# **Division** Name

How to Set Up E-mail in Microsoft Outlook 2013 -2016





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#### Introduction

This guide takes you step-by-step through the process of setting up a new email account in Microsoft Outlook 2013 – 2016.

Note: This guide defaults to IMAP and No SSL.

#### Which Setup do I Use?

Microsoft Outlook's **Auto Account Setup** option is the recommended option to use, as it is quick and easy.

However, if you want to use **POP**, or if this is a new hosing account and domain propagation has not been completed, you need to use **Manual setup**.

#### Auto Account Setup

- 1. Launch the Microsoft Outlook application.
- 2. From the File menu, select **Info > Add Account**.

E	
Info	Account Information
Open & Export	
Save As	
Save Attachments	
Print 	Account Settings Account Settings •
Office Account	
Options	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Items and archiving.
Exit	Tools *

3. Enter your details in the Auto Account Setup screen, and click Next.



Securi	ty Ale	rt 🔀		
	exan	nple.com		
	Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.			
	<ul> <li>The security certificate is from a trusted certifying authority.</li> </ul>			
	~	The security certificate date is valid.		
	×	The name on the security certificate is invalid or does not match the name of the site.		
	Do yo	ou want to proceed?		
		Yes No View Certificate		

4. Enter your information on the Auto Account Setup page, and click Next.

Auto Account Setu Outlook can auton	natically configure many email accounts.		×
E-mail <u>A</u> ccount			
<u>Y</u> our Name:	Name Surname Example: Ellen Adams		
<u>E</u> -mail Address:	name@example.com Example: ellen@contoso.com		
Password: Retype Password:	*****		
inc <u>u</u> pe rassinora.	Type the password your Internet sen	rice provider has given you.	
Manual setup or a	dditional server types		
		< Back Next >	Cancel

If you receive a security alert message, click the Yes button to continue.





If the following warning appears, click Allow.

Micro	soft Outlook
ð	Allow this website to configure example.com server settings?
	https://mailconfig.konsoleh.co.za/autodiscover/autodiscover.xml
	Your account was redirected to this website for settings. You should only allow settings from sources you know and trust.
	Don't ask me about this website again
	Allow Cancel

Outlook will automatically configure your account as an IMAP account with all the correct settings.

If there is a problem with the ato setup, you can configure the account manually.



### **Manual Account Setup**

If you prefer to use POP, or your domain has not propagated yet, you need to set up the account manually.

- 1. Launch the Microsoft Outlook application.
- 2. From the File menu, select Info > Account Settings > Add Account.
- 3. In the Add Account box, select Manual Setup or additional server types and click **Next**. .



4. Select POP or IMAP and click Next.

dd Account	
Choose Service	X
Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail	
Outlook.com or Exchange ActiveSync compatible service	
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks	
Connect to a POP or IMAP email account	

The Add Account form is displayed.



User Information		Test Account Settings
Your Name:	Name Surname	We recommend that you test your account to ensure the
Email Address:	name@example.com	the entries are conect.
Server Information		Test Account Settings
Account Type:	POP3	Automatically test account settings when Nevt
Incoming mail server:	mail.example.com	is clicked
Outgoing mail server (SMTP):	smtp.example.com	Deliver new messages to:
Logon Information		New Outlook Data File
User Name:	name@example.com	Existing Outlook Data File
Password:	******	Browse
Reguire logon using Secur (SPA)	emember password e Password Authentication	More Settings

- Make sure that you enter the entire email address as the user name.
- For **new** hosing accounts, you can use the IP address instead of the incoming and outgoing mail servers until propagation has been completed.
- 5. Click the **More Settings...** button.

Internet E-mail Settings	×
General Outgoing Server Advanced	
My outgoing server (SMTP) requires authentication	
Our of the same settings as my incoming mail server	
O Log on using	
User Name:	
Password:	
Remember password	
Require Secure Password Authentication (SPA)	

- Click the Outgoing Server tab and ensure that the My outgoing server (SMTP) requires authentication checkbox is selected, as well as Use same settings as my incoming mail server
- 7. Click the **Advanced** tab. Ensure that your settings are as displayed below for either IMAP or POP.



Canvas Dart Numbers		
Server Port Numbers		
Incoming server (IMAP): 143	Use Defaults	
Use the following type of er	ncrypted connection:	None 🗸
Outgoing server (SMTP): 587		
Use the following type of er	ncrypted connection:	None 🗸
Server Timeouts		
Short Long	1 minute	
Folders		
Root folder path:		
Sent Items		
Do not save copies of sent it	ems	
Deleted Items		
Mark items for deletion but	do not move them aut	omatically
Items marked for deletion w the items in the mailbox are	ill be permanently del purged.	eted when
Purge items when switching	folders while online	

- For POP settings: **Incoming** server is **110**, for IMAP **143**, and **Outgoing** server is **587**
- Make sure that the "This server requires an encrypted connection (SSL)" checkbox is **not** ticked.
- Use the following type of encrypted connection must be "None".
- 8. Click **OK** to save the settings and return to the Wizard.
- 9. Click Next. When the Test settings have completed, click Close.

ly. Click Close to	Stop
	Close
Status	
✓ Log onto incoming mail server (POP3) Completed	
✓ Send test e-mail message Completed	
	ly. Click Close to Status Completed Completed

Congratulations! You have manually set up your Outlook account to send and receive email.