

# Clients - Outlook

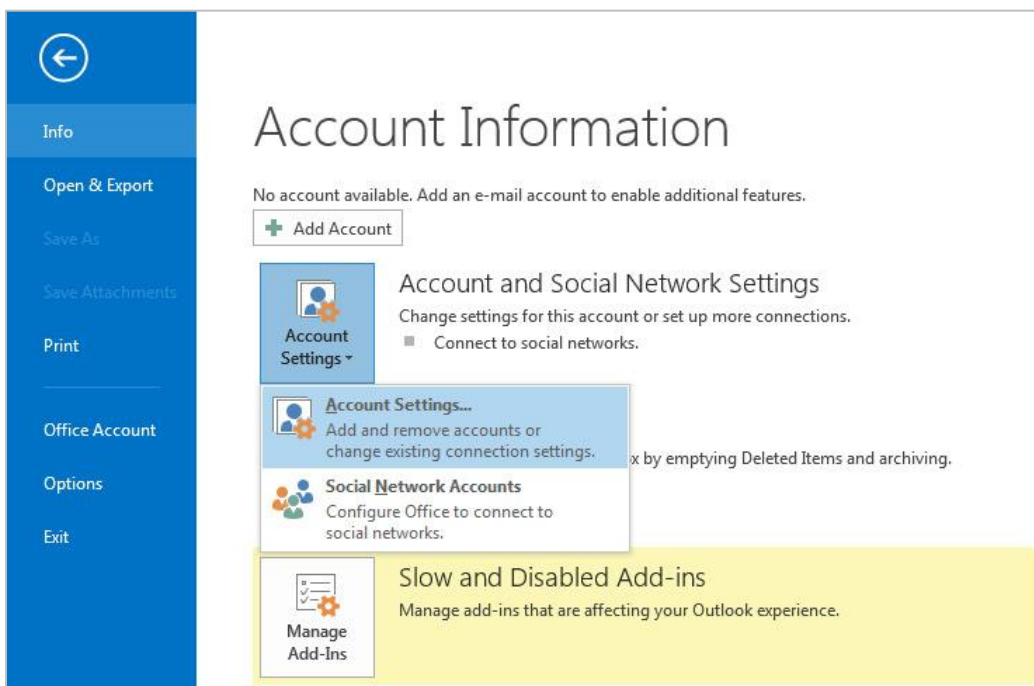
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This documentation explains how to set up your email account in Outlook 2013. Previous versions of Outlook are configured in a similar manner.

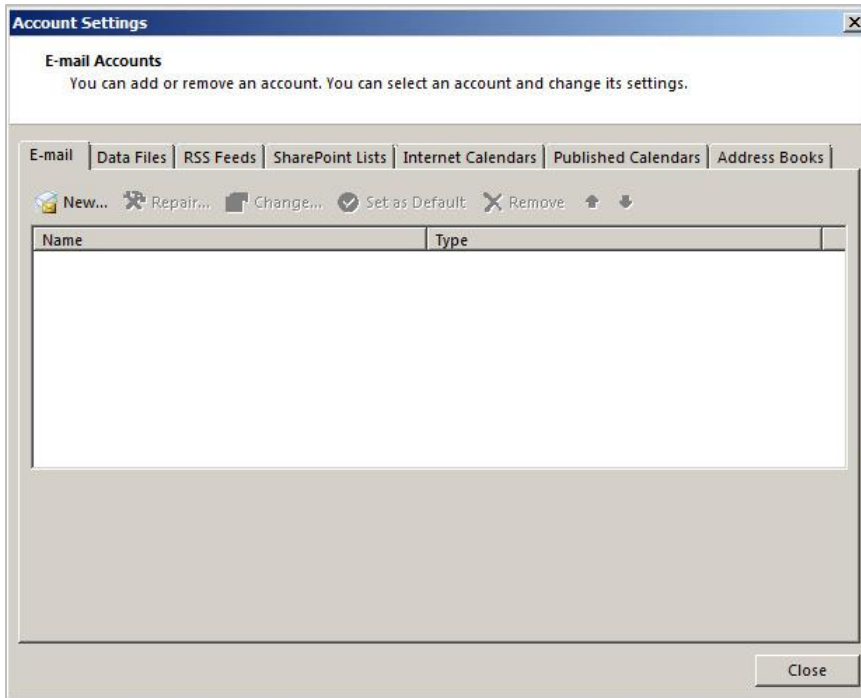
1. Open Outlook.



