

Setting Up Your Niner.net Email Account In Outlook 365

Open Outlook

Click 'File'

Click 'Add Account'

Inbox - louann.chalcraft@outlook.com - Outlook

Account Information

louann.chalcraft@outlook.com
Microsoft Exchange

+ Add Account

Account Settings
Change settings for this account or set up more connections.

- Access this account on the web.
<https://outlook.live.com/owa/outlook.com/>
- Get the Outlook app for iOS or Android.

Automatic Replies
Use automatic replies to notify others that you are on vacation, or not available to respond to email messages.

Mailbox Settings
Manage the size of your mailbox by emptying Deleted Items and archiving.

49.4 GB free of 49.5 GB

Rules and Alerts
Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.

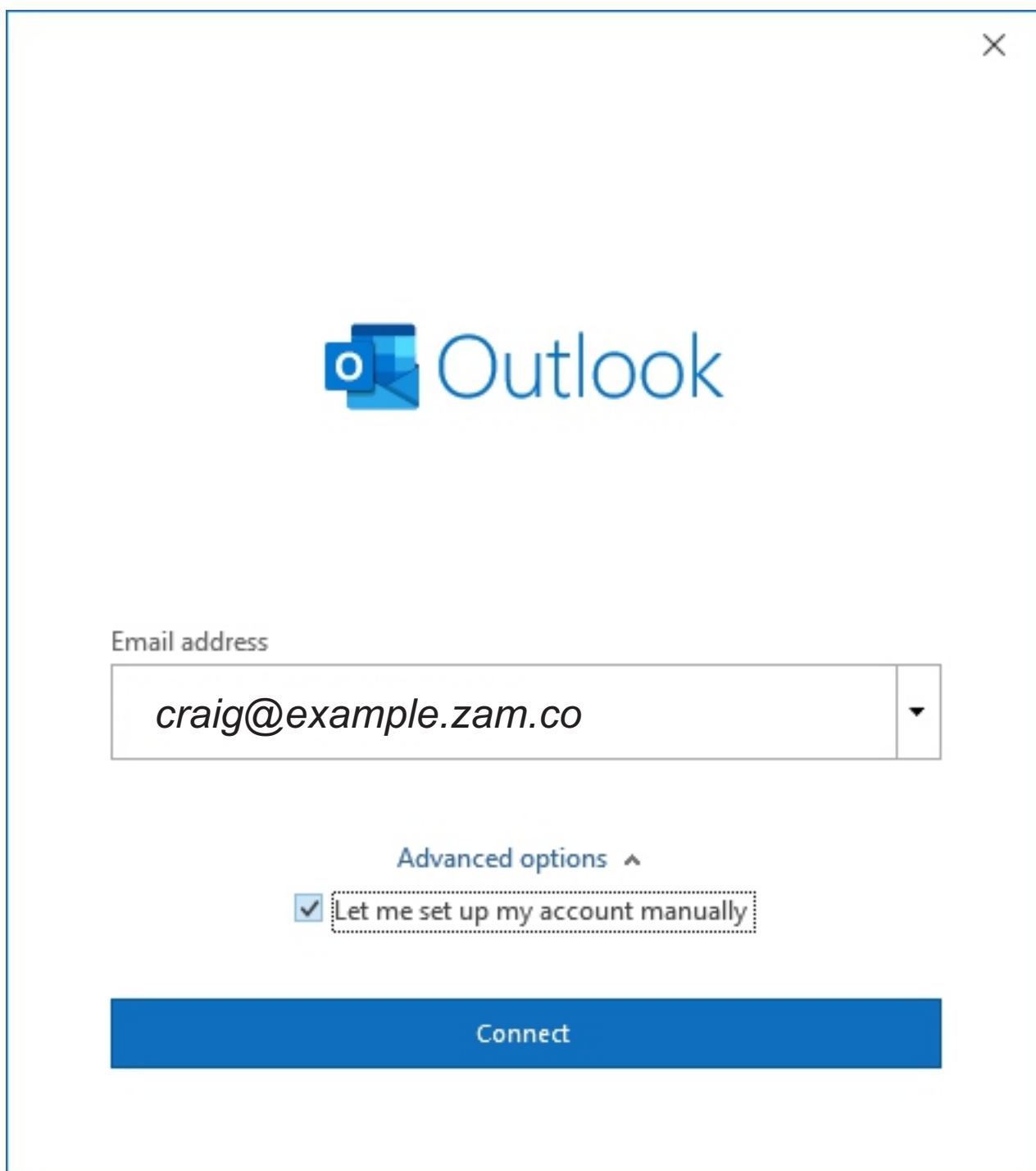
Manage Add-ins
Manage and acquire Web Add-ins for Outlook.

