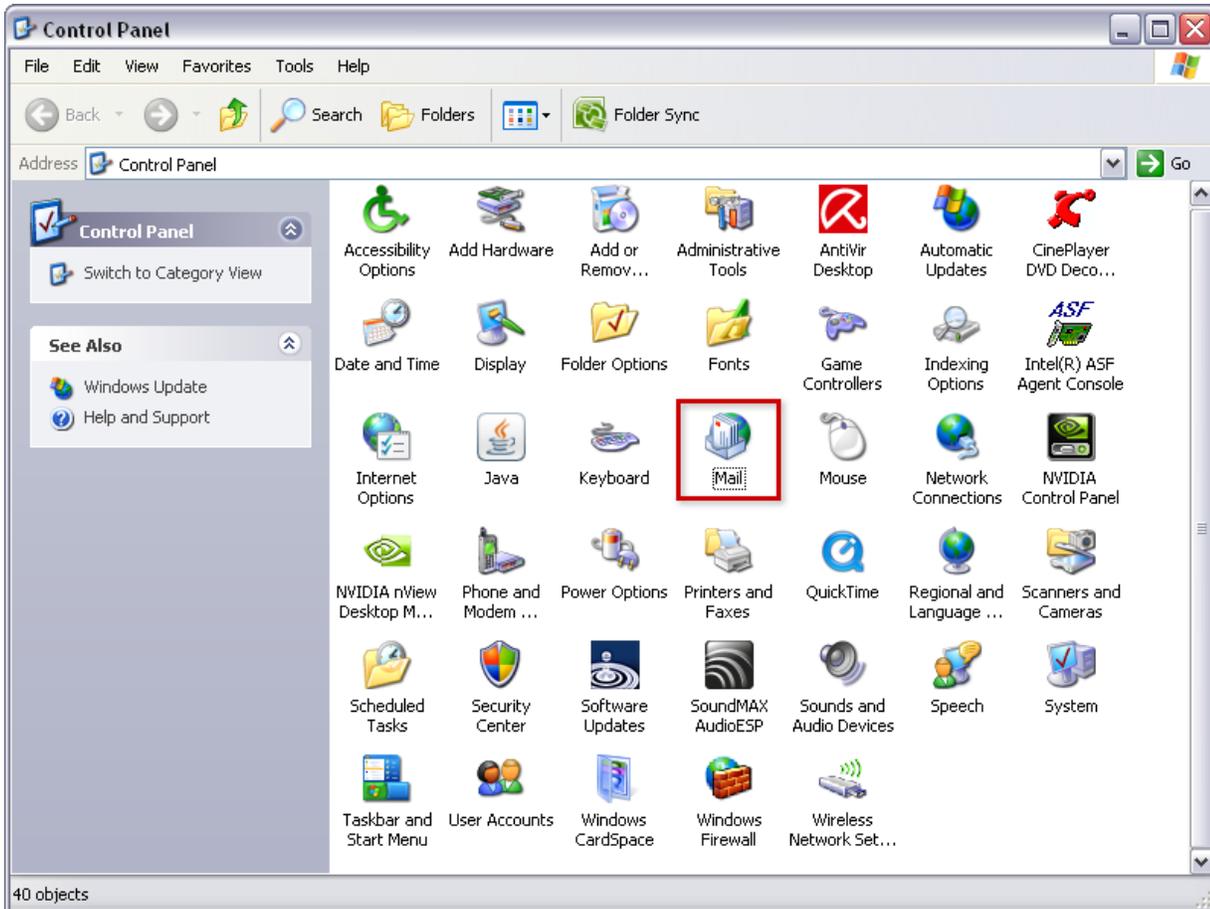


1 Step 1

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

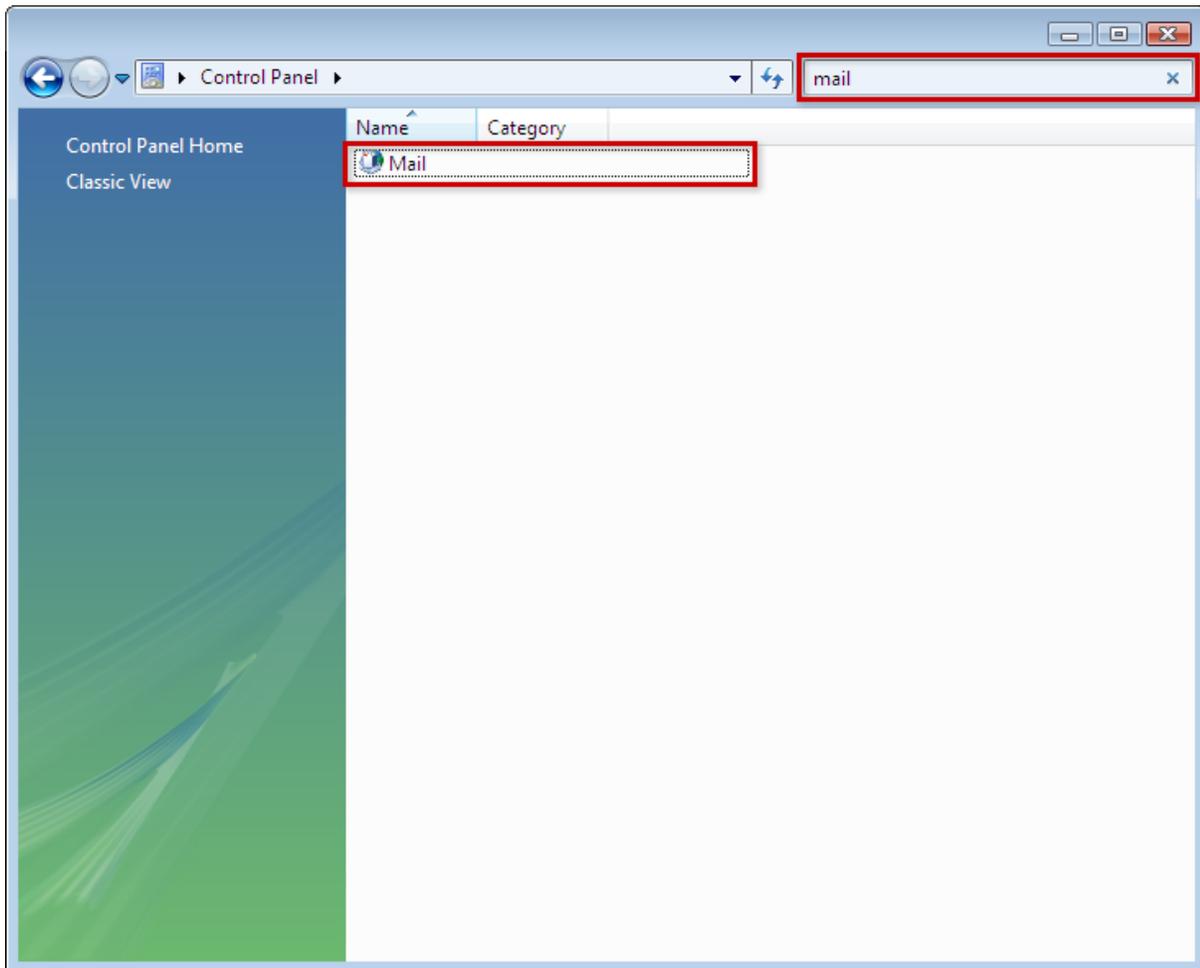
2 Step 2

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



Open the Control Panel

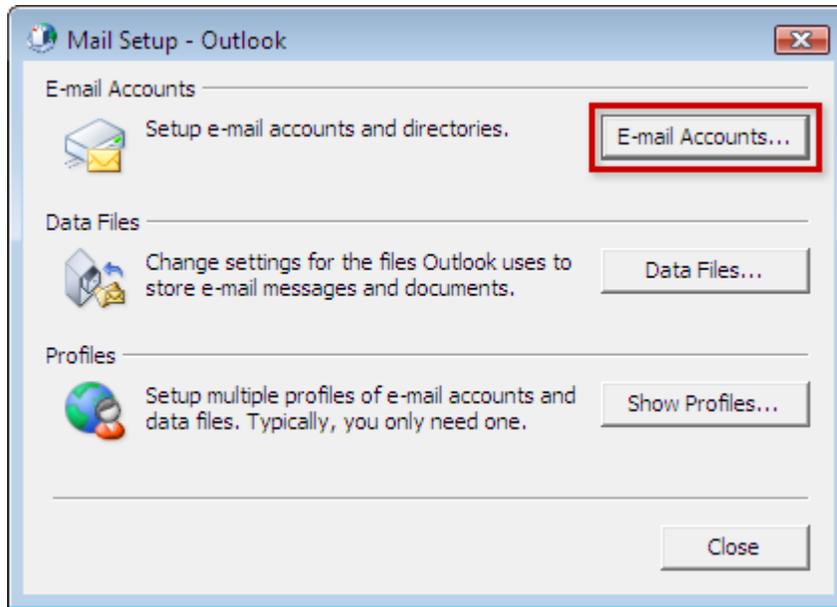
