



Instructions

Microsoft Outlook 2016

This manual is written for users who already have an e-mail account configured in Outlook 2016 and will therefore only focus on how to change the SMTP server.

In this manual you will find a walkthrough to quickly and easily configure your email software for the usage of Travel SMTP.

You will also find extra information of all possible configuration options.

IMPORTANT:

Before changing your settings and using the Walkthrough, please read caption "Possible configurations" first and chose what port number and corresponding SMTP you are planning to use.

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How to register extra email addresses to your Travel SMTP account

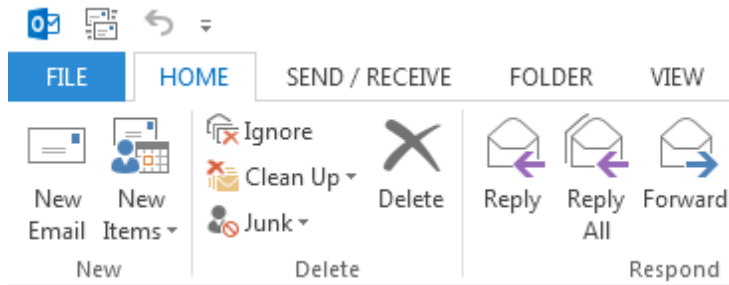
To prevent people from sending email messages from email addresses they do not own (anti spam policy), all email addresses you use with Travel SMTP need to be registered and validated. The email address you used during your registration is automatically validated and ready to use. All other email addresses that you use can be registered to your Travel SMTP account by logging into our website:

<https://www.travelsmtp.com/s/login.php>

You can also go to the website's main page and then click on "**Login**" at the right top of the window. After you are logged in, go to "**Senders**" to add extra email addresses.

Accounts with unlimited senders can also register domain names to their accounts. When a domain name is registered to your account, you will no longer have to specify each email address from that domain separately and all possible email addresses from that domain will automatically be registered and validated.

After saving extra email addresses and/or domain names, you will receive an email message from our server with a verification link. Click on this link or enter the verification code directly. The address will now have the status "**Verified**" and can now be used with your Travel SMTP account.



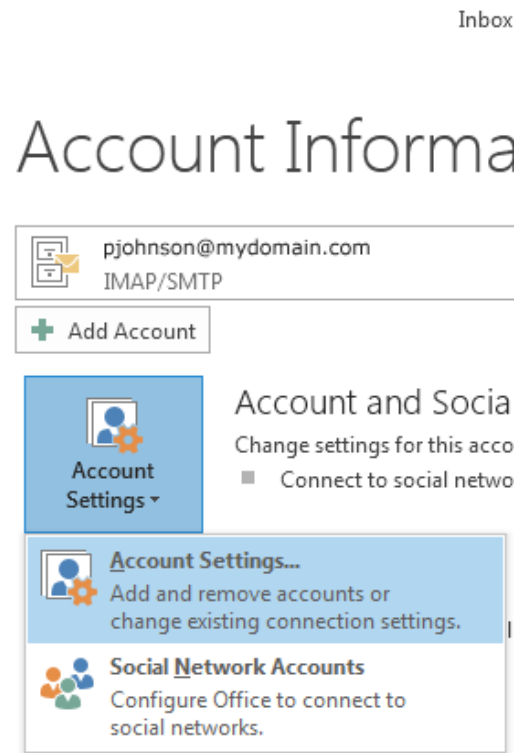
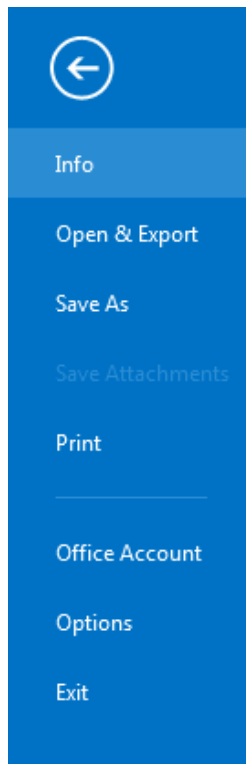
Step 1:

Click on the blue **File** button in the upper left corner.

