



taxWorkFlow

Outlook 2010 settings for workflow.rocks email server

February, 2016

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

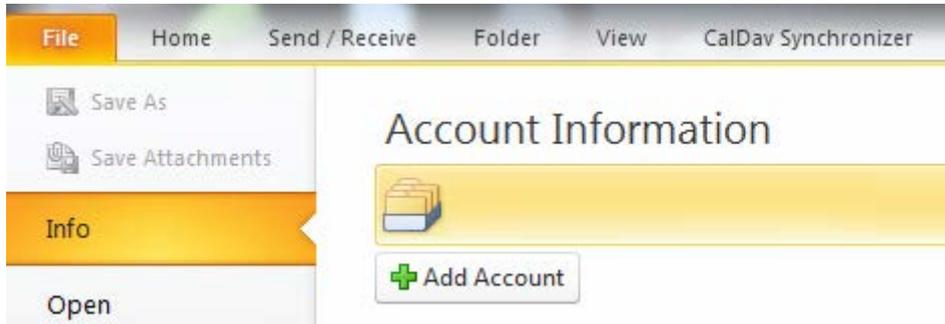
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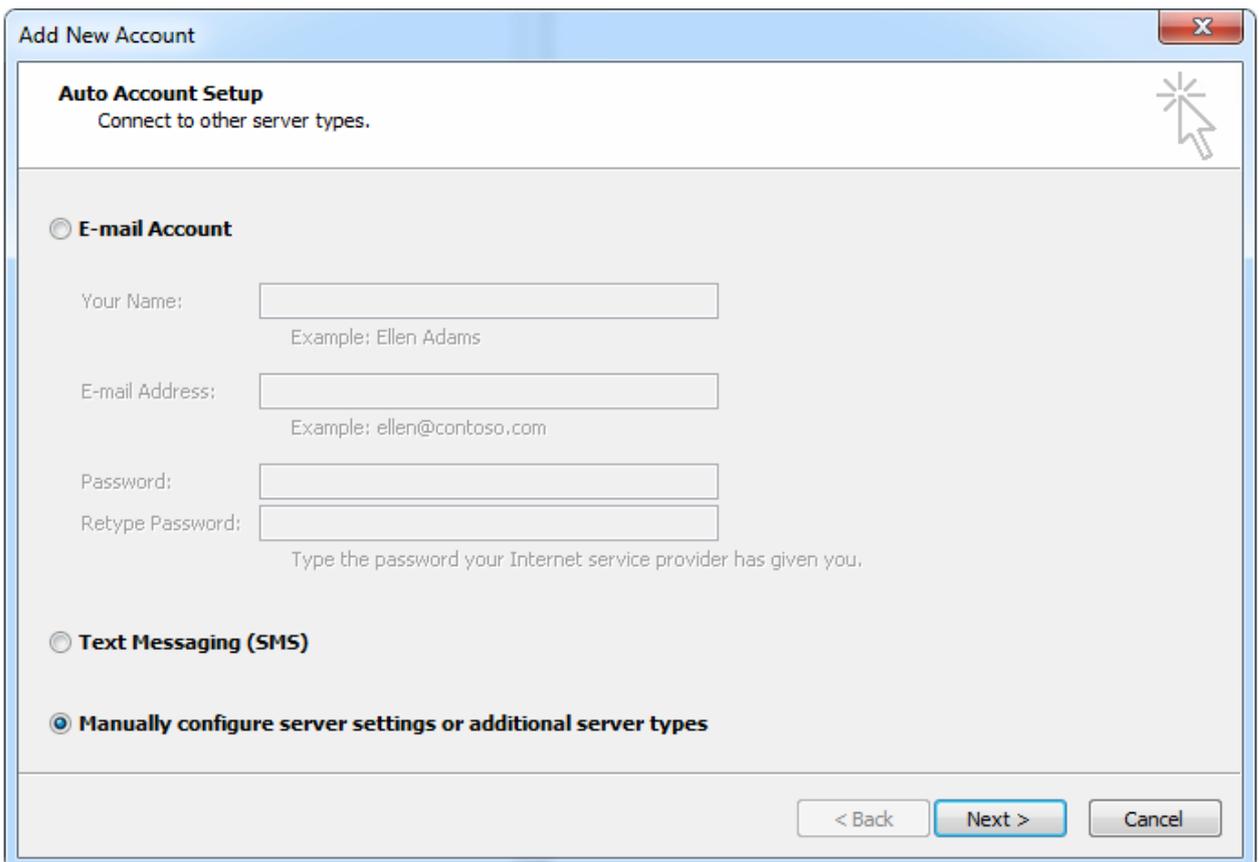
Set up your email account

Outlook 2010 can successfully work with your workflow.rocks email account. Network Calendar and Address Book are also available in this version of the application.

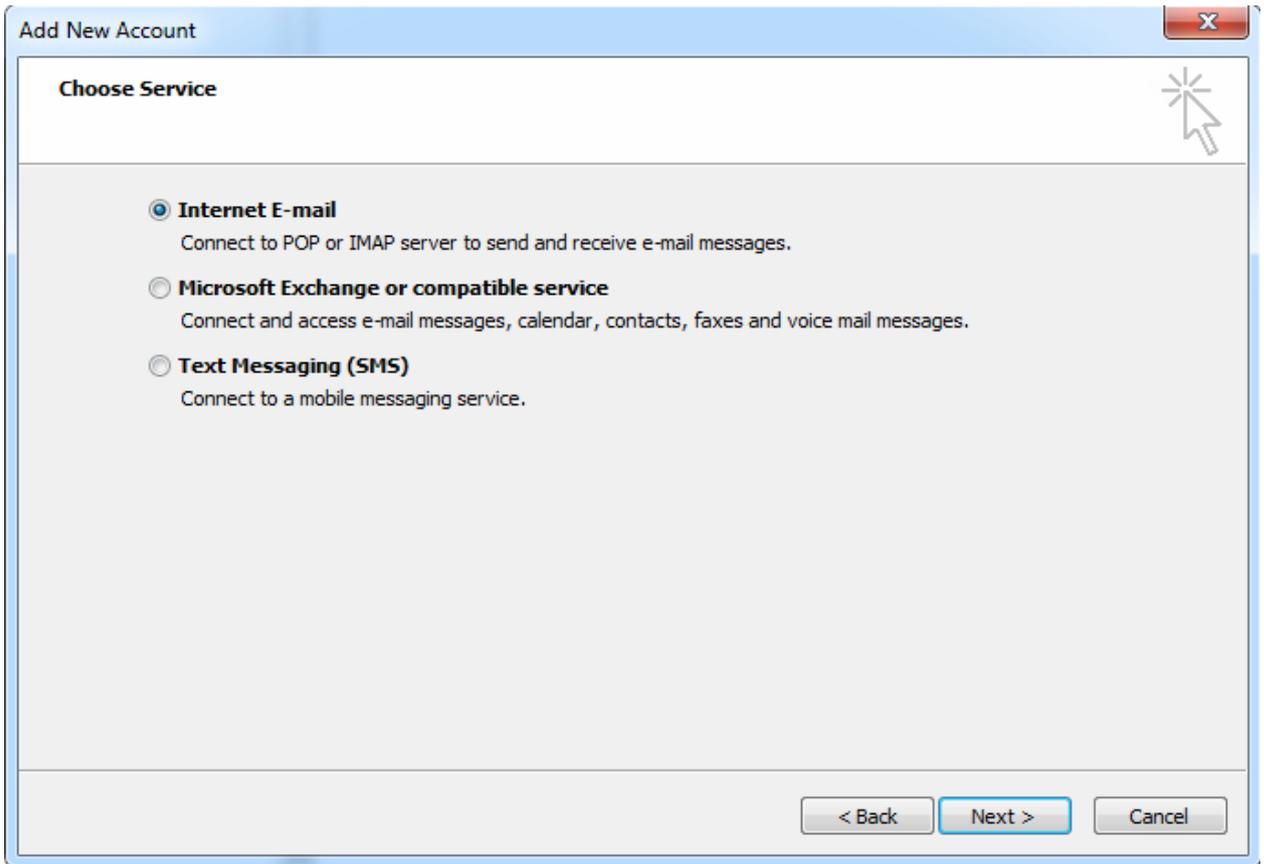
To setup your email box in Outlook 2010 you need to create a new Email account first. Go to “File >> Info...” and click “Add Account”:



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”:



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

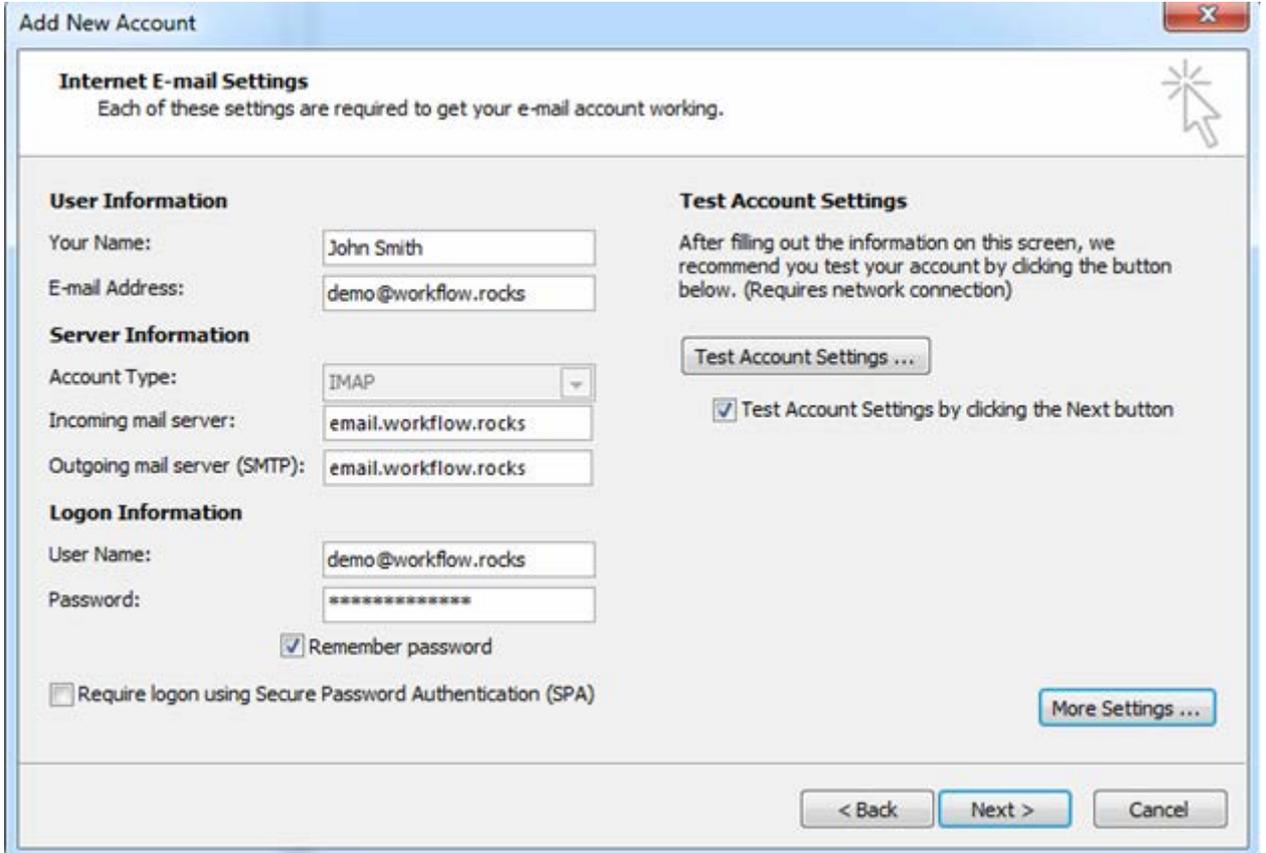


Fill in all your settings in the new window. Select IMAP account type.

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:



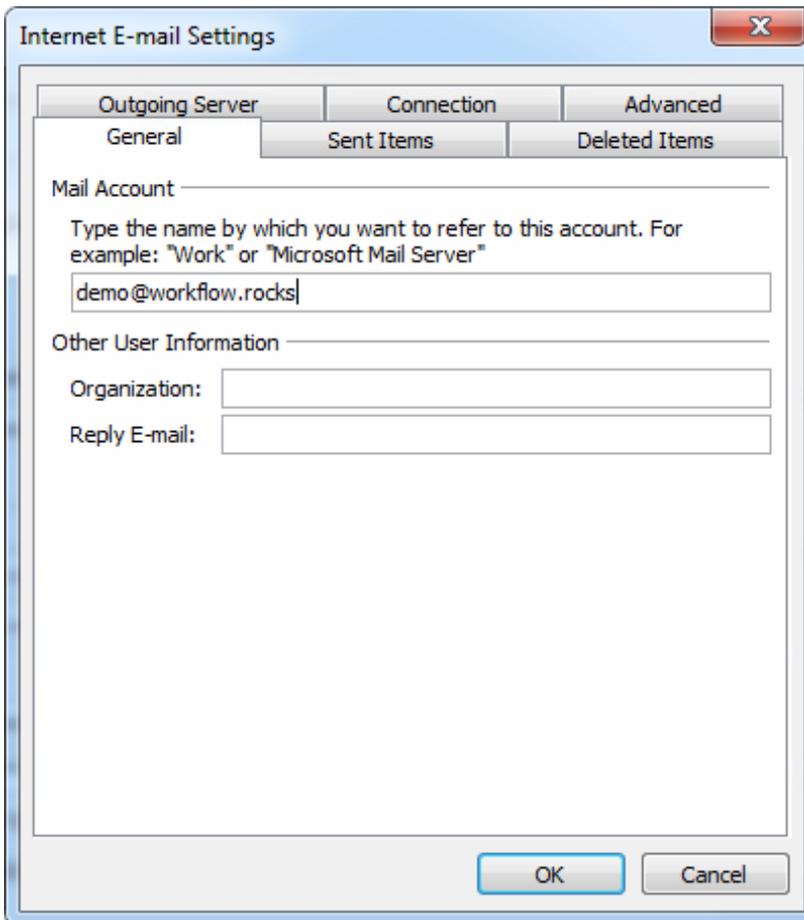
The screenshot shows the 'Add New Account' dialog box in Outlook 2010. The title bar reads 'Add New Account'. The main heading is 'Internet E-mail Settings' with a sub-note: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into several sections:

- 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:' (masked with asterisks), and a checked 'Remember password' checkbox.
- Test Account Settings:** A section with a 'Test Account Settings ...' button and a checked checkbox 'Test Account Settings by clicking the Next button'.

At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A 'More Settings ...' button is also visible in the bottom right area.

If you already setup your account and want to check your settings you can open this window by going to "File >> Account Settings...". In the new window select account you need to check and press "Change..." button.

