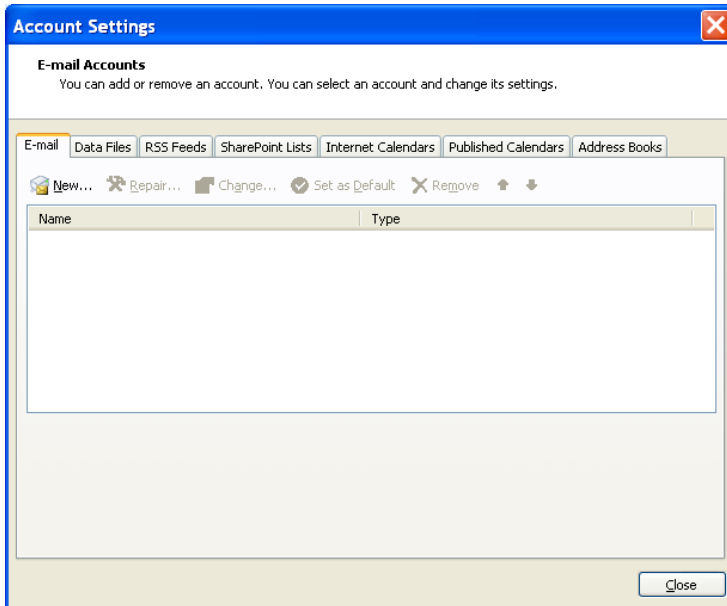


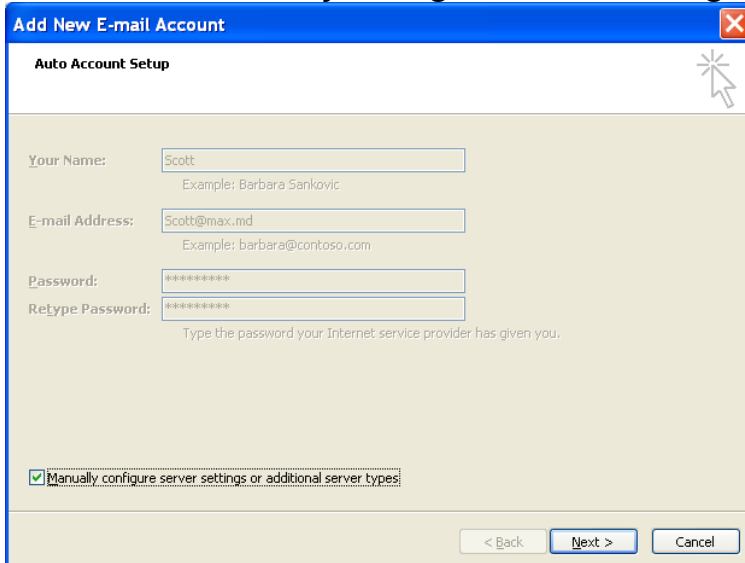
# Configure .mdEmail™ to Work with Outlook 2007

## New Account Set-Up

1. Launch Outlook on your PC. Select **Tools > Account Settings**
2. In the E-mail tab Select **NEW**

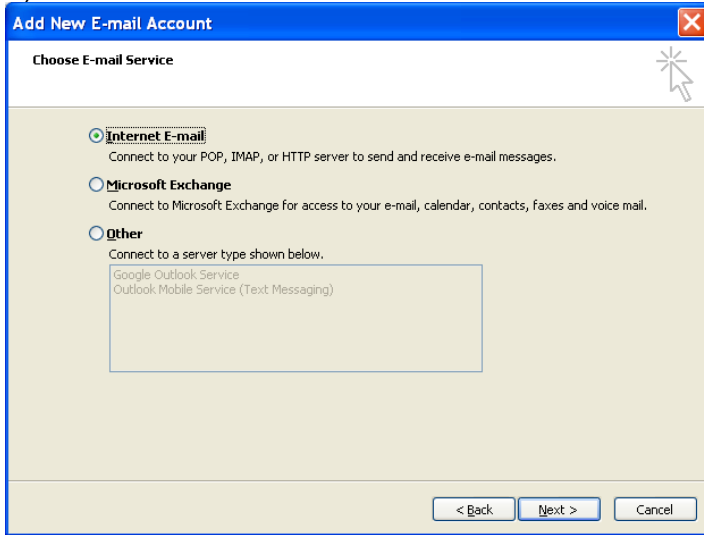


3. Check **Manually Configure Server Settings** and click next



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#### 4) Select Internet E-mail and click next