Type in the new email address that you are trying to setup. Ensure it is the full email address including everything before and after the @ symbol.

Drop down 'Advanced Options'

Tick 'Let me set up my account manually'

Click 'Connect'



The screenshot shows a dialog box for Outlook account setup. At the top right is a close button (X). In the center is the Outlook logo. Below it is a text input field labeled "Email address" containing the text "craig@example.zam.co". Underneath the input field is a section titled "Advanced options" with an upward-pointing arrow. In this section, there is a checked checkbox next to the text "Let me set up my account manually". At the bottom of the dialog is a large blue button labeled "Connect".

Here you have the choice of POP or IMAP.

POP follows the simplistic idea that only one client requires access to mail on the server and that mails are best stored locally. POP downloads the message and will delete the message from the server at a time specified by your settings.

IMAP creates an image of what is on the server on your device or computer. IMAP will allow multiple clients or users to manage the same inbox. So whether you log in from your home or your work computer or phone, you will always see the same emails and folder structure since they are stored on the server and all changes you make to local copies are immediately synced to the server.

We recommend using POP to save a local copy of your email so that your mailbox on the server does not fill up. Ensure your settings (shown later) are set to remove the mail from the server after a certain period. For example, you can use IMAP on your phone, tablet and laptop (or for the sales team to all access) for working emails perhaps going back 3 months. POP setup on your main computer can be set to remove the emails from the server after that time. This means you have the only copy of your emails. There is no backup copy on the server.

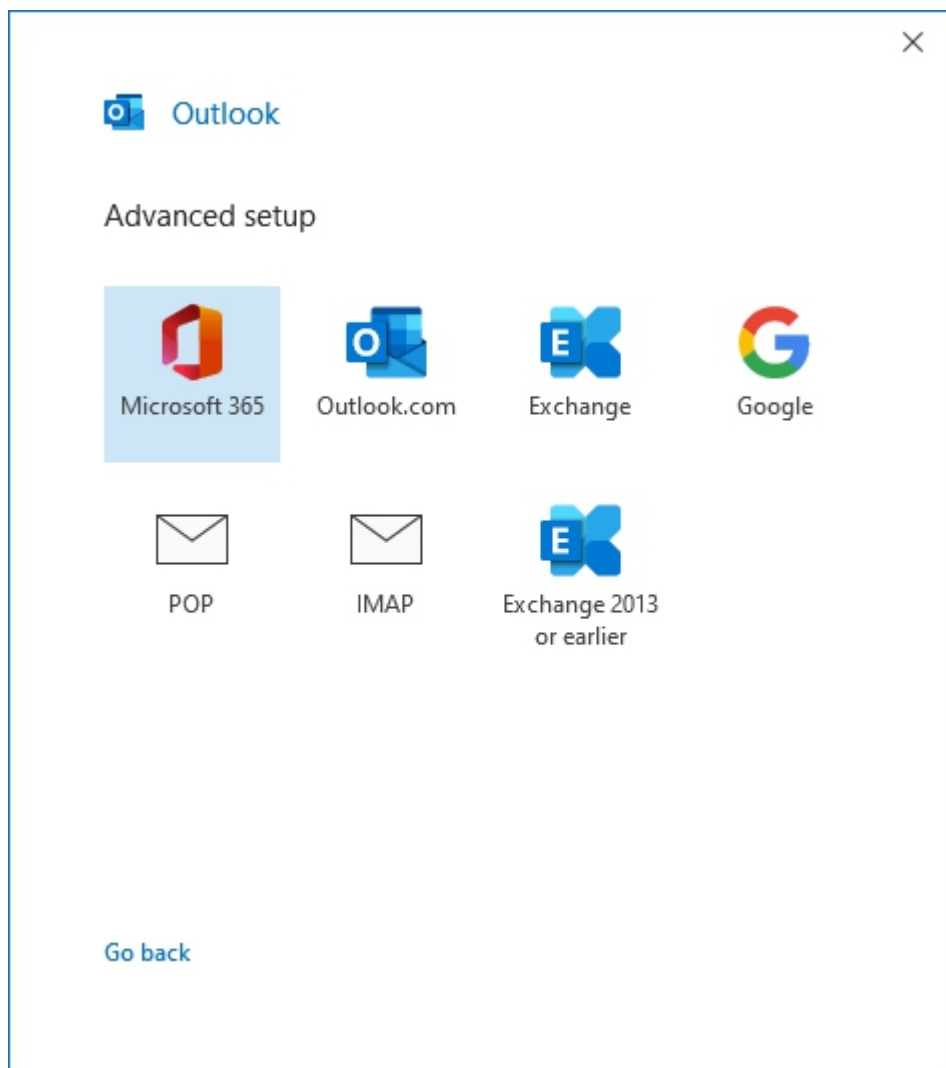
POP:

- Mail stored locally, i.e. always accessible, even without internet connection.
- Internet connection needed only for sending and receiving mail.
- Saves server storage space.
- Option to leave copy of mail on server.
- Consolidate multiple email accounts and servers into one inbox.

IMAP:

- Mail stored on remote server.
- Internet connection needed to access mail.
- Saves local storage space.
- Option to store mail locally.

Choose 'POP' or 'IMAP'



In the following pages, POP and IMAP setting pages will be marked by blue text in the top right corner. If there is no text, the setting is the same for both.

If you chose POP, fill in the details as follows:

Incoming mail: *pop.niner.net*

Port: *995*

Tick '*This server requires an encrypted connection (SSL/TLS)*'

Outgoing Mail: *smtp.niner.net*

Port: *587*

Encryption Method: *STARTTLS*

✕

POP Account Settings

(Not you?)

Incoming mail

Server Port

This server requires an encrypted connection (SSL/TLS)

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Message delivery

Use an existing data file

[Go back](#)

If you chose IMAP, fill in the details as follows:

IMAP

Incoming mail: *imap.niner.net*
Port: *993*
Encryption Method: *SSL/TLS*

Outgoing Mail: *smtp.niner.net*
Port: *587*
Encryption Method: *STARTTLS*

✕

IMAP Account Settings

(Not you?)

Incoming mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

[Go back](#)

Fill in the password.


Click 'Connect'

✕

POP Account Settings

(Not you?)

