



Digierack Support Document: Outlook Email Plugin Installation

Created on 12-02-2020 by Digierack, LLC

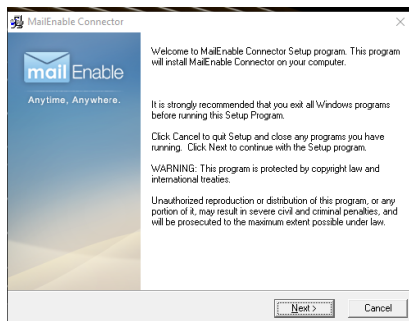
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The purpose of this document is to guide you through the installation of the Outlook plugin that will allow you to interface with our email server for services like synced calendars, contacts, and notes.

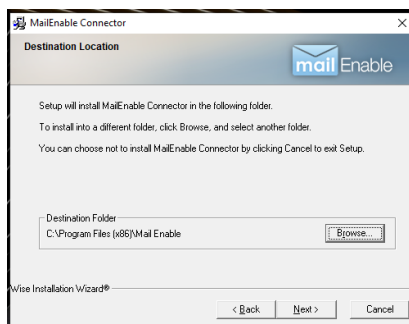
Download and install the plugin. Click [download](#)

Open the zip file and double click on "MESetup.exe"

Click next



Click Next

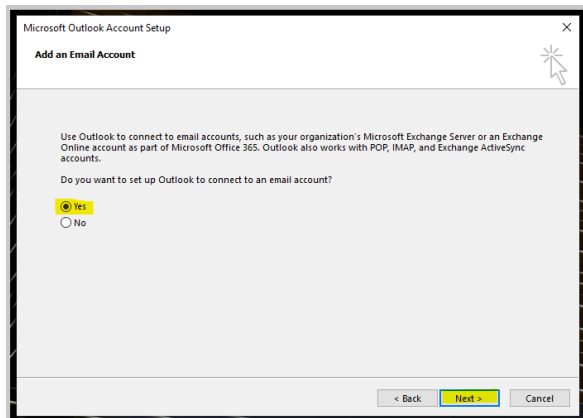
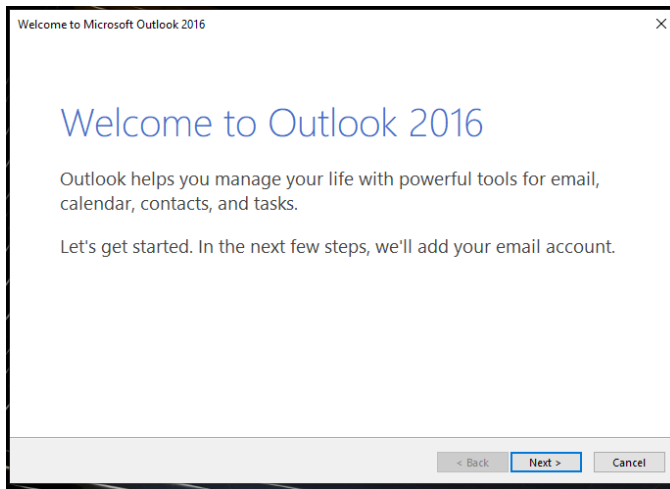


