

Setting E-mail Account On Outlook 2013 / 2016

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Created On: 16 Dec 2015 1:19 AM

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How do I set up Outlook 2016?

Step 1:

Open Outlook and select **Manual setup or additional server types** and click the **Next** button.

Step 2:

From the **Choose Service** screen, Select **POP or IMAP** and click the **Next Button**

Step 3:

From the **POP and IMAP Accounts Settings** screen, enter all the necessary information and select **More Settings**.

Settings

Required Information

Your Name

Enter the name you would to be displayed in the **from** field when somebody receives your email

Email Address

Your Full Email Address of the email box that you are currently setting up

ex: info@yourdomain.com

Account Type

Select POP3 or IMAP

This guide uses IMAP setup

Incoming mail server

mail.<yourdomainname.com>

ex: mail.mycompany.com

Outgoing mail server (SMTP)

smtp.<yourdomainname.com>

ex: smtp.mycompany.com

User Name

Your Full Email Address of the email box that you are currently setting up

ex: info@yourdomain.com

Password

Enter the password that you set when you created the mailbox in your account manager.

Note: It is recommended that you also select Remember Password unless multiple users have access to your profile on your computer.

Require logon using Secure Password Authentication (SPA)

Unchecked

Deliver new messages to:

New Outlook Data File

Step 4:

More Settings will pop up a new window that has 3 tabs. Select the Outgoing Server tab.

From the Outgoing Server tab, select My outgoing server (SMTP) requires authentication and then select Use same settings as my incoming mail server.

Step 5:

Select the Advanced Tab from the same popup window. Change the Outgoing server (SMTP) port to 25.

Select None for encrypted connection. Then click OK.

Step 7:

You will be returned to the POP and IMAP Account Settings screen. From here, you simply click on the Next button.

Step 8:

Outlook will then attempt to test your account settings. Let the process complete until you are presented with a screen that says: Congratulations. Simply click Close.

Step 9:

You're all set. You may then click Finish. Your Outlook is now set up and you can begin to use it.