If using Windows Vista, Windows 7, or above, type Mail into the search box at the top-right of the Control Panel window to quickly find the Mail icon. Then, double-click it.



Click Mail

3 Step 3

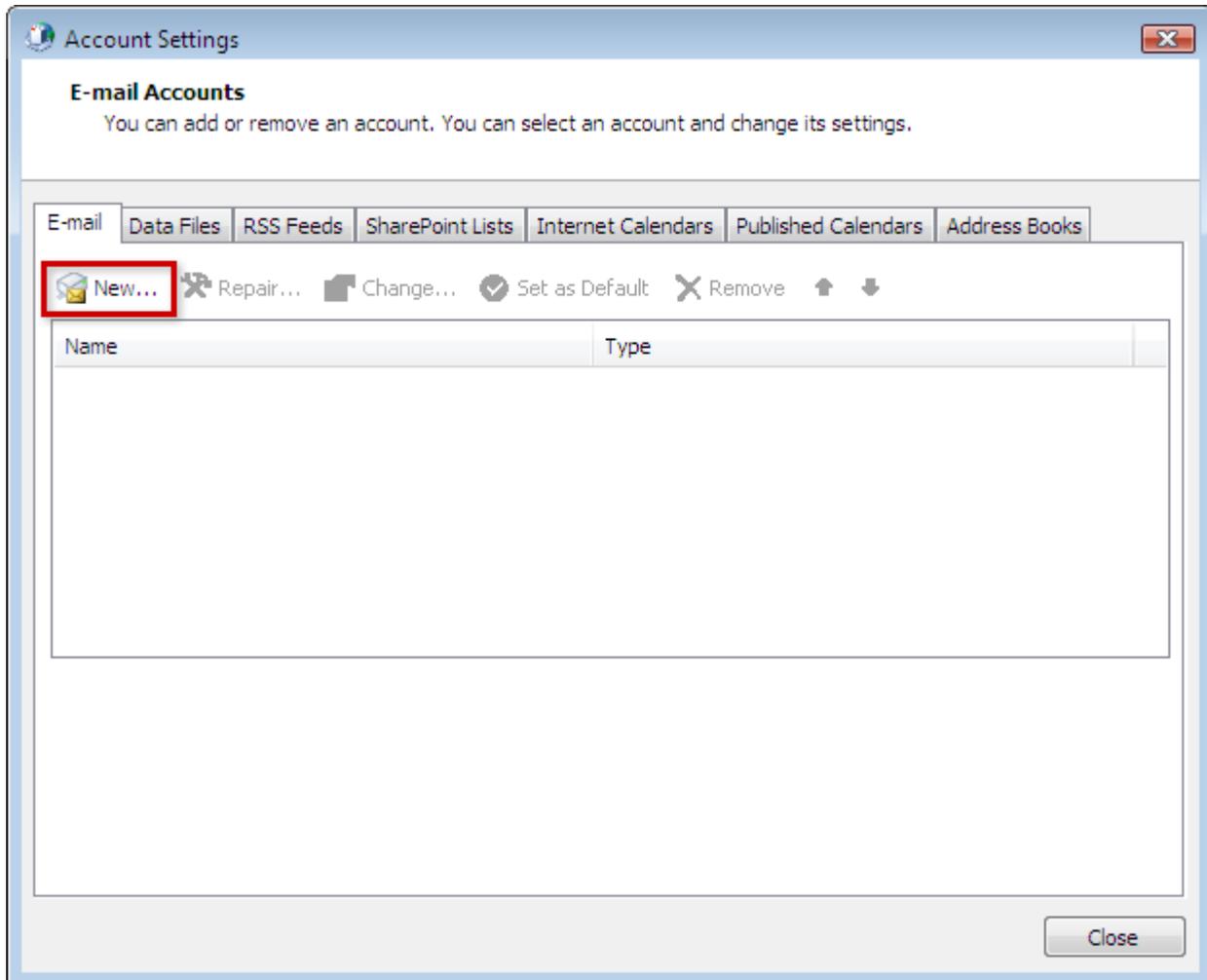
Click the Email Accounts button.



