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How to Configure Secure IMAP/POP3 and SMTP
Via SSL Encryption

How to Configure Secure IMAP/POP3 and SMTP via TLS Encryption

Introduction:

This purpose of following documentation is to provide end users complete configuration steps in sending and receiving messages securely.

Steps:

1. From Outlook, select Tools and then Accounts. Then click on the account you wish to change settings for. Click on **More Settings...**

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: test@...
E-mail Address: test@...@... .com

Server Information
Account Type: POP3
Incoming mail server: mail2.hosting.ca
Outgoing mail server (SMTP): mail2.hosting.ca

Logon Information
User Name: test@s...
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

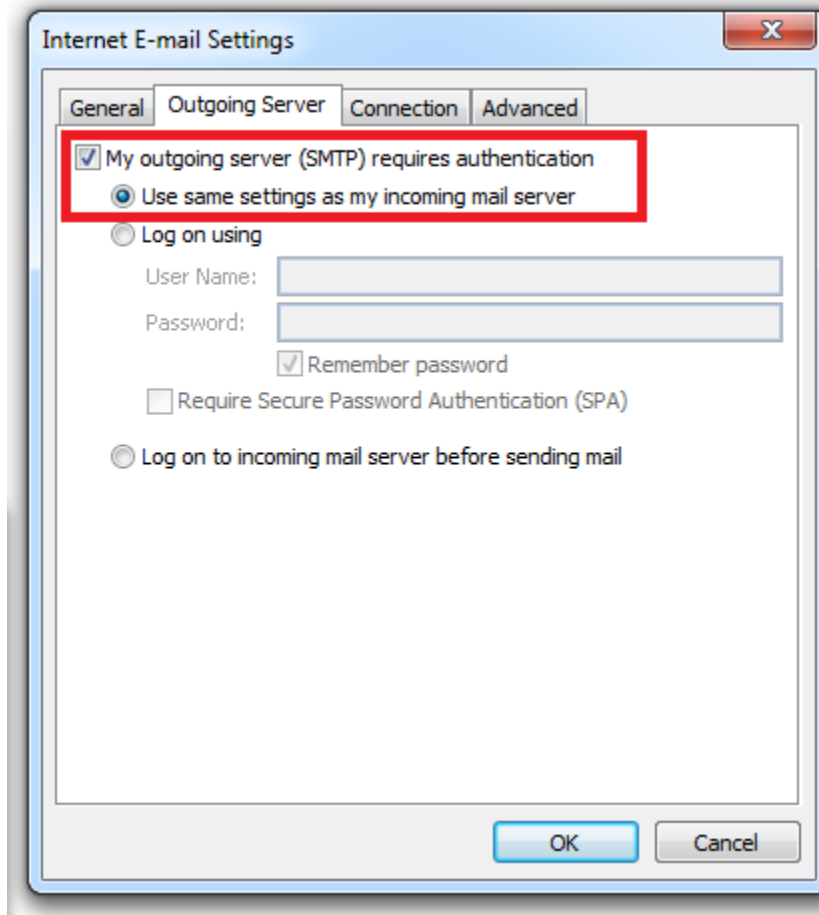
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

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2. Select the **Outgoing Server** tab and make sure that **My outgoing server (SMTP) requires authentication** is enabled. Make sure **Use same settings as my incoming mail server** is selected.