Step 2:

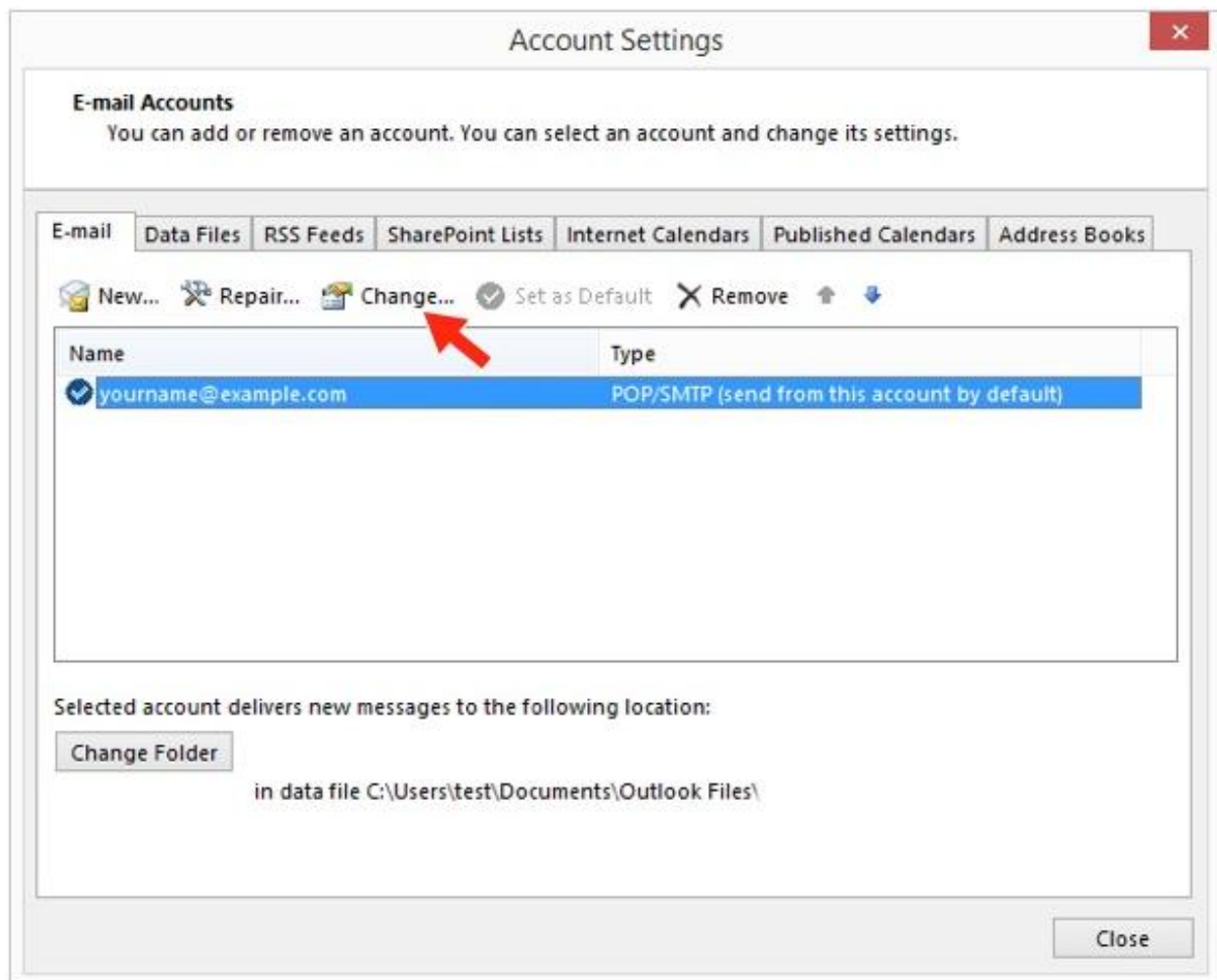
Click on **Info** in the left blue bar.

Click on the **Account Settings** button and select **Account Settings...**



Step 3:

Select the desired email account and click on the **Change...** button:

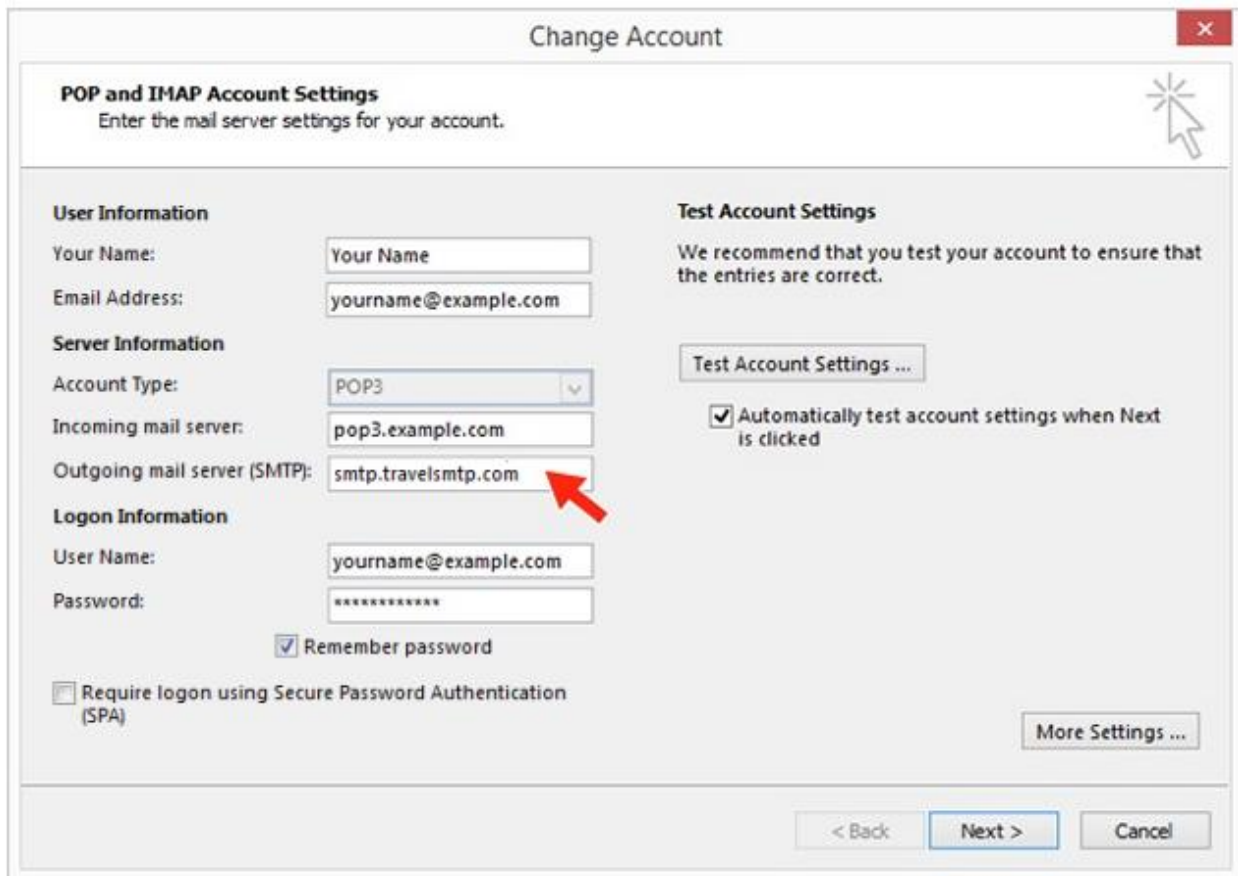


Step 4:

Change the address for **Outgoing mail server (SMTP)** to:

smtp.travelsmtp.com

Click on the **More settings ...** button in the bottom right corner:



Change Account

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

User Information
Your Name: Your Name
Email Address: yourname@example.com

Server Information
Account Type: POP3
Incoming mail server: pop3.example.com
Outgoing mail server (SMTP): smtp.travelsmtp.com

Logon Information
User Name: yourname@example.com
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

More Settings ...

