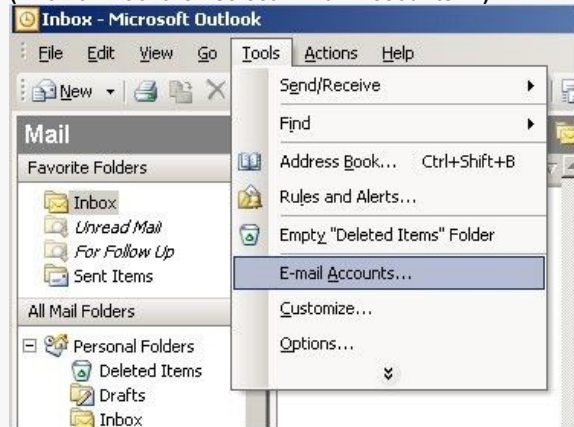


## Configuring an IMAP email account on Outlook

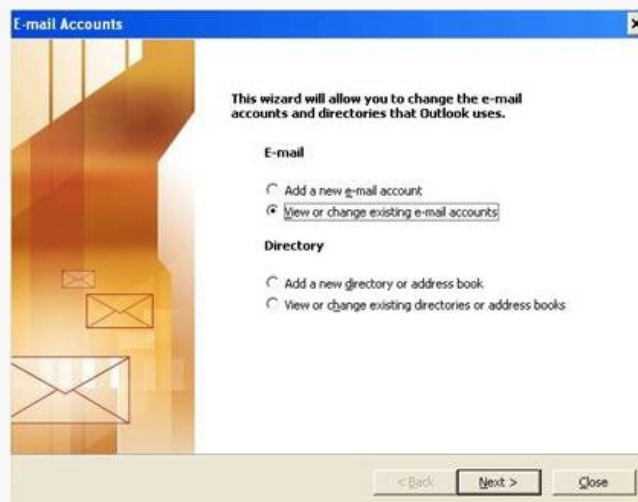
You will find within the following pages all the information and instructions necessary for configuring your new IMAP Email account in Outlook. Although some screens may differ depending on the version of Outlook you are using, the steps to follow and the required data to provide will remain the same.

Click on the **Tools** drop-down menu at the top of the screen, and then choose **E-mail Accounts**

(Click on Tool then select E-mail Accounts... )

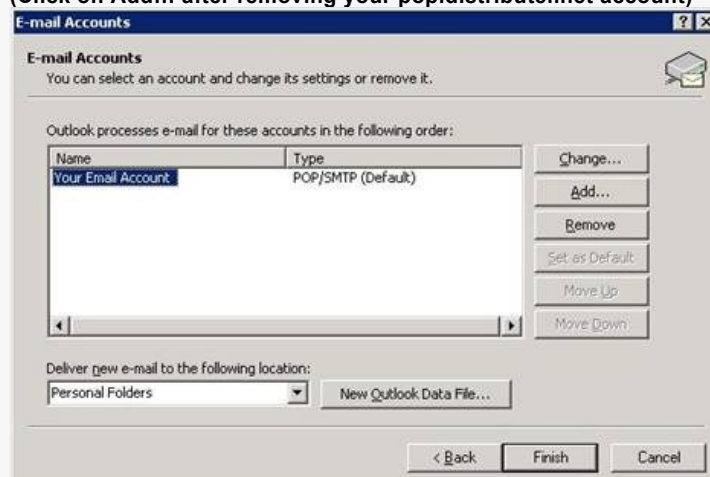


In the first screen (seen below) select **View or change existing e-mail accounts**.



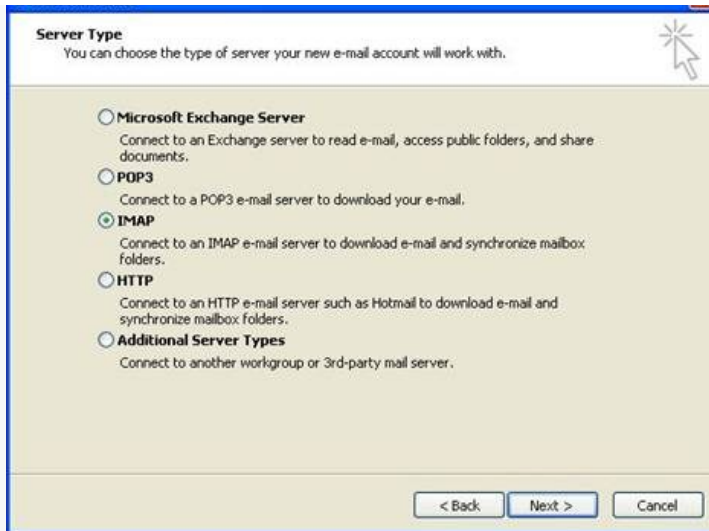
In the Internet Accounts window, if you had a Distributel POP email account (pop.distributel.net) **Remove** it, then click on the **Add** button, and choose **Mail**. If you did not have a Distributel POP email account simply click on the **Add** button and choose **Mail**.

(Click on Add... after removing your pop.distributel.net account)



Your new email account is an **IMAP email account** therefore chose **IMAP as server type**.





Once you have reached the Email Configuration Wizard you will now have to provide the **adequate information in all of the required fields** in order for your new IMAP email account to work properly. We recommend you double-check in order to **avoid any errors or typos for they may render your email account unusable**.

**Your Name:** this is the name that will be displayed on your correspondent's screen upon reception of your email. You can choose any display name you wish even if Your Name is usually recommended

**E-mail Address:** this is the email that we provided you and should resemble **AccountName@distributed.net**

**Incoming Mail Server:** this is the server to which you connect in order to receive your email. Your incoming mail server is an **IMAP server** and its address is : **imap.distributed.net**

**Outgoing Mail Server:** this is the server that will take care of sending your emails. The SMTP server always **depends on the Internet Service Provider you are using** as you are sending your email. While on Distributed's internet connection the SMTP server is: **smtp.distributed.net**

**User Name:** This is where you have to fill in your **complete e-mail address**.

**Password:** this is the password for your email account. It was provided to you when your account was created. If you lost your password you can call Customer Support to retrieve it.



Be sure to leave "**Log on using Secure Password Authentication (SPA)**" unchecked for it will render your **IMAP email account unusable**.

You can choose to **check "Remember Password"** in order to quickly receive your emails without having to provide your password on every connection attempt.

Once you've filled in your account informations click on "**More Settings**"

Click on the Outgoing Server tab and check "**My outgoing server (SMTP) requires authentication**" and **click on OK**



Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Your new IMAP email account is now configured.**