Click Email Accounts

4 Step 4

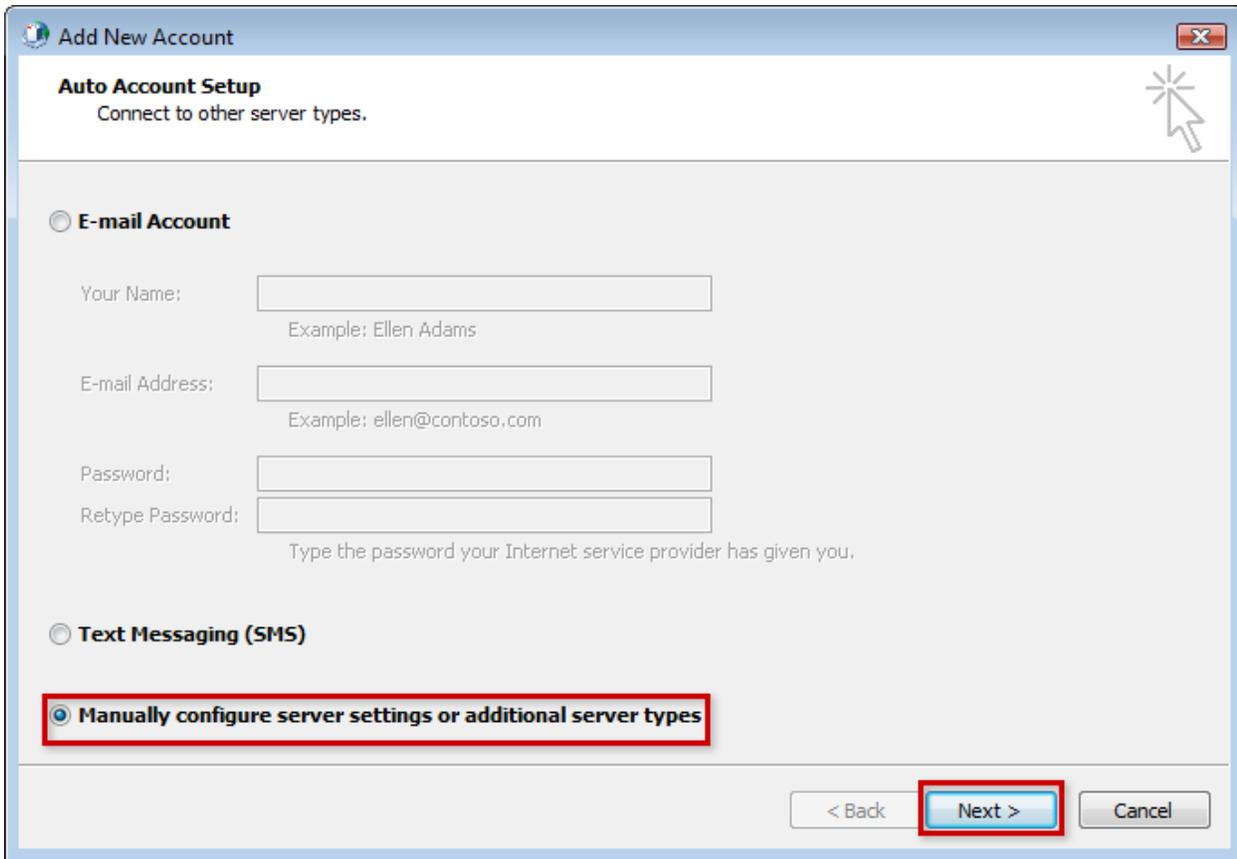
Under the Email tab, click the New button to add your 1&1 email account.



Click New

5 Step 5

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



Add New Account

Auto Account Setup
Connect to other server types.

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 (SMS)

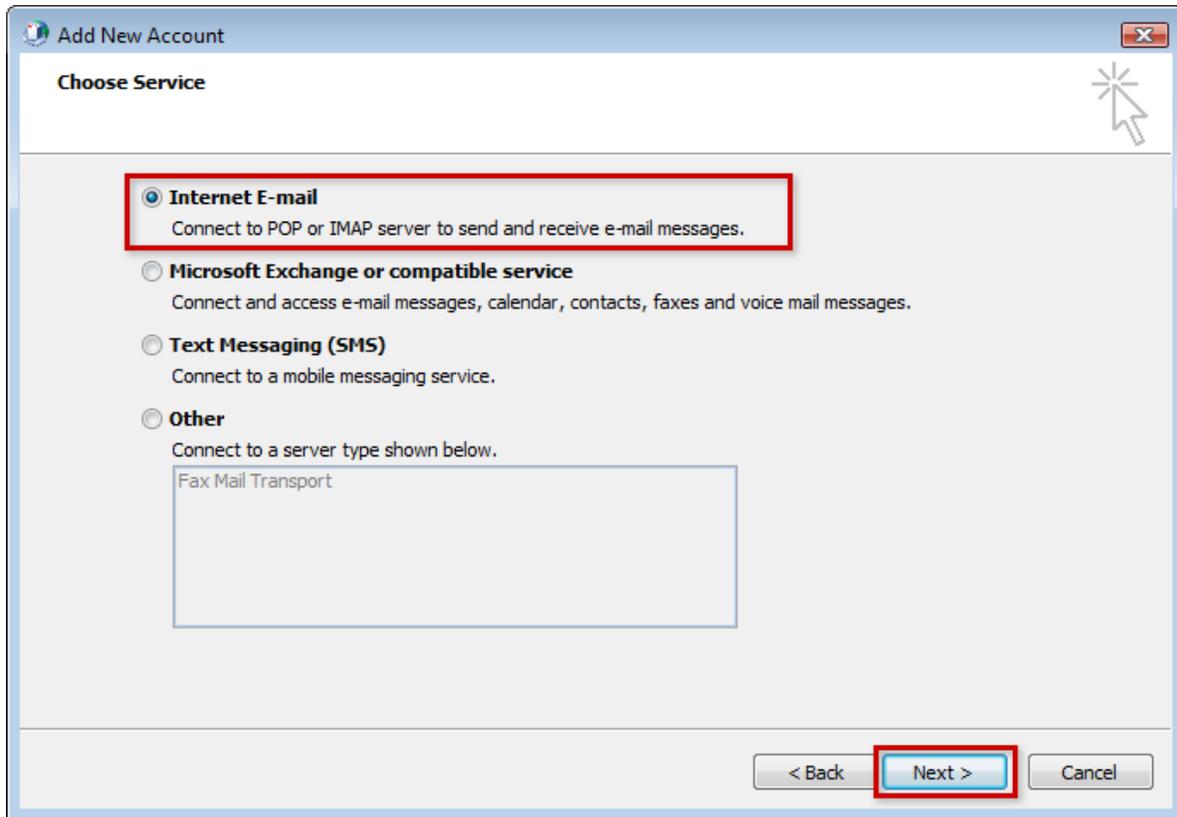
Manually configure server settings or additional server types

< Back **Next >** Cancel

Select Manually configure

6 Step 6

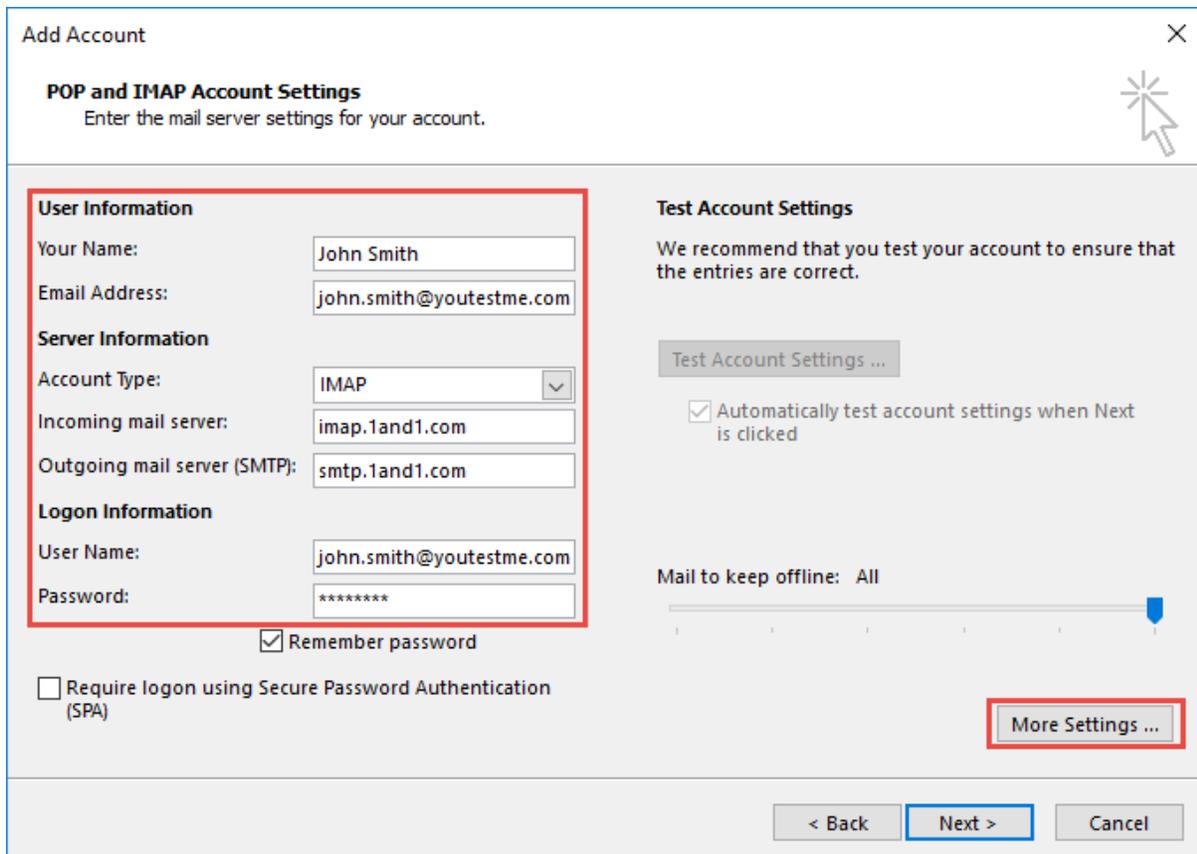
Select the POP or IMAP type of account and then click the Next button.



Select Internet Email

7 Step 7

- 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.

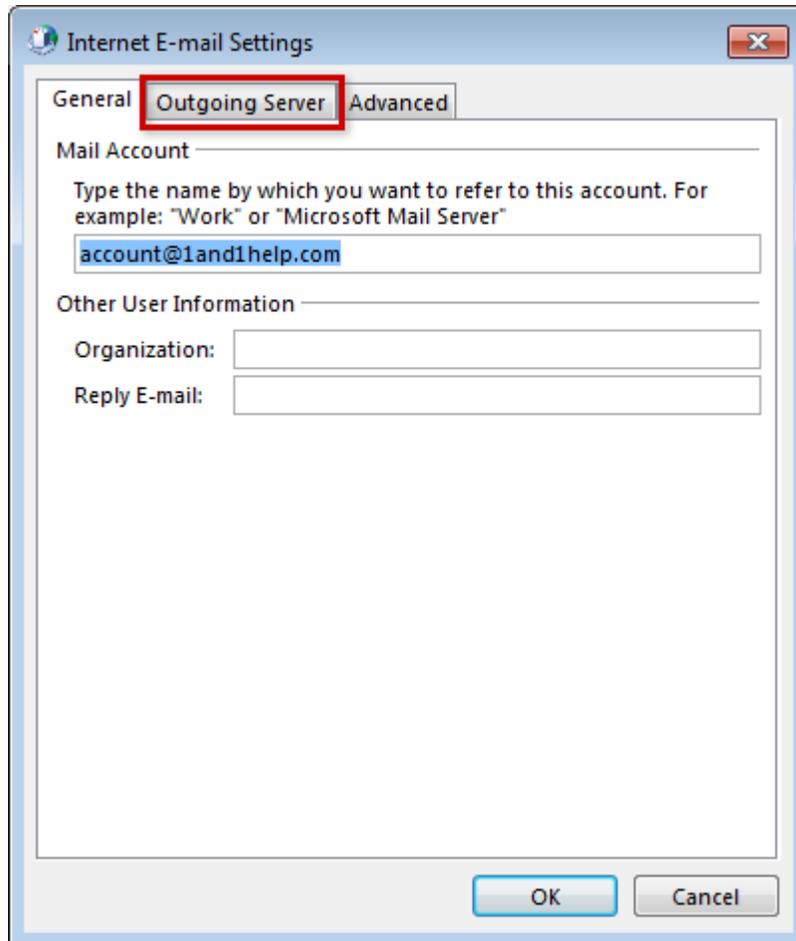


The screenshot shows the 'Add Account' dialog box in Outlook, specifically the 'POP and IMAP Account Settings' section. The dialog is titled 'Add Account' and has a close button (X) in the top right corner. Below the title, it says 'POP and IMAP Account Settings' and 'Enter the mail server settings for your account.' There is a mouse cursor icon pointing to the right. The main area is divided into two columns. The left column contains several sections: 'User Information' with fields for 'Your Name' (John Smith) and 'Email Address' (john.smith@youtestme.com); 'Server Information' with a dropdown for 'Account Type' (IMAP), and fields for 'Incoming mail server' (imap.1and1.com) and 'Outgoing mail server (SMTP)' (smtp.1and1.com); and 'Logon Information' with fields for 'User Name' (john.smith@youtestme.com) and 'Password' (*****). Below these fields are two checkboxes: 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)' (unchecked). The right column is titled 'Test Account Settings' and contains a message: 'We recommend that you test your account to ensure that the entries are correct.' Below this is a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'. At the bottom of the right column is a 'Mail to keep offline: All' slider. At the bottom right of the dialog is a 'More Settings ...' button. At the very bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter the appropriate information and click More Settings

