Setting Up Outlook

For Smartermail

Choose POP or IMAP for incoming Mail

POP

- POP accounts download and store a copy of email on each device. For example, if you POP an email to your phone and then delete it, it will still be on the computer.

IMAP

- IMAP accounts store mail on the CME email server and your mail program simply reads the mail on the server. This configuration is ideal if you are monitoring the email account with multiple devices. If you delete your mail from the phone, it is deleted on the server.

  The drawback to IMAP is that storage space for email is limited by the space available to your account on the email server.

IF YOU ARE USING MULTIPLE DEVICES TO CHECK YOUR EMAIL, you are usually better off using IMAP so that all your devices are looking at the same email messages.
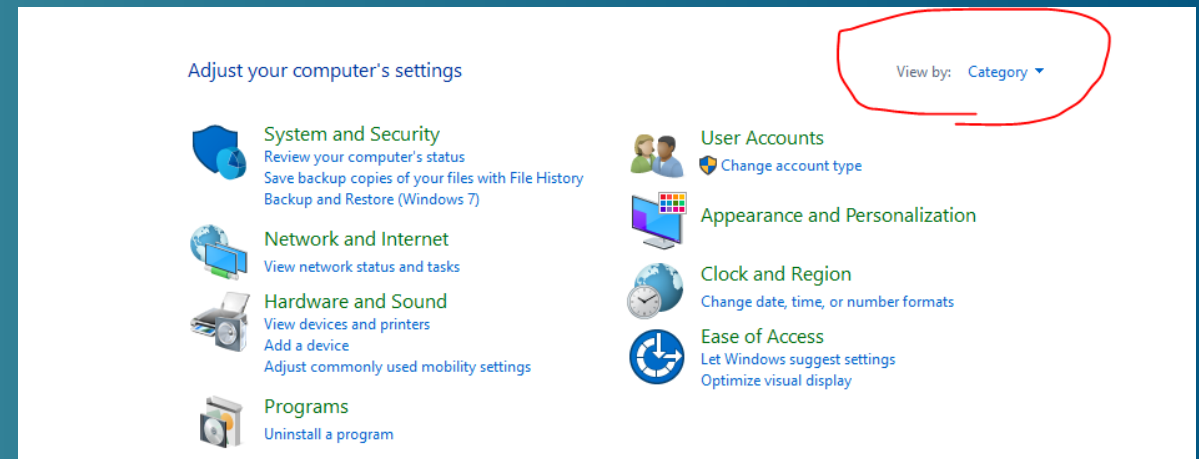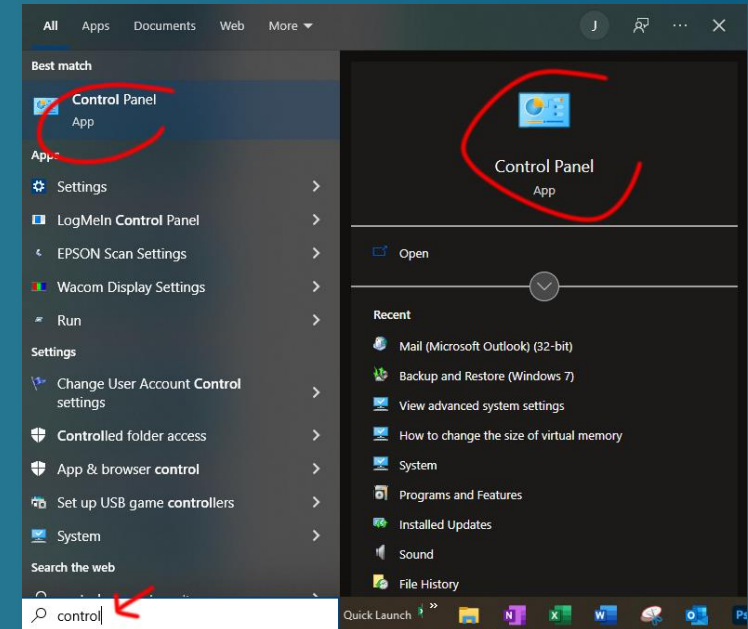
Every version of Outlook is different

- Outlook 2013 and older

  - OUTLOOK 2013: https://help.one.com/hc/en-us/articles/115005586529-Setting-up-Microsoft-Outlook-2013