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

Outgoing Server	Connection	Advanced
General	Sent Items	Deleted Items

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

demo@workflow.rocks

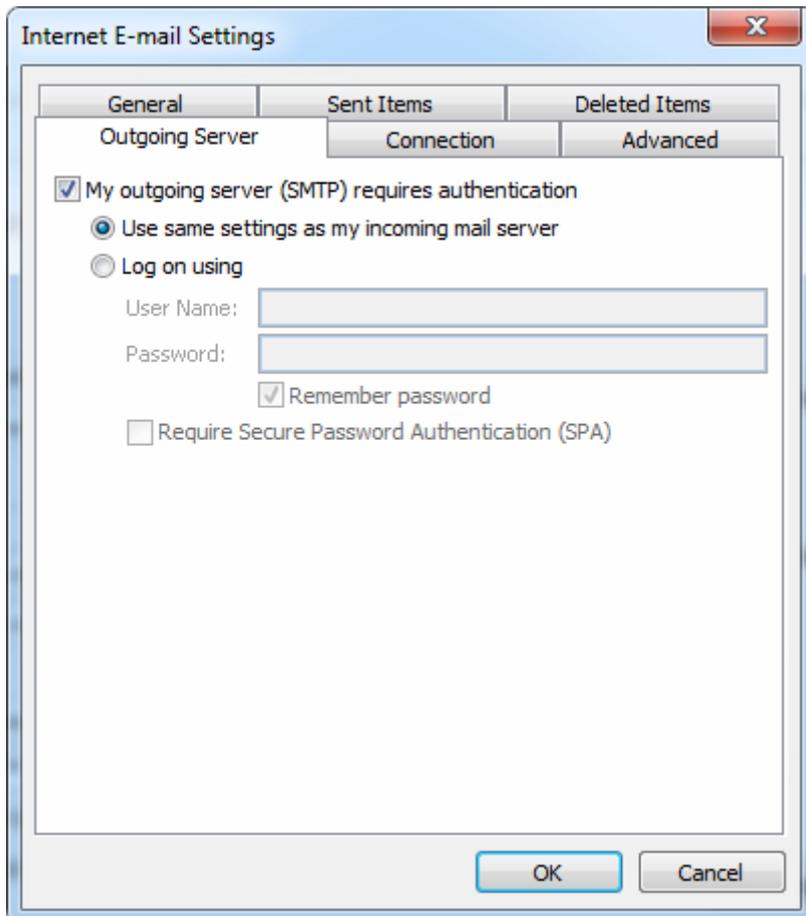
Other User Information _____

Organization: _____

Reply E-mail: _____

OK Cancel

In the “Sent Items” and “Deleted Items” tabs you can’t change anything yet. Open “Outgoing Server” tab and select the following settings:

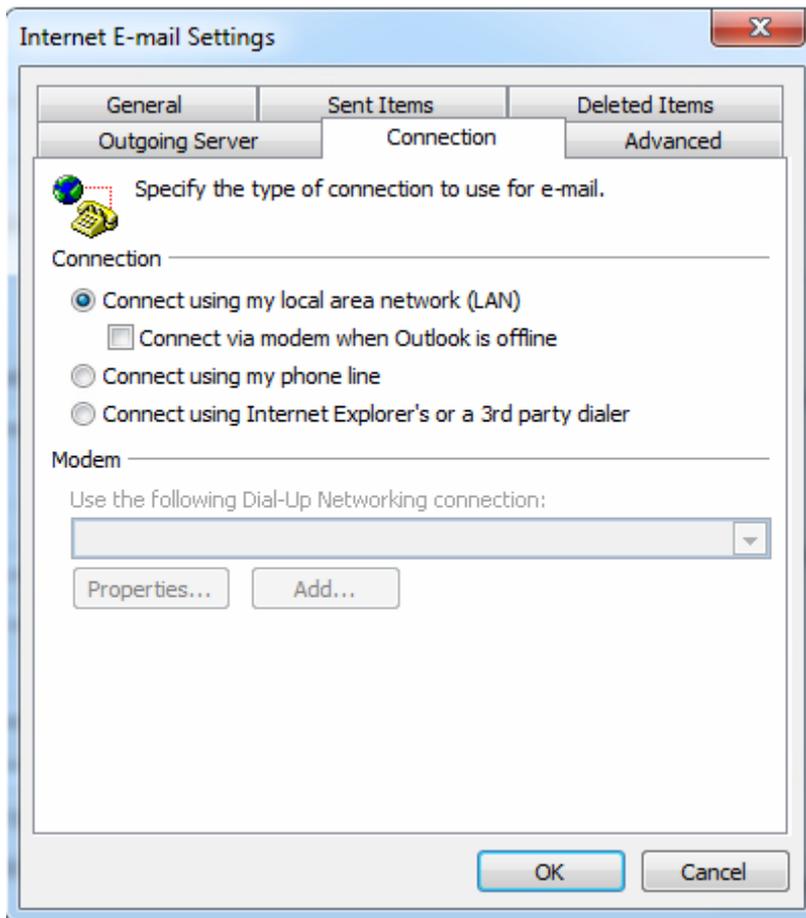


The screenshot shows the "Internet E-mail Settings" dialog box in Outlook 2010. The "Outgoing Server" tab is selected, and the "Connection" sub-tab is active. The settings are as follows:

- My outgoing server (SMTP) requires authentication
 - Use same settings as my incoming mail server
 - Log on using
 - User Name:
 - Password:
 - Remember password
 - Require Secure Password Authentication (SPA)

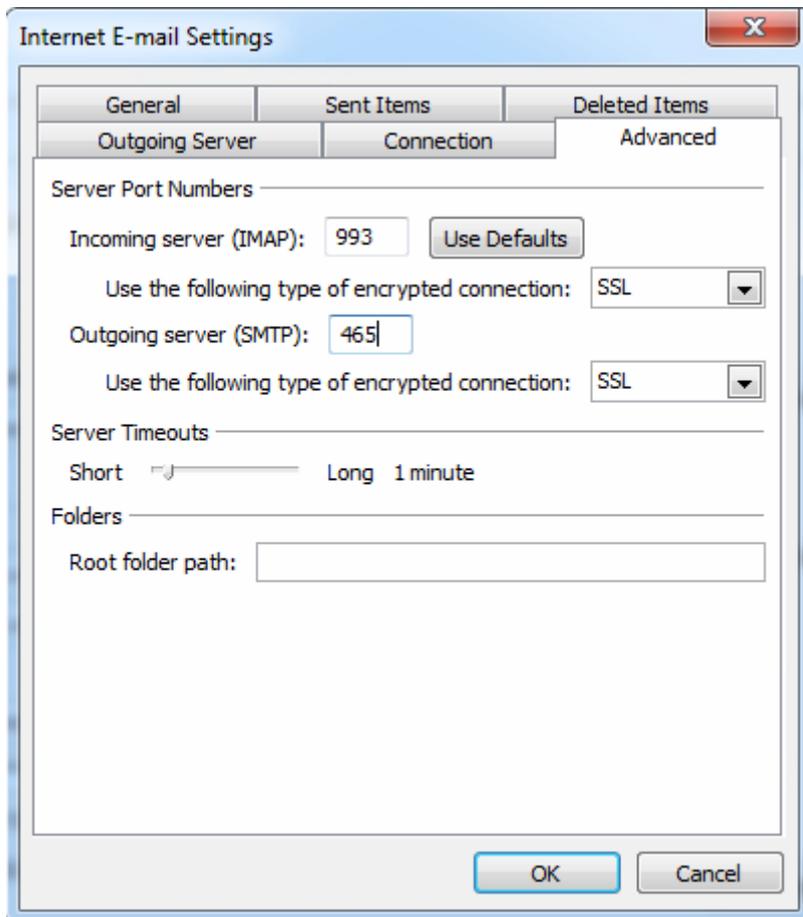
At the bottom of the dialog box are "OK" and "Cancel" buttons.

“Connection” tab usually doesn’t need changes and looks the following way:

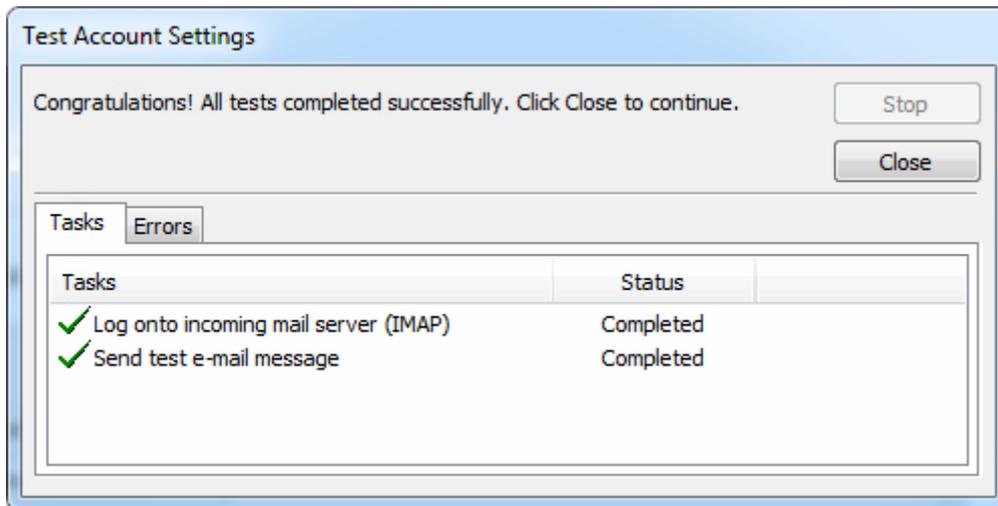


In “Advanced” tab from “Use the following type of encrypted connection:” drop-down list select “SSL” for incoming server (IMAP) and for outgoing server (SMTP), too.

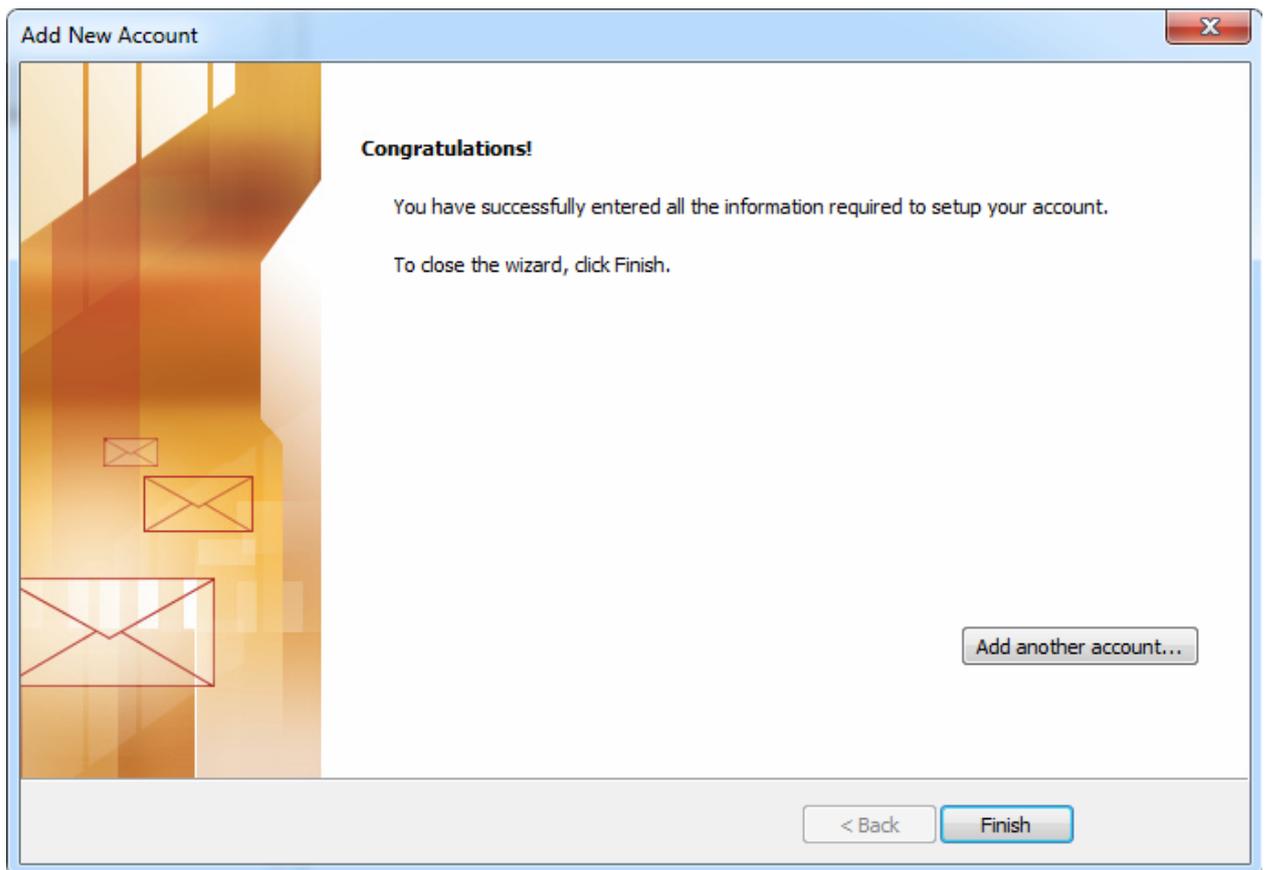
Check server port numbers. It must be 993 for incoming server and 465 for outgoing server:



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

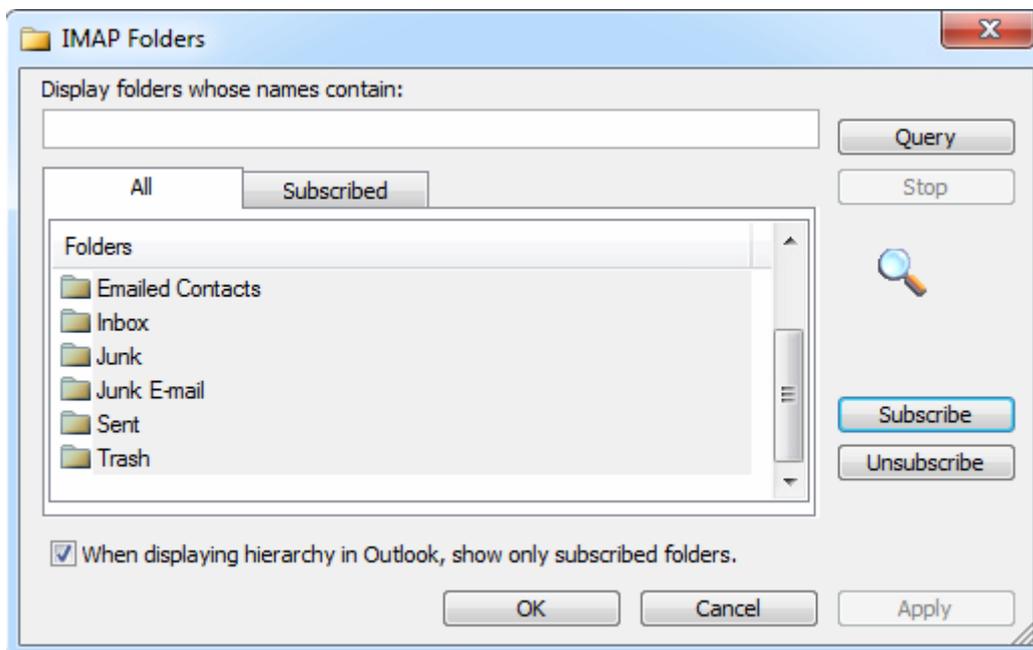


Now click “Next” and then “Finish” buttons. Your email account was successfully added:



If you can't see all IMAP folders in your account go to "Folders >> IMAP Folders".

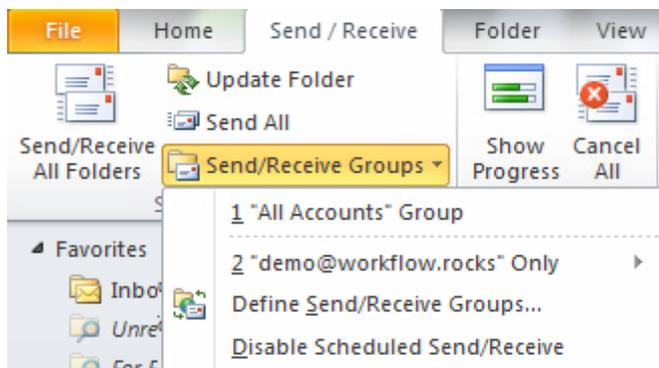
If there are no folders in the list of the "All" tab you need to click on "Query" button. Leave "Display folders whose names contain:" field blank and all folders will appear in the list:



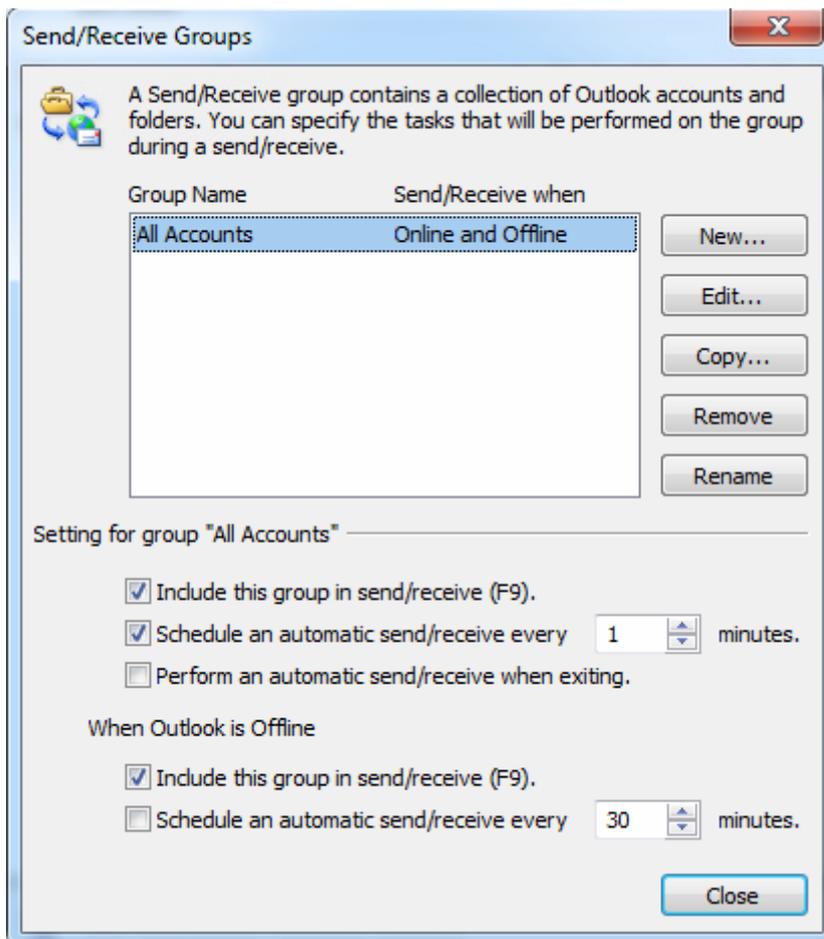
Select the folders you want to be displayed in Outlook and press "Subscribe". Then click "OK".

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 go to “Send/Receive >> Define Send/Receive Groups...”:

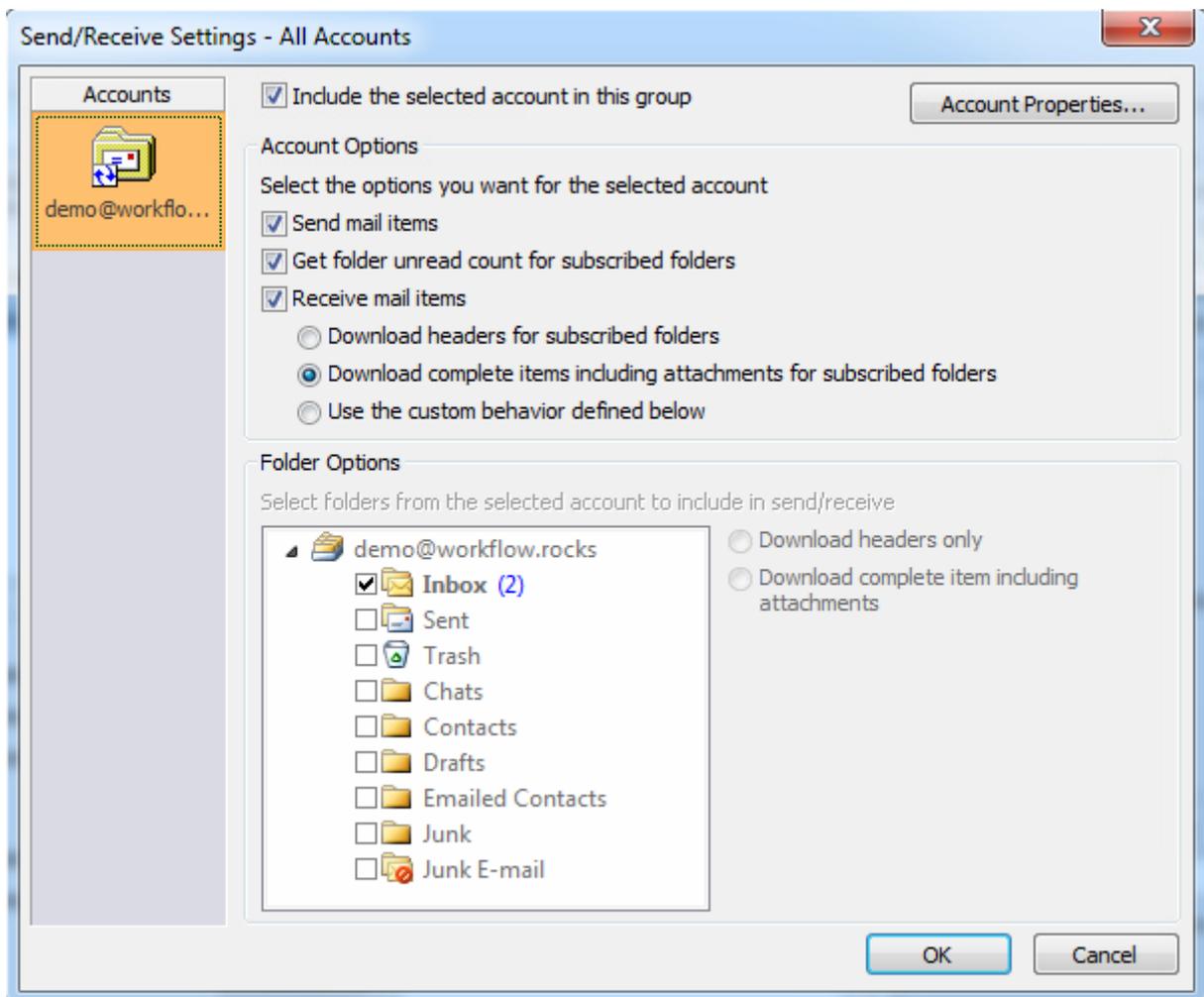


Now click “Edit...” button:

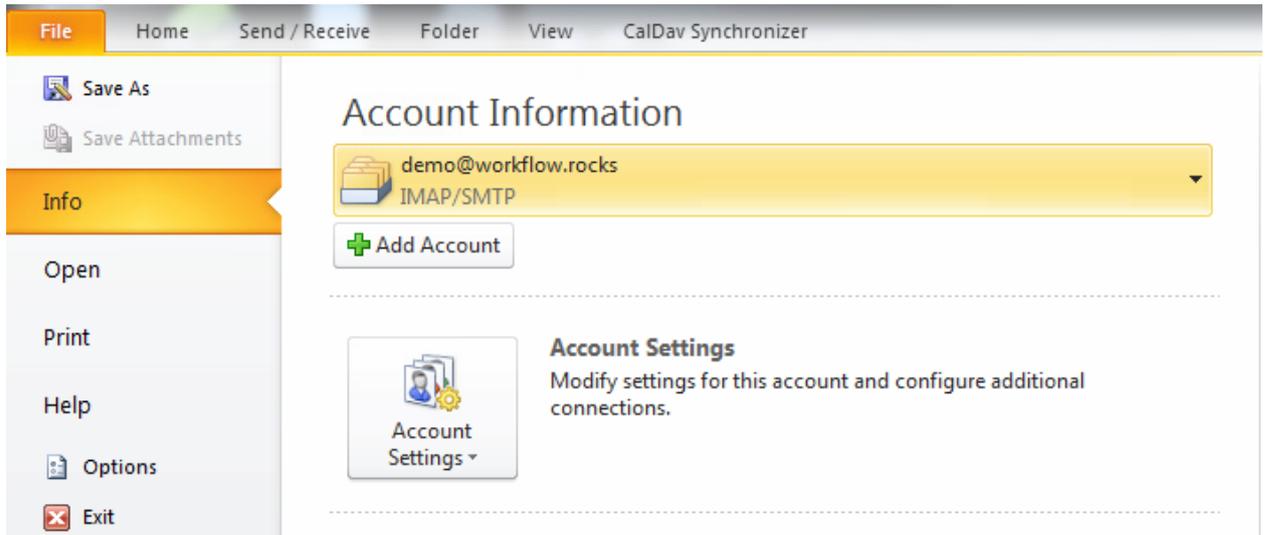


Also you can schedule an automatic send/receive interval in this window.

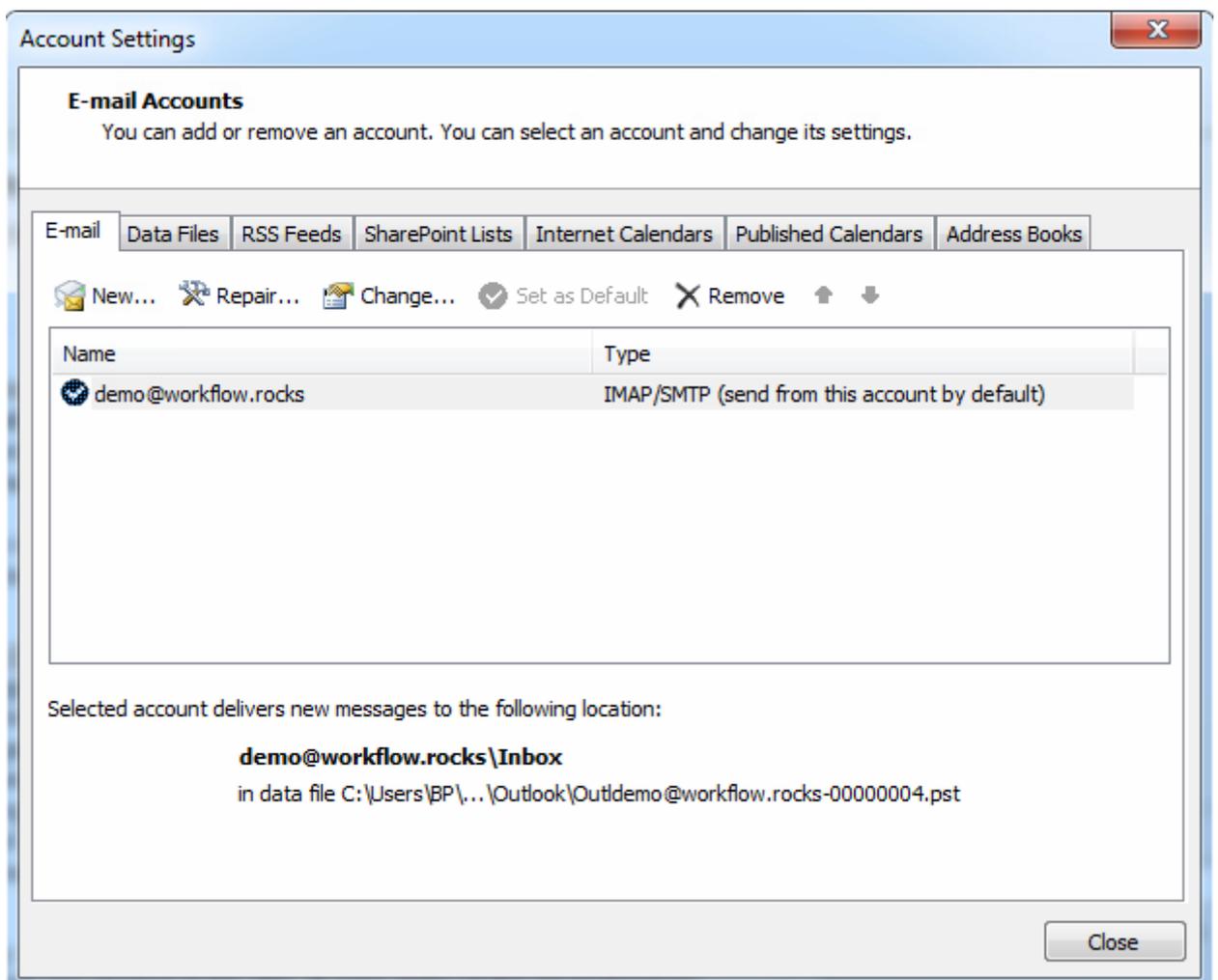
In the new window press “Download complete item including attachments for subscribed folders” radio button and press “OK”:



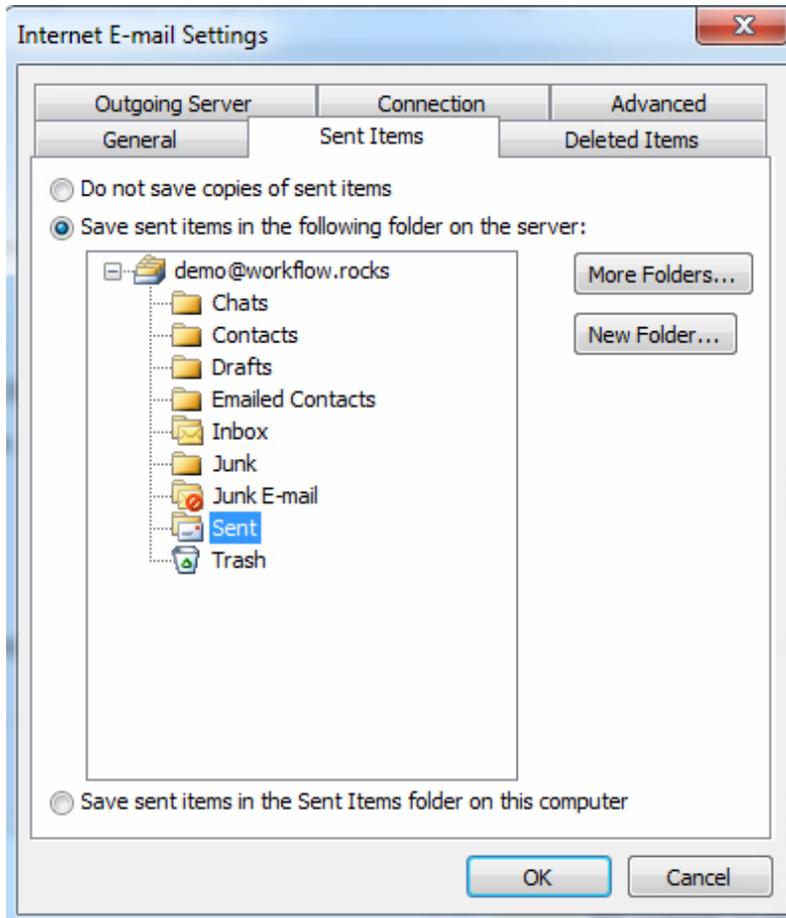
By default your sent items are stored in the local folder. To store outgoing correspondence on the server you need to go to “File >> Info >> Account Settings”:



Select your profile and click “Change...” button:



In the new window click “More Settings...” button, then open “Sent Items” tab and select “Save sent items in the following folder on the server:”. Select “Sent” folder in the folder tree and press “OK”:



You can also select a network folder for deleted items in the appropriate tab.

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:



Home / Browse / Communications / Email / Outlook CalDav Synchronizer

Outlook CalDav Synchronizer

Sync Outlook with Google, SOGo, Horde or any other CalDAV server
Brought to you by: caldavsync, nertsch, nimm

Summary | Files | Reviews | Support | Wiki | Code | Tickets ▾ | Blog | Discussion | Donate

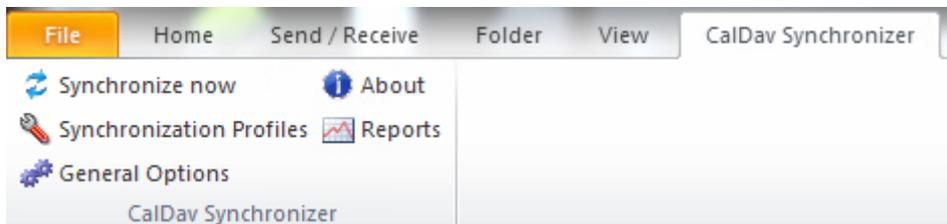
★ 4.9 Stars (35)
↓ 6,747 Downloads (This Week)
📅 Last Update: 2 days ago

Download
OutlookCalDavSynchronizer-1.15.0.zip

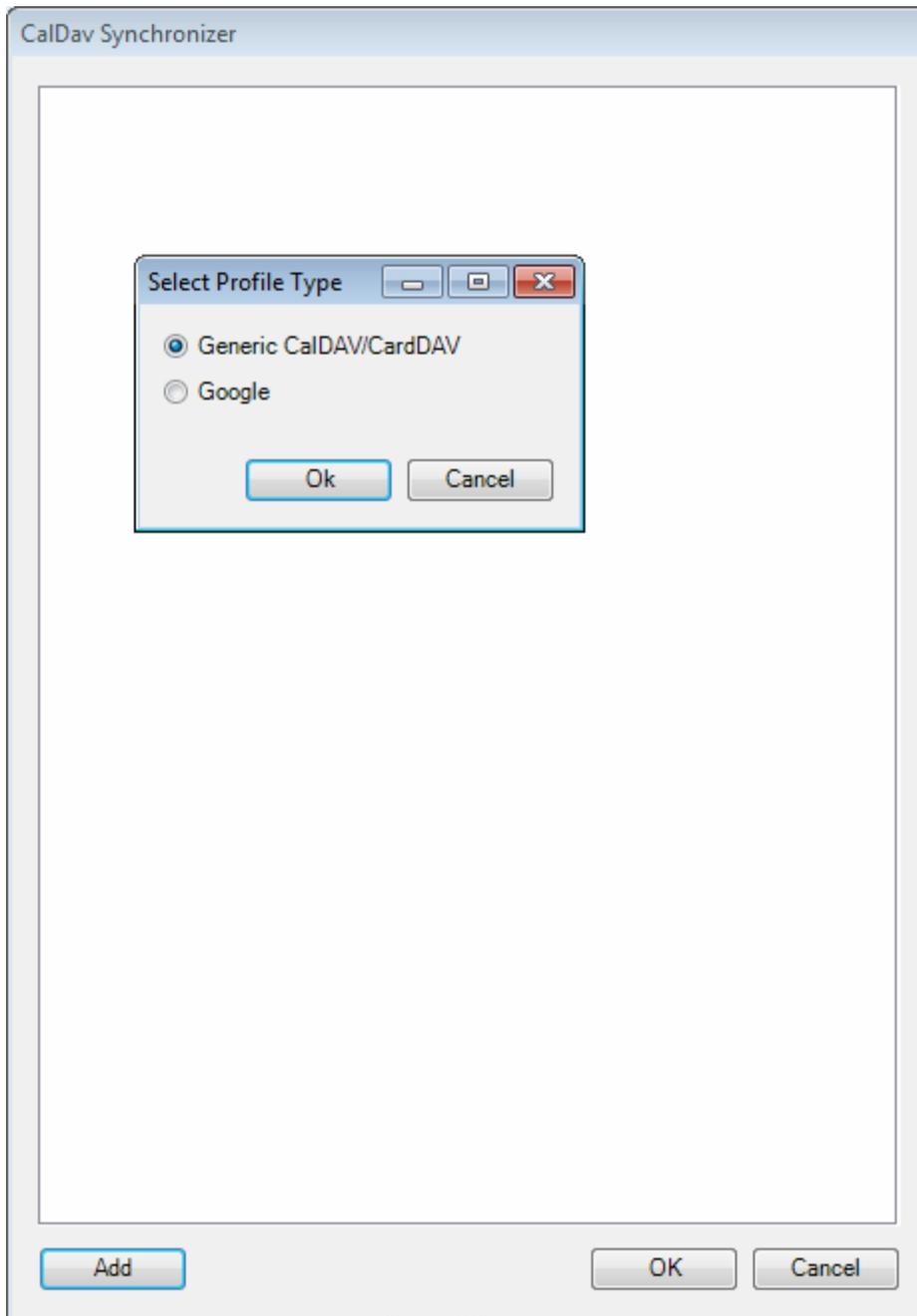
Extract the OutlookCalDavSynchronizer-<Version>.zip into the same folder, close your Outlook application and start setup.exe.

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>

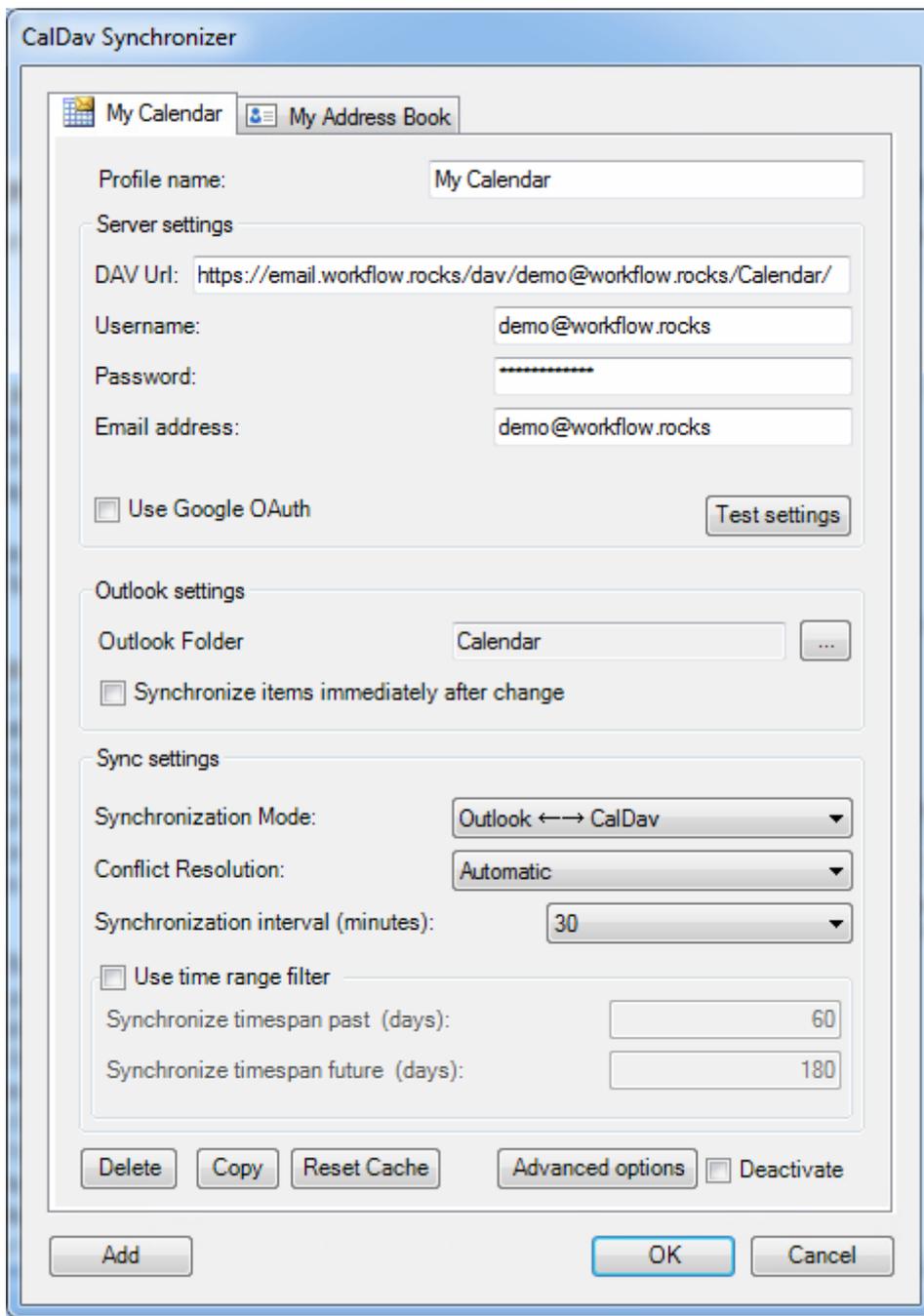
When the add-on is installed, open Outlook and you will see a new set of buttons:



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:

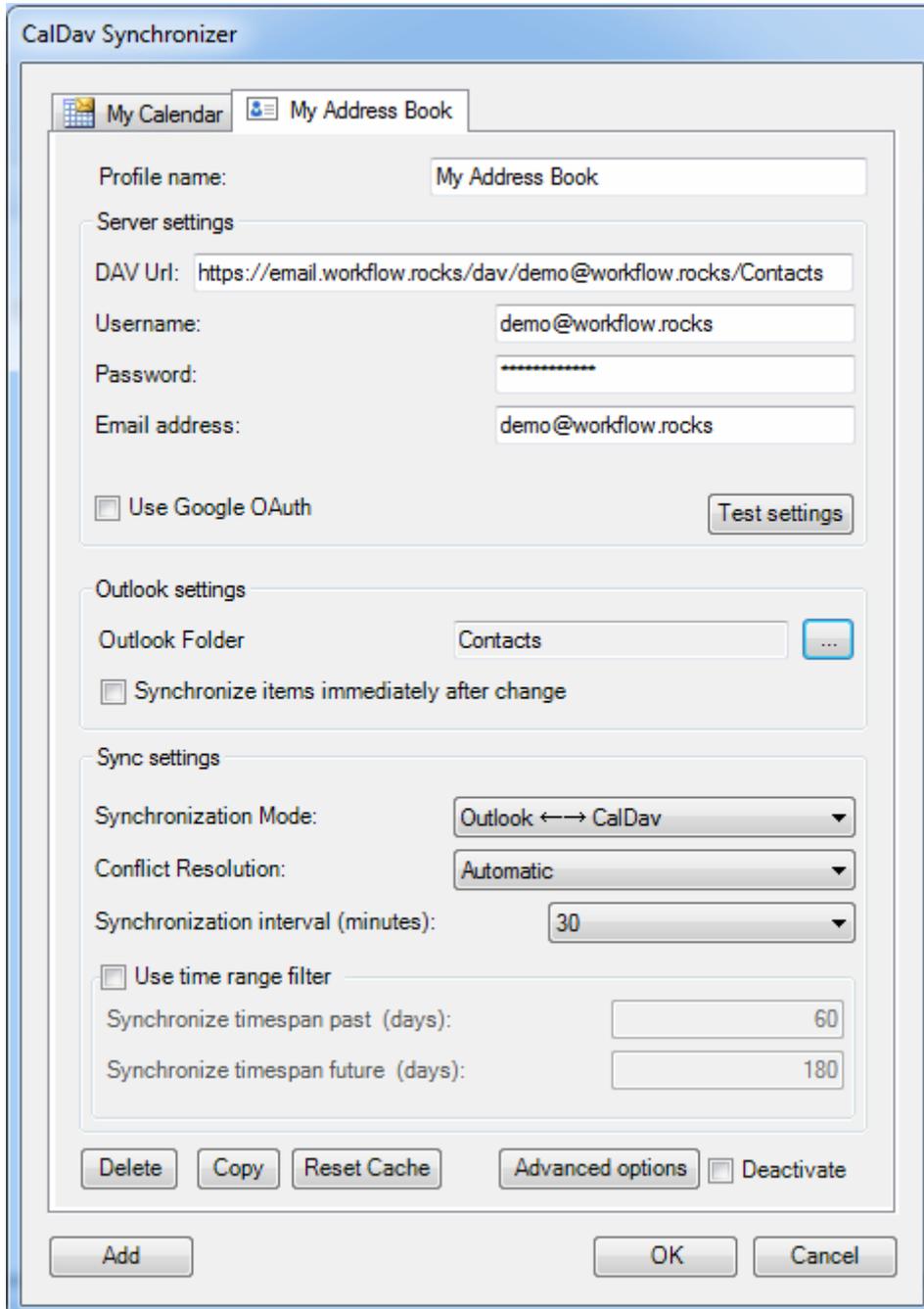


Please note that DAVurl is https://email.workflow.rocks/dav/<your_email>/Calendar

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”:



The screenshot shows the 'CalDav Synchronizer' dialog box with the 'My Address Book' tab selected. The 'Profile name' is 'My Address Book'. Under 'Server settings', the 'DAV Url' is 'https://email.workflow.rocks/dav/demo@workflow.rocks/Contacts', 'Username' is 'demo@workflow.rocks', 'Password' is masked with asterisks, and 'Email address' is 'demo@workflow.rocks'. There is a 'Test settings' button and an unchecked 'Use Google OAuth' checkbox. Under 'Outlook settings', the 'Outlook Folder' is 'Contacts' and 'Synchronize items immediately after change' is unchecked. Under 'Sync settings', 'Synchronization Mode' is 'Outlook ↔ CalDav', 'Conflict Resolution' is 'Automatic', and 'Synchronization interval (minutes)' is '30'. There is an unchecked 'Use time range filter' checkbox, with 'Synchronize timespan past (days)' set to '60' and 'Synchronize timespan future (days)' set to '180'. At the bottom, there are buttons for 'Delete', 'Copy', 'Reset Cache', 'Advanced options', 'Deactivate', 'Add', 'OK', and 'Cancel'.

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