



Setup Email in Outlook 2013

IMAP Setup:

1. Open Microsoft Outlook 2013
2. Add an email account
 - a. Select **File** from the upper left hand corner of the screen
 - b. Select **Info**, and then choose **Add Account**
 - c. Click Add an Account
 - d. Select **Manual setup or additional server types**
 - e. Click **Next**
 - f. Select **POP or IMAP** and then click **Next**
3. Enter account settings
 - a. Your Name: The name that you would like to associate with this e-mail account
 - b. Email address: *Your rfnow email address*
 - c. Account Type: **IMAP**
 - d. Incoming mail server: **mail.rfnow.com**
 - e. Outgoing mail server: **smtp.rfnow.com**
 - f. User Name: *Your rfnow email address*
 - g. Password: *Your rfnow email password*
4. Select **More Settings**
 - a. Select the **Outgoing Server** and enter the following information
 - i. Place a check mark next to **My outgoing server (SMTP) requires authentication**
 - ii. Use same settings as my incoming mail server
 - b. Select the **Advanced Tab** and enter the following information
 - i. Incoming server (IMAP): **993**
 1. Use the following type of encrypted connection: **SSL**
 - ii. Outgoing server (SMTP): **587**
 1. Use the following type of encrypted connection: **TLS**
 - c. Click **OK**
5. Select the option to **Test Account Settings by clicking the Next button**, then click **Next**
6. Click **Finish**