Clients - Outlook

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.

Account Settings		×
E-mail Accounts You can add or remove an acco	ount. You can select an account and change its	settings.
E-mail Data Files RSS Feeds Sh	arePoint Lists Internet Calendars Published	I Calendars Address Books
🍯 New 🛠 Repair 🔳 Char	nge 🥝 Set as Default 🗙 Remove 🔹	
Name	Туре	
<u></u>		
		Close

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

d Account		
Choose Ser	vice	×
¢	E-mail Account Connect to an e-mail account provided by your Internet service provider (ISP) or your organization.	
C	Other	
	Connect to a server type shown below.	
	< Back	Next > Cancel

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

E-mail Account		
Your Name:		
E-mail Address:	Example: Ellen Adams	
I	Example; ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you.	
Manual setup or ad	ditional server types	

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

l Account Choose Service	米
C Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail	. 0
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	
C Other Connect to a server type that is listed below	
Fax Mail Transport	
)	
< Back Next >	Cancel

- 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.

User Information		Test Account Settings
Your Name: Email Address:	Your Name Here	We recommend that you test your account to ensure that the entries are correct.
Server Information Account Type: Incoming mail server:	POP3	Test Account Settings
Outgoing mail server (SMTP):	art.arts-spark.com	is clicked Deliver new messages to: New Outlook Data File
User Name:	test@your-domain-here.con	C Existing Outlook Data File
Require logon using Secu (SPA)	emember password re Password Authentication	More Settings

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

ieneral Ou	tgoing Server Advanced
Mail Accoun	t
Type the n example: "	ame by which you want to refer to this account. For Work" or "Microsoft Mail Server"
test@you	r-domain-here.com
Other User I	nformation
Organizati	on:
Reply E-ma	ail:
10.7	· · · ·

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

ternet t-mail Settings	
Seneral Outgoing Server Advanced	
 My outgoing server (SMTP) requires auther Use same settings as my incoming mail 	ntication server
C Log on using	
User Name:	
Password:	
🔽 Remember password	
📕 Require Secure Password Authentic	ation (SPA)

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**.

Genera	I Outgoing Server Advanced
Server	Port Numbers
Incor	ning server (POP3): 995 Use Defaults
Outo	This server requires an encrypted connection (SSL)
U	se the following type of encrypted connection:
Server	Timeouts
Shor	t Long 1 minute
Deliver	у
▼ L	eave a copy of messages on the server
F	Remove from server after 14 - days
Г	Remove from server when deleted from 'Deleted Items'

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



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

tiook is testin	g the account settings you enti-	ered.	Stop
			Close
asks Errors			
Tasks		Status	
Log onto in Send test e	ncoming mail server (POP3) e-mail message	In Progress	
Int	arnat Security Warning		and a second sec
	ennet becomey warming		×
	The server you are connected that cannot be verified.	ed to is using a security cer	tificate
	The server you are connected that cannot be verified. The target principal name is	ed to is using a security cer incorrect.	tificate
	The server you are connected that cannot be verified. The target principal name is	ed to is using a security cer incorrect. Certificate	tificate

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.