

**Division
Name**

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





Contents

Introduction	2
Auto Account Setup.....	2
Manual Account Setup.....	5



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**.

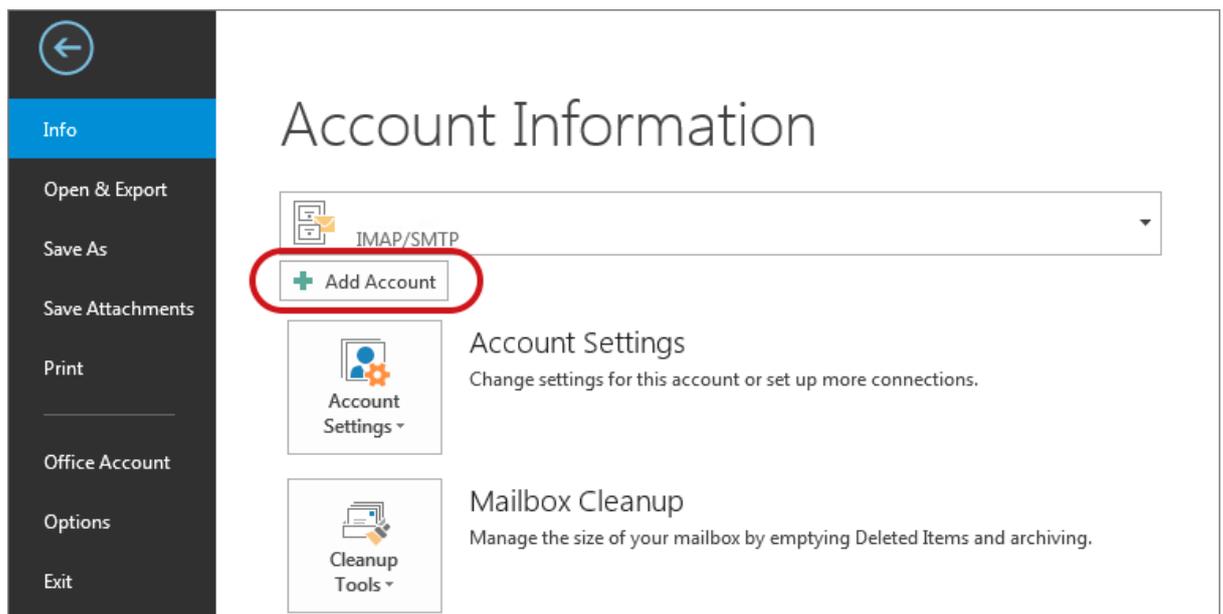
Which Setup do I Use?

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

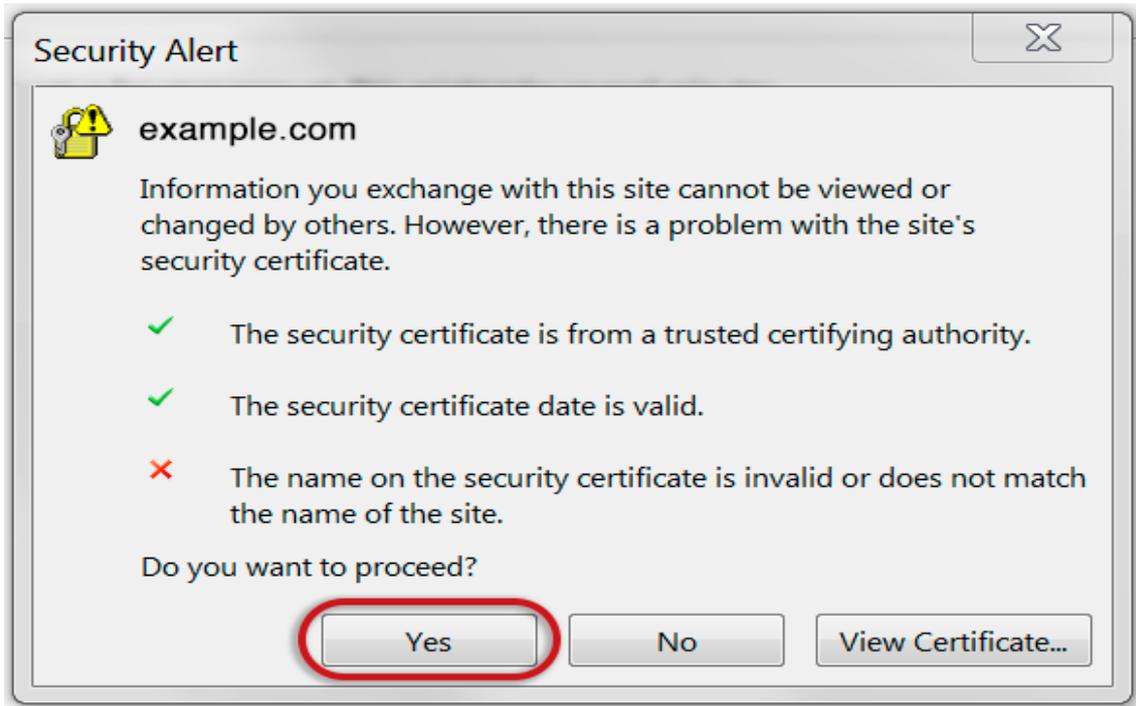
However, if you want to use **POP**, or if this is a new hosting account and domain propagation has not been completed, you need to use **Manual setup**.

