

Configure Outlook for Hosted Mail using IMAP and CalDav Synchronizer

Outlook 2016 or higher from Office 365 on Windows

If you installed **Outlook 2016**, **Outlook 2019** or **Outlook for Office 365** from Office 365 (i.e. downloaded and installed from Office 365), please be advised that those versions of Outlook have an issue with autodiscover. Because of this, you must first disable the **Simplified Account Creation wizard** in order to setup your mailbox with our Hosted Mail.

Disable Simplified Account Creation wizard

You can [disable the Simplified Account Creation](#) wizard by following the instructions outlined at the link below:

<https://support.microsoft.com/en-us/topic/how-to-disable-simplified-account-creation-in-outlook-2016-outlook-2019-and-outlook-for-office-365-662bf4f8-c357-dbc8-53b3-ff8f445e8247>

Alternatively, you can download and import the [disable_simplified_account_creation_wizard.reg](#) to your computer.

Download and install the latest version of CalDav Synchronizer

Navigate to [CalDav Synchronizer](#) page at <https://caldavsynchronizer.org/download-2/> and download the latest version of CalDav Synchronizer (As of the writing of this guide, the latest version was 4.0.0).

Extract the downloaded zip and then install CalDav synchronizer using the included **setup.exe**.

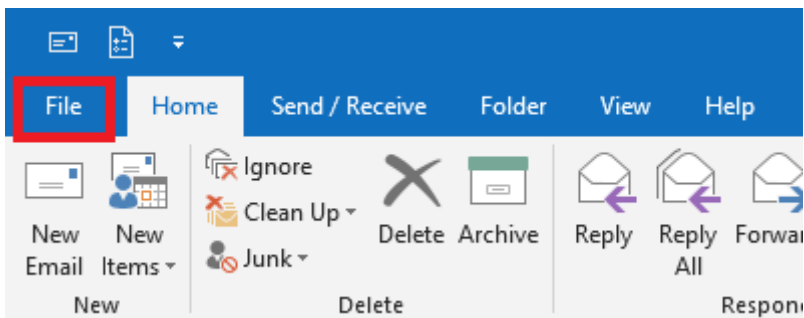
Configure Outlook

Start Outlook

If this is the first time starting Outlook, the **Auto Account Setup** window will automatically launch.

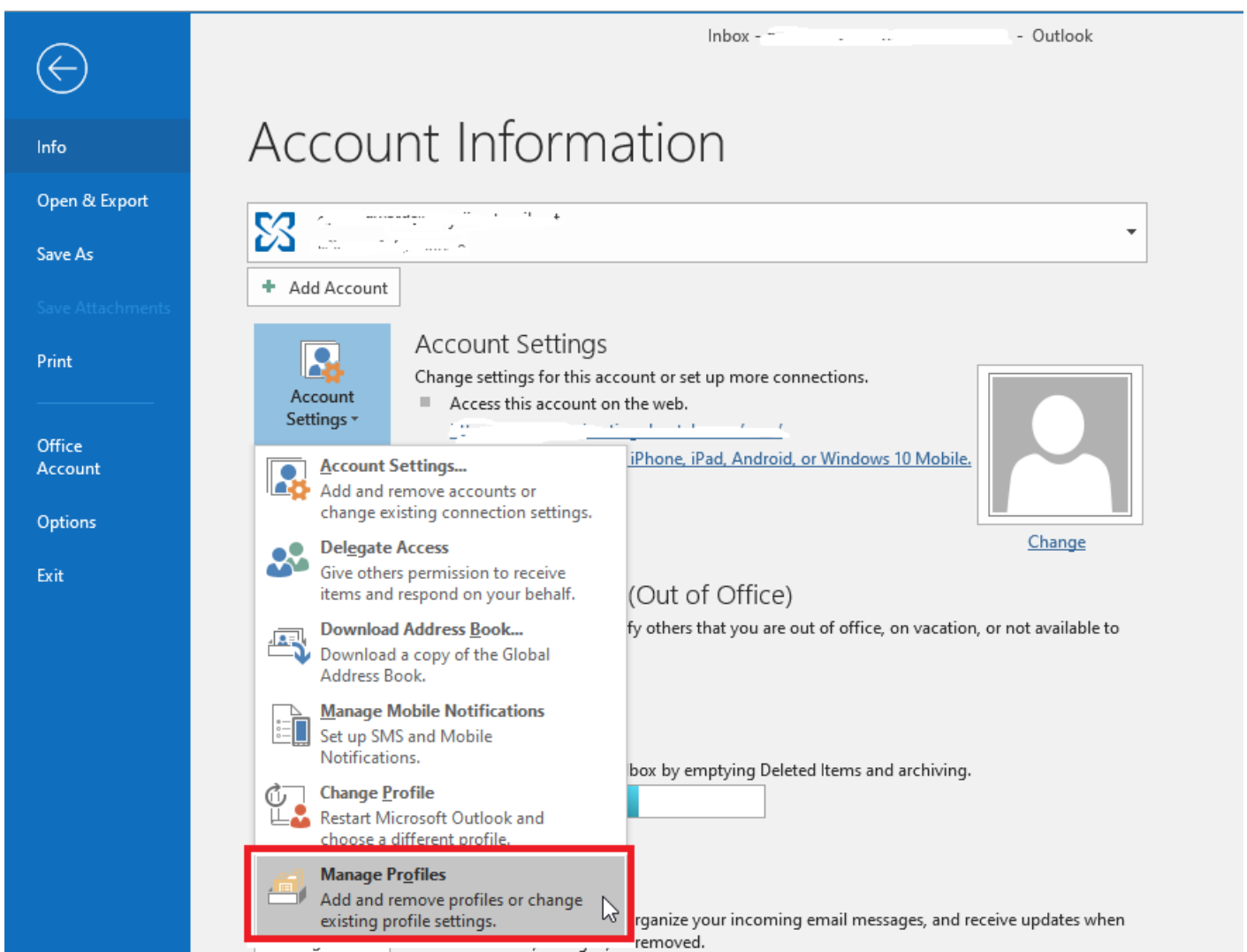
If this is **NOT** the first time starting Outlook, click on **File** on the upper left-hand corner (**Figure 1**).

Figure 1



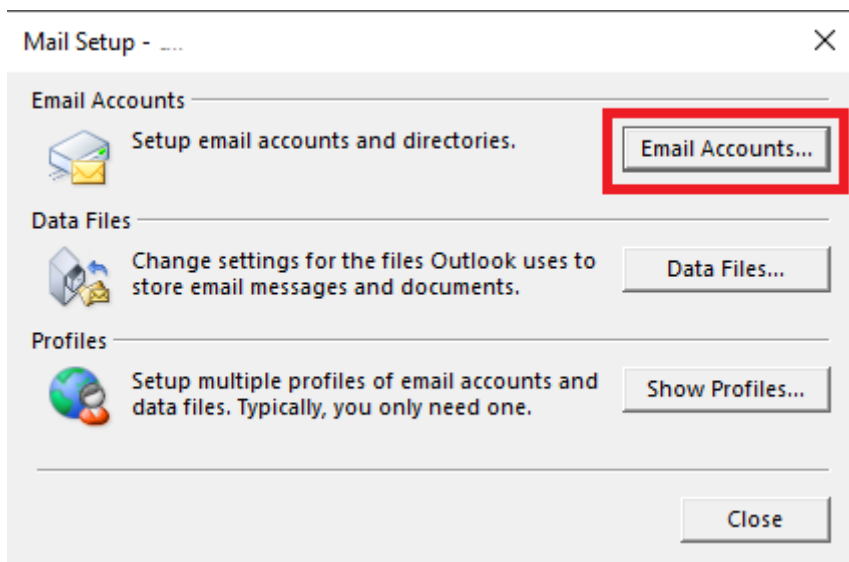
Click on **Account Settings**, and then click **Manage Profiles** (**Figure 2**).

Figure 2



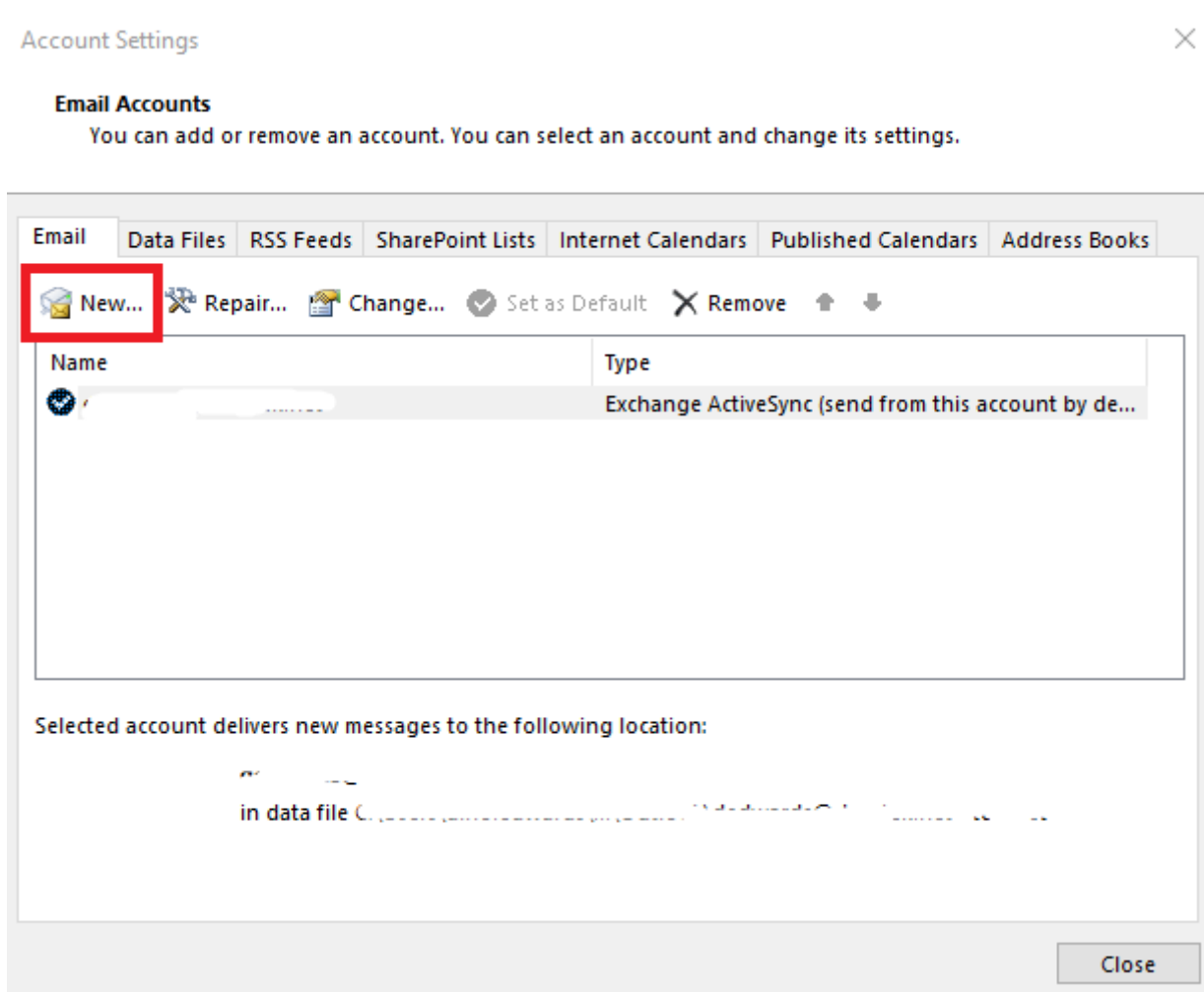
In the Mail Setup window, click on **Email Accounts...** (**Figure 3**)

Figure 3



In the **Email Accounts** window, click on **New...** (Figure 4).

Figure 4



In the **Auto Account Setup** window, select **Manual setup or additional server types** and click **Next** (Figure 5).

Figure 5

Auto Account Setup

Manual setup of an account or connect to other server types.

☐ **Email Account**

Your Name:

Example: Ellen Adams

Email 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

Help

On the **Choose Your Account Type** window, select **POP or IMAP** and click **Next** (Figure 6).

Figure 6

The screenshot shows a window titled "Add Account" with a close button (X) in the top right corner. Below the title bar is a section header "Choose Your Account Type". There are three radio button options:

- ☐ **Office 365**
Automatic setup for Office 365 accounts
Email Address:
Example: ellen@contoso.com
- ☒ **POP or IMAP**
Advanced setup for POP or IMAP email accounts
- ☐ **Exchange ActiveSync**
Advanced setup for services that use Exchange ActiveSync

At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help". The "Next >" button is highlighted with a red box.

On the **POP and IMAP Account Settings** window, fill out the all fields ensuring you set the the **Account Type** drop-down to **IMAP**, the **Incoming mail server** and the **Outgoing mail server (SMTP)** fields to **mail.hosting.deeztek.com** and click the **More Settings ...** button (**Figure 7**):

Figure 7

Add Account ✕

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

User Information
Your Name: Joe Smoe
Email Address: jsroe@domain.tld

Server Information
Account Type: IMAP
Incoming mail server: mail.hosting.deeztek.com
Outgoing mail server (SMTP): mail.hosting.deeztek.com

Logon Information
User Name: jsroe@domain.tld
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

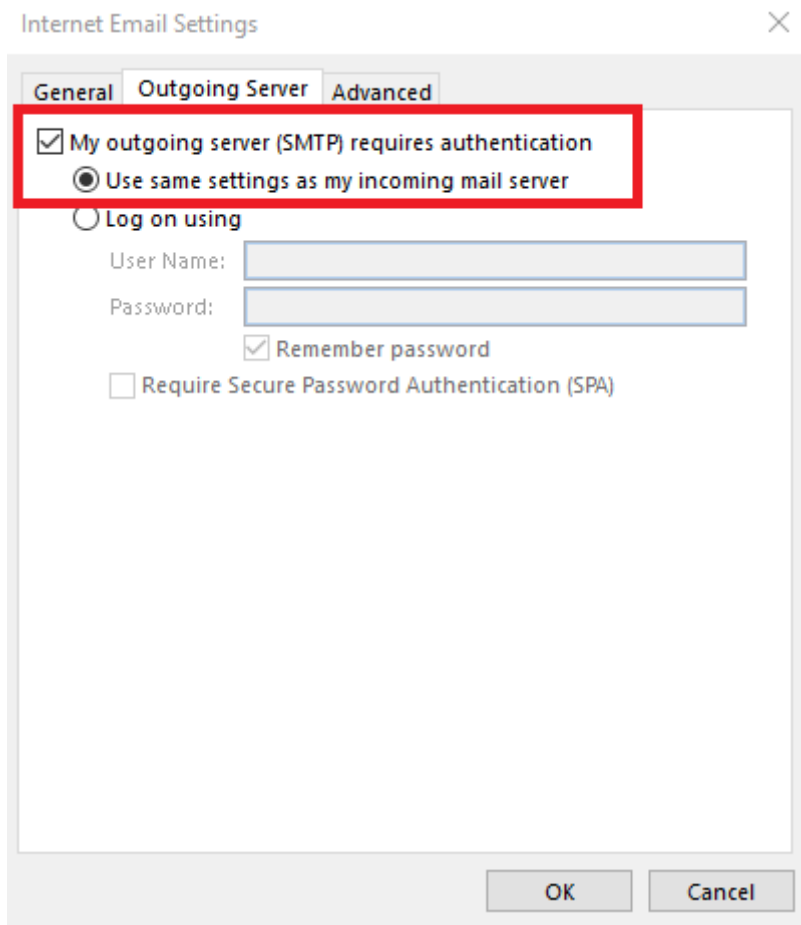
Mail to keep offline: All

More Settings ...

