



CLOUDAMAZE CONFIGURE OUTLOOK EASILY!

For the outlook guys!

Don't like to open up the web browser to check emails?

Cloudamaze can easily work with your desktop email clients. Here is the Microsoft Outlook 2013 way!

EASY
CONFIGURATION

SUPPORTS LATEST
AND OLDER
VERSIONS

EASY EMAIL
MANAGEMENT

EMAIL ALERTS USING
OUTLOOK

MAKES EMAILS
MANAGABLE

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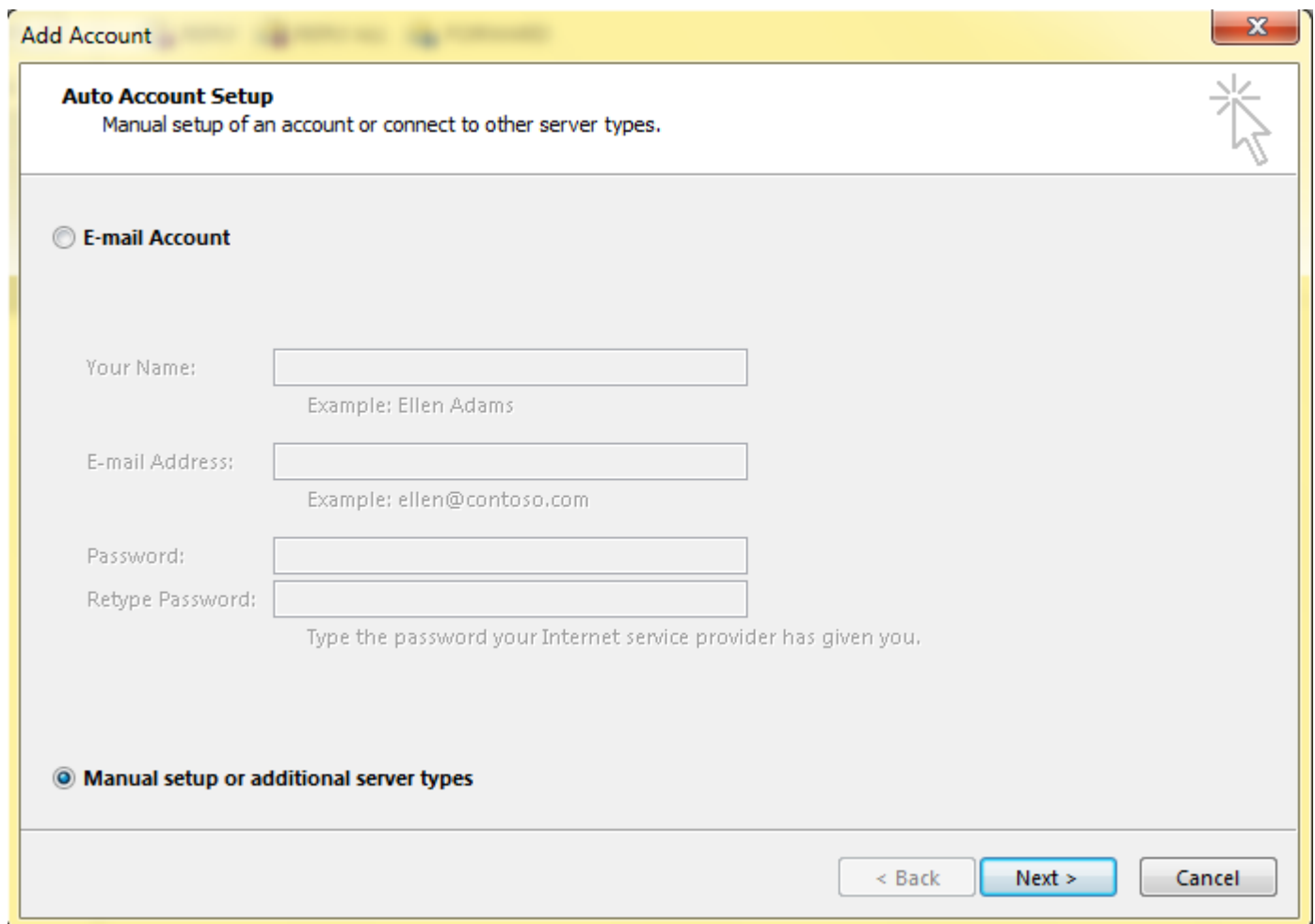
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LOVE CONFIGURING OUTLOOK!

WHEN YOU CHOOSE CLOUDAMAZE EMAIL SERVICE.

We are glad to help you by this step by step guide. Read the steps carefully and peek into the figures under them. You'll end up loving Cloudamaze. This guide is designed using steps for outlook 2013 but it is also compatible with the older versions. Those text areas highlighted in Cloudamaze blue are to be followed strictly and those in Cloudamaze green are the ones that changes from user to user.

1. After selecting File > Add Account (In case where you are using outlook already for other emails) or Getting into this window by default (In case of new account setup), Choose '**Manual setup or additional server types**' and click '**Next**'.



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar is yellow and says 'Add Account'. Inside, there's a section titled 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' Below this, there are two radio button options. The first is 'E-mail Account' with a grey radio button. The second is 'Manual setup or additional server types' with a blue radio button and a blue highlight. Below the 'E-mail Account' option, there are four text input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom right, there are three buttons: '< Back' (disabled), 'Next >' (highlighted in blue), and 'Cancel' (disabled).

Figure 1

2. Select '**POP or IMAP**' from the choose services window and click '**Next**'.

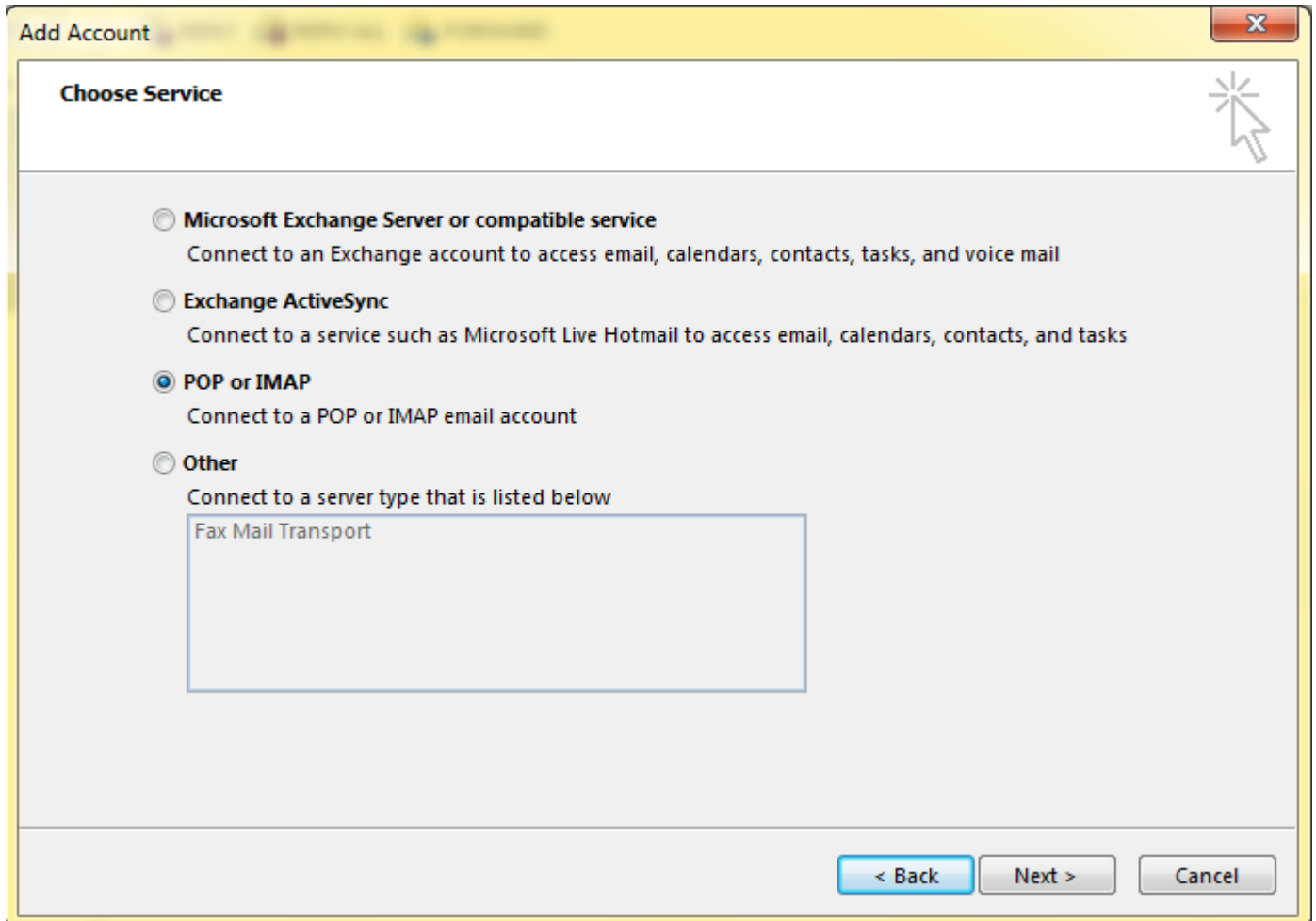


Figure 2

3. In the User Information Space, Type in your Name and Email address. Select the Account Type as IMAP, give the incoming mail server and outgoing mail server respectively as in figure3. Give your full email address (E.g.: john@example.com) as Username and your password in the password field. Check the '**Remember Password**' button if you need the system to remember your password'. Click '**more settings**' button from the lower right corner of the window.

Add Account

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

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Mail to keep offline: All

[More Settings ...](#)

< Back Next > Cancel

Figure 3

4. In the internet E-mail Settings window, you can give a name for your email account (E.g.: Work email or your@yourdomain.com). No need to fill in the other User information. Select the 'Outgoing server tab'.

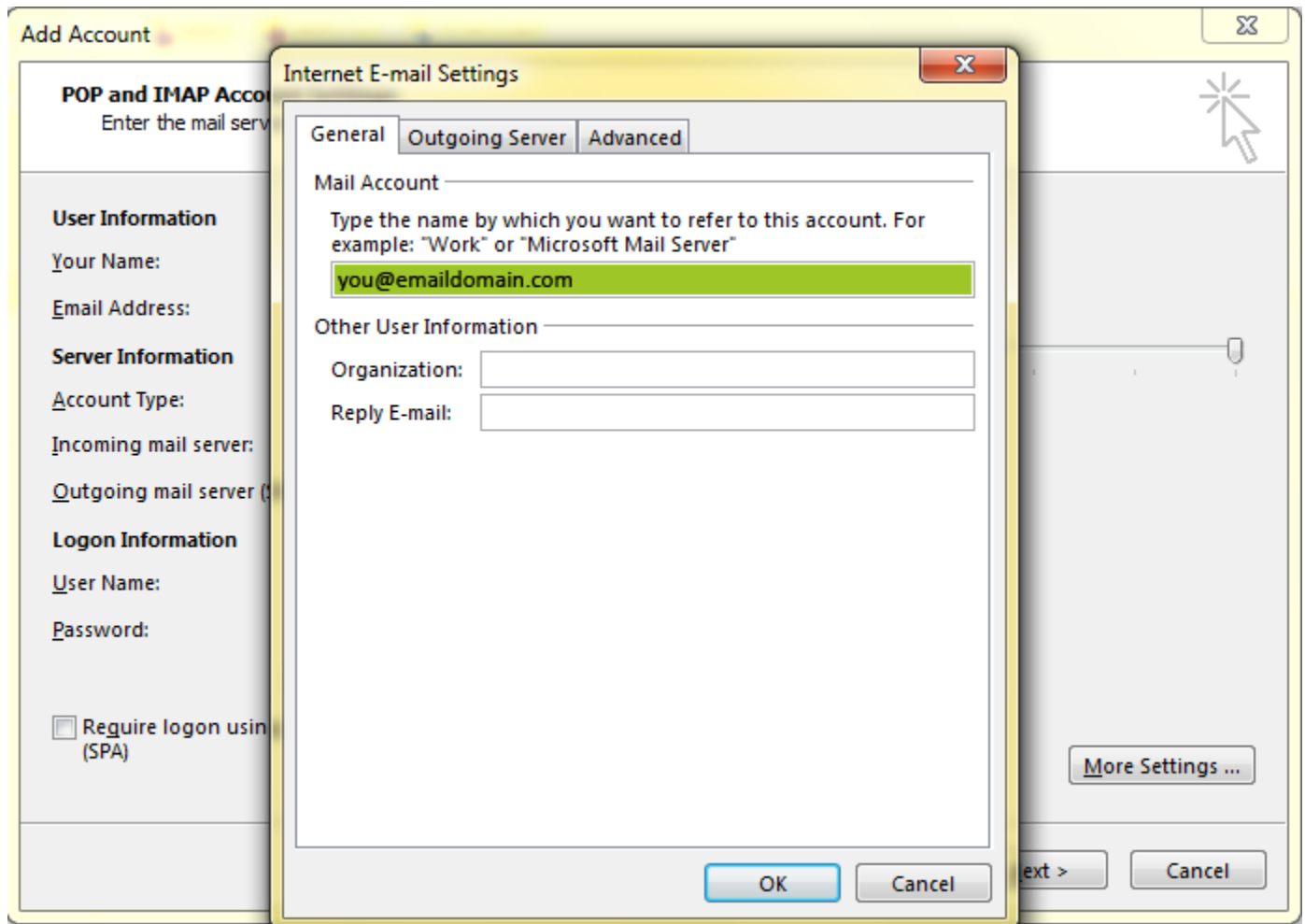


Figure 4

5. Select the check box '**My outgoing server (SMTP) requires authentication**'. Also select the radio button '**Use same settings as my incoming mail server**'. Click the '**Advanced**' tab.

