

HOME & BUSINESS

Setting up email

How to setup email on
MS Outlook 2013 using
IMAP

Telkom

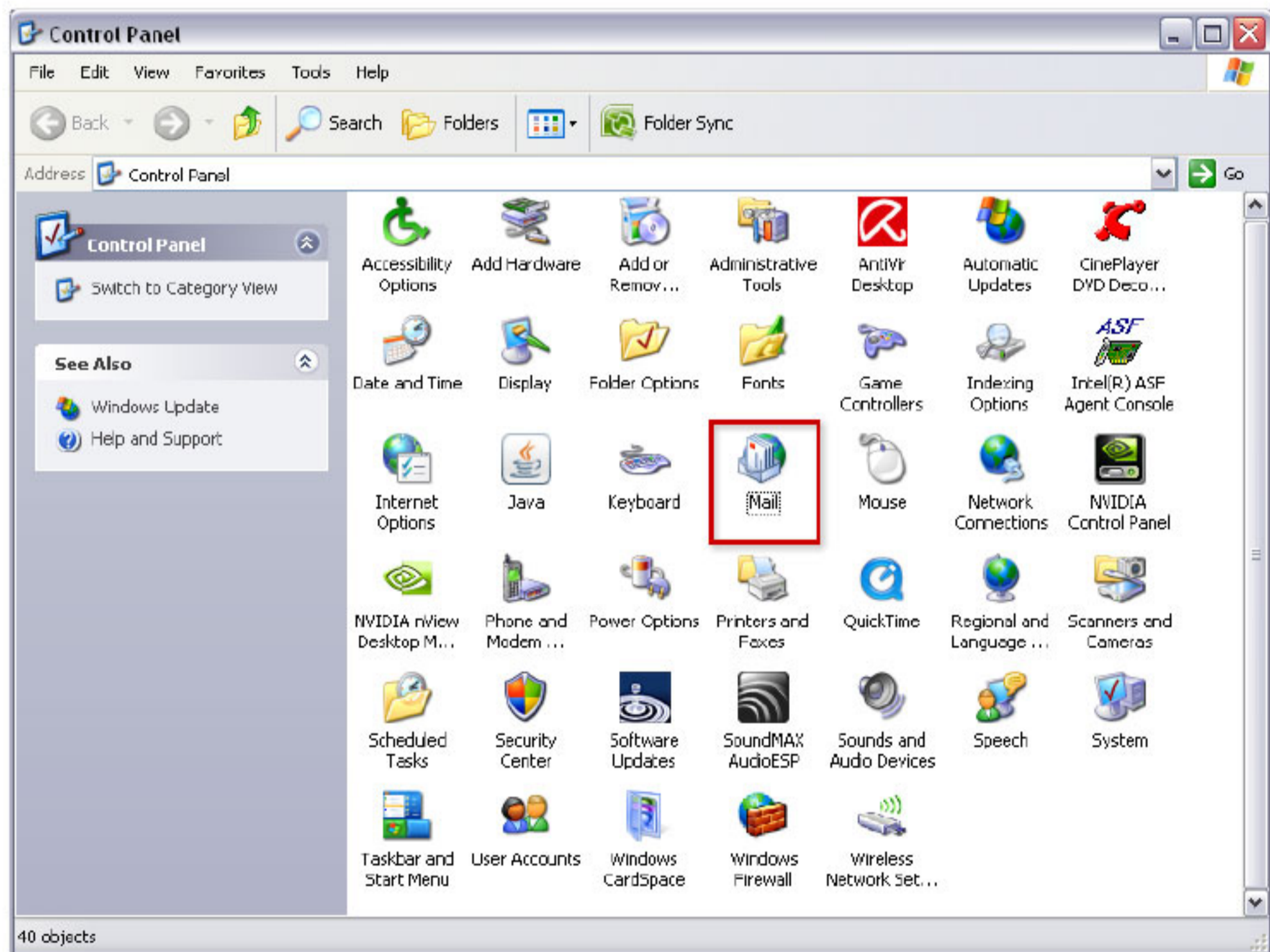
Email Setup guide for Microsoft Outlook 2013 using IMAP