< Back Next > Cancel Help

On the **Internet Email Settings** window, click on the **Outgoing Server** tab, place a check mark on **My outgoing server (SMTP) requires authentication** and ensure **Use same settings as my incoming mail server** (Figure 8).

Figure 8



Next, click on the **Advanced** tab, and in the **Incoming server (IMAP)** field enter **993**, on the **Use the following type of encrypted connection** drop-down select **SSL/TLS**, on the **Outgoing server (SMTP)** field, enter **587**, on the **Use the following type of encrypted connection** drop-down select **STARTTLS** and then click the **OK** button (**Figure 9**).

Figure 9

Internet Email Settings

General | **Outgoing Server** | Advanced

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL/TLS

Outgoing server (SMTP): 587

Use the following type of encrypted connection: STARTTLS

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

OK Cancel

Back on the **POP and IMAP Account Settings** window, click the **Next** button (**Figure 10**).

Figure 10

Add Account ✕

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

User Information

Your Name:

Email Address:

Server Information

Account Type: ▼

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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.

☒ Automatically test account settings when Next is clicked

Mail to keep offline: All

Outlook will test the incoming mail server and attempt to send a test email message. If everything goes well, you should see the following **Test Account Settings** window with checkmarks for each successful test. Click the **Close** button (**Figure 11**).

Figure 11

Test Account Settings

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

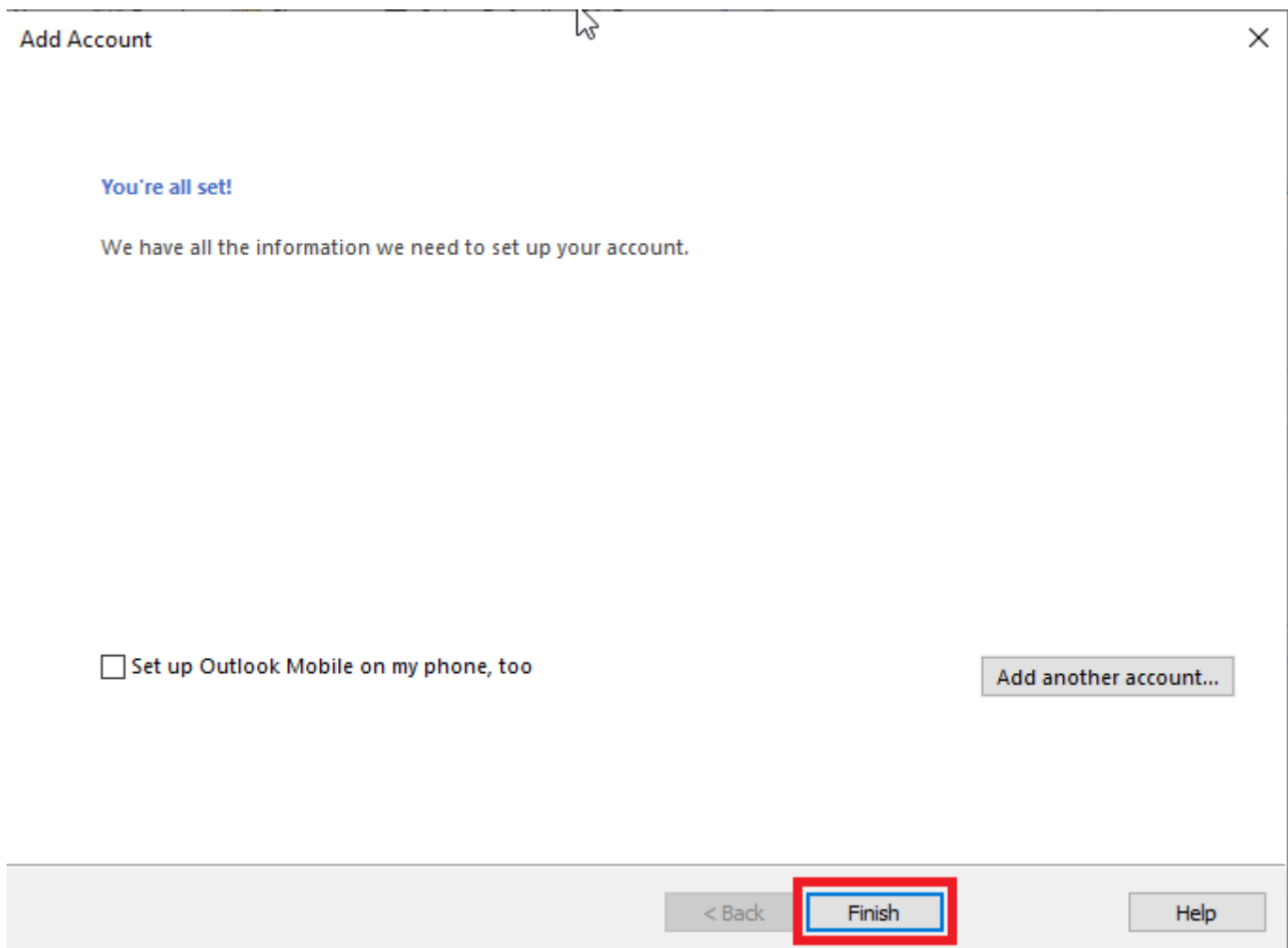
Tasks

Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test email message	Completed

On the following window, click the **Finish** button (**Figure 12**).

