Manual Account Configuration - Outlook

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

Type Mail into the search box at the top-right of the Control Panel window to quickly find the Mail icon.

Click the E-mail Accounts button.

Under the E-mail tab, click the New button to add your e-mail account.
Select Manually configure server settings or additional server types and then click the Next button.

Select the **POP** or **IMAP** type of account and then click the Next button.
- 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 imaps.hevra.haifa.ac.il as the Incoming mail server.
- Enter smtp.hevra.haifa.ac.il as the Outgoing mail server (SMTP)
- Enter your User Name
- Enter your 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.
- Click the More Settings button.
Select the **Outgoing Server** tab from the top of the new window that opens.

Check the box for **My outgoing server (SMTP) requires authentication** and ensure that **Use same settings as my incoming mail server** is selected.

Next, click the **Advanced** tab at the top of the window.

Enter port 993 as the **Incoming server (IMAP)** port and ensure that SSL is chosen from the **Use the following type of encrypted connection** drop-down box.

Enter port 465 as the **Outgoing server (SMTP)** port and choose SSL from the drop-down box next to **Use the following type of encrypted connection**.

Click the **OK** button to save your settings.
Click the **Next** button.
If the test fails, go through the previous steps and double-check all of your settings in Outlook. If the test is successful, click the **Close** button.

Click the **Finish** button.

Click the **Close** button to close the Account Settings window.
Click the **Close** button to close the Mail Setup window.

You may now launch Outlook 2013 from the Start menu and begin writing and checking your mail.