

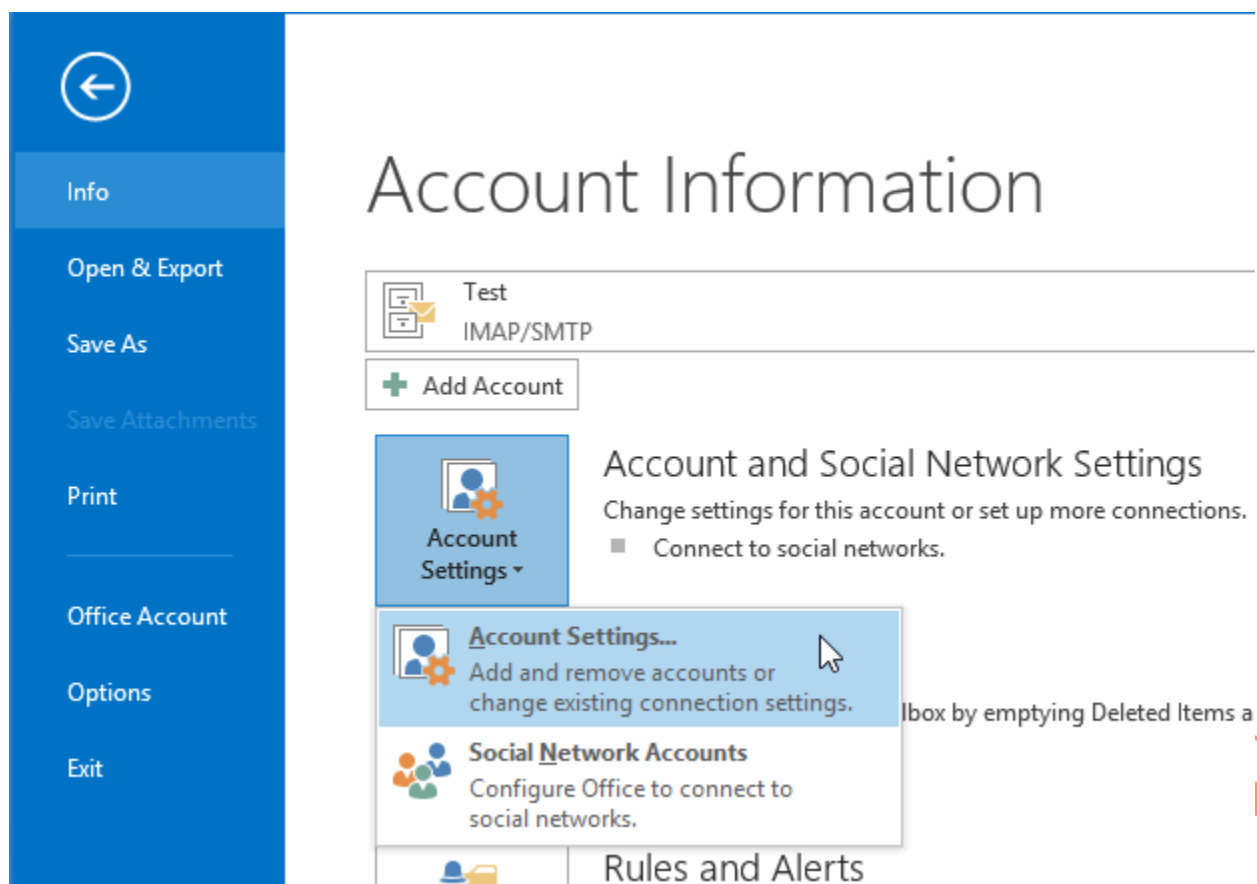
Setting Up Outlook 2013/2016 Using IMAP

Follow these steps to set up Outlook 2013 or 2016 to access your Trackmail email account using Internet Message Access Protocol (IMAP).