- Outlook 2016 and newer, follow the instructions in this document.
  - The newer versions of make it easier to set up Microsoft email, but harder to set up other accounts – like Smartermail.
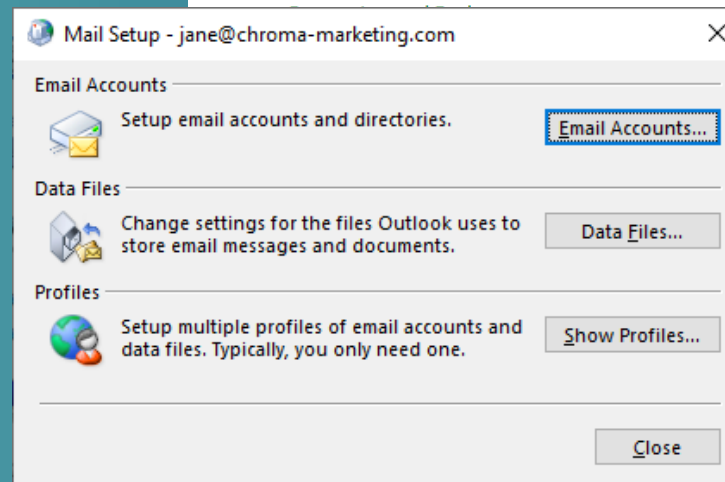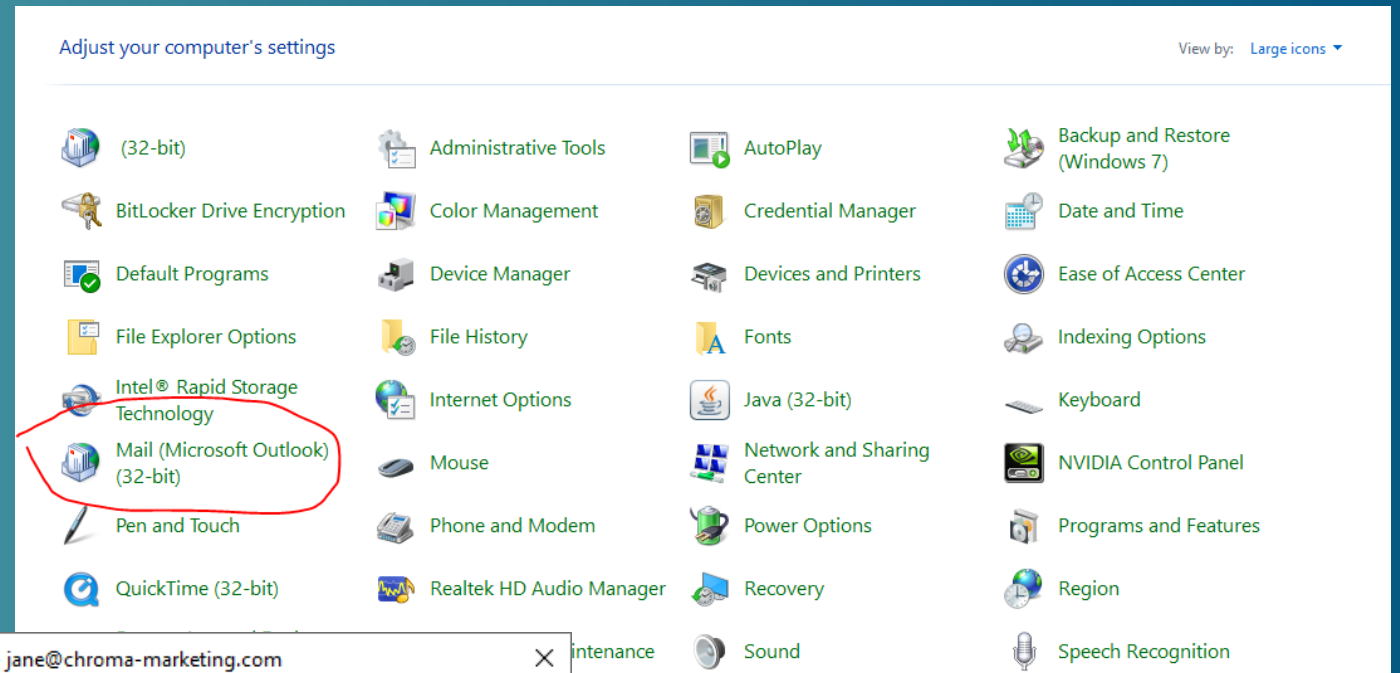
Control Panel

- Make sure Outlook is closed

- Search for the Control Panel

- Click where you see it in the search results.

