

On your computer, click the Start Menu and select Control Panel.

### 2 Step 2

If using Windows XP, double-click the Mail icon.



Open the Control Panel



If using Windows Vista, Windows 7, or above, type Mail into the search box at the top-right of the Control Panel window to quickly find the Mail icon. Then, double-click it.

Control Panel )	•		<b>▼ </b> <sup>4</sup> 7	mail	×
Control Danel Home	Name	Category	_		
Classic View	🤍 Mail		)		
2199 J					
I I I I I I I I I I I I I I I I I I I					

Click Mail



Click the Email Accounts button.



**Click Email Accounts** 



Under the Email tab, click the New button to add your 1&1 email account.

Account Settings	×
E-mail Accounts You can add or remove an account. You can select an account and change its settings.	
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
New 🛠 Repair 🕋 Change 🔗 Set as Default 🗙 Remove 👚 🖶	
Name Type	
Close	2

**Click New** 



Select Manually configure server settings or additional server types and then click the Next button.

Add New Account		<b>—</b>
Auto Account Setup Connect to other s	<b>p</b> server types.	$\overset{*}{\swarrow}$
C 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 (S	5M5)	
Manually configure	re server settings or additional server types	
	< Back Next >	Cancel

Select Manually configure



Select the POP or IMAP type of account and then click the Next button.

🕐 Add New A	Account	×
Choose Ser	ervice	×,
۲	Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages.	
O	Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.	
O	Text Messaging (SMS) Connect to a mobile messaging service.	
0	Other         Connect to a server type shown below.         Fax Mail Transport	
	< Back Next > Car	ncel

Select Internet Email



- Enter Your Name. This is the name that will appear when others receive your email.
- Enter your 1&1 (IONOS) email address.
- Make sure that IMAP is selected from the Account Type drop-down box.
- Enter imap.ionos.com as the Incoming mail server.
- Enter smtp.ionos.com as the Outgoing mail server (SMTP)
- Enter your full 1&1(IONOS) email address as the User Name
- Enter the email account's password.
- Check the box for Remember password if you do not want to enter your password every time you check or send mail from this account.
- Click the More Settings button.

Add Account POP and IMAP Account Set	ttings	×
Enter the mail server setting	ngs for your account.	12 million
User Information		Test Account Settings
Your Name:	John Smith	We recommend that you test your account to ensure that
Email Address:	john.smith@youtestme.com	the entries are conect.
Server Information		To the Associated Contribution of
Account Type:	IMAP 🗸	lest Account Settings
Incoming mail server:	imap.1and1.com	<ul> <li>Automatically test account settings when Next is clicked</li> </ul>
Outgoing mail server (SMTP):	smtp.1and1.com	
Logon Information		
User Name:	john.smith@youtestme.com	
Password:	******	Mail to keep offline: All
Re	emember password	<ul> <li>A state of the sta</li></ul>
Require logon using Secur (SPA)	e Password Authentication	More Settings
		< Back Next > Cancel

Enter the appropriate information and click More Settings



Select the Outgoing Server tab from the top of the new window that opens.

Internet E-mail Settings	
General Outgoing Server Advanced	
Mail Account	
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"	
account@1and1help.com	
Other User Information	
Organization:	
Reply E-mail:	
	1
OK Cancel	J

Select Outgoing Server



Check the box for My outgoing server (SMTP) requires authentication and ensure that Use same settings as my incoming mail server is selected.

Next, click the Advanced tab at the top of the window.

Internet E-mail Settings
General Outgoing Server Advanced
✓ My outgoing server (SMTP) requires authentication
Ose same settings as my incoming mail server
C Log on using
User Name:
Password:
Remember password
Require Secure Password Authentication (SPA)
OK Cancel
Cancer

**Click Advanced** 

Enter port 993 as the Incoming server (IMAP) port and ensure that SSL is chosen from the following type of encrypted connection drop-down box.

Enter port 587 as the Outgoing server (SMTP) port and choose TLS from the drop-down box next to Use the following type of encrypted connection.

Click the OK button to save your settings.

Internet Email Settings			
General Outgoing Server Advanced			
Server Port Numbers			
Incoming server (IMAP): 993 Use Defaults			
Use the following type of encrypted connection:			
Outgoing server (SMTP): 25			
Use the following type of encrypted connection: Auto			
Server Timeouts			
Short 💶 Long 1 minute			
Folders			
Root folder path:			
Sent Items			
Do not save copies of sent items			
Deleted Items			
Mark items for deletion but do not move them automatically			
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.			
Purge items when switching folders while online			
OK Cancel			

Enter the information and click OK



Click the Next button.

Add New Account		
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acc	ount working.
User Information		Test Account Settings
Your Name:	John Smith	After filling out the information on this screen, we
E-mail Address:	account@1and1help.com	below. (Requires network connection)
Server Information		Tast Assount Cattions
Account Type:	IMAP 💌	Test Account Settings
Incoming mail server:	imap.1and1.com	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	smtp.1and1.com	
Logon Information	·,	
User Name:	account@1and1help.com	
Password:	******	
A 💟	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

Click Next



If the test fails, go through the previous steps and double-check all of your settings in Outlook. If the test is successful, click the Close button.

