



Outlook 2023 Windows

This was set up using Chrome browser on an acer laptop edition windows 11
example email used was: you@yourdomain.co.nz



KEYWORDS AND PHRASES

- **Incoming mail server:** the server that receives incoming emails for your email address.
- **Outgoing mail server:** the server that sends outgoing emails from your email address.
- **SMTP:** stands for Simple Mail Transfer Protocol, which is a protocol used for sending emails.
- **Mail Client:** a program that allows you to send, receive, and manage your email.
Examples of mail clients include Gmail, Outlook, and Apple Mail.
- **POP3:** This is a way to get your emails from your email account on the server.
- **IMAP:** This is another way to get your emails from your email account. If you want to use multiple devices to check your mail this is a better option.



- 1 Locate the Outlook app on your computer/laptop and open it.
You'll be directed to a login screen. Enter the full email address sent to you by ActiveHost Support.
Select '**Advanced Options**' to reveal the option to set up the account manually.
Check the box '**Let me set up my account manually.**'

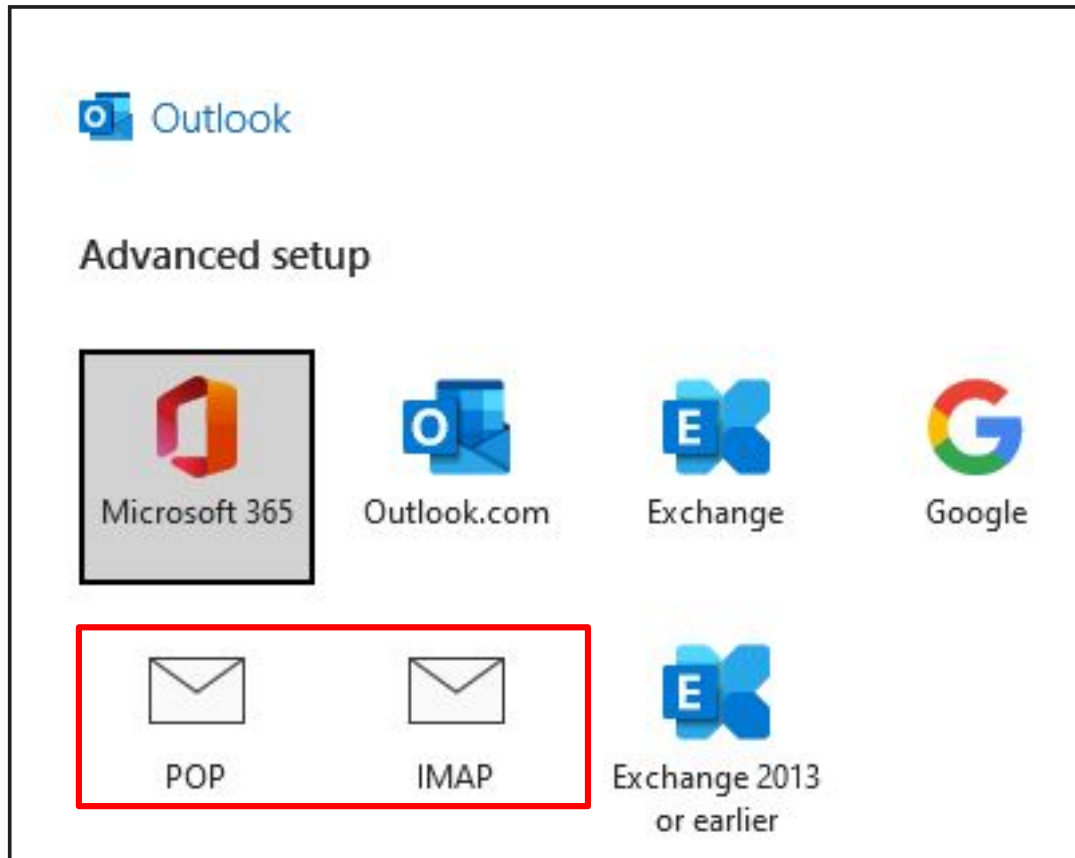


The screenshot shows the Outlook login interface. At the top is the Outlook logo. Below it is an 'Email address' input field containing 'you@yourdomain.co.nz'. Underneath the input field is a section titled 'Advanced options ^' which is highlighted with a red box. Inside this section, the checkbox 'Let me set up my account manually' is checked. Below the 'Advanced options' section is a blue 'Connect' button. At the bottom, there is a link: 'No account? [Create an Outlook.com email address to get started.](#)'



2

Select the type of account you'd like to set up: **IMAP** or **POP**.
They differ in how they store and manage your emails from the server.



