# Outlook 2007 settings for workflow.rocks email server

February, 2016

# Table of Contents

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## Set up your email account
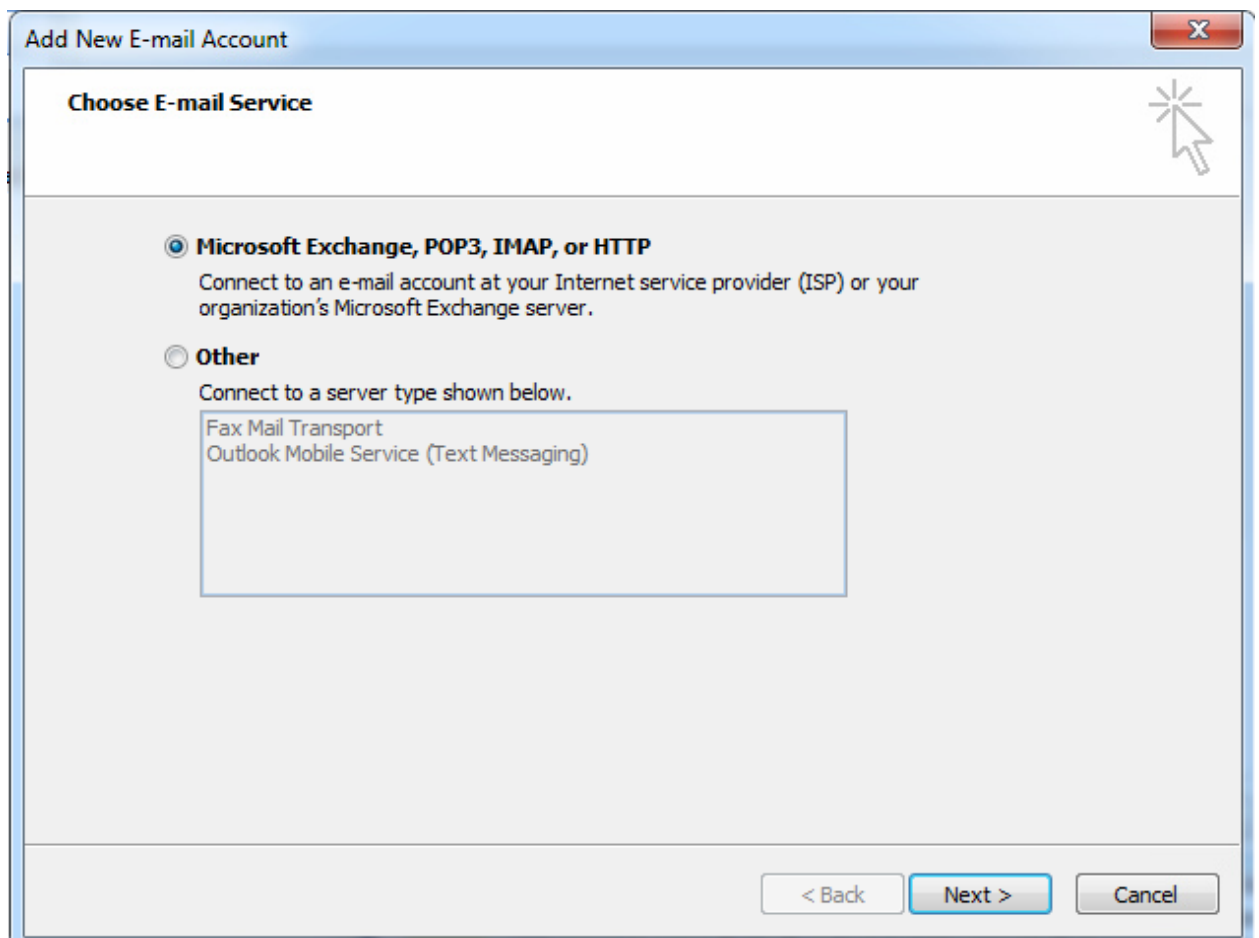
Outlook 2007 can successfully work with your workflow.rocks email account. Network Calendar and Address Book are also available in this version of the application.

To setup your email box in Outlook 2007 you need to create a new Email account first. Go to "Tools >> Account Settings…" and click "New…" in the "E-mail" tab:

Account Settings

**E-mail Accounts**
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

New… | Repair… | Change… | Set as Default | Remove
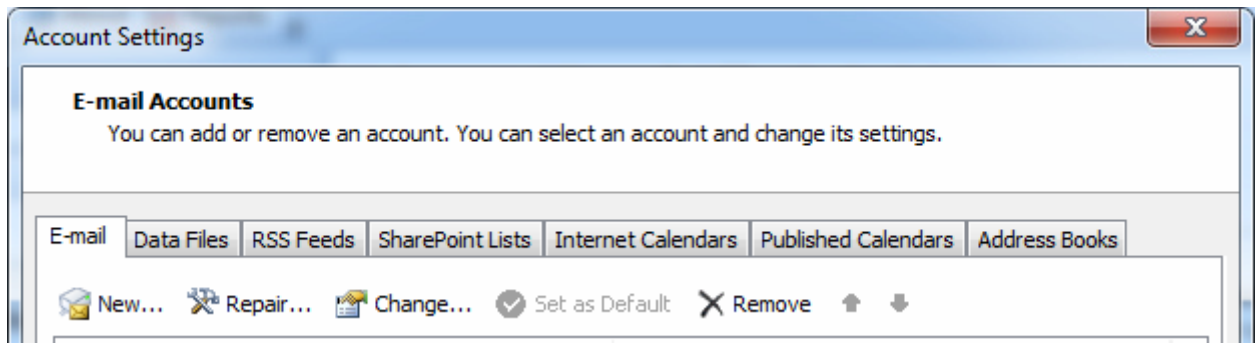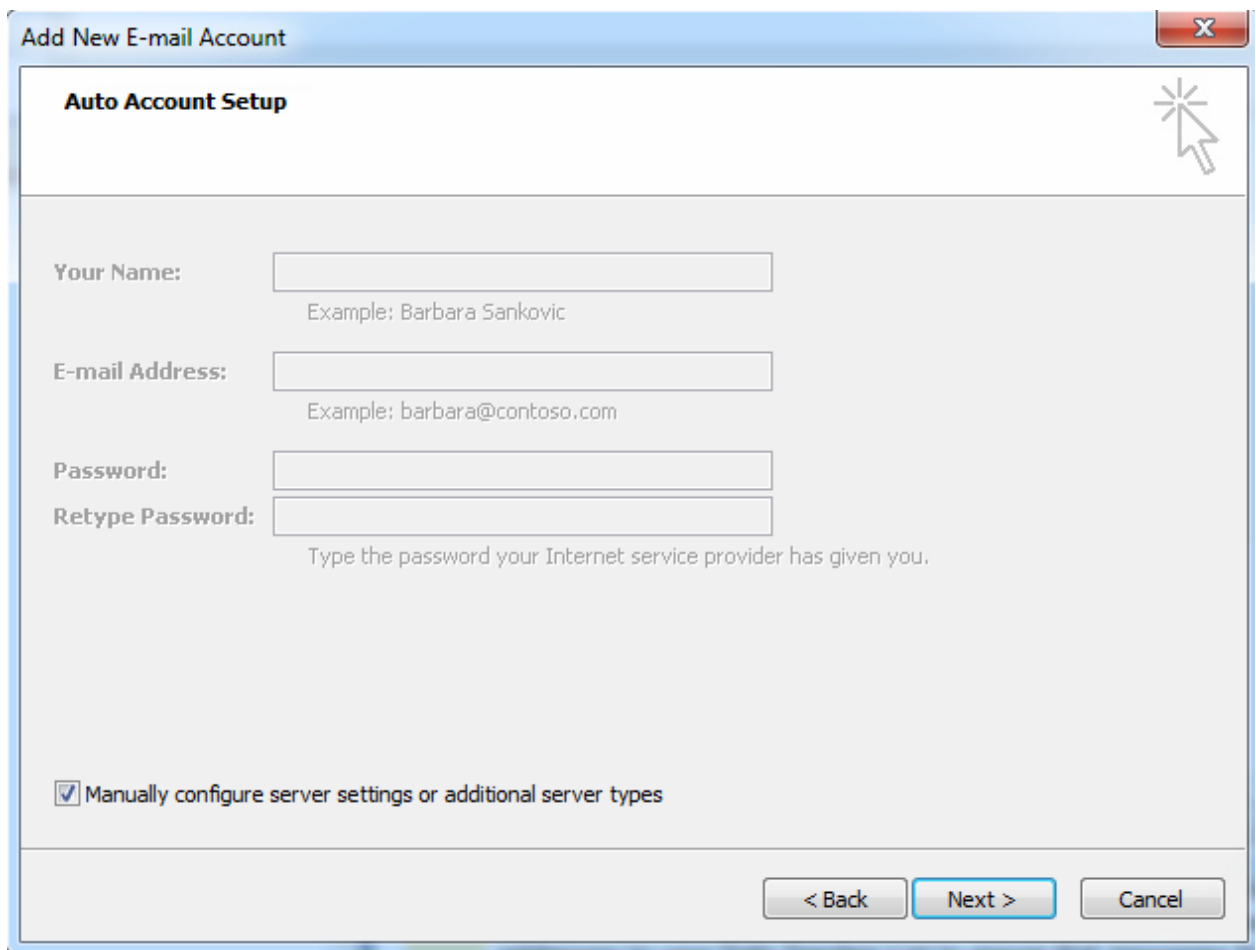
If you need to check an existing account's settings, select it from the list and click "Change…" button.

