## Configure .mdEmail<sup>™</sup> 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

Add New E-mail	Account
Auto Account Setu	p
Your Name:	Scott Example: Barbara Sankovic
E-mail Address:	Scott@max.md Example: barbara@contoso.com
Password:	
Retype Password:	Type the password your Internet service provider has given you.
	< Back Next > Cancel

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





Add New E-mail Account			
Internet E-mail Settings Each of these settings are required to get your e-mail account working.			
User Information		Test Account Settings	
<u>Y</u> our Name:	Scott	After filling out the information on this screen, we	
<u>E</u> -mail Address:	Scott@max.md	button below. (Requires network connection)	
Server Information		Test Assourt Sattings	
<u>A</u> ccount Type:	IMAP 🗸	Test Account Settings	
Incoming mail server:	imap.mdemail.md		
Outgoing mail server (SMTP):	smtp.mdemail.md	]	
Logon Information			
<u>U</u> ser Name:	scott@max.md		
<u>P</u> assword:	****	]	
✓ E	<u>R</u> emember password		
Reguire logon using Secure	Password Authentication (SPA	A) <u>M</u> ore Settings	
		< <u>B</u> ack <u>N</u> ext > Cancel	

- 5) Enter your name and **.md** email address under **User Information**.
- 6) Enter the following under **Server Information**:
  - Incoming mail server (IMAP): imap.mdemail.md
  - Outgoing mail server (SMTP): **smtp.mdemail.md**
- 7) Enter the following under Logon Information: Enter your <u>username</u> followed by <u>domain</u> name and .<u>md</u> 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



I	nterne	t E-ma	il Settings	X
1	General	Folders	Outgoing Server Connection Advanced	
	Mail Acco	ount —		-
	Type the <u>n</u> ame by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"			
	Scott@	⊇max.md		
	Other Us	er Inform	nation	-
	<u>O</u> rgani	zation:		
	<u>R</u> eply (	E-mail:		
	Purge Op	otions —		_
		<u>P</u> urge ite	ms when switching folders while online	
	When you switch to another folder, the items marked for deletion in the original folder are permanently deleted on the server. Items will not be permanently removed when switching folders offline.			
			OK Cance	el

- 9. In the **General** tab, enter the name in the Mail Account text box that you would like to associate with your **.md**Email<sup>™</sup> 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.

Internet E-mail Settings			
General Outgoing Server Connection Advanced			
My outgoing server (SMTP) requires authentication			
OUse same settings as my incoming mail server			
O Log on using			
User Name:			
Password:			
Remember password			
Log on using Secure Password Authentication (SPA)			
O Log on to incoming mail server before sending mail			

#### 12. Select the **Advanced** tab.

Internet E-mail Settings			
General Folders Outgoing Server Connection Advanced			
Server Port Numbers			
Incoming server (IMAP): 993 Use Defaults			
Use the following type of <u>encrypted</u> connection: SSL			
Qutgoing server (SMTP): 25			
Use the following type of encrypted connection:			
Server Timeouts			
Short 🔿 Long 1 minute			
Folders			
Root <u>f</u> older path:			
OK Cancel			

- 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

E-mail Accounts				
Internet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.				
User Information		Server Information		
Your Name:	Joe User	Incoming mail server (POP3):	pop.mdemail.md	
E-mail Address:	juser@domain.md	Outgoing mail server (SMTP):	smtp.mdemail.md	
Logon Information User Name: juser@domain.md Password:  Remember password		Test Settings After filling out the information recommend you test your acco button below. (Requires netwo	on this screen, we ount by clicking the ork connection)	
Log on using Secure Password Authentication (SPA) More Settings				
		< Back	Next > Cancel	

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

Test Account Settings			
Congratulations! All tests completed successfully.	<u>S</u> top		
Tasks Errors			
Tasks	Status		
✓ Log onto incoming mail server (IMAP)	Completed		
✓ Send test e-mail message	Completed		

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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<sup>™</sup> for Outlook, please contact a MaxMD member support specialist at (877) 629.6363.

