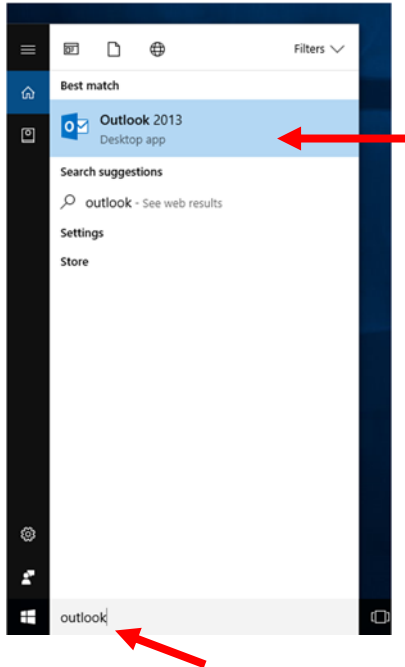




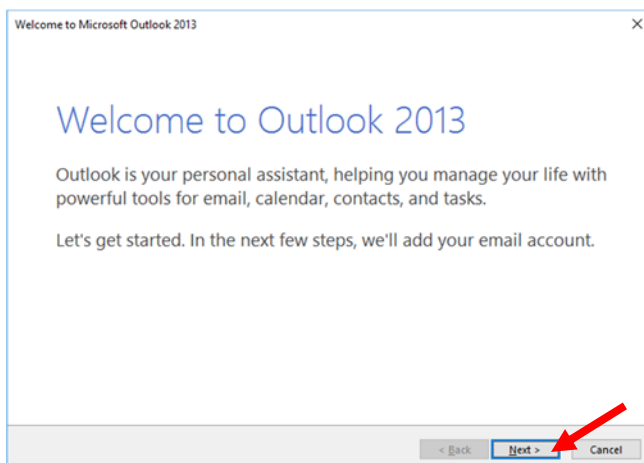
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*This tutorial is intended to assist Swiftel customers with setting up their swiftel.net or brookings.net email accounts on **Microsoft Outlook 2013**.*

- 1) Type “outlook” into the search portion of the taskbar and click/tap on the **Outlook 2013** application to open Outlook.



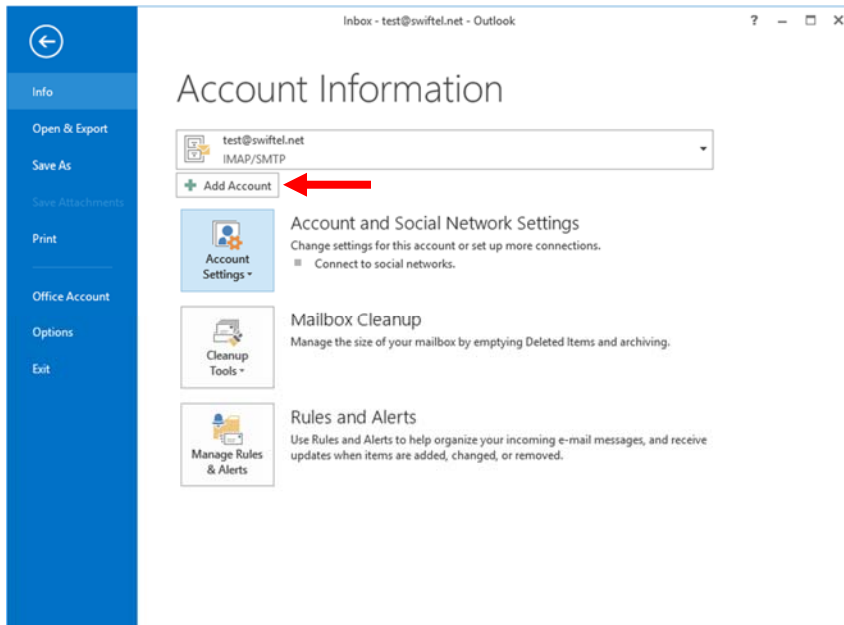
- 2) If you have never used the Outlook 2013 application before, then you will be presented with the following screen. Click/tap **Next** to continue with the setup. (If you have used the app before, then please see the **Alternative** step 2 below)