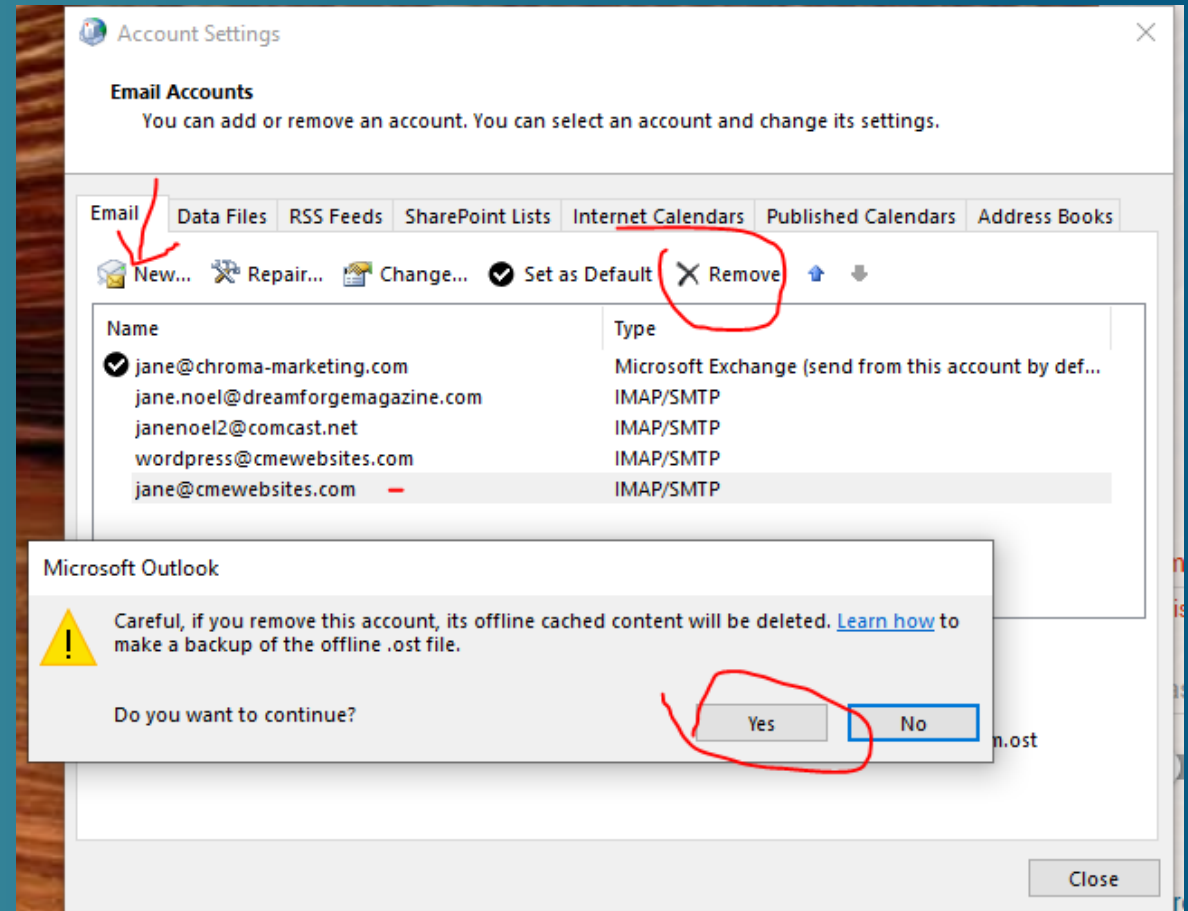- If you see View By: Category, change that to Large Icons

Control Panel

- Click Mail (Microsoft Outlook)

- You'll see the Mail Setup window.

- Click Email Accounts

Email Accounts

- If you need to remove the account (to recreate it), click Remove.
  - Confirm the removal.
- If you want to add an account click New

Email Accounts – Adding New Account

- **IMPORANT:** Click Manual Setup or Additional Server Types
- Click Next

Email Accounts – Adding New Account

- Choose POP or IMAP
- Click Next

Email Accounts – Adding New Account

- Enter your name (as you would like it to appear when sending messages. This is the "Display Name" – so make it look nice.

- Enter your email address

- Choose IMAP (or POP)

