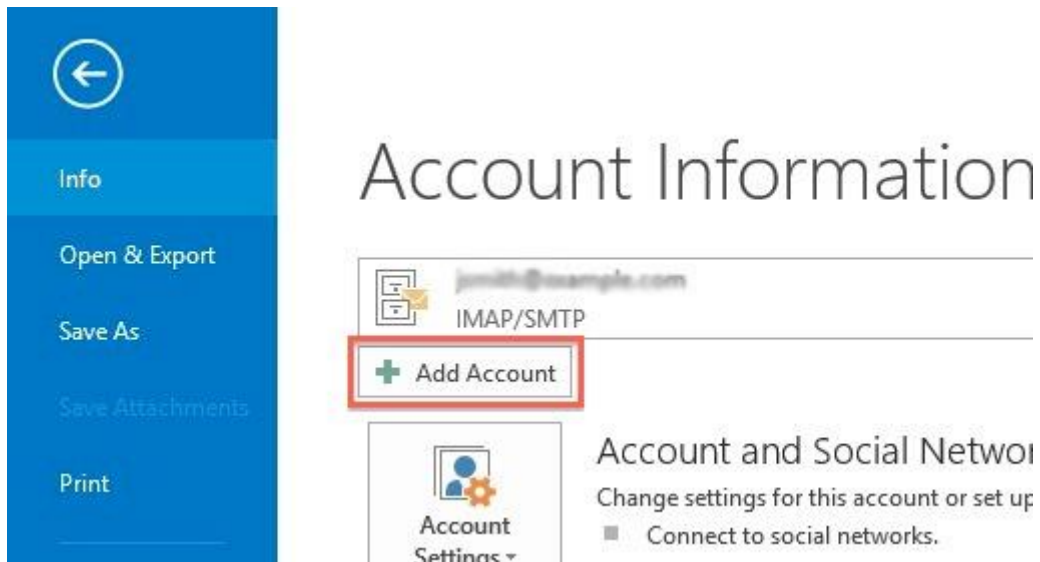


Add your @equivalenzastores.com account on Outlook 2013

• Step 1

Select the **File** menu and choose **Info**



• Step 2

Choose **Manual setup or additional server types** and click next.
Then choose **IMAP** and click next again.

Manual setup or additional server types

Microsoft Exchange Server or compatible service
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

• Step 3

Enter your **Name** as you want it to appear on your outbound email messages.

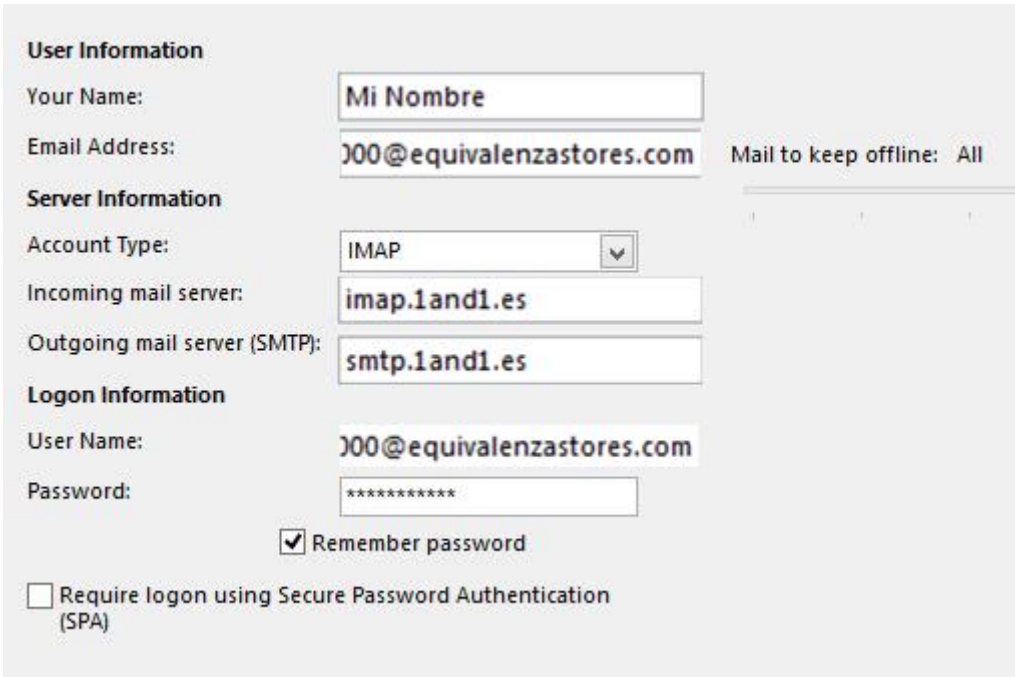
Enter your email address.

