

Bangla Phone Limited

Microsoft Outlook 2007/2013 IMAP + SSL Setting



Connect Anytime Anywhere

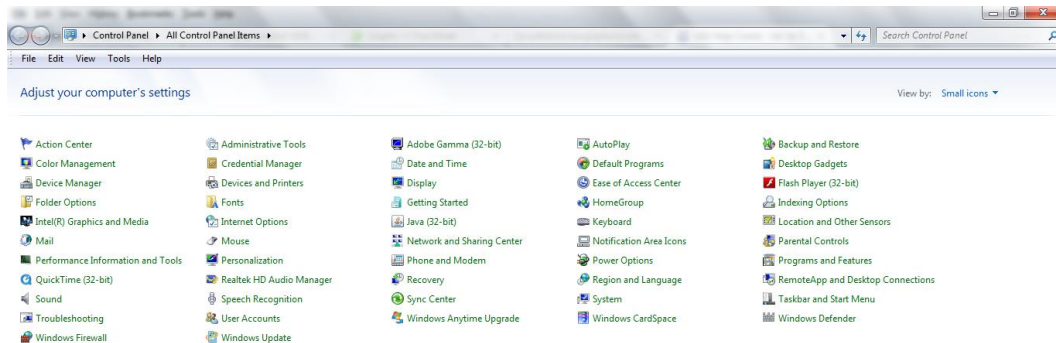
সংযোগে - সবসময় - সবখানে

Step 1

On your computer, click the **Start Menu** and select **Control Panel**.

Step 2

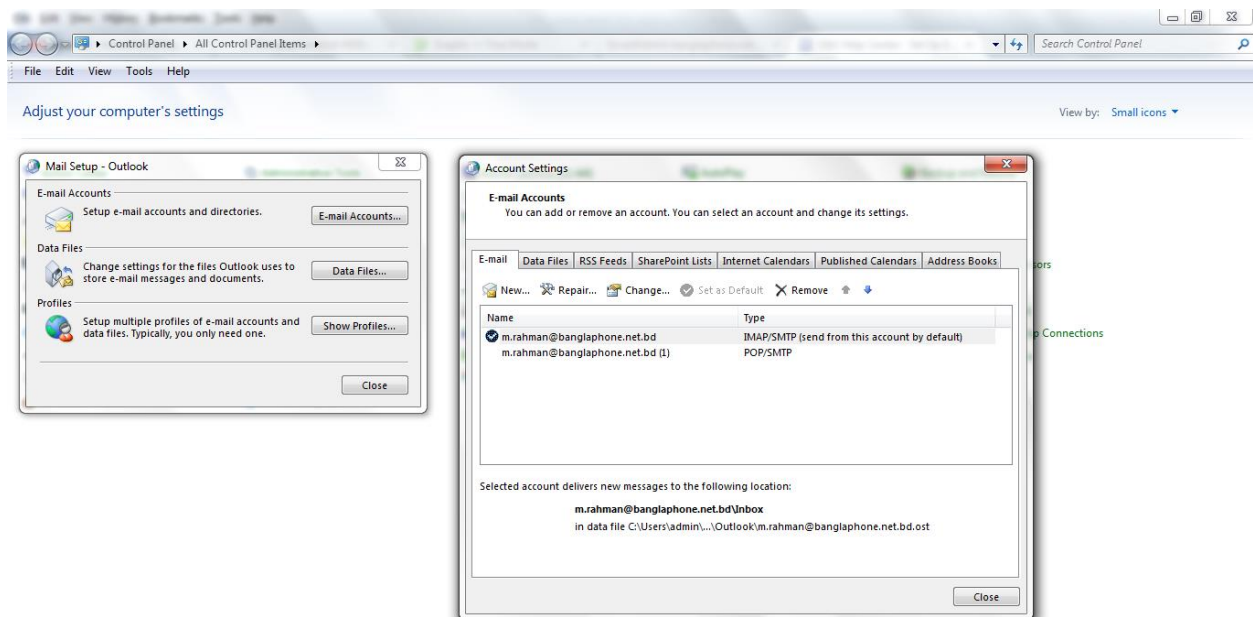
If using Windows XP, **double-click** the **Mail** icon.