- INCOMING: imap.gds.us or pop.gds.us

- SMTP: smtp.gds.us

- USER: Your email address

- PASSWORD: Your password

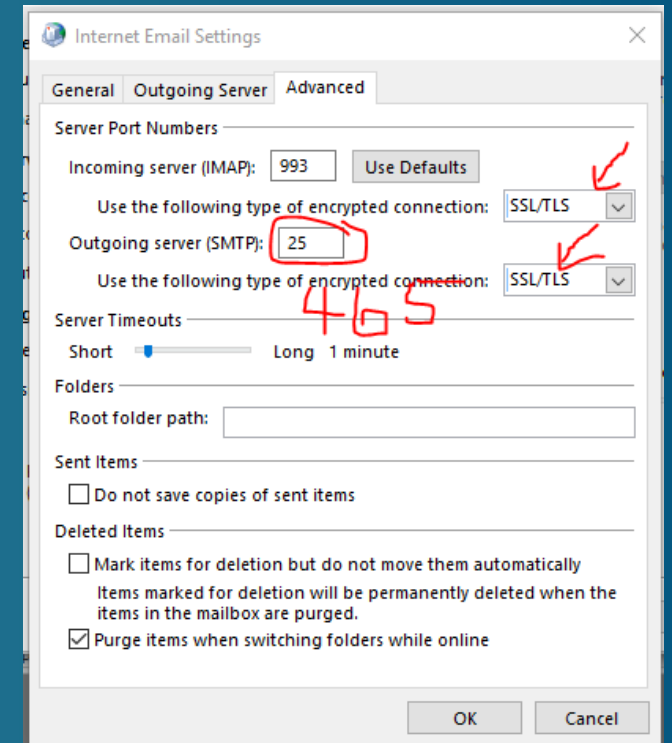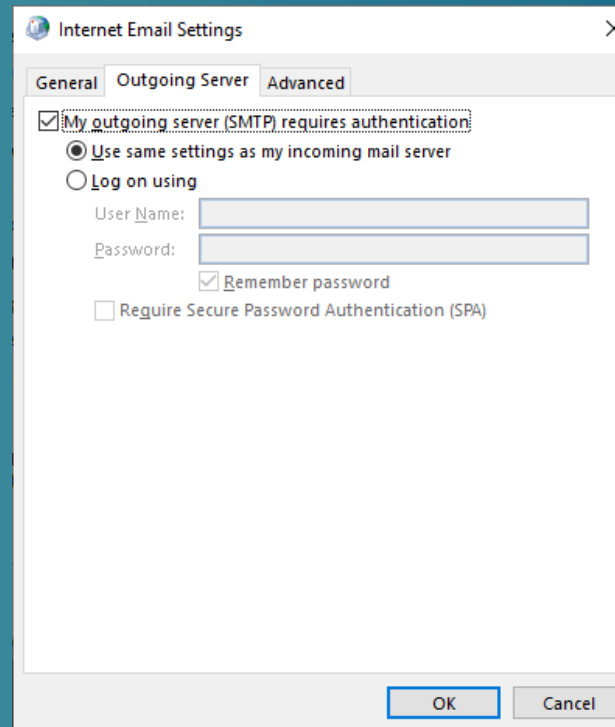- Click More Settings

Email Accounts – Adding New Account

- On the Outgoing Server tab, click Use Same settings as my incoming mail server.

- On the Advanced tab change the User the following type of encrypted connection to SSL/TLS for both IMAP (or POP) and SMTP.

- When you change those, the incoming number is correct (993 or 995).

- YOU MUST change the Outgoing server from 25 to 465

Email Accounts – Adding New Account

- Click OK to close the Internet Email Settings box.

- Outlook sends a test message.   If it fails, check your settings.

- NOTE: If you have 2 Factor Authentication, Outlook needs the authentication password, not your regluar password.

- Close the Test Account Settings box, close the Email accounts box and start Outlook.

Loading Account

- Outlook will download the information from the server.

- Depending on the size of your mailbox, this could take some time. It could take an hour or more to load fully.

- It starts with more recent emails then continues to bring down older emails.

- POP works differently than IMAP – with POP most of your mail has already been downloaded to your computer.

Details on Settings

POP

- **USERNAME:** Your email
- **PASSWORD:** Contact us if needed
- **INCOMING SERVER:** pop.gds.us
- **ENCRYPTION:** SSL
- **PORT:** 995
- **ADVANCED:** Keep on Server for 14 Days.
- POP accounts download and store a copy of email on each device.

IMAP

- **USERNAME:** Your email
- **PASSWORD:** Contact us if needed
- **INCOMING SERVER:** imap.gds.us
- **ENCRYPTION:** SSL
- **PORT:** 993
- IMAP accounts store mail on the CME email server and your mail program simply reads the mail on the server. This configuration is ideal if you are monitoring the email account with multiple devices.

  The drawback to IMAP is that storage space for email is limited by the space available to your account on the email server.

Details for SMTP Settings

SMTP Settings

- **USERNAME:** Your email
- **PASSWORD:** Contact us if needed
- **OUTGOING SERVER:** smtp.gds.us
- **ENCRYPTION:** SSL
- **PORT:** 465
- PASSWORD AUTHENTICATION REQUIRED

- Some mail programs guess port 587
- Some mail programs choose MD5 for Password Authentication.

- If the auto settings don't work, change them to the SMTP settings provided.

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