Step 1

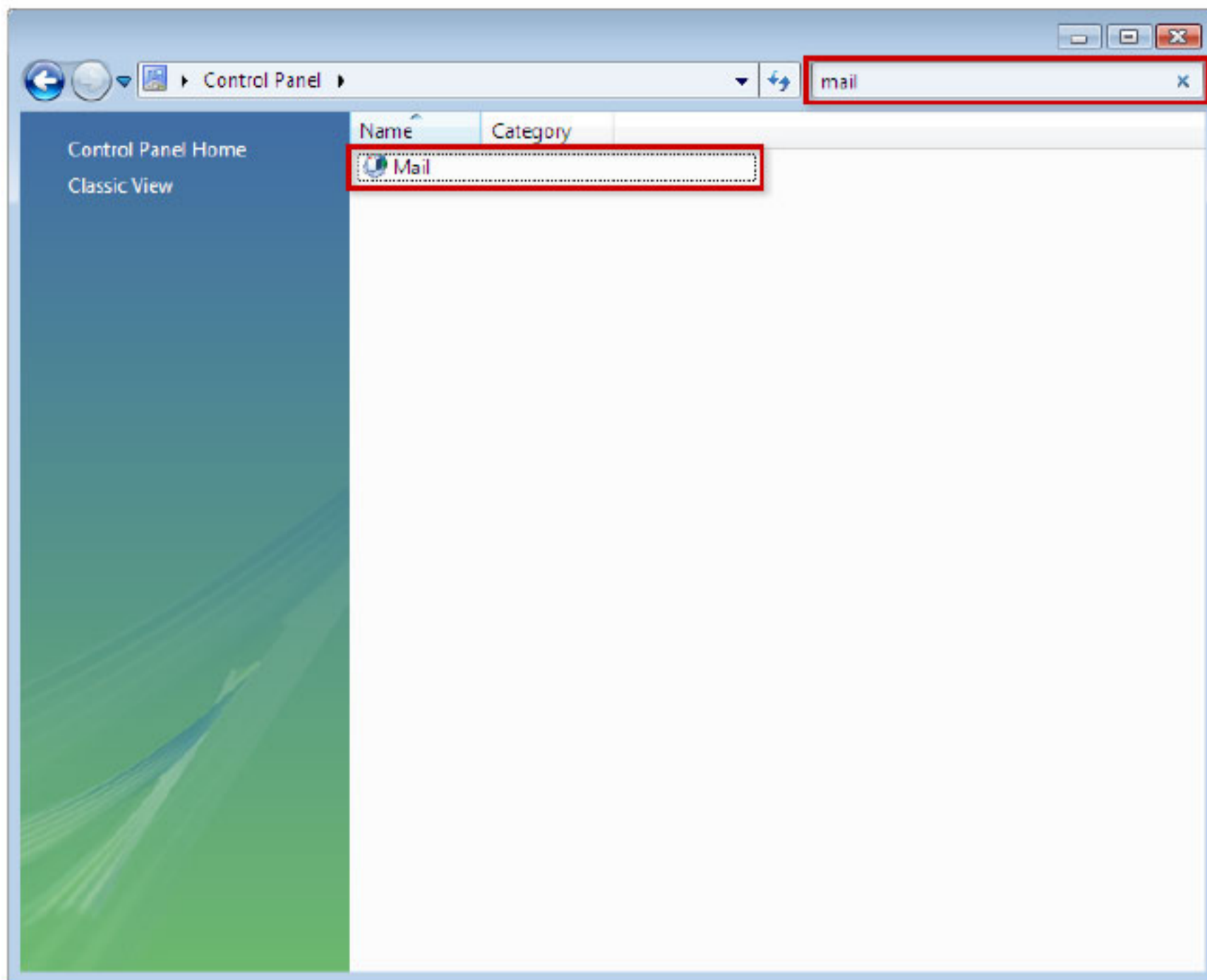
- On your computer, click **Start > Control Panel**.

Step 2

- Then **double-click** the **Mail** icon.