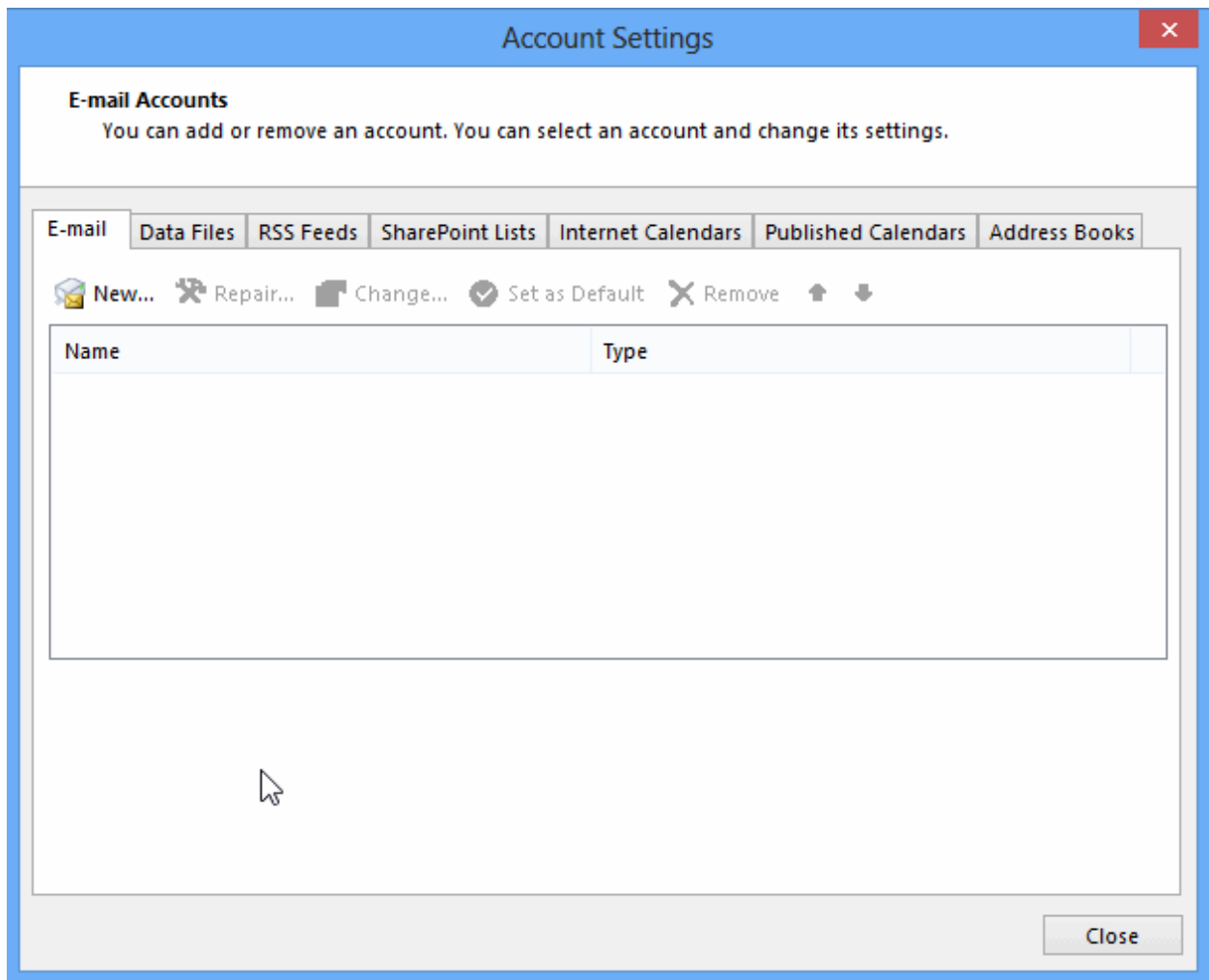
Before you start, you need your:

Username and Password of your email address

1. Open Account Settings.

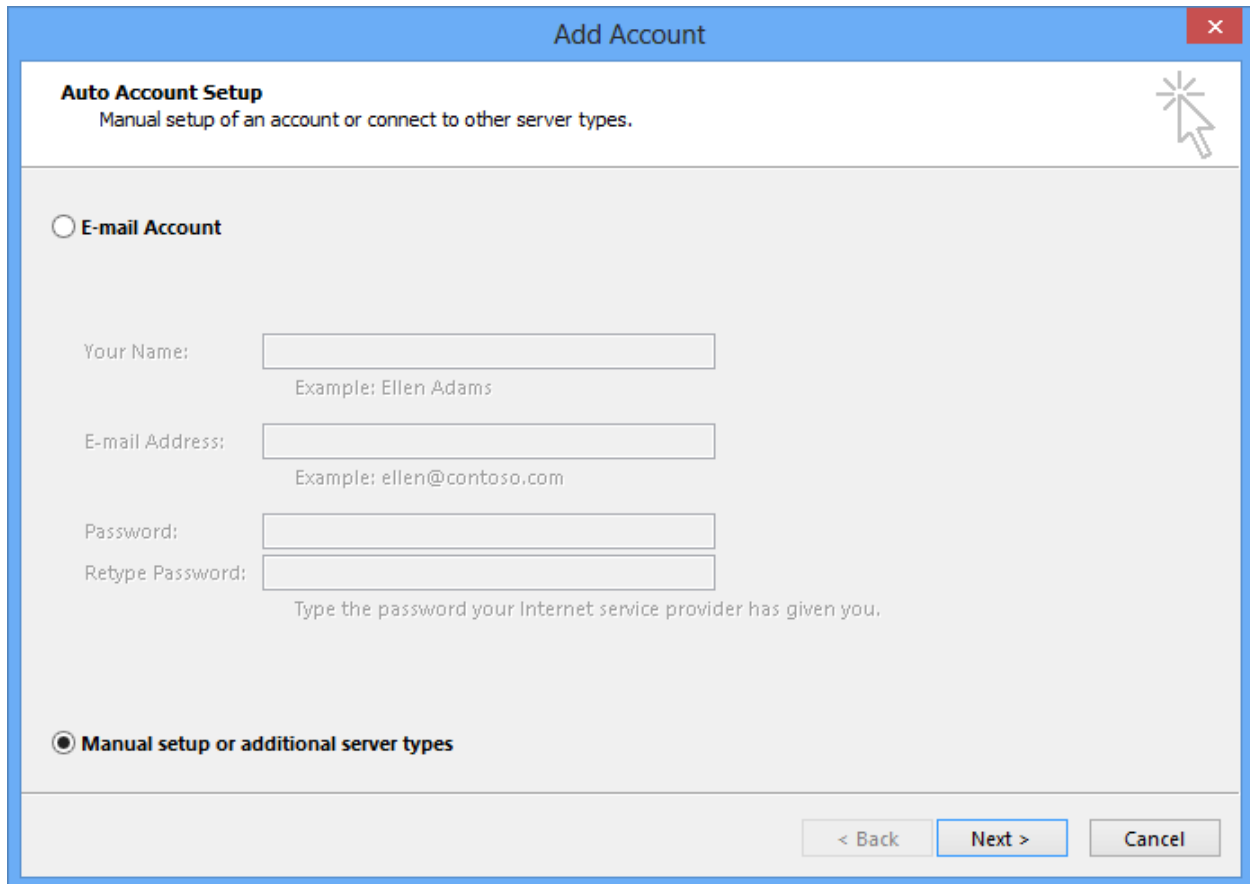


2. Setup an Account



3. Auto Account Setup

Select **Manual setup or additional server types** and click **Next**.



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.