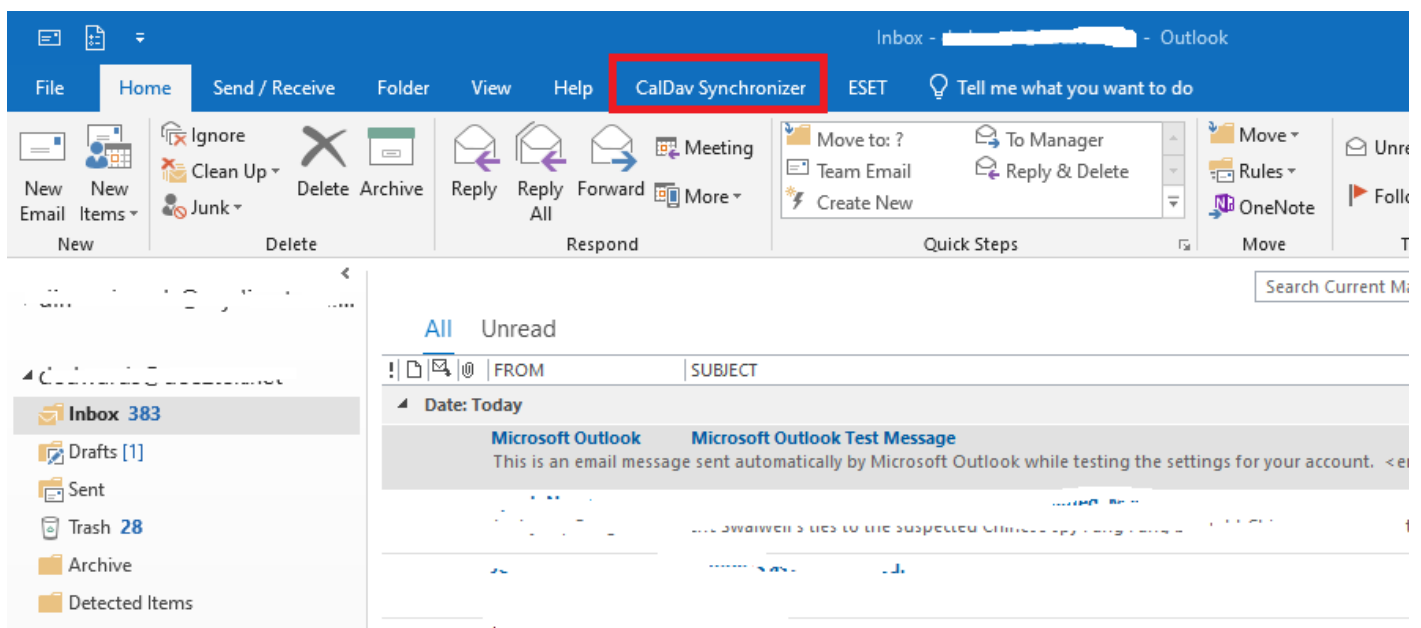
Figure 12



Configure CalDav Synchronizer

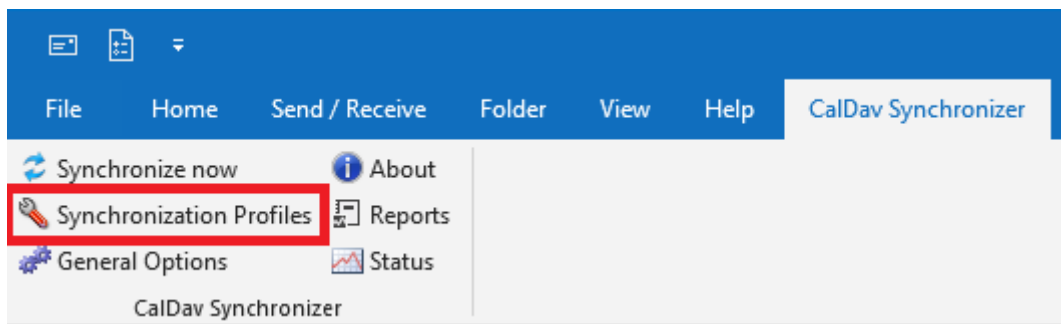
From the Outlook main window, click on **CalDav Synchronizer** from the top menu (**Figure 13**).

Figure 13



Next, click on **Synchronization Profiles** button (**Figure 14**).

Figure 14




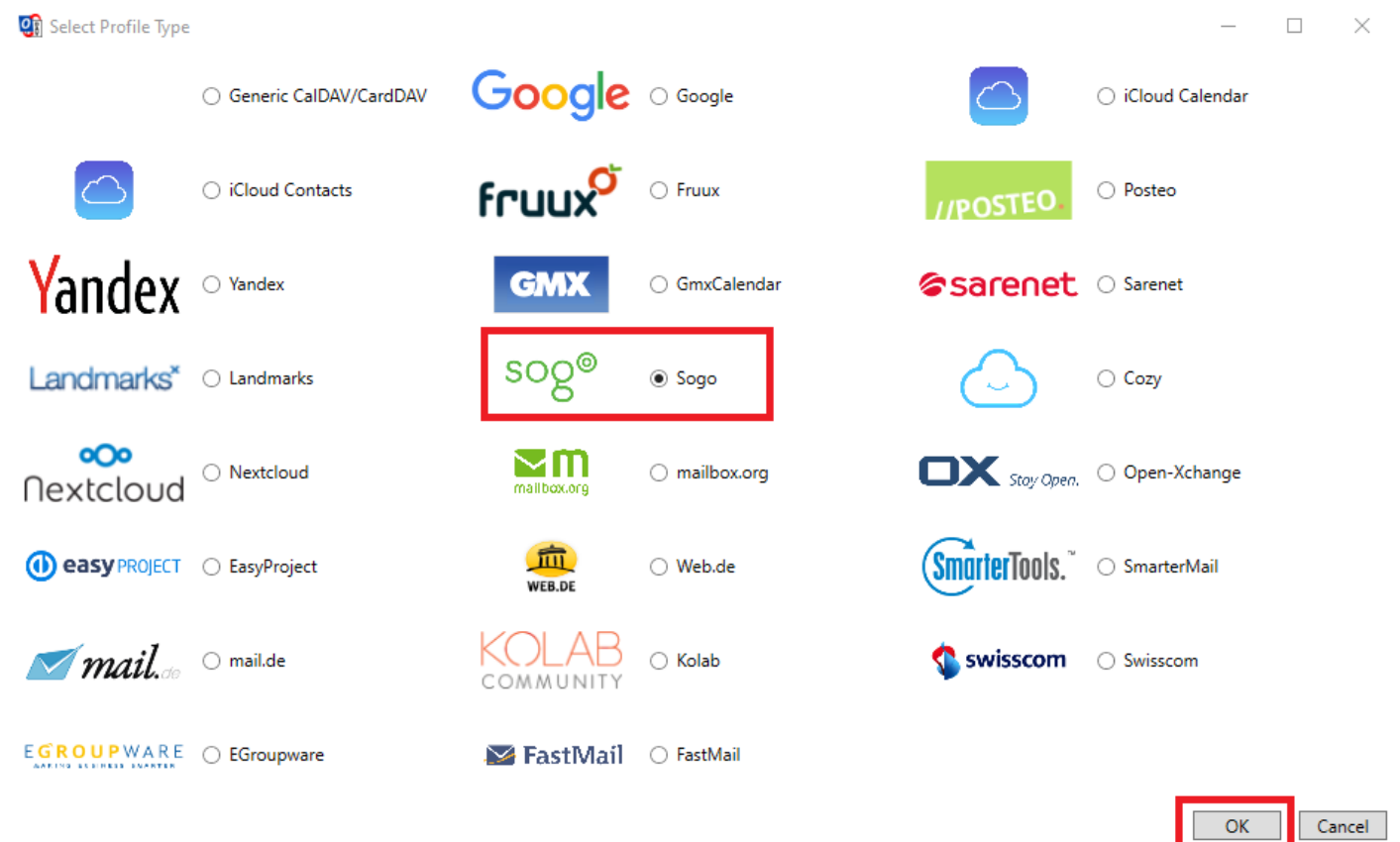
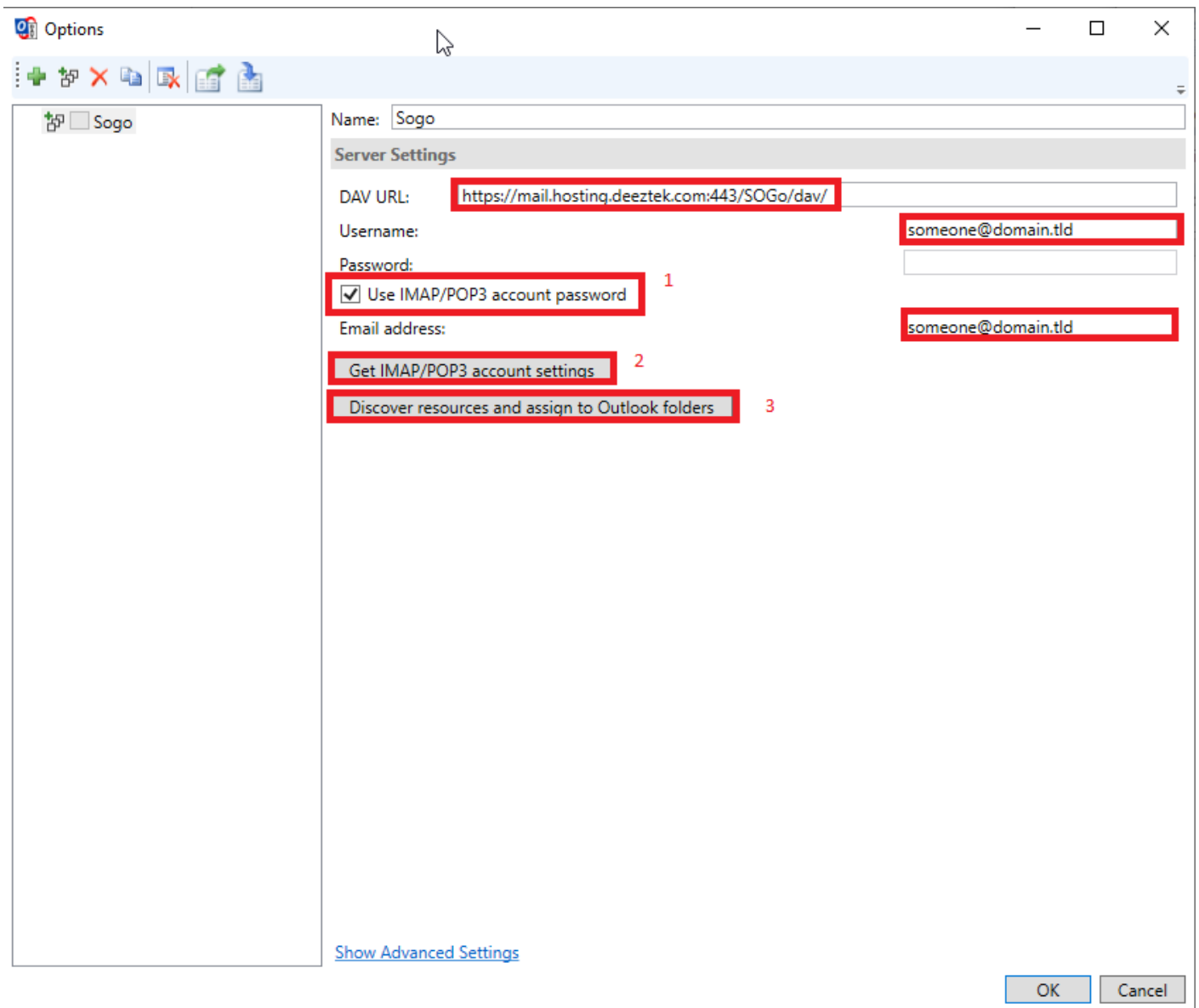
In the CalDav **Options** window, click the  (Add multiple profiles) button and in the **Select Profile Type** window, select **Sogo** and click **OK** (**Figure 15**).

