

Outlook 2003 settings for workflow.rocks email server

February, 2016

For all questions regarding this document, please email support@thetaxworkflow.com



Set up your email account

Outlook 2003 can successfully work with your workflow.rocks email but unfortunately, there are some limitations:

- Outgoing emails can't be placed in "Sent" IMAP folder, so all sent emails from this email client will be stored in the local folder and won't be available from other computers.
- Calendar and contacts can't be synchronized with the server.

To set up your email box in Outlook 2003 you need to create a new Email account:

Account Configuration	X
E-mail Accounts	×
You can configure Outlook to connect to a Microsoft Exchange Server, Internet E-mail, or other E-mail server. Would you like to configure an E-mail account?	
⊚ Yes ⊘ No	
< Back Next > Ca	incel



Select IMAP if you prefer to store all emails on the server and keep them available from other computers:





Click "Next" and fill in all your settings in the new window.

Your incoming mail server (IMAP) address is: email.workflow.rocks

Outgoing mail server (SMTP) is the same: email.workflow.rocks

Please note that your User Name must match your full email address:

E	-mail Accounts			And Intelligence	X
	Internet E-ma Each of the	ail Settings (IMAP) ese settings are required to g	get your e-mail account working.		ž
	User Informat	ion	Server Information		
	Your Name:	John Smith	Incoming mail server (IMAP):	email.workflow.rocks	
	E-mail Address:	demo@workflow.rocks	Outgoing mail server (SMTP):	email.workflow.rocks	
	Logon Informa User Name: Password:	demo@workflow.rocks			
	Log on using Authenticatio	Remember password Secure Password n (SPA)		More Settings	
			< Back	Next > Ca	ncel



After all fields are filled click on "More Settings ..." button. In the new window enter the name of the mail account and other user information if necessary:

Internet E	-mail Settings		_	X
General	Outgoing Server	Connection	Advanced	
Mail A Typ acco	ccount e the name by whi ount. For example srv2.workflow.rock	ch you would lik : "Work" or "Mic	e to refer to rosoft Mail Se	this erver"
Other	User Information			
Orga	anization:			
Rep	y E-mail:			
			ОК	Cancel



In the "Outgoing Server" tab select the following settings:

I	nternet E-mail Settings	
	General Outgoing Server Connection Advanced	
	W nutgoing server (SMTP) requires authentication	
	Output Use same settings as my incoming mail server	
	C Log on using	
	User Name:	
	Password:	
	✓ Remember password	
	Log on using Secure Password Authentication (SPA)	
		I
		l
	OK Cancel	



"Connection" tab usually doesn't need changes and looks the following way:

Internet E-mail Settings
General Outgoing Server Connection Advanced
Please specify the type of connection to use for e-mail.
Connection
Connect using my local area network (LAN)
Connect via modem when Outlook is offline
Connect using my phone line
Connect using Internet Explorer's or a 3rd party dialer
Modem
Use the following Dial-Up Networking connection:
•
Properties Add
OK Cancel



In "Advanced" tab check the checkboxes "The server requires an encrypted connection (SSL)" for incoming server (IMAP) and for outgoing server (SMTP), too.

Check server port numbers. It must be 993 for incoming server and 465 for outgoing server:

I	Internet E-mail Settings					
Γ	General	Outgoing Server	Connection	Advanced		
l	Server F	Port Numbers				
	Incom	ing server (IMAP):	993	Use D	efaults	
	v	This server requir	res an encryp	ted connectio	n (SSL)	
	Outgo	oing server (SMTP):	: 465			
	V	This server requir	res an encryp	ted connectio	n <mark>(</mark> SSL)	
	Server 1	Timeouts				
	Short	-0	Long 1	minute		
	Folders					
	Root	folder path:				
		-				
L						
			ſ	OK	Cancel	
L						



Click "OK" and then "Next" in the "E-mail Accounts" window:

E-mail Accounts			and inte	X
Internet E-ma Each of the	ail Settings (IMAP) ese settings are required to	get your e-mail account working.		× V
User Informat	ion	Server Information		
Your Name:	John Smith	Incoming mail server (IMAP):	wfsrv2.workflow.rocks	
E-mail Address:	demo@workflow.rocks	Outgoing mail server (SMTP):	twfsrv2.workflow.rock	
Logon Informa	ation			
User Name:	demo@workflow.rocks]		
Password:	******]		
	Remember password			
Log on using Authenticatio	Secure Password n (SPA)		More Settings	
		< Back	Next > C	ancel