Choose IMAP if you want a consistent and synchronized emails across multiple devices and don't mind relying on an internet connection and a larger email plan for email storage.

Choose POP if you primarily use one device to check email and value offline access to your emails or limited server storage space.



3 Enter the following **Incoming Mail Server Settings**:

- **Incoming Mail Server:** your incoming server name. Please check your login PDF to ensure you are using the correct host name.*
- **IMAP Port:** 993
- **POP Port:** 995
- **Encryption Method:** SSL/TLS
- **‘Require a login using secure password authentication.’** - Make sure this is selected.

IMAP Account Settings

you@yourdomain.co.nz [\(Not you?\)](#)

Incoming mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

**If you don't have these details,
contact ActiveHost support*

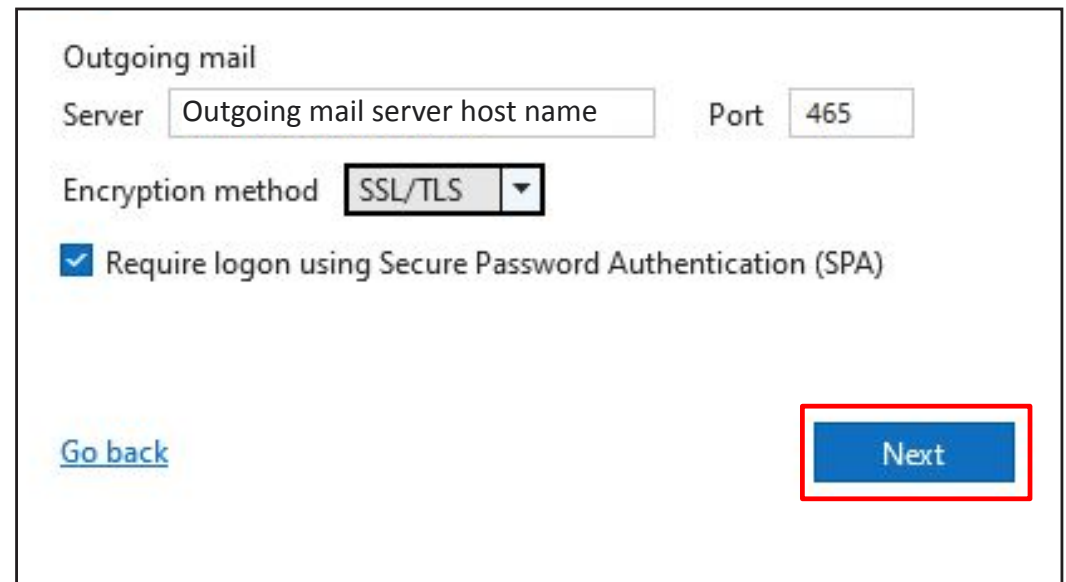
support@activehost.co.nz



4 Enter the following **Outgoing Mail Server Settings**:

- **Outgoing Mail Server:** your incoming server name. Please check your login PDF to ensure you are using the correct host name.*
- **SMTP Port:** 465
- **Encryption Method:** SSL/TLS
- **‘Require a login using secure password authentication.’** - Make sure this is selected.

Once you have entered the details and made sure they are correct, click **‘Next.’**



The screenshot shows a configuration form titled "Outgoing mail". It contains the following fields and options:

- Server:** A text input field containing "Outgoing mail server host name".
- Port:** A text input field containing "465".
- Encryption method:** A dropdown menu with "SSL/TLS" selected.
- Require logon using Secure Password Authentication (SPA):** A checked checkbox.
- Navigation:** A "Go back" link on the left and a blue "Next" button on the right, which is highlighted with a red border.