Figure 15



Back in the **Options** window under **Server Settings** section, place a checkbox on **Use IMAP/POP3 account password** (1) and then click the **Get IMAP/POP3 account settings** button (2). It should automatically fill in the **DAV URL**, **Username** and **Email address** fields. Next, click on the **Discover resources and assign to Outlook folders** button (3) (**Figure 16**).

Figure 16




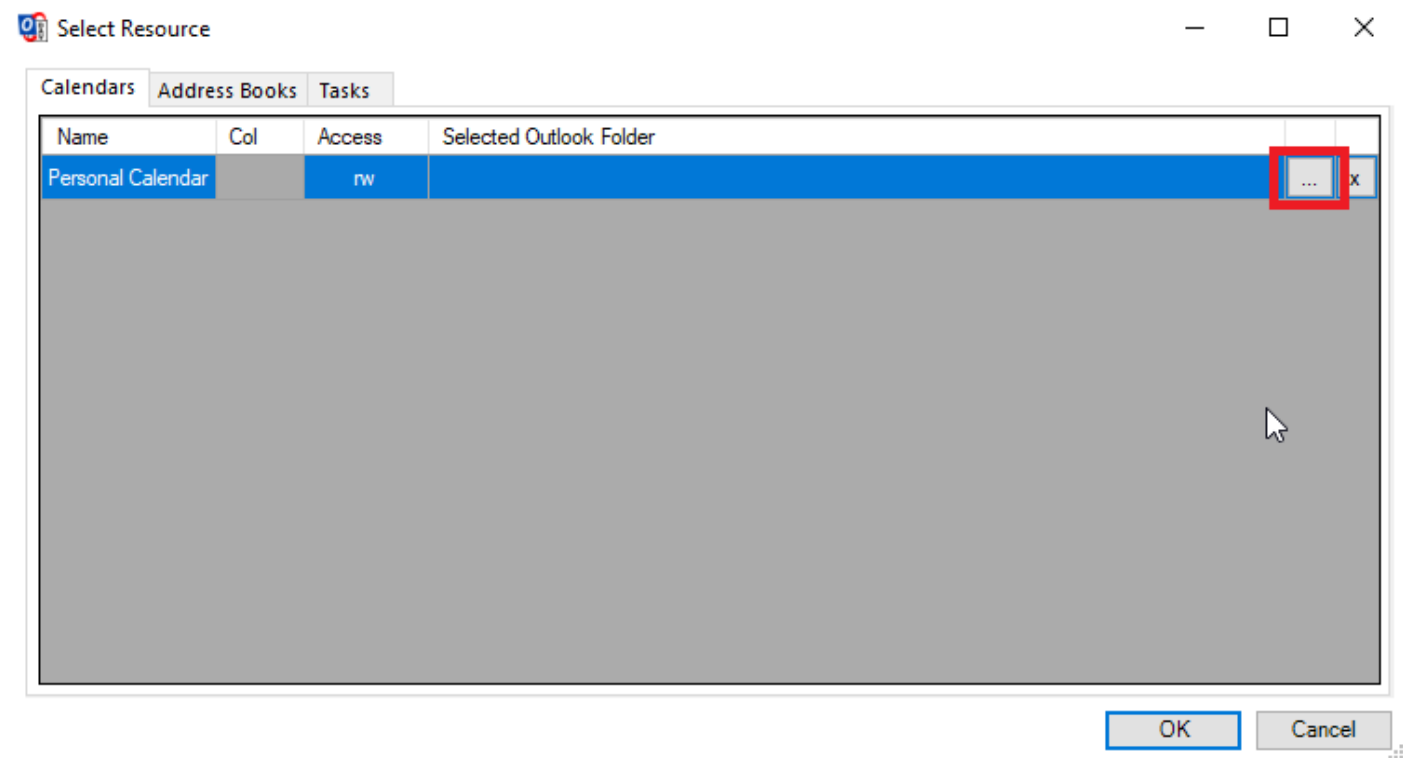
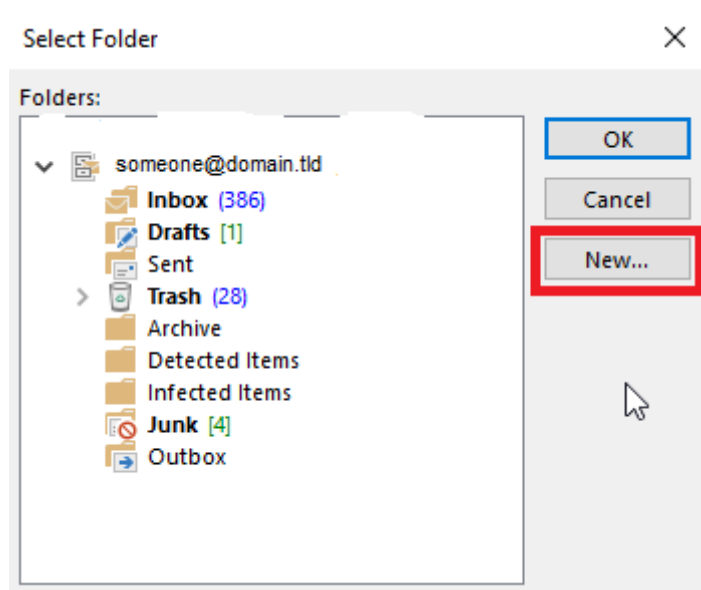
In the **Select Resource** window, in the **Calendars** tab, click the  button to the right of the **Personal Calendar** (Figure 17).

