


Access from Microsoft Office Outlook 2016

Please remember to utilize username@dreamscape.com or mail.dreamscape.com where appropriate.

To set up Microsoft Office Outlook 2016 automatically:

1. Open Microsoft Office Outlook 2016
2. Go to **File > Add Account**.
3. Specify the following:
 - o Your Name:
 - o E-mail address: Example: [johndoe@dreamscape.com](mailto: johndoe@dreamscape.com)
 - o Password in the corresponding two fields and then click **Next**.

Add Account ×

Auto Account Setup
Outlook can automatically configure many email accounts. 

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

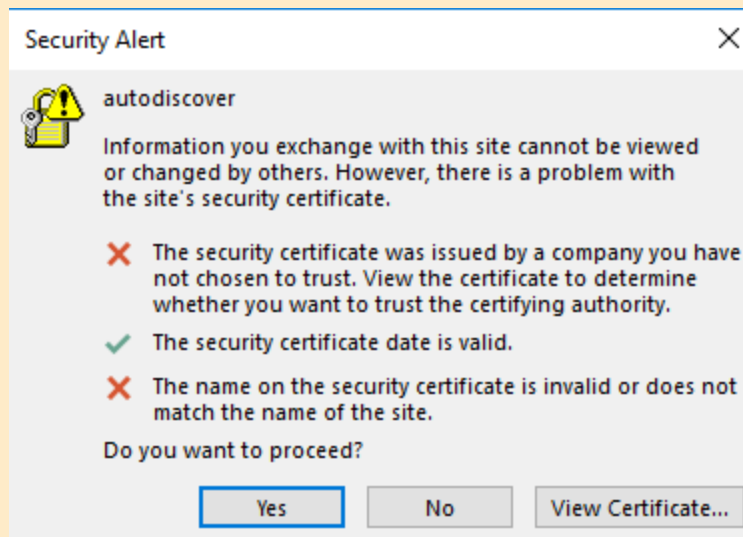
Password:

Retype Password:
Type the password your Internet service provider has given you.

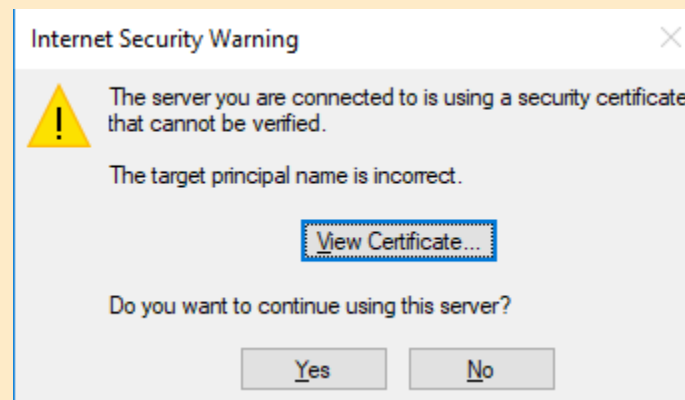
Manual setup or additional server types

Wait a while until Microsoft Office Outlook completes the setup.

Note: During the setup you may see certain warnings. If your domain is not secured with a valid SSL/TLS certificate, you will see the following message:

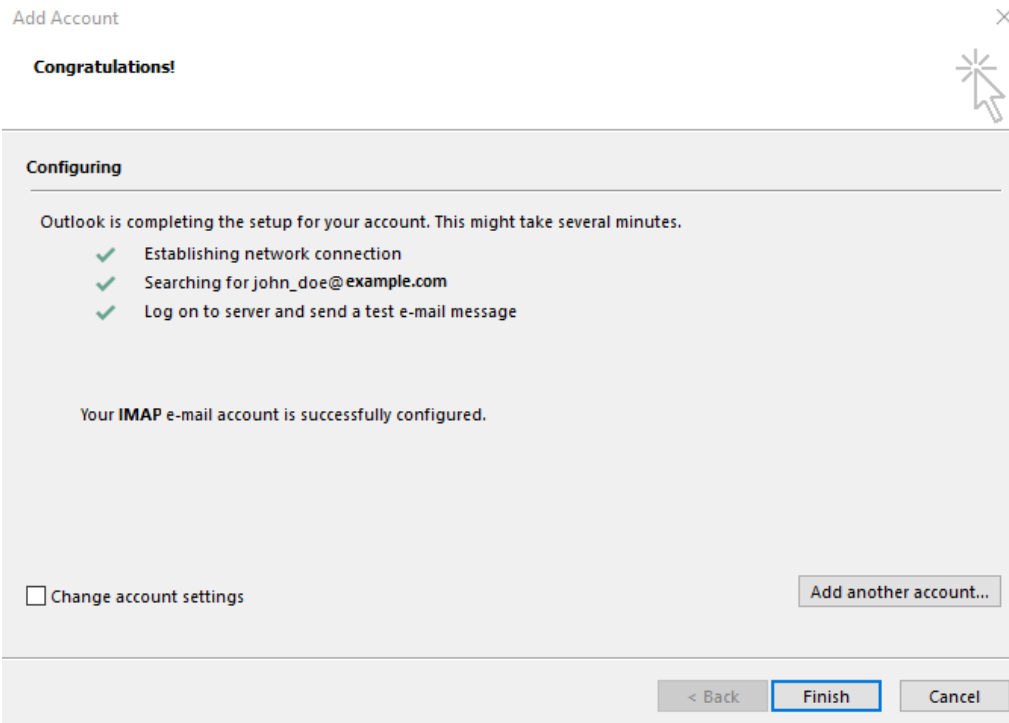


If the mail server is not secured with the same SSL/TLS certificate that secures the domain, you will see the following message:



In both cases, to proceed with the setup via HTTP, click **Yes**.

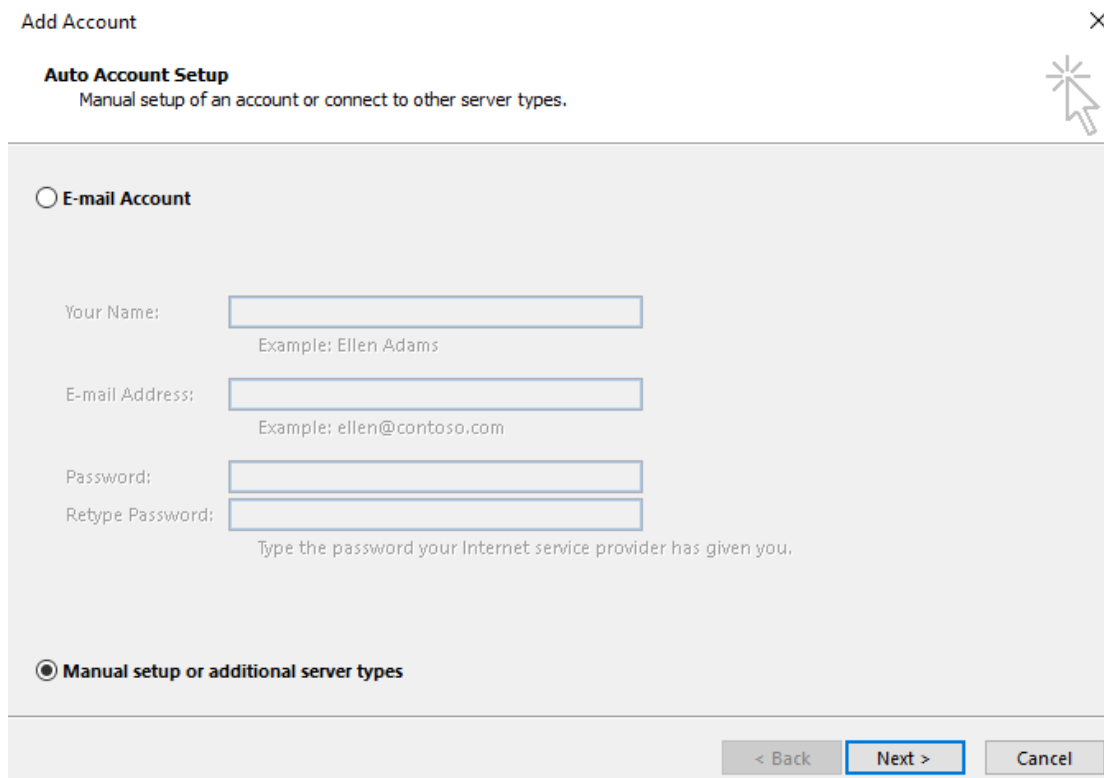
4. The setup is finished:
 - To exit the setup, click **Finish**.
 - To see the configured settings, select the “Change account settings” checkbox and then click **Finish**.



