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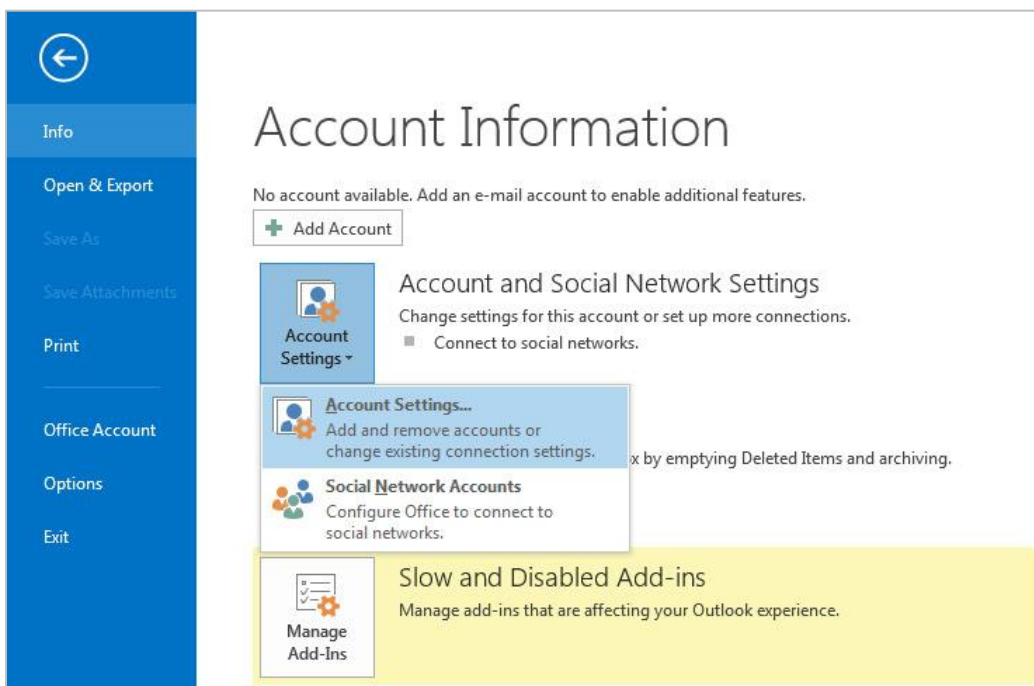
This documentation explains how to set up your email account in Outlook 2013. Previous versions of Outlook are configured in a similar manner.
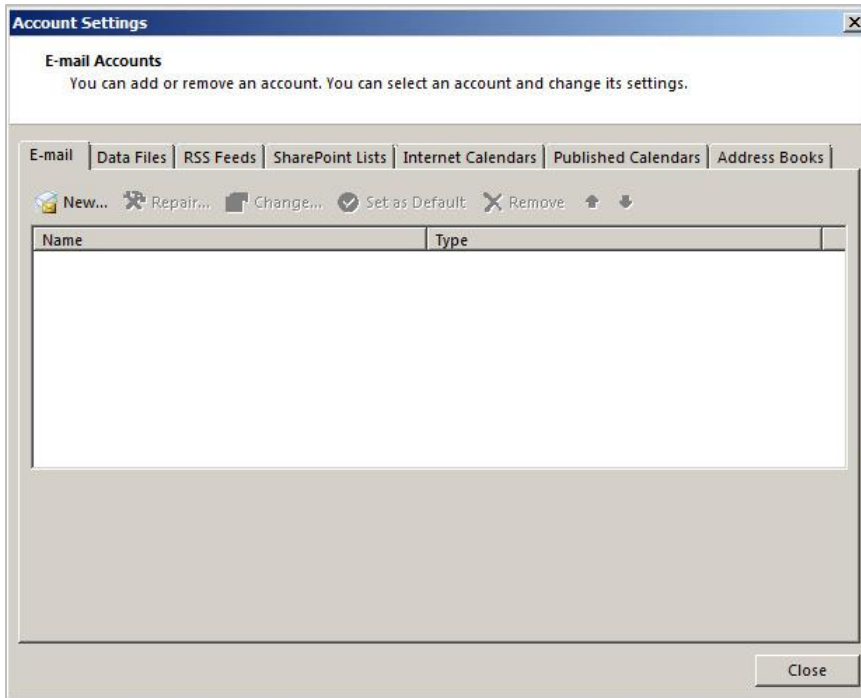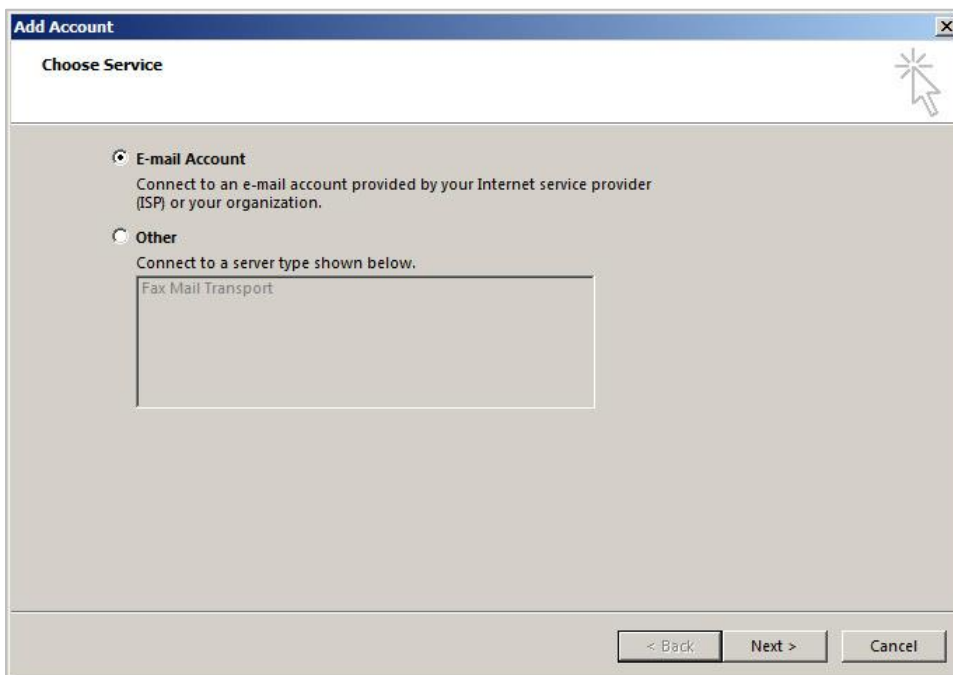
1. Open Outlook.