< Back Next > Cancel

Step 5:

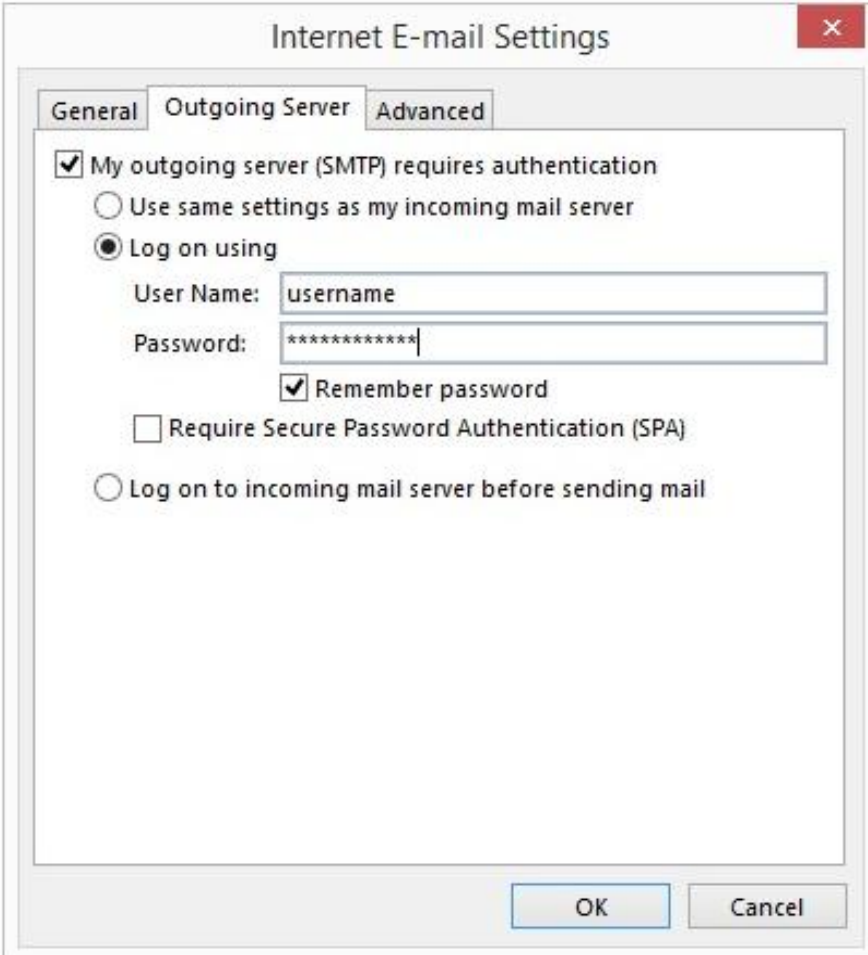
Click on the **Outgoing Server** tab and check the option **My outgoing server (SMTP) requires authentication**.

Select **Log on using** and enter the username and password that you received from us.

*NOTE: Your password and username are **case sensitive**; make sure you enter your username in all lowercase characters and enter your password exactly the way you received from us.*

Check the option **Remember password**.

Click on **OK**:



The screenshot shows the "Internet E-mail Settings" dialog box with the "Outgoing Server" tab selected. The "My outgoing server (SMTP) requires authentication" checkbox is checked. Under "Log on using", the "Log on using" radio button is selected. The "User Name" field contains "username" and the "Password" field contains "*****". The "Remember password" checkbox is checked. The "Require Secure Password Authentication (SPA)" checkbox is unchecked. The "Log on to incoming mail server before sending mail" radio button is unselected. The "OK" and "Cancel" buttons are visible at the bottom.

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:

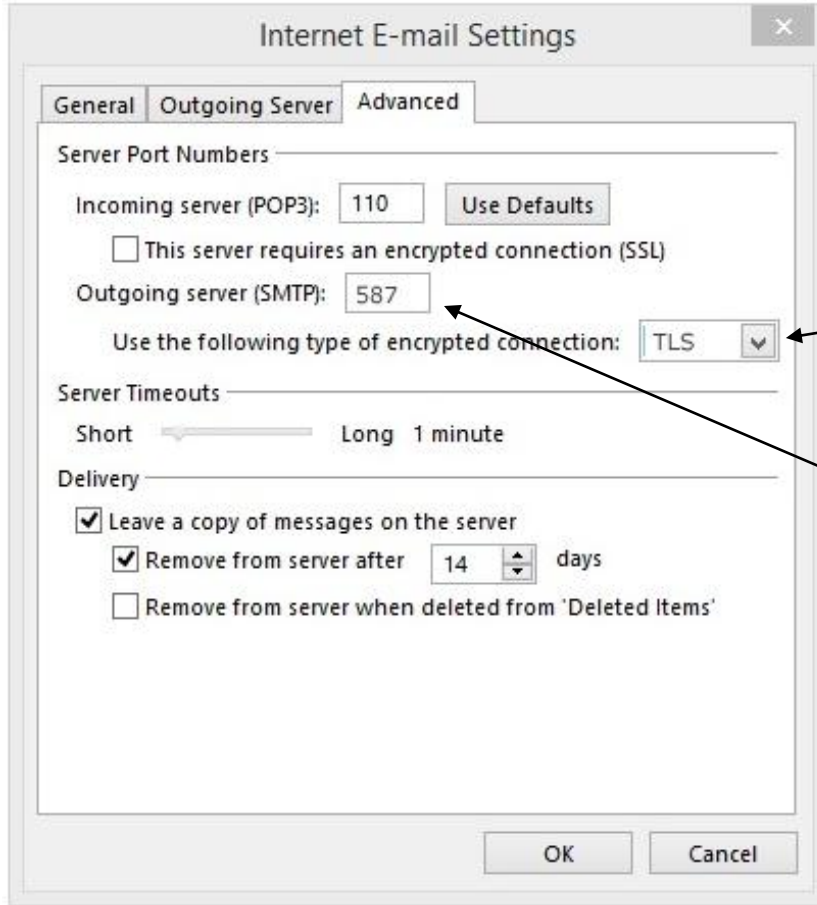
Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel



Step 6:

Go to the **Advanced** tab.

Select "**TLS**" at **Use the following type of encrypted connection** for the **Outgoing server (SMTP)**.

Change the Outgoing server (SMTP) port to **587**.

Double check if the correct port number is entered and click on **OK**.

Save the changed account settings and return to your Inbox.

Tip for domain name owners

When you use your own domain for emailing and want to improve email deliverability, you might want to add SPF records in your domain's DNS. Most webhosting companies provide a DNS tool in the control panel you use for managing your domain. For detailed instructions on how to add DNS records for your domain, please consult your webhosting provider or your control panel's manual.

If you do not yet have SPF records added for your domain, add the following two records of type TXT and SPF:

@	IN	TXT	"v=spf1 mx include:travelsmtp.com ?all"
@	in	SPF	"v=spf1 mx include:travelsmtp.com ?all"

If you already have SPF records in your DNS, just add the ***include:travelsmtp.com*** part to it.

Possible configurations

The following port numbers and encryptions are possible with Microsoft Outlook 2016:

Description:	Server address:	Port:	Encryption:
Default TLS configuration	smtp.travelsmtp.com	587	With or without TLS
Optional	smtp.travelsmtp.com	2525	With or without TLS
Default SSL configuration	smtp.travelsmtp.com	465	SSL
Firewall-proof configuration	smtp80.travelsmtp.com	80	With or without TLS
Firewall-proof SSL configuration	smtp80.travelsmtp.com	443	SSL

The above options are all tested and working on Microsoft Outlook 2016. This means that in case one of the options do not work for you, there either is a mistake in your configuration (in that case, please check the FAQ on our website for help with configuration problems), or the network you are using is blocking particular communication. In the last case, you will need to use the firewall-proof option on port 443.

What configuration should I use?

It is recommended to use an encrypted connection (SSL/TLS). When using an encrypted connection, the communication from your computer to the Travel SMTP server will be secured and unreadable for others other than the receiver of your email. In particular when you work on public networks like Wi-Fi hotspots, this is the recommended option.

Sometimes the default SMTP ports are being blocked by firewalls, for example in hotels or campsites, or in areas like China. In that case, you will need to use one of our firewall-proof configurations (port 443 is recommended over port 80).

In this manual we use the default TLS configuration on port 587. If you chose to work with one of the other possible configurations listed above, then change the server address and corresponding port number in **Step 4** and **Step 6**, as listed in the above table.