## Setup Guide

How to Configure Microsoft Outlook 2003 to Work with Slashmail



To start, go into "Tools", then select "Email Accounts".





Select "Add a new e-mail account", then click "Next".

For Server Type, chose IMAP, then click"Next". "Next".



Fill out the settings:

- I. Your Name
- 2. E-mail Address (use your full account name e.g. testdude30@slashmail.org)
- 3. Incoming mail server (IMAP): slashmail.org
- 4. Outgoing mail server (SMTP): slashmail.org
- 5. User Name: (use your full account name e.g. testdude30@slashmail.org)
- 6. Password (enter your password)
- 7. Check "Remember Password"
- 8. Do Not check "Log on using Secure Password Authentication (SPA)"

NOTE: If you do not have physical control of your computer, it is recommended that you do not configure your computer to remember password information.

Click on "More Settings".

E-mail Accounts	5			X	
Internet E-mail Settings (IMAP) Each of these settings are required to get your e-mail account working.					
User Informati	ion	Server Information			
Your Name:	Test Dude	Incoming mail server (IMAP):	slashmail.org		
<u>E</u> -mail Address:	testdude30@slashmail.org	Outgoing mail server (SMTP):	slashmail.org		
Logon Information					
<u>U</u> ser Name:	testdude30@slashmail.org				
<u>P</u> assword:	****				
	Remember password				
Log on using Secure Password Authentication (SPA)			More Settings	]	
		< <u>B</u> ack	Next > Car	icel	

The "General" tab is fine with defaults as shown.

Internet E-mail Settings				
General Outgoing Server Connection Advanced				
Mail Account Type the <u>n</u> ame by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"				
Other User Information	-			
Organization:				
Reply E-mail:				
OK Ca	ncel			

Click on the "Outgoing Server" tab.

Check the box "My outgoing server (SMTP) requires authentication". Select option "Use same settings as my incoming mail server".

Internet E-mail Setting	s 🔀					
General Outgoing Server	Connection Advanced					
My outgoing server (SMTP) requires authentication						
Ollse same settings as my incoming mail server						
User Name:						
Password:						
	Remember password					
Log on using Secure Password Authentication (SPA)						
	OK Cancel					

Internet E-mail Settings General Outgoing Server Connection Advanced Please specify the type of connection to use for e-mail. Connection Connect using my local area network (LAN) Connect via modem when Outlook is offline Connect using my phone line Connect using Internet Explorer's or a 3rd party dialer Modem Use the following Dial-Up Networking connection: Properties... Add.... OK. Cancel

Click on the "Connection" tab. The default shown here is fine.

Select "Advanced" tab.

Check box "This server requires an encrypted connection (SSL)" under "Incoming server (IMAP)".

Set the port to be 993.

Check box "This server requires an encrypted connection (SSL)" under "Outgoing server (SMTP)".

Set the port to be 225.

Internet E-mail Settings	×
General       Outgoing Server       Connection       Advanced         Server Port Numbers	
Outgoing server (SMTP): 225 This server requires an encrypted connection (SSL) Server Timeouts Short Tome Long 1 minute	
Folders Root <u>f</u> older path:	]
OK Cancel	



## **Congratulations!**

You have configured Microsoft Outlook 2003 to work with Slashmail.

Outlook 2003 will probably have problems initially connecting to send outgoing mail, and will most likely have "Outgoing SSL Errors". These errors can be ignored. However, to get it all working, you need to exit Outlook and reboot your system. Some users have reported having to do this cycle several times (open Outlook, close it, reboot) before it began working. Your experience may vary.

## Additional Information about Email Clients

Please note that port 25 is blocked by some Internet Service Providers (ISP). If you set up the account and have trouble, you may need to contact your ISP to confirm if this port is blocked. ISP's block port 25 so that their customers cannot spam others from their computer. If the port is indeed blocked, you can use an alternate SMTP port with Outlook. Simply change the port number from 25 to 225.

Another important consideration. You will need to disable any email scanning virus software that is on your computer. Software such as McAffee, Norton, Symantec, AVG, and many others do not have the capabilities to work with Slashmail's 128-Bit Secure Socket Layer Connection (SSL). If you do not disable the email virus scanning software, Outlook will give you an error when trying to send email, and the email will not reach it's destination.

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