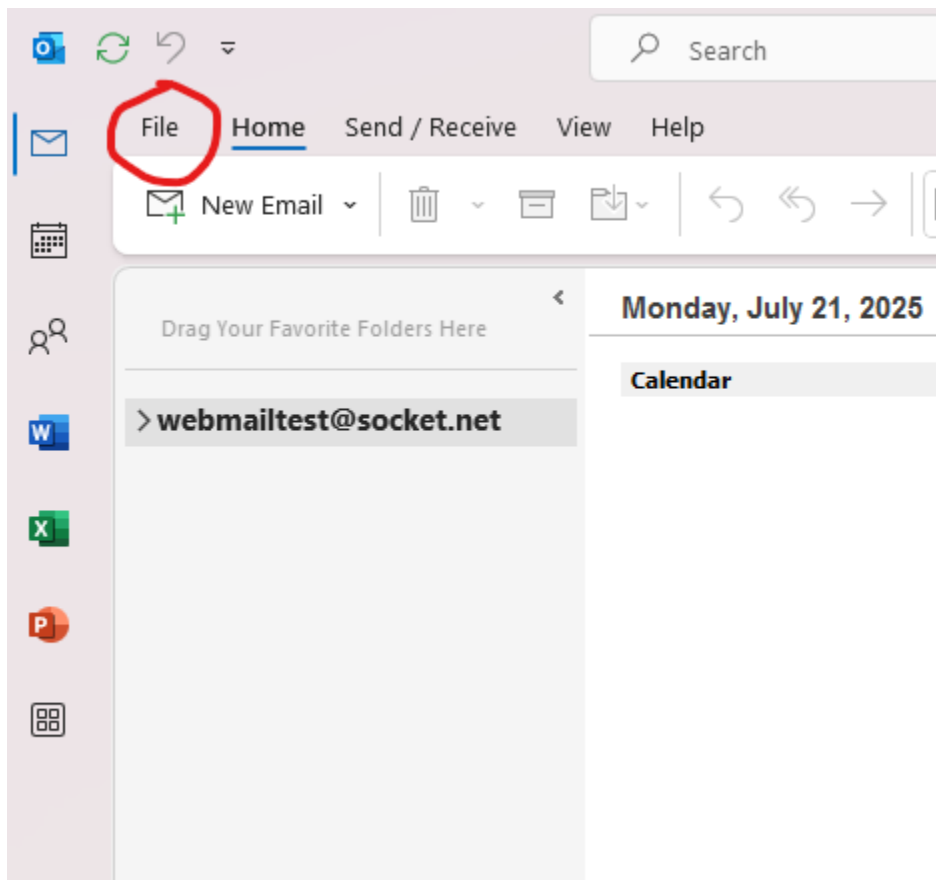


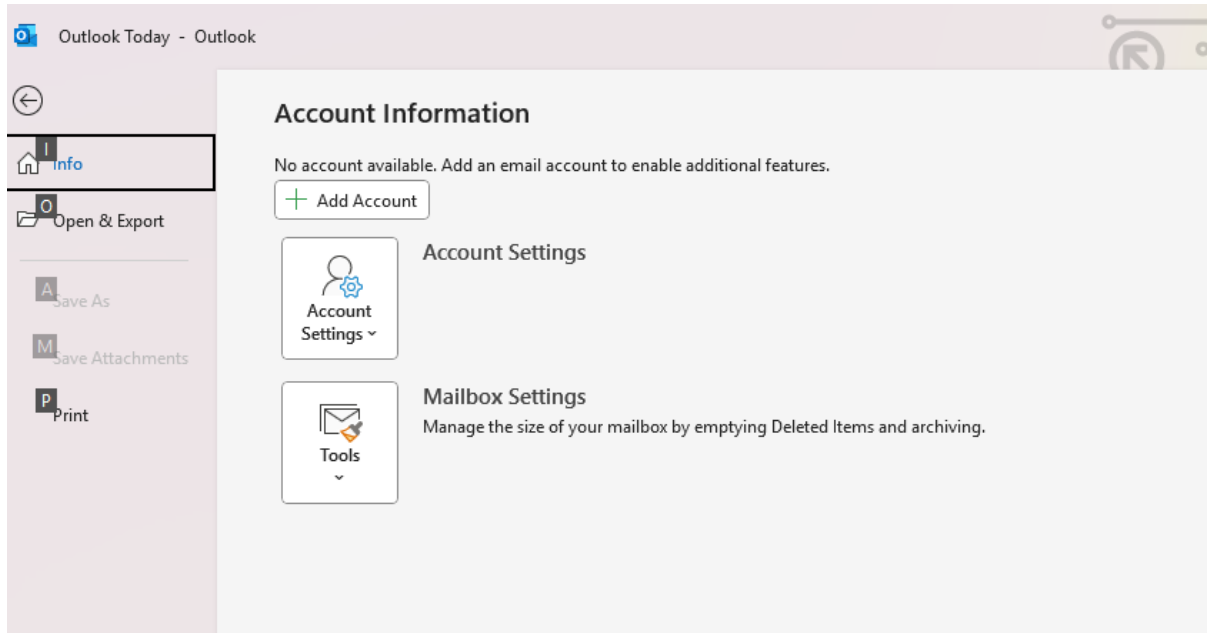
Outlook Classic

Firstly, go to your Outlook Classic application

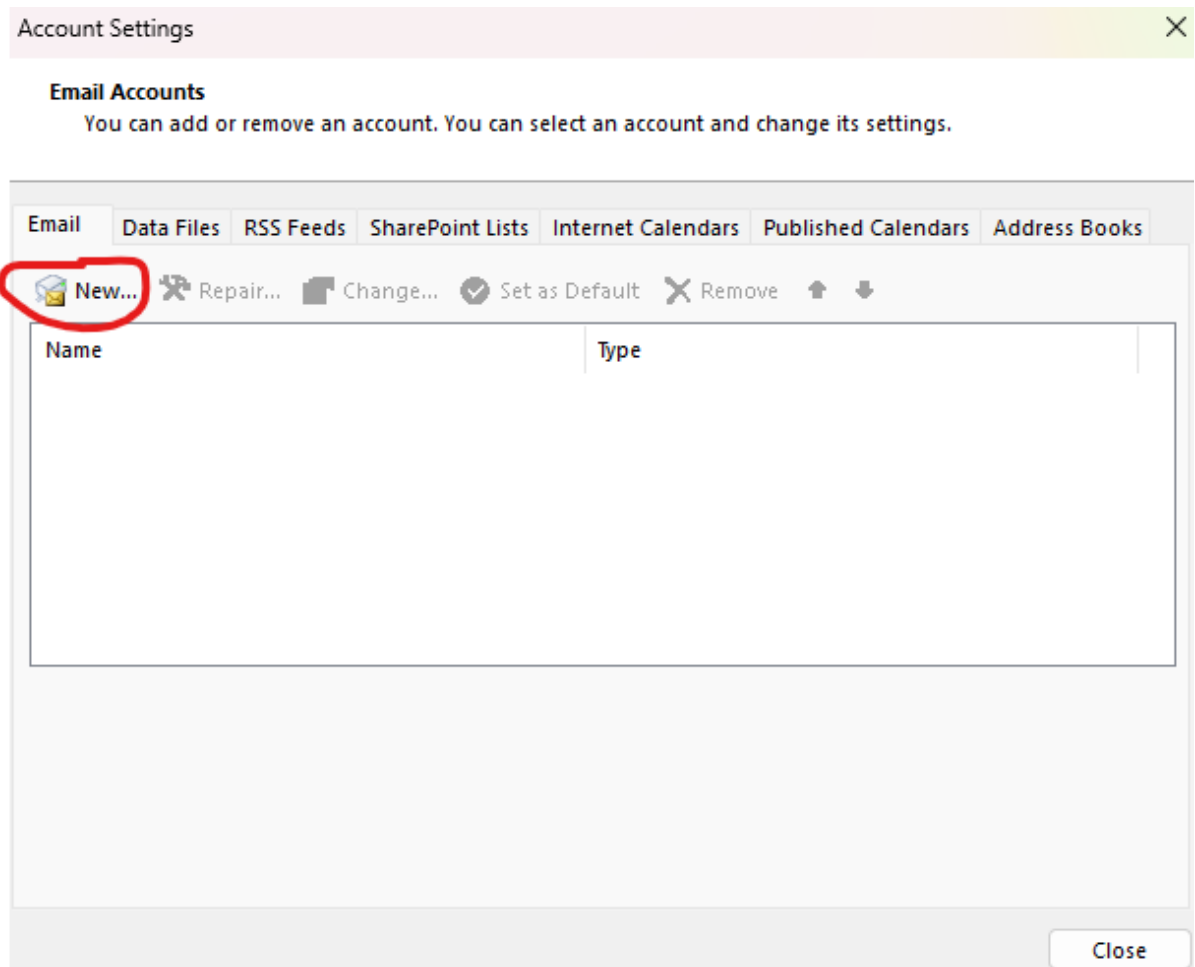
- From there, select the 'file' option at the top-left of the application



- Within this, select the option for "Account settings", and a dropdown menu should appear with "Account Settings". Select this.

