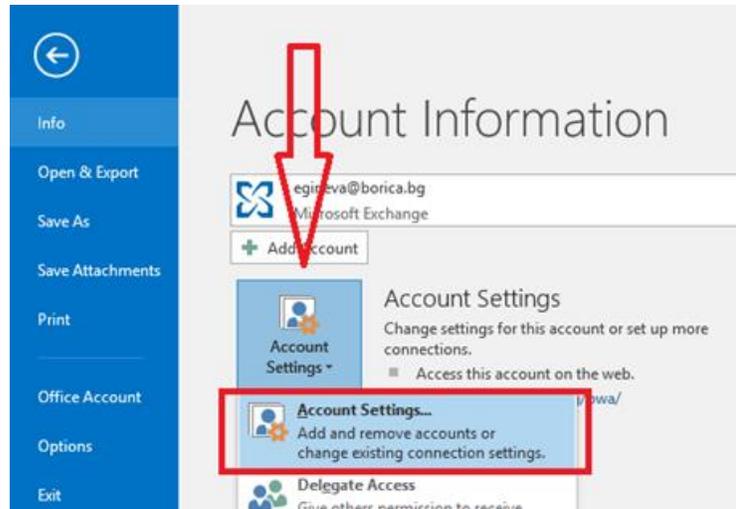


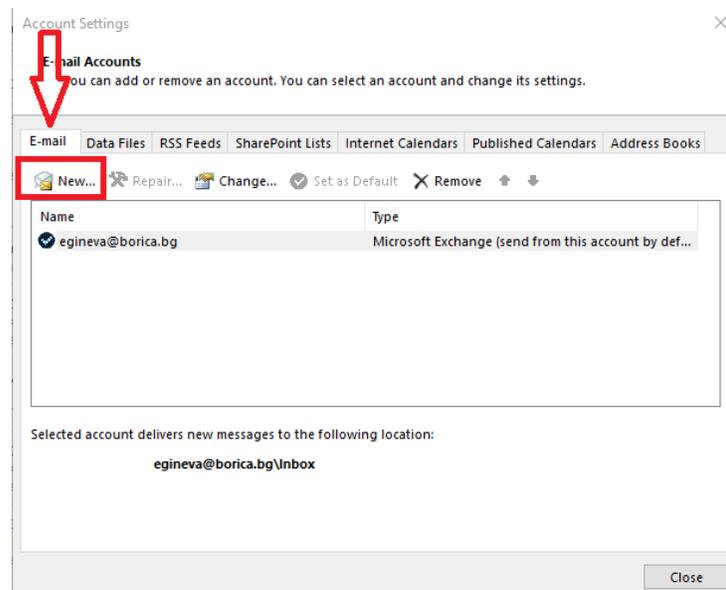
## B-Trust mail configuration for Outlook 2016

### I. Outlook configuration

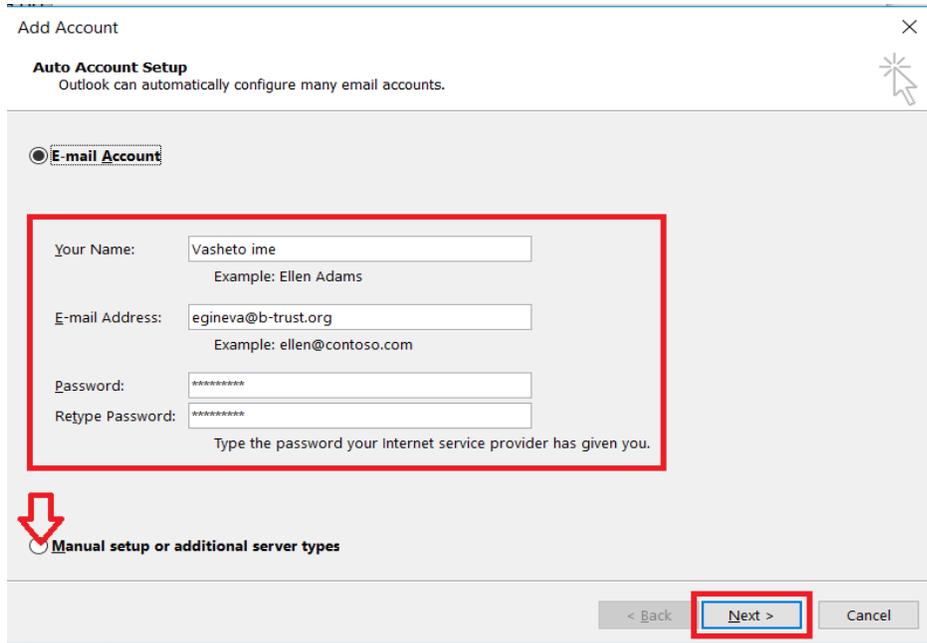
1. Start the application of Outlook 2016
2. Open “File” menu and go to “Account Settings”:



3. In the next window select “E-Mail” and then select “New...”



4. Fill all required information in the next window and select “Manual setup or additional server types” and select “Next”:



Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

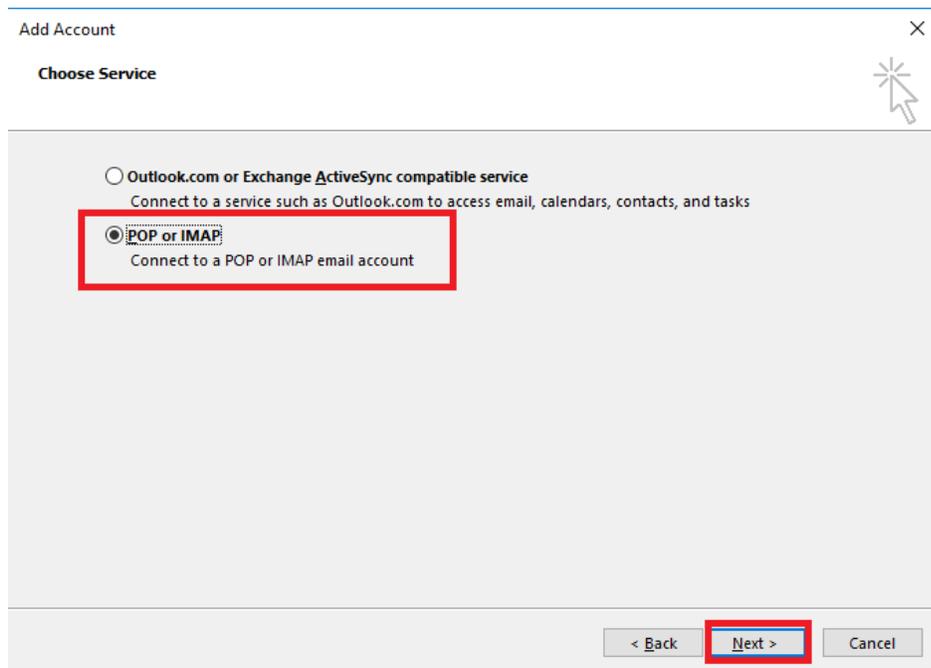
E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back **Next >** Cancel

5. On the following window select “POP or IMAP” option and then “Next”:



Add Account

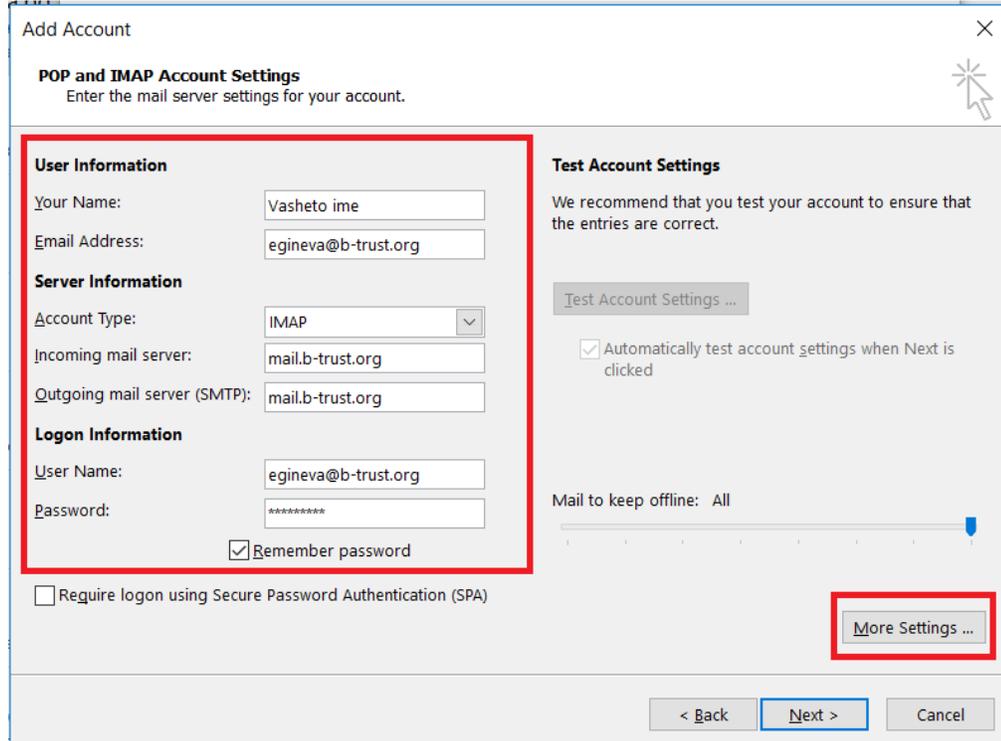
**Choose Service**

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

< Back **Next >** Cancel

6. Fill the required information and choose “More settings”:



**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name: Vasheto ime  
Email Address: egineva@b-trust.org

**Server Information**  
Account Type: IMAP  
Incoming mail server: mail.b-trust.org  
Outgoing mail server (SMTP): mail.b-trust.org

**Logon Information**  
User Name: egineva@b-trust.org  
Password: \*\*\*\*\*  
 Remember password

Require logon using Secure Password Authentication (SPA)

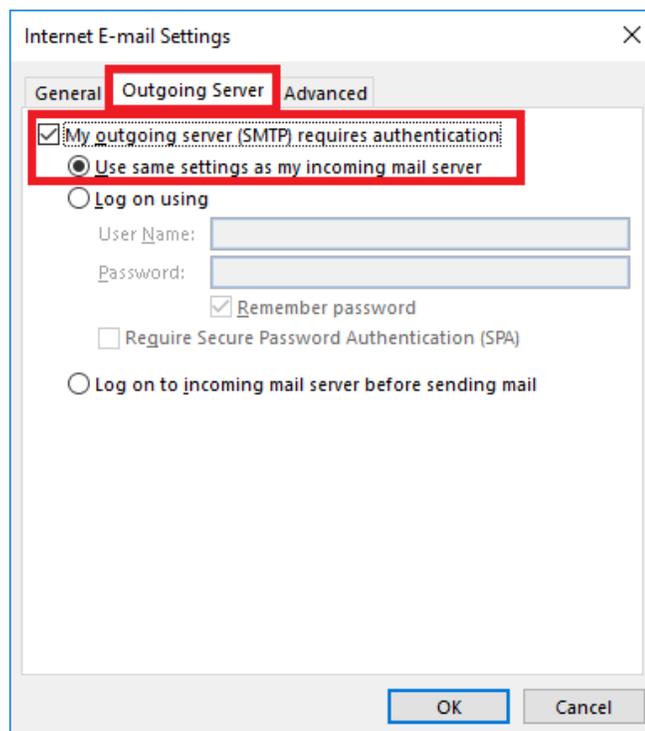
**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
 Automatically test account settings when Next is clicked

Mail to keep offline: All

**More Settings ...**

< Back Next > Cancel

7. Open “Outgoing server” tab and select “My outgoing server (SMTP) requires authentication”:



**Internet E-mail Settings**

General **Outgoing Server** Advanced

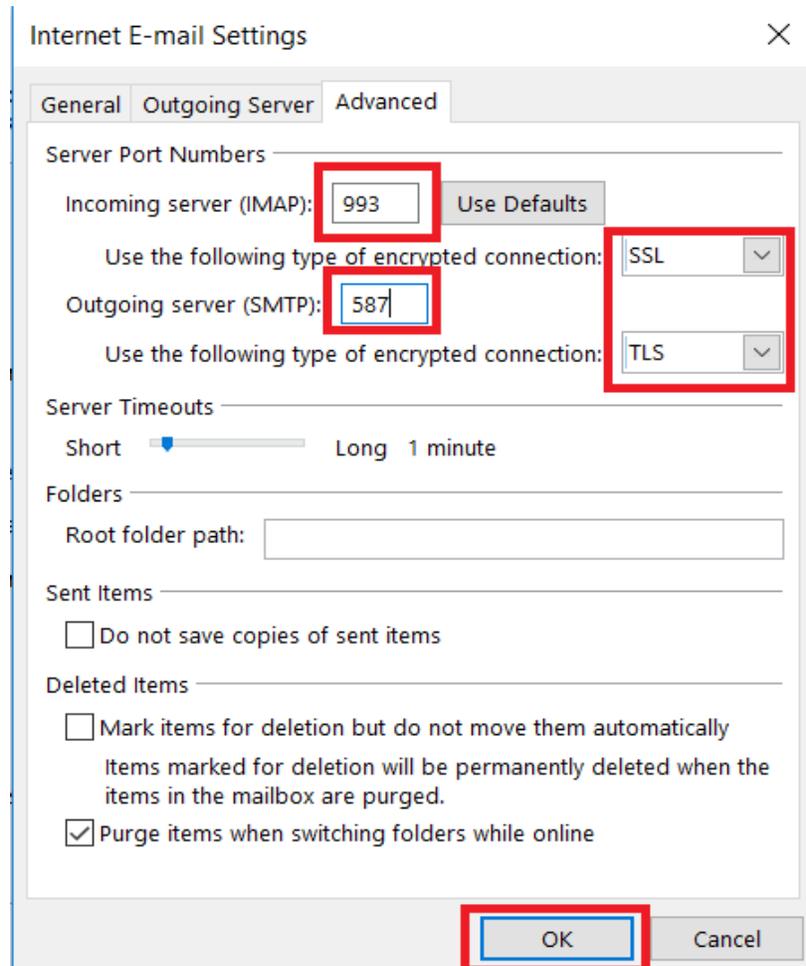
My outgoing server (SMTP) requires authentication:  
 Use same settings as my incoming mail server

Log on using  
User Name:   
Password:   
 Remember password  
 Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

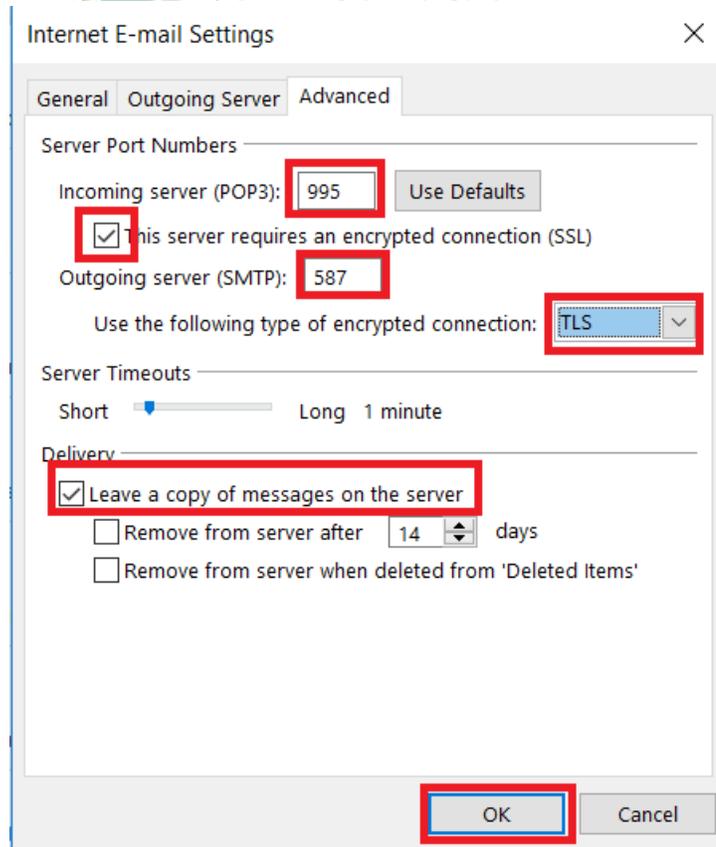
OK Cancel

8. Open the “Advanced” tab and fill as follows:
- Incoming server (IMAP) – 993
  - Outgoing server (SMTP) – 587



The screenshot shows the "Internet E-mail Settings" dialog box with the "Advanced" tab selected. The "Server Port Numbers" section has the following settings: Incoming server (IMAP) is 993, and the type of encrypted connection is SSL. The Outgoing server (SMTP) is 587, and the type of encrypted connection is TLS. The "Server Timeouts" section has a slider between "Short" and "Long 1 minute". The "Folders" section has a "Root folder path" field. The "Sent Items" section has a checkbox for "Do not save copies of sent items". The "Deleted Items" section has a checkbox for "Mark items for deletion but do not move them automatically" and a checked checkbox for "Purge items when switching folders while online". The "OK" button is highlighted with a red box.

- If you want to set up the account with POP3 protocol, please do the following settings (it is not mandatory to do these settings if you already completed the ones above):
  - Incoming server (POP3) – 995
- Outgoing server (SMTP) – 587
- Select „Leave a copy of messages on the server “and confirm with „ OK “:



Internet E-mail Settings

General | **Outgoing Server** | Advanced

Server Port Numbers

Incoming server (POP3): 995 Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 587

Use the following type of encrypted connection: TLS

Server Timeouts

Short Long 1 minute

Delivery

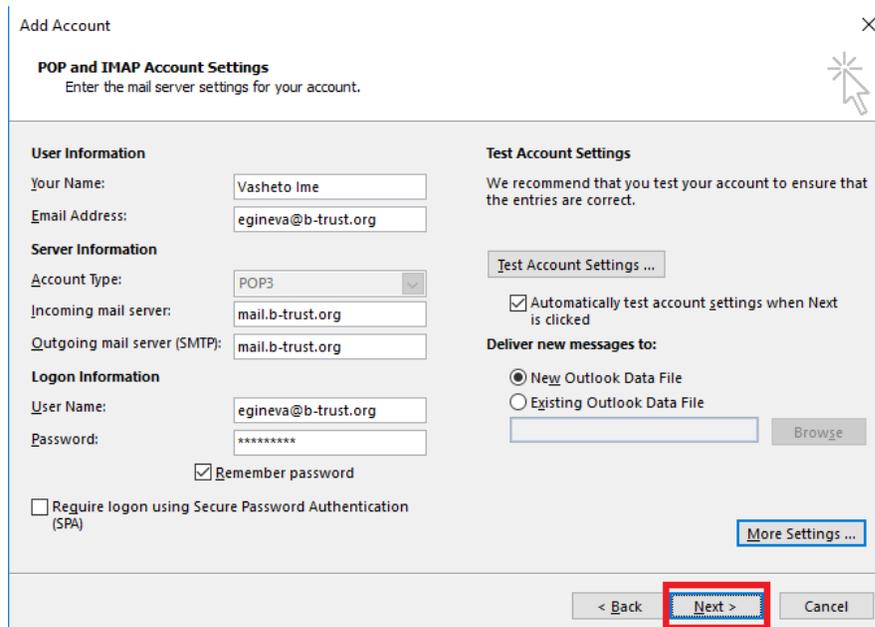
Leave a copy of messages on the server

Remove from server after 14 days

Remove from server when deleted from 'Deleted Items'

