

## Set up Seamless Email Continuity in Outlook with existi...

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### Outlook 2010/2013

1. On the File tab, click Add Account.2. Click Manually configure server settings or additional server types. Then click Next.3. Select Internet E-mail. Then click Next.4. Enter your information into every field. Account type should be POP3. Incoming mail server and Outgoing mail server should be the Host Name for the mail server (provided to you by Webservio or your account administrator). User Name should be your full email address.5. Click More Settings...8. On the Outgoing Server tab, check the box next to My outgoing server(SMTP) requires authentication.9. On the Advanced tab, do the following:

- » Check the box next to This server requires an encrypted connection (SSL)
- » Under Outgoing server (SMTP) where it says Use the following type of encrypted connection:

choose TLS from the dropdown menu.

- » Check the box next to Leave a copy of messages on the server.

10. Click OK.11. Click Next.12. After Outlook tests your account, click Close.13. Click Finish.14. Select/highlight the account you just created and click Set as Default15. Click Close.

### Outlook 2007

1. On the toolbar, select Tools and click on Account Settings...2. Click on New...3. Microsoft Exchange, POP3, IMAP, or HTTP should be selected. Click Next.4. Check the box Manually configure server settings or additional server types. Click Next.5. Internet E-mail should be selected. Click Next.6. Enter your information into every field. Account type should be POP3. Incoming mail server and Outgoing mail server should be the Host Name for the mail server (provided to you by Webservio or your account administrator). User Name should be your full email address.7. Click More Settings...8. On the Outgoing Server tab, check the box next to My outgoing server(SMTP) requires authentication.9. On the Advanced tab, do the following:

- » Check the box next to This server requires an encrypted connection (SSL)
- » Under Outgoing server (SMTP) where it says Use the following type of encrypted connection:

choose TLS from the dropdown menu.

- » Check the box next to Leave a copy of messages on the server.

10. Click OK11. Click Test Account Settings...12. When the tests have completed, click Close13. Click Next14. Click Finish15. Select/highlight the account you just created and click Set as Default16. Click Close