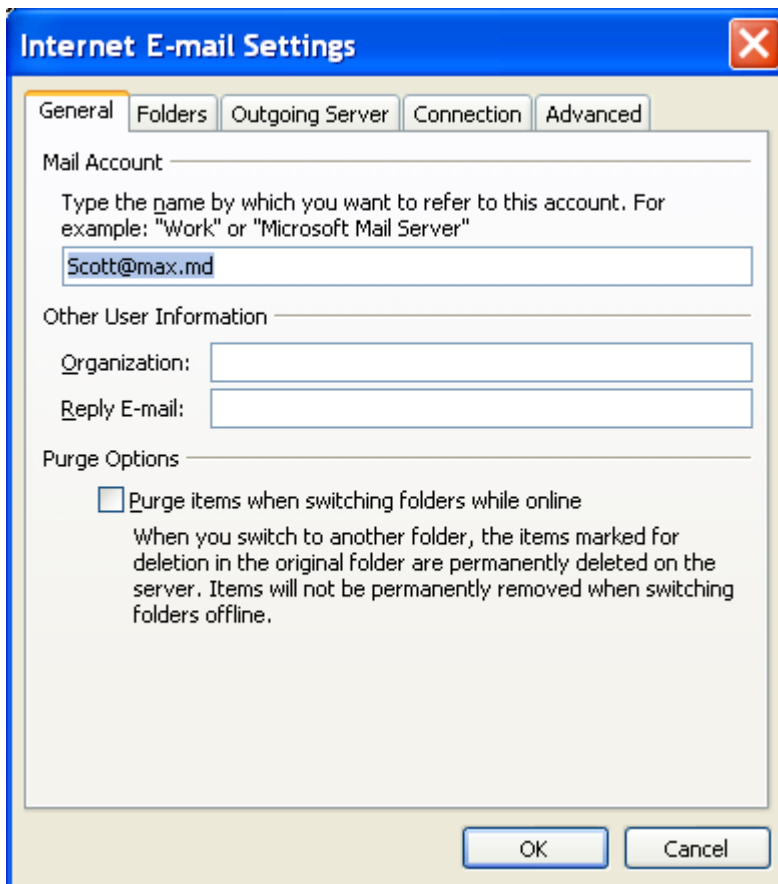


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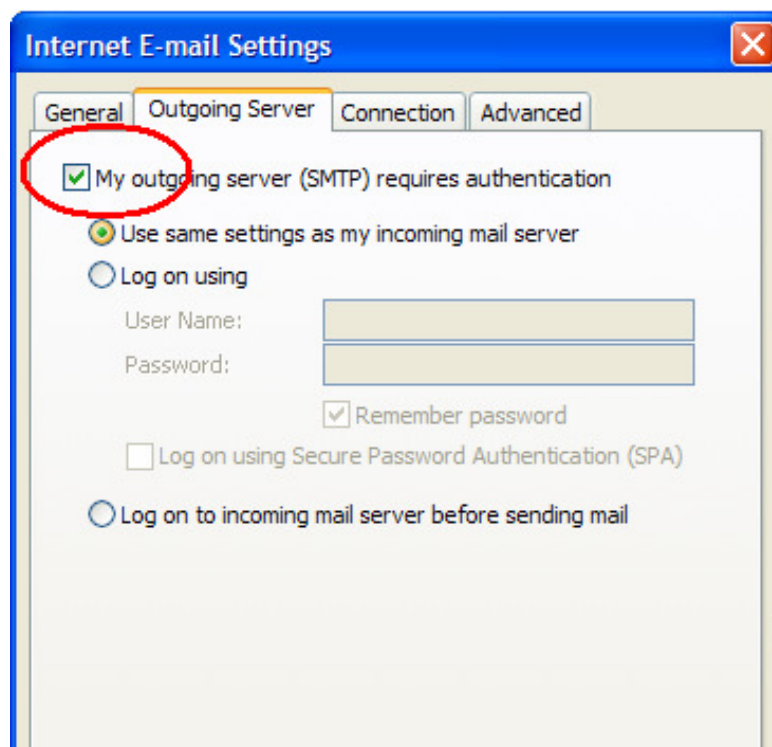
- 5) Enter your name and **.md** email address under **User Information**.
- 6) Enter the following under **Server Information**:
  - o Incoming mail server (IMAP): **imap.mdemail.md**
  - o Outgoing mail server (SMTP): **smtp.mdemail.md**
- 7) Enter the following under **Logon Information**:  
 Enter your username followed by domain name and .md extension in lower case letters (**user@domain.md**).
- 8) Do **NOT** check Log on using Secure Password Authentication (SPA).
- 9) Click **More Settings**. The *Internet E-Mail Settings* window (shown below) appears

**.md**

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9. In the **General** tab, enter the name in the Mail Account text box that you would like to associate with your **.mdEmail™** account.
10. Select the **Outgoing Server** tab. Check the box next to **My outgoing server (SMTP) requires authentication**. Be sure that the radio button next to **Use same settings as my incoming mail server** is also selected.



12. Select the **Advanced** tab.



13. Under Server Port Numbers, enter the following:
- Incoming server (imap): **993**
    - Select the drop down next to Use the following type of encrypted connection: **SSL**
  - Outgoing server (SMTP): **25**

**NOTE:** If Outlook cannot connect to **SMTP** server, it could be that your ISP is blocking port **25**, in that case, change the port number to **587**

**NOTE:** If you receive an error message from Norton Security Suite when attempted to send a secure email message, please change your port setting to port 587. Norton Security Suite does not allow secure communication via port 25 so MaxMD has enabled port 587 as an additional SMTP port for secure communication.
  - Select **This server requires an encrypted connection (TLS)** check boxes under both, the POP3, and under the SMTP settings.



15. Click **Test Account Settings**

The screenshot shows the 'E-mail Accounts' dialog box with the following fields and options:

- User Information:** Your Name: Joe User; E-mail Address: juser@domain.md
- Server Information:** Incoming mail server (POP3): pop.mdemail.md; Outgoing mail server (SMTP): smtp.mdemail.md
- Logon Information:** User Name: juser@domain.md; Password: [empty];  Remember password
- Test Settings:** After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
- Log on using Secure Password Authentication (SPA)
- Buttons:** Test Account Settings ... (circled in red), More Settings ...
- Navigation:** < Back, Next >, Cancel

If the test was successful, and the following message displayed, Click **Close**.

The screenshot shows the 'Test Account Settings' dialog box with the following content:

- Message:** Congratulations! All tests completed successfully. Click Close to continue.
- Buttons:** Stop, Close
- Tasks Table:**

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed



If the test fails, return and review/correct any errors in the mail client configuration. (Steps 1-15)

16. Click **Next**, then click **Finish**.

**If you have any questions or difficulty in configuring your .mdEmail™ for Outlook, please contact a MaxMD member support specialist at (877) 629.6363.**



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