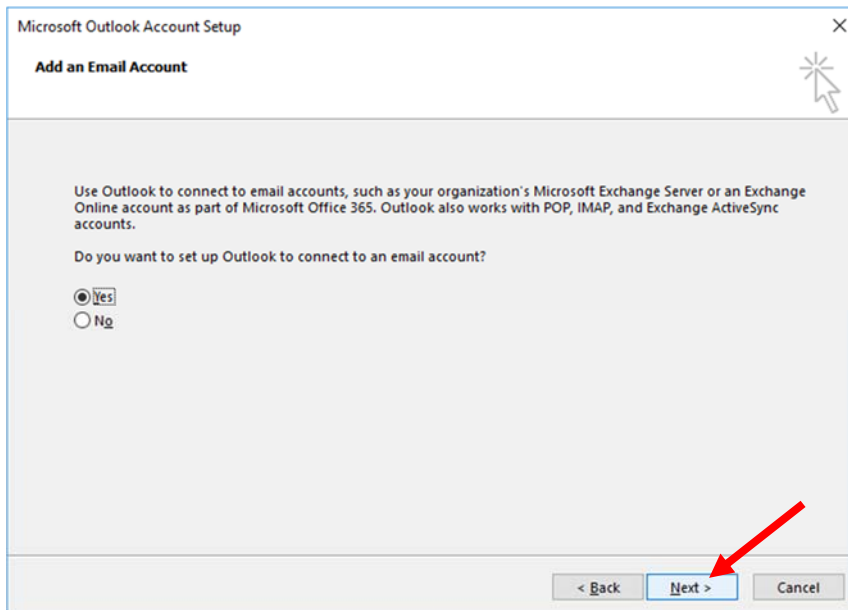


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Step 2 (Alternative): If you have used the outlook app before then click/tap on the **File** tab located in the menu bar at the top, left hand side of the screen. You will then see the following screen with the **Info** section currently displayed. To add a new account, click/tap on the **Add Account** button indicated below.



3) Now click/tap **Next**.





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- 4) On the screen that follows, select the **Manual setup or additional server types** option and click/tap **Next**.

The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. Below this, there are two radio button options: 'E-mail Account' and 'Manual setup or additional server types'. The 'Manual setup or additional server types' option is selected, indicated by a red arrow. Below the radio buttons, there are input fields for 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. The 'Next >' button is highlighted with a red arrow.

- 5) You will then be given the following options; choose the **POP or IMAP** option and then click/tap **Next**.

The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. There are three radio button options: 'Microsoft Exchange Server or compatible service', 'Outlook.com or Exchange ActiveSync compatible service', and 'POP or IMAP'. The 'POP or IMAP' option is selected, indicated by a red arrow. Below the radio buttons, there are descriptions for each service. The 'Next >' button is highlighted with a red arrow.



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6) You will then be given a list of information options. Fill them in according to the example given below.

The screenshot shows the 'Add Account' window with the following fields and annotations:

- Enter your name here.** points to the 'Your Name' field (containing 'username').
- Enter your email address here.** points to the 'Email Address' field (containing 'test@swiftel.net').
- Choose the IMAP option from the drop-down menu.** points to the 'Account Type' dropdown menu (set to 'IMAP').
- Enter everything before the '@' symbol in your email address here.** points to the 'User Name' field (containing 'test').
- Enter your email account password here.** points to the 'Password' field (containing '*****').
- More Settings ...** button is highlighted with a red arrow.

Other visible fields include 'Incoming mail server' (mail.swiftel.net), 'Outgoing mail server (SMTP)' (smtp.swiftel.net), 'Logon Information' (Remember password checked), and 'Test Account Settings' section.

Once you've entered in the information above, click/tap on the **More Settings** button on the right hand side of the screen (as indicated above).

7) **Part A):** If you so choose, you may give your account a name; it will only be visible to you. Then click/tap on the **Outgoing Server** tab at the top.

The screenshot shows the 'Internet E-mail Settings' window with the following fields and annotations:

- Outgoing Server** tab is selected.
- Mail Account** section: 'Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"'.
- test@swiftel.net** is entered in the 'Mail Account' field, highlighted with a red arrow.
- Other User Information** section: 'Organization' and 'Reply E-mail' fields.
- OK** and **Cancel** buttons are at the bottom.



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Part B): Enter in the information fields as indicated below. Then click/tap on the **Advanced** tab at the top when you're done.

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: test

Password: *****

☒ Remember password

☐ Require Secure Password Authentication (SPA)

OK Cancel

Enter in everything before the '@' symbol in your email address here.

Enter the password for your email account.

Part C): Under the **Advanced** tab, enter the information exactly as it's given below.

Internet E-mail Settings

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

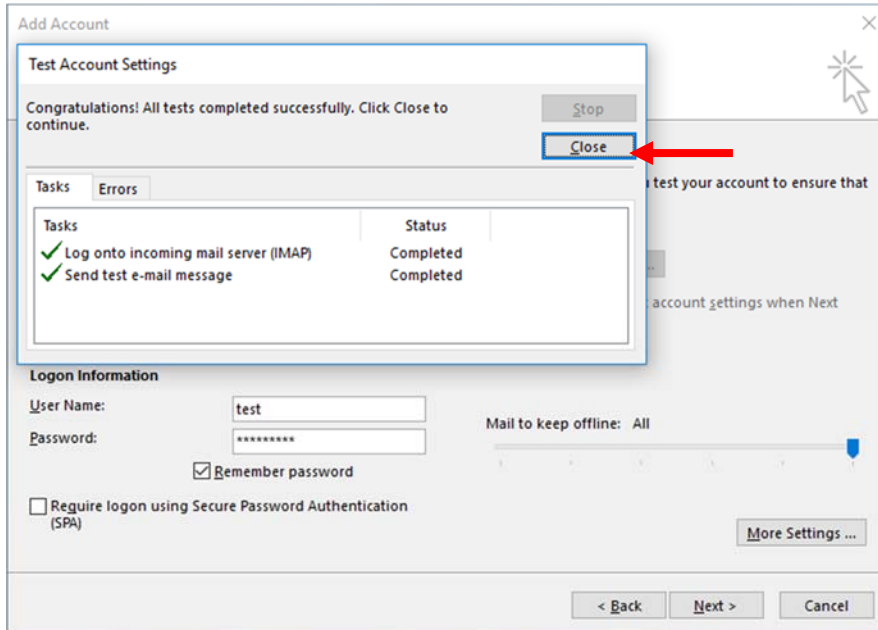
Set both options to **SSL** from the drop-down menu.