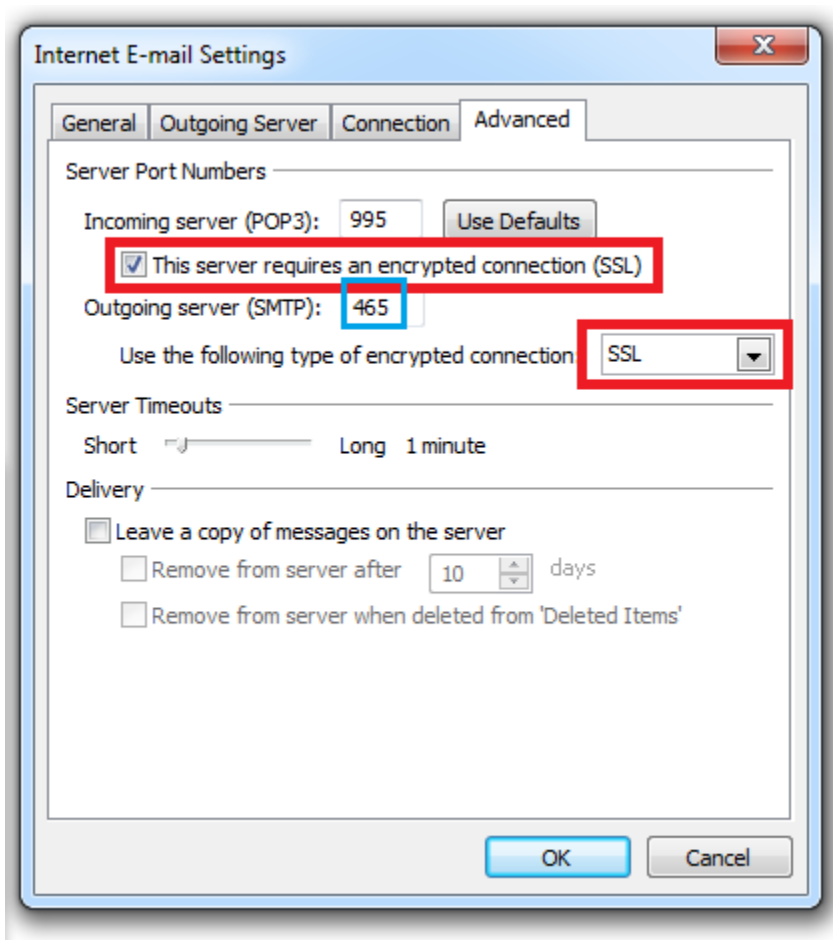


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3. Select the **Advanced Tab**.

For POP Users:

Make sure **This server requires an encrypted connection (SSL)** is checked. Then under Outgoing server (SMTP), use the dropdown box and select SSL, THEN manually change the port number from 25 to 465. Press OK when done.



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For IMAP users:

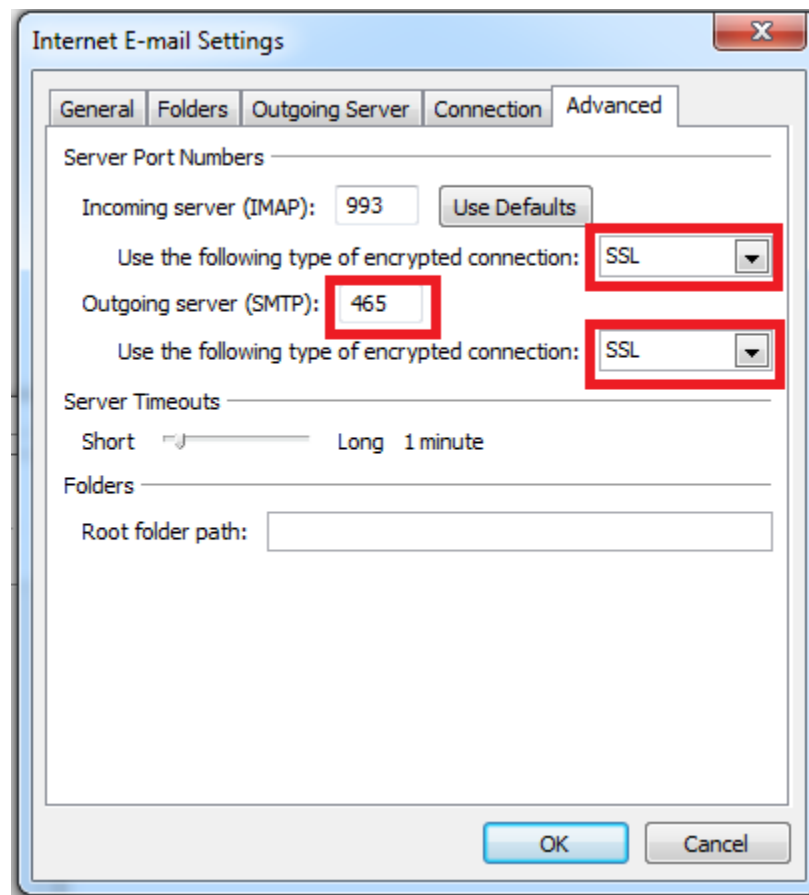
Incoming server:

Make sure Use the following type of encrypted connection: SSL

Outgoing server:

Make sure Use the following type of encrypted connection: SSL

Then manually change the Outgoing server (SMTP) port from 25 to 465 manually. Press OK when done.



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4. Test your settings by pressing **Test Account Settings**.

The screenshot shows the 'Add New E-mail Account' dialog box. It is titled 'Add New E-mail Account' and has a close button (X) in the top right corner. Below the title is the section 'Internet E-mail Settings' with the instruction: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into several sections: 'User Information' (Your Name, E-mail Address), 'Server Information' (Account Type, Incoming mail server, Outgoing mail server (SMTP)), and 'Logon Information' (User Name, Password, Remember password checkbox, Require logon using Secure Password Authentication (SPA) checkbox). A 'Test Account Settings' button is highlighted with a red box. Other buttons include '< Back', 'Next >', 'Cancel', and 'More Settings ...'.

5. Once completed, you will see green check marks if everything is successful.

The screenshot shows the 'Test Account Settings' dialog box. It displays the message: 'Congratulations! All tests completed successfully. Click Close to continue.' There are 'Stop' and 'Close' buttons. Below this is a tabbed interface with 'Tasks' selected. A table shows the results of the tests:

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed