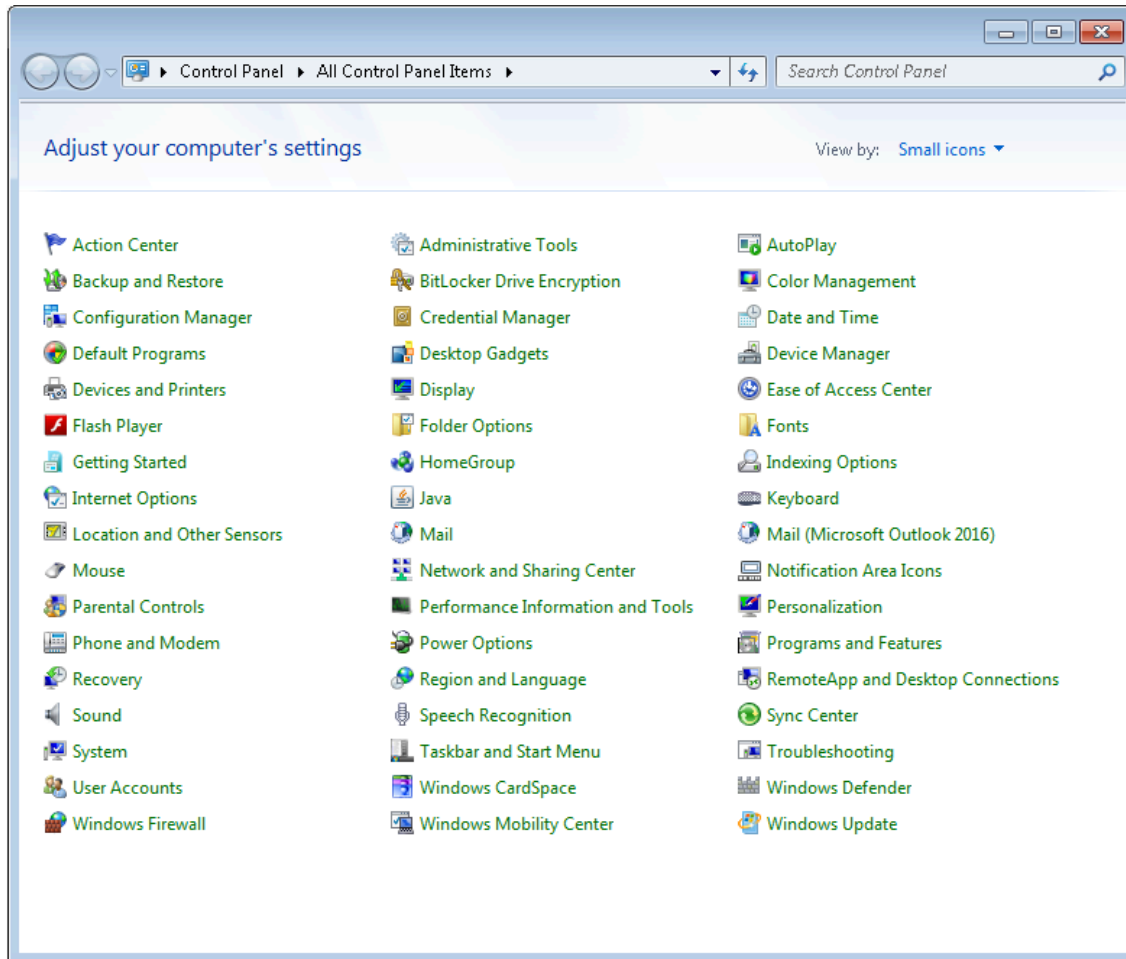


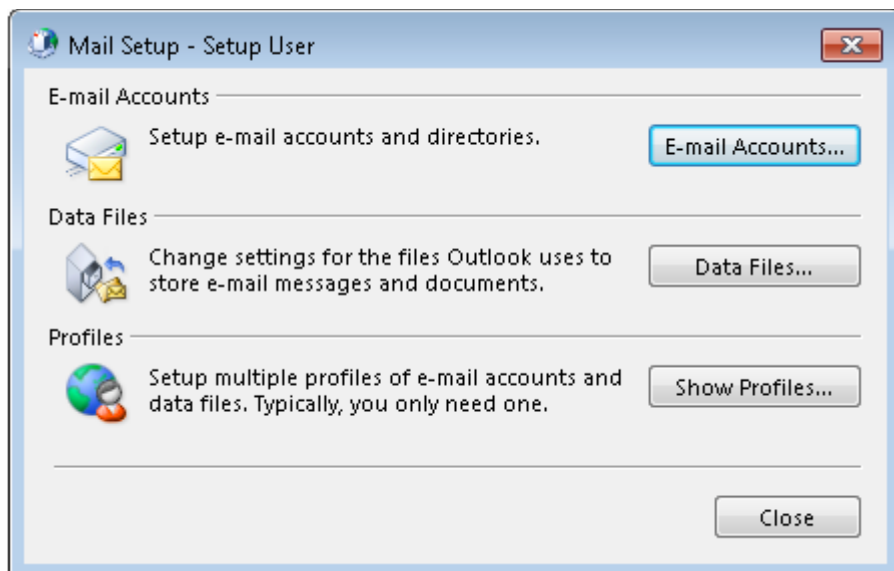


This article will assist you with setting up Outlook 2016 with your Yoover.com Email Mailbox.

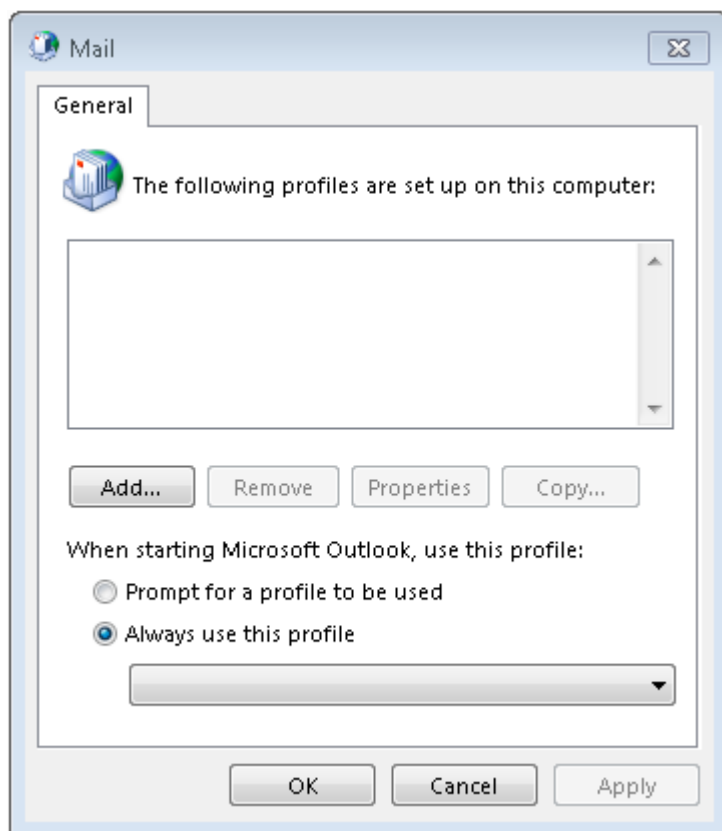
1. Open your "Control Panel". (Start -> Control Panel)
2. Click "Mail (Microsoft Outlook 2016)"



3. If a profile already exists, click on "Show Profiles".



If no profile exists, click "Add".



4. Enter a profile name (It can be anything! We suggest your email address your name.)



New Profile

Create New Profile OK

Profile Name: Cancel

5. Select "**Manual setup or additional server types**". Click "**Next**".

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

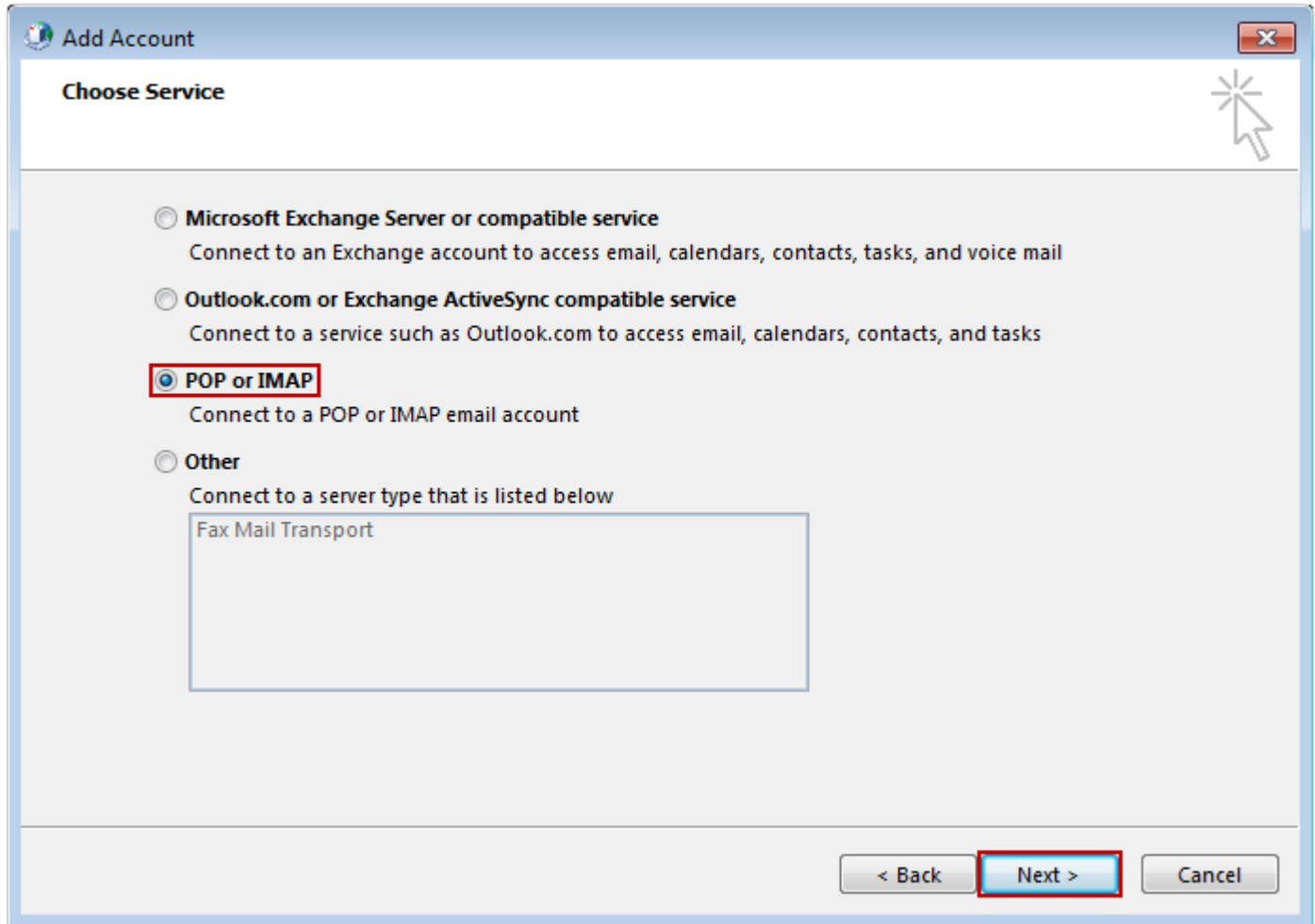
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel

6. Select "**POP or IMAP**" and click "**Next**".



7. In the "Add New Account" window, input the following information:

- a. **"Your Name"**: The name email recipients will see in the "From" field.
- b. **"Email Address"**: account@yoover.com
- c. **"Account Type"**: IMAP
 - i. **"Incoming mail server"**:

Server	SSL	Port
mail.yoover..com	Yes	995

ii. "Outgoing mail server (SMTP)":

Server	SSL	Port
mail.yoover.com	Yes	465

d. "Logon Information":

- i. "Username": account@yoover.com
- ii. "Password": Your mailbox password

Add Account

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

User Information

Your Name: Test Email

Email Address: account@yoover.com

Server Information

Account Type: IMAP

Incoming mail server: mail.yoover.com

Outgoing mail server (SMTP): mail.yoover.com

Logon Information

User Name: []

Password: [*****]

Remember password

Require logon using Secure Password Authentication (SPA)

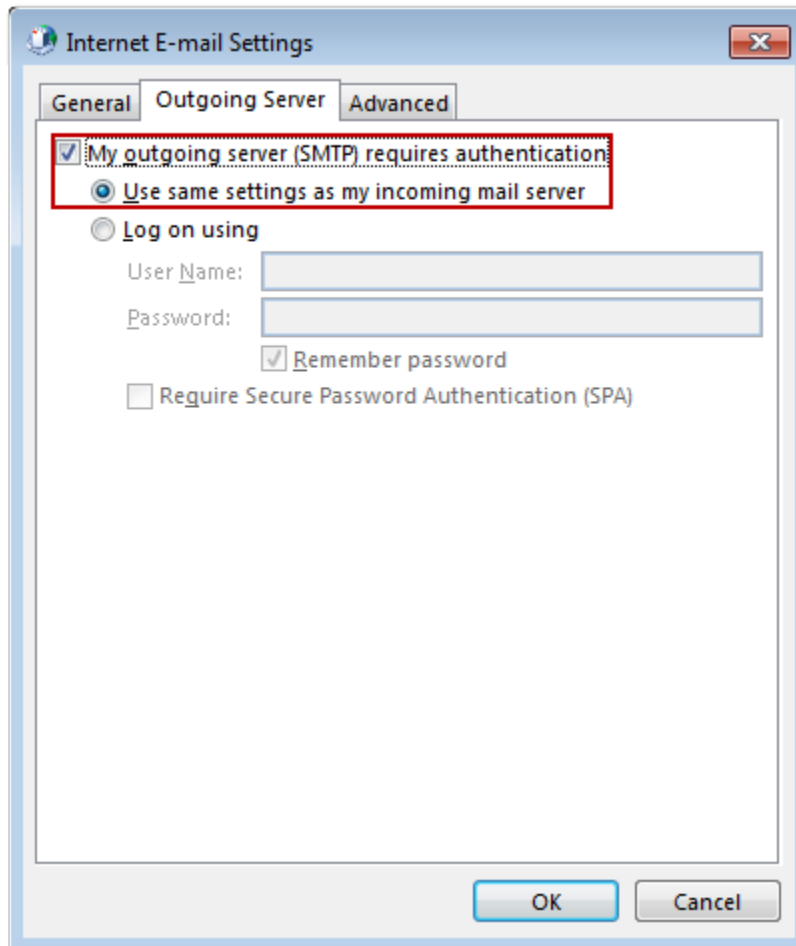
Mail to keep offline: 1 month

More Settings ...