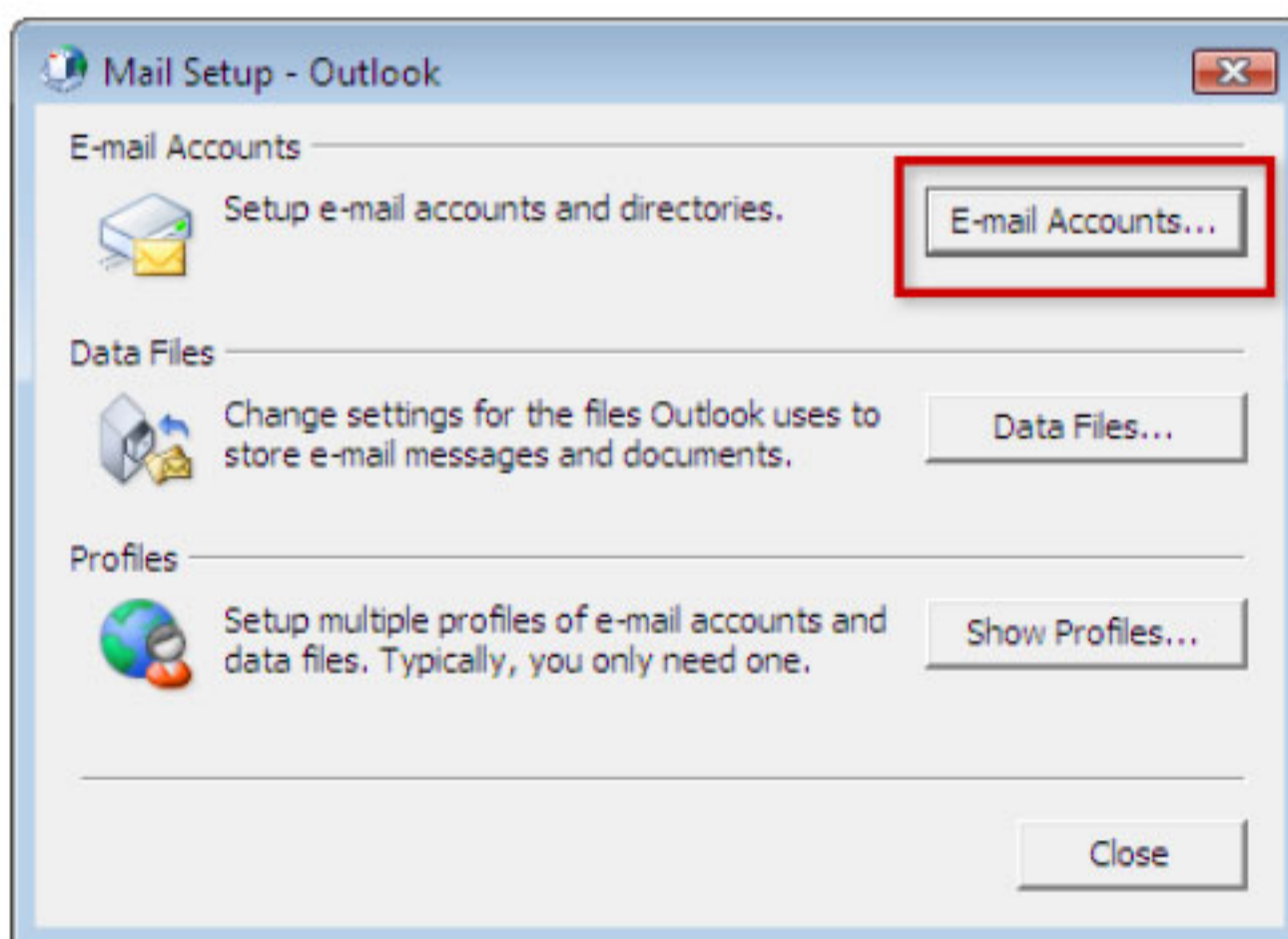


- If using Windows Vista, Windows 7 or above, type **Mail** into the search box at the top-right of the Control Panel window to quickly find the **Mail** icon. Then, double-click it.



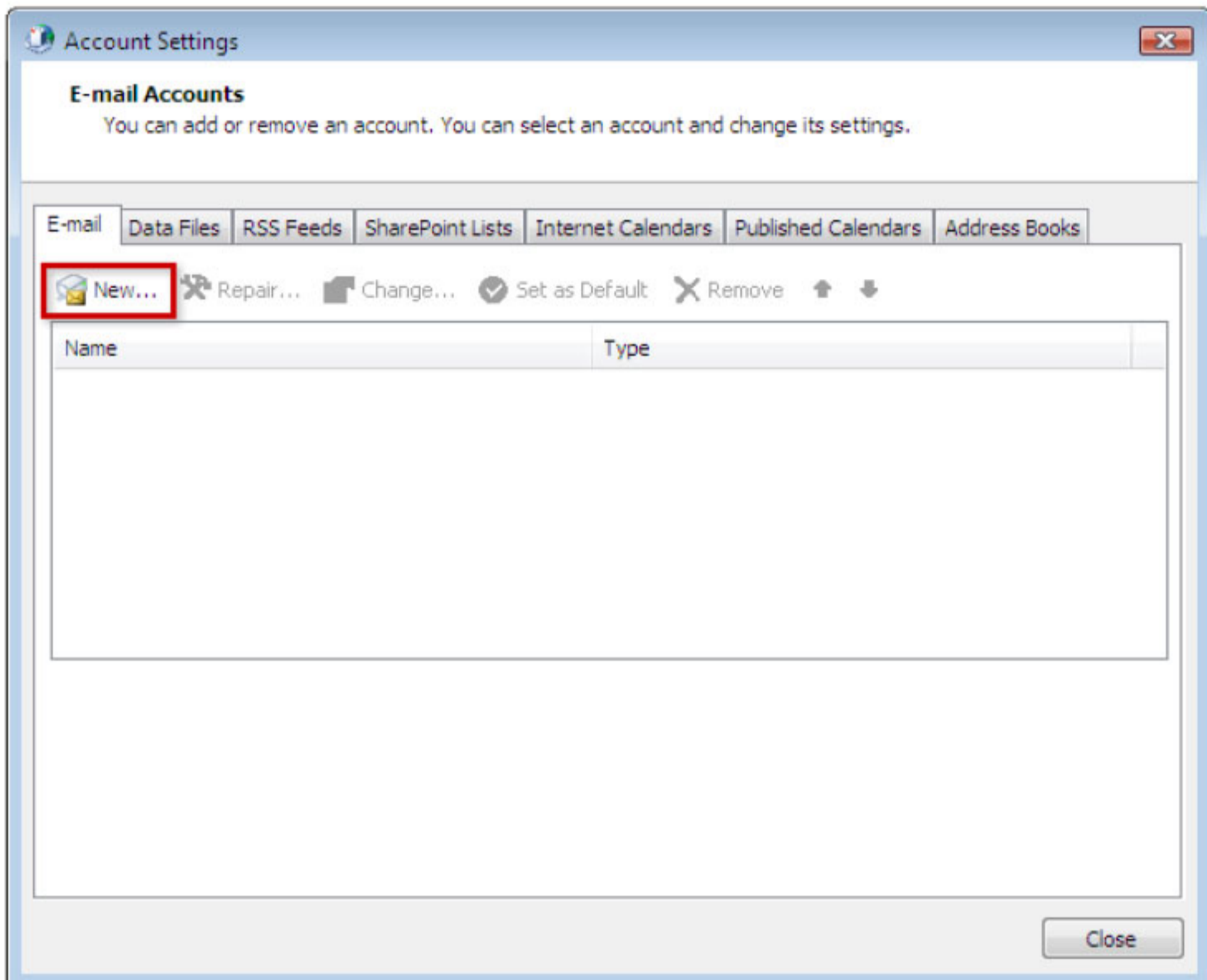
Step 3

- Then click on **Email Accounts** as shown below