In the new window select "Microsoft Exchange, POP3, IMAP, or HTTP" option and click "Next":

Add New E-mail Account

**Choose E-mail Service**

⦿ **Microsoft Exchange, POP3, IMAP, or HTTP**
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.

○ **Other**
Connect to a server type shown below.

Fax Mail Transport
Outlook Mobile Service (Text Messaging)

< Back | Next > | Cancel

There is no need to fill in anything in the next window. Just check "Manually configure server settings or additional server types" checkbox and press "Next":
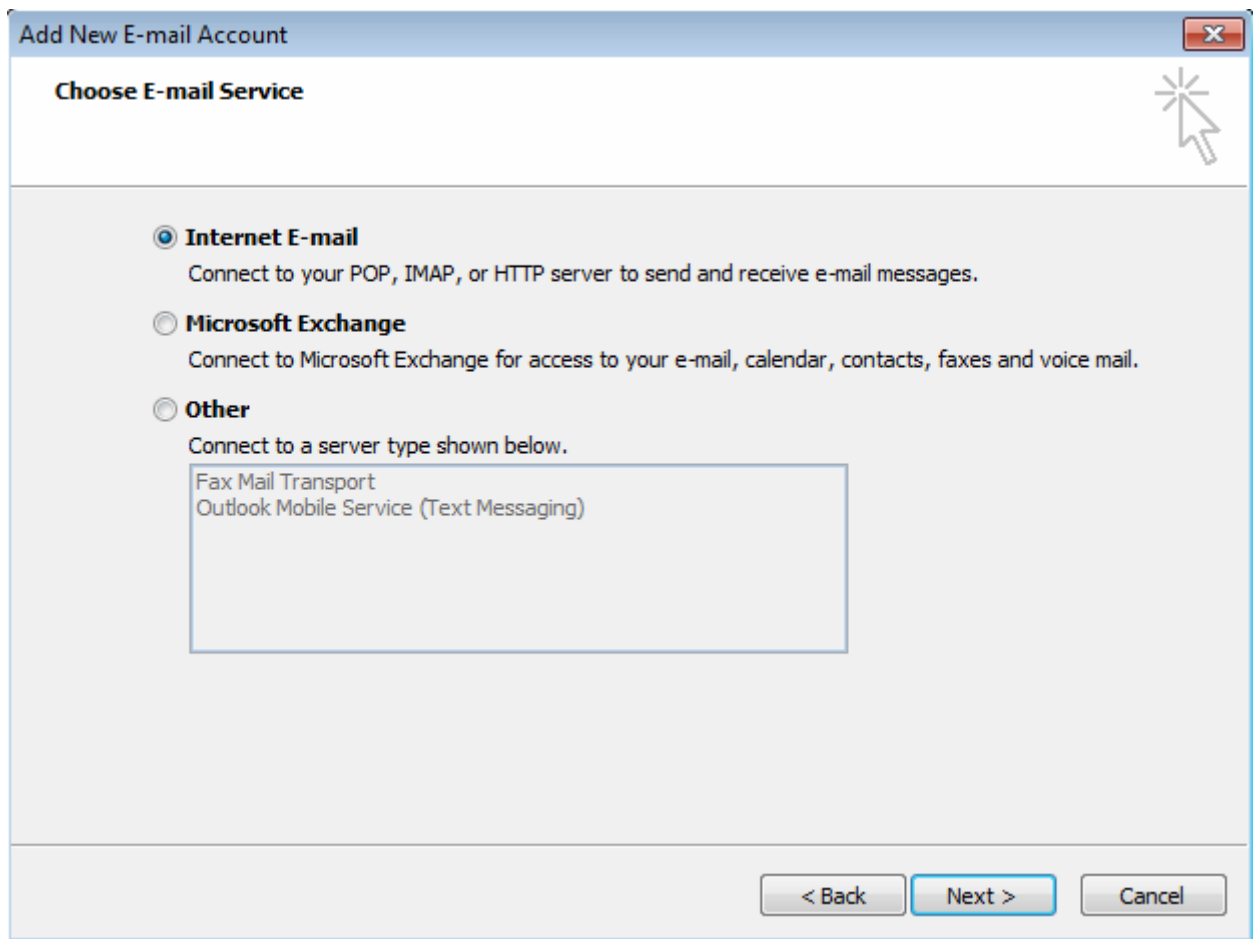
Add New E-mail Account

**Auto Account Setup**

Your Name: _____

Example: Barbara Sankovic

E-mail Address: _____

Example: barbara@contoso.com

Password: _____

Retype Password: _____

Type the password your Internet service provider has given you.

☑ Manually configure server settings or additional server types

< Back    Next >    Cancel

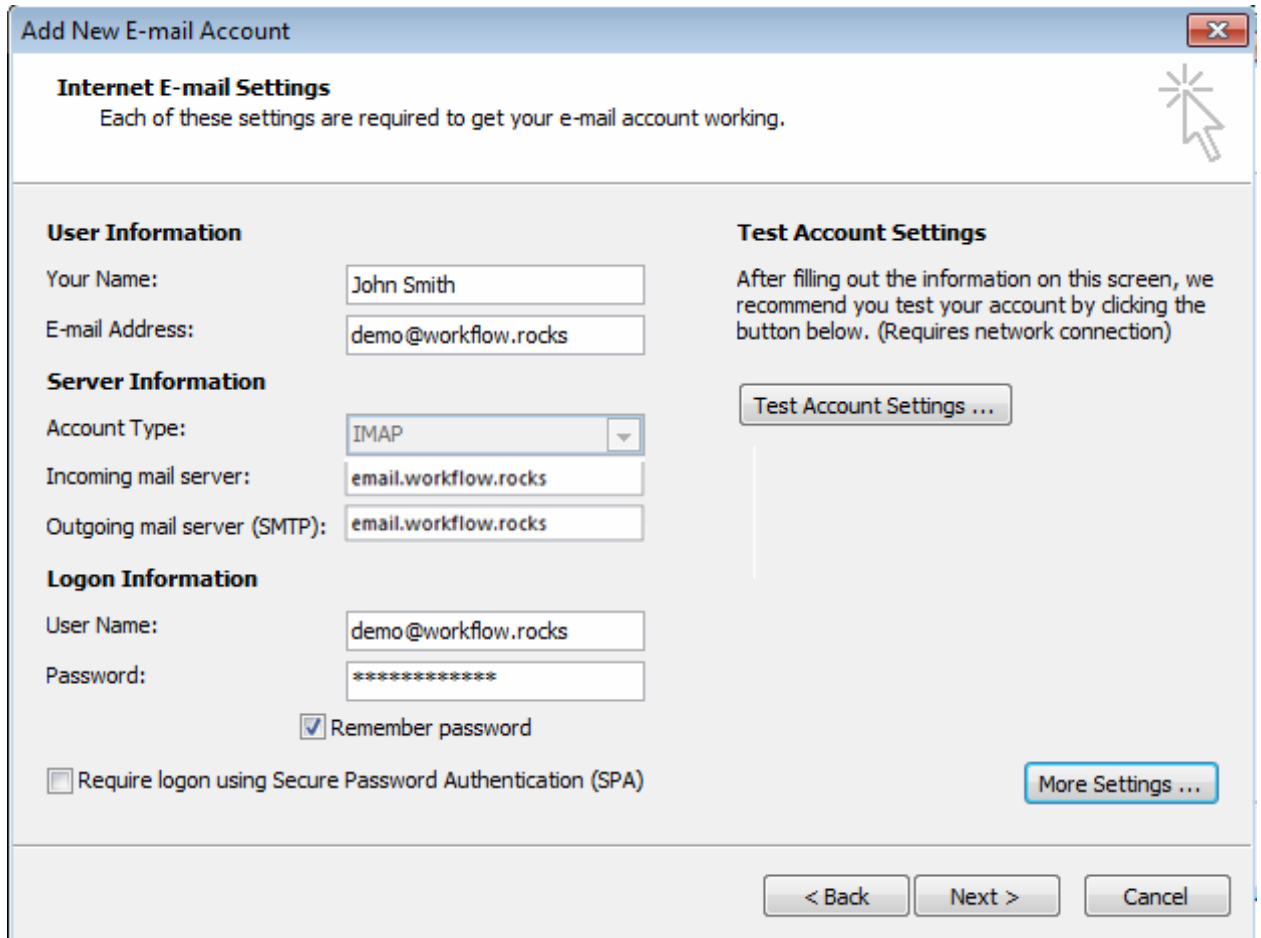In the new window select "Internet E-mail" and press "Next" button:

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Fill in all your settings in the new window. Select IMAP account type.