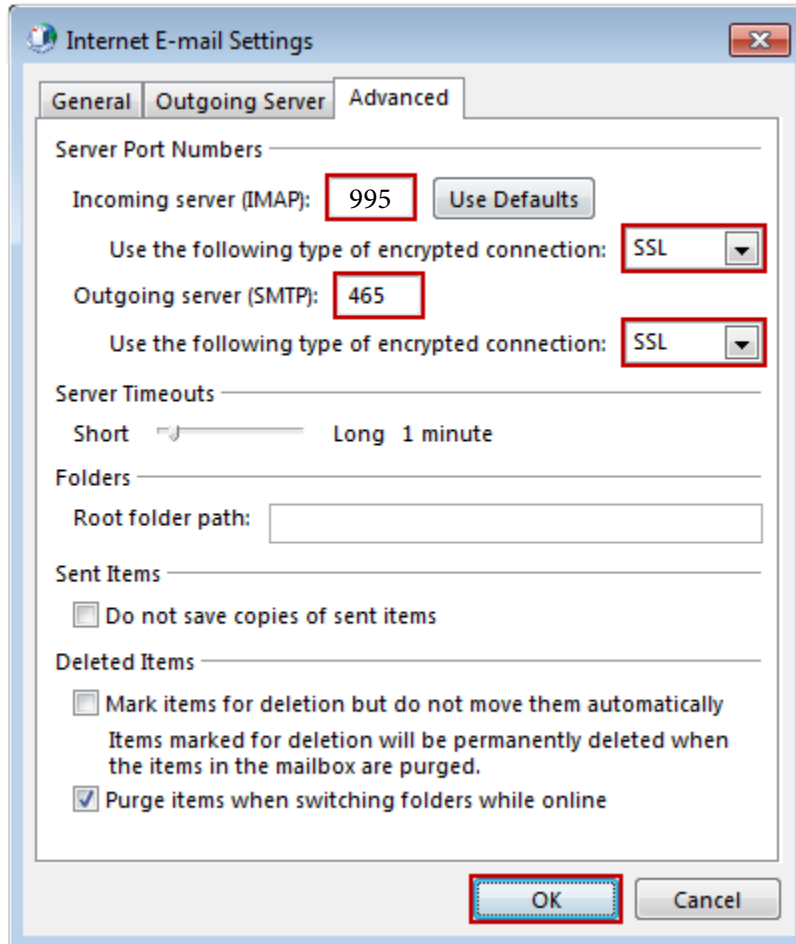
< Back Next > Cancel

8. Click on "More Settings" then click the "Outgoing Server" Tab

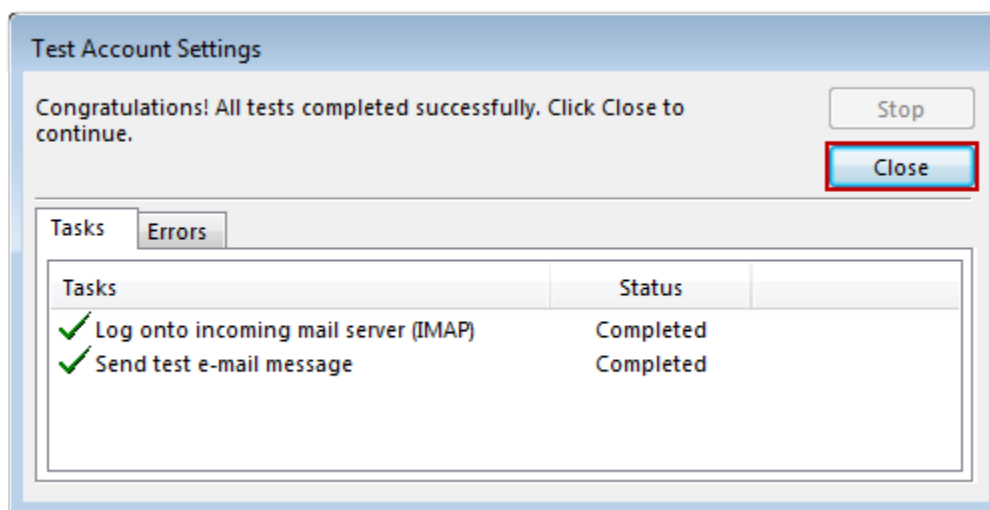
- a. Check the box for "**My outgoing server (SMTP) requires authentication**".
- b. Check the button for "**Use same settings as my incoming mail server**".



9. If using "**email.yoover.com**": Click on the "**Advanced**" Tab
 - a. Change "**Use the following type of encrypted connection**" to "**SSL**".
 - b. Change the port numbers to match the chart on step 4.c. Click "**OK**".



10. Click "**Next**". Outlook will now attempt to send a test message using the settings we have just put in. If everything was entered correctly, the message will send out successfully.



11. Congratulations! You have now setup Yoover Email on Outlook to work with your Mailbox!

