

**Procedure:** Setting up Hotbox Studios IMAP Email with Outlook 2013

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This document explains how to setup your Hotbox Studios email account with Outlook 2013 using an IMAP connection.

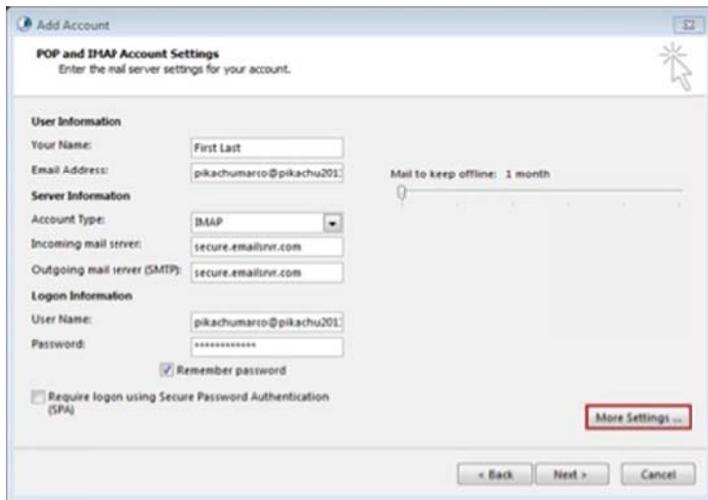
1. Open the side charms by moving your mouse to the top right of the screen. Then click **Search**. Search for *Mail* then click on **Settings** (for Windows 7 and below go to Start > Control Panel and search for *Mail*).
2. On the left side of the screen click on **Mail**. Then Click on **Add...**



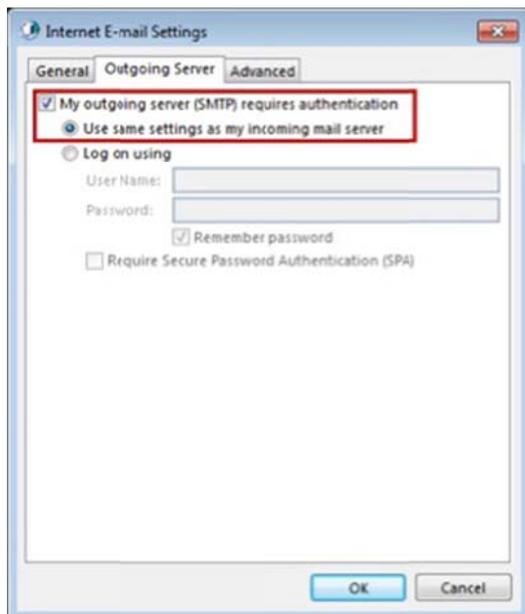
3. The Profile Name can be anything you like. Click **Next** and select **Manual setup or additional server types**. Select IMAP and click **Next**.

4. In the new window enter in the following information in the fields provided:

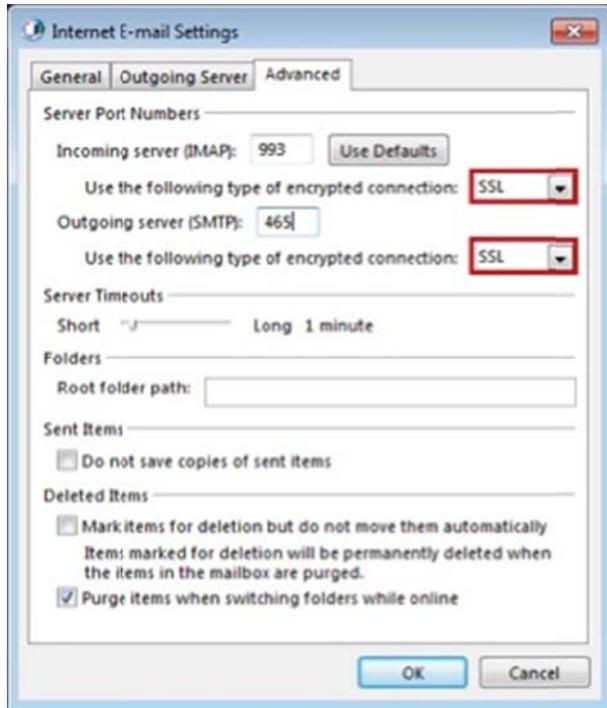
- Your Name - this is the name that will appear in the From field of messages you send
- E-mail Address - enter your entire email address e.g. [myname@mydomain.com](mailto:myname@mydomain.com)
- Account Type - Select **IMAP** from the drop-down menu
- Incoming mail server (IMAP) - server: **secure.emailsrvr.com**, SSL: **yes**, Port: **993**
- Outgoing mail server (SMTP) - enter the following: **secure.emailsrvr.com**, SSL: **yes**, Port: **465**
- User Name - enter your entire email address e.g. [myname@mydomain.com](mailto:myname@mydomain.com)
- Password - enter the password for the account you're setting up.



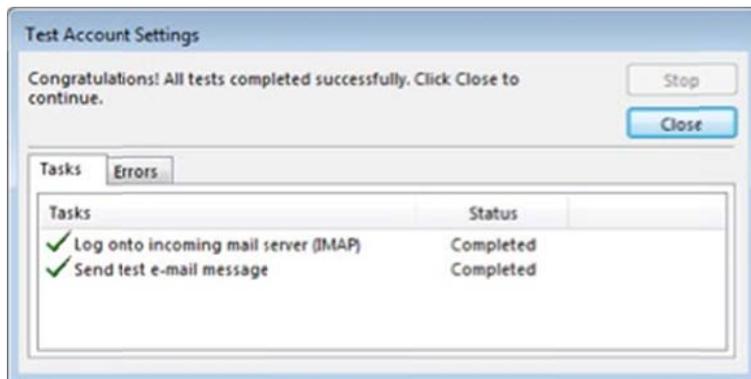
5. Click on **More Settings** then click the **Outgoing Server** tab, check the box for **My outgoing server (SMTP) requires authentication**, check the button for **Use same settings as my incoming mail server**.



6. Click on the **Advanced** tab, for both the incoming and outgoing servers change **Use the following type of encrypted connection** to **SSL**, then change the port numbers to **Incoming 993** and **Outgoing 465** and click **OK**.



7. Click **Next**, Outlook will attempt to send a test message using the settings entered.



That's it - you're all done!