Your incoming mail server 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:

## Add New E-mail Account

### Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: John Smith

E-mail Address: demo@workflow.rocks

**Server Information**

Account Type: IMAP

Incoming mail server: email.workflow.rocks

Outgoing mail server (SMTP): email.workflow.rocks

**Logon Information**

User Name: demo@workflow.rocks

Password: ************

☑ Remember password

☐ Require logon using Secure Password Authentication (SPA)
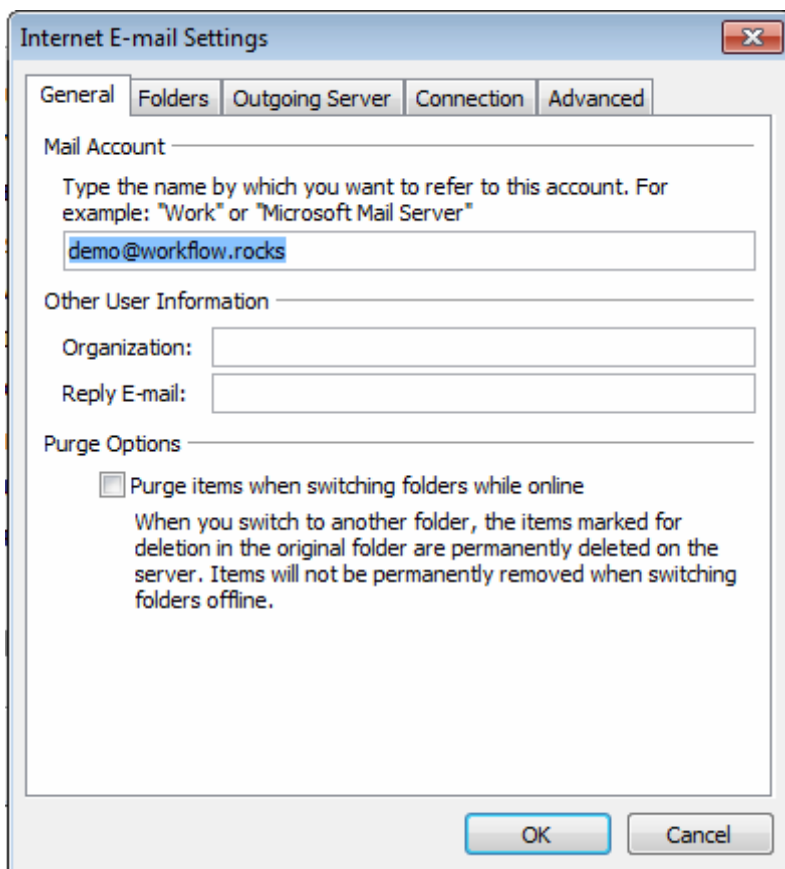
**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back    Next >    Cancel

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**

General | Folders | Outgoing Server | Connection | Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

demo@workflow.rocks
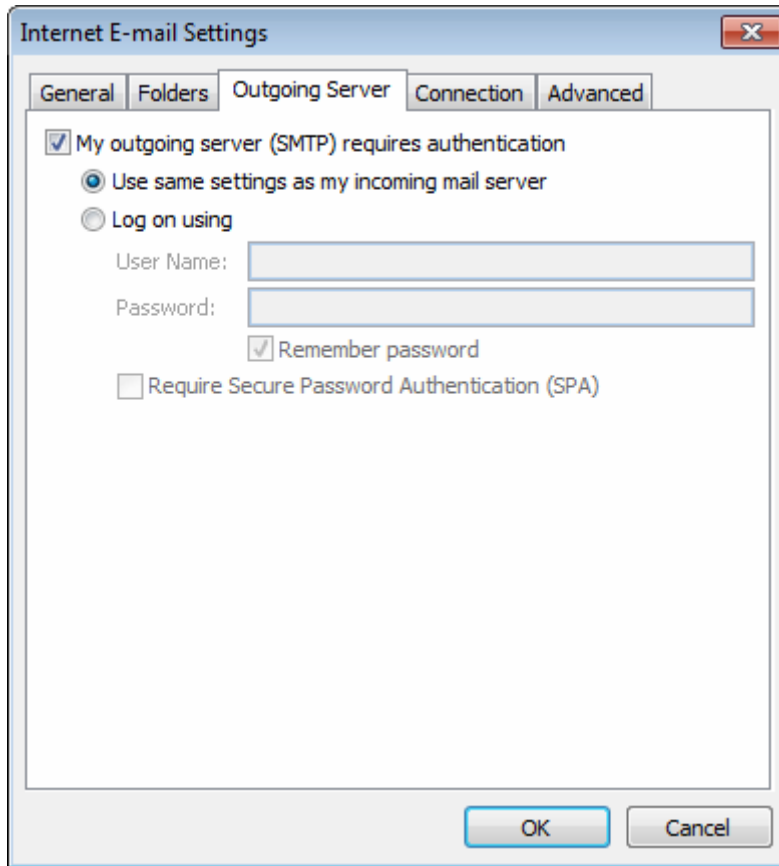
Other User Information

Organization:

Reply E-mail:

Purge Options

☐ Purge items when switching folders while online

When you switch to another folder, the items marked for deletion in the original folder are permanently deleted on the server. Items will not be permanently removed when switching folders offline.

