**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 & lmail 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:
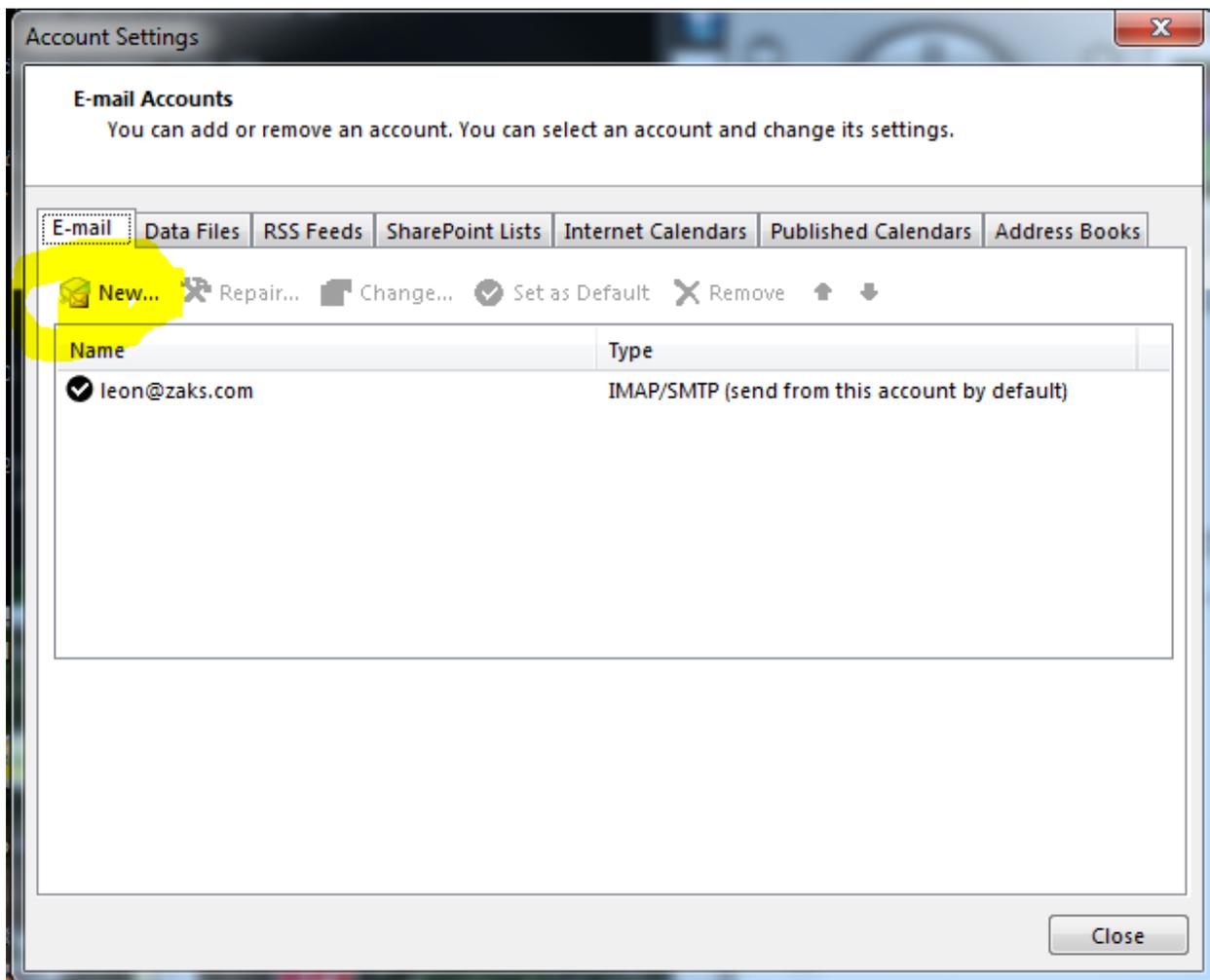
