

## Configuring Easyhost email accounts with Outlook

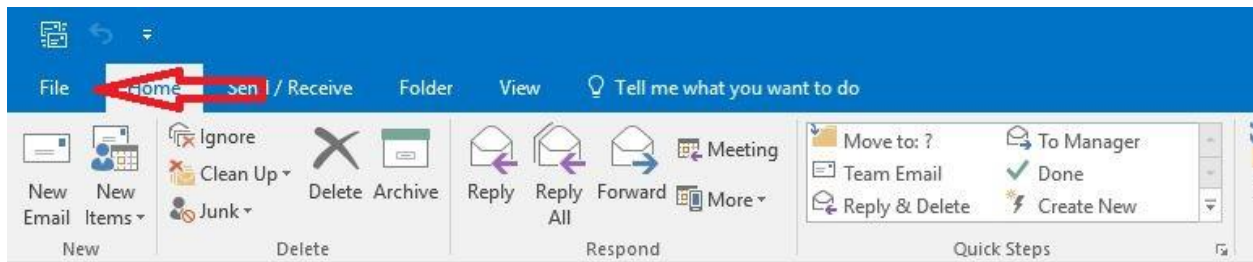
We moved your emailing services to a much more stable server, so in the next steps, we will provide a fully comprehensive step by step tutorial on how to configure Microsoft Outlook with the new settings, but first, let us give the new address for the webmail, from where you can send& receive emails:

<https://proxy01.systemsunit.com>

### Configuring Outlook

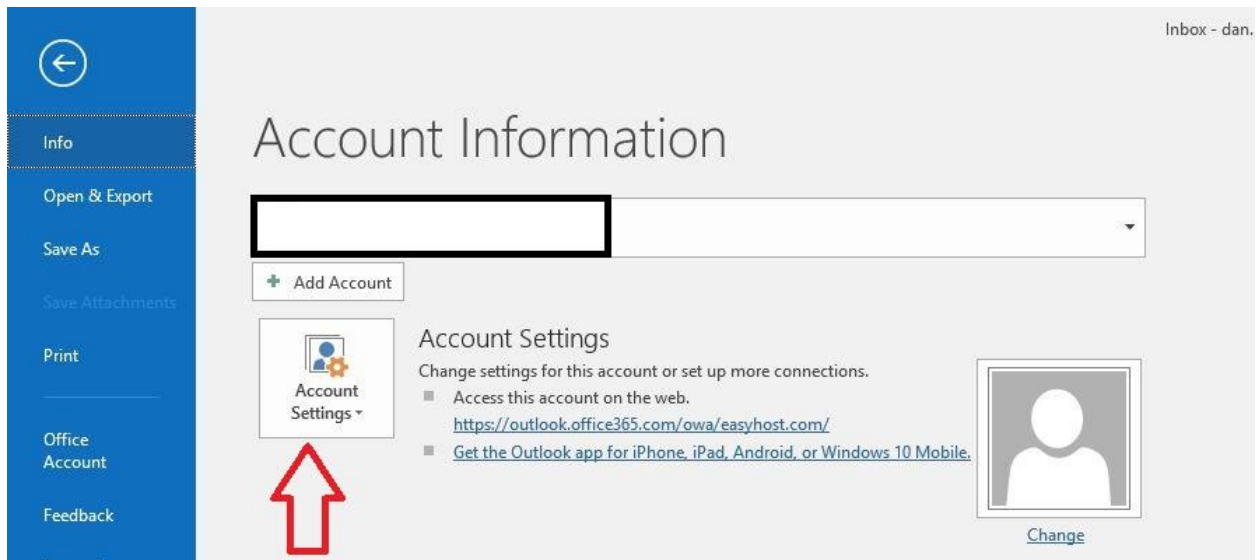
#### Step 1

Go to **File**



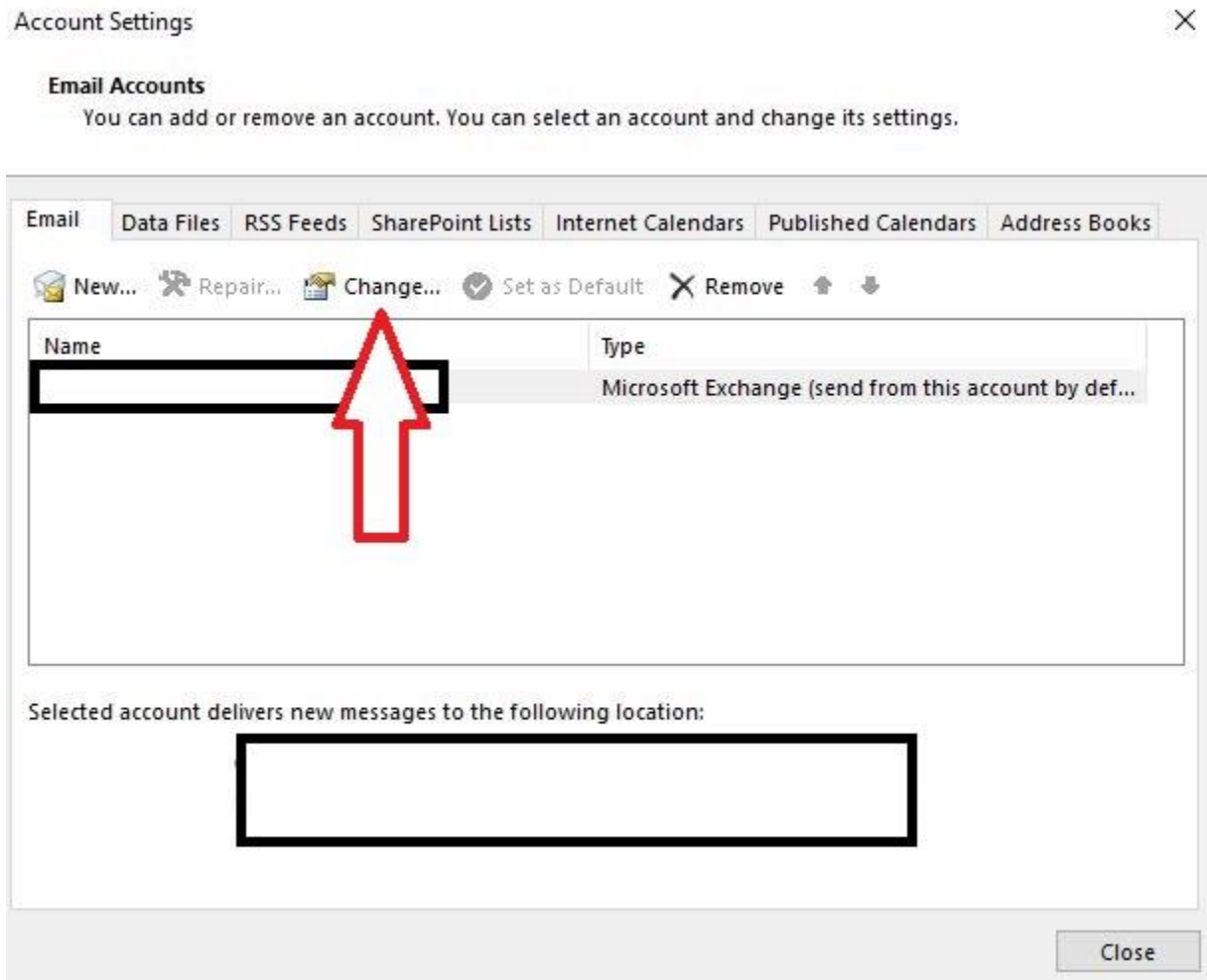
#### Step 2.

Click on **Account Settings**



Step 3

Click on **Change**



#### Step 4

Edit the information in the “Change Account” box (illustrated in the picture below) as follows:

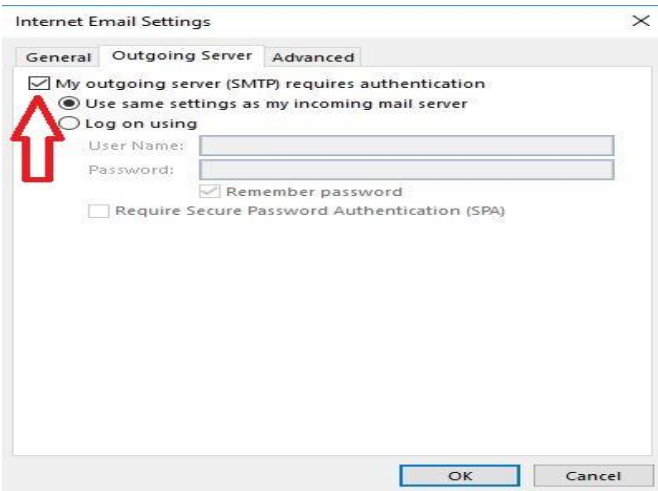
- Incoming mail server: **proxy01.systemsunit.com**
- Outgoing mail server: **mta02.systemsunit.com**

The screenshot shows the 'Change Account' dialog box with the following fields and options:

- POP and IMAP Account Settings:** Enter the mail server settings for your account.
- User Information:** Your Name: test; Email Address: test1@test.co.uk
- Server Information:** Account Type: IMAP; Incoming mail server: mail.test.co.uk; Outgoing mail server (SMTP): smtp.securepod.com
- Logon Information:** User Name: test1@test.co.uk; 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.  Automatically test account settings when Next is clicked. Mail to keep offline: All (slider set to All).
- Buttons:** < Back, Next >, Cancel, Help, and More Settings ... (highlighted with a red arrow).

#### Step 5

Click on “More settings”, as illustrated above and go to the tab “Outgoing Server” and make sure the below box is checked.



Next, go to the “**Advanced**” tab, and make the following modifications:

If you selected the account to be configured **IMAP**, configure the ports and encryption as follows:

For the incoming server:

- Port **993**, Encryption **SSL/ TLS**

Or

- Port **143**, **with no encryption** (if the email client offers this option)

For the outgoing server:

- Port **465**, encryption **SSL/TLS**

Or

- Port **25**, No Encryption

If you selected the account to be configured **POP**, configure the ports and encryption as follows:

For the incoming server:

- Port **995**, Encryption **SSL/ TLS**

Or

- Port **110**, no encryption

For the outgoing server:

- Port **465**, Encryption **SSL/TLS**

Or

- Port **25**, **No encryption**

After making these modifications, just hit "Next" and the email account should be up&running with Outlook.

It is that Easy! Now you will be able to use your email account on a new powerful server!

Thank you for choosing Easyhost!