OK Cancel

9. Select “Next” on the “Add Account” tab:



Add Account

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name: Vasheto Ime

Email Address: egineva@b-trust.org

**Server Information**

Account Type: POP3

Incoming mail server: mail.b-trust.org

Outgoing mail server (SMTP): mail.b-trust.org

**Logon Information**

User Name: egineva@b-trust.org

Password: \*\*\*\*\*

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

**Deliver new messages to:**

New Outlook Data File

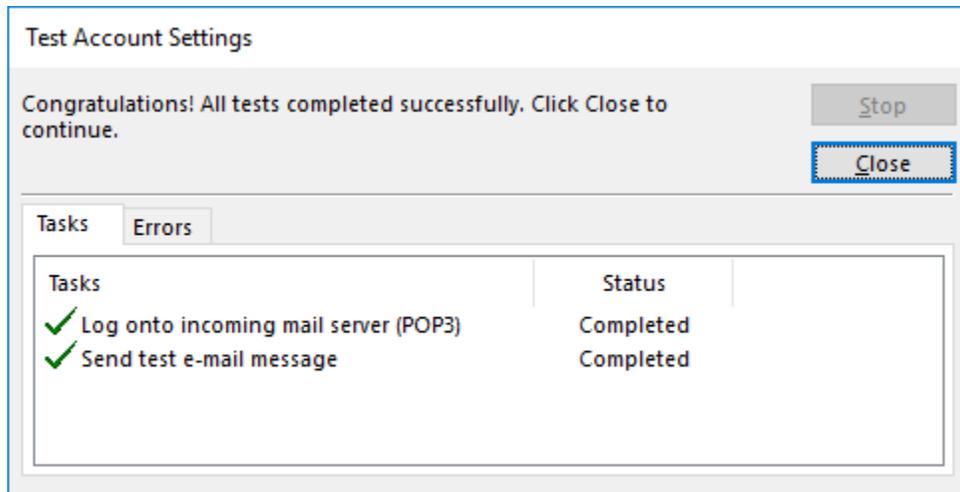
Existing Outlook Data File

Browse

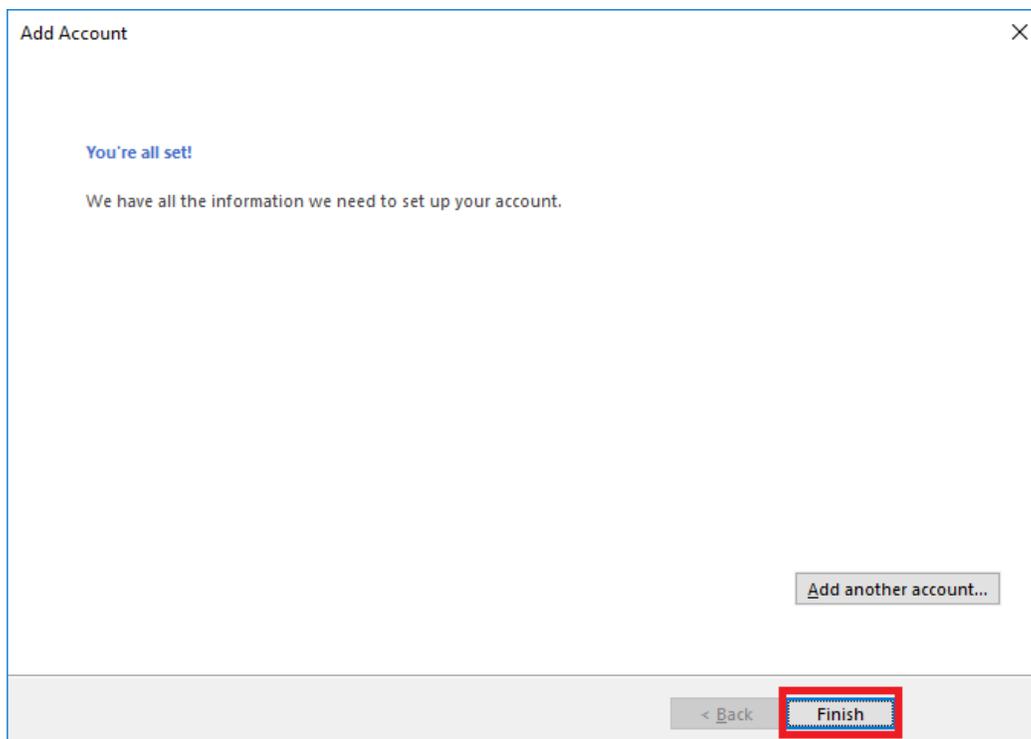
More Settings ...

