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# Instructions for Configuring Outlook for Codeframe Email

## Introduction

There are 6 key steps to configuring your email software to work with our service. Each step is outlined here with picture examples of how your own screen should look.

These instructions have been created on a Windows PC running Outlook. Other systems (Max and Linux) as well as other email programs (Thunderbird) should all be fairly similar.

**NOTE:** Before you can start, you will need to know the email address and password that has been allocated specifically to your mailbox.

## Step 1

Launch the email program you intend to use. Generally, you can do this by:
-    Pressing the Windows key on your keyboard and typing **Outlook** or **Mail**
Select the **Manual Configuration** option and click **Next**.

# Step 2

On the next screen choose the **POP or IMAP** setting. (We'll be specifying **IMAP** in the next step)

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## Step 3



Enter the details as outlined here.
- Your Name as you would like it to appear
- Your **email address**.
- Select **IMAP**
- For Incoming Server: **hosting.codeframe.co.uk**
- For Outgoing Server: **hosting.codeframe.co.uk**
- Username is your **email address**
- Enter your password
- Select **More Settings** to continue to see the other required options.
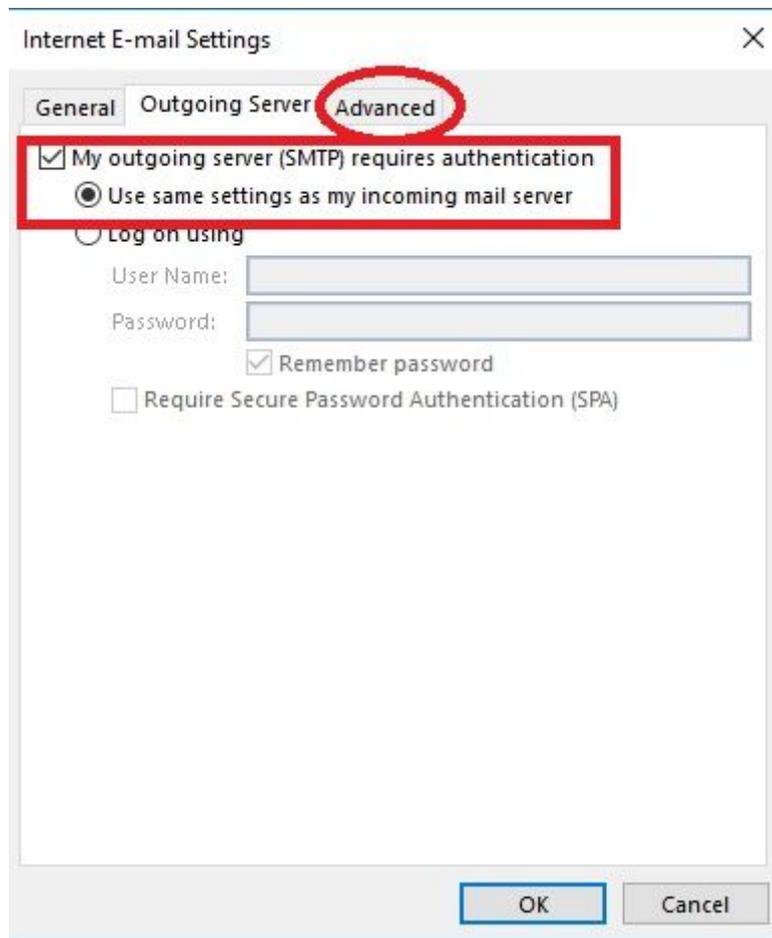
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## Step 4



Enter the information as outlined above.

- Name to refer to this account: We suggest you type your **email address**.
- Then enter your **name** or **company name** (as you would like it to appear).
- Finally, enter your **email address** again.
- Then select the **Outgoing Server** tab

## Step 5



Ensure that the tick box marked **My Outgoing Server (SMTP) requires authentication** is selected.

Select **Use the same settings as my incoming mail server**.

NB: Users of other software/systems may find they must manually enter the username and password for the outgoing/SMTP server - use the same **email address** and **password** you used as part of **Step 3**.

Then, select the **Advanced** tab.

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## Step 6 (Last Step)



Ensure your settings look the same as above. Choose **SSL** and **TLS** for the dropdown boxes first and then enter **993** and **587** if needed. (If you enter the numbers first and then select the dropdown box, your numbers will be replaced).

And, that's it - click **OK**, **Next** and **Finish** as needed. Your email program will likely test these settings and confirm to you that the connection has worked.