

Syncing Orange Geek Email with Outlook

Outlook is a Microsoft application that can be used for several tasks but is more commonly used for email. This information manager is available as part of the Microsoft Office suite. Multiple mailbox servers can be set up with Outlook to receive and send emails from that server. The following directions explain how to set up the email supplied by Orange Geek on your Outlook Express program.

If you choose to set up your Orange Geek email on Outlook, you will still be able to access your domain email on your Orange Geek webmail account. If there is ever an issue with Outlook and it stops working or you are not seeing any new emails from your domain email after setting up with Outlook, go to the following to access your email directly:

- <https://mail.orangegeek.com>
- Username: Full email address
- Password
- Login

Setting Up With Outlook

1. Open Outlook Express
2. Go to the **Files** tab to the left
3. Click **Add Account** found under *Account Information* in the *Info* tab
4. Select **Manual setup or additional server types** and click **Next**
5. Select **POP or IMAP** and click **Next**
6. Fill in the following fields as follows:

User Information

- **Your Name:** *Preferred Name*
- **Email Address:** *Orange Geek Email*

Server Information

- **Account Type:** *Select how you would like to sync your mail*

- **POP3 Account** - emails are taken from the server and downloaded to the device your are setting up on and are then only accessible on that device
- **IMAP Account** - (recommended) Keeps your emails stored on the server to allow access to email messages on multiple devices

Incoming mail server:

mail.orangegeek.net

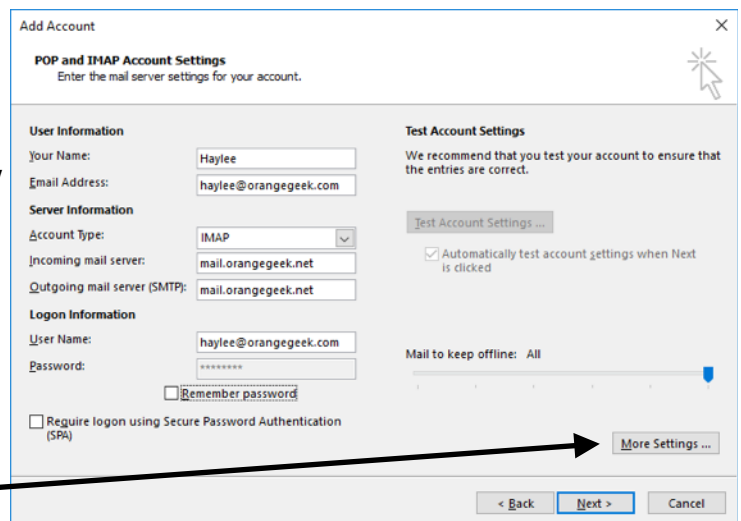
Outgoing mail server (SMTP):

mail.orangegeek.net

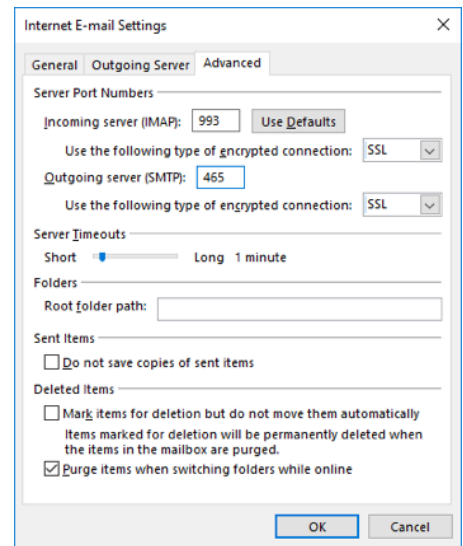
Logon Information

- **User Name:** *Full Orange Geek email*
- **Password:** *Password used for email*

7. Click **More Settings**



8. Under *Outgoing Server* tab, select the boxes:
 - My outgoing server (SMTP) require authentication
 - Use the same settings as my incoming mail server
 - Log on using
 - User Name:** *Full Orange Geek Email Address*
 - Password:** *Password used for Orange Geek email*
9. Under *Advanced* tab, fill in the following fields as follows:
 - Server Port Numbers**
 - **Incoming server (IMAP):** 993
 - **Use the following type of encrypted connection:** SSL
 - **Outgoing server (SMTP):** 465
 - **Use the following type of encrypted connection:** SSL
10. Click **OK**
11. Click **Next**
12. Make sure the following fields read:
 - **Server:** mail.orangegeek.net
 - **User Name:** *Orange Geek email address*
 - **Password:** *Orange Geek email password*
13. Click **OK**
14. The next window will read **Test Account Settings...** and if everything was entered correctly, the next window will read **You're all set!**
15. Click **Finish**



Deleting Your Email on Outlook

1. Open Outlook Express
2. Click **Account Settings** under *Account Information* in the *Info* tab
3. Click **Account Settings** in the drop down box
4. Select the email you would like to remove
5. Click **Remove** in the selection panel
6. Click **OK**
7. Click **Yes**

