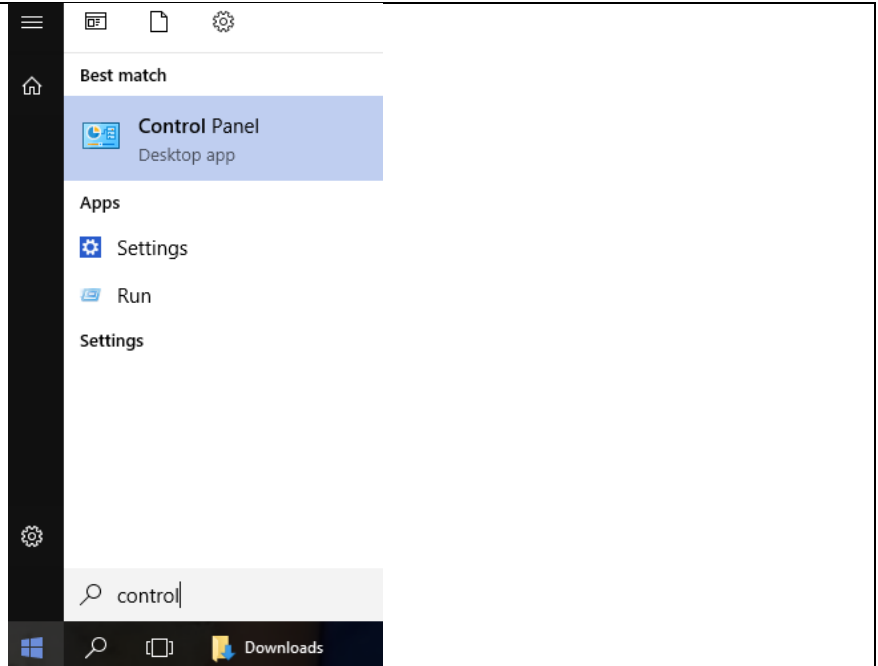




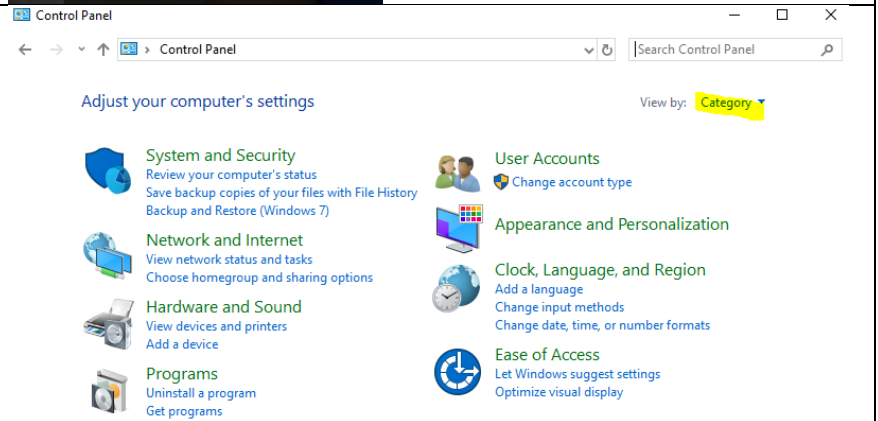
MachLink mail setup for Microsoft Outlook

Microsoft Outlook is included with an Office 365 subscription or with Microsoft Office Home & Business or Microsoft Office Professional suites.

1. Open Control Panel.



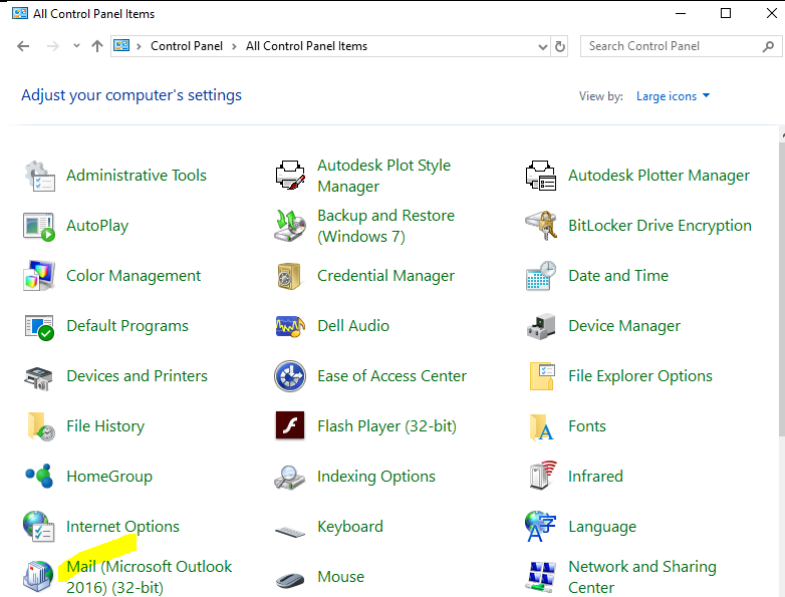
2. In the top-right, change View by from Category to Large icons.



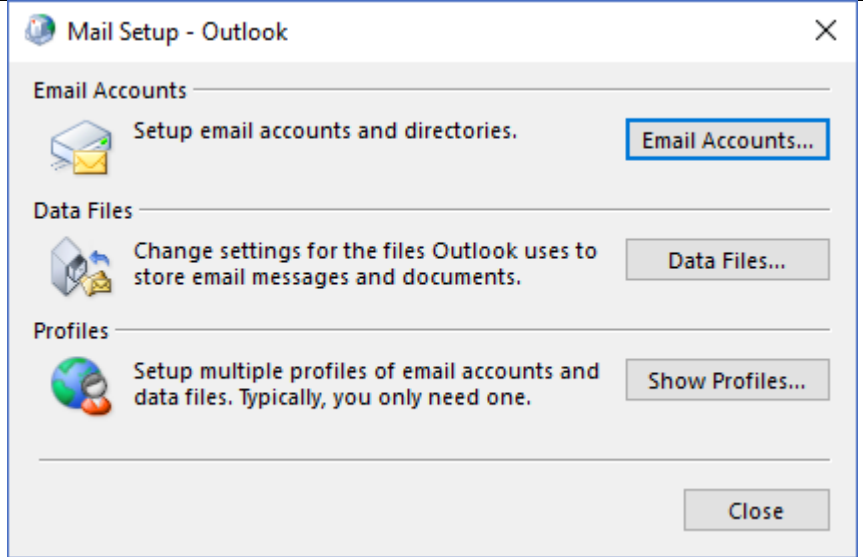


MachLink mail setup for Microsoft Outlook

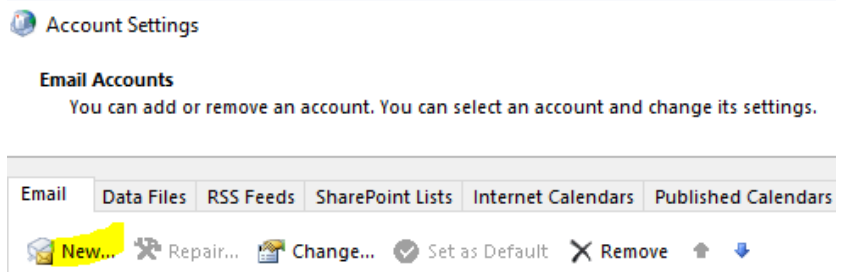
3. Mail (Microsoft Outlook)



4. Email Accounts...



5. New...





MachLink mail setup for Microsoft Outlook

6. Manual setup > Next

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

Email Account
Your Name:
Example: Ellen Adams
Email 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 Help

7. POP or IMAP > Next

Add Account

Choose Your Account Type

Office 365
Automatic setup for Office 365 accounts
Email Address:
Example: ellen@contoso.com

POP or IMAP
Advanced setup for POP or IMAP email accounts

Exchange ActiveSync
Advanced setup for services that use Exchange ActiveSync

< Back **Next >** Cancel Help



MachLink mail setup for Microsoft Outlook

8. Add Account

- Your Name: your first and last name
- Email Address: your MachLink email address
- Account Type: IMAP
- Incoming mail server: mra.machlink.com
- Outgoing mail server: mail.machlink.com
- User Name: first part of your MachLink email address before the '@' symbol.
- Password: your MachLink email password
- More Settings...

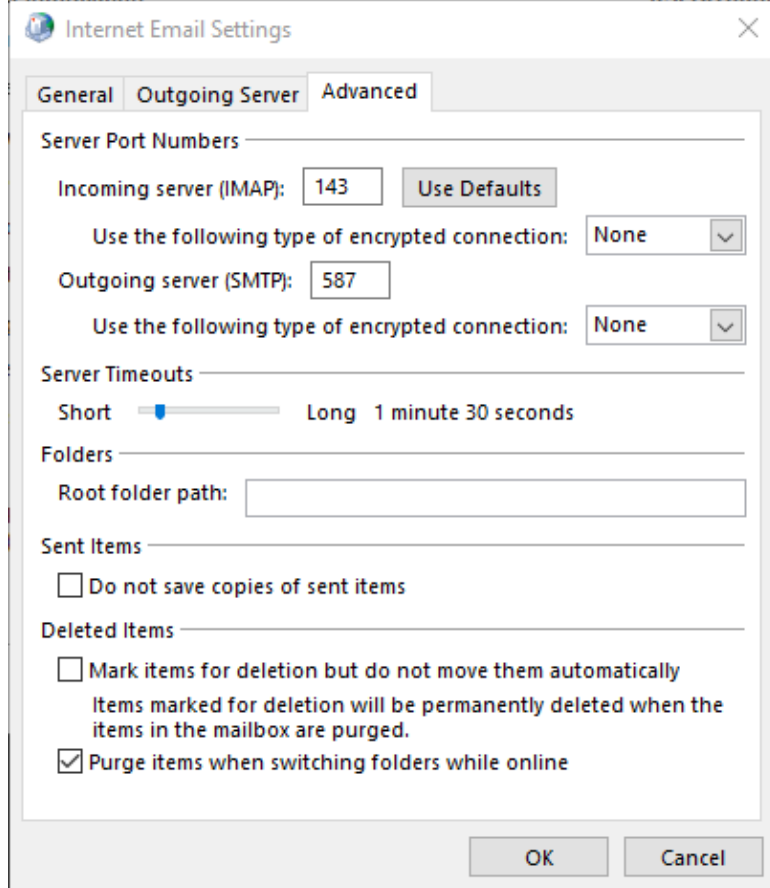
9. Internet Email Settings – Outgoing Server

- My outgoing server (SMTP) requires authentication
- Use same settings as my incoming mail server

MachLink mail setup for Microsoft Outlook

10. Internet Email Settings – Advanced

- Incoming server (IMAP): 143
None
- Outgoing server (SMTP): 587
None
- OK



The screenshot shows the 'Internet Email Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (IMAP)' set to 143 and 'Outgoing server (SMTP)' set to 587. Both sections have 'Use Defaults' buttons and 'Use the following type of encrypted connection' dropdown menus set to 'None'. The 'Server Timeouts' section shows a slider between 'Short' and 'Long' (1 minute 30 seconds). The 'Folders' section has an empty 'Root folder path' field. The 'Sent Items' section has an unchecked checkbox for 'Do not save copies of sent items'. The 'Deleted Items' section has an unchecked checkbox for 'Mark items for deletion but do not move them automatically' and a checked checkbox for 'Purge items when switching folders while online'. 'OK' and 'Cancel' buttons are at the bottom right.



MachLink mail setup for Microsoft Outlook

11. Test Account Settings

- Should be complete successfully – if not go back and review settings.
- Close and Finish

The screenshot shows the 'Test Account Settings' dialog box in Outlook. At the top, it says 'Congratulations! All tests completed successfully. Click Close to continue.' Below this, there are two tabs: 'Tasks' and 'Errors'. The 'Tasks' tab is active and contains a table with two rows of tasks, both marked as 'Completed'.

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test email message	Completed

Below the table, there is an 'Add Account' dialog box that says 'You're all set!' and 'We have all the information we need to set up your account.' It also has a checkbox for 'Set up Outlook Mobile on my phone, too' and an 'Add another account...' button. At the bottom of the 'Test Account Settings' dialog, there are buttons for '< Back', 'Finish', and 'Help'.

12. Open Outlook and it will start syncing your MachLink email folders.

The screenshot shows the Microsoft Outlook interface. The 'Home' ribbon is selected, showing various actions like 'New Email', 'New Items', 'Ignore', 'Clean Up', 'Junk', 'Delete', 'Archive', 'Reply', 'Reply All', 'Forward', 'Meeting', 'IM', and 'More'. The 'Favorites' pane on the left shows 'Inbox 1' and 'example@machlink.com'. The main pane shows a search bar and a list of messages. The top message is a 'Microsoft Outlook Test Message' sent at 2:22 PM.