Enter **imap.1and1.es** as your **Incoming Mail Server**.

Enter **smtp.1and1.es** as your **Incoming Outgoing Server**.

Enter your email address for the User Name.

Enter your email password.

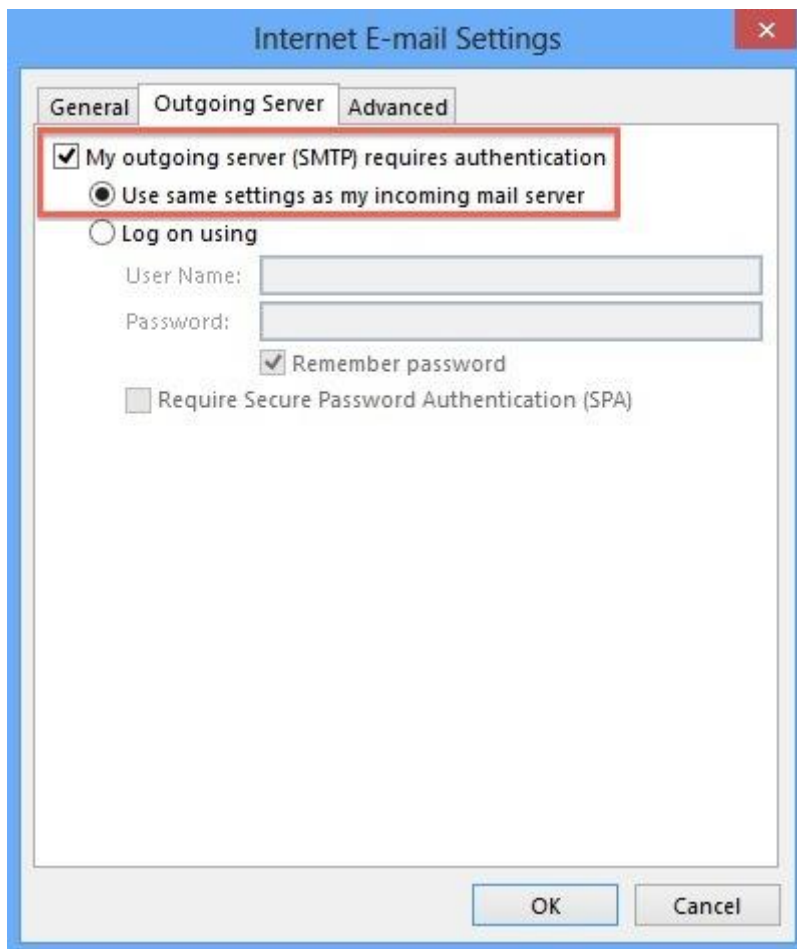


The screenshot shows a configuration window for an email account. It is divided into three main sections: User Information, Server Information, and Logon Information. The 'Your Name' field contains 'Mi Nombre'. The 'Email Address' field contains '000@equivalenzastores.com'. The 'Account Type' is set to 'IMAP'. The 'Incoming mail server' is 'imap.1and1.es' and the 'Outgoing mail server (SMTP)' is 'smtp.1and1.es'. The 'User Name' field also contains '000@equivalenzastores.com' and the 'Password' field is filled with asterisks. There are checkboxes for 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)' (unchecked). On the right side, there is a 'Mail to keep offline' section with a dropdown menu set to 'All'.

