Configuring Outlook to work with PIL mail servers (windows)

1. **Open windows control panel from the start menu. Look for "MAIL" and double click it**
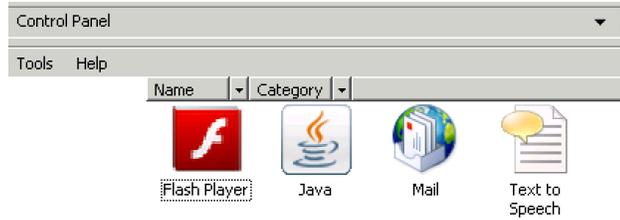
   If you don't see "Mail" look for "View 32 Bit Control Panel Items" and double click that to reveal mail.

   If you still cant find "Mail" email support@pil.net

2. **Click the "email accounts" button**
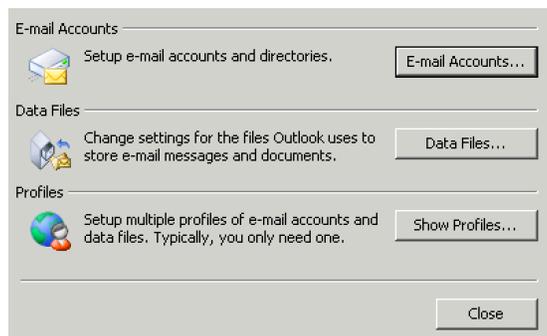
3. **Double click your PIL email account. If you have more than one, follow the remaining steps once for EACH account.**
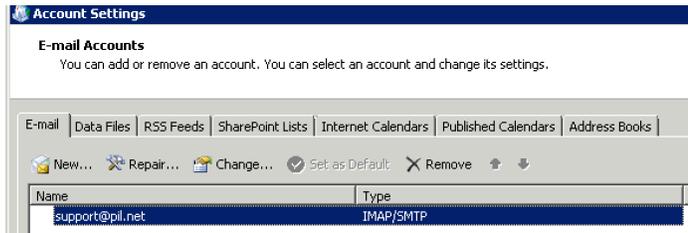
4. **Populate the setup screen as shown (if you are just changing port numbers, leave this alone) obviously you would use your PIL email address, name username and password, not mine.**

5. **Click the "More Settings Button" and choose the "Advanced" tab. Be sure Port 587 is selected for outgoing mail.**

    If you are using Imap use default port 143, if you are using POP use default port 110 for incoming

    Internet E-mail Settings

    | General | Sent Items | Deleted Items |
    | Outgoing Server | Connection | Advanced |

    Server Port Numbers

    Incoming server (IMAP): `143` Use Defaults

    Use the following type of encrypted connection: None

    Outgoing server (SMTP): `587`

    Use the following type of encrypted connection: None

    Server Timeouts

    Short ——┃———— Long   1 minute

    Folders

    Root folder path:

    OK   Cancel
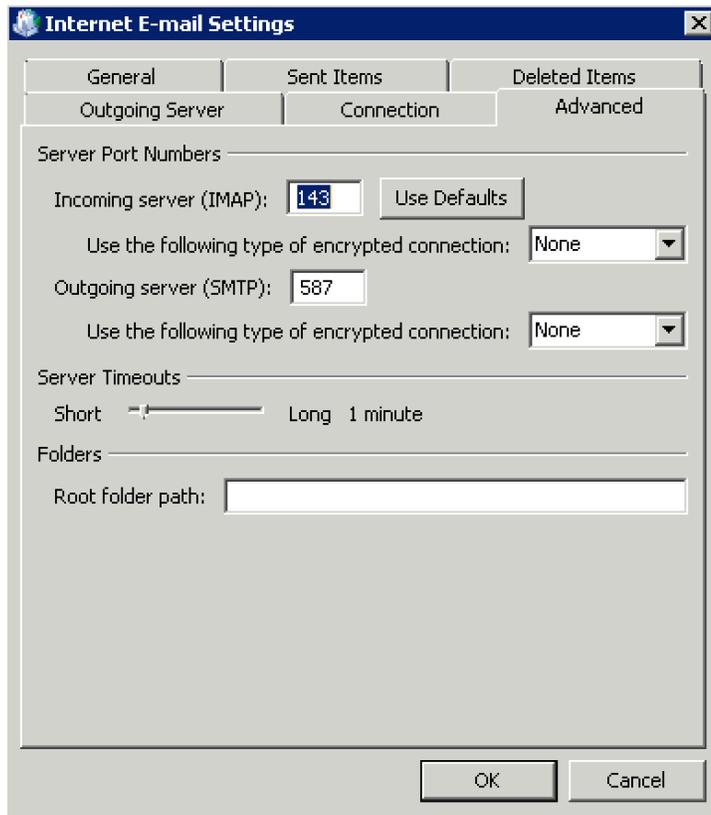
6. **Click "Outgoing Server" tab. Make sure you choose "My outgoing server (SMTP) requires authentication" and "Use same settings as my incoming mail server"**
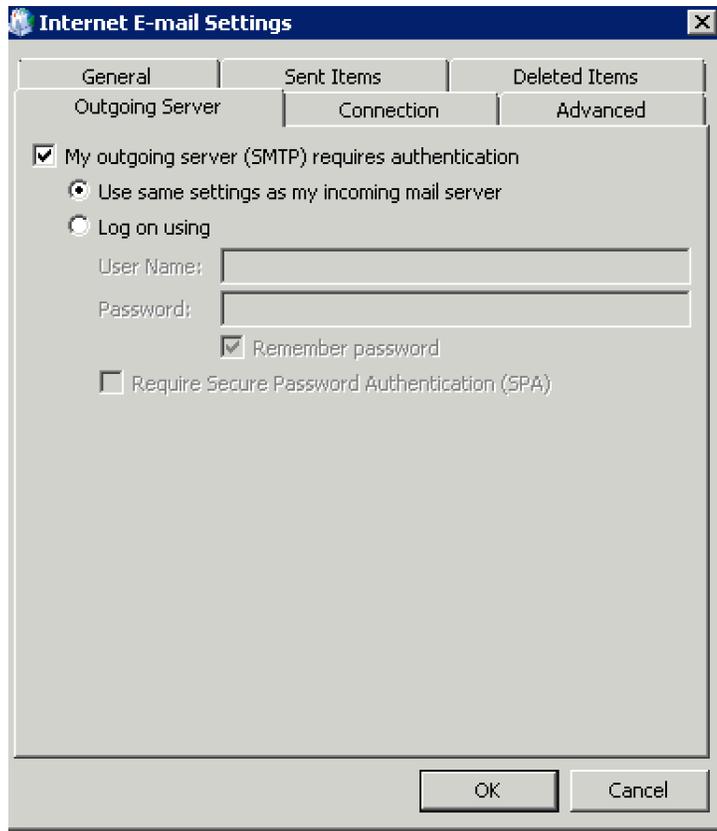
7. **Click OK, and then ok, next and finish until you are done.**