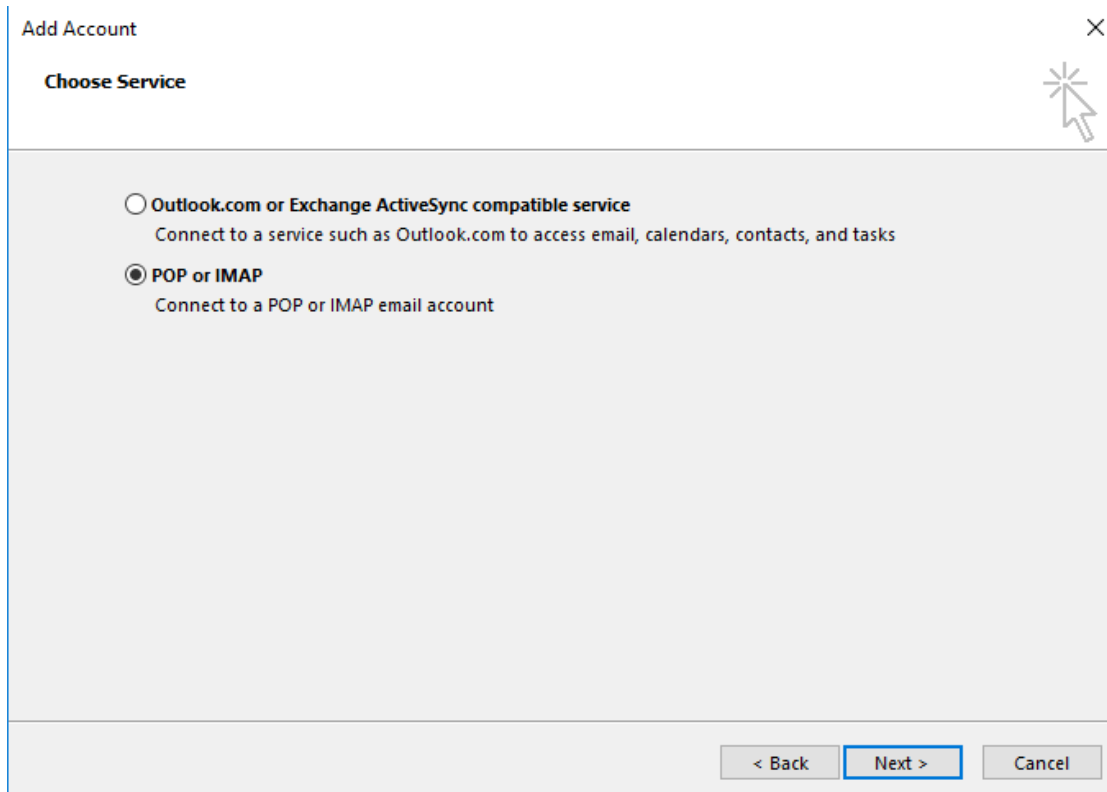
Once the setup is finished, Microsoft Office Outlook will send you a test email.

To set up Microsoft Office Outlook 2016 manually:

1. Open Microsoft Office Outlook 2016.
2. Go to **File > Add Account**.
3. Select the “Manual setup or additional server types” option and then click **Next**.



4. Select the “POP or IMAP” option and then click **Next**.



Add Account

Choose Service

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

< Back Next > Cancel

5. Specify the following:
- Your name.
 - Your email address. Example: john.doe@dreamscape.com.
 - **Account type.** If you want to keep copies of messages on the server, select the IMAP option. If you do not want to keep any messages on the server, select the POP3 option. Selecting IMAP will also allow you to train the SpamAssassin spam filter on email messages you receive, provided SpamAssassin is enabled on the server.
 - **Incoming mail server.** Type your domain name. For example, dreamscape.com.
 - **Outgoing mail server (SMTP).** Type your domain name. For example, dreamscape.com.
 - **User Name.** Specify your full email address. Example: john.doe@dreamscape.com.
 - **Password.** This password probably coincides with the password you use for logging in to Plesk.
 - **Require logon using Secure Password Authentication (SPA).** Leave this option cleared.

Add Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

- Click **More Settings**, open the “Outgoing Server” tab and select the “My outgoing server (SMTP) requires authentication” checkbox.

Internet E-mail Settings ✕

General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

- Click **Next**.
- Click **Finish**.

Once the setup is finished, Microsoft Office Outlook will send you a test email.