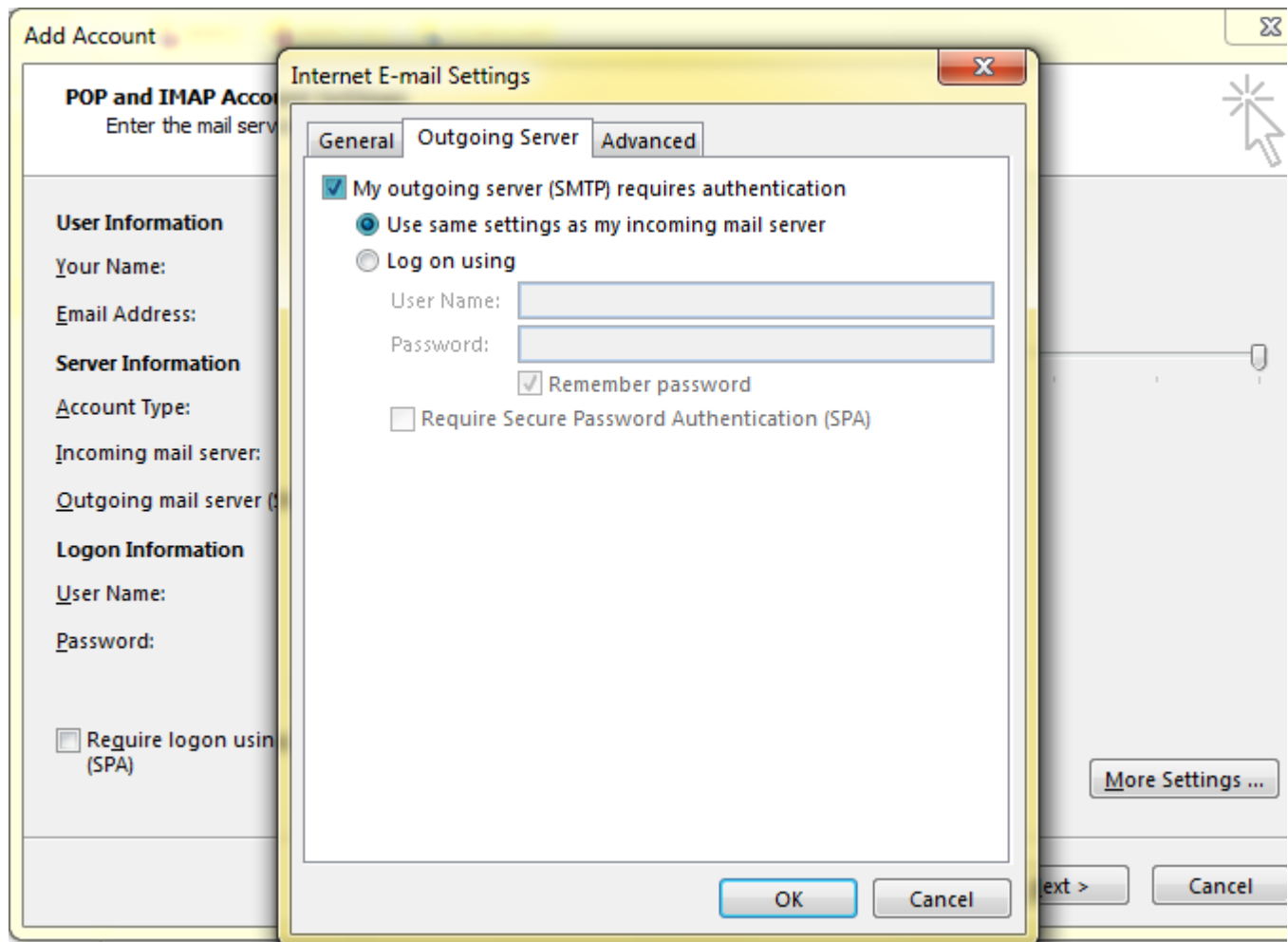


Figure 5

6. Give the incoming mail server (IMAP) port as **993** and encrypted connection type as '**SSL**'. Also, give the outgoing server (SMTP) port as **465** and encrypted connection type as '**SSL**'. Now click the '**ok**' button.

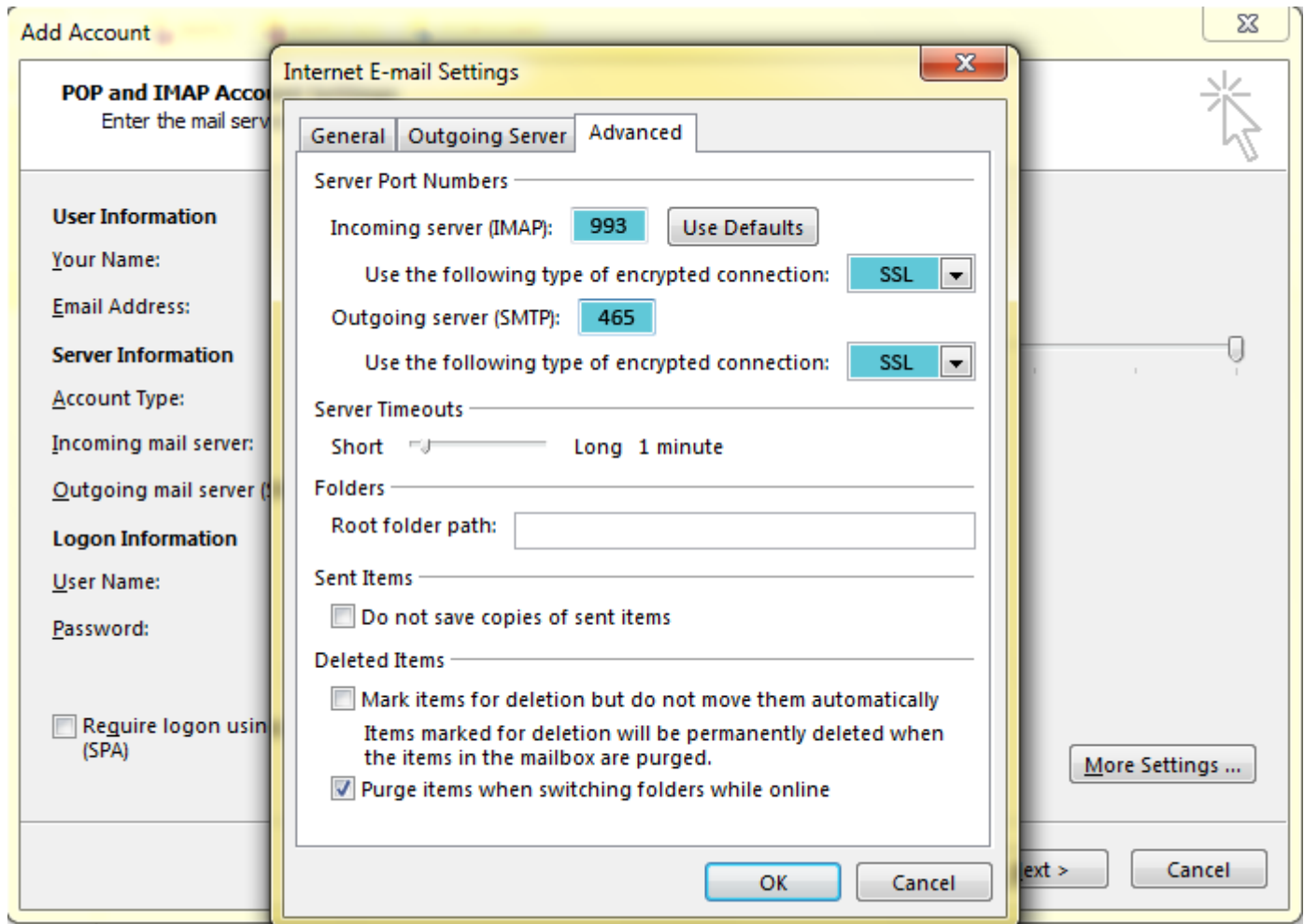


Figure 6

7. Clicking the '**Next**' button will open up an Account testing window. After both the tasks have completed, click close. Click '**finish**' in the '**add account**' window to finish the setup wizard.