OK | Cancel

In the "Folders" tab you can't change anything right now. Open "Outgoing Server" tab and select the following settings:
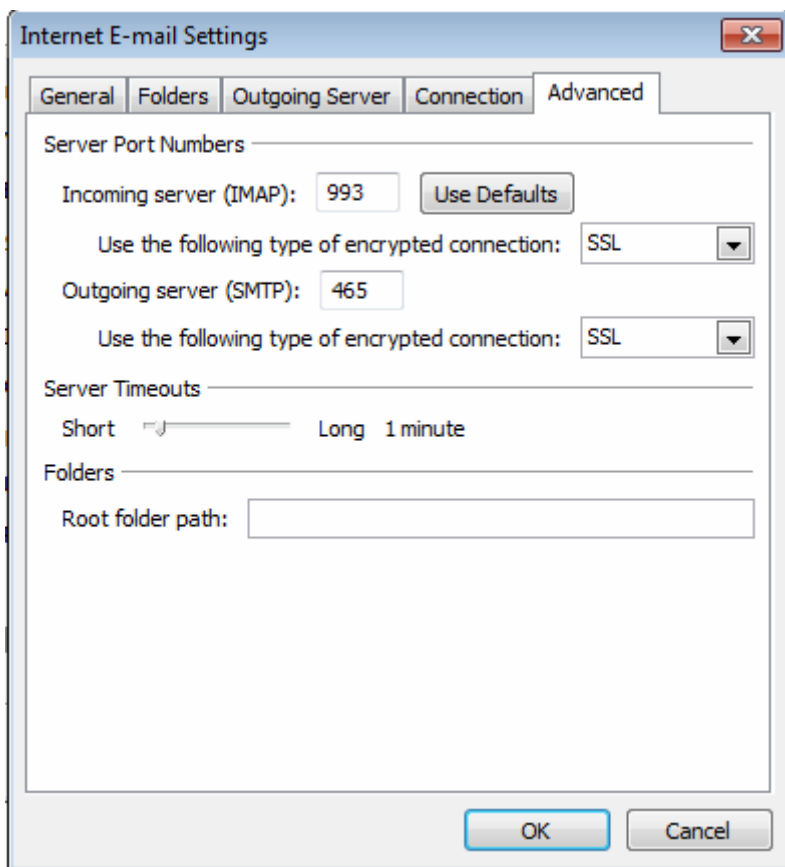
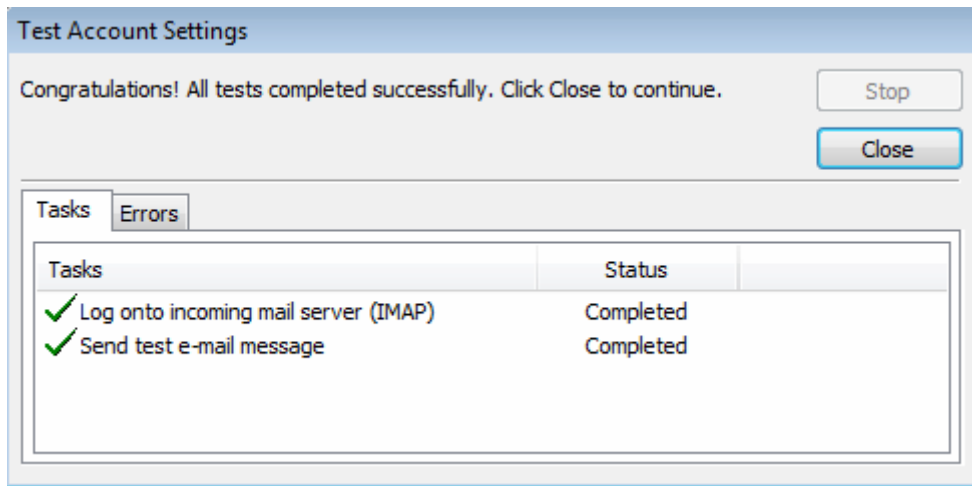"Connection" tab usually doesn't need changes and looks the following way:
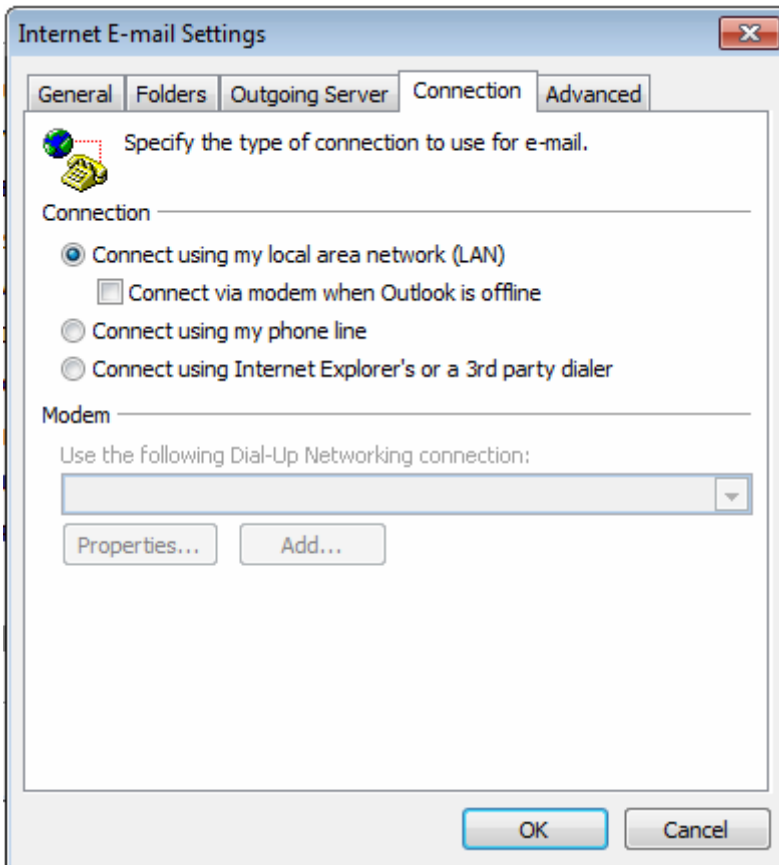
In "Advanced" tab from "Use the following type of encrypted connection:" drop-down list select "SSL" for incoming server (IMAP) and for outgoing server (SMTP), too.

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

Click "OK" and then "Test Account Settings…". If the test passed, you will see the following window:

**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks | Errors

| Tasks | Status | |
|---|---|---|
| ✓ Log onto incoming mail server (IMAP) | Completed | |
| ✓ Send test e-mail message | Completed | |

Now click "Next" and then "Finish" buttons. Your email account was successfully added:
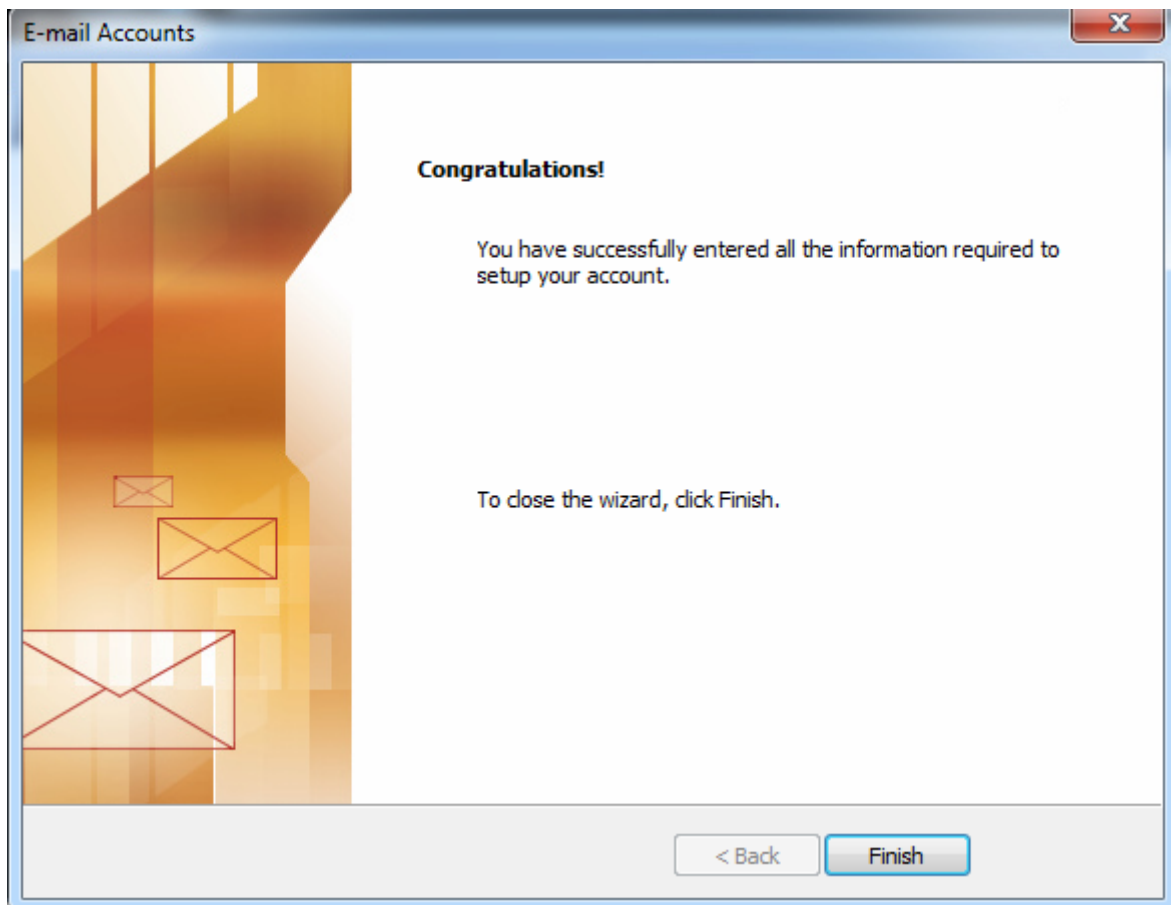
If you can't see all IMAP folders in your account click right mouse button on your Inbox folder and select "IMAP Folders…":
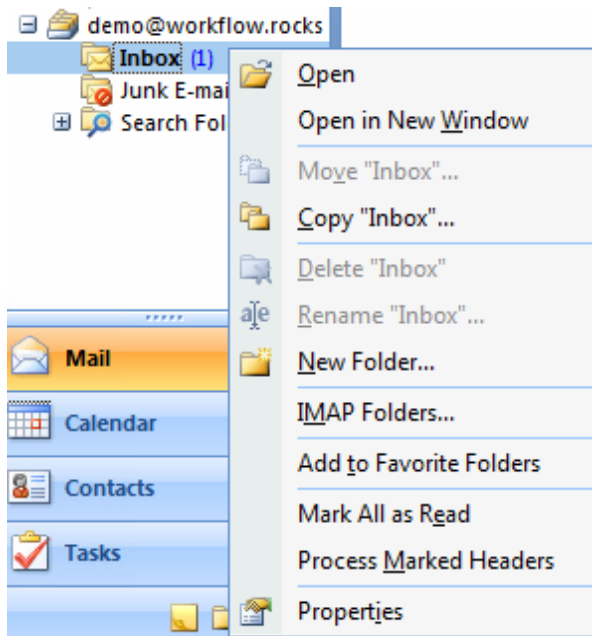


If there are no folders in the list of the "All" tab you need to click on "Query" button. Leave "Display folders whose names contain:" field blank and all folders will appear in the list:
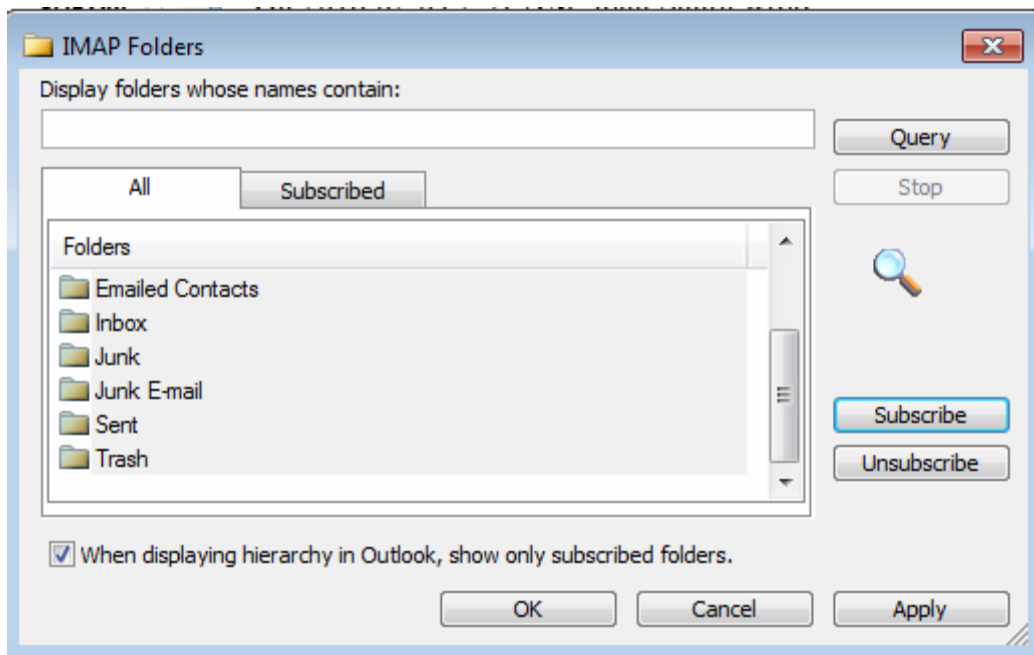


Select the folders you want to be displayed in Outlook and press "Subscribe". Then click "OK".

## 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 to download complete items including attachments select "Tools >> Options…":
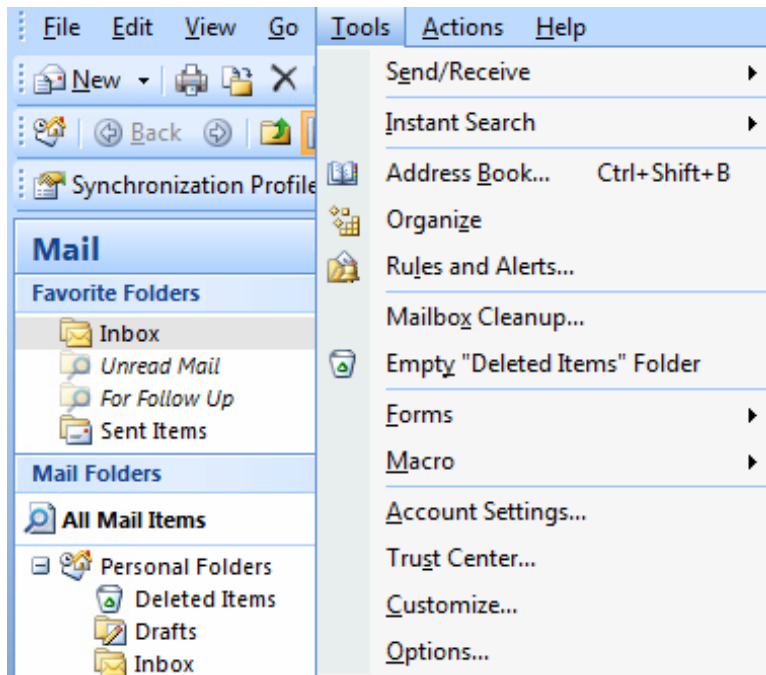
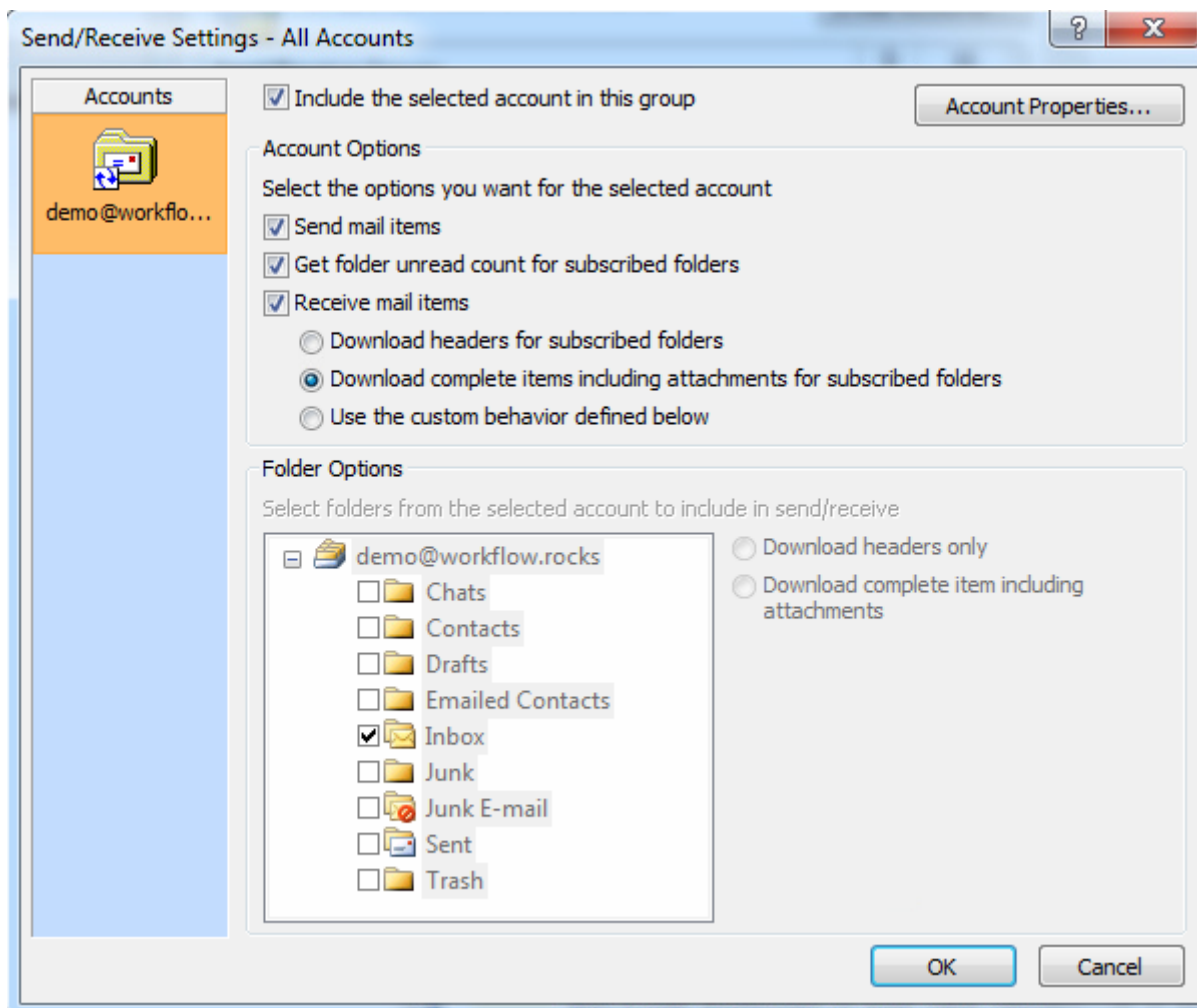

In the "Mail Setup" tab click on "Send/Receive…" button:
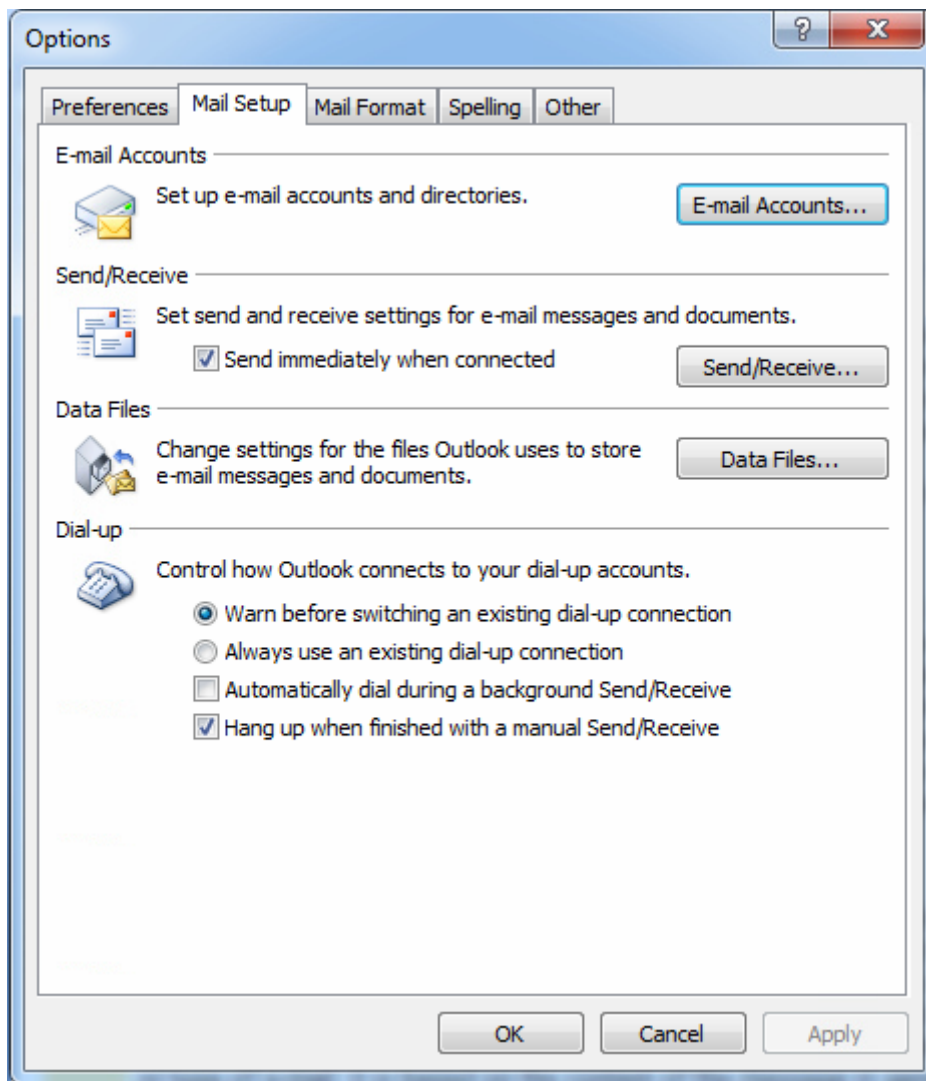
Now click "Edit…" button:
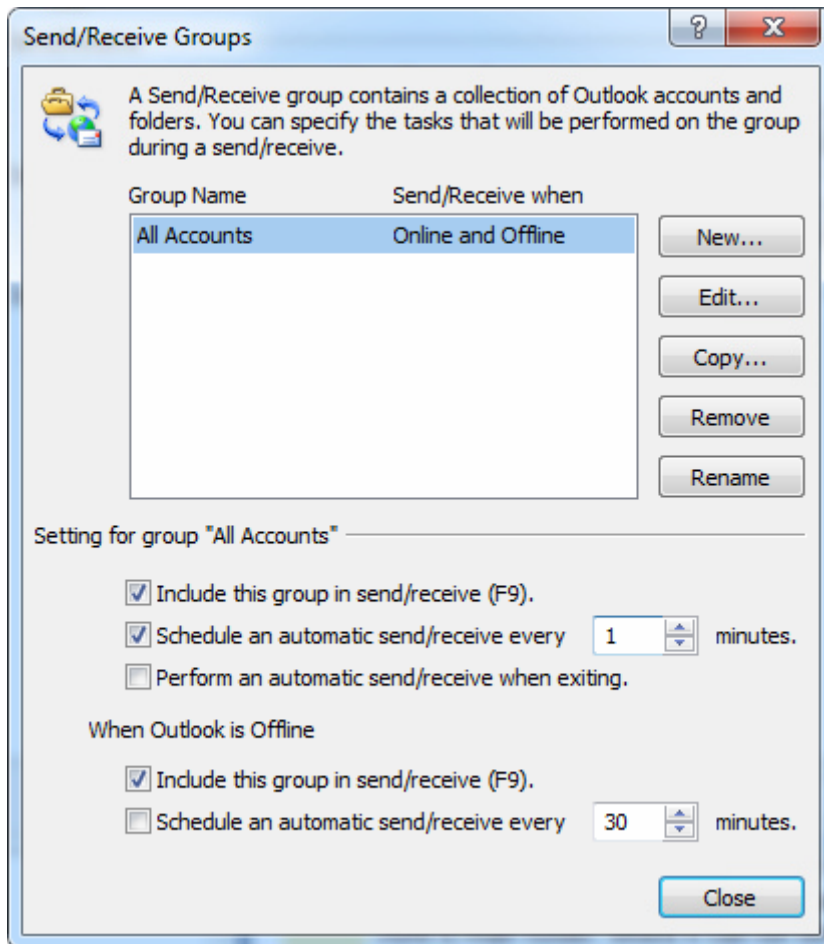
Also you can schedule an automatic send/receive interval in this window.

In the new window press "Download complete items including attachments for subscribed folders" radio button and press "OK":