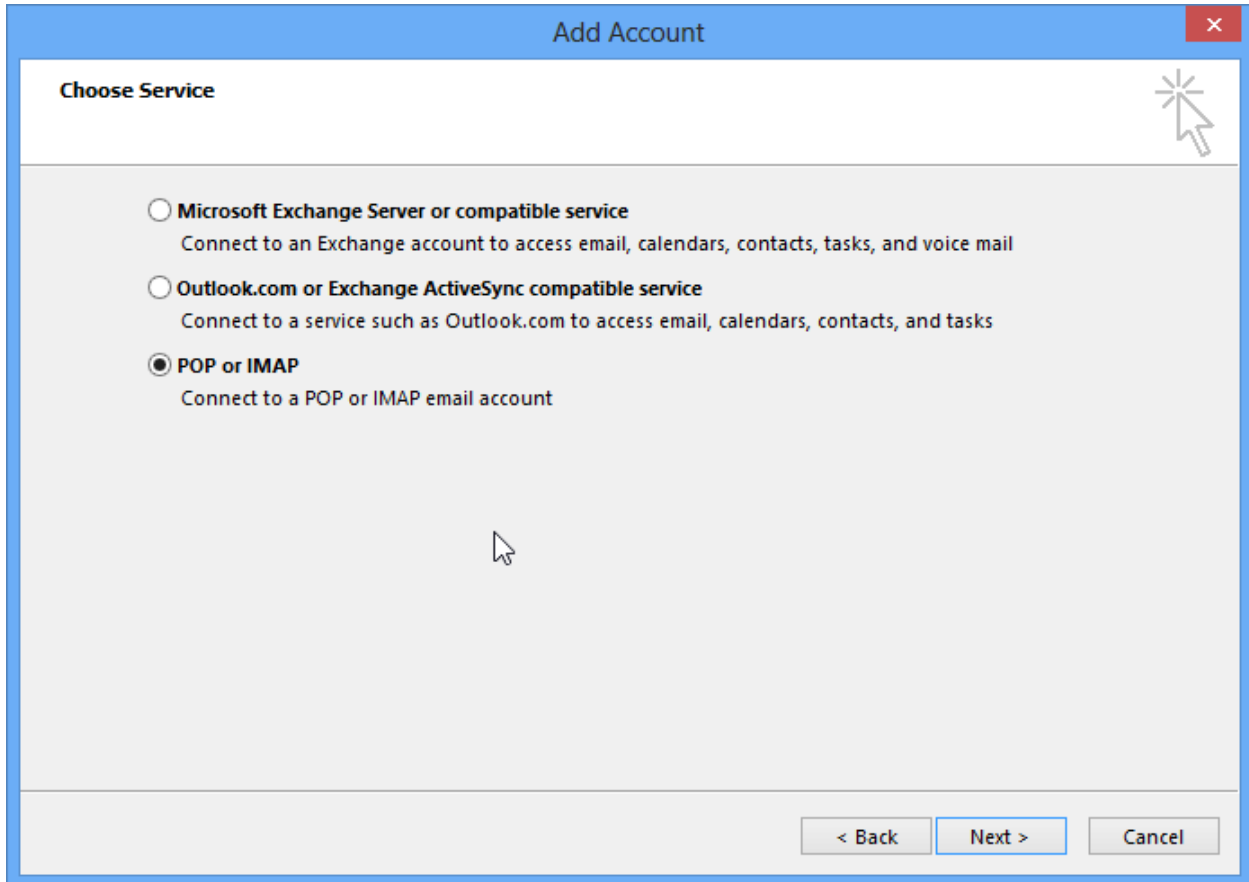
Manual setup or additional server types

< Back **Next >** Cancel



4. Choose an email Service

Select **POP or IMAP** and then click **Next** in the Add Account window.



The screenshot shows a window titled "Add Account" with a close button in the top right corner. The main content area is titled "Choose Service" and contains three radio button options:

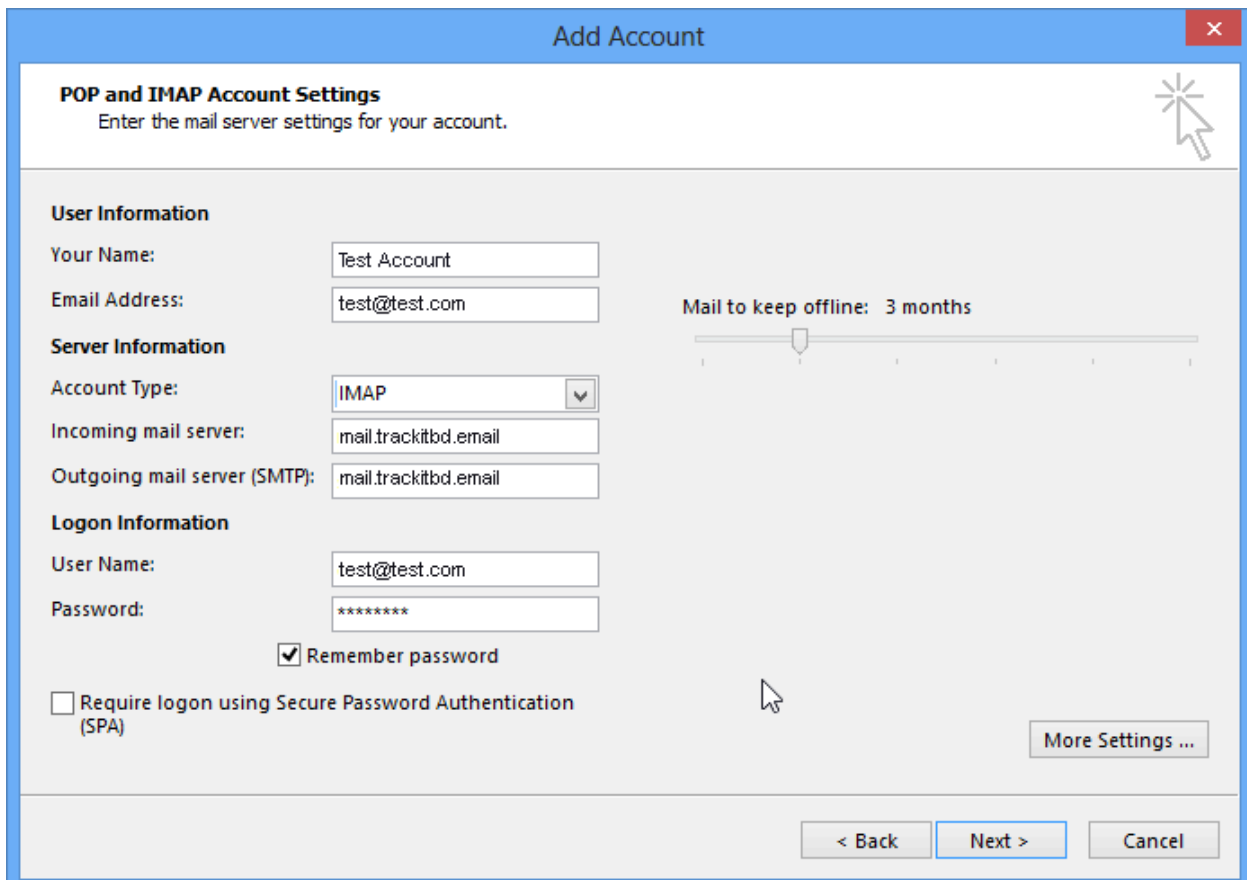
- Microsoft Exchange Server or compatible service**
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- Outlook.com or Exchange ActiveSync compatible service**
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- POP or IMAP**
Connect to a POP or IMAP email account

At the bottom of the window, there are three buttons: "< Back", "Next >" (which is highlighted with a blue border), and "Cancel".



5. Enter you Internet email settings

- Enter the following in each field:
 - **Your Name:** your full name, including spaces and capitalization
 - **Email address:** your email address
 - **Account Type:** IMAP
 - **Incoming mail server:** mail.trackitbd.email
 - **Outgoing mail server:** mail.trackitbd.email
 - **User Name:** Full Email Address (e.g test@test.com)
 - **Password:**
 - If you enter your password and check the **Remember password** box, Outlook will not request it each time you log on.
 - If others use your computer, it's safer to enter your password each time you check mail. You need your password if you make changes or reinstall Outlook.
- Select **More Settings ...**