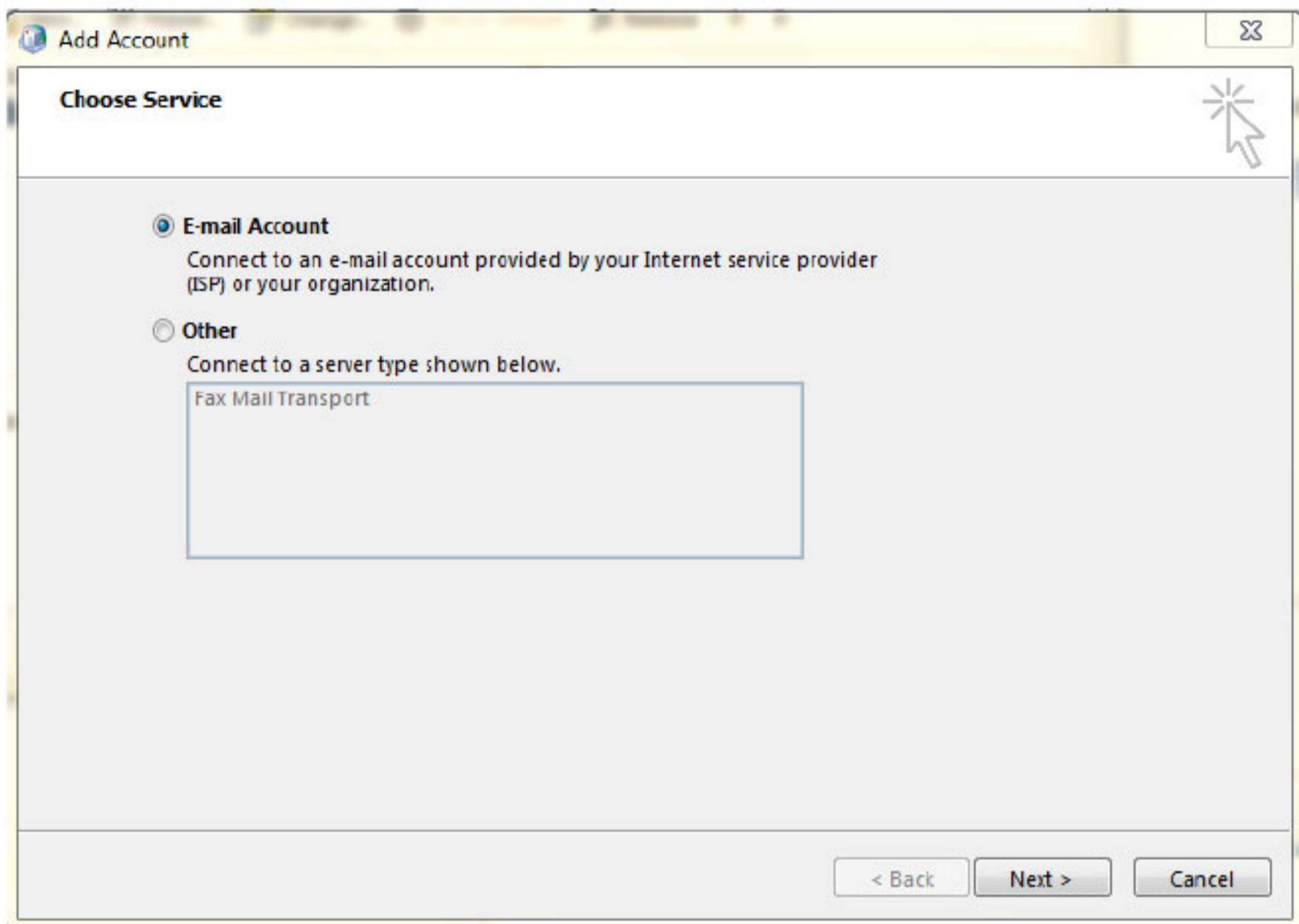
Step 4

- Under the **E-mail** tab, click the **New** to add your e-mail account.