In that screen click NEW. Then you get this:
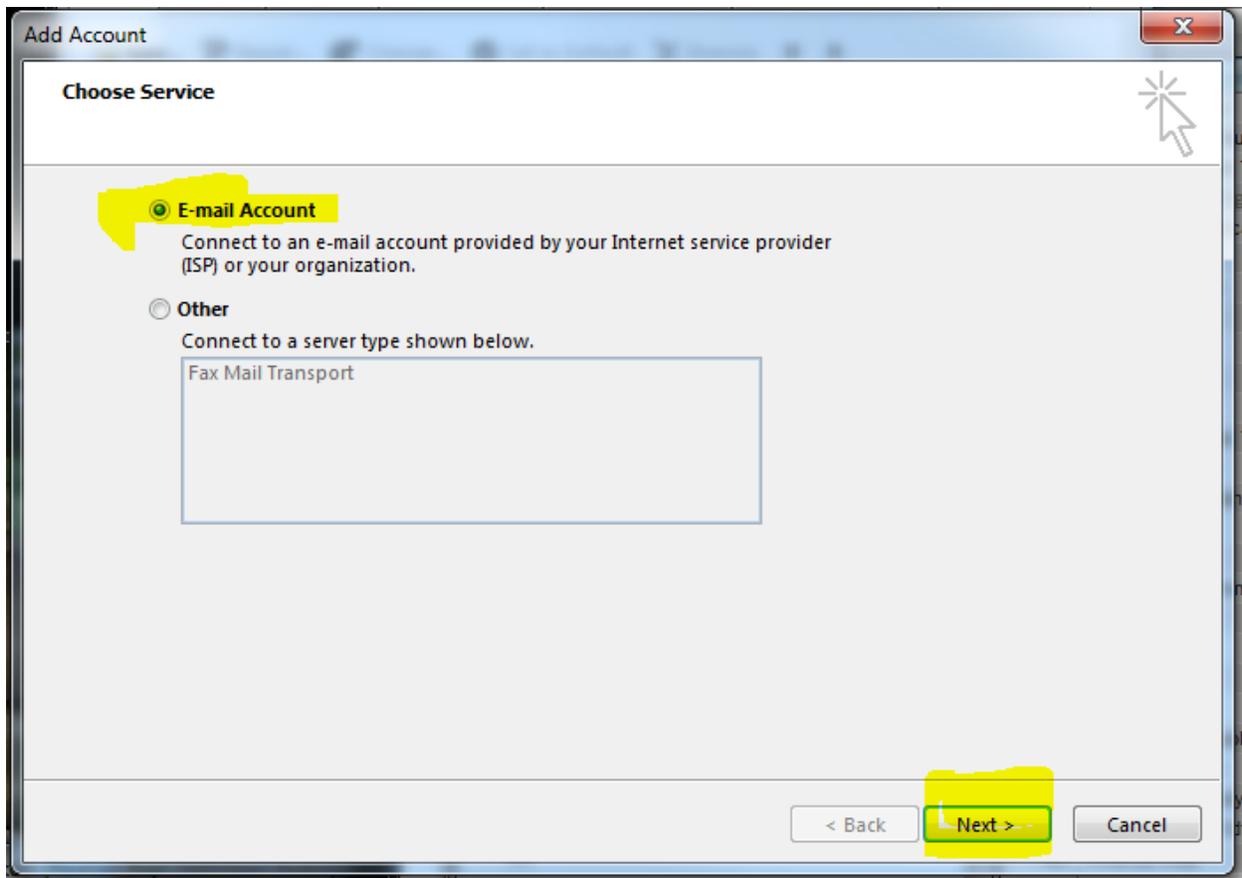
Make sure E-mail Account is chosen, then click NEXT.