Step 3

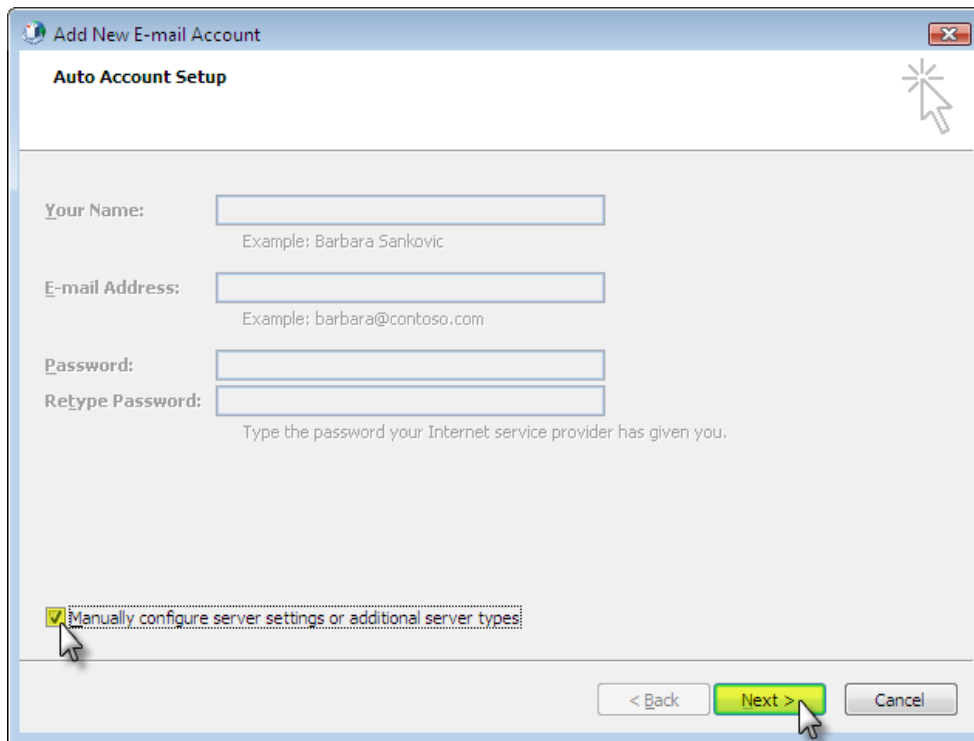
Click the **E-mail Accounts** button.

Under the **E-mail** tab, click the **New** button to add your e-mail account.



Step 4:

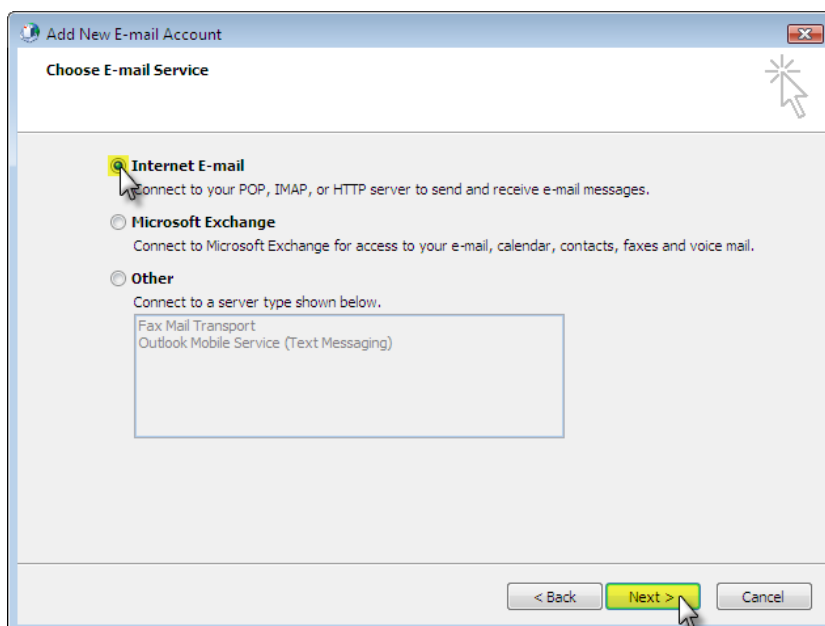
Select **manually configure server settings or additional server types** and then click the **Next** button.



The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' tab selected. The window has a title bar with a close button. The main area contains four input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'Retype Password:' with a note 'Type the password your Internet service provider has given you.' Below these fields is a checkbox labeled 'Manually configure server settings or additional server types' which is checked. At the bottom right are three buttons: '< Back', 'Next >' (highlighted in green), and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Step 05:

Select the **IMAP** type of account and then click the **Next** button.



The screenshot shows the 'Add New E-mail Account' window with the 'Choose E-mail Service' tab selected. The window has a title bar with a close button. The main area contains three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Other' is a list box containing 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom right are three buttons: '< Back', 'Next >' (highlighted in green), and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Step 06:

- Enter **Your Name**. This is the name that will appear when others receive your e-mail.
- Enter **your e-mail address**.
- Make sure that **IMAP** is selected from the **Account Type** drop-down box.
- Enter **mail.banglaphone.net.bd** as the **Incoming mail server**.
- Enter **mail.banglaphone.net.bd** as the **Outgoing mail server (SMTP)**
- Enter **your full e-mail address** as the **User Name**
- Enter the e-mail account's **Password**.
- Check the box for **Remember password** if you do not want to enter your password every time you check or send mail from this account.
- Check the box for **Require logon using Secure Password Authentication (SPA)**.
- Click the **More Settings** button and flow **Step 07 to Step 09**.

