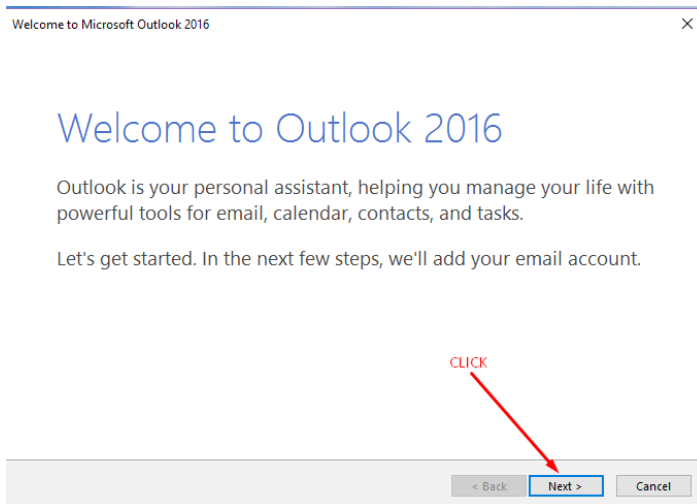
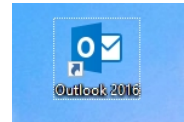
POWERFULPUBLICATIONS.COM

Tip: You can access your email securely from any computer in the world via Webmail by visiting <https://maserati.websitewelcome.com/webmail>

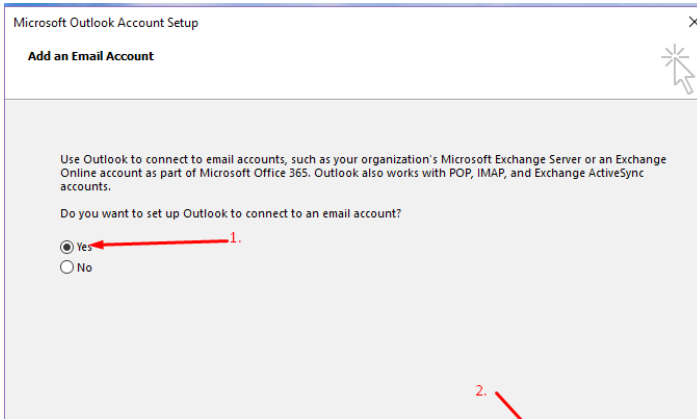
To Setup Outlook Do The Following

To setup Outlook you will need your user name and password. Your Username is your entire email address (example user@powerfulpublications.com).

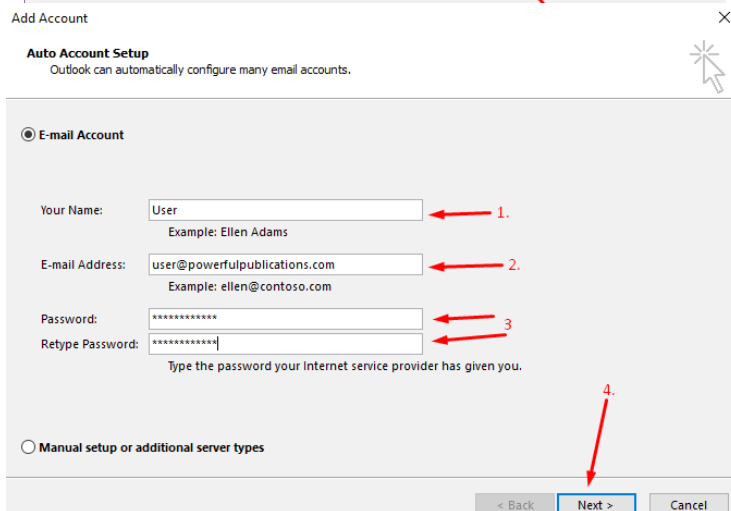
Launch Outlook by double clicking Outlook icon.
(note, this tutorial works for all versions of Outlook since 2007)



This is the first pop-up window, just click next.



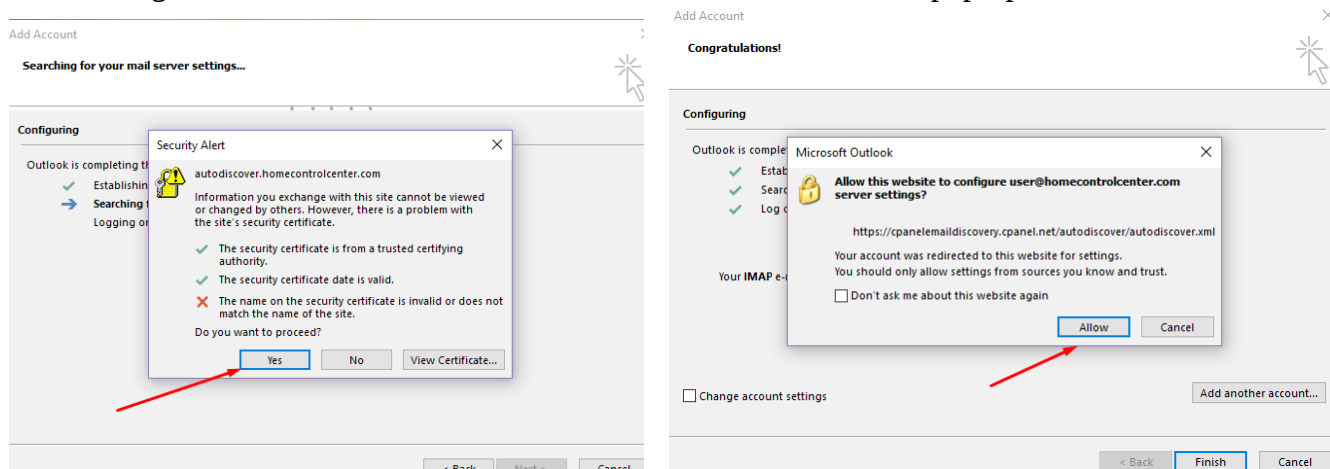
1. Yes we want to set up Outlook to an email account.
2. Click on next



This is most important step. You need to enter all the data correctly.

1. Enter your name here, this is what other people would see when you send email to them.
2. Enter your email address
3. Enter your passwords and repeat
4. Then click on **Next...**

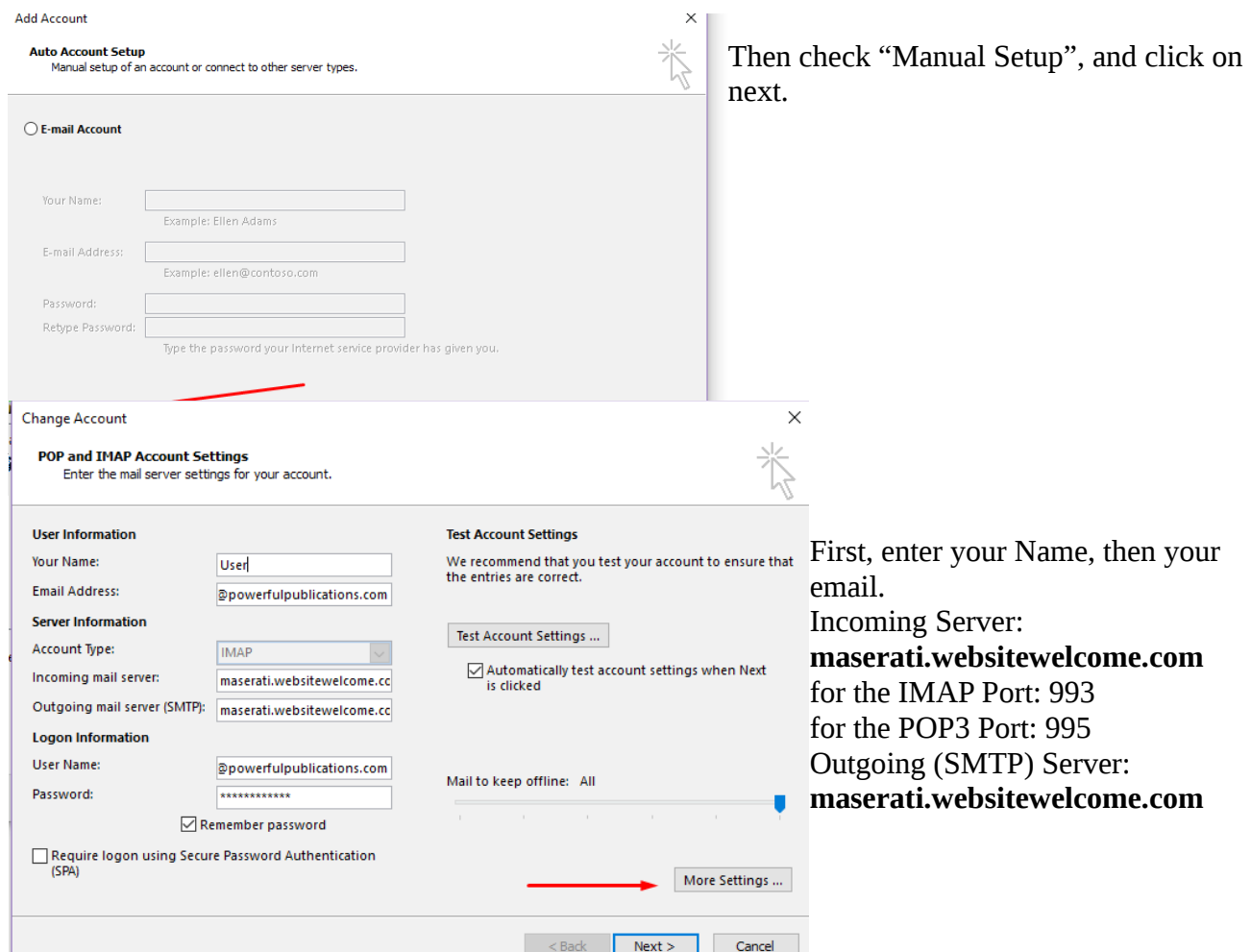
If you get the screens like the ones below, that means that Outlook has successfully managed to get auto configuration from the mail server. Just click the buttons on these pop-ups.



And then click finish. This is it. Your ready to use outlook with your email address.

But in case Outlook wasn't auto-configured, this is what needs to be done.

Go back to this screen



Then check "Manual Setup", and click on next.

First, enter your Name, then your email.
Incoming Server:
maserati.websitewelcome.com
for the IMAP Port: 993
for the POP3 Port: 995
Outgoing (SMTP) Server:
maserati.websitewelcome.com

SMTP Port: 465

Username is you whole email address.

Internet E-mail Settings

General Outgoing Server Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

user@powerfulpublications.com

Other User Information

Organization:

Reply E-mail:

OK Cancel

Then click on the "More settings" button.
First click on Outgoing Server tab

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

1. be sure to select that your SMTP server require authentication
2. and use same settings as my incoming mail server

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

Outgoing server (SMTP): 465

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

Go to the Advanced tab and verify these port numbers

Incoming Server:

for the IMAP Port: 993

for the POP3 Port: 995

Keep in mind that POP3 or IMAP are a choice!

Outgoing (SMTP) Server:

SMTP Port: 465

And encryption is SSL

After this just click on OK .

And click on the previous screen click on NEXT.

The email settings will be tested, and if successful just click on the finish and you ready to go.

Congratulation Microsoft Outlook is now ready for use!