

Setting up Outlook 2013 with Rackspace Email

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This article will assist you with setting up Outlook 2013 with your Rackspace Email.

1. Open the side charms by moving your mouse to the top right of the screen. Then click **Search**. Search for *Mail* then click on **Settings**. (*for Windows 7 and below go to Start - > Control Panel and search for Mail*)
2. On the left side of the screen click on **Mail**. Then Click on **Add...**



3. The Profile Name can be anything you would like. Click **Next** and select **Manual setup or additional server types**. Select **POP** or **IMAP** and click **Next**.
4. In this new Window input the corresponding information.
 - a. User Information (Recipient will see)
 - i. Full name: First and Last Name
 - ii. Email address: **user@domain.com**
 - b. Server Information (Servers that the email will use)

i. Incoming POP Settings:

Server	SSL	Port
pop.emailsrvr.com	No	110
secure.emailsrvr.com	Yes	995

ii. Incoming IMAP settings:

Server	SSL	Port
imap.emailsrvr.com	No	143
secure.emailsrvr.com	Yes	993

iii. Outgoing (SMTP) Settings

Server	SSL	Port
smtp.emailsrvr.com	No	25, 2525, 587, 8025
secure.emailsrvr.com	Yes	465

c. Logon Information (Credentials the email will authenticate with)

i. Username: **user@domain.com**

ii. Password: Password that is used to log into apps.rackspace.com

Add Account
POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: First Last
Email Address: pikachumarco@pikachu201

Server Information
Account Type: IMAP
Incoming mail server: secure.emailsrvr.com
Outgoing mail server (SMTP): secure.emailsrvr.com

Logon Information
User Name: pikachumarco@pikachu201
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

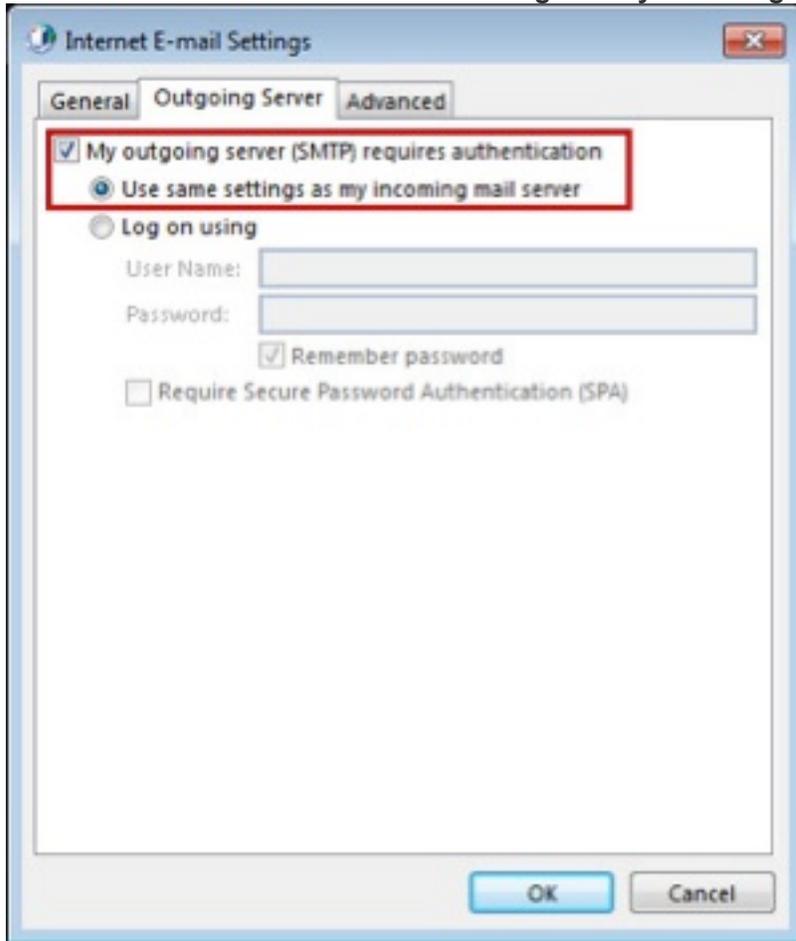
Mail to keep offline: 1 month

More Settings ...