Figure 17



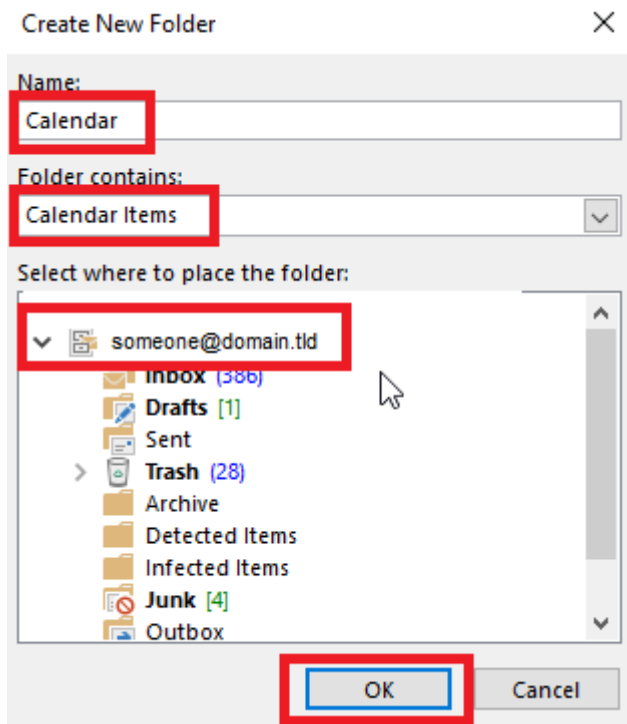
In the **Select Folder** window, click the **New...** button (**Figure 18**).

Figure 18



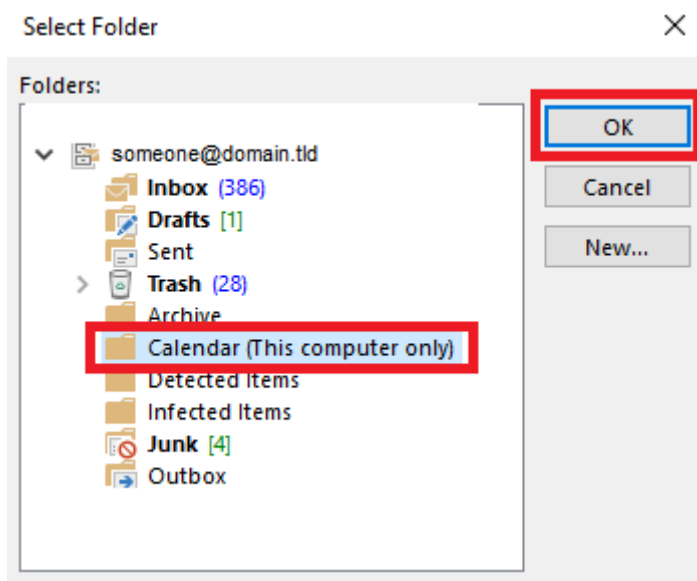
In the **Create New Folder** window, under the **Name** field enter **Calendar**, under the **Folder contains** drop-down select **Calendar Items** ensure you have selected the correct e-mail account under the **Select where to place the folder** section and click the **OK** button (**Figure 19**).

Figure 19



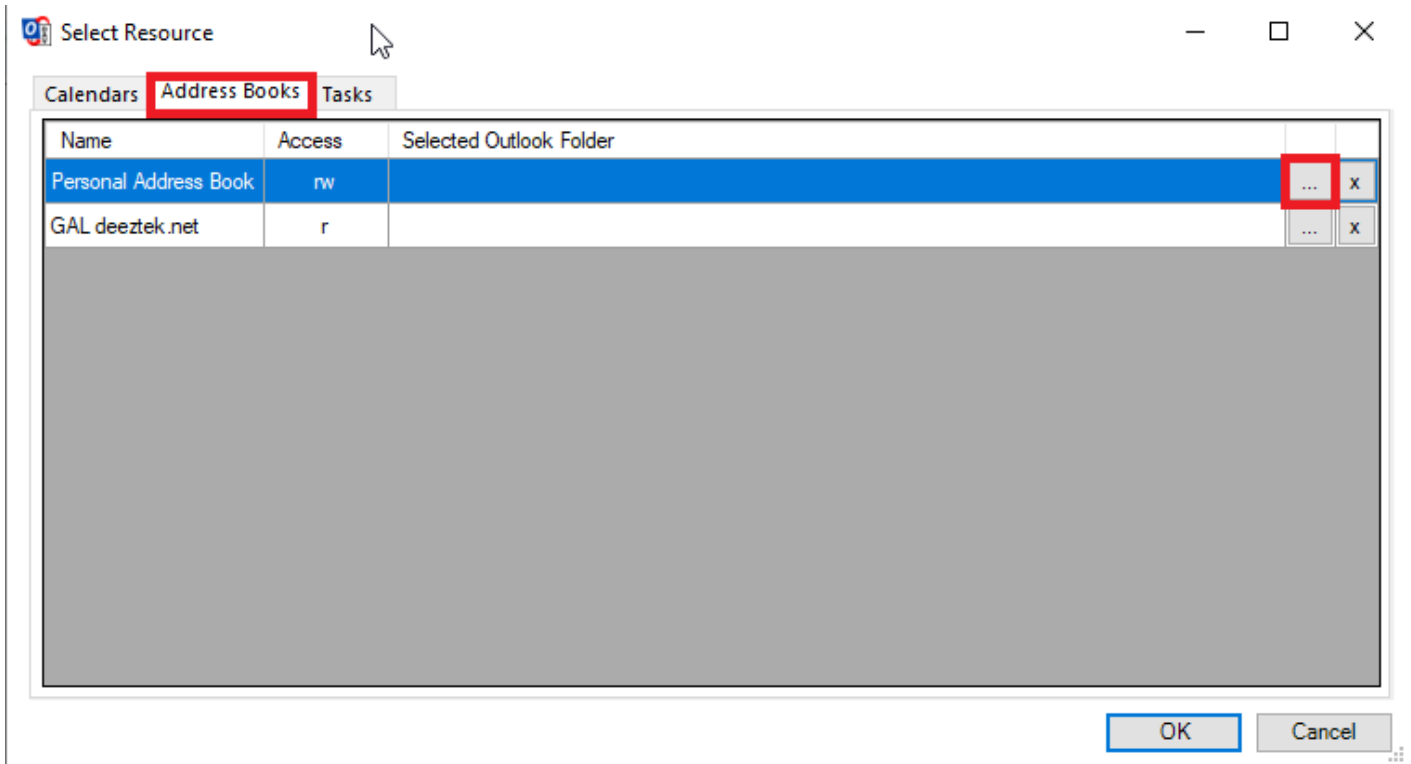
Back in the **Select Folder** window, you should have a new folder named **Calendar (This computer only)**, select it and click the **OK** button (**Figure 20**).

