

Setting Up Your E-mail in Microsoft Outlook

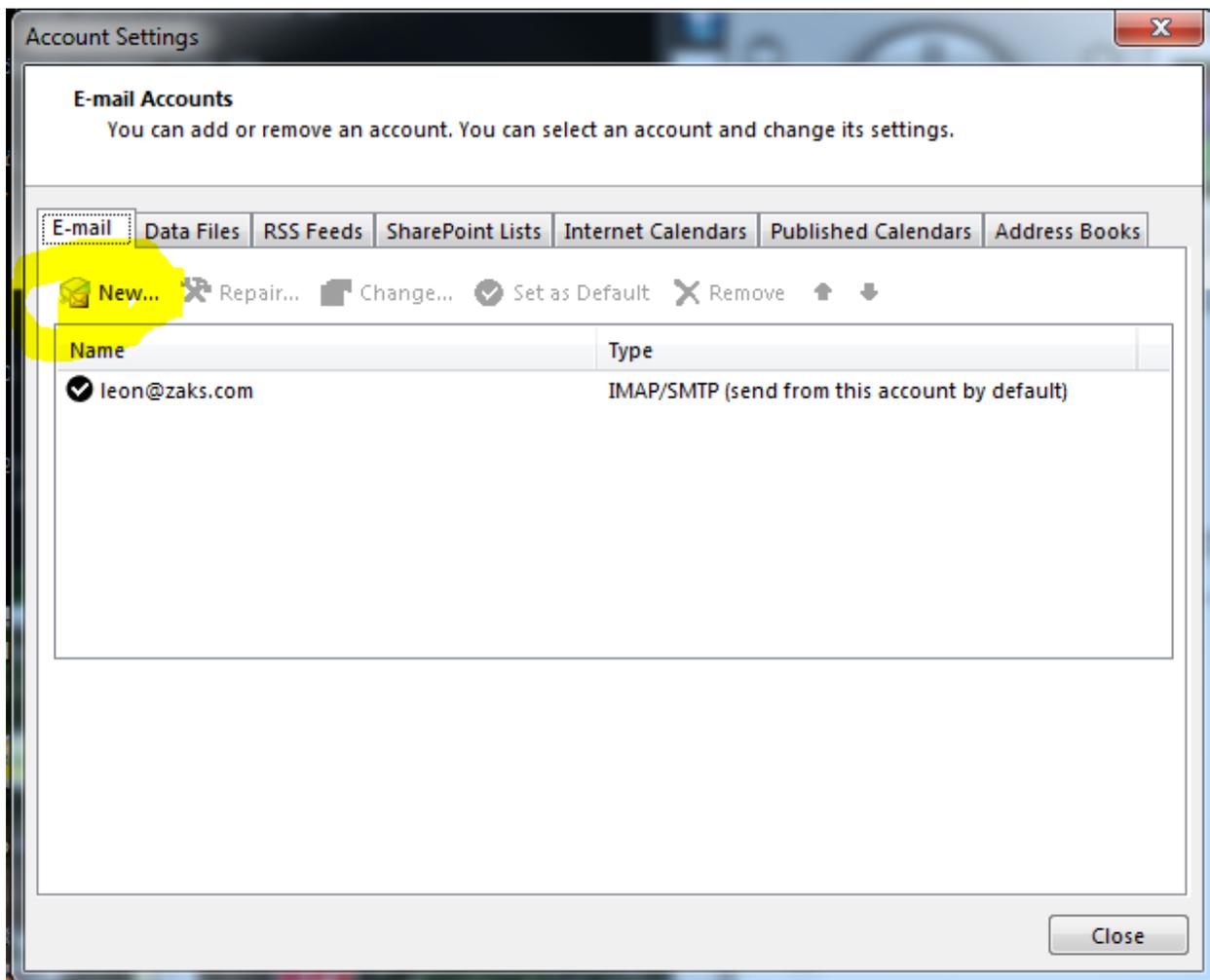
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook, but these settings are similar to most mail clients. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

Our basic email server information is:

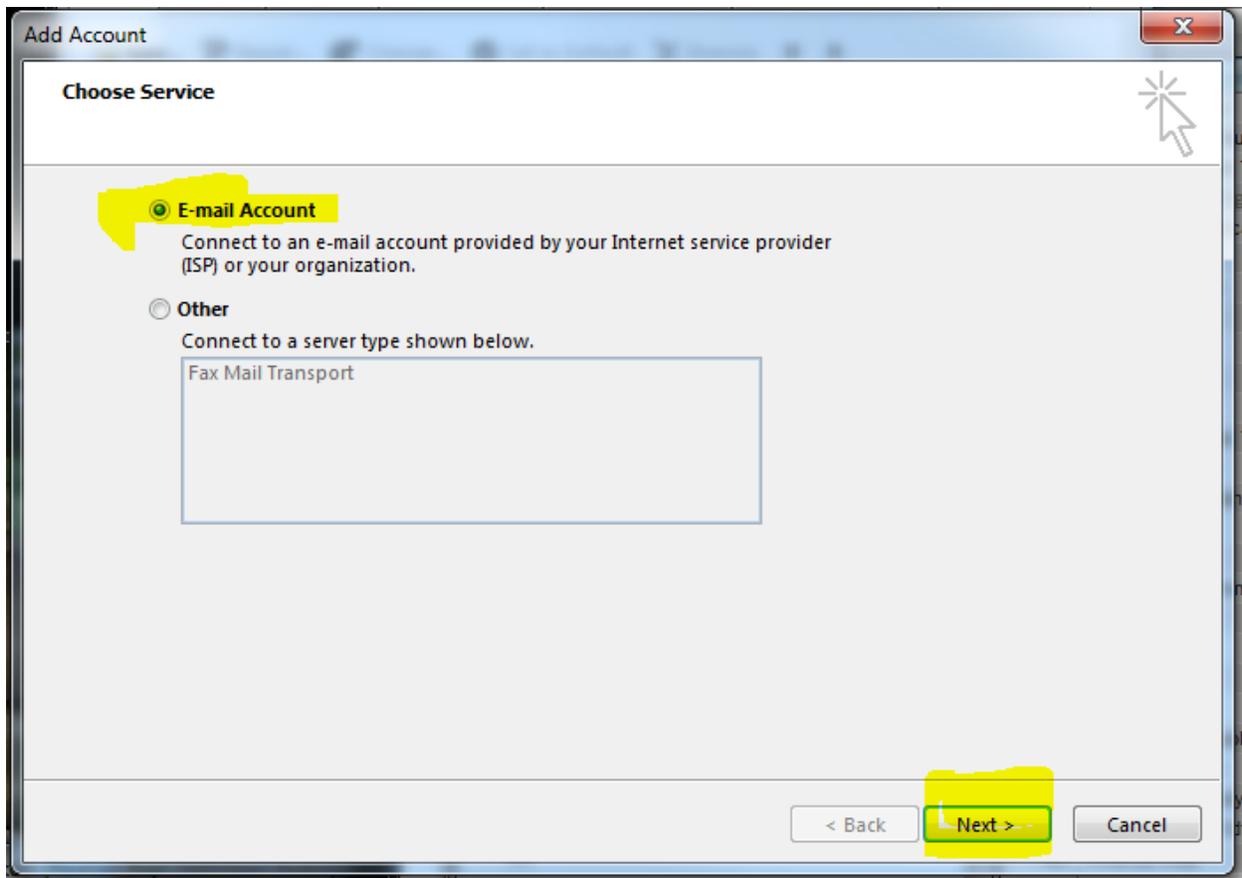
Server: mail.zaks.com **smtp server:** mail.zaks.com **pop3 & Imail server:** mail.zaks.com

smtp (outgoing) port is 25 imap (incoming) server port is 143 No SSL

1. In Microsoft Outlook, select Tools > E-mail Accounts. Depending on the version you are using the exact steps may be a bit different. You need to end up at this screen:



In that screen click NEW. Then you get this:



Make sure E-mail Account is chosen, then click NEXT.

In the next screen:

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:

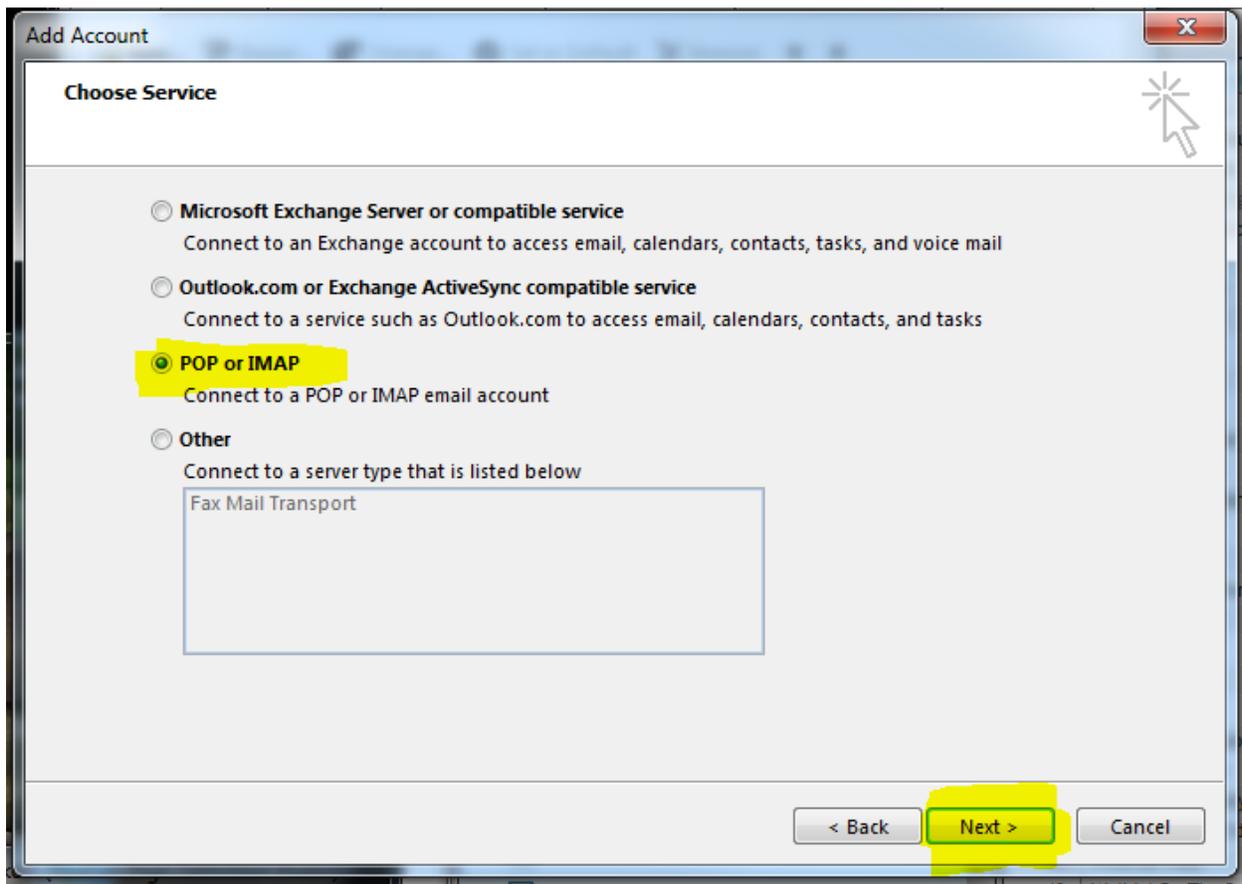
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

Choose MANUAL SETUP OR ADDITIONAL SERVER TYPES, then choose NEXT.

On this screen choose POP or IMAP, then NEXT.



The next screen is the screen with the most information needed.

The screenshot shows a Windows-style dialog box titled "Add Account" with a close button (X) in the top right corner. The main heading is "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." Below this, the settings are organized into four sections:

- User Information:** "Your Name:" and "Email Address:" both have the text "leon@mgcarclub.com" entered.
- Server Information:** "Account Type:" is set to "IMAP" (dropdown menu). "Incoming mail server:" and "Outgoing mail server (SMTP):" both have "mail.zaks.com" entered.
- Logon Information:** "User Name:" has "leon@mgcarclub.com" entered. "Password:" has "*****" entered. There is a checked checkbox for "Remember password".
- Test Account Settings:** A message says "We recommend that you test your account to ensure that the entries are correct." There is a "Test Account Settings ..." button and a checked checkbox for "Automatically test account settings when Next is clicked".

At the bottom left, there is a checkbox for "Require logon using Secure Password Authentication (SPA)" which is unchecked and highlighted in yellow. At the bottom right, there is a "More Settings ..." button also highlighted in yellow. At the very bottom, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

Where YOUR NAME is I usually just put my email, then the same in EMAIL ADDRESS. For the ACCOUNT TYPE I recommend using IMAP, especially if you use more than one device for example Outlook on your pc, an iPhone or Android phone, a pad.

For the INCOMING MAIL SERVER enter mail.zaks.com

For OUTGOING SERVER (SMTP) enter mail.zaks.com

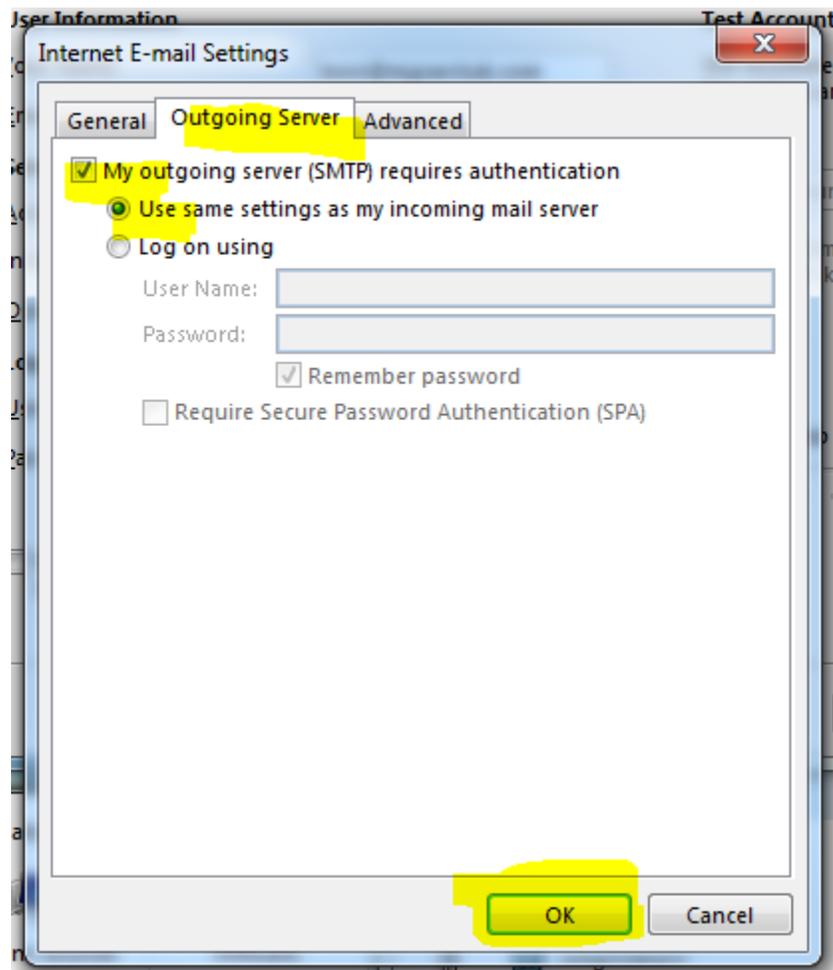
USER NAME is your complete email address, it will not work with just your name.

Enter your PASSWORD.

Make sure REQUIRE LOGON USING SECURE PASSWORD AUTHENTICATION is NOT CHECKED.

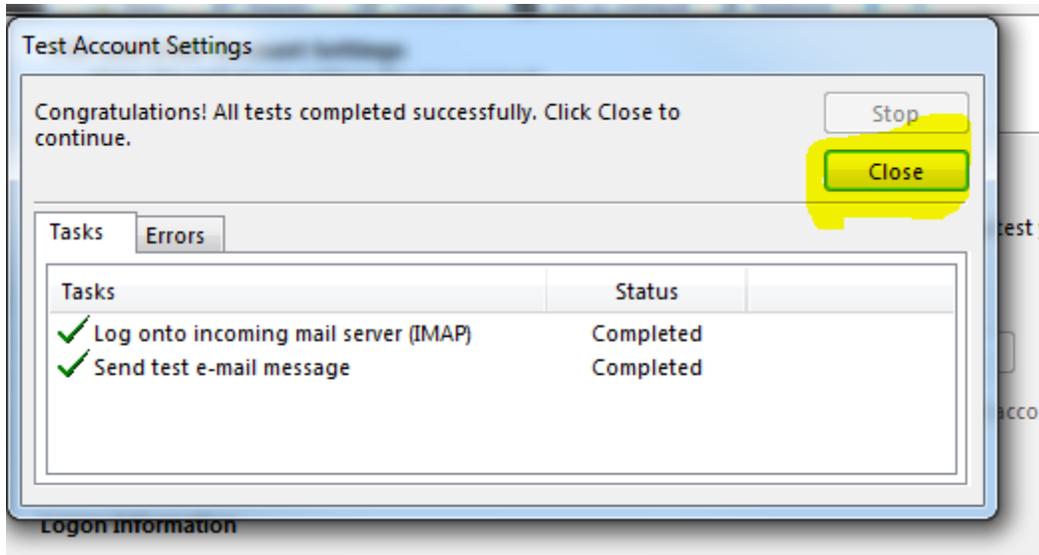
DO NOT click next – click MORE SETTINGS to get the next screen:

A new screen will pop up:



Choose the OUTGOING SERVER tab.

Check MY OUTGOING SERVER (SMTP) requires authentication and make sure that USE SAME SETTINGS AS MY.. is checked, then click OK, then NEXT. Outlook will test the account settings, hopefully you typed it all correctly and you'll get two green checks:



Click CLOSE.

Then FINISH, then CLOSE.

You should have received a test email (from the test account step above).

If not and you are using ZAKS.COM mail you can go to ZAKS.COM and Choose Web Mail Login. Enter your username (that is your FULL email address) and your password. If you can't login there, you do not have the correct email and or login. Contact us.

If that worked and you can receive and send email then run through the steps again and check your spelling.

If you can receive but not send, then the authentication is usually the part marked wrong – go back and check it.

Look at your spelling – coN is not coM (that's a common one). Periods are not commas.

Contact us if you way down here and it is still not working.

staff@zaks.com