

Outlook Email Support & Setup

Step-by-Step Guide: Outlook for Windows Email Setup

First you will want to have Outlook downloaded on your device and ready to configure.

You can get Outlook [here](#), or click on the image to the right to go to the download directly.

Prior to completing below steps.. please be sure you:

Replace “JohnDoe@AAAAA.com” with your email address.



LET'S START!

1. After you Install "[Outlook](#)" for windows, have your username, passwords and website domain ready.
2. Launch the "[Outlook](#)" program by Clicking on the icon
3. You should see the "[Welcome to Outlook](#)" screen
4. Enter "[Your Full Email Address](#)" (example: shannan@yourdomain.com)
5. On that screen click the "[Check Box](#)" "[Setup Account Manually](#)"
6. Click "[Connect](#)"
7. The screen will let you know "[We're Getting Things Ready](#)"
8. Next it will ask you "[Choose Account Type](#)"
9. Choose "[IMAP](#)"
10. Next you will see a screen with "[Incoming Mail](#)" & "[Outgoing Mail](#)" settings
11. Incoming Server Settings Screen (these fields will not automatically populate, please have them handy)
 - o [Incoming Server Settings](#)
 - o [Server:](#) *(type in)* [mail.spectrumnetcpanel.com](#)
 - o [Encryption Method:](#) *(dropdown)* Choose "[None](#)"
 - o [Authentication:](#) *(checkbox)* "[Keep Blank](#)"
 - o [Port:](#) *(type in)* "[143](#)"
12. Outgoing Server Settings screen will appear (these fields will not automatically populate, please have them handy)
 - o [Outgoing Server Settings](#)
 - o [Server:](#) *(type in)* [mail.spectrumnetcpanel.com](#)
 - o [Encryption Method:](#) *(dropdown)* Choose "[None](#)"
 - o [Authentication:](#) *(checkbox)* "[Keep Blank](#)"
 - o [Port:](#) *(type in)* "[587](#)"
13. Click "[Next](#)"
14. Enter your "[Password](#)" & click "[Connect](#)"
15. Your Account Setup is Complete Click "[OK](#)"
16. Your Setup is complete and should start receiving email.

If you will be using our webmail with Outlook and would like to change account settings for email sent items on the server or purge upon deletion settings.....

- o Go to "[File](#)"
- o "[Account Settings](#)" *(click drop down)*
- o Select "[Account Settings](#)" again *(drop down)*
- o You will see your account in the list, [double click](#) on it to open a window A button on the bottom right "[More Settings](#)" click it.
- o Go to the "[Advanced](#)" tab at the top
- o Near the bottom you will see "[Sent Items](#)" with a choice to "[Do not save copies of sent items](#)"
- o Next section you will see "[Deleted Items](#)" with a few choices. Check what you would like and click "[OK](#)"
- o Then "[Next](#)" – it will check your settings and after that is complete you can "[Close](#)" the windows.

.....and setup is complete!

If you are not receiving email and you would like to test your connection, you can go to:

- Click “File”
- Choose “Account Settings”
- Select “Account Settings” again (*drop down*)
- You will see **your email account** in the list, double click on it to open a window
- A button to the right “Test Account Settings”

If the test fails.... well then let’s check your settings!

- Leaving off from the last step above...
- A button on the bottom right “More Settings” click it.
- There are **three (3) tabs** at the top
- Go to the “General” tab
- Your “Full Email” should be in the first box
- Next tab is “Outgoing Server”
- The first checkbox should be checked “My outgoing server (SMTP) requires authentication”
- ...And the first choice under that should be selected “Use same settings as my incoming mail server”
- Everything else should be left blank
- The next tab at the top “Advanced”
- Incoming server (IMAP) Enter “143”
- Use the following type of encrypted connection “NONE”
- Outgoing server (SMTP) Enter “587”
- Use the following type of encrypted connection “NONE”
- Click “OK”
- “Test Account Settings”

If it still fails, please

Contact us (866) 773-2638 or

Email us support@spectrumnetdesigns.com

*****Welcome to Outlook*****



Spectrum Webmail | Online webmail access from anywhere and any browser in the world.