8 Step 8

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

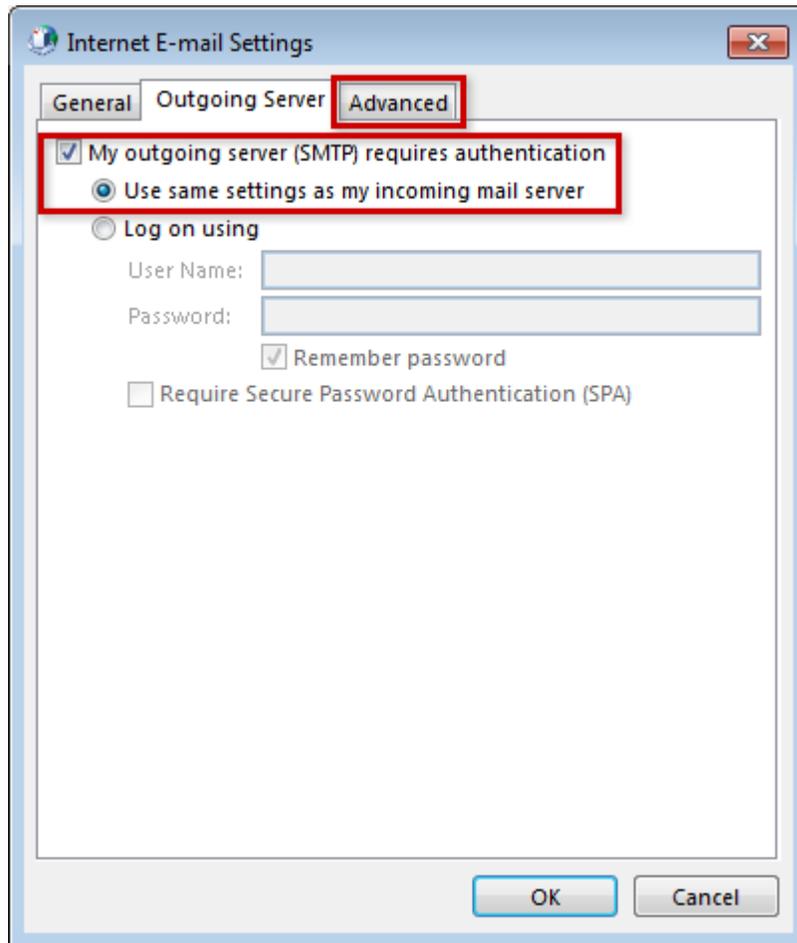


Select Outgoing Server

9 Step 9

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.



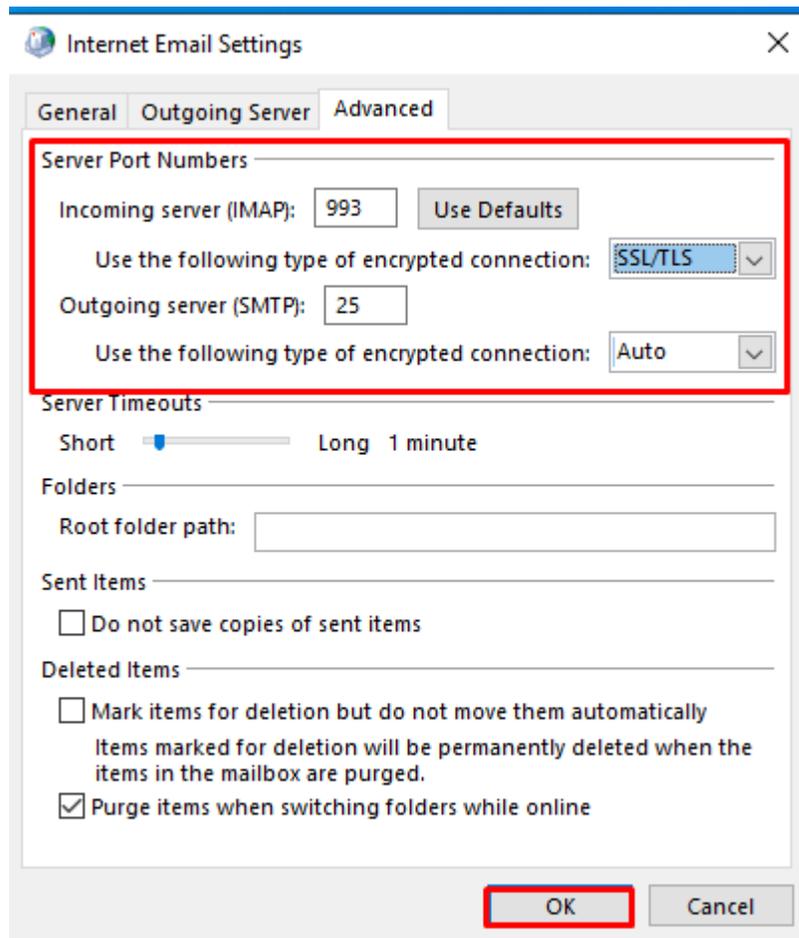
Click Advanced

10 Step 10

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.

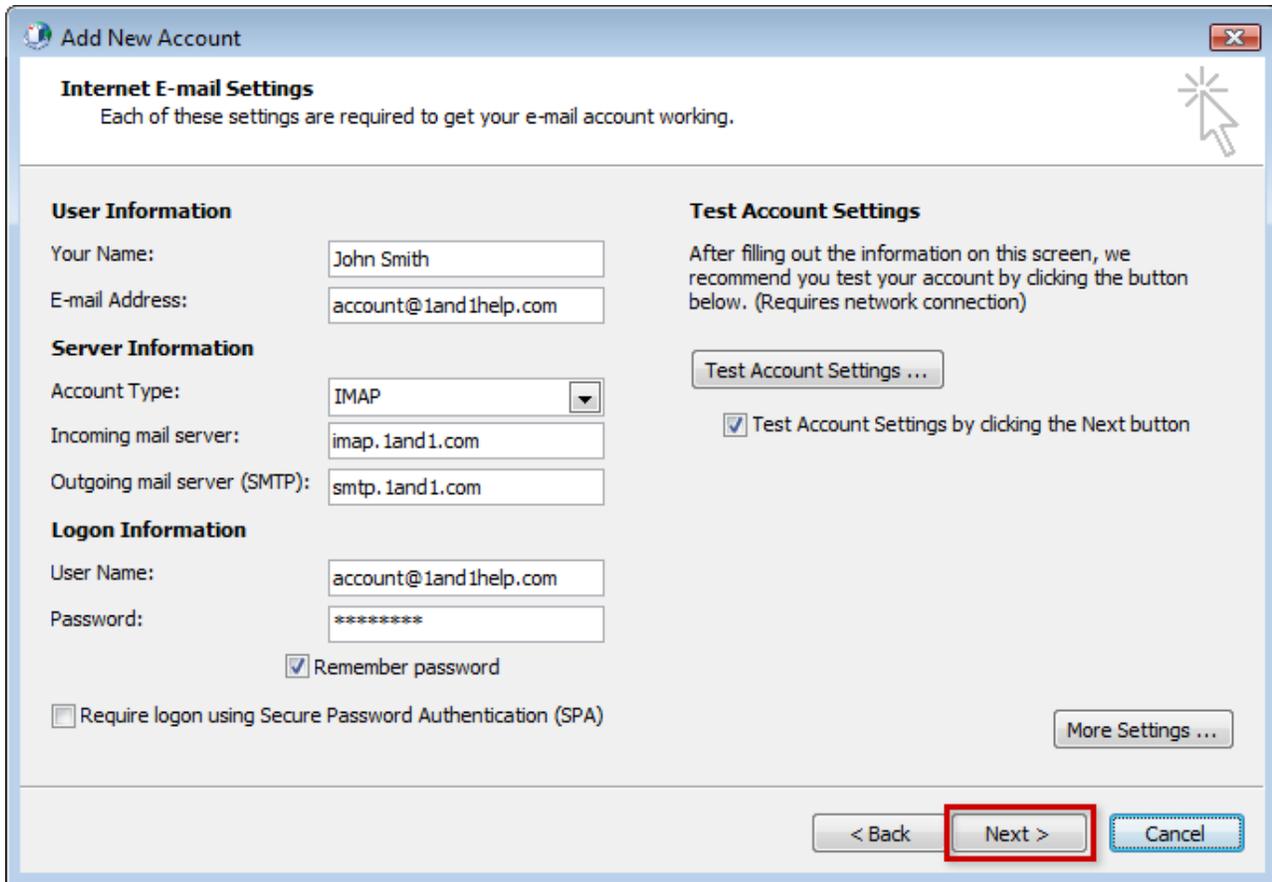
Click the OK button to save your settings.