Auto Account Setup

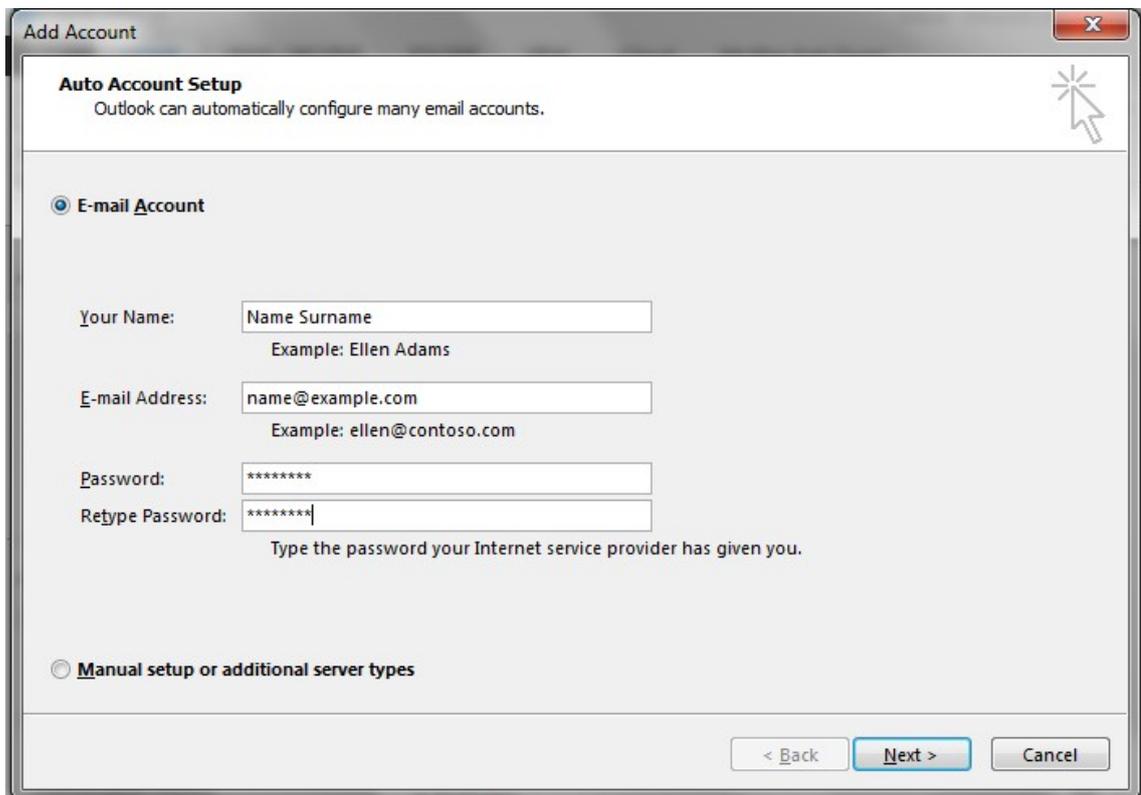
1. Launch the Microsoft Outlook application.
2. From the File menu, select **Info > Add Account**.



