# Windows: Outlook 2013 (IMAP)

This article will assist you with setting up Outlook 2013 with your Hosted Mailbox.

1. Click on the Start Menu (or press the Windows key) and then search for **Control Panel**
2. Once in the Control Panel, Click on **Mail**
3. When the Mail Control Panel opens, select **Show Profiles**
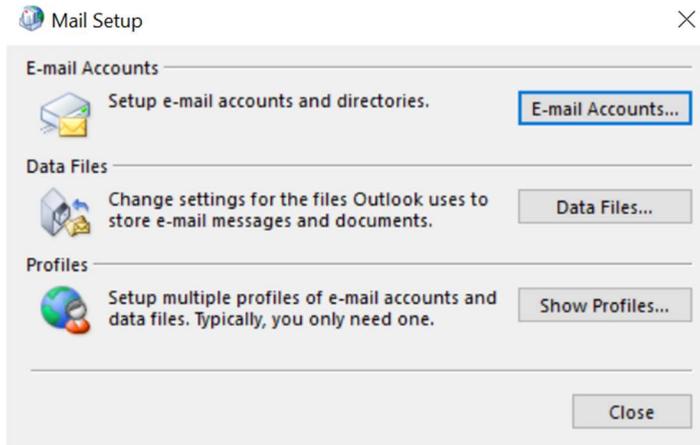