Figure 20



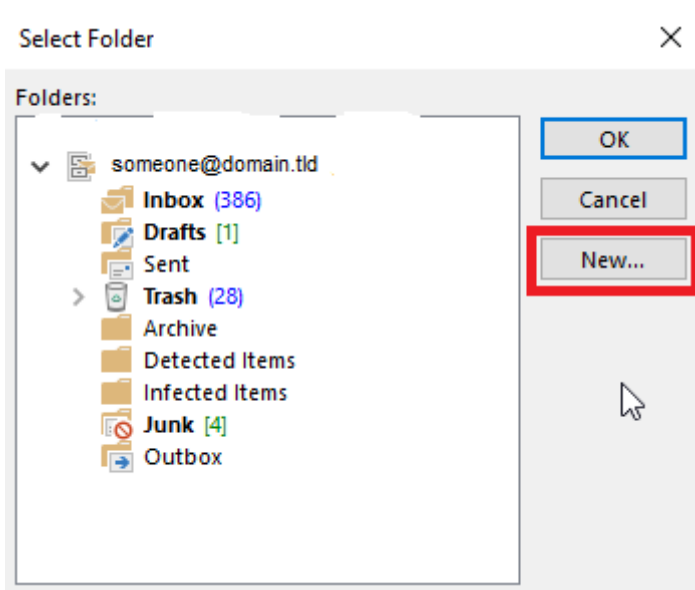
Back, in the **Select Resource** window, click the **Address Books** tab and click the  button to the right of the **Personal Address Book** (**Figure 21**).

Figure 21



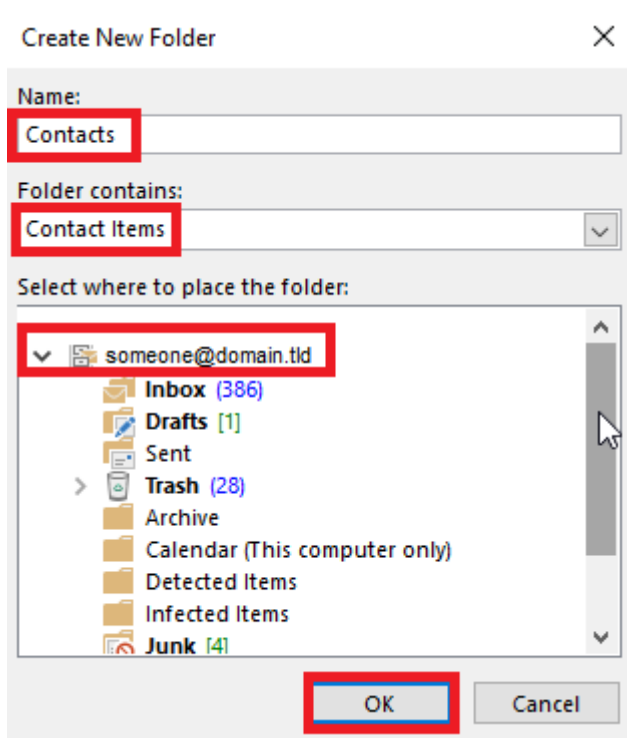
In the **Select Folder** window, click the **New...** button (**Figure 22**).

Figure 22



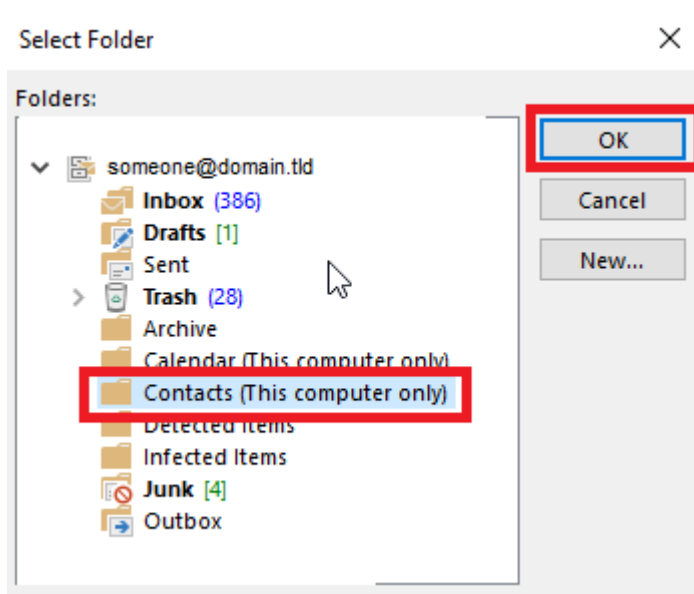
In the **Create New Folder** window, under the **Name** field enter **Contacts**, under the **Folder contains** drop-down select **Contact Items** ensure you have selected the correct e-mail account under the **Select where to place the folder** section and click the **OK** button (**Figure 23**).

