

## Officite E-mail Account Configuration IMAP/POP3

### IMAP

**Username:** Client Portal Email Address

**Password:** Client Portal Password

**Incoming mail server:** mail.domainname.com (Preferred for Outlook 2016)  
mail.officite.com

**Outgoing mail Server:** same as incoming

**Incoming port number:** mail.domainname.com – 143 (Preferred for Outlook 2016)  
mail.officite.com – 993 (SSL enabled)

**Outgoing port number:** mail.domainname.com – 25  
mail.officite.com – 587 (TLS enabled)

### POP3

**Username:** Client Portal Email Address

**Password:** Client Portal Password

**Incoming mail server:** mail.domainname.com (Preferred for Outlook 2016)  
mail.officite.com

**Outgoing mail Server:** same as incoming

**Incoming port number:** mail.domainname.com – 110 (Preferred for Outlook 2016)  
mail.officite.com – 995 (SSL enabled)

**Outgoing port number:** mail.domainname.com – 25 (Preferred for Outlook 2016)  
mail.officite.com – 587 (TLS enabled)

Under “more settings”:

- Outgoing settings have to match incoming settings
- Advanced tab- make sure incoming reads 995 (or 110) and outgoing reads 587 (or 25)
  - Check the box to remove from server after 14 days\*\*

\*Once all settings have been implemented and the client is still experiencing OUTGOING email errors, they will have to call their ISP for different outgoing settings (if they are using port 25).