Click Finished

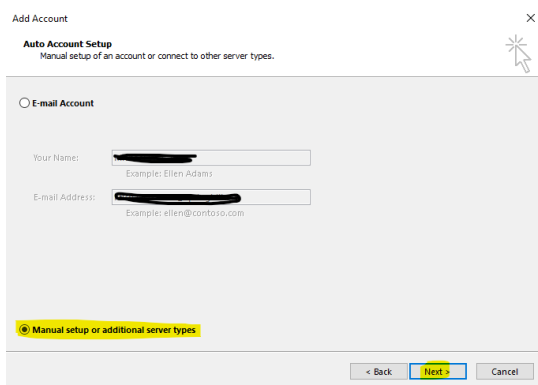
Continue to the next page

xt, launch Microsoft Outlook

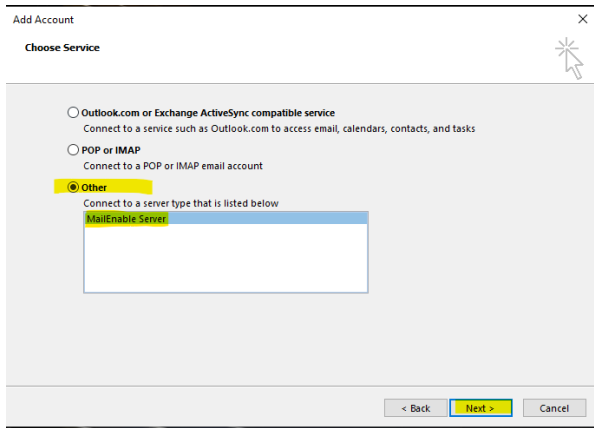
Click next



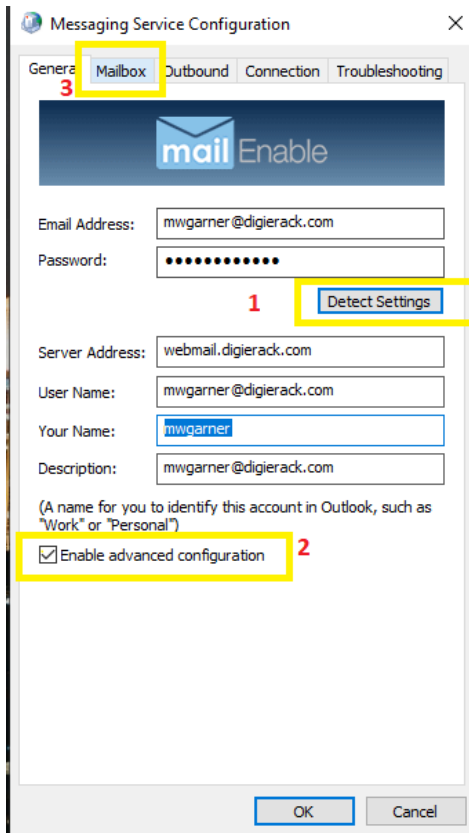
Next, you will choose the 'Manual Setup or additional server types' option and hit next



Choose 'other' and under 'connect to a server type that is listed below' you should see 'MailEnable Server' then click next.



Fill in the following, check the 'Enable advanced configuration' then hit 'Detect Settings'



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On the 'Mailbox' Tab ensure the server address (webmail.digierack.com) and port number (993) information matches below and the 'Use SSL' box is checked. Make sure you've also entered your username and password. Then click 'Resources Connections' NOTE: Skip this step If you do not currently have any shared resources, such as a shared calendar.

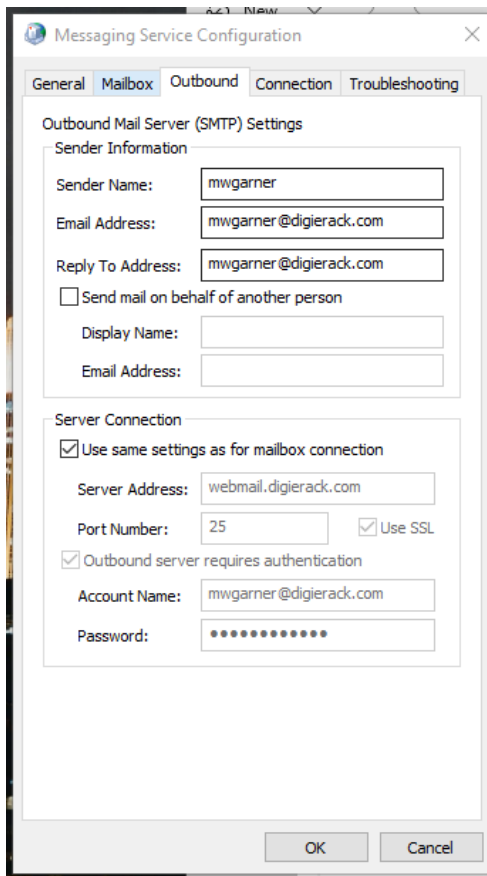
The image shows a screenshot of the 'Messaging Service Configuration' dialog box, specifically the 'Mailbox' tab. The dialog box has a title bar with a close button (X) and a standard Windows icon. Below the title bar are five tabs: 'General', 'Mailbox', 'Outbound', 'Connection', and 'Troubleshooting'. The 'Mailbox' tab is selected. The main content area contains the following elements:

- A heading: "These settings control how to connect to your mailbox."
- A 'Server Address' field containing the text "webmail.digierack.com".
- A 'Port Number' field containing the text "993" and a checked checkbox labeled "Use SSL".
- A 'User Name' field containing the text "mwigarner@digierack.com".
- A 'Password' field containing ten black dots.
- A 'Mailbox' field which is currently empty.
- A heading: "You can connect to mailbox resources to which other users have granted you access."
- A button labeled "Resource Connections..." which is highlighted with a blue border.
- An unchecked checkbox labeled "Enable public folders".
- An unchecked checkbox labeled "Enable server hosted file access".

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

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On the 'Outbound' tab, make sure the sender name matches that of your email address as seen below. The server connection 'Use same settings as for mailbox connection' should be checked then hit OK.



The screenshot shows the 'Messaging Service Configuration' dialog box with the 'Outbound' tab selected. The 'Outbound Mail Server (SMTP) Settings' section is visible, containing two main groups: 'Sender Information' and 'Server Connection'.

Sender Information:

- Sender Name: mwgarnar
- Email Address: mwgarnar@digierack.com
- Reply To Address: mwgarnar@digierack.com
- Send mail on behalf of another person
- Display Name: (empty)
- Email Address: (empty)

Server Connection:

- Use same settings as for mailbox connection
- Server Address: webmail.digierack.com
- Port Number: 25 Use SSL
- Outbound server requires authentication
- Account Name: mwgarnar@digierack.com
- Password: (masked with dots)

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

That's it! Open Outlook and your email should begin to sync.