Figure 23



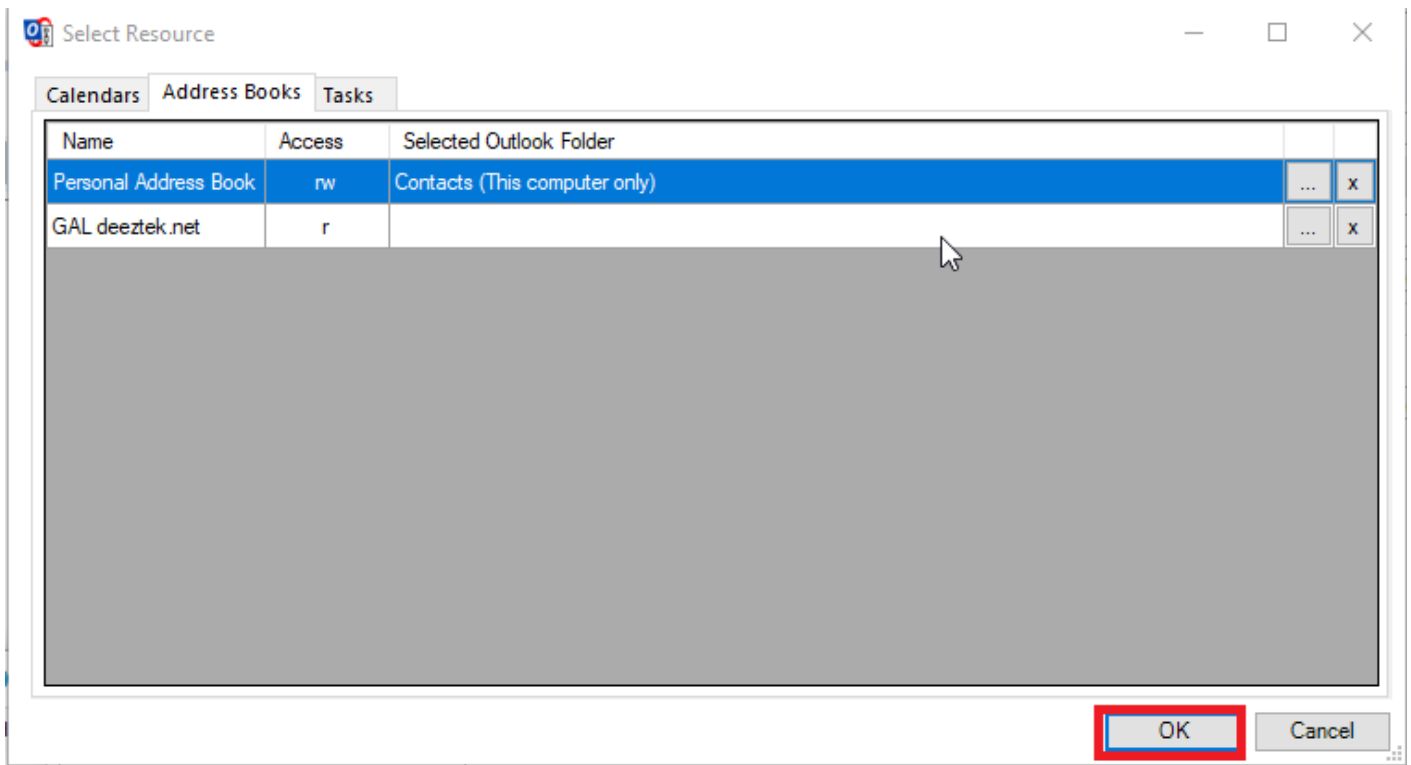
Back in the **Select Folder** window, you should have a new folder named **Contacts (This computer only)**, select it and click the **OK** button (**Figure 24**).

Figure 24



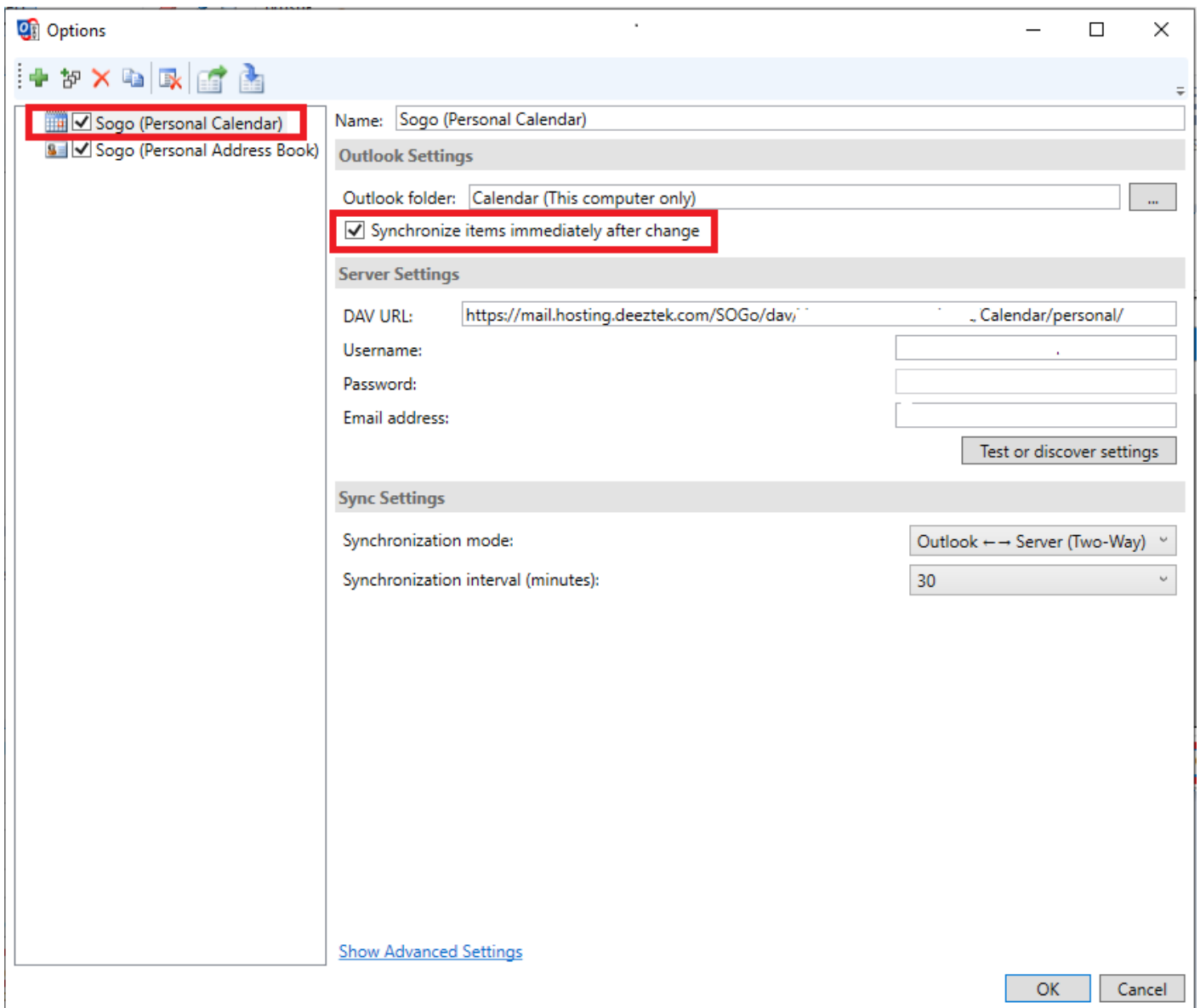
Back, in the **Select Resource** window, click the **OK** button (**Figure 25**).

Figure 25



Back in the **Options** window, select **Sogo (Personal Calendar)** on the left-hand pane and ensure you place a check mark on **Synchronize items immediately after change** on the right-hand pane (**Figure 26**).

Figure 26



Next, select **Sogo (Personal Address Book)** on the left-hand pane and ensure you place a check mark on **Synchronize items immediately after change** on the right-hand pane and click the OK button (**Figure 27**).

Figure 27

Options

Maximize

☒ Sogo (Personal Calendar)
☒ Sogo (Personal Address Book)

Name: Sogo (Personal Address Book)

Outlook Settings

Outlook folder: Contacts (This computer only) ...

☒ Synchronize items immediately after change

Server Settings

DAV URL: https://mail.hosting.deeztek.com/SOGo/dav/ ... Contacts/personal/

Username:

Password:

Email address:

Test or discover settings

Sync Settings

Synchronization mode: Outlook ↔ Server (Two-Way) v

Synchronization interval (minutes): 30 v

[Show Advanced Settings](#)

OK Cancel

Revision #5

Created 9 May 2021 16:27:13 by Dino Edwards

Updated 24 August 2021 15:20:56 by Dino Edwards