< Back **Next >** Cancel

10. You will receive the following message for successful configuration of the e-mail:

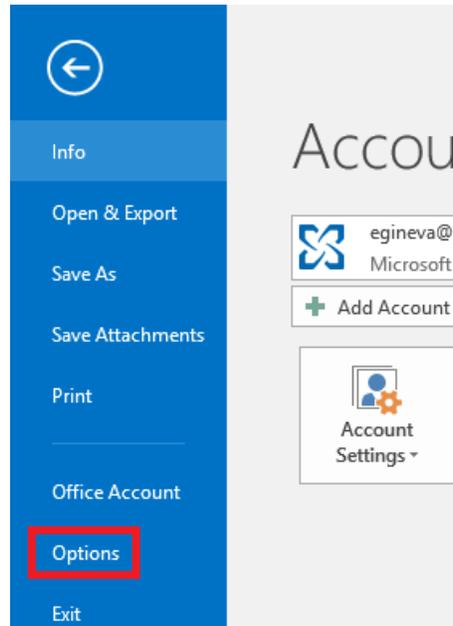


Select "Close" and "Finish":

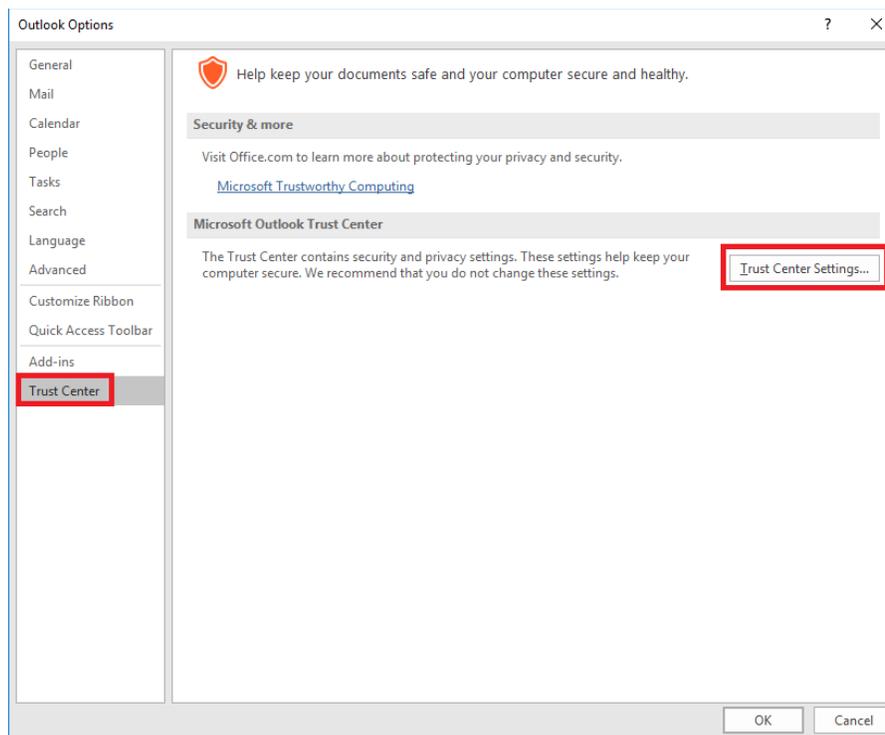


## II. Mail signing configuration

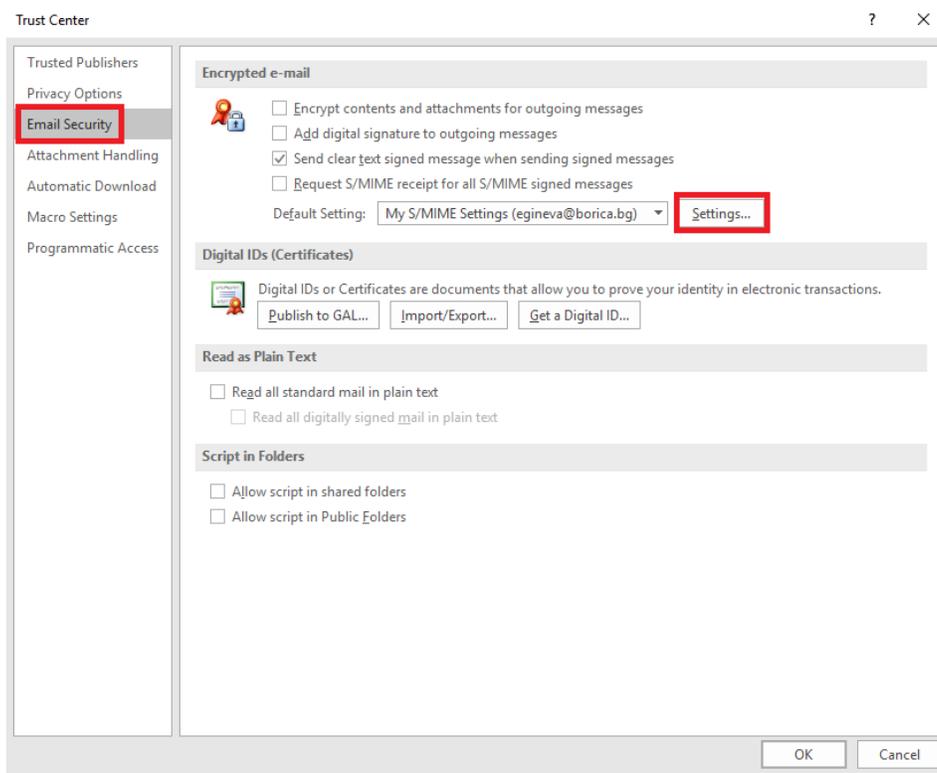
1. To sign e-mails you should set up your certificate for the signature in Outlook. From the main window select “File” and then “Options”:



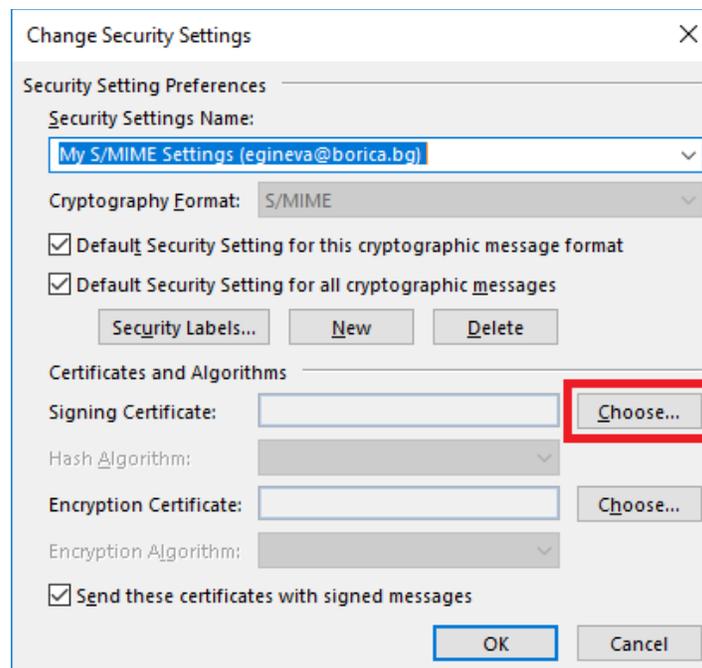
2. Go to “Trust Center” and select “Trust Center Settings”:



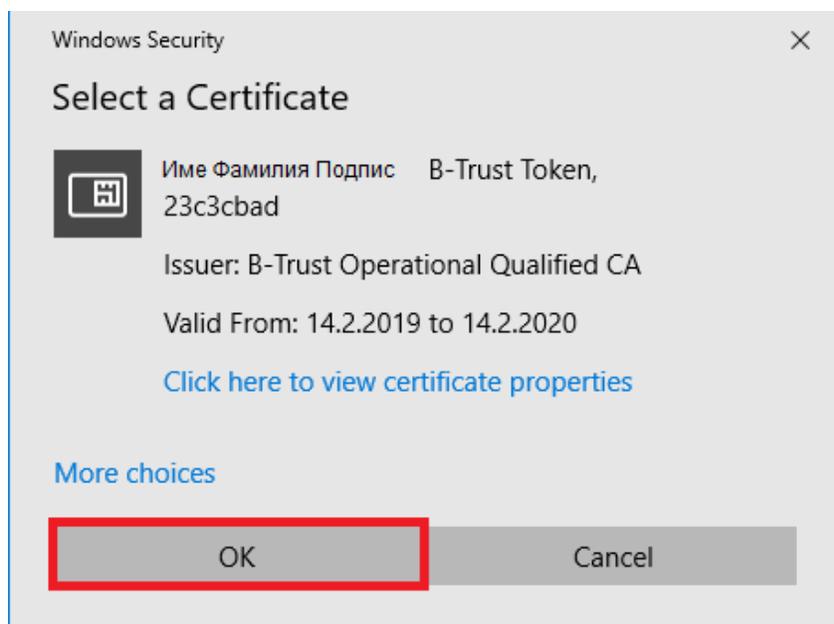
3. Open „Email Security“ and select „Settings“:



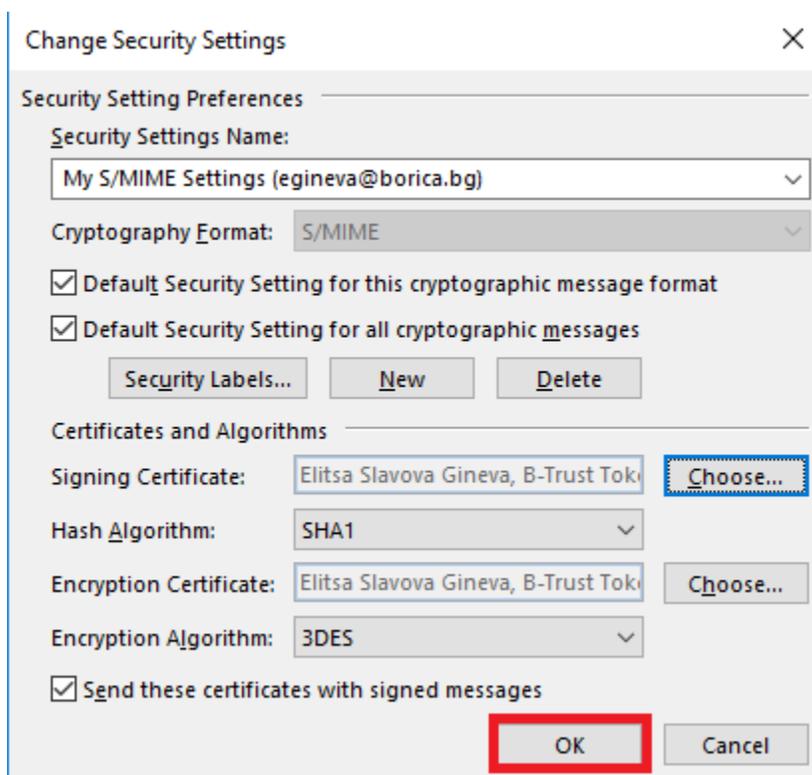
4. Select „Choose“ to add your certificate:



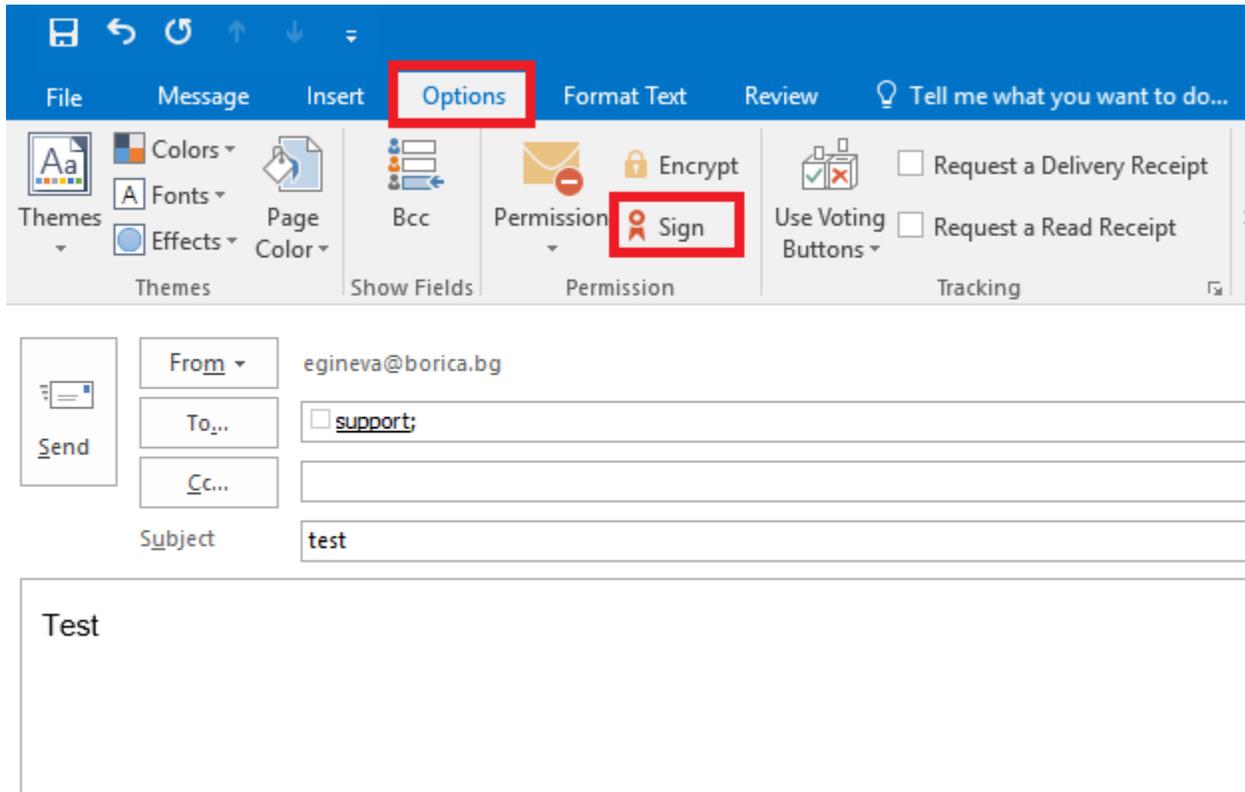
5. On the prompt window that requires you to select certificate choose “OK”:



6. On „Change Security Settings“ select again „OK“:



7. Select “OK” on any following window until you finish.
8. To send signed message open new e-mail. Select “Options” and then “Sign”



9. Choose “Send”. After the prompt window for PIN the e-mail should be sent:

