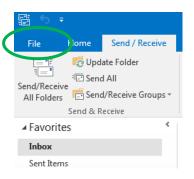
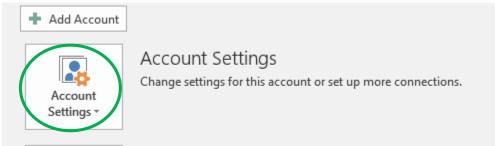


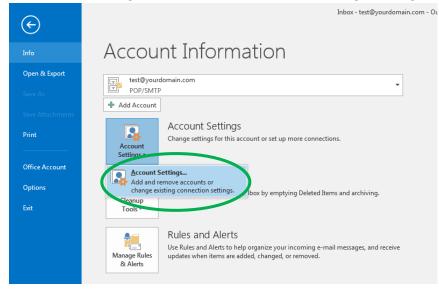
1. With Outlook open, click File



2. Click Account Settings



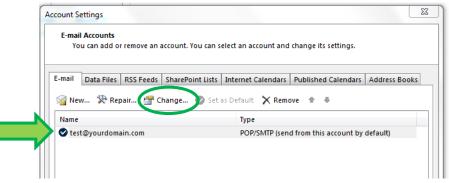
A 4 111 3. Click Account Settings...Add and remove accounts or change existing connection settings



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4. Select your email account and click Change...



 Change the Incoming mail server and Outgoing mail server (SMTP) fields to mail.h02.fusionemail.net, type the password that you set in the control panel, then click More Settings...

1	add Account		X		
	POP and IMAP Account Set Enter the mail server settin				
	User Information		Test Account Settings		
	Your Name:	Test	We recommend that you test your account to ensure that		
	Email Address:	Test@yourdomain.com	the entries are correct.		
	Server Information		Test Account Settings		
	Account Type:	РОРЗ 💌	Test Account Settings		
•	Incoming mail server:	mail.h02.fusionemail.net	Automatically test account settings when Next is clicked		
	Outgoing mail server (SMTP):	mail.h02.fusionemail.net	Deliver new messages to:		
	Logon Information		New Outlook Data File		
	User Name:	Test@yourdomain.com	C Existing Outlook Data File		
	Password:	*****	Browse		
	Remember password		·		
	Require logon using Secure	Password Authentication (SPA)			
More S					
_					
			< Back Next > Cancel		



- 6. Click the Advanced tab.
 - a. For the incoming server port Select SSL encryption. This should automatically change the port number.
 - i. For POP accounts verify the Incoming server port is 995.
 - ii. For IMAP accounts verify Incoming server port is 993.
 - b. Select Auto encryption for the outgoing server (SMTP). The correct Outgoing server (SMTP) port is 587
 - c. Click OK

<u>POP</u>

IMAP

Internet E-mail Settings	Internet E-mail Settings
General Outgoing Server Advanced	General Outgoing Server Adva
Server Port Numbers	Server Port Numbers
Incoming server (POP3): 995 Use Defaults	Incoming server (IMAP) 993
This server requires an encrypted connection (SSL)	Use the following type of e
Outgoing server (SMTP): 587	Outgoing server (SMTP): 587
Use the following type of encrypted connection:	Use the following type of e
Server Timeouts	Server Timeouts
	Short Long
Short U Long 1 minute	Folders
Delivery	Root folder path:
Leave a copy of messages on the server	Sent Items
Remove from server after 14 🔷 days	Do not save copies of sent
Remove from server when deleted from 'Deleted Items'	
	Deleted Items
	Mark items for deletion but
	Items marked for deletion v items in the mailbox are pu
	✓ Purge items when switching
OK Cancel	

internet E-mail Settings				
General Outgoing Server Advanced				
Server Port Numbers				
Incoming server (IMAP) 993 Use Defaults				
Use the following type of encrypted connection: SSL				
Outgoing server (SMTP): 587				
Use the following type of encrypted connection: Auto				
Server Timeouts	-			
Short U 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	5			



7. Click Next. By default this tests your email settings

User Information		Test Account Settings				
Your Name:	Test	We recommend that you test your account to ensure that the entries are correct.				
Email Address:	Test@yourdomain.com	the entries are correct.				
Server Information		Test Account Settings				
Account Type:	POP3 💌	Test Account settings				
incoming mail server:	mail.h02.fusionemail.net	Automatically test account settings when Next is clicked				
Outgoing mail server (SMTP):	mail.h02.fusionemail.net	Deliver new messages to:				
Logon Information		New Outlook Data File				
User Name:	Test@yourdomain.com	C Existing Outlook Data File				
Password:	******	Browse				
	Remember password					
Require logon using Secure Password Authentication (SPA)						

8. Click Close

Test Account Settings						
Congratulations! All tests completed successfully continue.	Stop Close					
Tasks Errors						
Tasks	Status					
 Log onto incoming mail server (POP3) Send test e-mail message 	Completed Completed					

Outlook 2013 2016 POP IMAP Setup Guide



9. Once you see the following, click Finish. If you received errors when testing your email account, please double check the server names, password and encryption types that were updated during this procedure. It is also recommended to restart Outlook upon successful completion of these steps.

