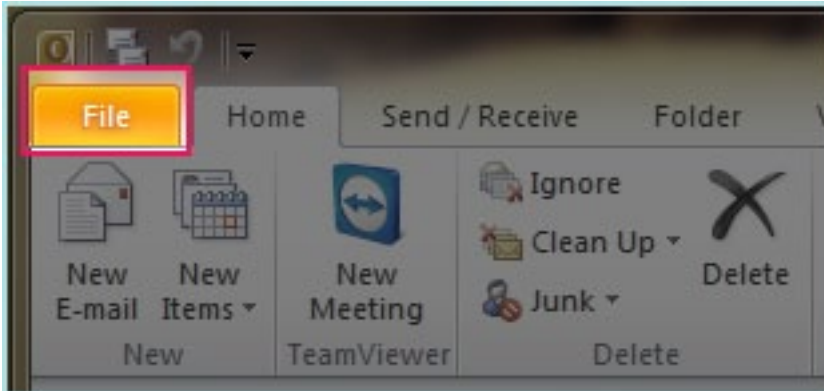
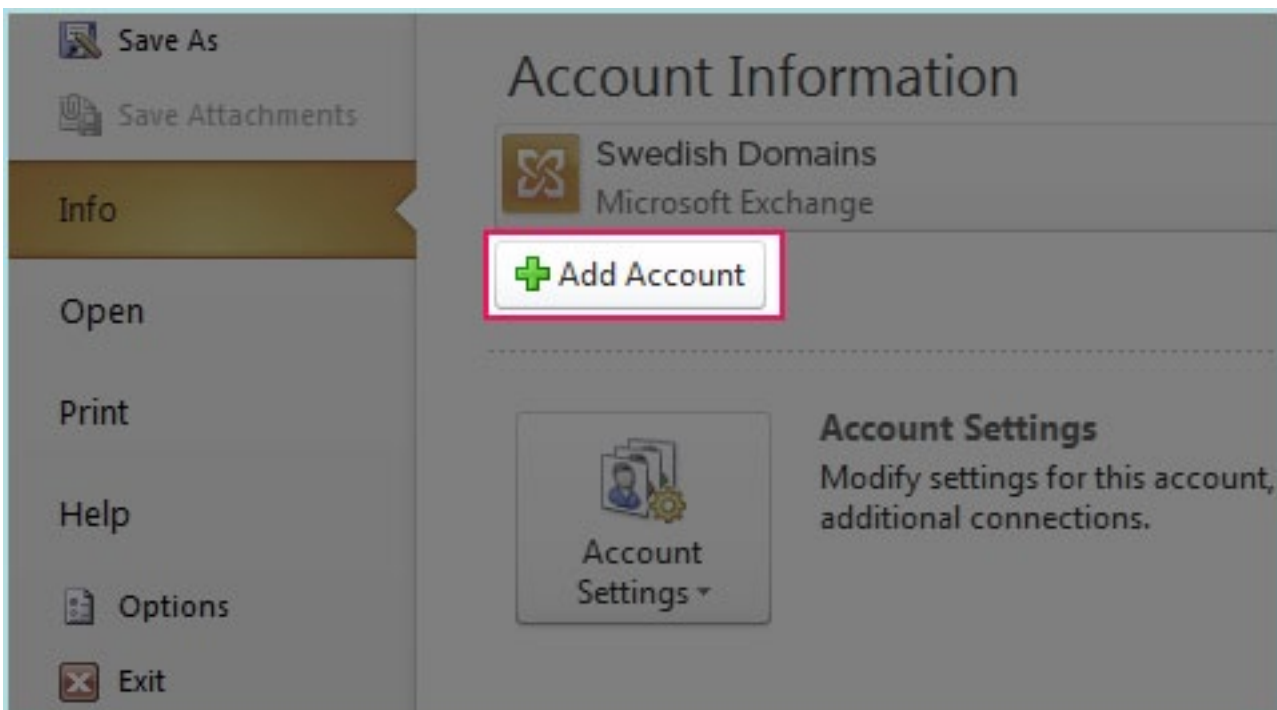




Mail guide for Outlook



1. Press “File” in the top left corner.



2. Press “Add Account”.



Add new account

Auto Account Setup
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.