Add Account

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

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

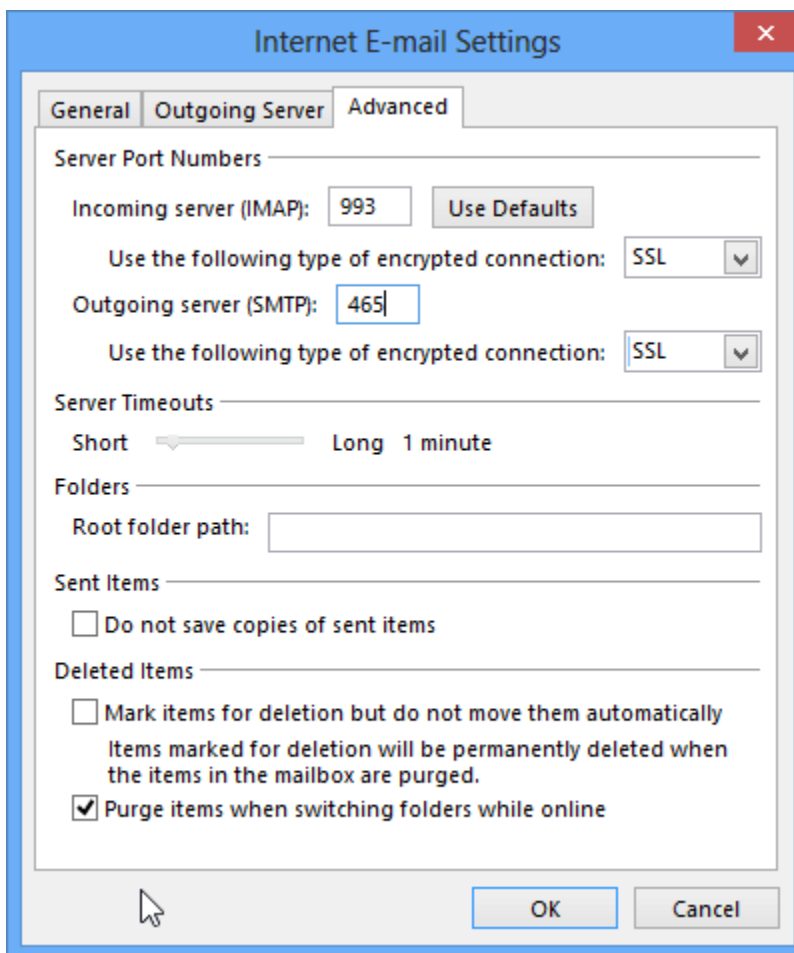
Remember password

Require logon using Secure Password Authentication (SPA)

Mail to keep offline: 3 months

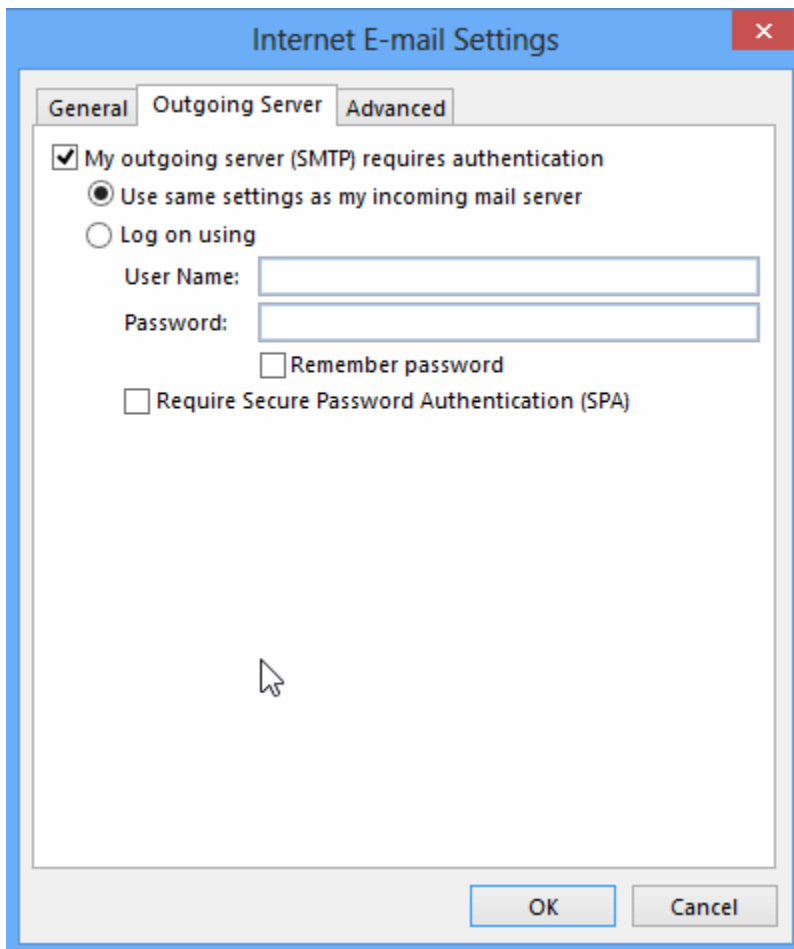
6. Internet E-mail settings Advanced

- Click the **Advanced** tab.
- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Incoming Server (IMAP). The port number will change from 143 to 993.
- Select **SSL** from the drop-down menu for Use the following type of encrypted connection under Outgoing Server (SMTP).
- Enter **465** in the outgoing server (SMTP) field.



7. Internet E-mail Settings – Outgoing Server

- Click the **Outgoing Server** tab in the Internet Email Settings window.
- Check **My outgoing server (SMTP) requires authentication.**
- Select **Use same settings as my incoming mail server**
- Select **OK** and **Next**



8. Test Account Settings

- Once Log onto incoming mail server (IMAP) and Send test email message tests are completed, click **Close**.
- Click **Finish**