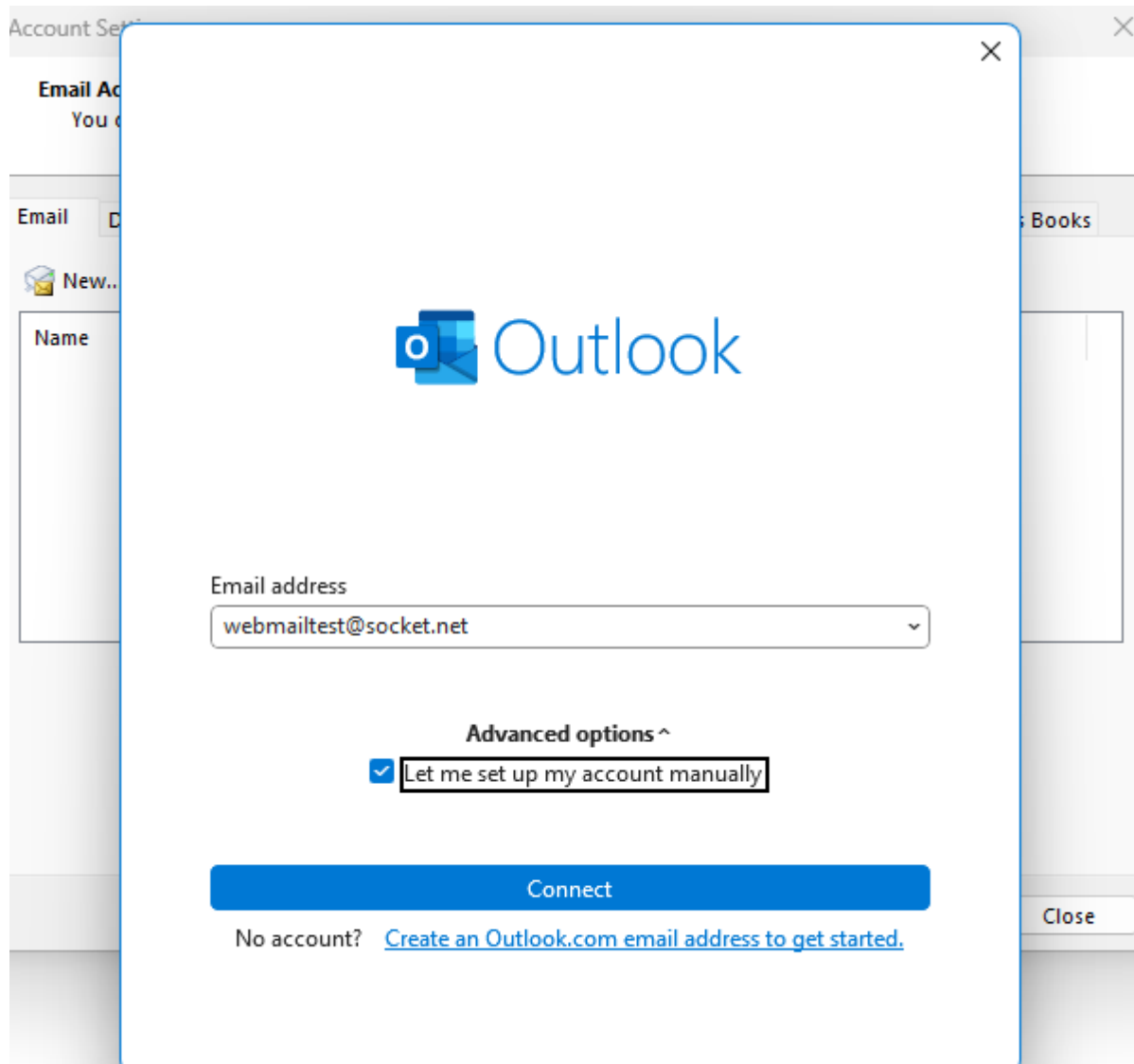


- Select the option for 'new' on the next popup window



- This should allow you to punch in your email address. Please use your full socket.net email address.

- After, select "advanced options", and select the box for "Let me set up my account manually", and click "connect".



Account Setup

Email Address

You can add an email address to Outlook.

Email Address

New...

