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)

🕐 Mail	
General	
The following profiles are se	et up on this computer:
	*
	-
Add Remove Prope	erties Copy
When starting Microsoft Outlook,	use this profile:
 Always use this profile 	ea
	•
ОК	Cancel Apply

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

POP and IMAP Account Set Enter the mail server setti	ttings ngs for your account.					To
User Information Your Name:	First Last					
Email Address:	pikachumarco@pikachu2011	Mail to keep offline:	1 month			
Server Information		0	1	100	14 S	
Account Type:	IMAP .					
incoming mail server:	secure.emailsrvr.com					
Outgoing mail server (SMTP):	secure.emailsrvr.com					
Logon Information						
User Name:	pikachumarco@pikachu201:					
Password:	******					
Ref Ref	emember password					
Require logon using Secur (SPA)	re Password Authentication			м	ore Settin	gs

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.

General	Outgoing	Server Advan	ced		
My ou	tgoing serv	er (SMTP) requi	res authentica	tion	
O U	e same setti	ngs as my inco	ming mail sen	r	
O LO	g on using				_
U	ser Name:				
P	issword:				
	[Remember p	browers		

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**.

General	Outgoing Server Advanced	
Server Po	ort Numbers	_
Incomi	ng server (IMAP): 993 Use Defaults	
Use	the following type of encrypted connection: SSL	•
Outoo	ing server (SMTP): 465	-
line	the following time of encounted connection: [SSI	-
Use	the following type of encrypted connection: 33L	•
Server Tir	meouts	-
Short	Long 1 minute	
Folders -		_
Root fe	older path:	
Sent Iten	ns	_
Do	not save copies of sent items	
Deleted	Rems	_
Mar	rk items for deletion but do not move them automatically	
Iter	ns marked for deletion will be permanently deleted when items in the mailbox are purged.	1
V Pur	ge items when switching folders while online	

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.

ongratulations! All tests completed successfully intinue.	y. Click Close to	Stop
		Close
asks Errors		
Tasks	Status	
Log onto incoming mail server (IMAP)	Completed	
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8. Congratulation! You have now setup Outlook to work with your Rackspace Email!