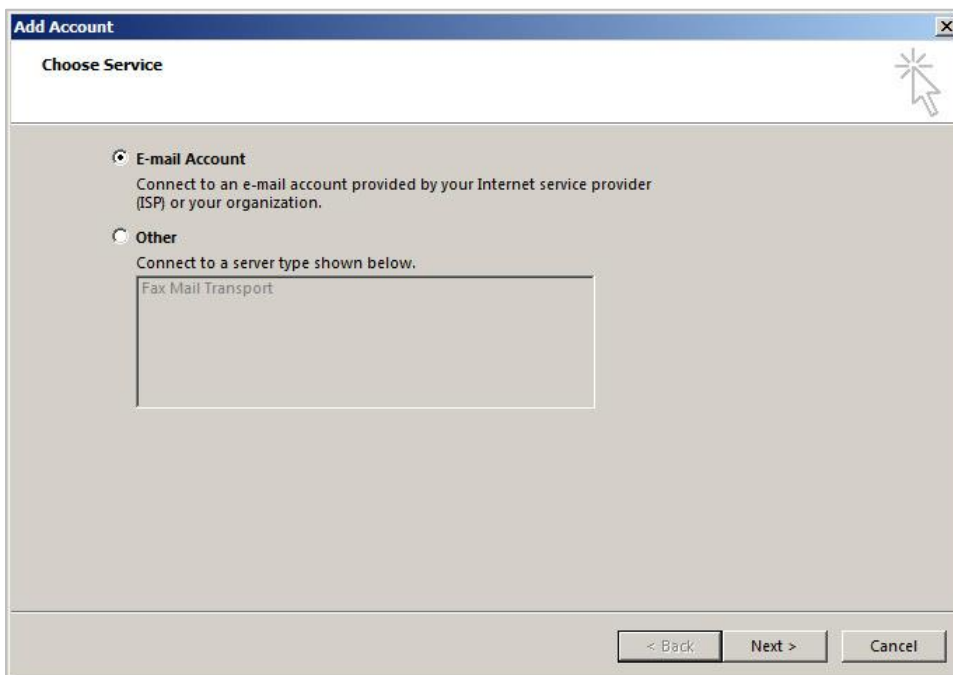
2. Go to **File**, click the **Account Settings** box and select **Account Settings** from the menu that appears.



3. While on the Email tab of the Account Settings dialog box click **New**.



4. If the Choose Service dialog box appears select **E-mail Account** and click **Next**.



5. Select **Manual setup or additional server types** and click **Next**.

**Add Account**

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail 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

6. Select **POP or IMAP** and click **Next**.

**Add Account**

**Choose Service**

**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

**POP or IMAP**  
Connect to a POP or IMAP email account

**Other**  
Connect to a server type that is listed below

Fax Mail Transport

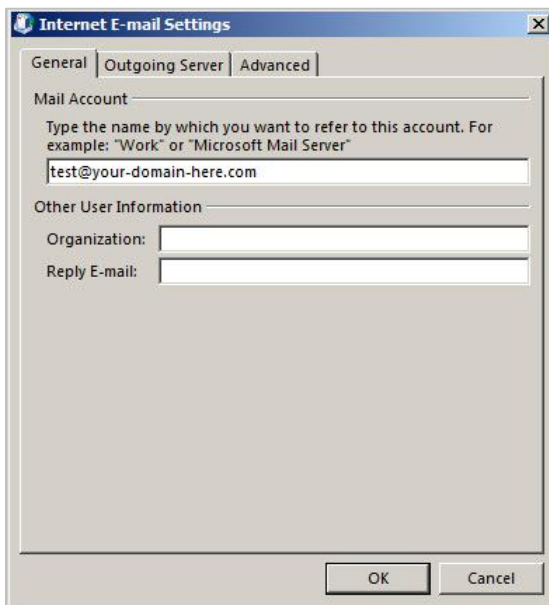
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7. Enter your Account Settings; **User Information:** Your Name – Your first and last name. Email Address – Your full email address. **Server Information:** Account Type – POP3 or IMAP. Incoming and Outgoing mail servers should both be set to **mail.yourdomain**

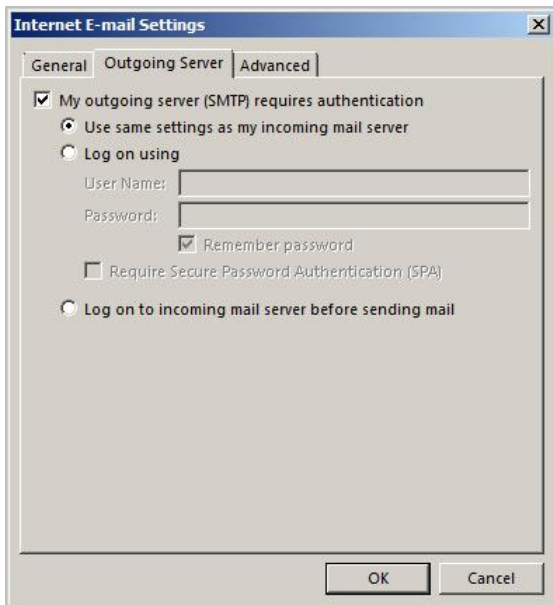
8. **Logon Information:** User Name – Your full email address. Password – Your password.



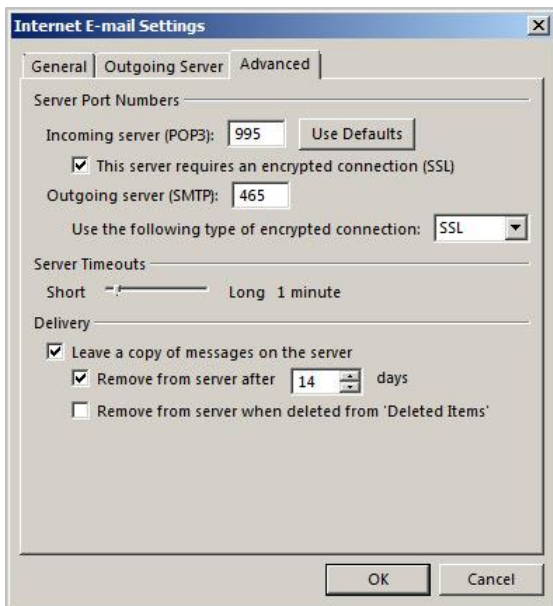
9. Click **More Settings** at the bottom right.



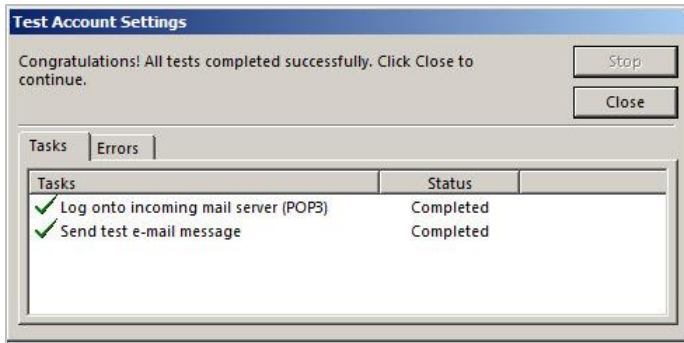
10. Select the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and **Use same settings as my incoming mail server**.



11. Select the **Advanced** Tab. Check **This server requires an encrypted connection (SSL)** under Incoming server. Select **SSL** from the dropdown box next to **Use the following type of encrypted connection** beneath Outgoing Server. Outlook should adjust the incoming server port number accordingly but you may need to change the outgoing server port number to **465** manually if you choose to use SSL. Click **OK**.



12. Click **Next**. Outlook will test your account settings.



13. If you receive an **Internet Security Warning** click **Yes**. Click **Close**.



14. Click **Finish**.

If you need to go back into your account to make changes simply highlight the account in the Account Settings dialog box, click **Change** and refer back to Step 7.