Once you've entered in the information above, click/tap on **OK** to continue with the setup process.

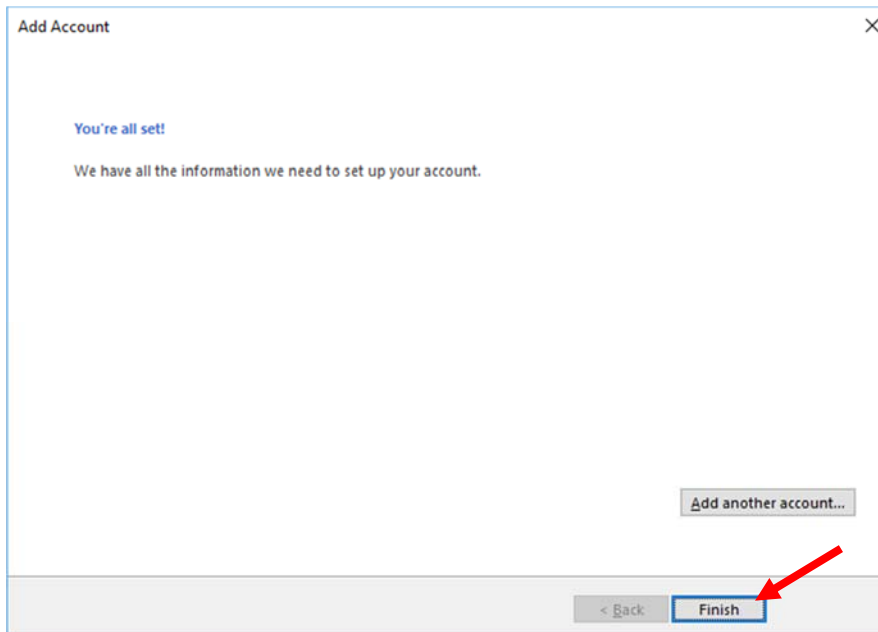


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- 8) Outlook will then test your connection to the email server and its ability to send email messages. Once the tests are complete, you may click/tap on **Close** to finish the process.



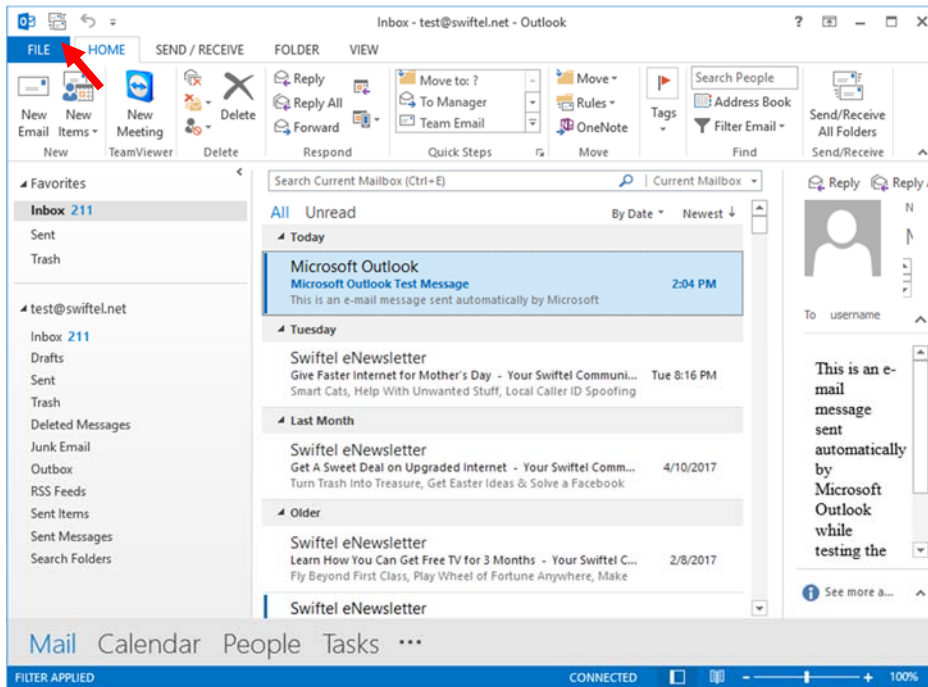
- 9) Now click/tap on **Finish**.





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10) Your outlook application should now look similar to the example below and your emails should now be visible in your inbox/outbox. If they are not visible, then refresh the app by either clicking on the button indicated below or by pressing **F9** on the keyboard.



We thank you for using this tutorial and hope that is has been helpful and successful in setting up your email.