Now click "Finish". Your email account was successfully added:

E-mail Accounts	×
	Congratulations! You have successfully entered all the information required to setup your account.
	To dose the wizard, dick Finish.
	< Back Finish



If you can't see all IMAP folders in your account click right mouse button on your Inbox folder and select "IMAP Folders…":

Eile Edit	· · · · · · ·
	<u>O</u> pen
: <u>N</u> ew +	Open in New <u>W</u> indow
Mail	Send Link to This Folder
Favorite Fold	A <u>d</u> vanced Find
🔄 Inbox 👔	Mo <u>v</u> e "Inbox"
🔍 Unread	<u>C</u> opy "Inbox"
🔄 Sent It	<u>D</u> elete "Inbox"
	<u>R</u> ename "Inbox"
All Mall Folder	New Folder
Persona Dele	I <u>M</u> AP Folders
Draft	Remove <u>f</u> rom Favorite Folders
Junk	Mark All as R <u>e</u> ad
Out	Process Marked Headers
🗄 🗖 Sear	Sh <u>a</u> ring
🗆 🎒 twfsrv2	Propert <u>i</u> es
lunk E-m	li
JUNK E-11	

If there are no folders in the list of the "All" tab you need to click on "Query" button. Leave "Display folders whose names contain:" field blank and all folders will appear in the list:

IMAP Folders	×
Display folders whose names contain:	
	Query
All Subscribed	Stop
Folders	
Chats	\sim
Contacts	
Drafts	
Emailed Contacts	
Inbox	Subscribe
Junk	Unsubscribe
Sent	
Trash	
When displaying hierarchy in Outlook, show only subscribed folders.	
OK Cancel	Apply

Select the folders you want to be displayed in Outlook and press "Subscribe". Then click "OK".



Configure how Outlook receives your email

By default your Outlook may download only headers and it will always take a time to see a selected email. To make Outlook 2003 to download complete items including attachments select "Tools >> Options…":



In the "Mail Setup" tab click on "Send/Receive..." button:



Outlook 2003 settings for workflow.rocks email server

Options ? X					
Preferences Mail Setup Mail Format Spelling Security Other					
E-mail Accounts					
Set up e-mail accounts and directories.					
E-mail Accounts					
Send/Receive					
Set send and receive settings for e-mail messages and documents.					
Send immediately when connected Send/Receive					
Data Files					
Change settings for the files Outlook uses to store e-mail messages					
Data Files					
Dial-up					
Control how Outlook connects to your dial-up accounts.					
Warn before switching an existing dial-up connection					
Always use an existing dial-up connection					
Automatically dial during a background Send/Receive					
Hang up when finished with a manual Send/Receive					
OK Cancel Apply					

Now click "Edit..." button:



Send/Red	eive Groups		<u>१</u> ×
2	A Send/Receive of folders. You can during a send/rec	group contains a collection of (specify the tasks that will be p ceive.	Outlook accounts and performed on the group
	Group Name	Send/Receive when	1
	All Accounts	Online and Offline	New
			Edit
			Сору
			Remove
			Rename
Setting f	or group "All Accou	unts"	
	✓ Include this gr	oup in send/receive (F9).	
	🔲 Schedule an a	utomatic send/receive every	5 🚔 minutes.
	📃 Perform an au	tomatic send/receive when ex	citing.
Wh	en Outlook is Offli	ne	
	🔽 Include this gr	oup in send/receive (F9).	
	C Schedule an a	utomatic send/receive every	5 🚔 minutes.
			Close

Also you can schedule an automatic send/receive interval in this window.



In the new window press "Download complete item including attachments" radio button and press "OK":

Send/Receive Settings - All Accounts		
Accounts twfsrv2.workflo	 Include the selected account in this group Account Options Select the options you want for the selected ac Send mail items Get folder unread count Folder Options Check folders from the selected account to incl © twfsrv2.workflow.rocks Chats Contacts Drafts Emailed Contacts Junk Junk Junk E-mail Sent Trash 	Account Properties ccount ude in send/receive Download headers only Download complete item including attachments
OK Cancel		