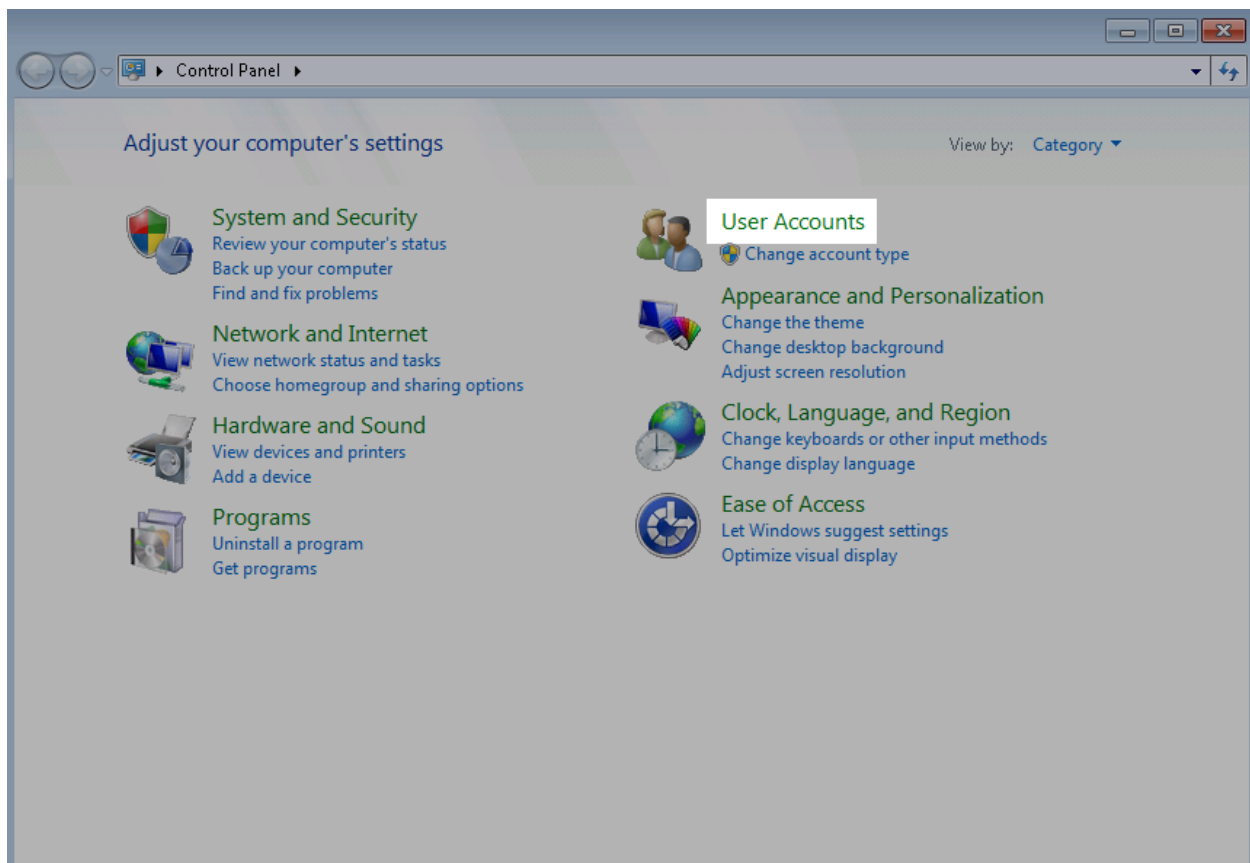
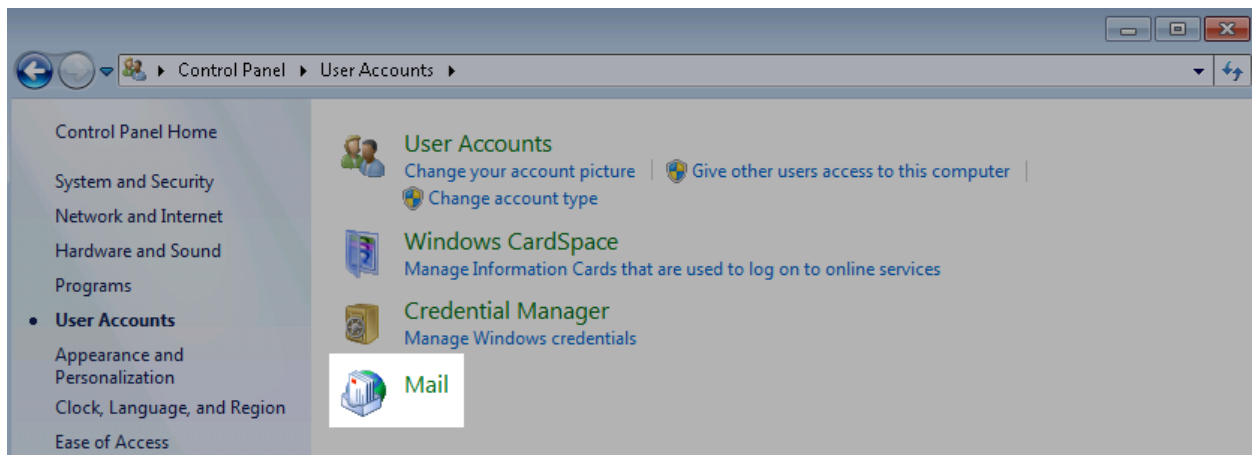


Outlook 2010 MapleTronics Hosted Exchange IMAP Setup

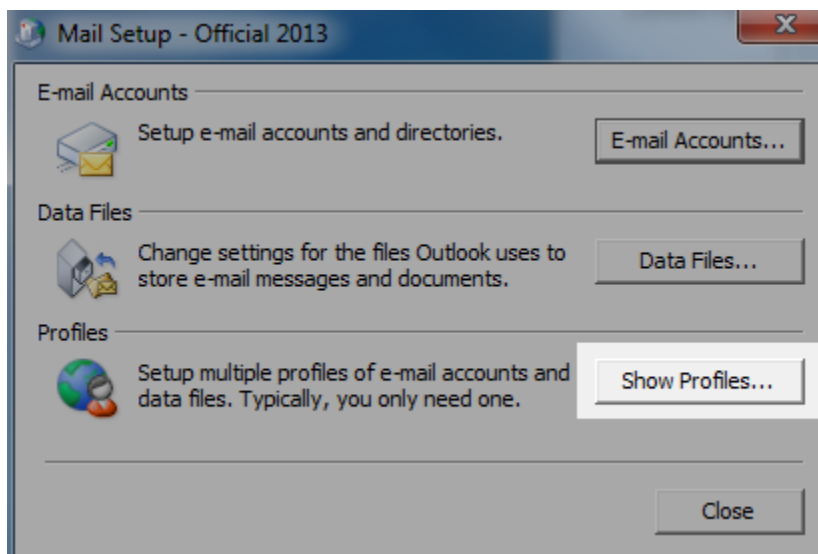
1. On your desktop, click on **Start > Control Panel**.
2. Click on **User accounts**.



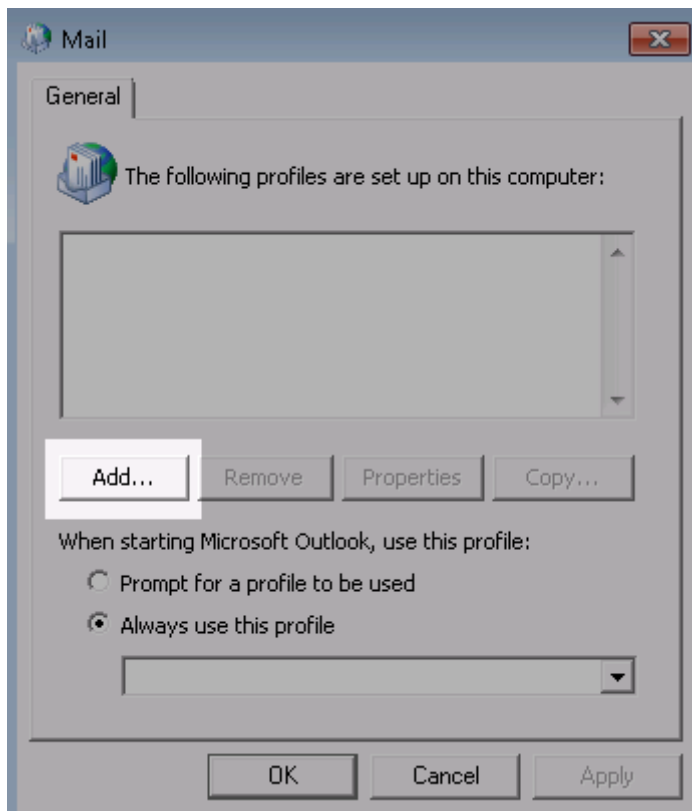
3. Click on **Mail**.



4. Click on **Show profiles**.



5. Click Add



6. Enter a profile name, and then click on **OK**.



7. Select **Manually configure server settings or additional server types** and then click on **Next**.

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:

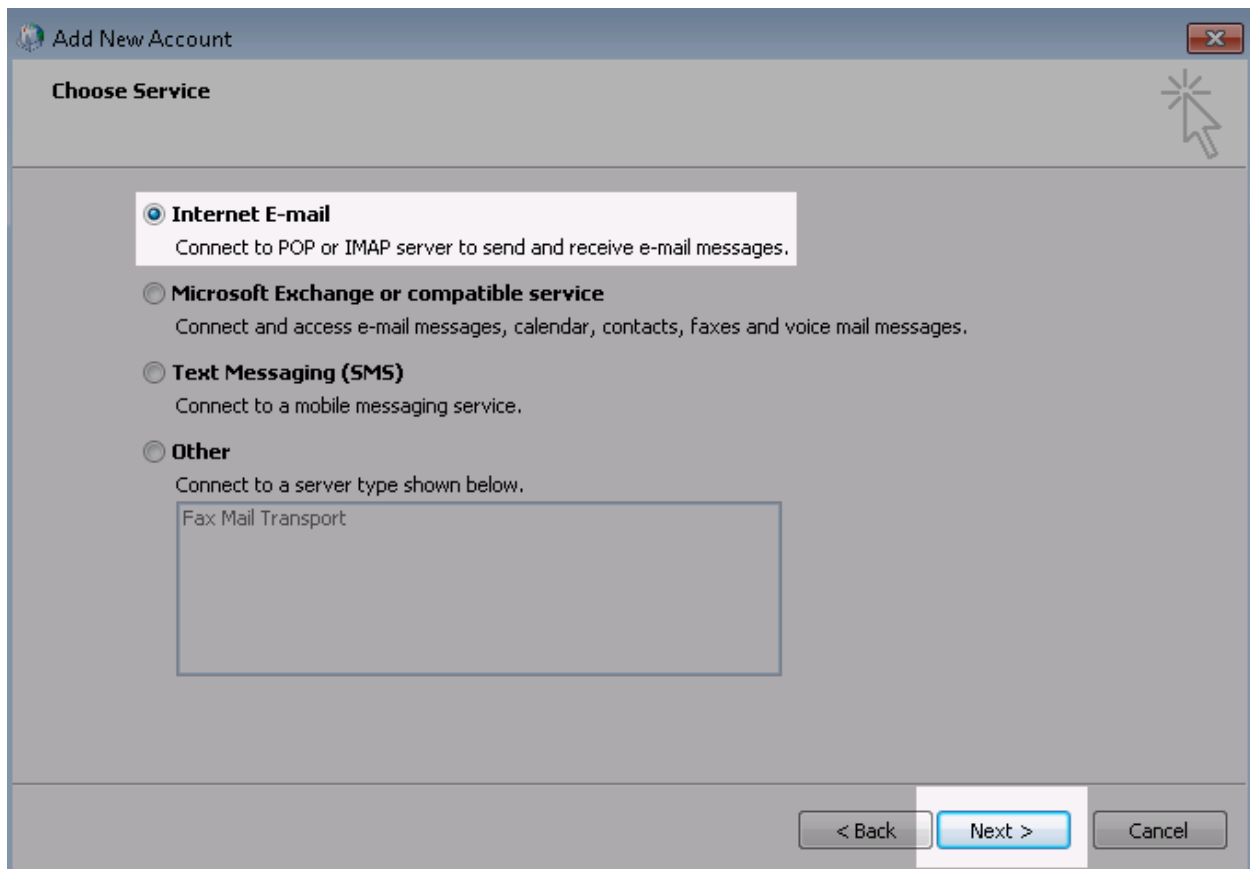
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel

8. Select **Internet email** and then click on **Next**.



9. Enter your name in the **Your Name** field and your email address in the **E-mail Address** field. Then enter the **webmail value**:

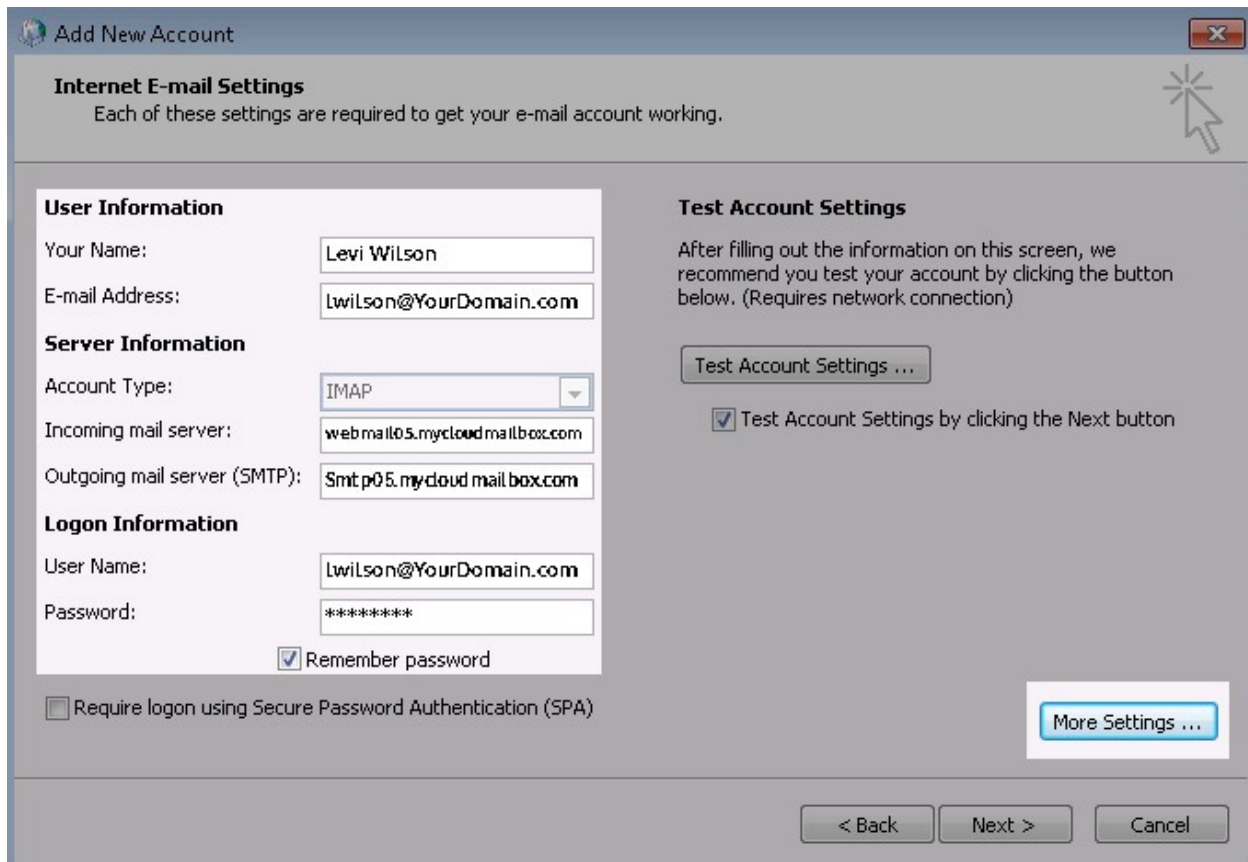
Incoming: Webmail05.mycloudmailbox.com

Outgoing: Smtplib05.mycloudmailbox.com

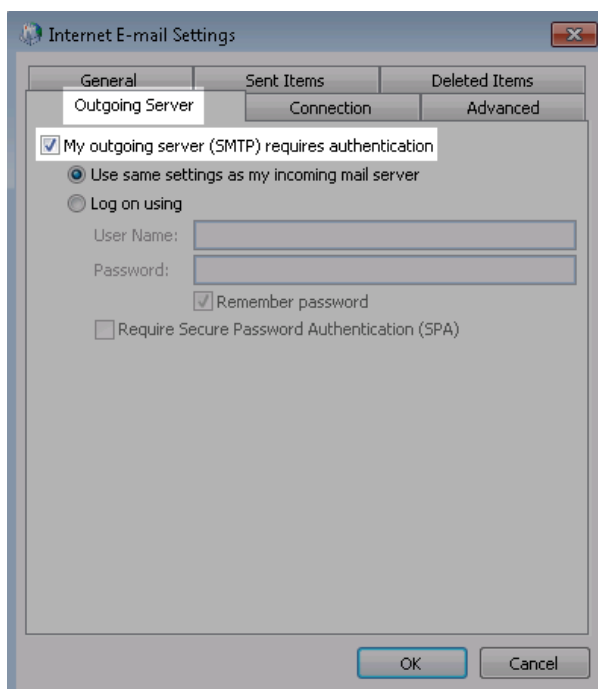
Username: user@domain.com

Password: Created in welcome email

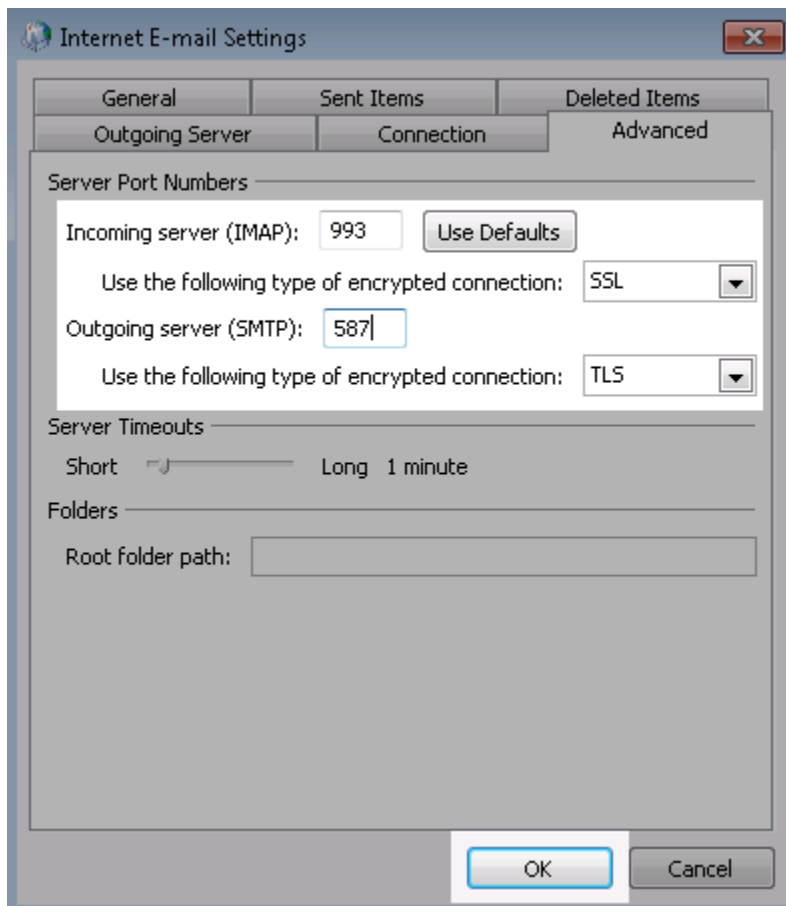
Finally, enter your email address in the **User Name** field and your mailbox password in the **Password** field. Make sure the **Remember password** box is checked and then click on **More settings**.



10. In the **Outgoing Server** tab, check the box named **My outgoing server (SMTP) requires authentication**



11. In the **Advanced** tab, select **SSL** in the **Use the following type of encrypted connection** dropdown menu. Then select **TLS** in the **Use the following type of encrypted connection** dropdown menu. Finally, make sure the **Incoming Server (IMAP)** field says **993** and the **Outgoing server (SMTP)** field says **587** and then click on **OK**.



12. Click on **Next**.

13. Outlook will test the account. Once the testing is conclusive, click on **Close**.

14. Click on **Finish**.