By default your sent items are stored in the local folder. To store outgoing correspondence on the server you need to go to "Tools >> Account Settings…". Select your profile and click "Change…" button:
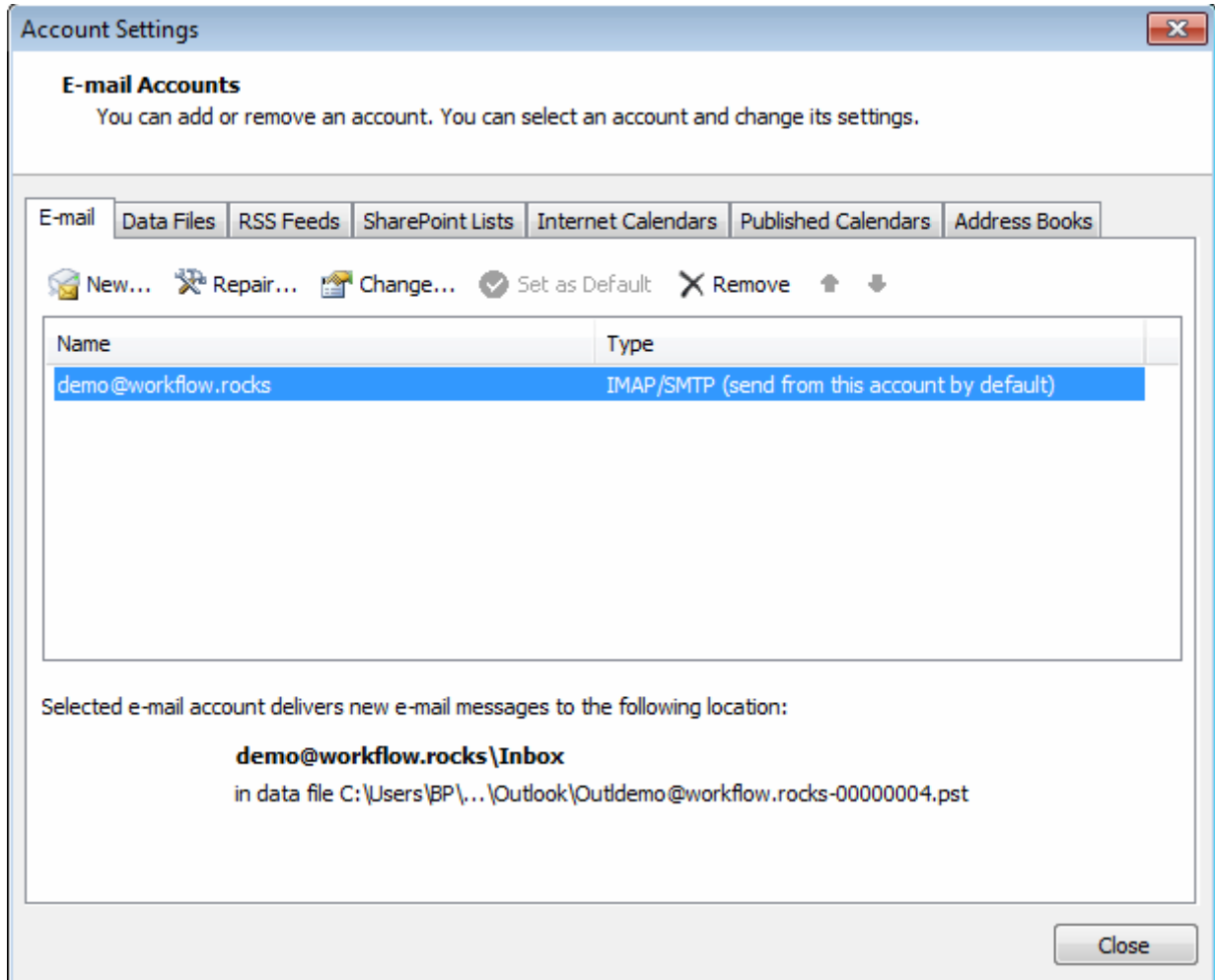
In the new window click "More Settings…" button, then open "Folders" tab and select "Choose an existing folder or create a new folder to save your sent items for this account in". Select "Sent" folder in the folder tree and press "OK":
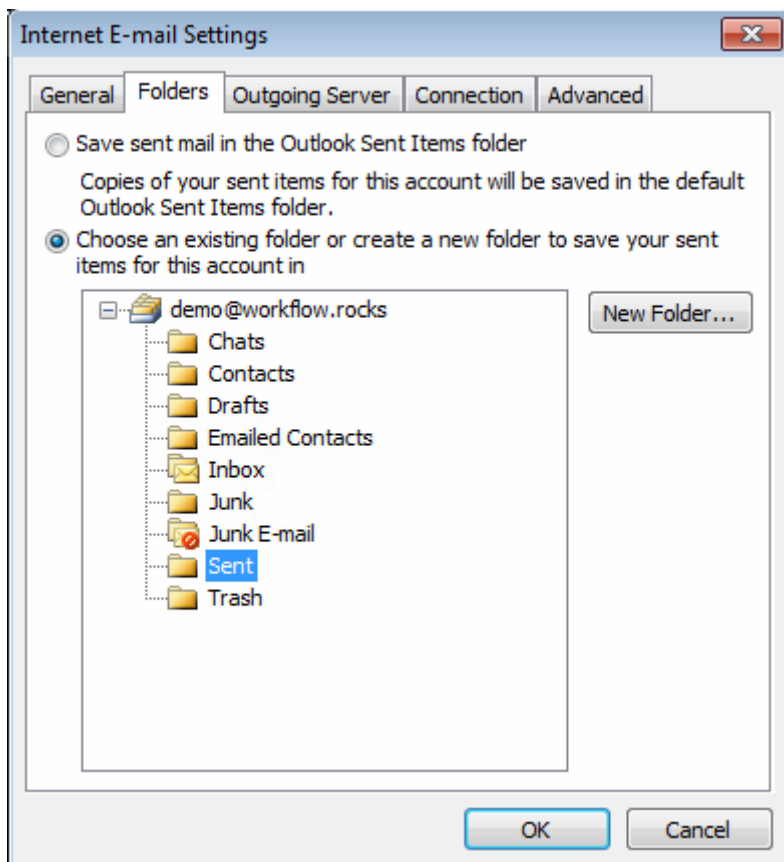
## Setup Calendar and Address Book

To access your calendar and address book you need to install Outlook CalDav Synchronizer. Open the following url: http://sourceforge.net/projects/outlookcaldavsynchronizer/ and download an archive by clicking on the green "Download" button:



Extract the OutlookCalDavSynchronizer-<Version>.zip into the same folder, close your Outlook application and start setup.exe.
If the installer is complaining about the missing Visual Studio 2010 Tools for Office Runtime, install it manually from Microsoft Download Link - https://www.microsoft.com/en-us/download/details.aspx?id=48217