**If you don't have these details,
contact ActiveHost support*

support@activehost.co.nz



- 5 Enter your password for the email address you just entered. If you don't remember your password or login details, contact ActiveHost Support for assistance.

Then click **'Connect.'**

IMAP Account Settings

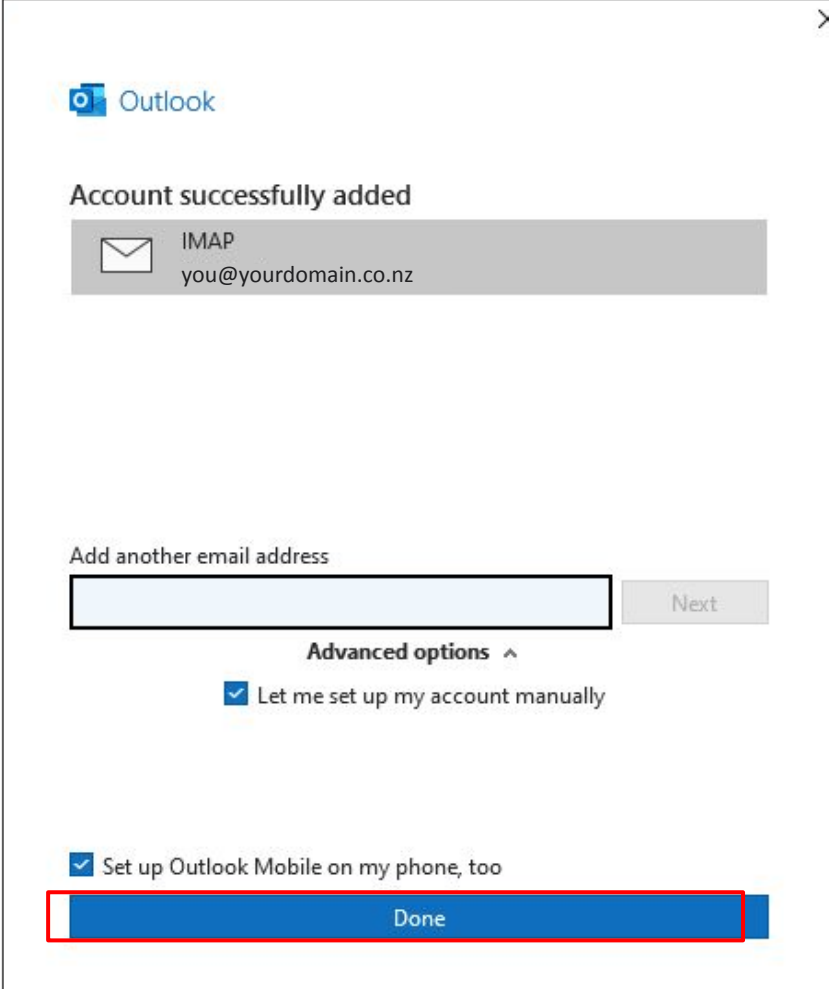
you@yourdomain.co.nz [\(Not you?\)](#)

Password

[Go back](#) [Connect](#)



- 6 After entering the password and clicking 'Connect,' you will be directed to a confirmation window. Select 'Done' unless you want to log into another email account.



The screenshot shows the Outlook application window with the title bar 'Outlook' and a close button (X) in the top right corner. The main content area displays the message 'Account successfully added' in bold. Below this, there is a grey box containing an envelope icon, the text 'IMAP', and the email address 'you@yourdomain.co.nz'. Underneath, there is a section titled 'Add another email address' with a light blue input field and a 'Next' button to its right. Below the input field is the text 'Advanced options ^' with a small upward arrow. There are two checked checkboxes: 'Let me set up my account manually' and 'Set up Outlook Mobile on my phone, too'. At the bottom of the window, there is a blue button labeled 'Done' which is highlighted with a red rectangular border.



ActiveHost is the dedicated website hosting subsidiary of Activate.



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