Outlook 2003 settings for workflow.rocks email server

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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:
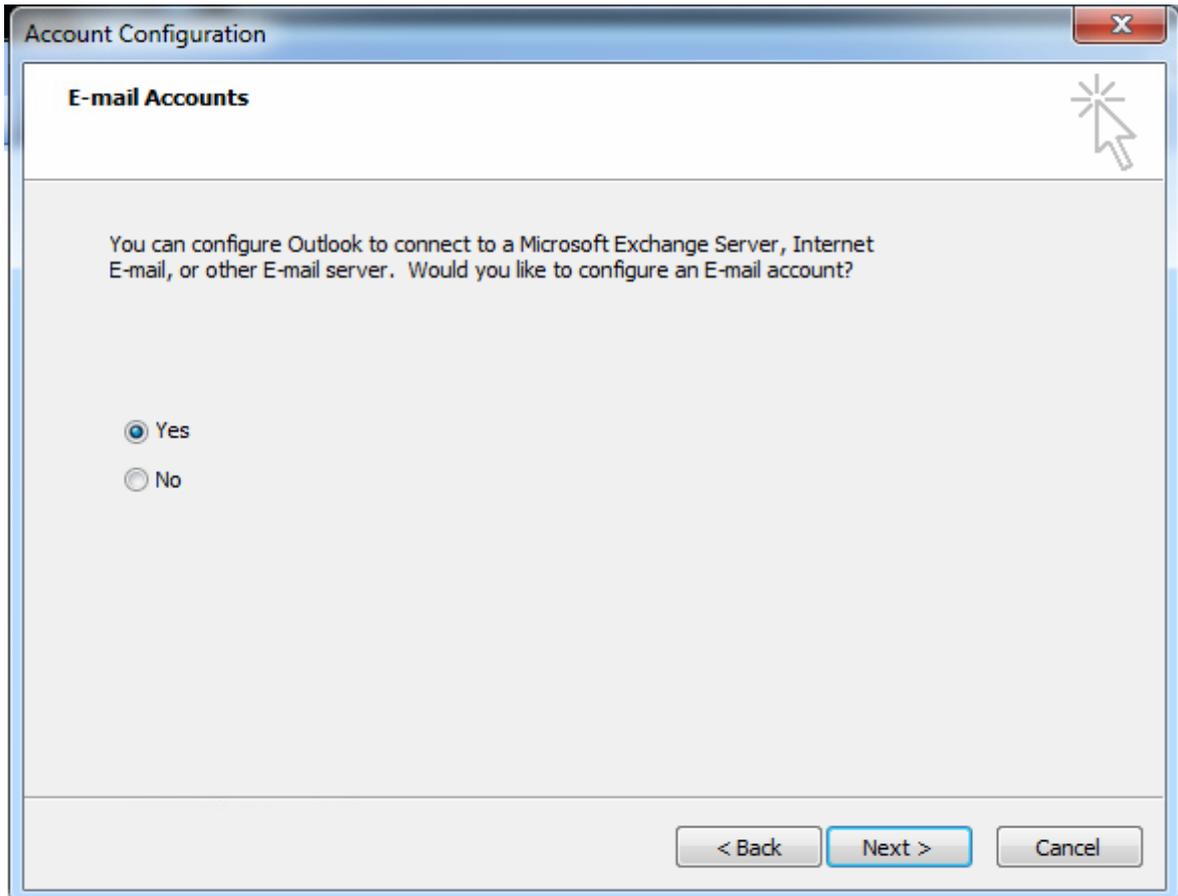
Select IMAP if you prefer to store all emails on the server and keep them available from other computers:
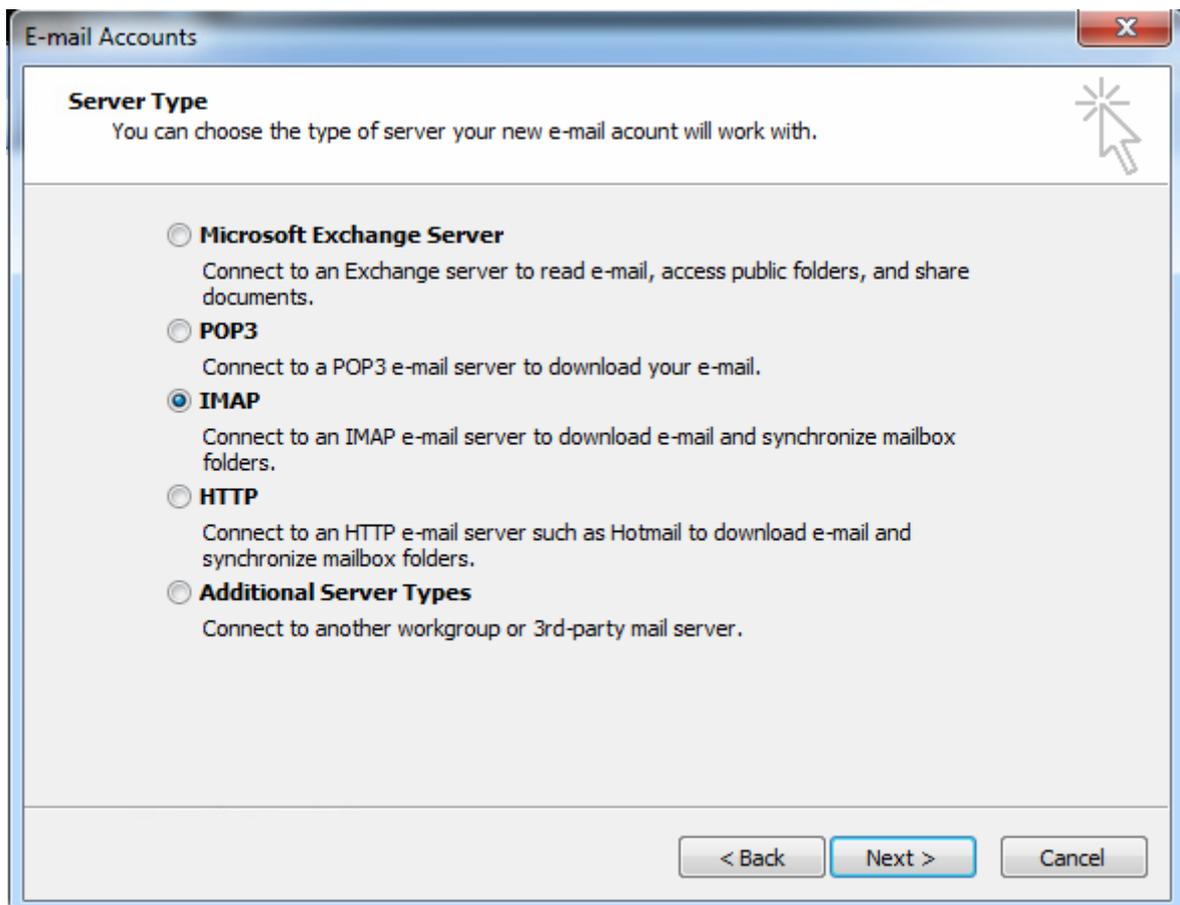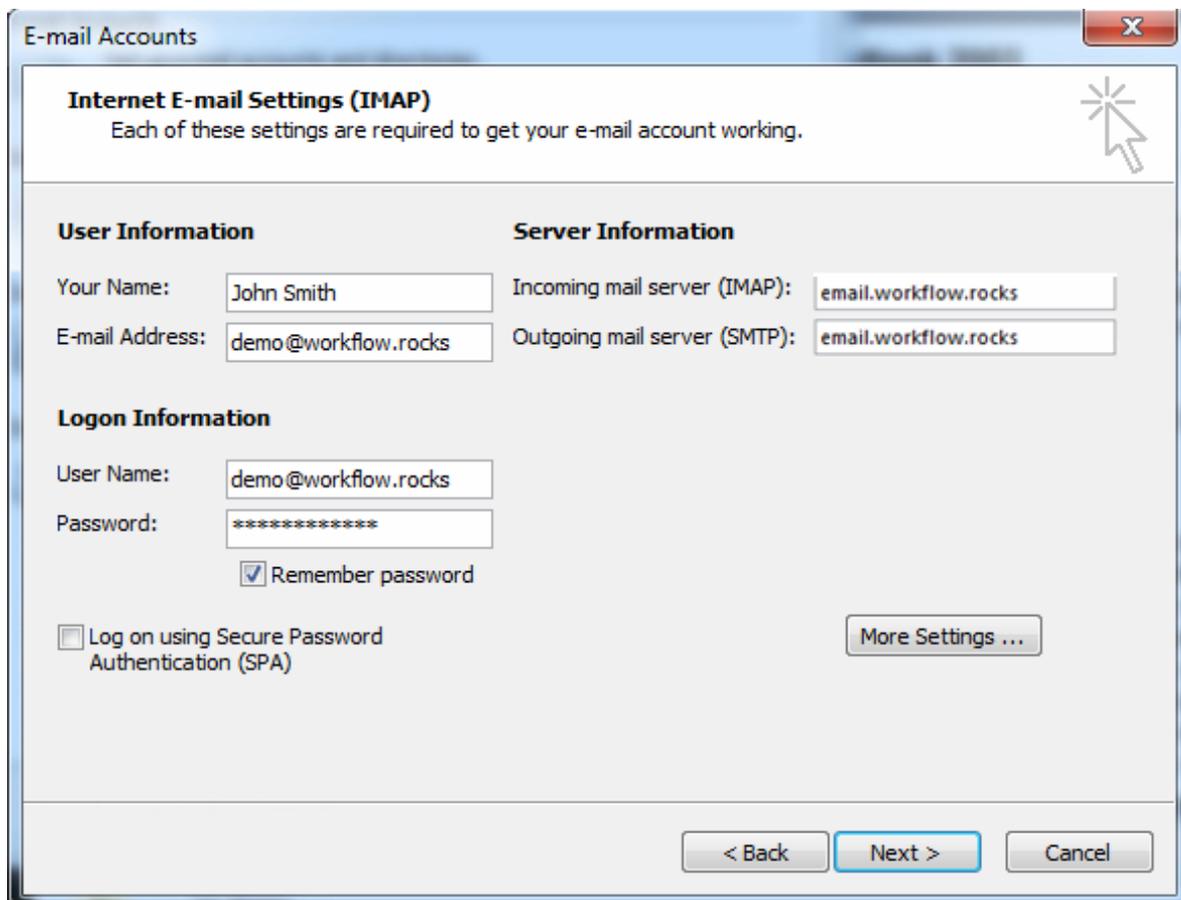
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Click "Next" and fill in all your settings in the new window.

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

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

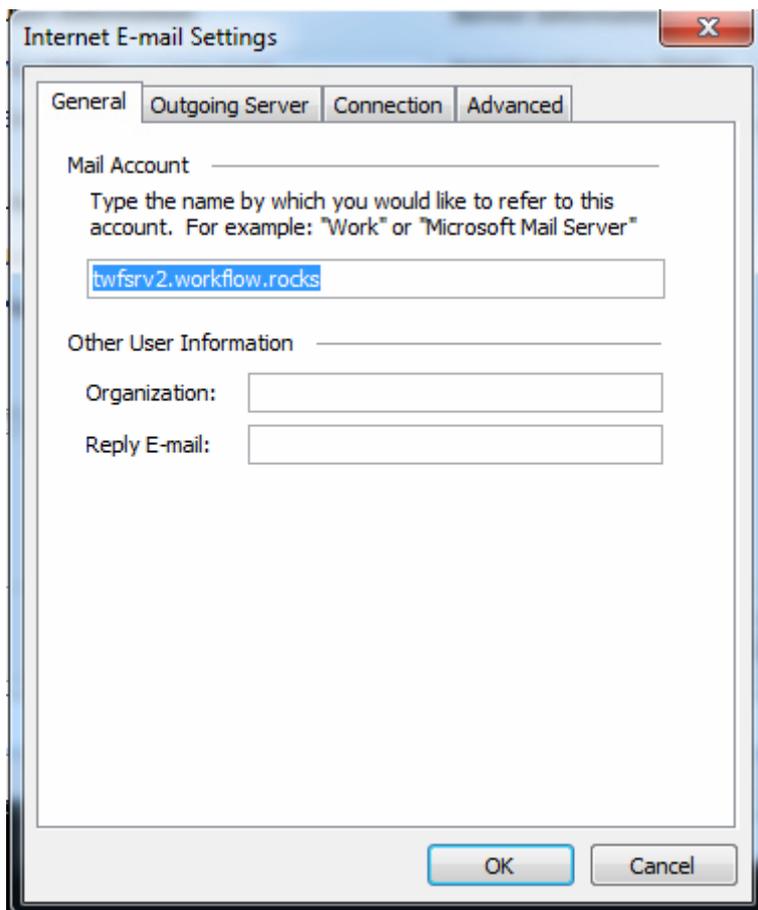Please note that your User Name must match your full email address:

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:
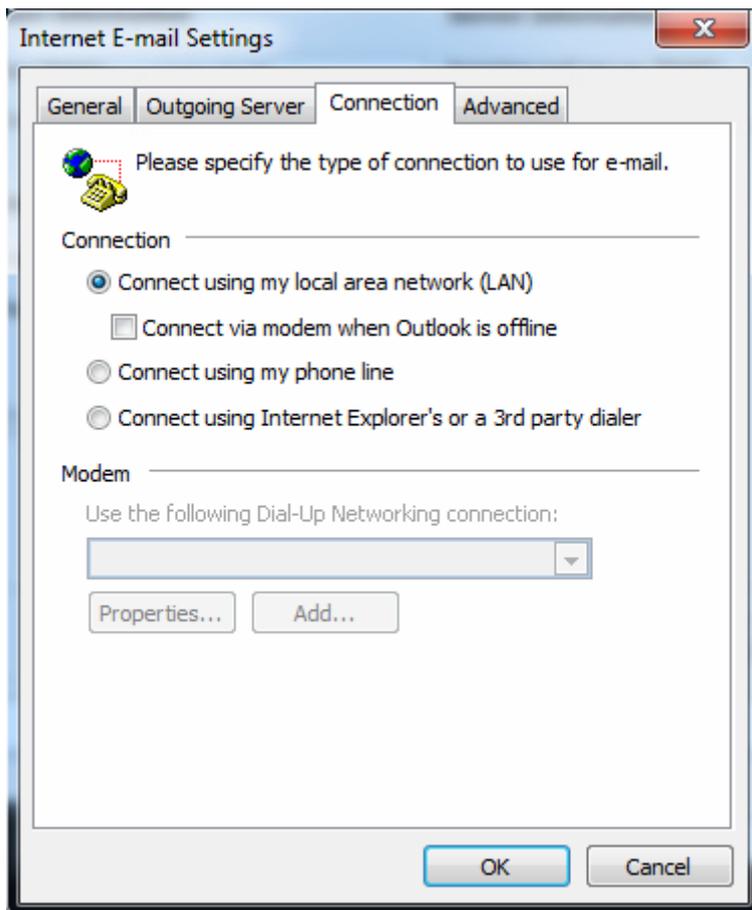
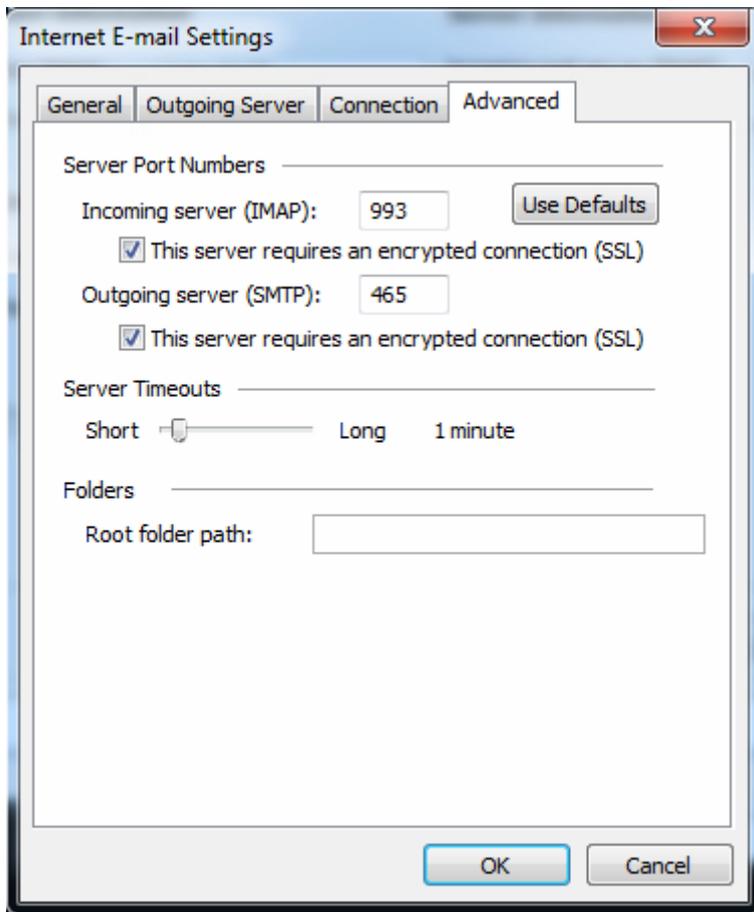In the "Outgoing Server" tab select the following settings:
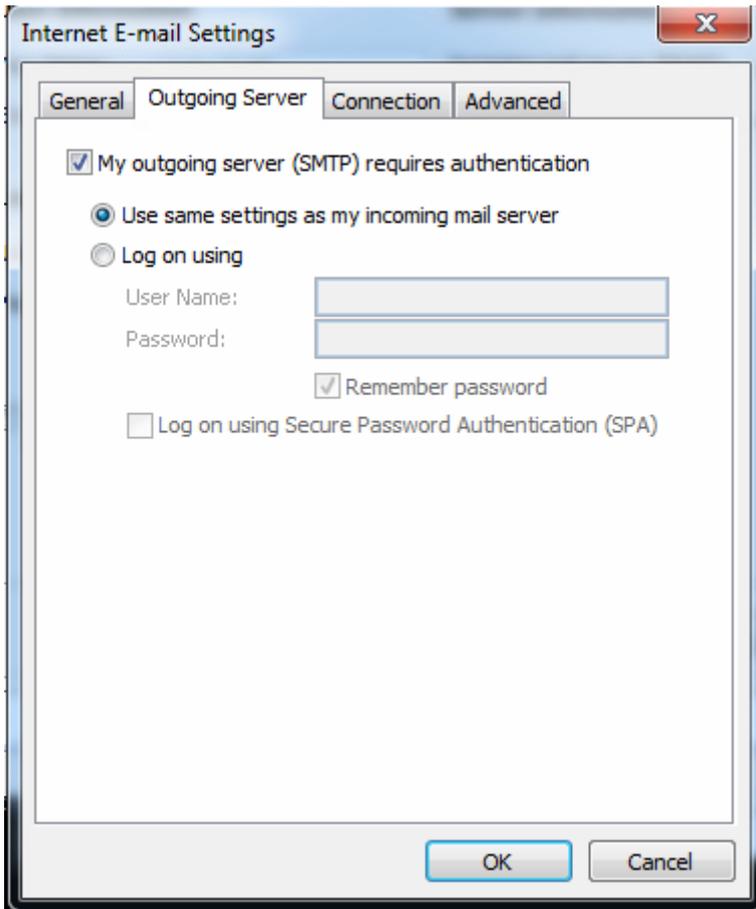
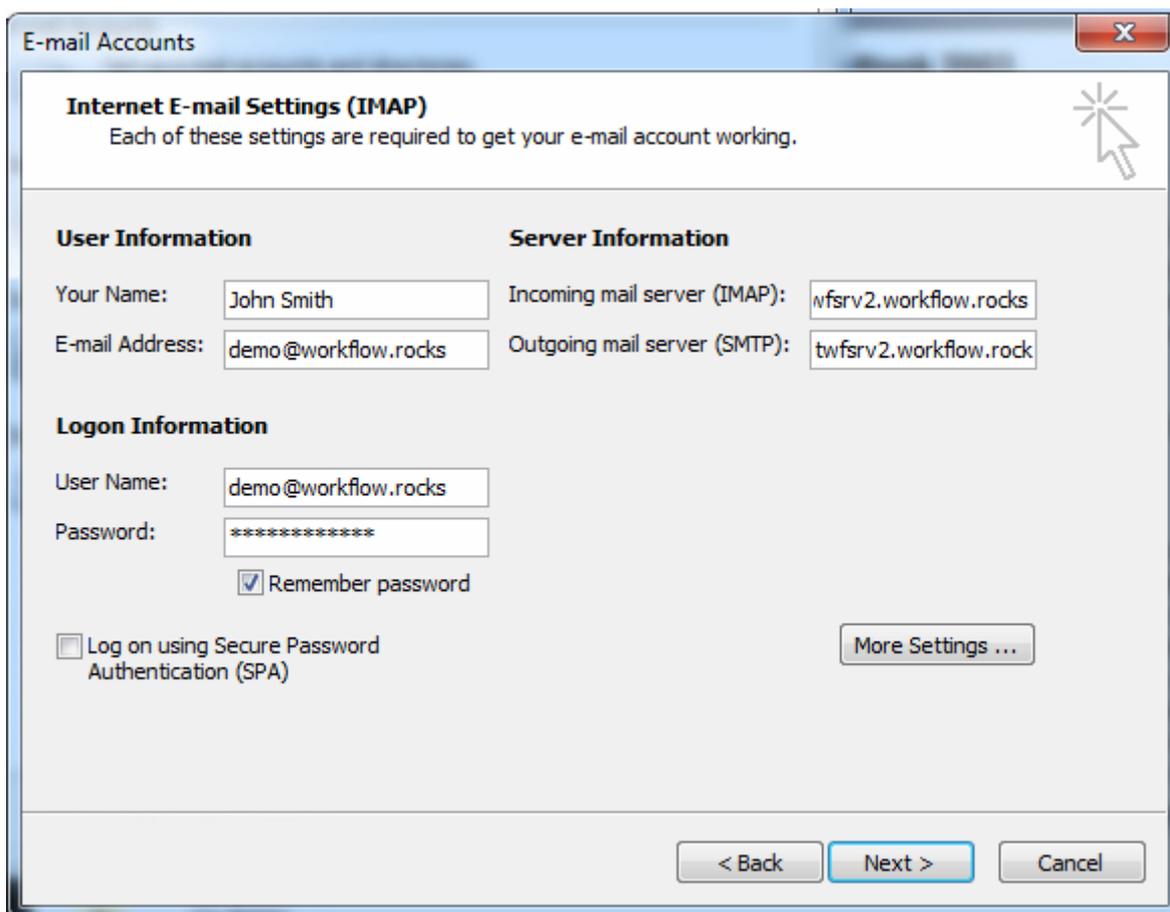"Connection" tab usually doesn't need changes and looks the following way:

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:

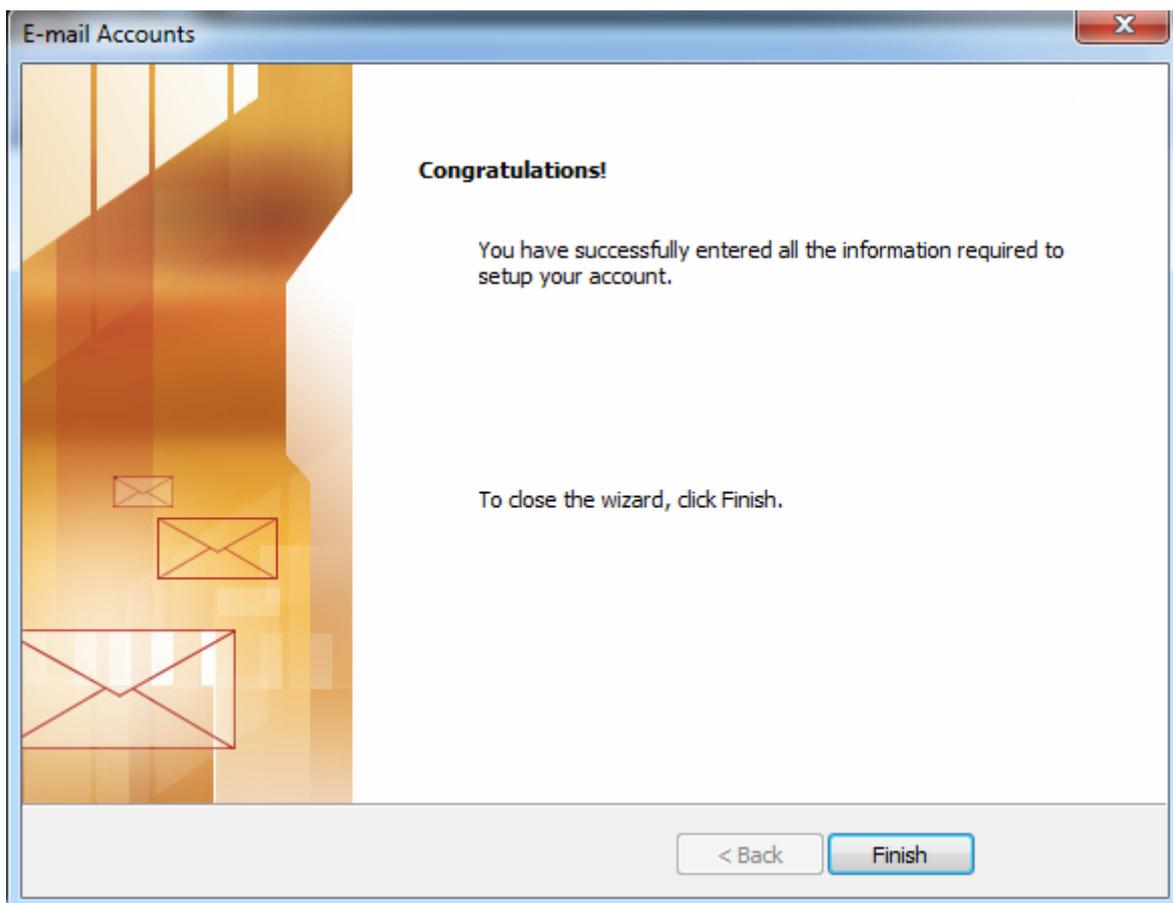Click "OK" and then "Next" in the "E-mail Accounts" window:

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

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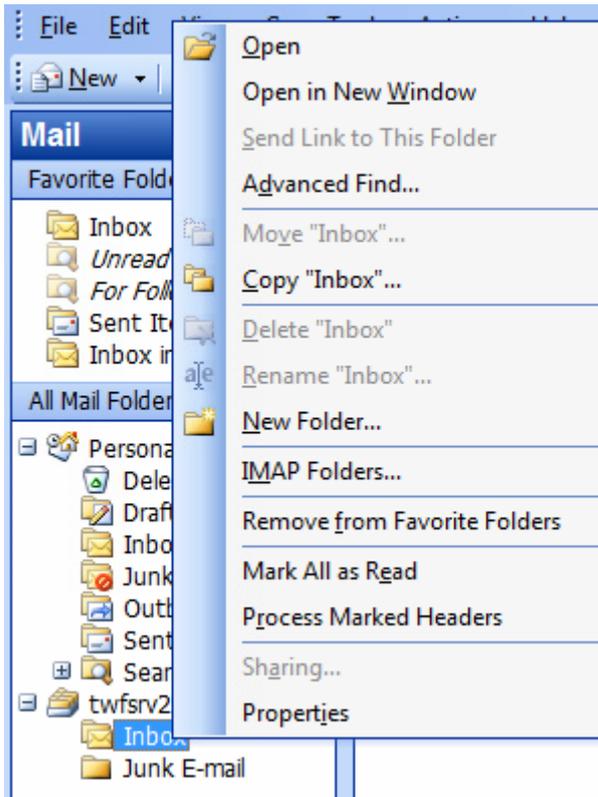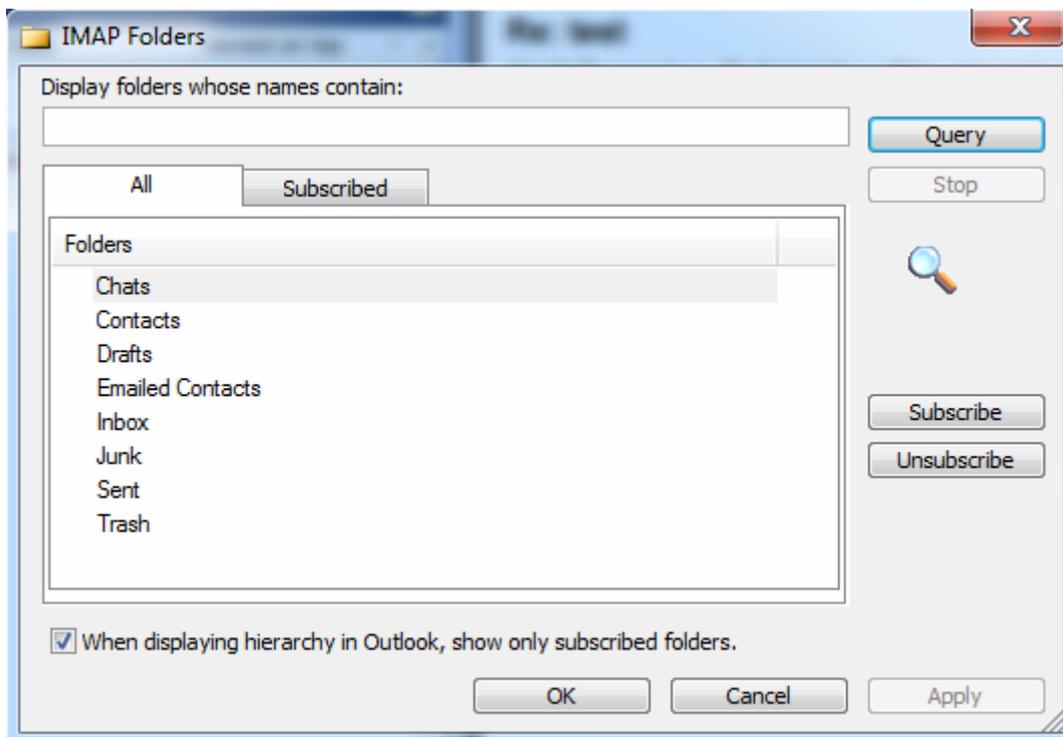

If there are no folders in the list of the "All" tab you need to click on "Query" button. Leave "Display folders whose names contain:" field blank and all folders will appear in the list:


Select the folders you want to be displayed in Outlook and press "Subscribe". Then click "OK".
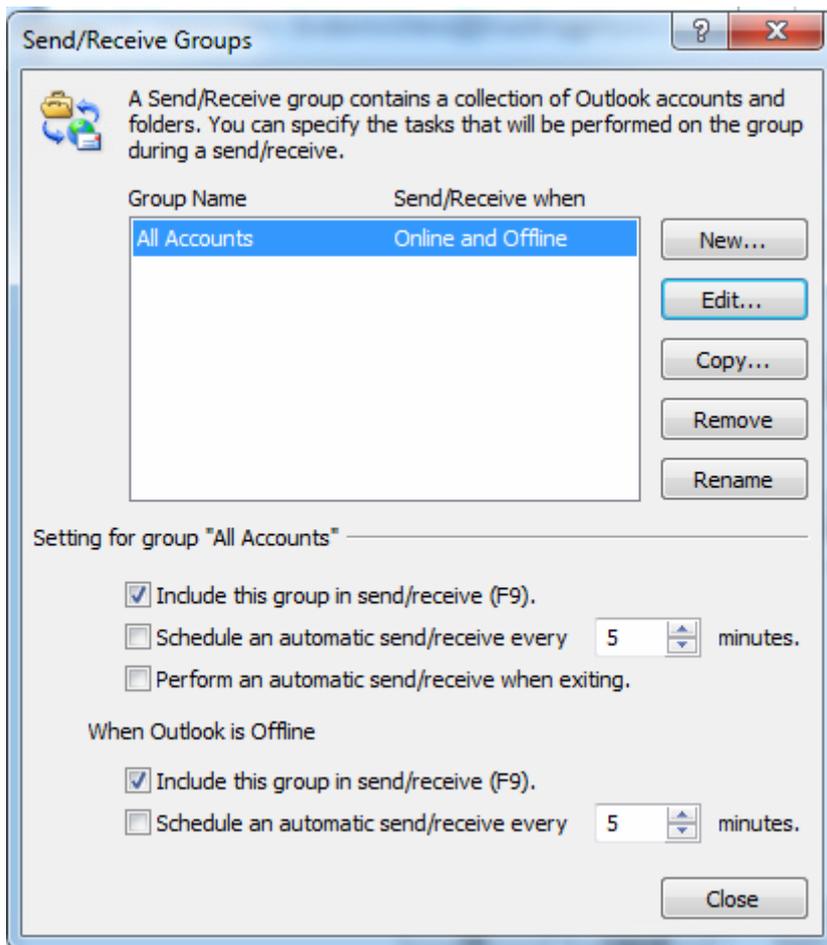
Configure how Outlook receives your email

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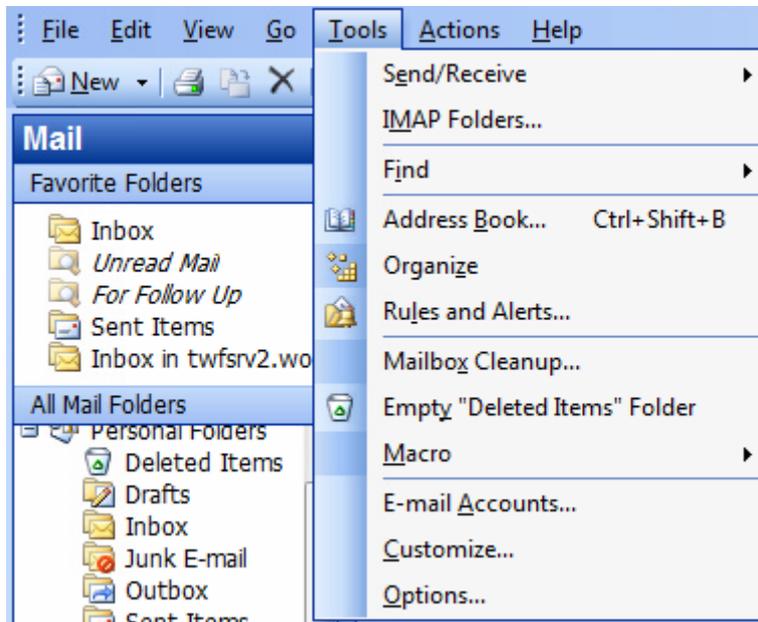
In the "Mail Setup" tab click on "Send/Receive…" button:

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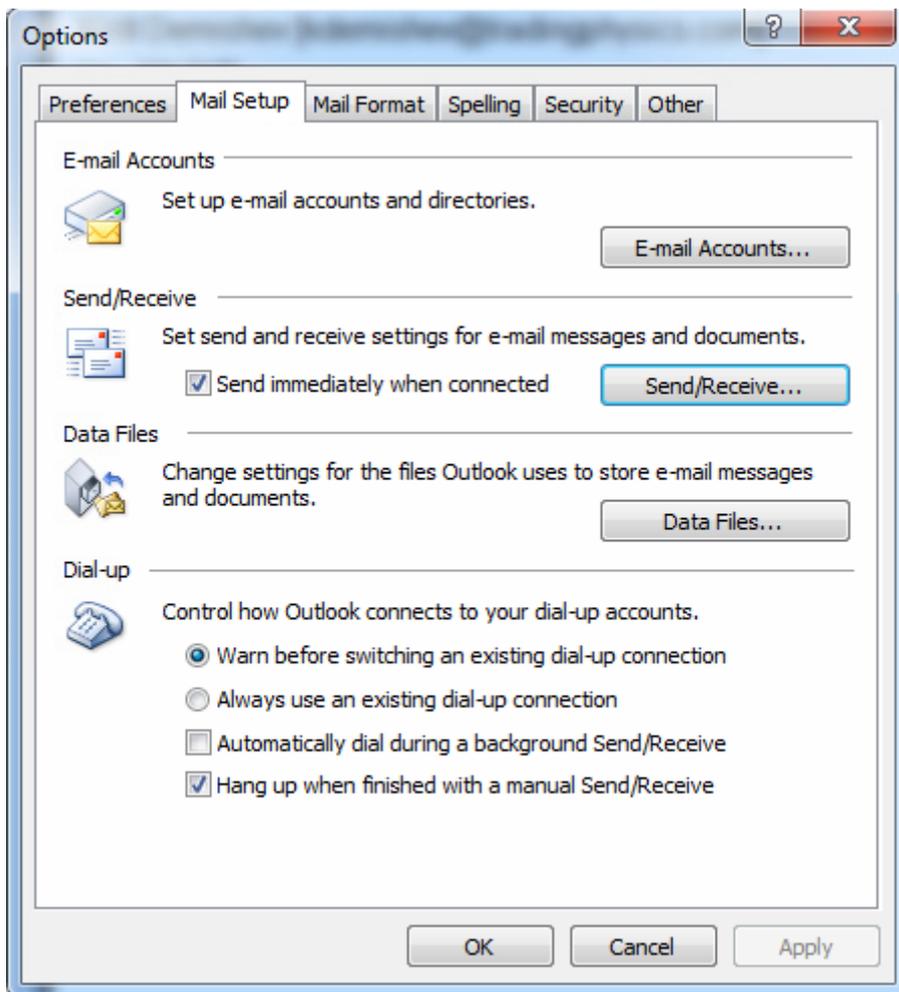
Now click "Edit…" button:

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":