When the add-on is installed, open Outlook and you will see a new set of buttons:
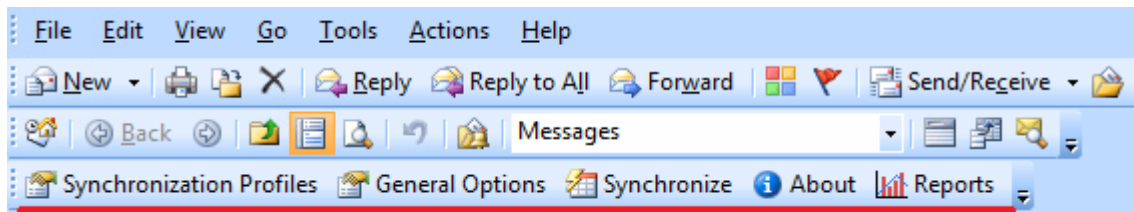
Click on "Synchronization Profiles" button, click "Add" and select "Generic CalDAV/CardDAV" and press "OK".
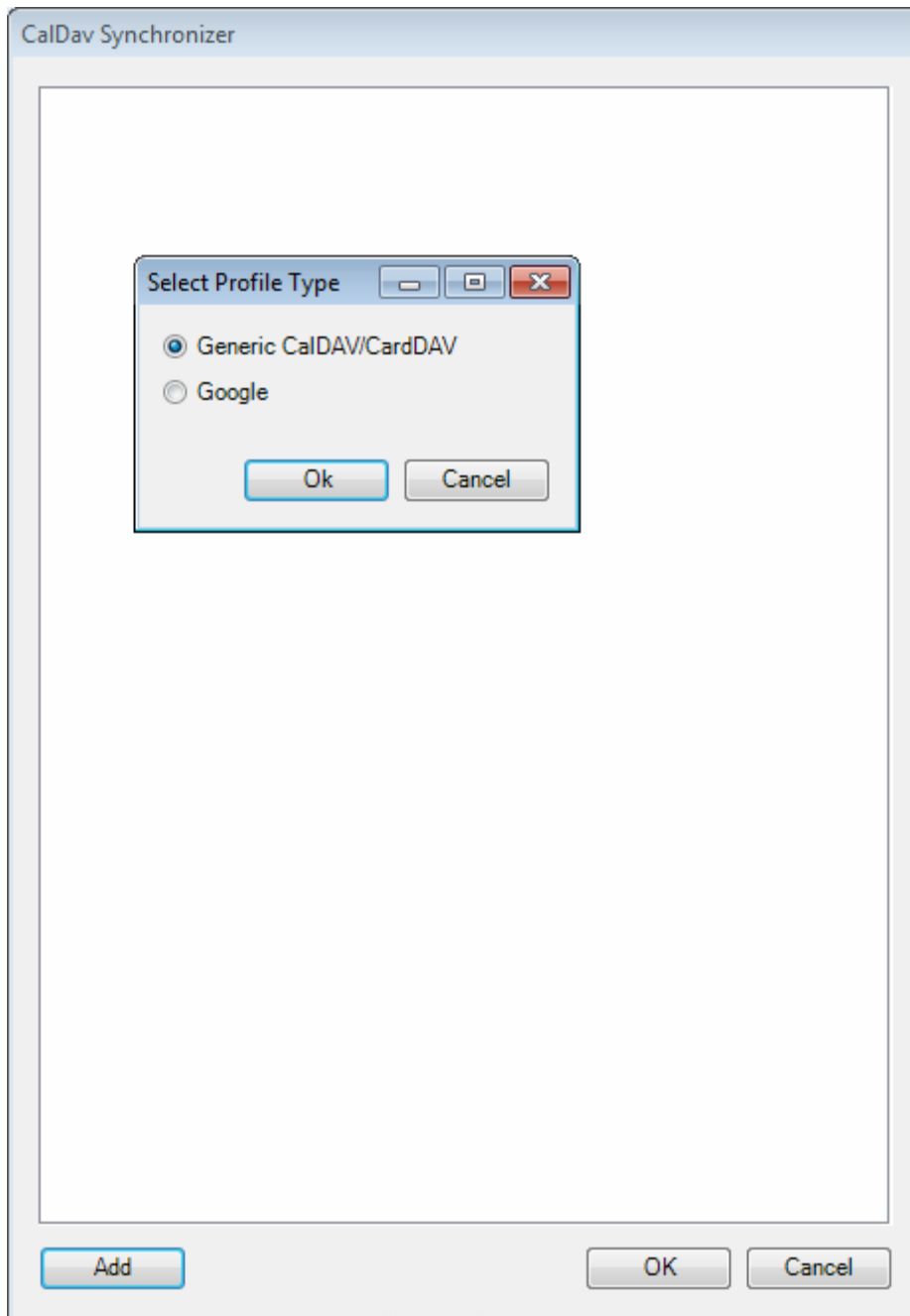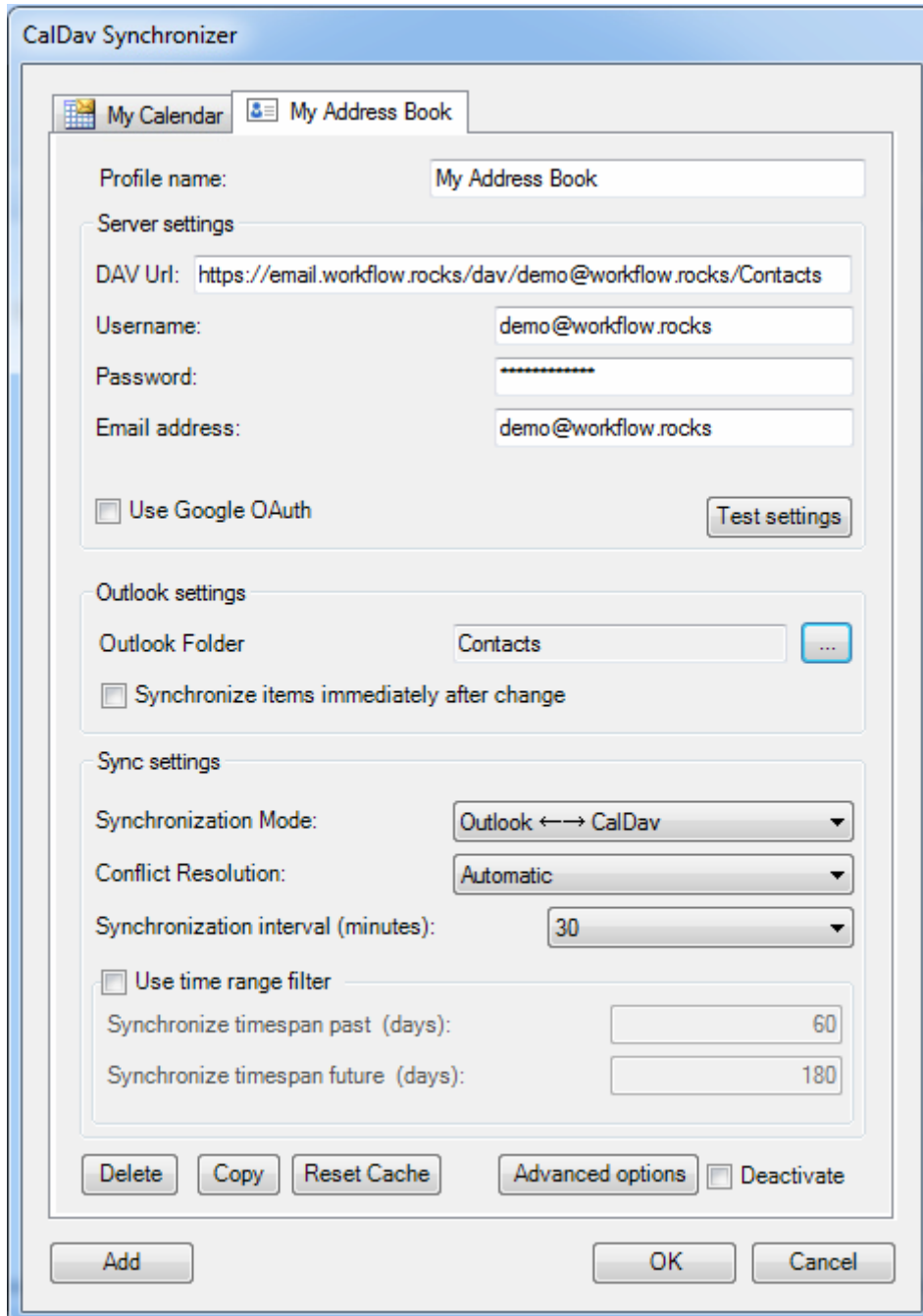
Below you can see an example of settings for calendar:
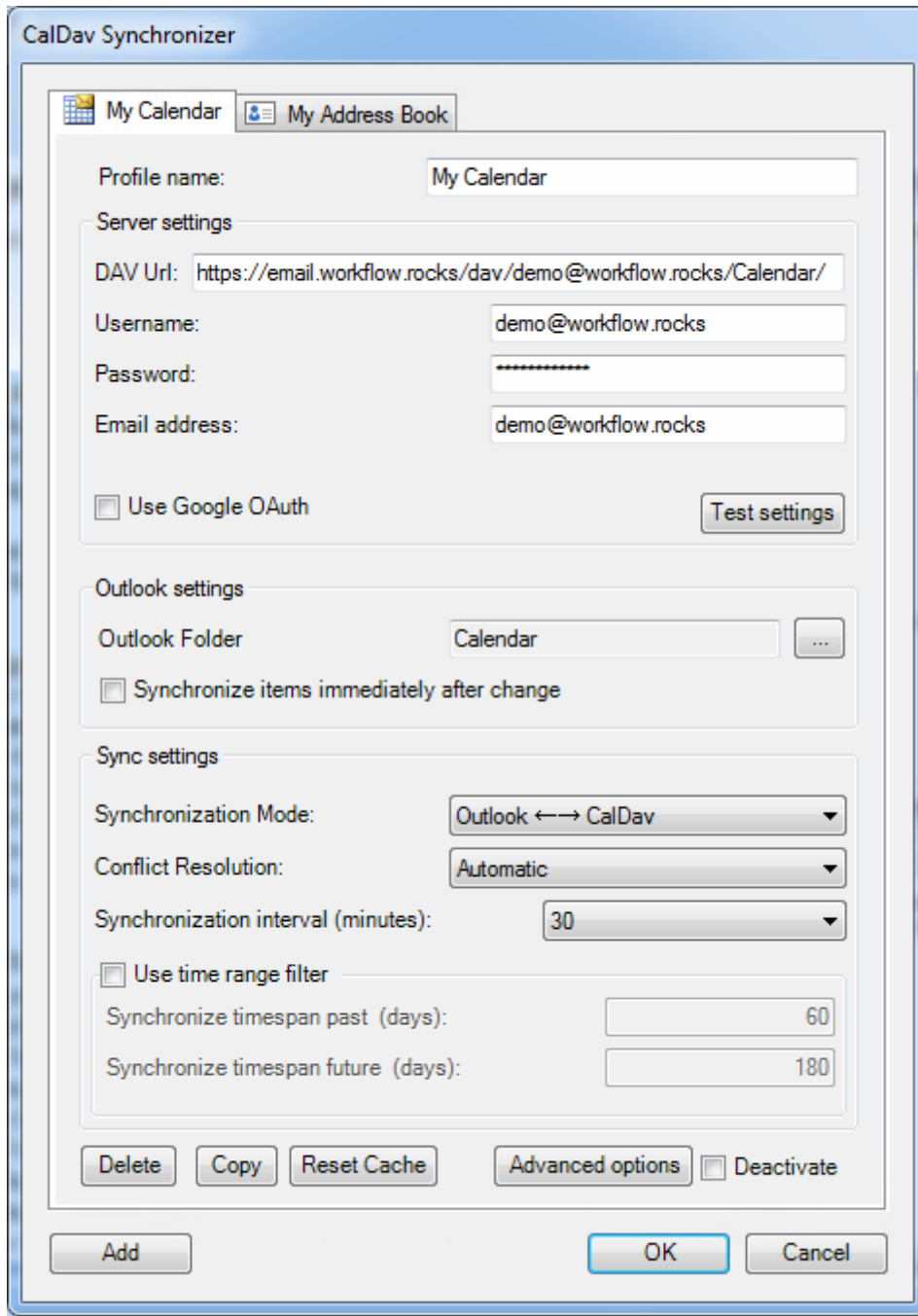


Please note that DAVurl is https://email.workflow.rocks/dav/**<your_email>**/Calendar

Username must match your email. Also, you need to select a folder for the calendar. It cannot be your IMAP folder so you need to select a folder from the list of local folders, eg. "Calendar" folder.

Setting up your network address book synchronization your DAVurl must look the following way: https://email.workflow.rocks/dav/demo@workflow.rocks/Contacts
Select a local folder, eg "Contacts":



Please note that contact synchronization doesn't support contact groups/distribution lists at the moment.