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



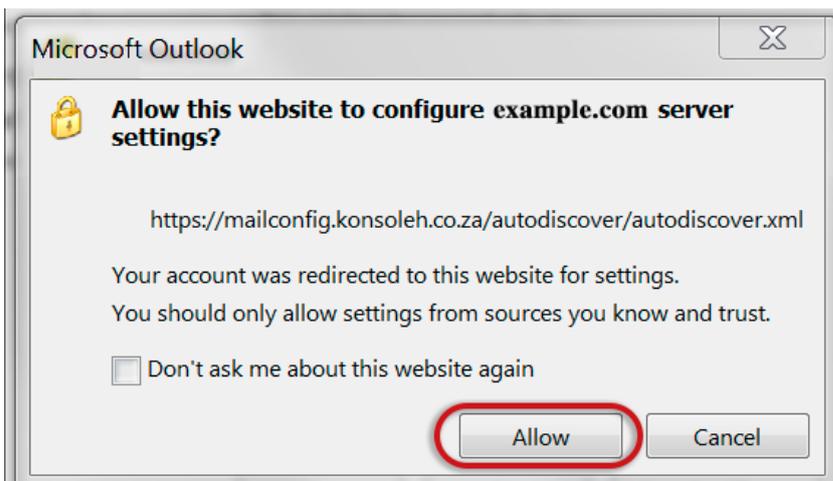
4. Enter your information on the Auto Account Setup page, and click Next.



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



If the following warning appears, click **Allow**.



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

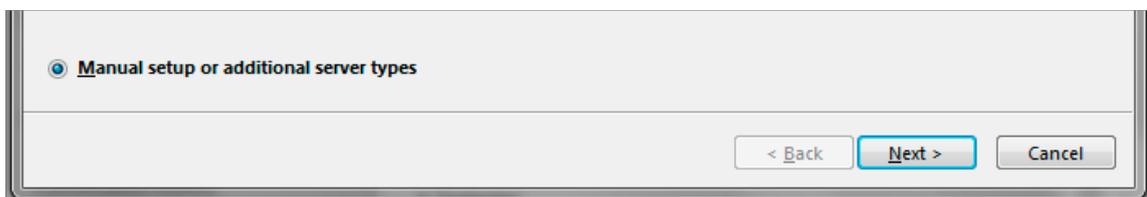
If there is a problem with the ato setup, you can configure the account manually.



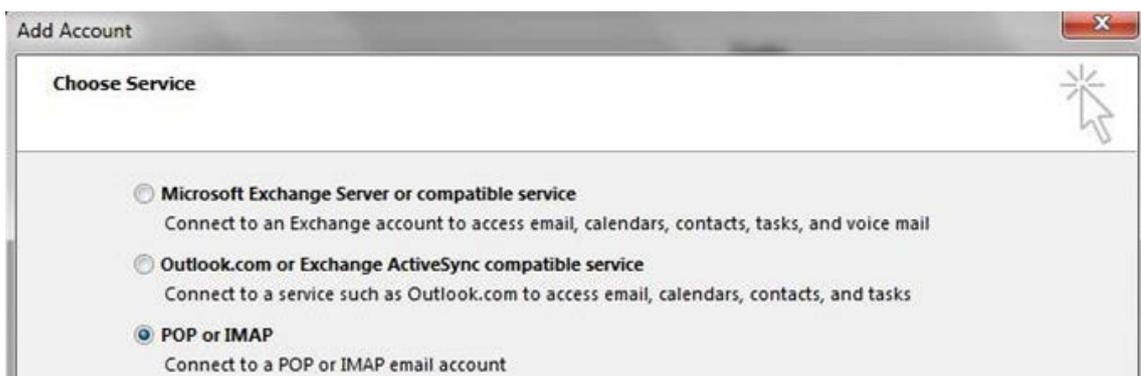
Manual Account Setup

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**.



The Add Account form is displayed.



- Make sure that you enter the entire email address as the user name.
- For **new** hosting 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.

6. 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.



Internet E-mail Settings

General | Outgoing Server | **Advanced**

Server Port Numbers

Incoming server (IMAP): 143 Use Defaults

Use the following type of encrypted connection: None

Outgoing server (SMTP): 587

Use the following type of encrypted connection: None

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

- 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**.

Test Account Settings

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

Stop

Close

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

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