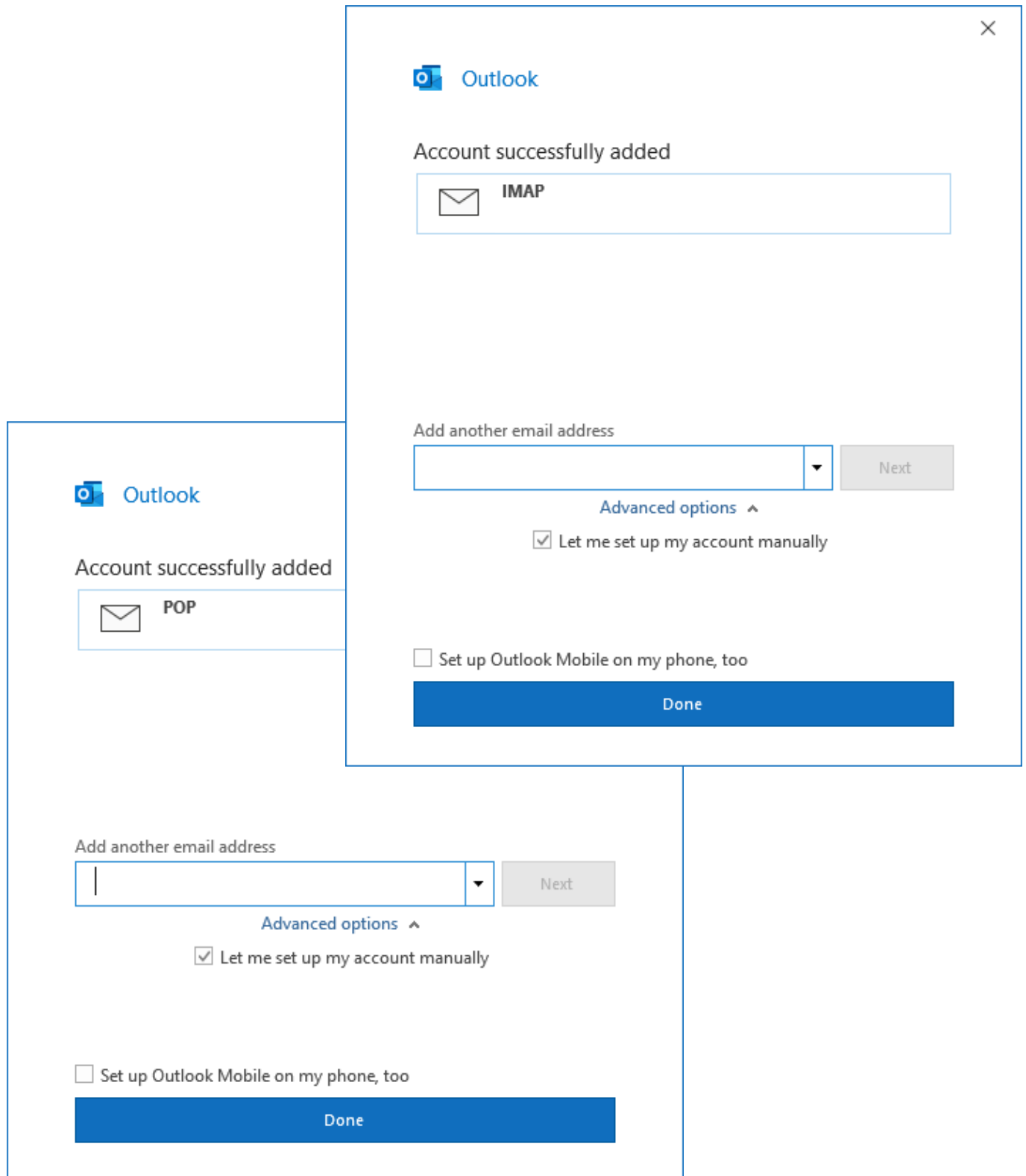
Password



Go back

Connect

Click 'Done'



Congratulations! Your email address is set up. However we'd like you to check your settings and make a couple of other adjustments.

To check or change settings, follow the instructions on the coming pages.