Section	Field	Value
User Information	Your Name:	Mi Nombre
	Email Address:	000@equivalenzastores.com
Server Information	Account Type:	IMAP
	Incoming mail server:	imap.1and1.es
	Outgoing mail server (SMTP):	smtp.1and1.es
Logon Information	User Name:	000@equivalenzastores.com
	Password:	*****
Remember password:		<input checked="" type="checkbox"/>
Require logon using Secure Password Authentication (SPA):		<input type="checkbox"/>

• Step 4

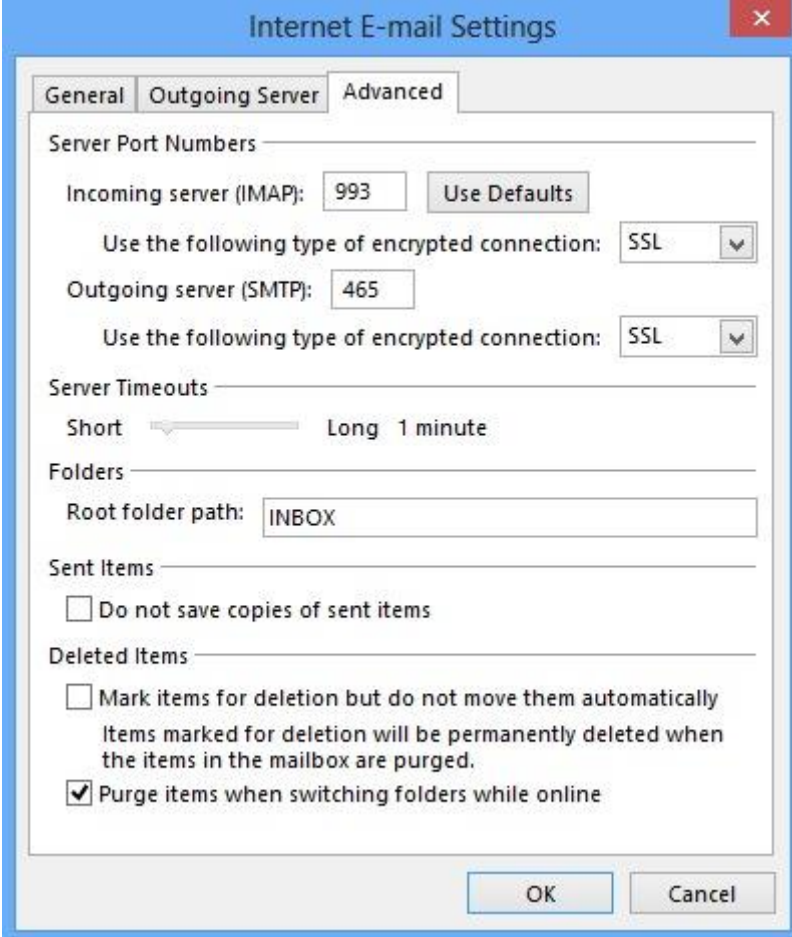
Click the **More Settings** button. After that click the **Outgoing Server** tab; click on the "My outgoing server (SMTP) requires authentication" checkbox and make sure that it is using the same settings as your incoming mail server.



• Step 5

Enter 993 for **IMAP** port and **select SSL**

Enter 465 for **SMTP** port and **select SSL**



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section is configured as follows:

- Incoming server (IMAP): 993 (with a 'Use Defaults' button)
- Use the following type of encrypted connection: SSL (selected in a dropdown menu)
- Outgoing server (SMTP): 465
- Use the following type of encrypted connection: SSL (selected in a dropdown menu)

The 'Server Timeouts' section shows a slider between 'Short' and 'Long 1 minute'.

The 'Folders' section has a 'Root folder path' field containing 'INBOX'.

The 'Sent Items' section has an unchecked checkbox: 'Do not save copies of sent items'.

The 'Deleted Items' section has two options:

- 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

At the bottom of the dialog are 'OK' and 'Cancel' buttons.