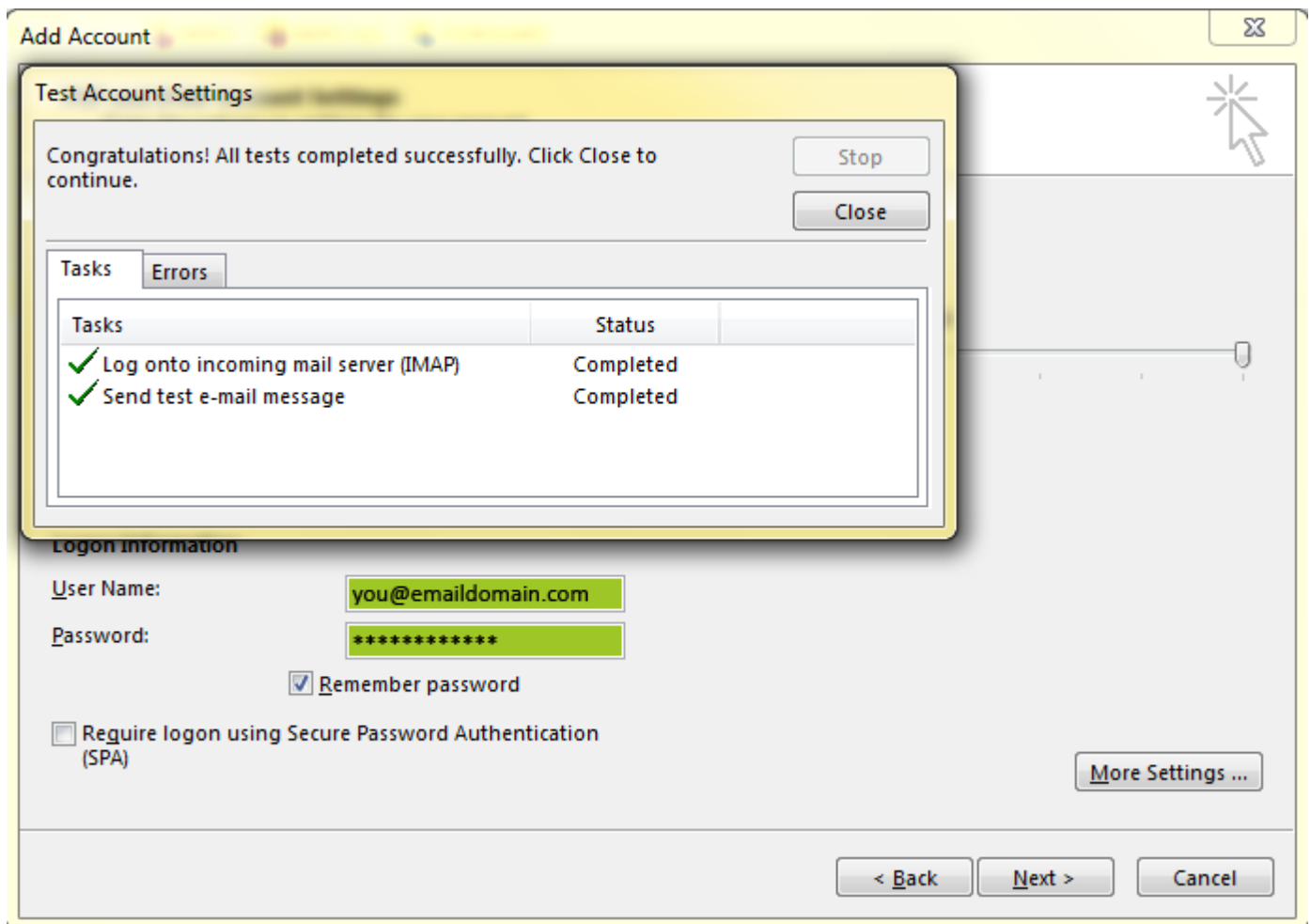


Figure 7

Thank you for reading!
Cloudamaze Team