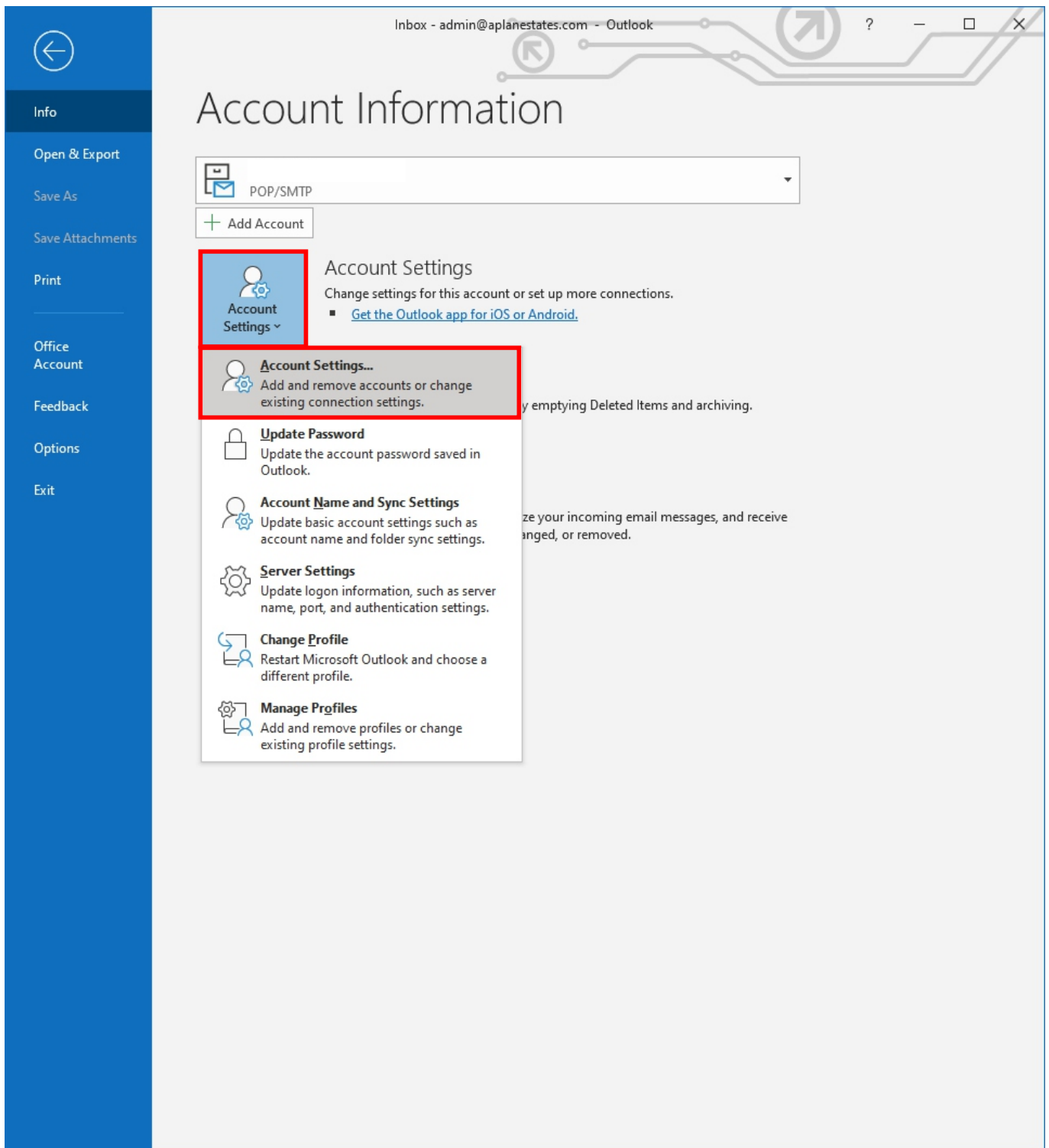
Final Settings

To change the 'From name' on the account.

Click 'File'

Drop down 'Account Settings'

Click 'Account Settings...'



Fill in your chosen name where it says 'Your name'.

POP

You can also set the 'Account name' this is how it shows up on your Outlook. The default is your email address.

This is also where you set how long your email stays in your mailbox on the server as discussed earlier. The default is 14 days. In the example we discussed, we set it to 90 days.

Please ensure it is set to take the mail off the server or your mailbox on the server could fill up and then emails sent to you will bounce and you will not receive them.

✕

POP Account Settings

General settings

Your name

Account name
Example: "Work" or "Microsoft account"

Reply-to address

Organization

Mail settings

Leave a copy of messages on the server

Remove from server after days

Remove from server when deleted from Deleted Items

[Reset Mail settings](#)

[Next](#)

Fill in your chosen name where it says 'Your name'.

IMAP

You can also set the 'Account name' this is how it shows up on your Outlook. The default is your email address.

We would like to once again recommend that you ensure that you have a POP account set up on a desktop or laptop to permanently remove your mail from the server.

IMAP Account Settings

General settings

Your name

Account name
Example: "Work" or "Microsoft account"

Reply-to address

Organization

Folder settings

Root folder path

Mail settings

Keep mail offline for All

Don't save copies of sent items

Mark items for deletion but don't move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

