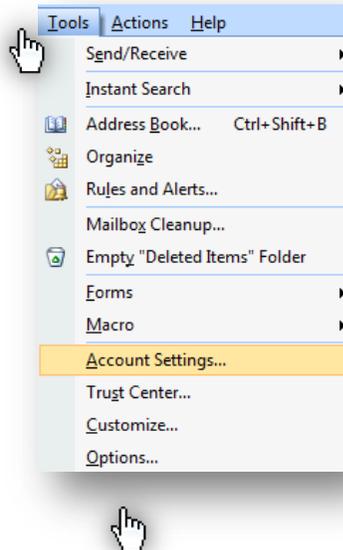


## ZOOM.PH MS Outlook Configuration Guide

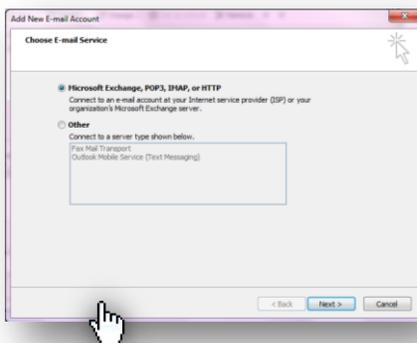
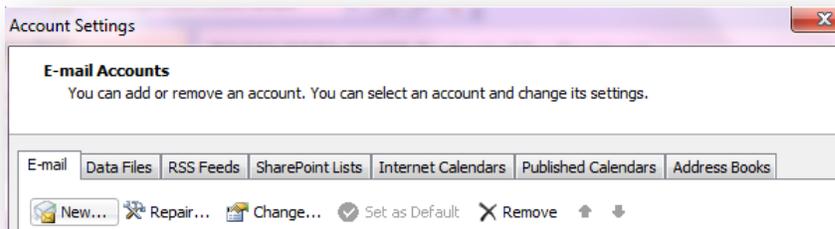
1. Select "Tools" and then "Account Settings" from the File Menu.



2. Select "New..." in the next window under the "Email Accounts" Section,

3. And the "Choose E-mail Service" will come out, choose "Microsoft Exchange, POP3, IMAP, or HTTP"

4. Click "Next".



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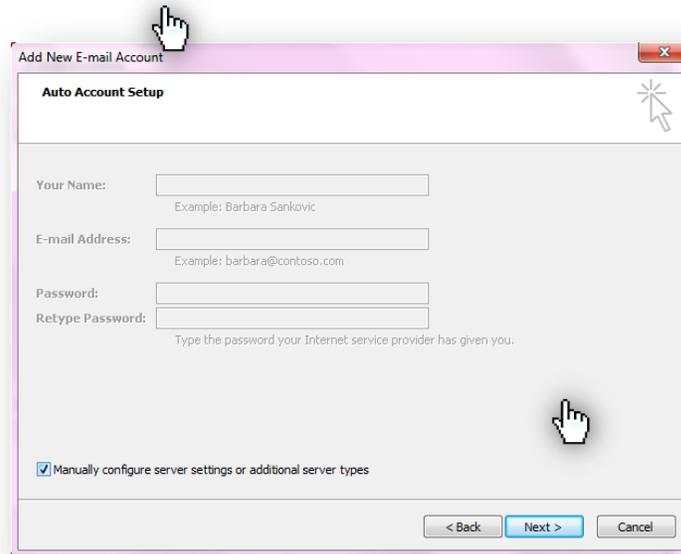
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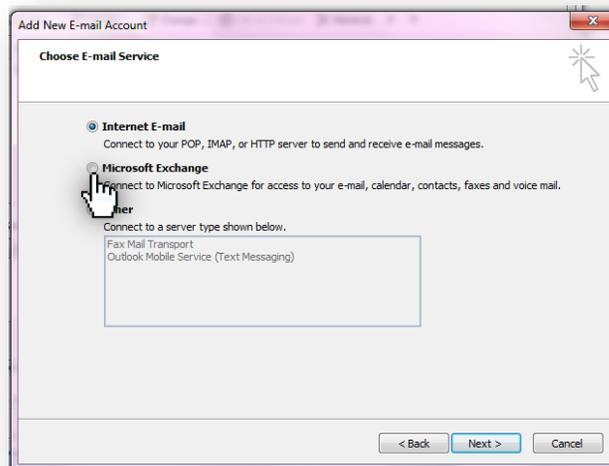
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5. In the Auto Accounts Setup window (shown below), just check “Manually configure server settings or additional service types”. Click “Next” button.



