**Email account setup on the new server**

Email account setup for ***Microsoft Outlook***

This manual based on Polish version of Microsoft Outlook. Therefore some of those commands are translated on English and can be different in English version of MS Outlook.

* open Microsoft Outlook
* expand bookmark **Narzędzia** *(tools)* in main menu and click **Opcje** *(options)*
* in the **Opcje** *(options)*click on bookmark **Ustawienia** **poczty** *(mail settings)* then click button **Konta e-mail*…****(mail account…)*



* In the **Ustawienia kont** *(Account settings)* double click on account (for which you want to change settings) on the list, the window **Zmienianie konta e-mail** *(Changing account mail)*appears



* In the **Zmienianie konta e-mail** *(Changing account mail):*
	+ **Serwer poczty przychodzącej** *(incoming mail server)*enter ***mail1.komandor.pl***
	+ **Serwer poczty wychodzącej (SMTP)** *(outgoing mail server)* enter ***mail1.komandor.pl***
* Click button **więcej ustawień** *(more settings)*, the **Ustawienia internetowej poczty e-mail** *(setup an Internet mail)*appears



* In the **Ustawienia internetowej poczty e-mail** *(setup an Internet mail)* go to bookmark **Serwer wychodzący (outgoing server)** and next:
	+ *check* ***Serwer wychodzący (SMTP) wymaga uwierzytelnienia*** *(outgoing server (SMTP) requires authentication)*
	+ *check* ***Użyj tych samych ustawień, co mój serwer poczty przychodzącej*** *(use the same settings as my incoming mail server)*
* Go to bookmark **Zaawansowane** *(advanced)* and fill the field:
	+ **Serwer przychodzący** *(incoming server)*
		- ***995*** *for POP3*
		- ***993*** *for IMAP*
	+ check **Ten serwer wymaga zaszyfrowanego połączenia (SSL)** *(This server requires an encrypted connection (SSL)* and select the type of encryption ***SSL***
	+ **Serwer wychodzący** *(outgoing Server)* (SMTP) enter ***465***



* + Confirm changes by click **OK**.
	+ In the **Zmienianie konta e-mail** *(changing mail account)* click button **Testuj ustawienia konta** *(test account settings)*



* If the test is successful click **Zamknij** *(close)* and In the **Zmienianie konta e-mail** *(changing account mail)* click button **Dalej** *(next).* You should see the window:



If you finished your account setup and your e-mail doesn't works please check if your mail works on website: [***https://webmail.komandor.pl***](https://webmail.komandor.pl/).

If your mail still doesn’t work, please contact with your Administrator.

Additional information

* You can also access to your email by:
	+ Log on [*https://webmail.komandor.pl*](https://webmail.komandor.pl/)– TLS option must be enabled in browser settings
	+ Mobile phone [*https://help.komandor.pl/help/imap\_tel/imap\_tel.html*](https://help.komandor.pl/help/imap_tel/imap_tel.html)
	+ Mobile phone - aplication Poczta [*https://webmail.komandor.pl/horde/imp/redirect.php?autologin=&url=%2Fhorde%2Fmimp%2Findex.php*](https://webmail.komandor.pl/horde/imp/redirect.php?autologin=&url=%2Fhorde%2Fmimp%2Findex.php)webmail.komandor.pl and selsct mimp option.

In case of any problems go to our help site https://help.komandor.pl or contact with your Administrator.