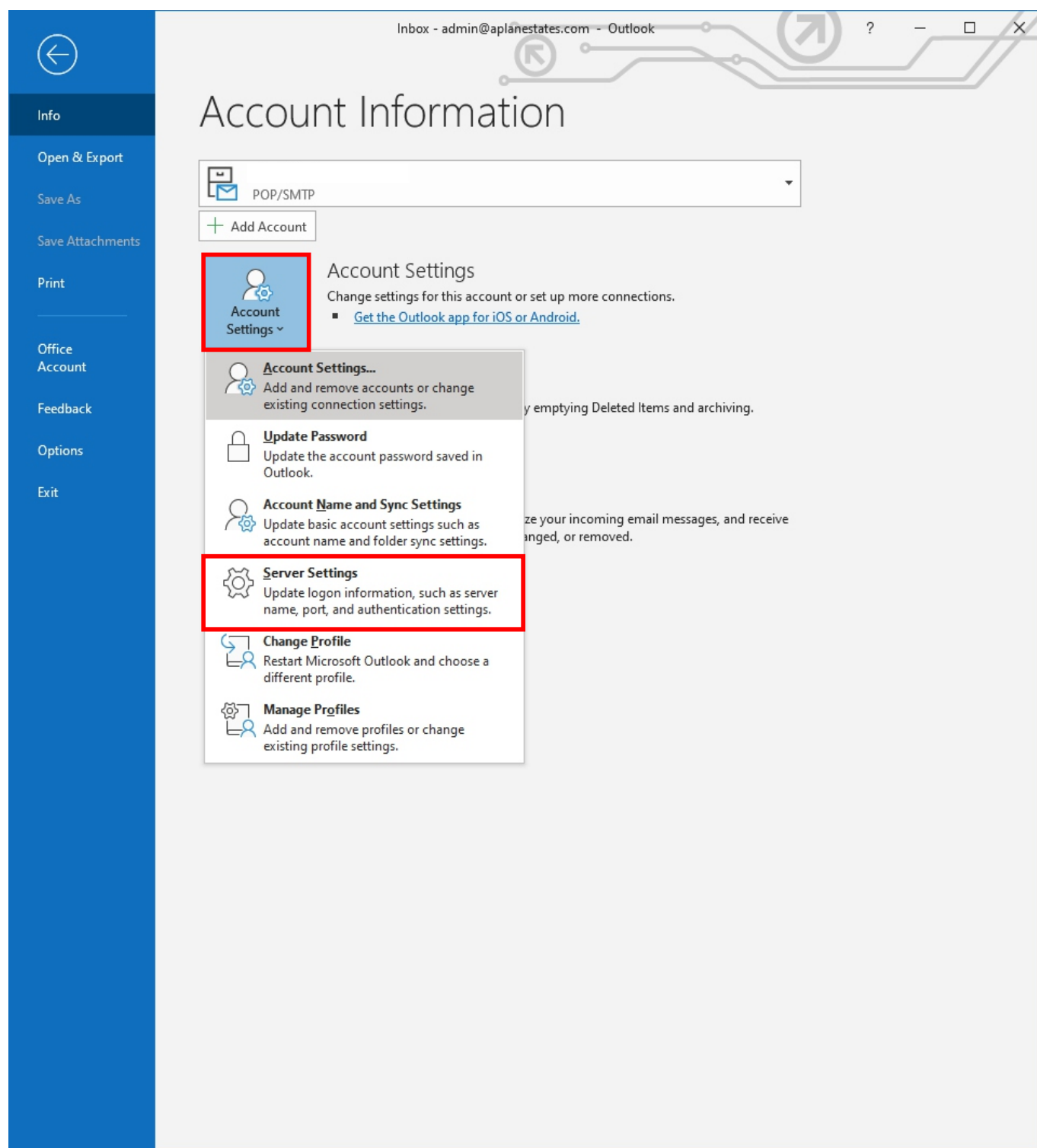
Purge items when switching folders while online

To check and change the server settings.

Click 'File'

Drop down 'Account settings'

Click 'Server Settings'



The settings should match the following Incoming mail and Outgoing mail settings. **POP**

The last setting we'd like you to change is the Server timeouts. Please increase this to around 4 minutes.

✕

POP Account Settings

Incoming mail ^

User name

Password

Remember password

Server Port

This server requires an encrypted connection (SSL/TLS)

Require logon using Secure Password Authentication (SPA)

Outgoing mail ^

Server Port

Encryption method

Server timeouts 4 minutes

Require logon using Secure Password Authentication (SPA)

My outgoing (SMTP) server requires authentication

- Use same settings as my incoming mail server
- Log on using user name and password
- Log on to incoming mail server before sending mail

The settings should match the following Incoming mail and Outgoing mail settings.

IMAP

The last setting we'd like you to change is the Server timeouts. Please increase this to around 4 minutes.

✕

IMAP Account Settings

Incoming mail ▲

User name

Password

Remember password

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail ▲

Server Port

Encryption method

Server timeouts 4 minutes

Require logon using Secure Password Authentication (SPA)

My outgoing (SMTP) server requires authentication

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