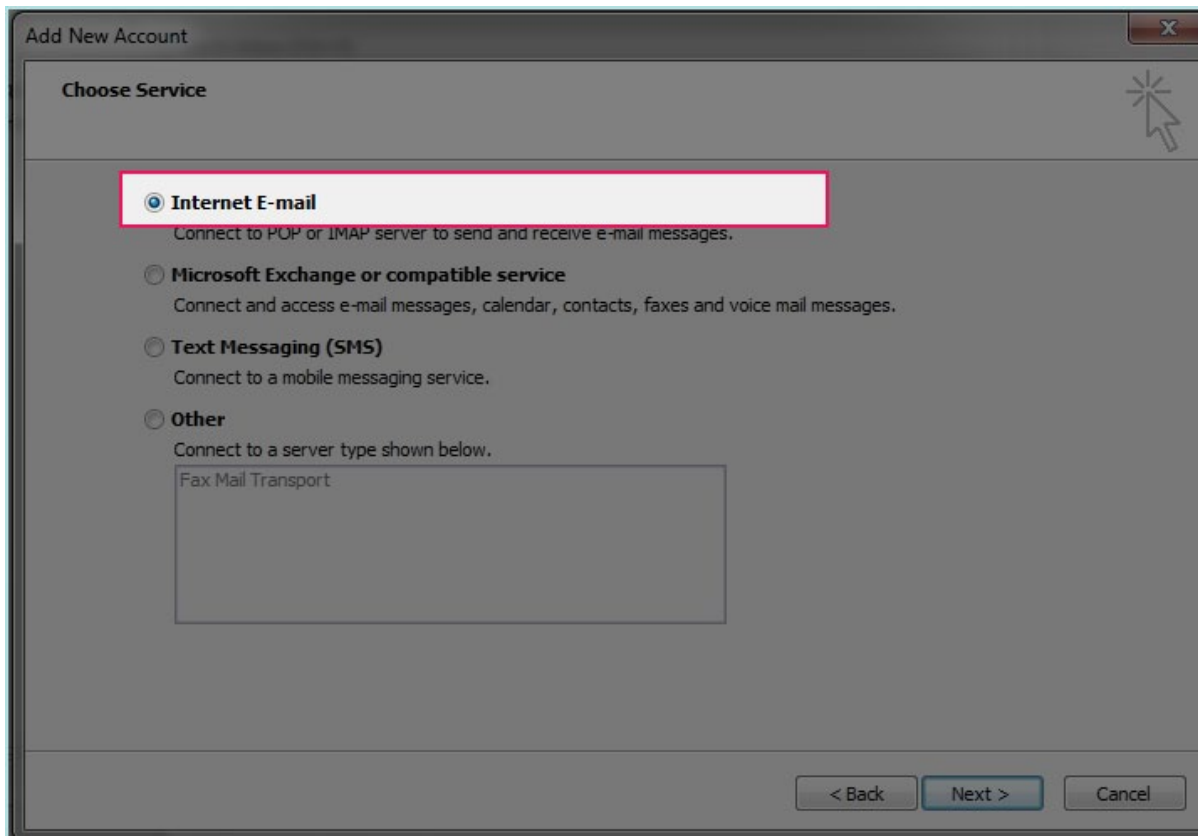
Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

3. Select the option at the bottom, “Manually configure server settings or additional server types”.

Press “Next>”.



4. Select the option at the top “Internet e-mail.”

Press “Next>”.



Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail 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)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings by clicking the Next button

5. Fill in **your name** in the box next to “Your name:”.

Fill in the **e-mail** you wish to configure next to “E-mail Address:”.

Make sure that **”IMAP”** is selected next to “Account type:”.

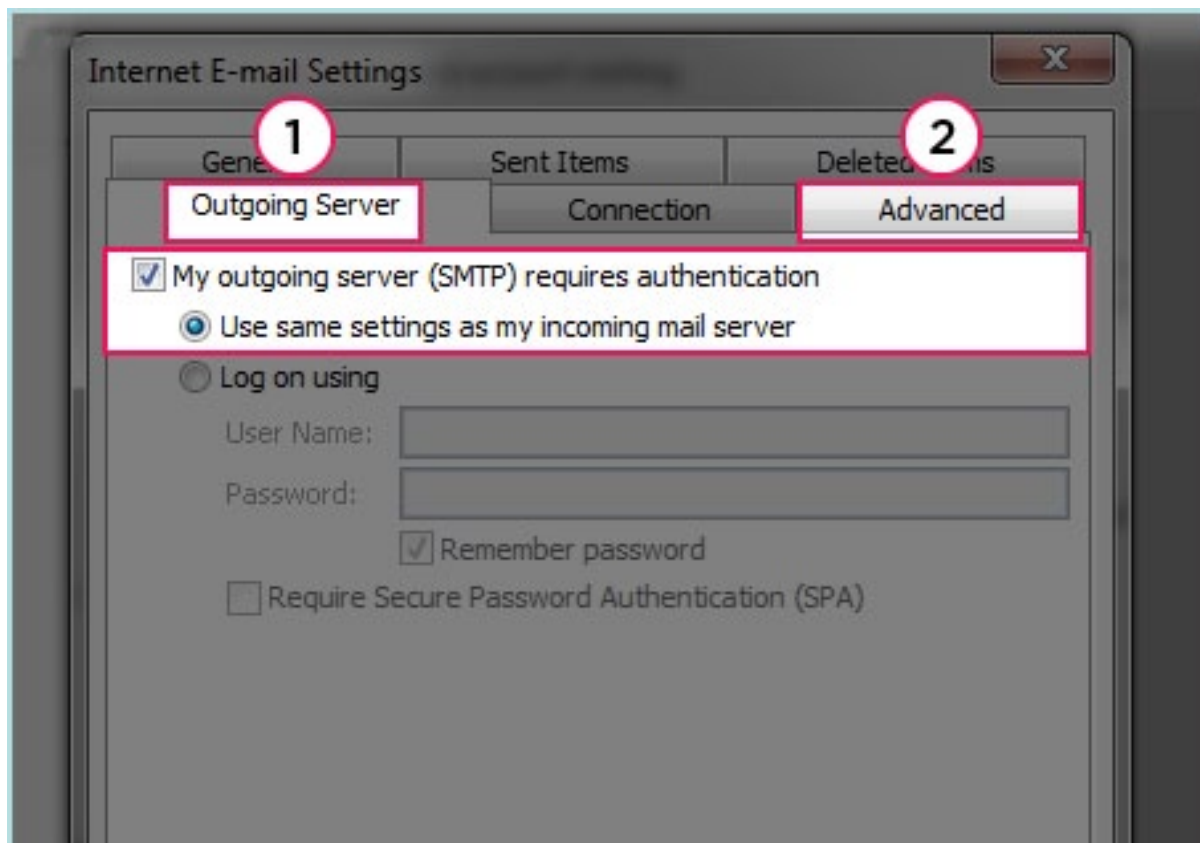
Fill in **mail.svenskadomaner.se** under “Incoming mail server:”.

Fill in **mail.svenskadomaner.se** under “Outgoing mail server (SMTP):”.

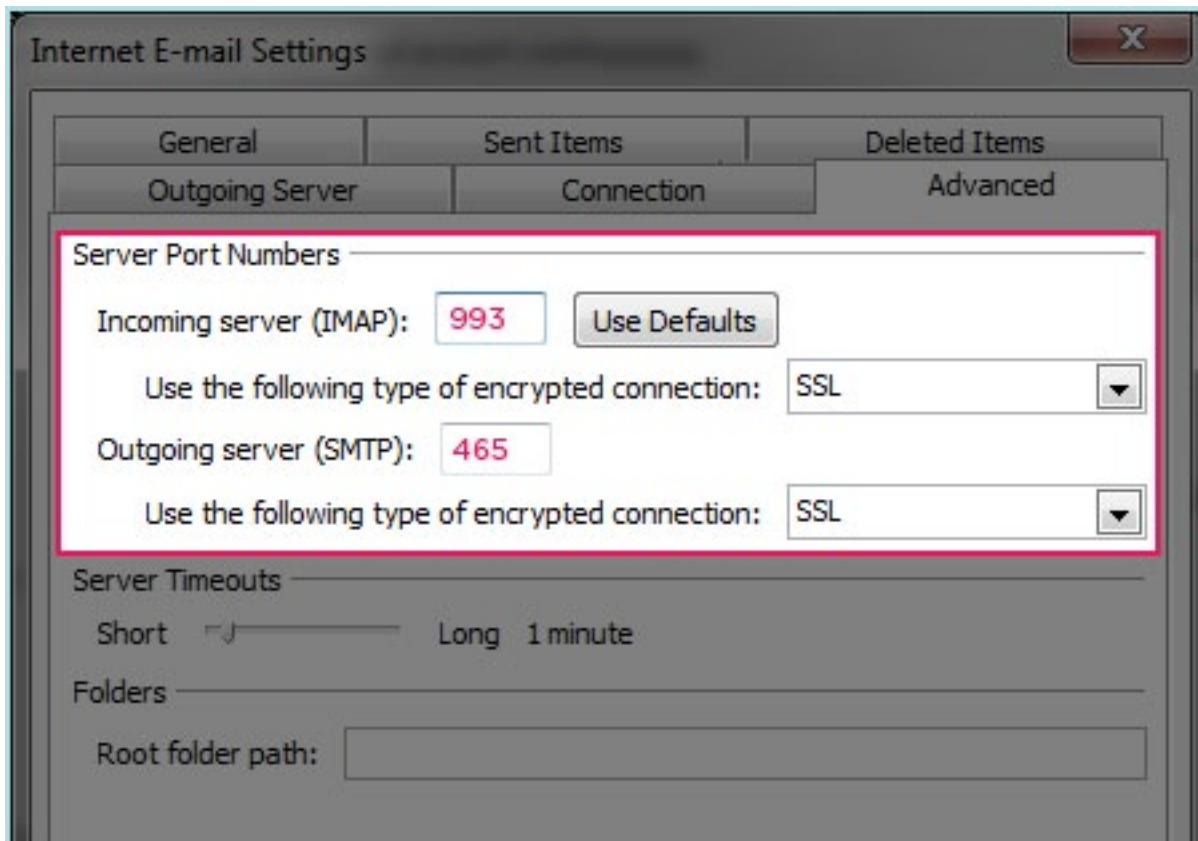
Fill in the **e-mail** you are configuring next to “User Name:”.

