Outlook

This guide is provided to help you configure Microsoft Outlook to access the email, address book and calendar services offered by USA Boxmail.

Once properly configured, your e-mails, address books, and calendars in Webmail will always be in sync with Microsoft Outlook. New contacts or events created in Webmail will also be visible on Outlook and vice versa.

Note

If you need to set up your email account using Microsoft® Exchange ActiveSync, go to related guide.

Essentials

- An active mailbox on USA Boxmail;
- One domain with Professional or Enterprise plan to access the Address Book and Calendar sharing services;
- Microsoft Outlook (version 2016 or higher, downloadable here);
- Plugin CalDAV Synchronizer (downloadable here).

Compatibility

There are no minimum requirements for using Outlook exclusively as an email client configured in POP/IMAP and SMTP. To access calendars and address book on Outlook, we recommend using Outlook 2016 version or later. Furthermore, the CalDAV Synchronizer plugin must be updated to the latest version.

Note: Access to the Address Book and Calendar sharing services is only available for domains with a Boxmail Professional or Boxmail Enterprise plan.

Email configuration

To configure the USA Boxmail email account, you need to use the POP or IMAP protocols for receiving incoming email, and SMTP for sending outgoing email.

- Click on **File** menu;
- Click on **Add account** button;
- A window will appear on the screen. Enter the email address to configure;
- Click on **Advanced options** and check **Let me set up my account manually**;
- Proceed by clicking on **Connect**;
- Select **IMAP** from the available options.

In the screen that will open, you need to configure parameters as shown below:

Incoming mail

- Server: **imap.usaboxmail.com**
- Port: **993**
- Encryption method: **SSL/TLS**

Outgoing mail

- Server: **smtp.usaboxmail.com**
- Port: **465**
- Encryption method: **SSL/TLS**

Once the parameters are set, confirm by clicking on the **Next** button.

- Enter the email account password;
- Click on **Connect**;
- Confirm the insertion of the new email account by clicking **Done**.

Calendar and Address Book configuration

To enable synchronization and share feature of the address book and calendar on the USA Boxmail platform, you need to install the Outlook plugin provided through the link in the Essential section on this page.

Once the plugin has been downloaded, unzip the zip file, double-click on the Setup file in the folder and complete the installation procedure. At the end of the procedure, you need to open Outlook or restart the program, if it was open already.

After restarting Outlook, you need to follow the next steps:

- Click on **CalDav Synchronizer** tab;
- Open **Synchronization Profiles**;
- Click on the second icon (green + with white squares);
- In the window that will open on screen, check the item **Sogo** and confirm by clicking on the Ok button.

Once this is done, a window will appear asking you to fill in the fields related to the configuration of the connection to the USA Boxmail platform.

- Name: choose a profile name;
- DAV URL: https://dav.usaboxmail.com/SOGo/dav/;
- Username: the email address of the account to be configured;
- Password: the password for the account to be configured;
- Email address: the email address configured in Outlook.

After these fields are completed, search for calendars and address books on the server by clicking on **Discover resources and assign to Outlook folders.**

In the window that will open on the screen, it will be possible to choose or create folders where

corresponding to each resource found. If new folders are created, you must make sure that the folder content is correct (Calendar-type or contact-type elements).

Once the folders' configuration is finished, you can specify the interval (in minutes) for automatic synchronization of your resources (basic synchronization is set at 30 minutes), and other preferences. Confirm by clicking on the Ok button.

To process a first synchronization:

- Click on **CalDav Synchronizer** tab;
- Click on **Synchronize now**.

Online URL: https://help.usaboxmail.com/article/outlook.html

you can save the contacts/calendars found by the plugin. To do this, click on the Other icon