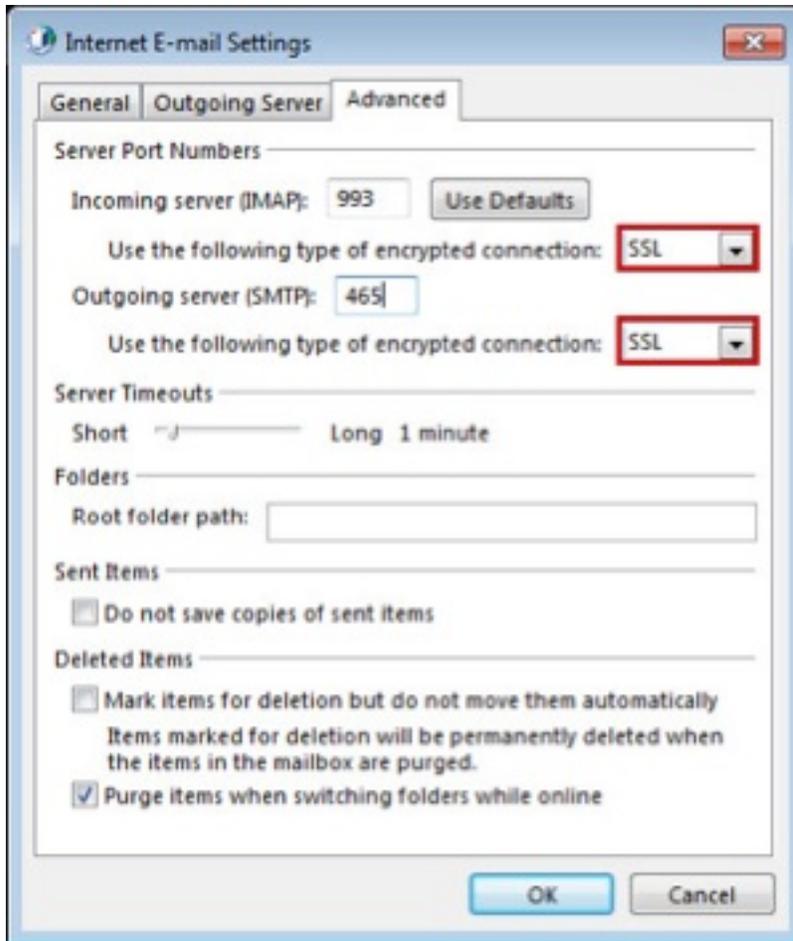
< Back Next > Cancel

5. Click on **More Settings** then click the **Outgoing Server** Tab

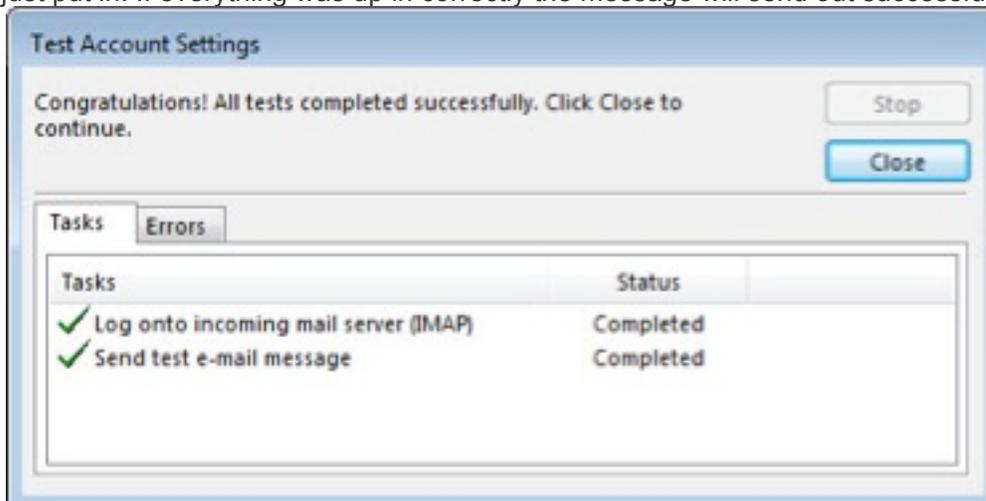
- a. Check the box for **My outgoing server (SMTP) requires authentication**.
- b. Check the button for **Use same settings as my incoming mail server**.



6. Click on the **Advanced** Tab
 - a. If using secure.emailsrvr.com first change **Use the following type of encrypted connection:** to **SSL**.
 - i. For POP accounts, check the box **This server requires an encrypted connection (SSL)**.
 - b. Then change the port numbers to match the chart on step 4.b. Click **OK**.



7. Click “Next” Outlook will now attempt to send a test message using the settings we have just put in. If everything was up in correctly the message will send out successfully.



8. Congratulation! You have now setup Outlook to work with your Rackspace Email!