Fill in the **password** chosen for the e-mail you are configuring next to “Password:”.

Press **”More settings”**.



6. Check the box “My outgoing server (SMTP) requires authentication.”
Make sure the “Use same settings as the server for incoming mail” is checked.
Press on “Advanced”.

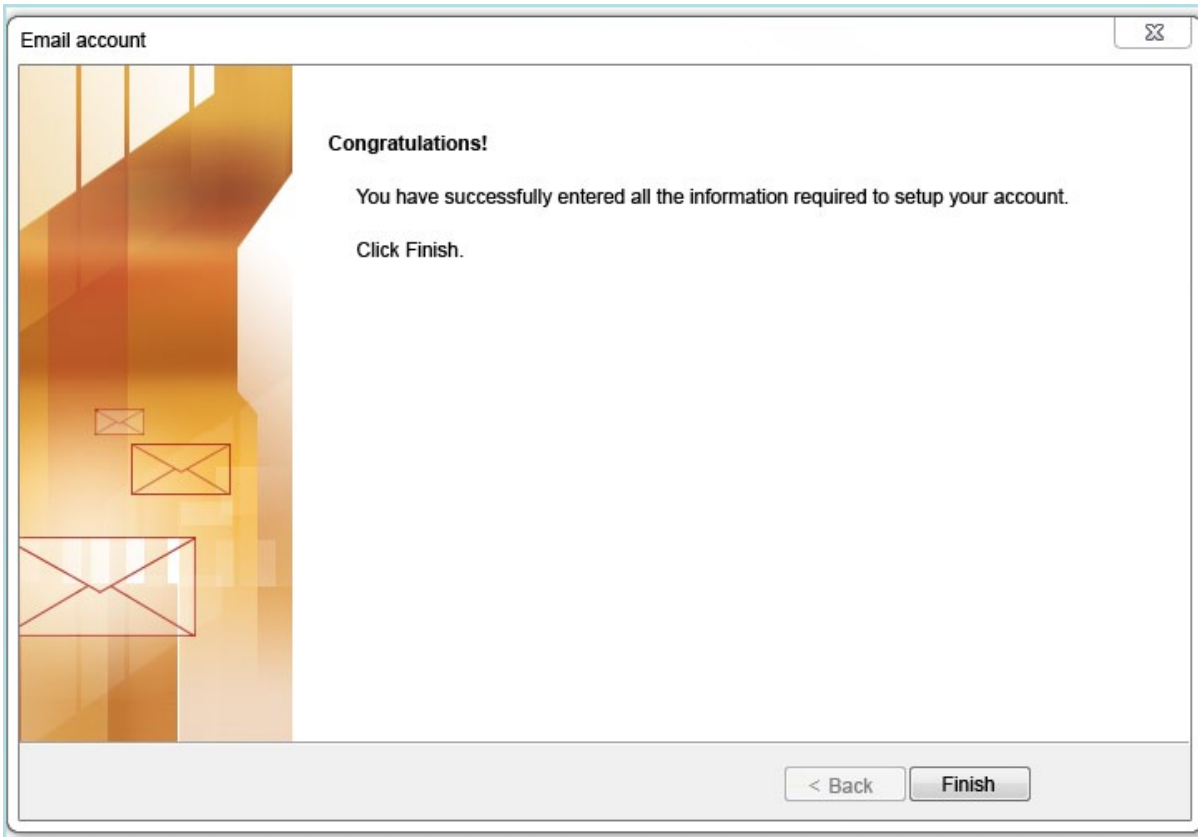


7. Fill in **“993”** in the field next to “Incoming server (IMAP):”.

Make sure that **“SSL”** is chosen under “Use the following type of encrypted connection:”

Fill in **“465”** in the field next to “Outgoing server (SMTP):”.

Make sure that **“SSL”** is chosen under “Use the following type of encrypted connection:”



8. Your e-mail address is now configured!