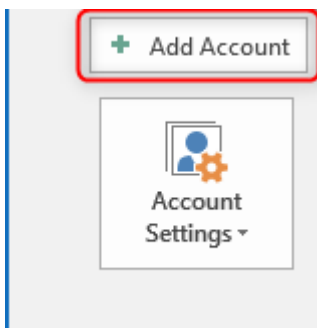


Outlook 2016 Bluetie Setup

1. Open Outlook 2016 and click on “File” in the upper left-hand corner



2. Click on “Add Account”

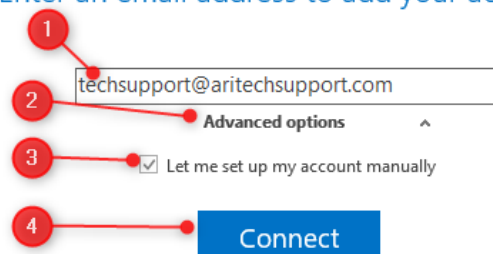


3. Enter the email address that you would like to set up into the text box, click on “Advanced Options”, check the box next to “Let me set up my account manually”, and then click “Connect”

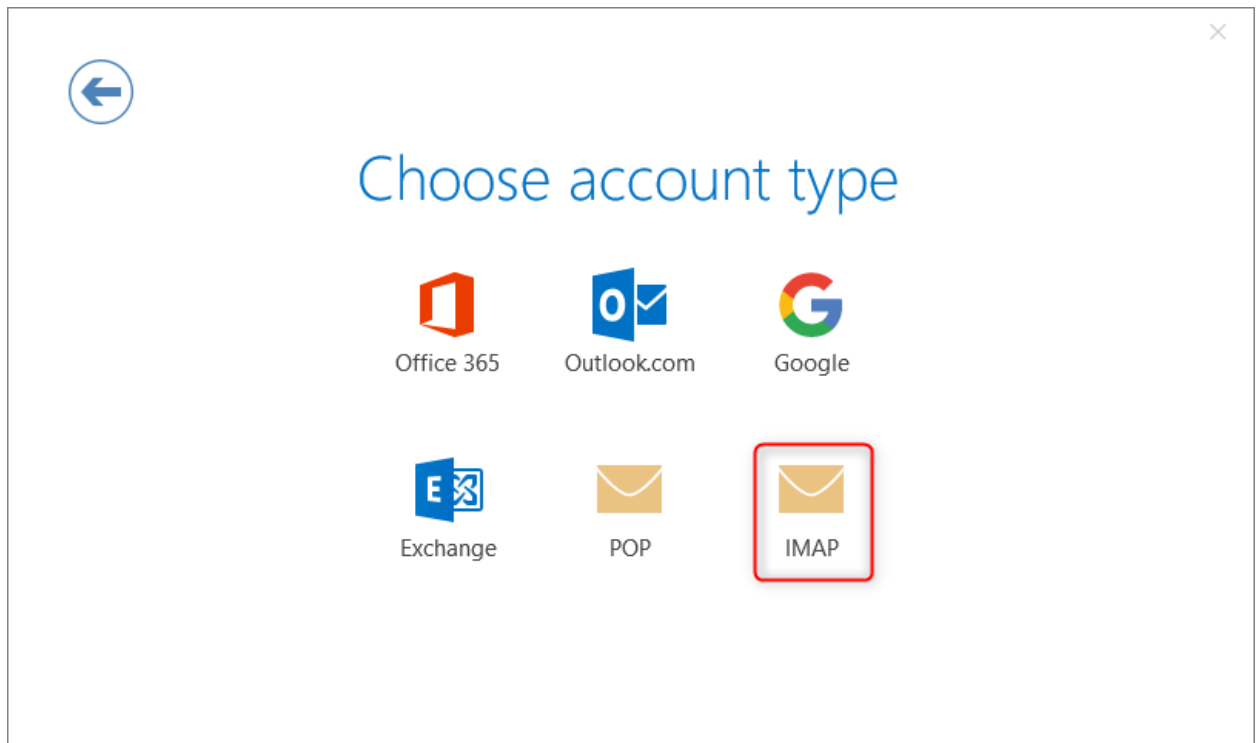
×

Welcome to Outlook

Enter an email address to add your account.



4. The next window will ask you to choose an account type, click on “**IMAP**”



5. Under the **incoming mail** settings make sure the fields have the following settings

Server: imap.bluetie.com

Port: 143

Encryption Method: None

Incoming mail

Server Port
Encryption method
 Require logon using Secure Password Authentication (SPA)

6. Under **the outgoing mail** settings, make sure the fields have the following settings

Server: smtp.bluetie.com

Port: 5125

Encryption Method: None

Outgoing mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

7. Click **“Connect”**
8. You will be prompted by two popups to enter your password. One is for incoming mail and one is for outgoing mail. Enter your password into both popups and click ok