Add New Accord	punt	X
Internet E-ma Each of the	ail Settings ese settings are required to get your e-mail account working.	×
User Informat	ion Test Account Settings	、 、
Your Name:	Test Account Settings	e
E-mail Address:	Congratulations! All tests completed successfully. Click Close to continue. Stop	button
Server Inforn	Close	
Account Type:		
Incoming mail se	Tasks Errors	t button
Outgoing mail se	Tasks Status	
Logon Inform	Log onto incoming mail server (IMAP)     Completed     Completed	
User Name:	Completed	
Password:		
Require logor	using Secure Password Authentication (SPA)	Settings
	<back next=""> (</back>	Cancel

**Click Close** 



Click the Finish button.



Click Finish



Click the Close button to close the Account Settings window.

Account Settings	
E-mail Accounts You can add or remove an account. You can select a	an account and change its settings.
E-mail Data Files RSS Feeds SharePoint Lists Intern	net Calendars Published Calendars Address Books
Name	
account@1and1help.com	IMAP/SMTP (send from this account by default)
Selected account delivers new messages to the following l	ocation:
account@1and1help.com\Inbox in data file C:\Users\danafer\\Micro	: osoft\Outlook\account@1and1help.com.pst
	Close

Click Close



Click the Close button to close the Mail Setup window.



Click Close

You may now launch Outlook from the Start menu and begin writing and checking your mail!



Once you have added the company email, you need to add the company signature to it.

- 1. Go to File/Options...
- 2. Inside the options window, click on the "Mail" tab and then click Signatures...

Outlook Options		?	×
General	Change the settings for messages you create and receive.		-
Mail			
Calendar Co	mpose messages		
People	Change the editing settings for messages.	Editor Options	
Tasks	Compose messages in this format:		
Search -			
Language	ABC Always check spelling before sending	and Autocorrect	
Ease of Access	Ignore original message text in reply or forward		
Advanced	Create or modify signatures for messages.	Sig <u>n</u> atures	
Customize Ribbon			
Quick Access Toolbar	Use stationery to change default fonts and styles, colors, and backgrounds.	onery and <u>F</u> onts	
Add-ins			
Trust Center Ou	utlook panes		
	Customize how items are marked as read when using the Reading Pane.	<u>R</u> eading Pane	
Me	essage arrival		
5	When new messages arrive:		
	Briefly c <u>h</u> ange the mouse pointer		
	Show an envelope icon in the taskbar		
	✓ Display a Desktop Alert		
	Enable preview for <u>Rights</u> Protected messages (May impact performance)		
Со	onversation Clean Up		
	×		-
		OK Cano	el .



Signatures and Stationery	?	×				
E-mail Signature Personal Stationery						
Sele <u>c</u> t signature to edit Choose default signature						
YTM E-mail account: milan.roncevic@youtestme.co	n	$\sim$				
New <u>m</u> essages: YTM		$\sim$				
Replies/ <u>f</u> orwards: YTM		$\sim$				
Delete New Save Rename						
Edi <u>t</u> signature						
Tahoma $\checkmark$ 7.5 $\checkmark$ B       I	<b>A</b>					
		^				
Milan Roncevic   Marketing and Sales Manager   YouTestMe						
Phone: +1 647 5586 199						
voutestme						
		~				
ОК	Ca	ncel				

- 3. Click on New and define the name of your company signature
- 4. In the Edit signature box, copy YouTestMe or Malloc Inc official email signatures

John Doe | Job Title | YouTestMe john.doe@youtestme.com Phone:+1 647 5586 199 https://www.youtestme.com/



John Doe | Job Title | Malloc Inc. john.doe@mallocinc.com Phone:+1 647 5586 199 www.mallocinc.com



## 17 SetingUp AutoArchive in Outlook

The necessary instructions on how to set up auto archiving can be seen in this video: <a href="https://owncloud.youtestme.com/owncloud/s/6xgEERIMH9po3Cg">https://owncloud.youtestme.com/owncloud/s/6xgEERIMH9po3Cg</a>



## **18 Troubleshooting**

#### 18.1 Outlook won't connect to my YouTestMe email account

If the settings in the steps above didn't help you connect Outlook to your YouTestMe email account, try with the settings in the table below.

First, try to set up Outlook using IMAP.

#	Setting	ΙΜΑΡ	POP3
1.	Incoming Server	imap.ionos.com	pop.1and1.co.uk
2.	Port with SSL enabled	993	995
3.	Outgoing Server (SMTP)	smtp.ionos.com	auth.smtp.1and1.co.uk
4.	Outgoing port with TLS enabled	587	587
5.	Outgoing server requires authentication (user name and password)?	Yes	Yes

#### **18.2 Outlook stopped receiving new emails**

Sometimes Outlook stops receiving new emails even though there are no errors in send/receive. If this occurs, go to Task Manager and in Processes tab end Outlook.exe process. When this process is gone, start the Outlook again and it should start receiving emails again.