Enter the information and click OK

11 Step 11

Click the Next button.



Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: John Smith
E-mail Address: account@1and1help.com

Server Information
Account Type: IMAP
Incoming mail server: imap.1and1.com
Outgoing mail server (SMTP): smtp.1and1.com

Logon Information
User Name: account@1and1help.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
 Test Account Settings by clicking the Next button

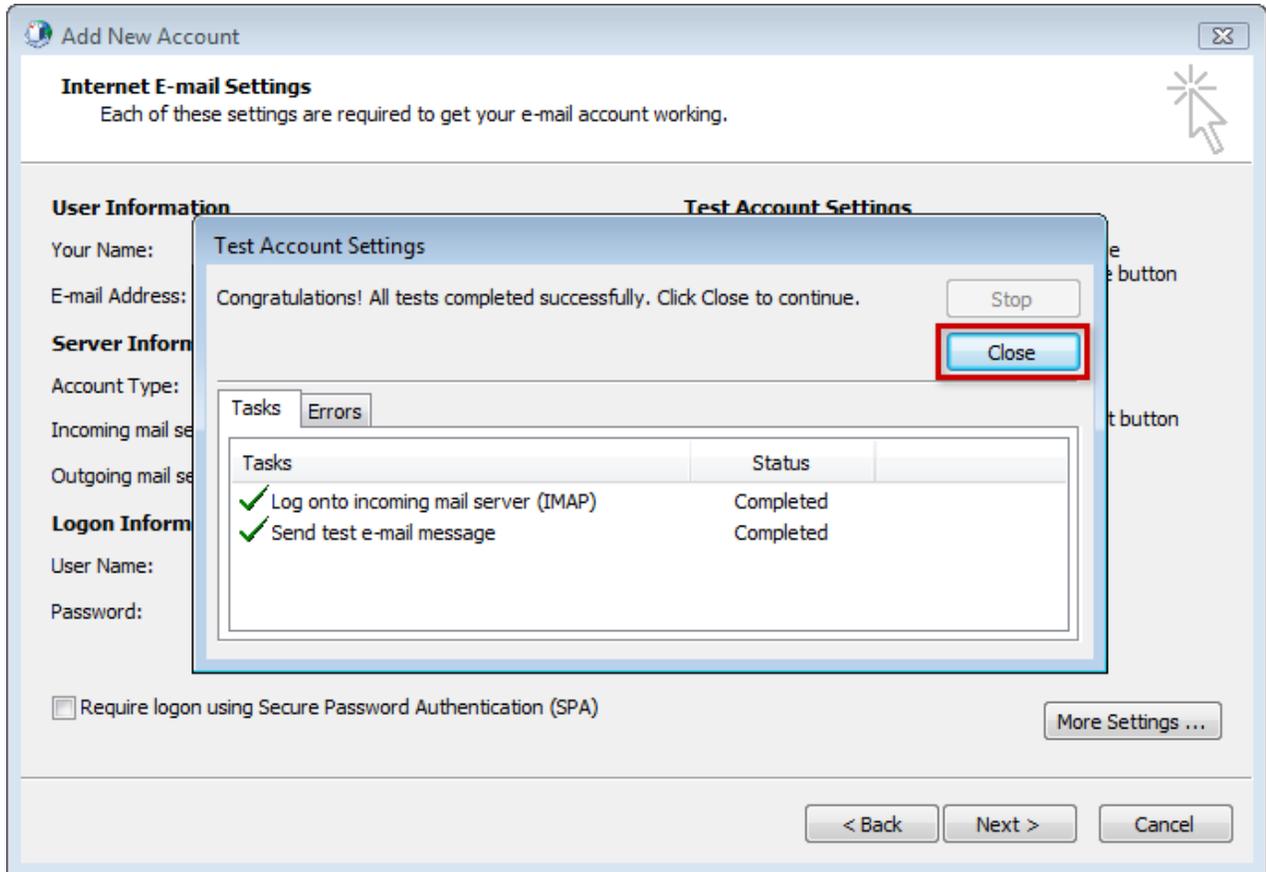
More Settings ...

< Back **Next >** Cancel

Click Next

12 Step 12

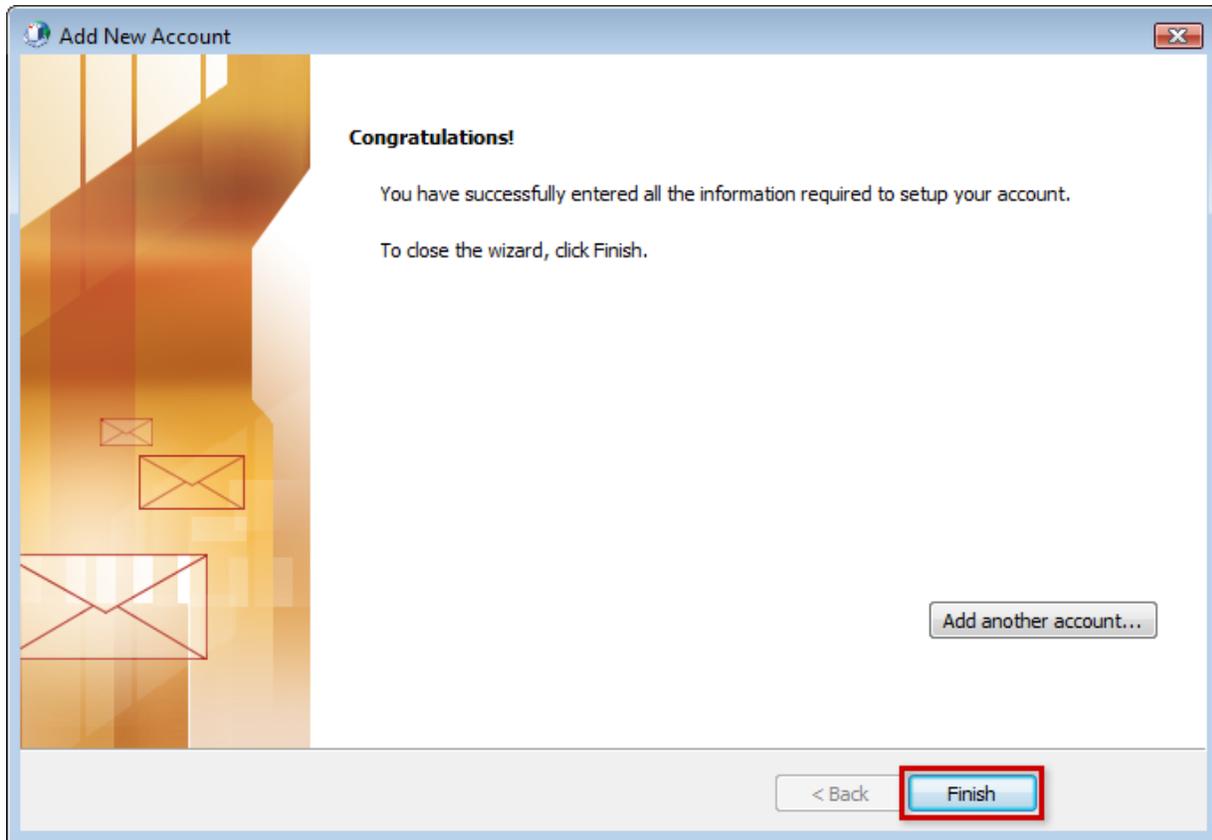
If the test fails, go through the previous steps and double-check all of your settings in Outlook. If the test is successful, click the Close button.