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**.

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**.

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

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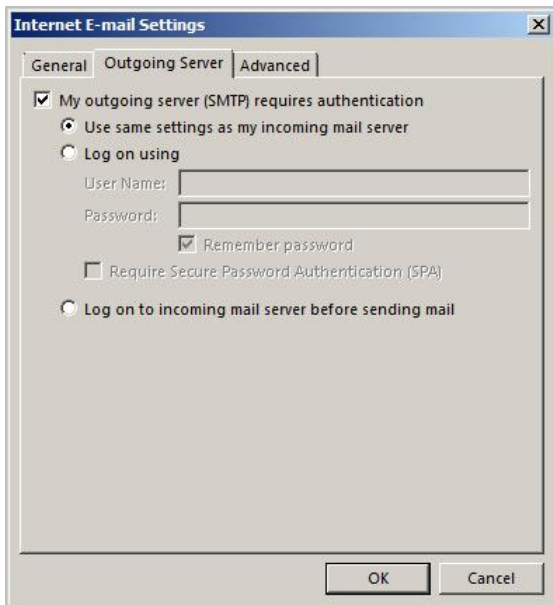
8. **Logon Information**: User Name – Your full email address. Password – Your password.

9. Click **More Settings** at the bottom right.
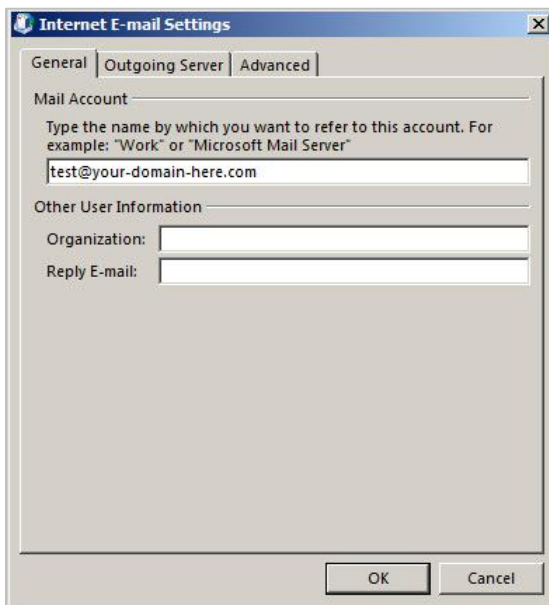
10. Select the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and **Use same settings as my incoming mail server**.

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**.
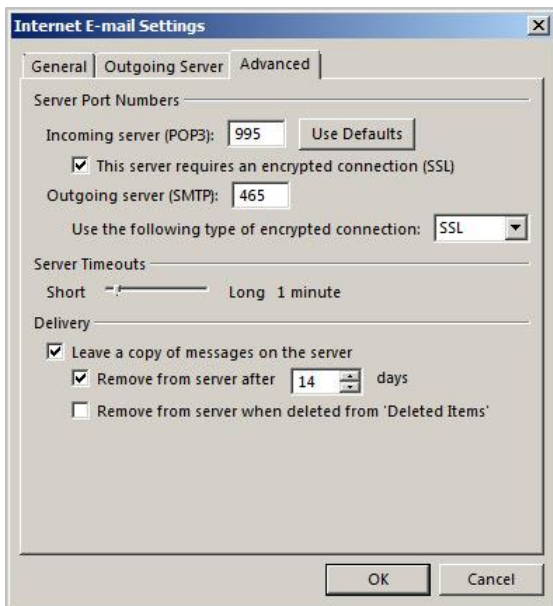
12. Click **Next**. Outlook will test your account settings.
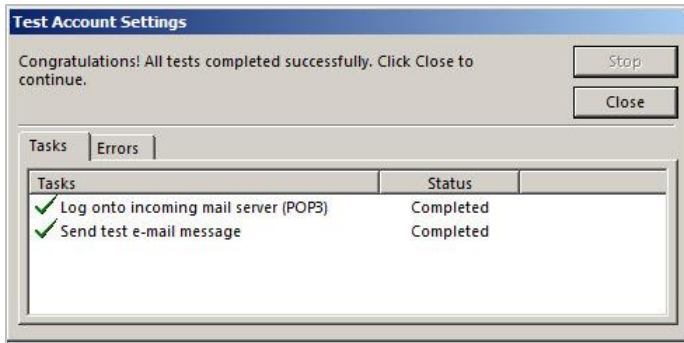
13. If you receive an **Internet Security Warning** click **Yes**. Click **Close**.

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.