Name

Outlook

Email address

webmailtest@socket.net

Advanced options ^

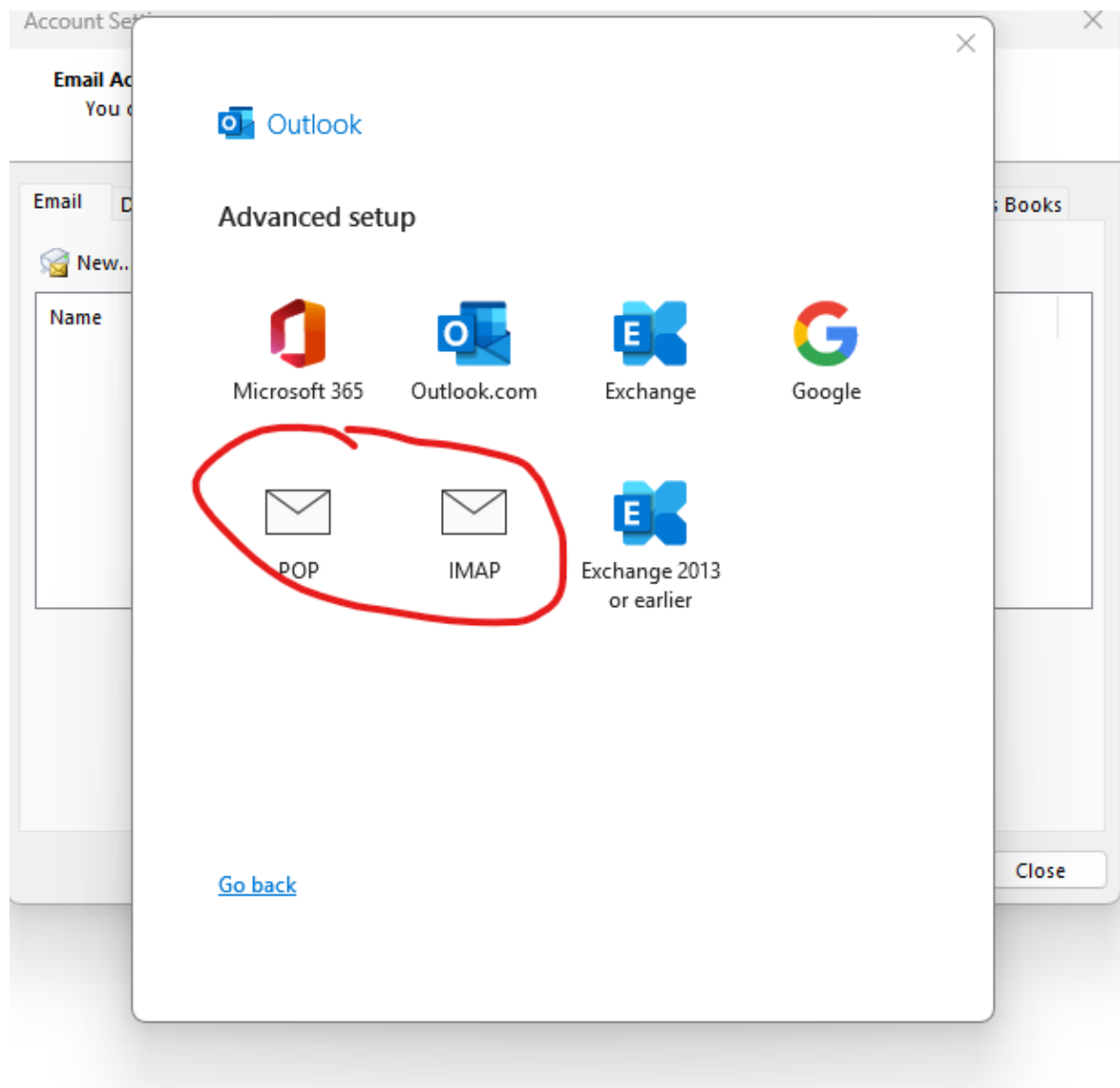
☒ Let me set up my account manually

Connect

No account? [Create an Outlook.com email address to get started.](#)

Close

- This will load for a bit. Afterwards, select the option for either IMAP/POP, according to your needs.
(IMAP is considered to be 'modern mail', with all of your emails being accessible across all devices)
(POP is an older version of mail, allowing you to download emails to your device. However, once these emails are downloaded, they are no longer accessible on other devices or clients)



- On the next screen, punch in the full password for your socket.net mail account. Ensure this is correct.
- This should attempt to set up your email automatically. If done correctly on Outlook's end, your email account should be ready for use.