6. Select Internet “E-mail”. Click “Next”.



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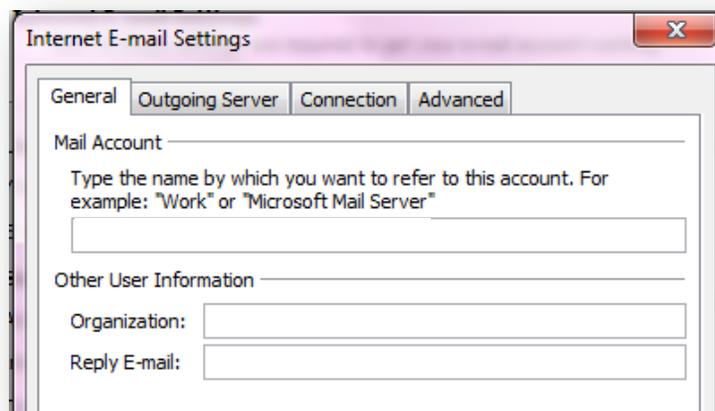
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7. Fill-out form. Click “More Settings”. (See details of form below.)

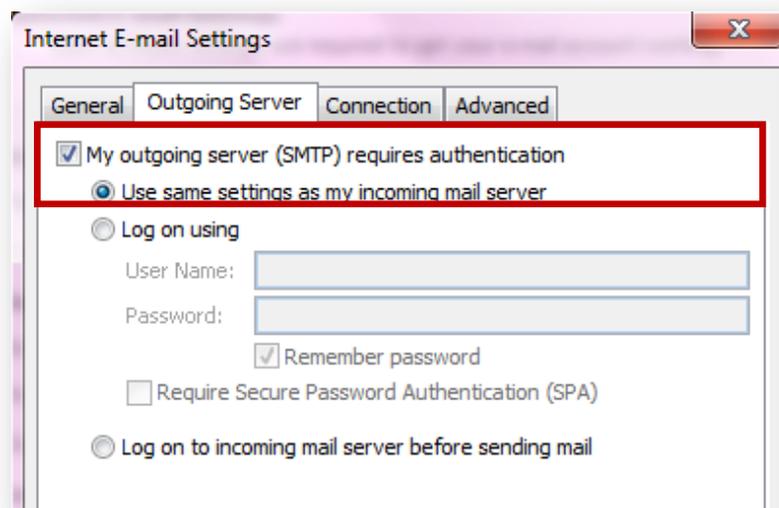
- **Name:** The Display name as you want it to appear in the recipient’s mailbox, usually your complete name.
- **Email Address:** Your complete email address i.e. [name.surname@yourdomain.com](mailto:name.surname@yourdomain.com)
- **Incoming mail server:** [mail.yourdomain.com](mailto:mail.yourdomain.com)
- **Outgoing mail server:** [mail.yourdomain.com](mailto:mail.yourdomain.com)

8. For “General” tab, your email address should be included.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The 'Mail Account' section has a text input field with the instruction: 'Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"'. Below this is the 'Other User Information' section, which includes 'Organization:' and 'Reply E-mail:' text input fields.

9. For “Outgoing Server” tab, the “My outgoing server (SMTP) requires authentication” should be enabled.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. A red box highlights the 'My outgoing server (SMTP) requires authentication' checkbox, which is checked. Below this, there are radio buttons for 'Use same settings as my incoming mail server' (selected), 'Log on using', and 'Log on to incoming mail server before sending mail'. The 'Log on using' section includes 'User Name:' and 'Password:' text input fields, a 'Remember password' checkbox, and a 'Require Secure Password Authentication (SPA)' checkbox.

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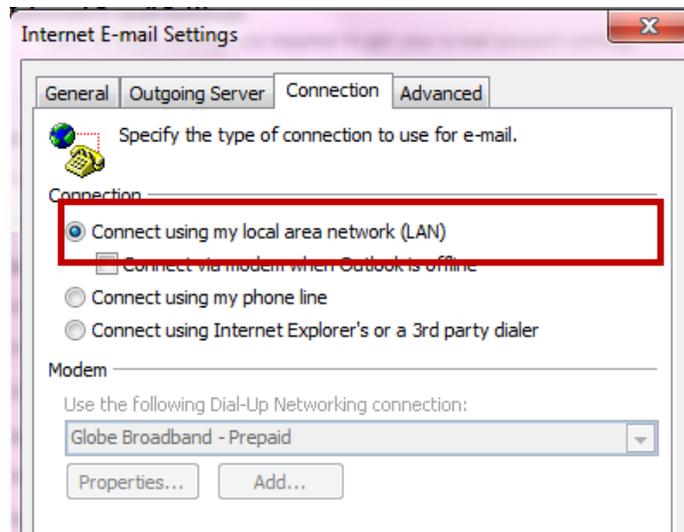
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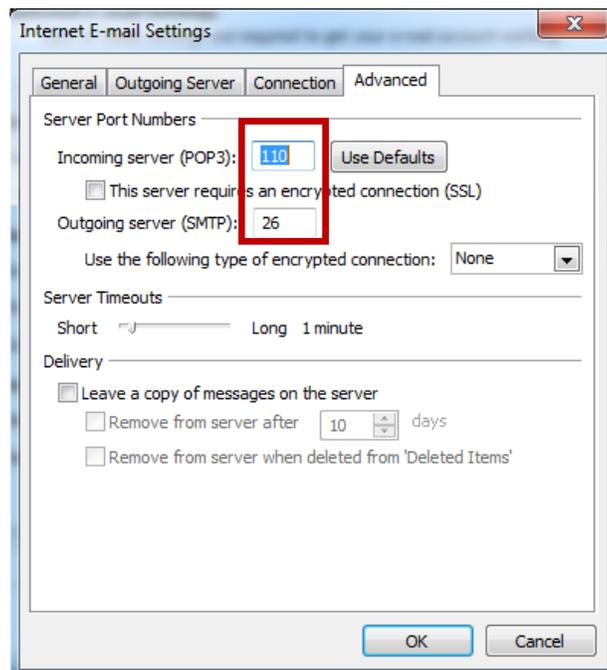
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10. For “Connection” tab, the “Connect using my Local Area Network (LAN)” should be enabled.



11. For “Advanced” tab, include:

- Incoming Server (POP3): 110
- Enable “This server requires an encrypted connection (SSL)”
- Outgoing Server (SMTP): 26



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12. In case you have availed of our SSL certificate or you have acquired a certificate from a third party and have installed it in your account, you should be able to use the same certificate for an encrypted POP3/SMTP session.

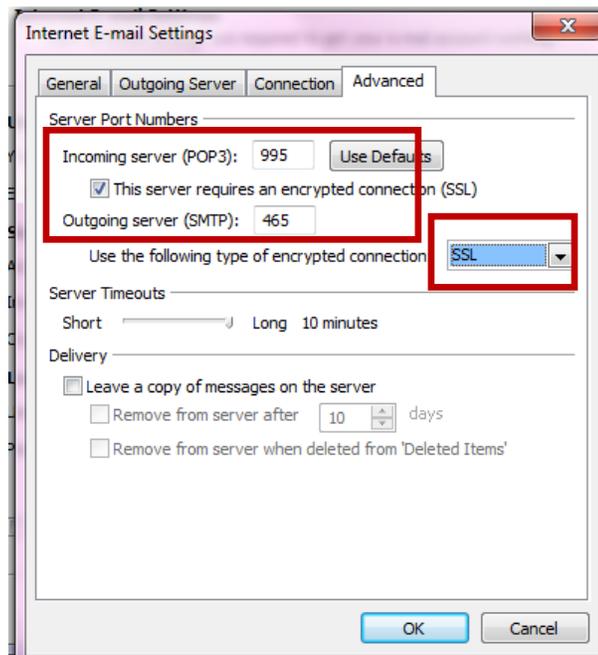
In STEP 7. Instead of using mail.yourdomain.com, you should use the domain corresponding to where your SSL was installed, i.e.

- **Incoming mail server:** [yourdomain.com](http://yourdomain.com)
- **Outgoing mail server:** [yourdomain.com](http://yourdomain.com)

*If you are not using wildcard SSL, then your SSL must be installed in the same domain that you use as your incoming and outgoing mail server for SSL to work. If you wish to use a sub-domain (assuming that you are using a separate mail server), SSL must also be installed in that sub-domain. However, if your SSL was installed for store.yourdomain.com, and this sub-domain is hosted in the same server that you are using as mail server, then, you can simply use store.yourdomain.com as your incoming and outgoing mail server.*

Then, in step 11, use the following details.

- Incoming Server (POP3): 995
- Enable “This server requires an encrypted connection (SSL)”
- Outgoing Server (SMTP): 465
- Choose “SSL” under “Use the following type of encrypted connection”.



13. Click “OK” button and restart your MS Outlook. You should be able to send and receive messages now.



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