

Procedure: Setting up Hotbox Studios IMAP Email with Outlook 2013 **Updated:** 12/11/2013

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
- 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
- Password enter the password for the account you're setting up.

POP and IMAP Account Set Enter the nal server setti	ttings ngs for your account.		The second se
User Information			
Your Name:	First Last		
Email Address:	pikachumarco@pikachu201.	Mail to keep offline: 1 month	
Server Information		0	
Account Type:	BAAP		
Incoming mail server:	secure.emailsrvr.com		
Outgoing mail server (SMTP):	secure.emailuvr.com		
Logon Information			
User Name:	pikachumarco@pikachu201:		
Password	*******		
(V) R.	emember password		
SPA)	re Password Authentication		More Settings

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**.

General	Outgoing Server	Advanced
My ou	utgoing server (SN se same settings a	(TP) requires authentication is my incoming mail server
O Lo	g on using	
U	ser Name:	
P	essword:	
	Ret	member password



 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!