IF YOU ARE USING A POP CLIENT, then you will have to fill out a bit of additional information -

- You will see the following screen, please input the following information (adjusted for your individual email address)



POP Account Settings

webmailtest@socket.net

[\(Not you?\)](#)

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](#)

- Additionally, you may use the following configuration for NON-SSL settings



POP Account Settings

webmailtest@socket.net

[\(Not you?\)](#)

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](#)

- Finally, if you are using another socket.net domain, you will use the above settings.
- However, in place of 'socket.net', you will use the domain which your email is under. This can be found by what normally comes after the '@' symbol on your socket email. For instance, test@webbound.com has a domain of 'webbound.com'

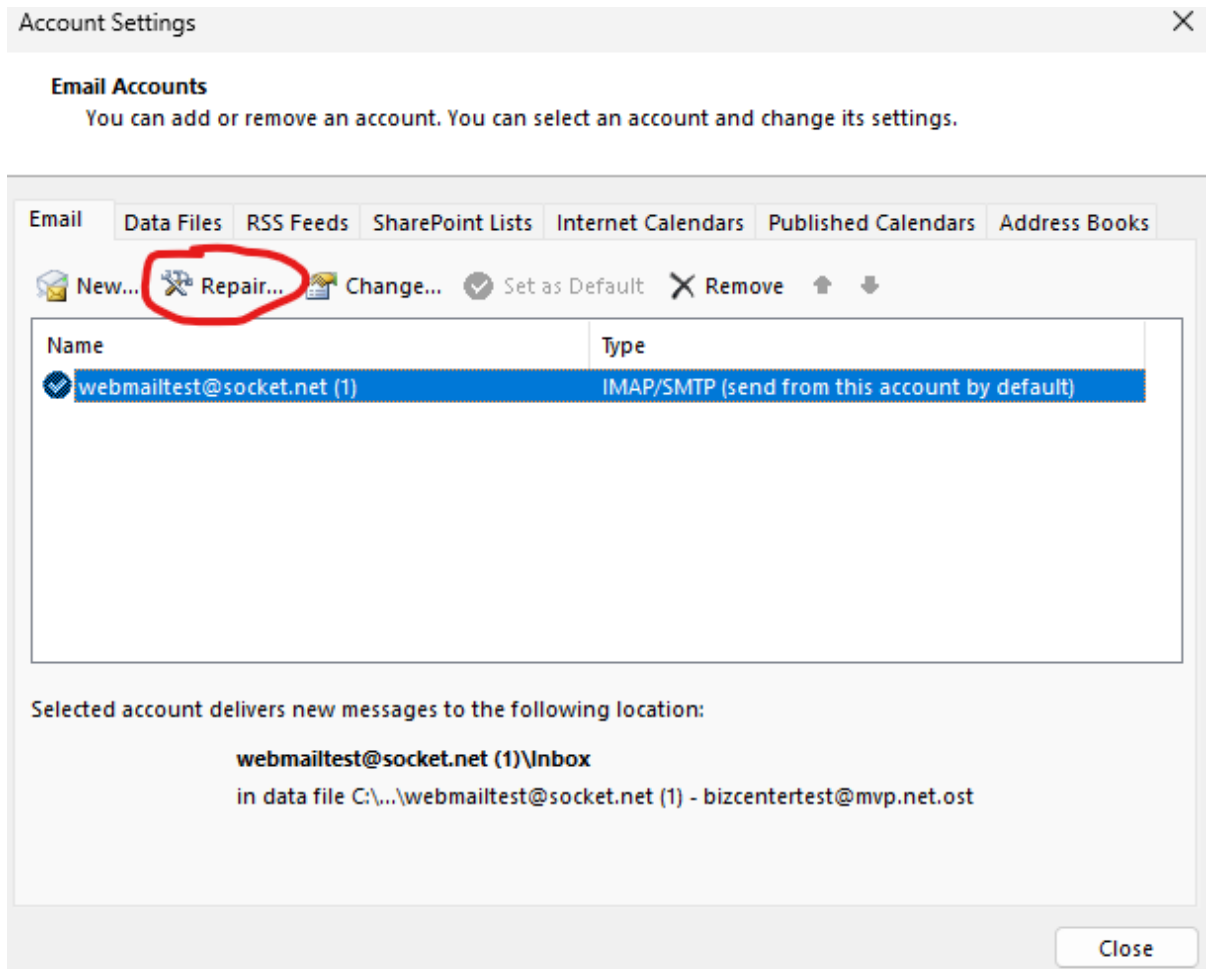
Example:

- After hitting the 'next' button, you should have your socket email ready for use.

