MINDPACK STUDIOS

MAIL SERVER: mail.mindpack.mx USERNAME: user@yourdomain.com PASSWORD: [your password]

E-mail Setup Instructions for Outlook 2016

Included are the instructions for IMAP e-mail account setup in Microsoft's Outlook 2016 application.

Note:

- Depending on your internet connection speed and how much previous mail you have, synchronizing may take several minutes to several hours. Outlook should not be used during this time if possible.
- In some instances, beginning this process at the end of the day's close is best so that it can run overnight (or even over the weekend) due to Outlook's synchronization process.

Welcome to Outlook	ADD EXISTING MAIL ACCOUNT
Enter an email address to add your account.	On your device:
user@yourdomain.com	Open Outlook and enter your email address (username) found at the top of this document.
Advanced options	Click on Advanced options and check the box next to "Let me set up my account manually", then click Connect.
Connect	(If the Welcome window does not automatically open, go to File and select Add Account.)
Choose account type	
Office 365 Outlook.com Google	Select the IMAP option.
EXChange POP IMAP	
IMAP Account Settings for user@yourdomain.com	Set both Incoming and Outgoing mail servers to the following:
Server mail.mindpack.mx Port 143	mail.mindpack.mx
Encryption method STARTTLS V +	Both Encryption methods should be STARTTLS.
Outgoing mail Server mail.mindpack.mx Port 587	Set the Incoming mail Port to 143 and the Outgoing mail Port to 587.
Encryption method STARITLS	Do not have either check-box marked.

Enter the password for user@yourdomain.com	
Connect	
Adding user@yourdomain.com	
Account setup is complete	
OK	
Set up Outlook Mobile on my phone, too	

Enter your password and click Connect.

Uncheck "Set up Outlook on my phone, too" then click Ok, which will automatically launch Outlook 2016.

To set up synchronized email on a mobile device, please see the directions for Outlook Mobile.