4. Select **Add** to add a new profile. Enter any name you wish and select **OK**
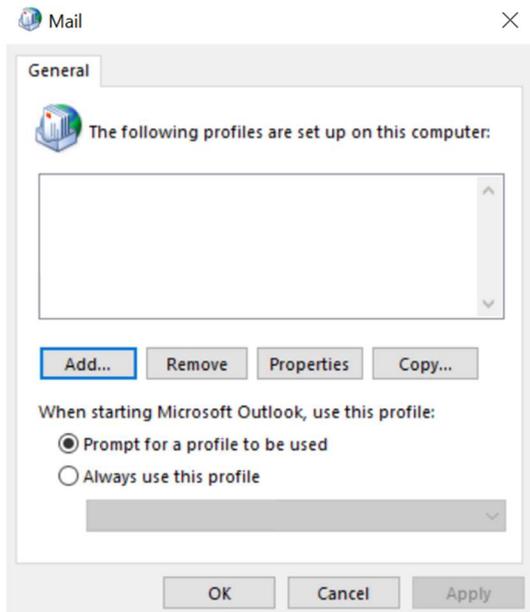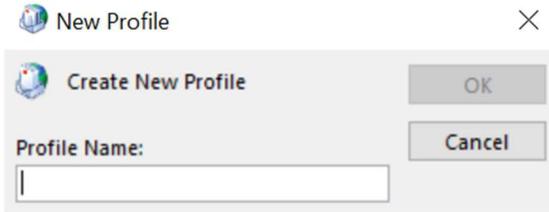
5. Select **Manual setup or additional server types**. Click **Next**
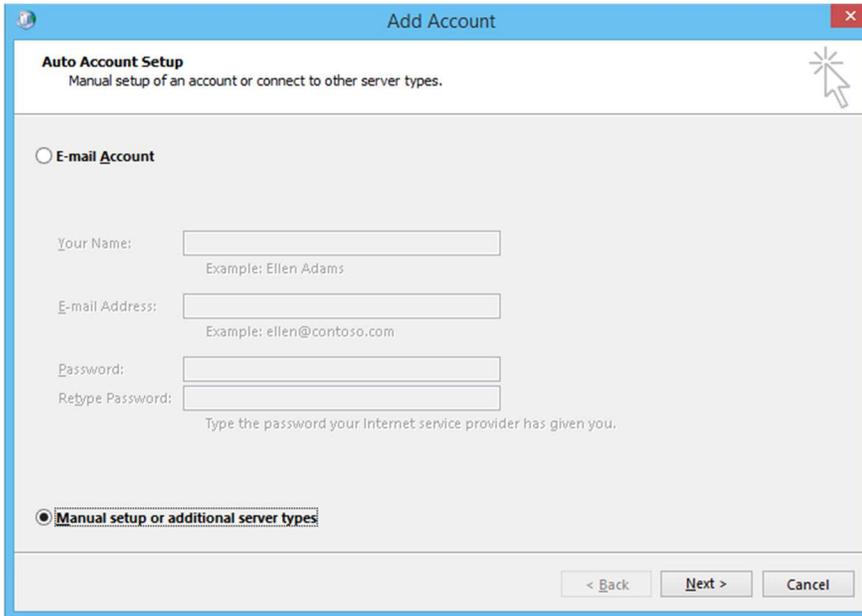
6. Select **POP or IMAP** and click **Next**
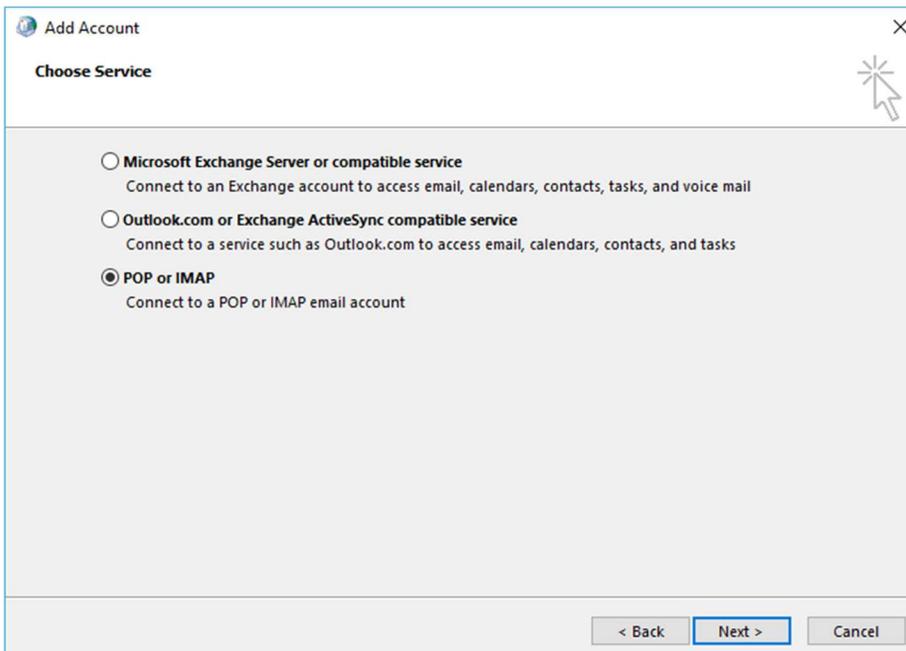
7. In the **Add New Account** window, input the following information:

   **Email Address:** <your email>
   Account Type: IMAP
   Incoming Mail Server: secure.emailsrvr.com
   Outgoing Mail Server: secure.emailsrvr.com

   User Name: <your email>
   Password: Your mailbox password

8. Click on **More Settings** then click the **Outgoing Server** Tab
9. Check the box for **My outgoing server (SMTP) requires authentication**
   Check the button for **Use same settings as my incoming mail server**
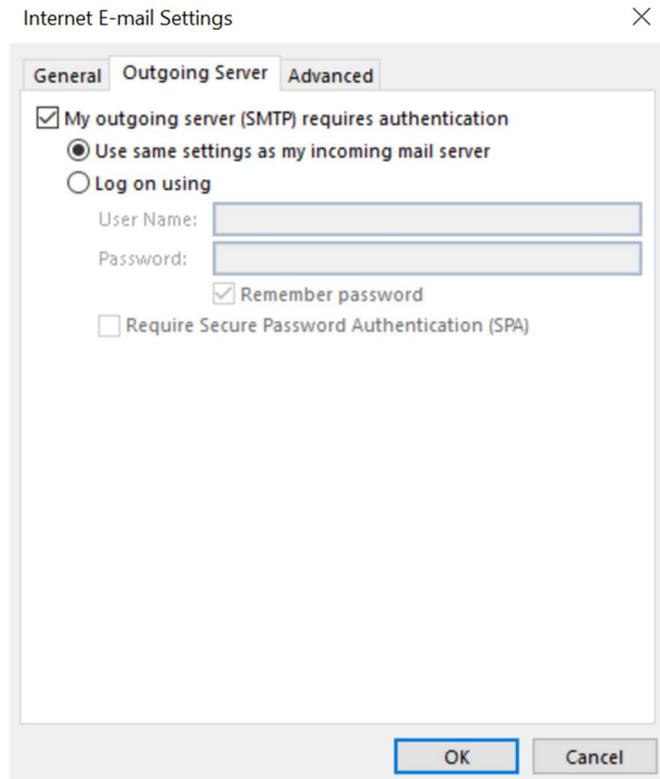
10. Change **Use the following type of encrypted connection** to **SSL**
    Change the port numbers to match the image below.
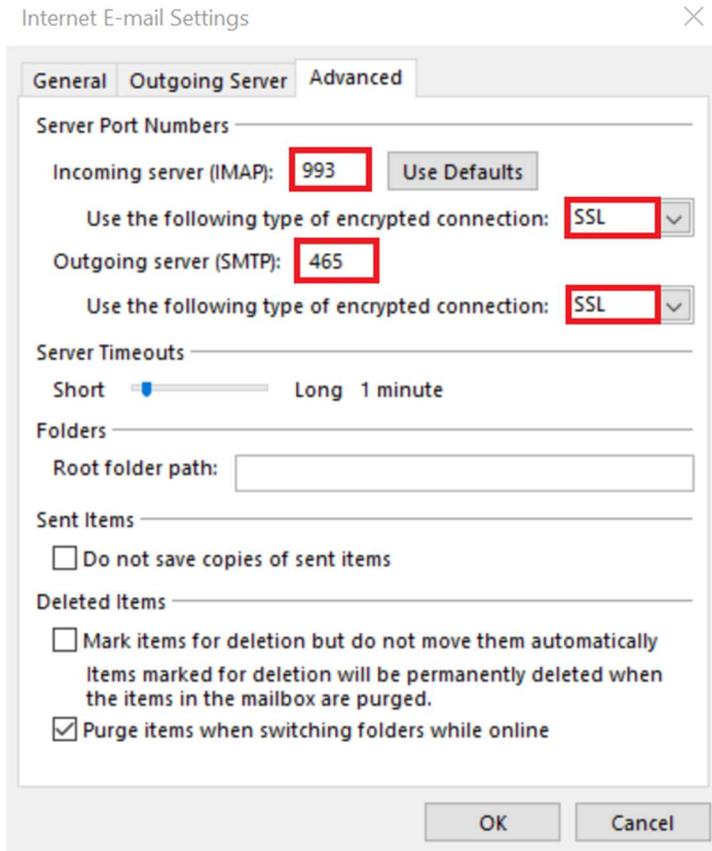
11. Click **OK**
12. Click **Next**. Outlook will now attempt to send a test message using the settings we have just put in. If everything was entered correctly, the message will send out successfully.
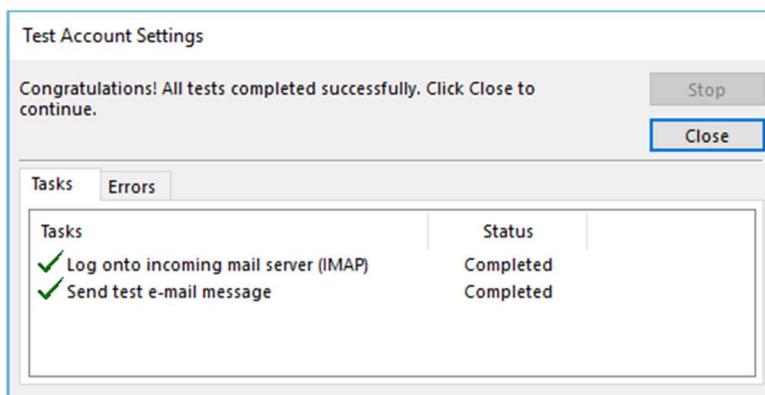
13. **Congratulations!** You have now setup Outlook to work with your Mailbox. Please wait 15 minutes before troubleshooting to allow for mail to download.