Click Close

13 Step 13

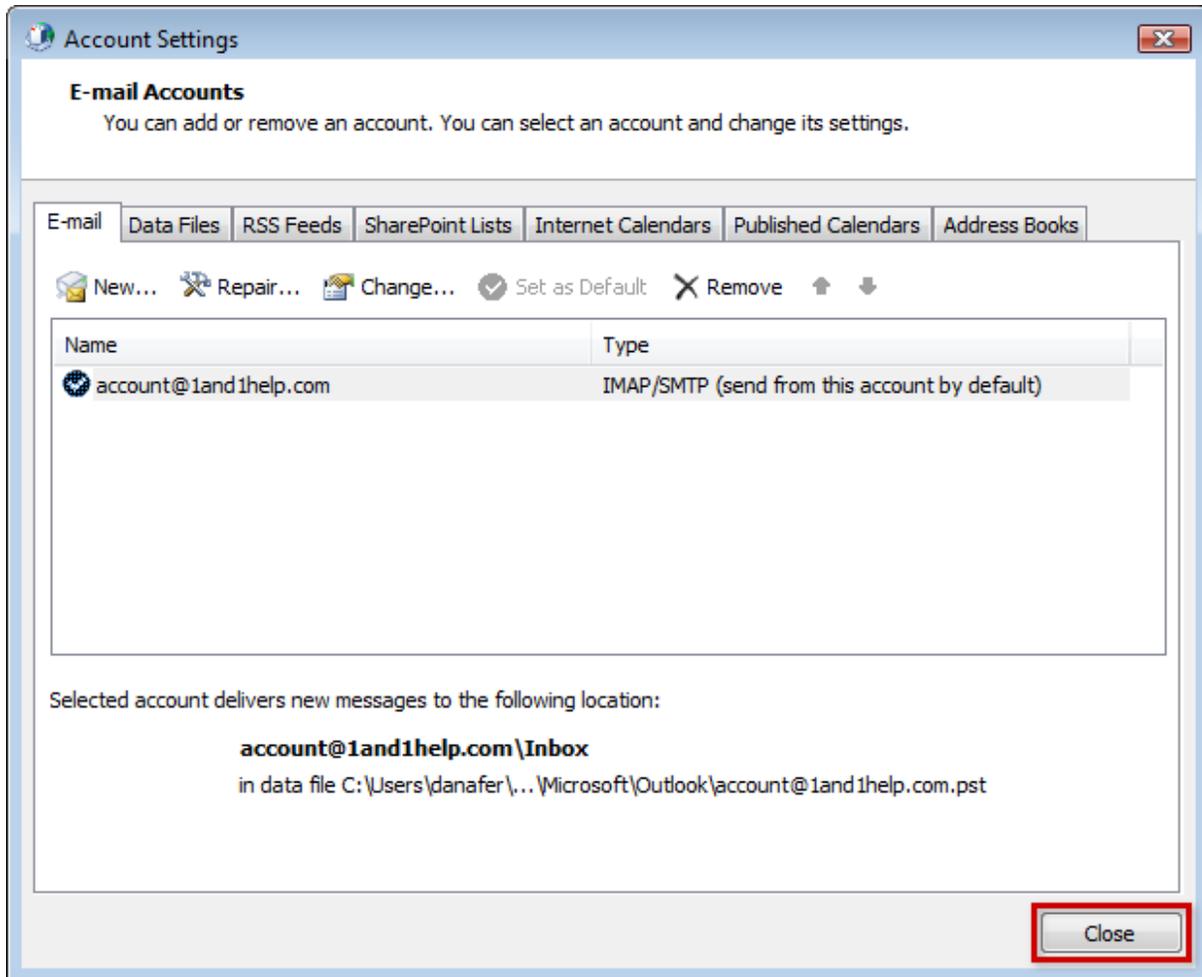
Click the Finish button.



Click Finish

14 Step 14

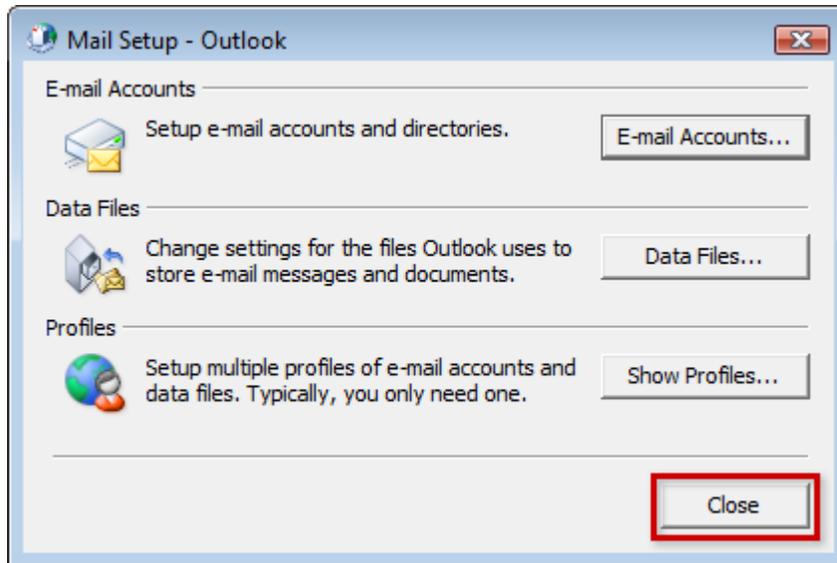
Click the Close button to close the Account Settings window.



Click Close

15 Step 15

Click the Close button to close the Mail Setup window.