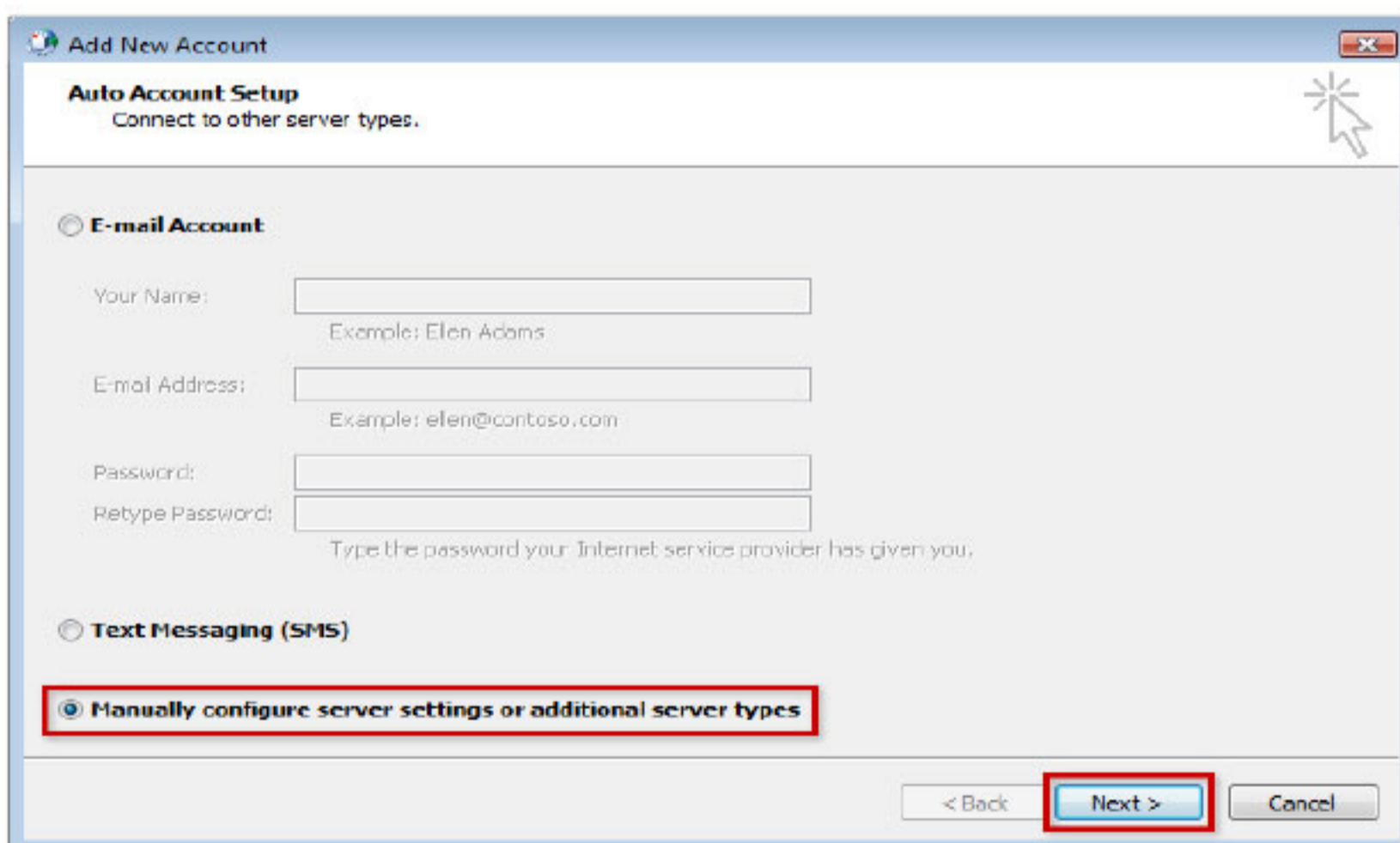
Step 5

- Select **Email Account** and click **Next**



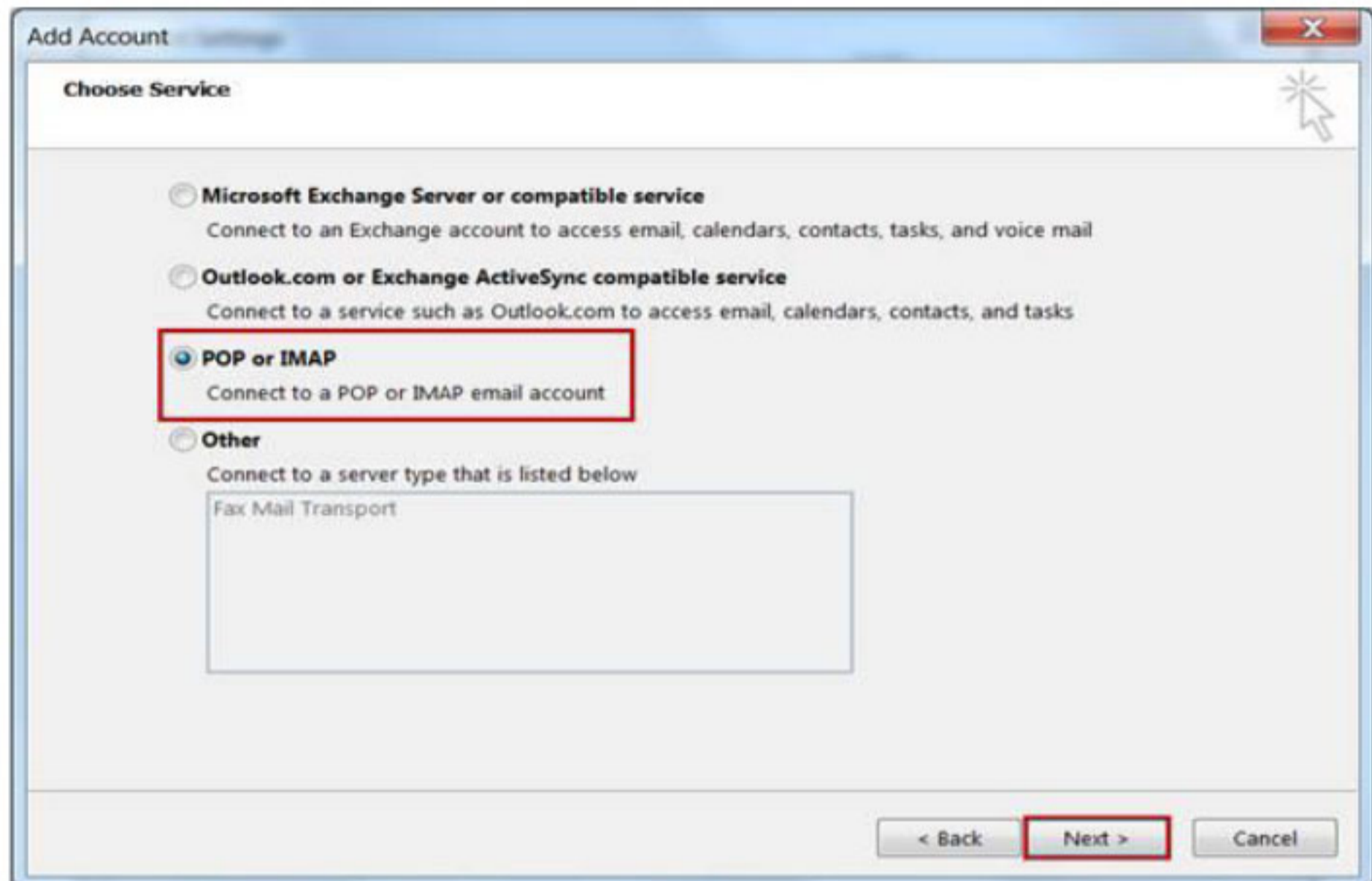
Step 6

- Select **Manually configure server settings or additional server types** and click **Next**.



Step 7

- Click on **POP** or **IMAP** and click **Next**



Step 8

- Below is the Email main settings page
- Enter **Your Name** and **Email Address**
- Under **Server Information**, ensure that you have selected **IMAP** as your account type.
- For the **Incoming mail server**, enter **webmail.telkomsa.net**.
- For the **Outgoing mail server (SMTP)** enter **smtp.dsl.telkomsa.net**. If you are not using ADSL as your internet connection then your outgoing mail server will be **smtp.telkomsa.net**.
- Under **Logon Information**, enter your **Username** and **password** as provided by Telkom Internet.
- Ensure that **Remember password** checkbox is ticked off.
- Ensure that the **Require logon using Secure Password Authentication (SPA)** checkbox is unchecked.
- You can automatically test your account after setup by ticking **Automatically test account when Next is clicked** checkbox on the right hand side of the screen below.
- Click on **Next**.

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

User Information
 Your Name: John Smit
 Email Address: user@telkomsa.net

Server Information
 Account Type: IMAP
 Incoming mail server: webmail.telkomsa.net
 Outgoing mail server (SMTP): smtp.dsl.telkomsa.net

Logon Information
 User Name: online123@telkomsa.net
 Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
 We recommend that you test your account to ensure that the entries are correct.
 Test Account Settings ...
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back **Next >** Cancel

- Your account settings will be tested, when the test is completed the screen below will be displayed. Email setup is now completed. Click on **Finish** as indicated below.

You're all set!

We have all the information we need to set up your account.

Add another account...

< Back **Finish**