If there are further issues afterwards, it is recommended to do the following:

- Repeat steps 1 and 2 to get back to your account settings page

- Highlight your existing account, then click the 'repair' button



- This should pop open a new window. Ensure that 'let me repair my account manually' is checked under 'advanced options', then click 'repair'

×



Email address

webmailtest@socket.net

Advanced options ^

☒ Let me repair my account manually

Repair

This should give you some options for both incoming/outgoing mail. You should be able to use the following configurations -

An example is included below of IMAP settings using SSL -



IMAP Account Settings

webmailtest@socket.net

Incoming mail

User name

Password 

☒ Remember password

Server Port

Encryption method

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail

[Go back](#)

Next



IMAP Account Settings

webmailtest@socket.net

Incoming mail ▾

Outgoing mail

Server Port

Encryption method

Server timeouts 1 minute

☐ 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

[Go back](#)

Next

SSL SETTINGS (Recommended) -

(IMAP)

Incoming Mail -

User name: Your full email address

Password: Your full email password. Please ensure this is correct

Server: mail.socket.net

Port: 993

Encryption Method: SSL/TLS

Require logon using SPA: Disabled

Outgoing Mail -

Server: mail.socket.net

Encryption method: SSL/TLS

Port: 465

Require logon using SPA: Disabled

My outgoing (SMTP) server requires authentication: Enabled

Use same settings as my incoming mail server.

(POP)

Incoming Mail -

User name: Your full email address

Password: Your full email password. Please ensure this is correct

Server: mail.socket.net

Port: 995

Encryption Method: SSL/TLS

Require logon using SPA: Disabled

Outgoing Mail -

Server: mail.socket.net

Encryption method: SSL/TLS

Port: 465

Require logon using SPA: Disabled

My outgoing (SMTP) server requires authentication: Enabled

Use same settings as my incoming mail server.

NON-SSL Settings:

(IMAP)

Incoming Mail -

User name: Your full email address

Password: Your full email password. Please ensure this is correct

Server: mail.socket.net

Port: 143

Encryption Method: STARTTLS (or None)

Require logon using SPA: Disabled

Outgoing Mail -

Server: mail.socket.net

Encryption method: STARTTLS

Port: 587

Require logon using SPA: Disabled

My outgoing (SMTP) server requires authentication: Enabled

Use same settings as my incoming mail server.

(POP)

Incoming Mail -

User name: Your full email address

Password: Your full email password. Please ensure this is correct

Server: mail.socket.net

Port: 110

Encryption Method: STARTTLS (or None)

Require logon using SPA: Disabled

Outgoing Mail -

Server: mail.socket.net

Encryption method: STARTTLS (or None)

Port: 587

Require logon using SPA: Disabled

My outgoing (SMTP) server requires authentication: Enabled

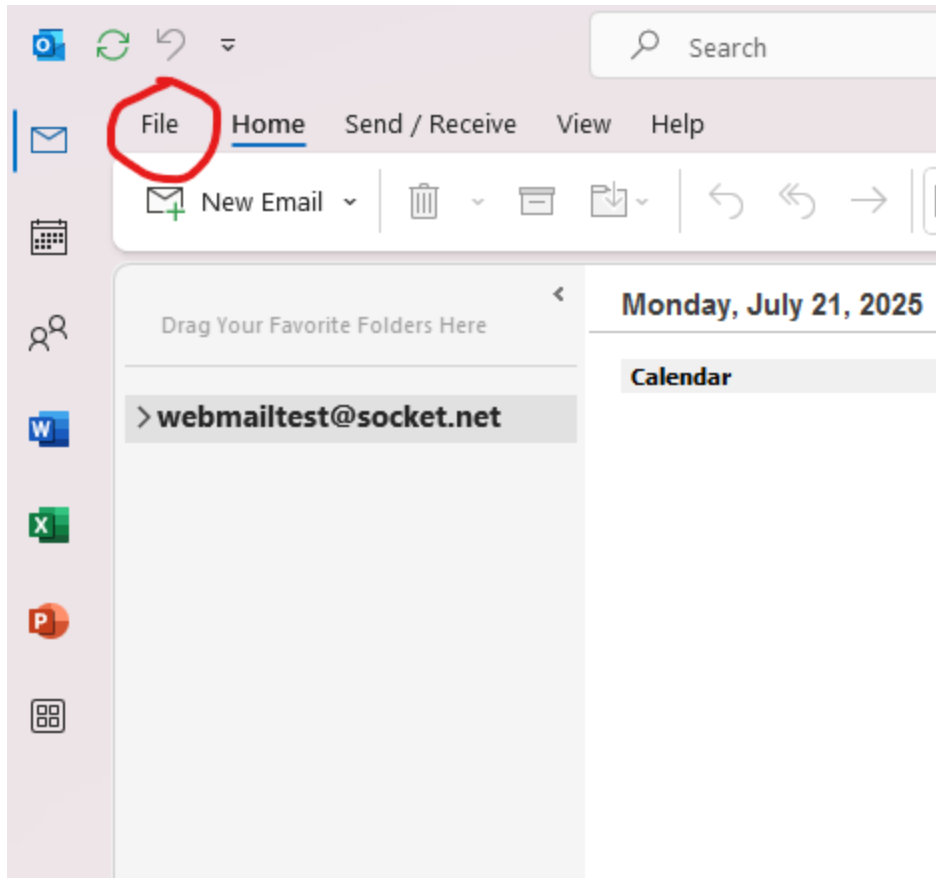
Use same settings as my incoming mail server.

Finally, if you are using a socket email which is not '@socket.net', then please use the following.

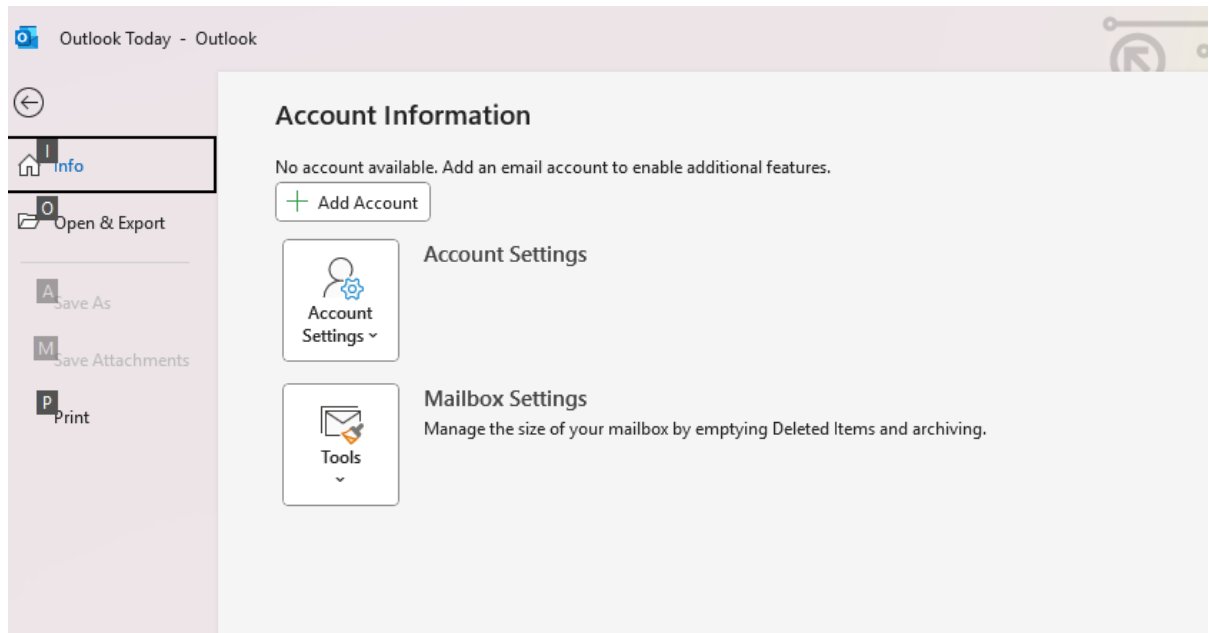
(Replace the 'domain' portion with your email domain. This can be found by looking after the '@' symbol of your email account. E.g. - test@webound.com has the domain 'webound.com'.)

Firstly, go to your Outlook Classic application

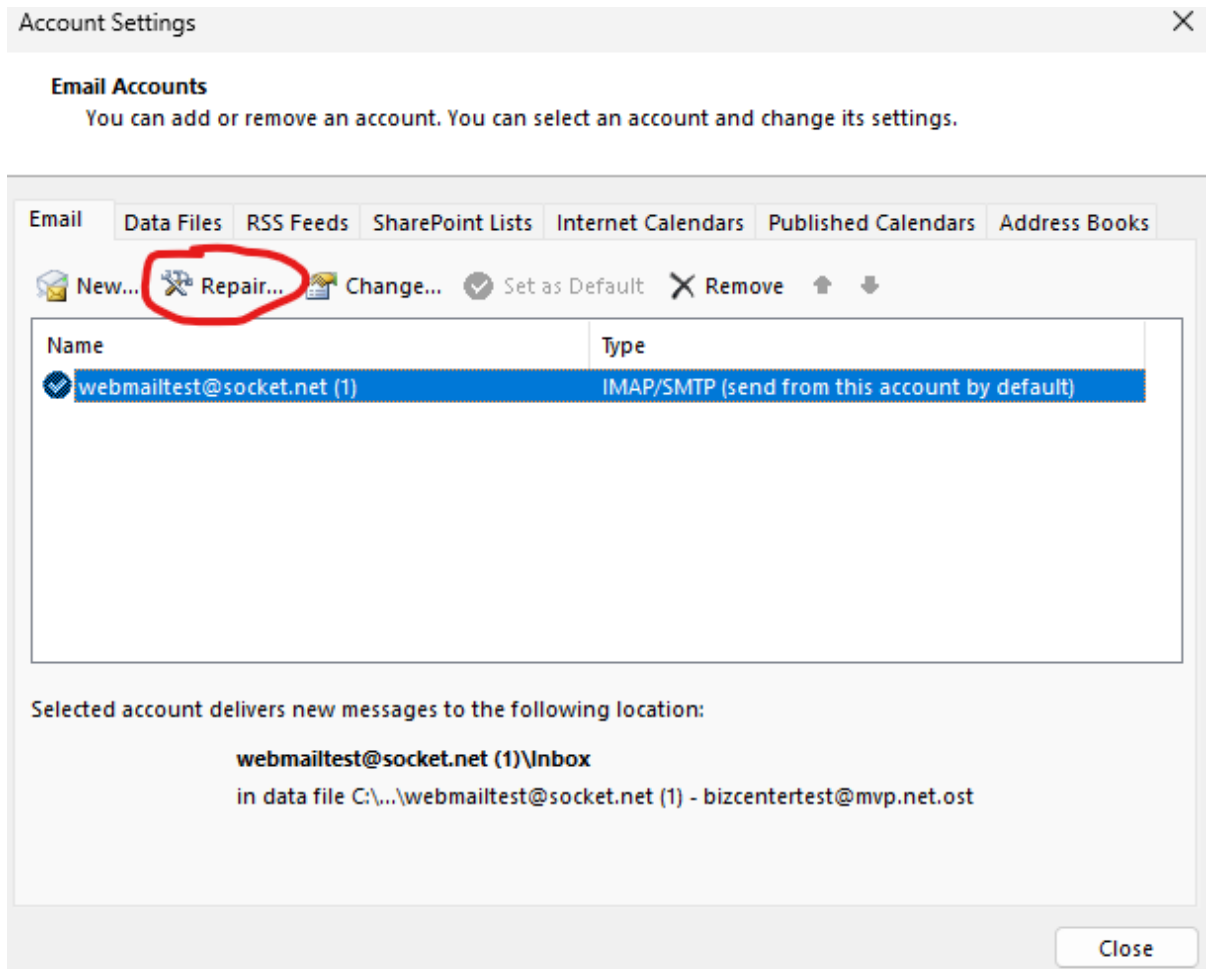
- From there, select the 'file' option at the top-left of the application



- Within this, select the option for "Account settings", and a dropdown menu should appear with "Account Settings". Select this.



- Highlight your existing account, then click the 'repair' button



- This should pop open a new window. Ensure that 'let me repair my account manually' is checked under 'advanced options', then click 'repair'

×



Email address

webmailtest@socket.net

Advanced options ^

☒ Let me repair my account manually

Repair

This should give you some options for both incoming/outgoing mail. You should be able to use the following configurations -

(IMAP)

Incoming Mail -

User name: Your full email address

Password: Your full email password. Please ensure this is correct

Server: mail.<domain>

Port: 143

Encryption Method: STARTTLS (or None)

Require logon using SPA: Disabled

Outgoing Mail -

Server: mail.socket.net

Encryption method: STARTTLS

Port: 587

Require logon using SPA: Disabled

My outgoing (SMTP) server requires authentication: Enabled

Use same settings as my incoming mail server.

(POP)

Incoming Mail -

User name: Your full email address

Password: Your full email password. Please ensure this is correct

Server: mail.socket.net

Port: 110

Encryption Method: STARTTLS (or None)

Require logon using SPA: Disabled

Outgoing Mail -

Server: mail.socket.net

Encryption method: STARTTLS (or None)

Port: 587

Require logon using SPA: Disabled

My outgoing (SMTP) server requires authentication: Enabled

Use same settings as my incoming mail server.

Example:



IMAP Account Settings

bizcentertest@mvp.net

Incoming mail

User name

Password

☒ Remember password

Server Port

Encryption method

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail

[Go back](#)

Next



IMAP Account Settings

bizcentertest@mvp.net

Incoming mail ▾

Outgoing mail

Server Port

Encryption method

Server timeouts  1 minute

☐ 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

[Go back](#)

Next