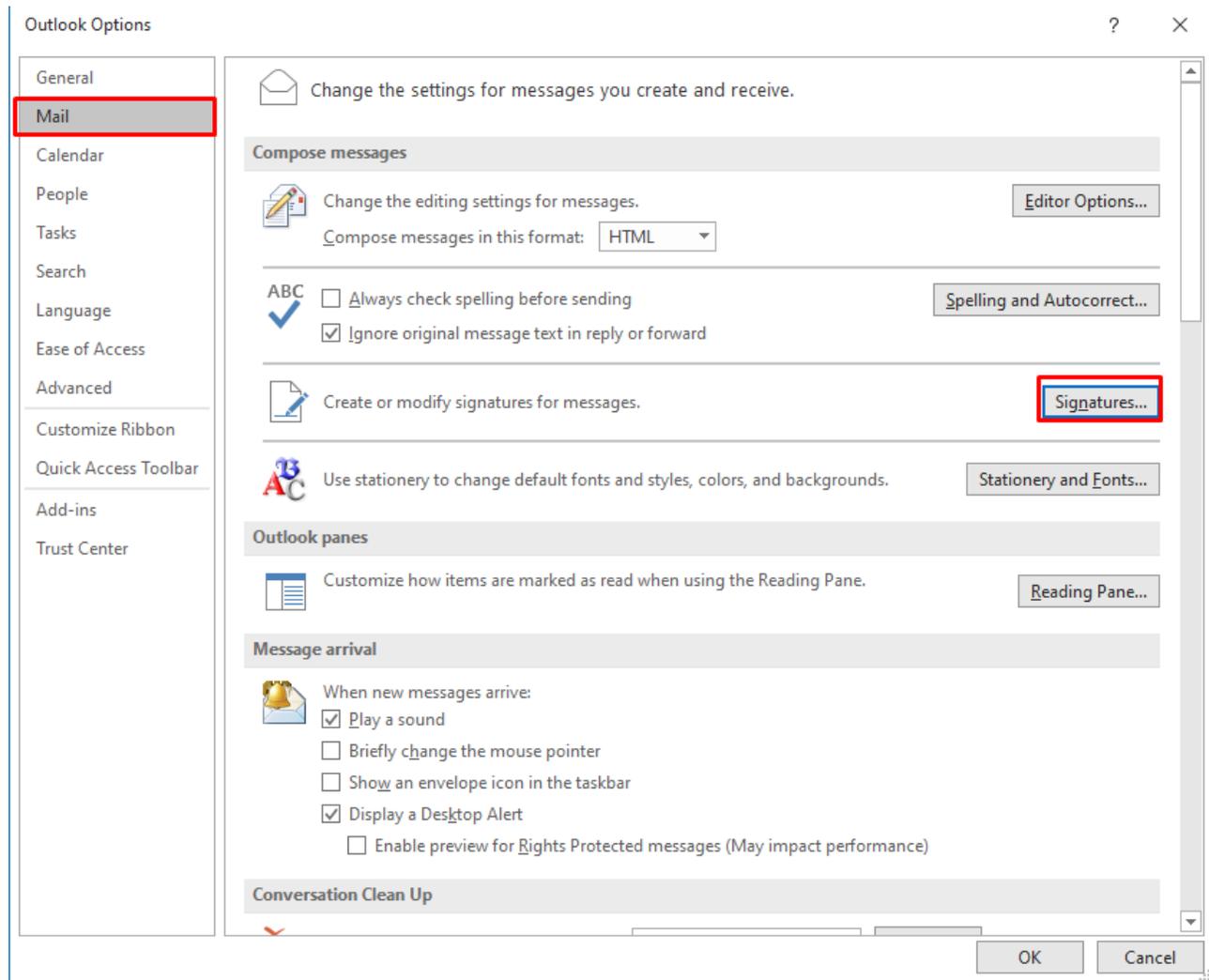
Click Close

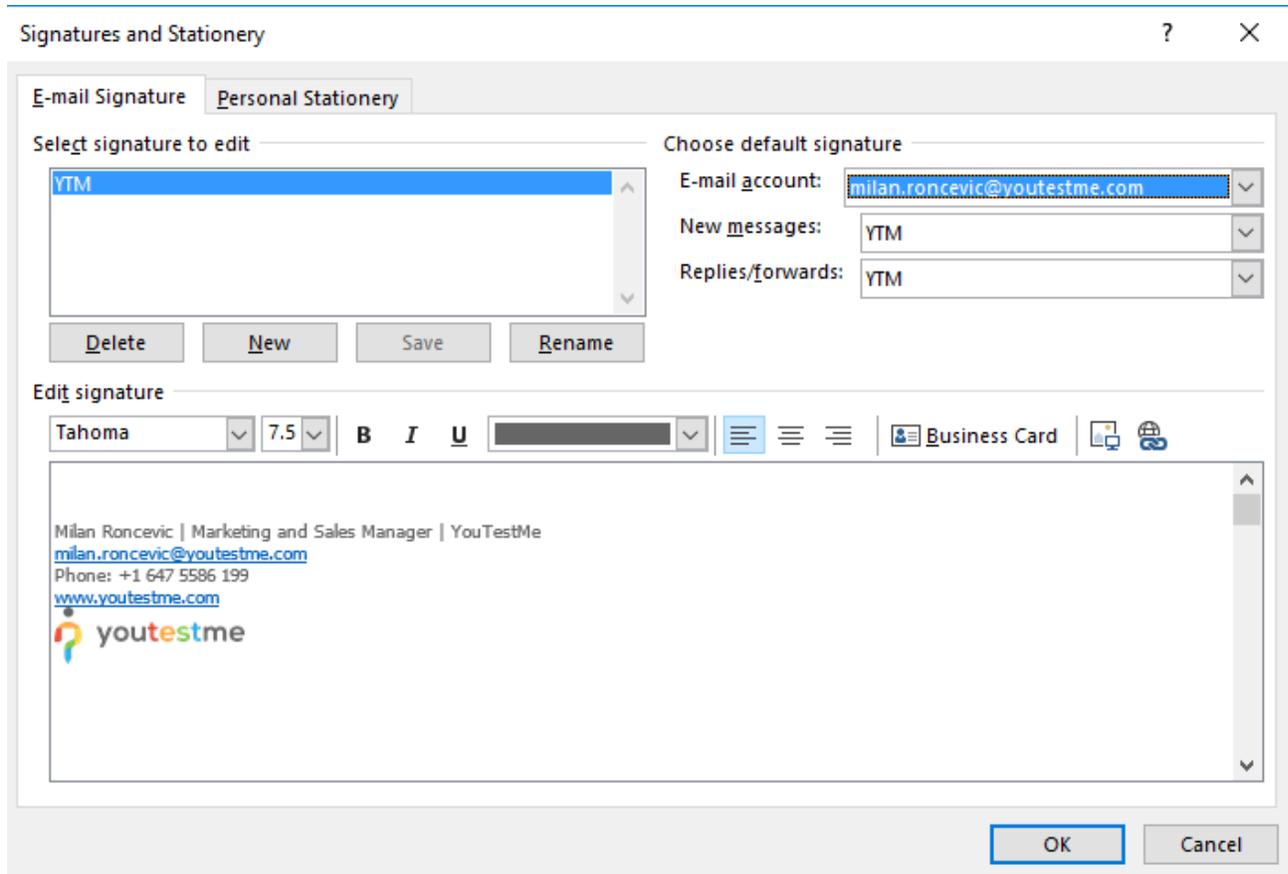
You may now launch Outlook from the Start menu and begin writing and checking your mail!

16 Step 16

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...**





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@malloccinc.com
Phone: +1 647 5586 199
www.malloccinc.com



17 Setting Up AutoArchive in Outlook

The necessary instructions on how to set up auto archiving can be seen in this video:

<https://owncloud.youtestme.com/owncloud/s/6xgEERIMH9po3Cg>

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	IMAP	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.