In the next screen:

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

On this screen choose POP or IMAP, then NEXT.
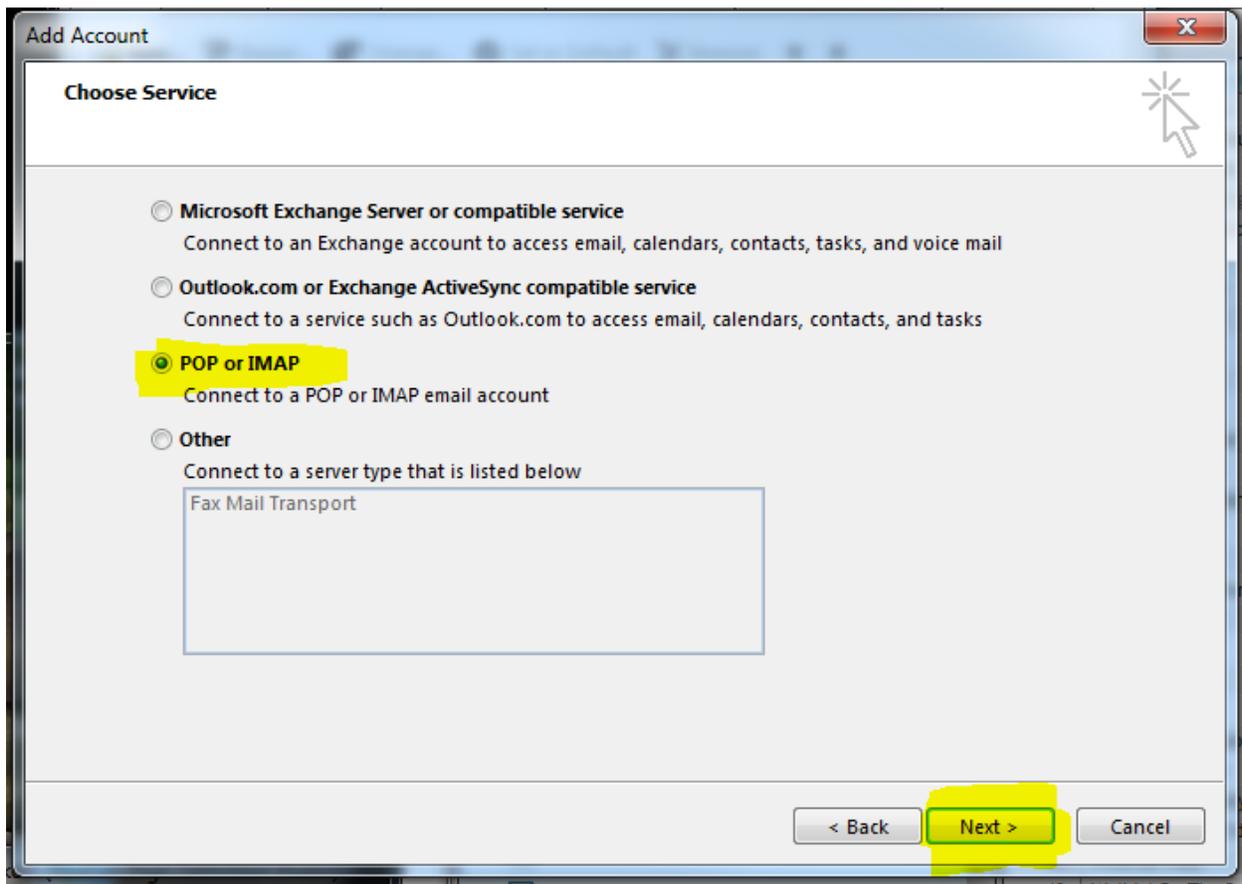
The next screen is the screen with the most information needed.