The screenshot shows a 'Change Account' dialog box with the title 'POP and IMAP Account Settings' and a subtitle 'Enter the mail server settings for your account.' The dialog is divided into several sections:

- User Information:** Includes fields for 'Your Name' (Mahfuzur Rahman) and 'Email Address' (m.rahman@banglaphone.net.bd).
- Server Information:** Includes a dropdown for 'Account Type' (IMAP), and fields for 'Incoming mail server' (mail.banglaphone.net.bd) and 'Outgoing mail server (SMTP)' (mail.banglaphone.net.bd).
- Logon Information:** Includes fields for 'User Name' (m.rahman@banglaphone.net.bd) and 'Password' (masked with asterisks). It also has checkboxes for 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)' (checked).
- Test Account Settings:** Includes a 'Test Account Settings ...' button, a checkbox for 'Automatically test account settings when Next is clicked' (checked), and a 'Mail to keep offline: All' slider.

At the bottom right, there is a 'More Settings ...' button. At the bottom center, there are navigation buttons: '< Back', 'Next >', and 'Cancel'.

Step 07:

Internet E-mail Settings

General Outgoing Server Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

m.rahman@banglaphone.net.bd

Other User Information

Organization:

Reply E-mail:

OK Cancel

Step 08:

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: m.rahman@banglaphone.net.bd

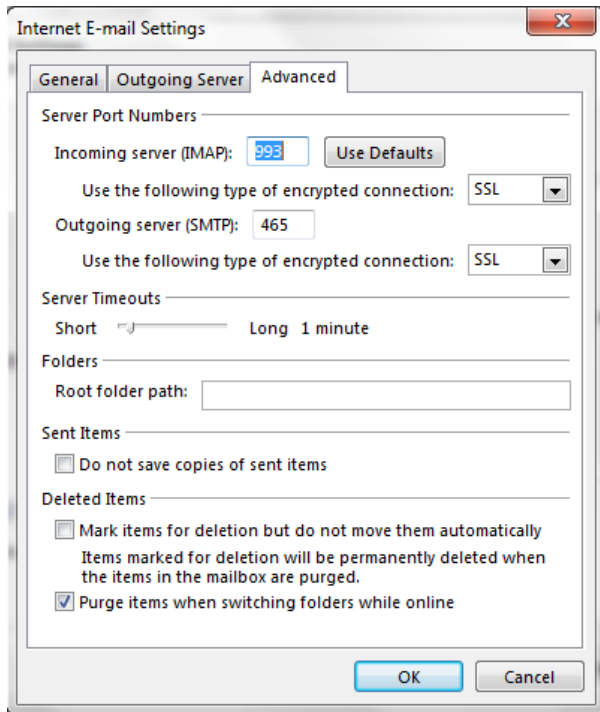
Password: *****

☒ Remember password

☐ Require Secure Password Authentication (SPA)

OK Cancel

Step 09:



The 'Internet E-mail Settings' dialog box is shown with the 'Advanced' tab selected. It contains settings for incoming and outgoing mail servers, timeouts, and folder paths.

General | **Outgoing Server** | **Advanced**

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

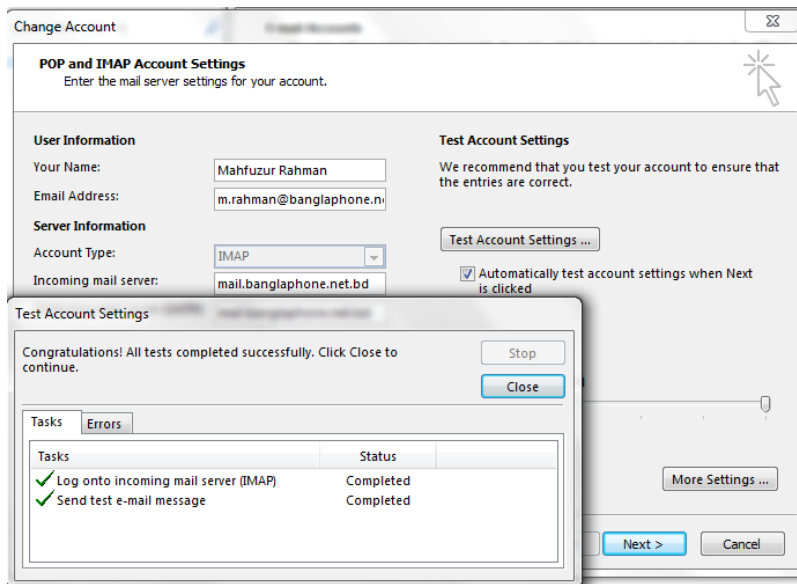
Deleted Items

☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

OK Cancel

Step 10:



The 'Change Account' dialog box is shown with the 'POP and IMAP Account Settings' tab selected. It contains fields for user information, server information, and a 'Test Account Settings' button. A 'Test Account Settings' dialog box is also shown in the foreground, displaying the results of the test.

Change Account

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

User Information

Your Name: Mahfuzur Rahman

Email Address: m.rahman@banglaphone.net

Server Information

Account Type: IMAP

Incoming mail server: mail.banglaphone.net.bd

Test Account Settings

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

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks | **Errors**

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

More Settings ...

Next > Cancel

Step 11:

