

### Configuring Outlook 2007/2010/2013 for the SmartMLX service

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## For Outlook 2013, there is no need to go through the point "Synchronising calendar, tasks and contacts" in setting up the account. Outlook 2013 already has the functionality.

### When starting up Outlook for the first time

1. Run Outlook and, in the window that appears, fill in the fields:

Your Name: Your full name E-mail Address: your mail address

Password and Retype Password: Enter your password twice. Then click **Next** 

E-mail Account			
Your Name:	Sebastian Sõeruer		
	Example: Ellen Adams		
E-mail Address:	sebastian.soeruer@elion.ee		
	Example: ellen@contoso.com		
Password:	******		
Retype Password:	******		
	Type the password your Internet service provider has	given you.	
Text Messaging	(5M5)		
. Citeries sugary	()		
Manually configu	re server settings or additional server types		



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2. Once the account has been set up successfully, a new window will appear, in which you should select **Finish**:

d New Accou	int	
Online sear	ch for your server settings	× ·
Configuring		
Configuring	e-mail server settings. This might take several minutes:	
~	Establish network connection	
~	Search for sebastian.soeruer@elion.ee server settings	
~	Log on to server	
Your e	-mail account is successfully configured.	
Manually co	onfigure server settings	Add another account
		< Back Finish Cancel

3. The account has been set up successfully.



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#### If you are already using Outlook

4. Run Outlook, find the File menu, Account Settings and again Account Settings:





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5. In the window that opens, select New...

nail Data File	s RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
New 💥	Repair	Change 🚫	Set as Default 🗙 R	emove 👚 🖶	
lame			Туре		
🕽 sebastian.so	eruer@elion.ee	2	Microsoft Exc	hange (send from thi	is account by default)



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6. Select **New e-mail account**, select **Next** and follow from point 1 of this guide.

Choose Service	×
<ul> <li>E-mail Account</li> <li>Connect to an e-mail account provided by your Interney your organization.</li> <li>Text Messaging (SMS)</li> </ul>	t service provider (ISP) or
Connect to a mobile messaging service.	
O Other	
Connect to a server type shown below.	
Fax Mail Transport	



### Synchronising calendar, tasks and contacts

1. Download and install the Funambol client (<u>www.funambol.com</u>, filename: funambol-outlook-sync-client-9.0.1.exe).

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- 2. Run Funambol client and select **Tools Options**.
- 3. Fill in the fields:

Location: <u>http://smart.mlxplus.com/sync/default.aspx</u> Username: Your username Password: Your password Click **OK** 

2	Server	· · · · · · · · · · · · · · · · · · ·
ount	Location:	http://smart.mlxplus.com/sync/default.aspx
3	Username:	sebastian@smart.mlxplus.com
/nc	Password:	

4. For automatic synchronisation, select again **Tools – Options** and subpage **Sync.** Check the items you wish to synchronise with the server

In the **Scheduler** section, check **Synchronise every** and choose a suitable time period. Click **OK**.



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### Setting up SmartMLX manually with other mail clients

Server type: IMAP

Server name: smart.mlxplus.com

User: Your mail address

Password: Your password:

Incoming port: 143 (993 SSL)

Outgoing port: 25 (587 TLS)

Outgoing mail requires authentication.