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

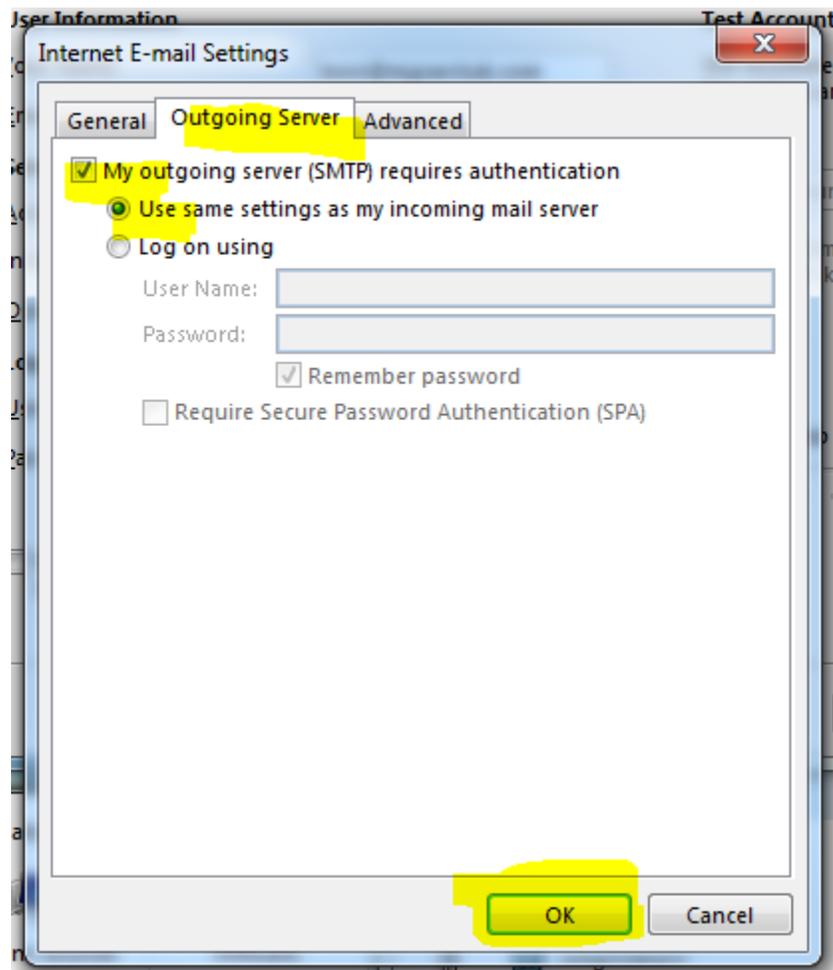For OUTGOING SERVER (SMTP) enter mail.zaks.com

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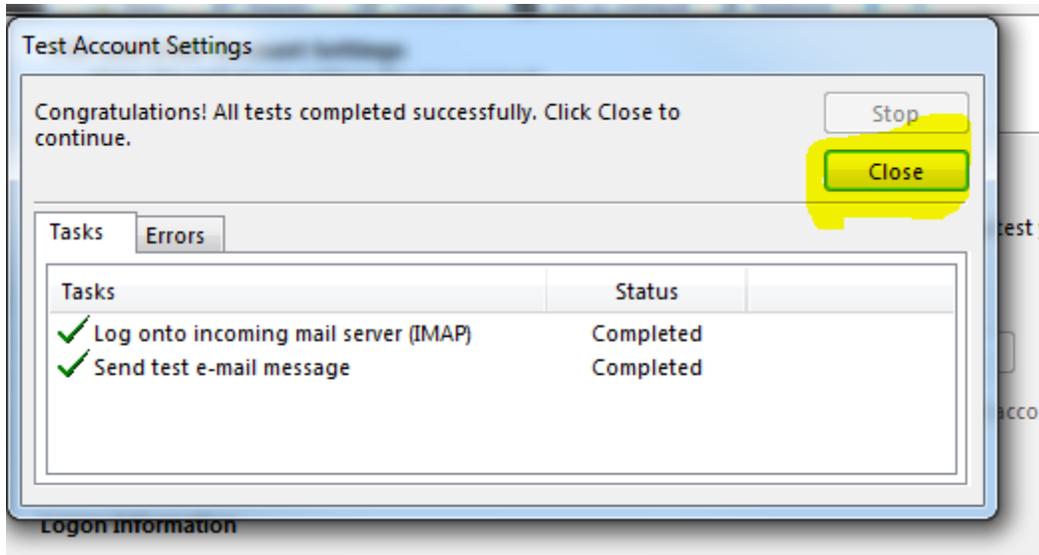
DO NOT click next – click MORE SETTINGS to get the next screen:

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