This guide takes you step-by-step through the process of setting up a new email account in Outlook 2013.
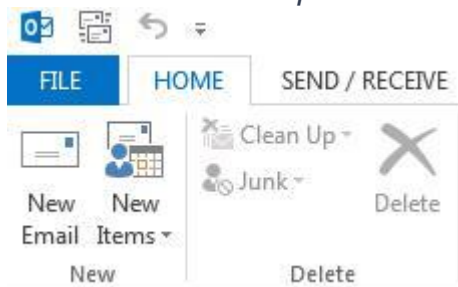
◆ Auto Account Setup (recommended)

New email account set up with Outlook is quick and easy *using the* **Auto Account Setup** *option. However, reasons to rather use* **Manual Setup** *are:*
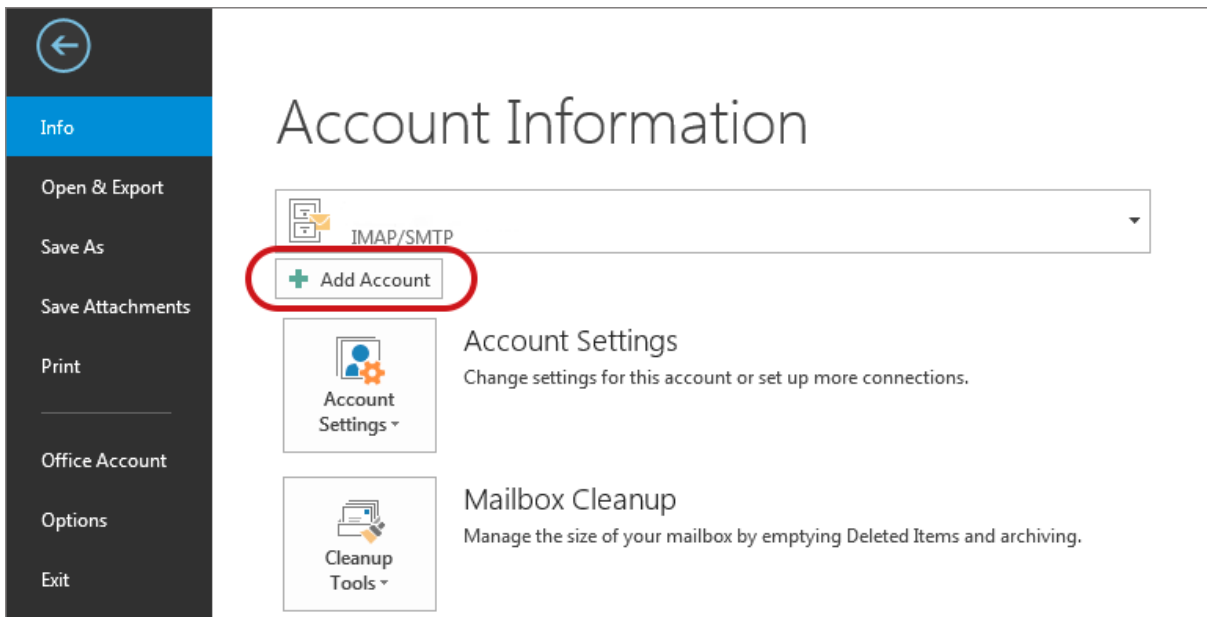
- *if you prefer* **POP***, as this automatic configuration defaults to IMAP*
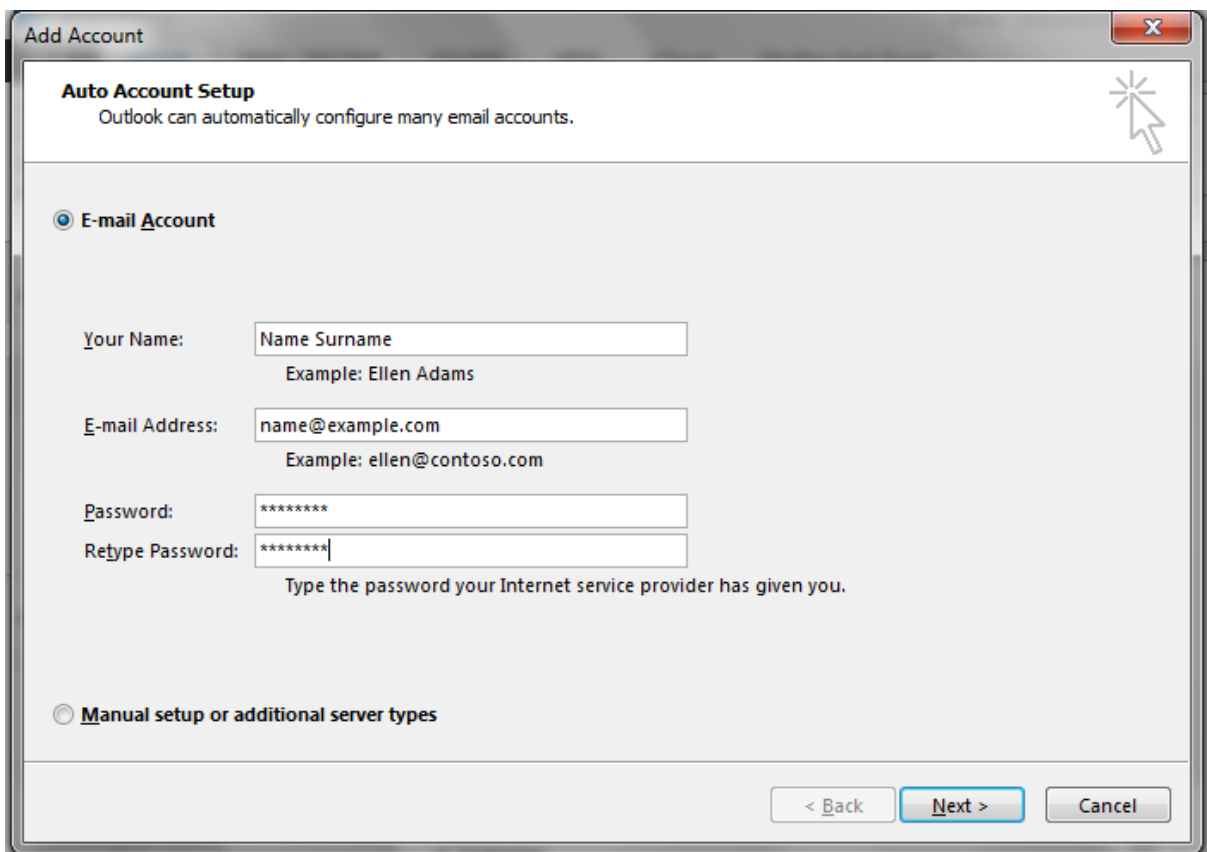
1. *Launch* **Outlook**

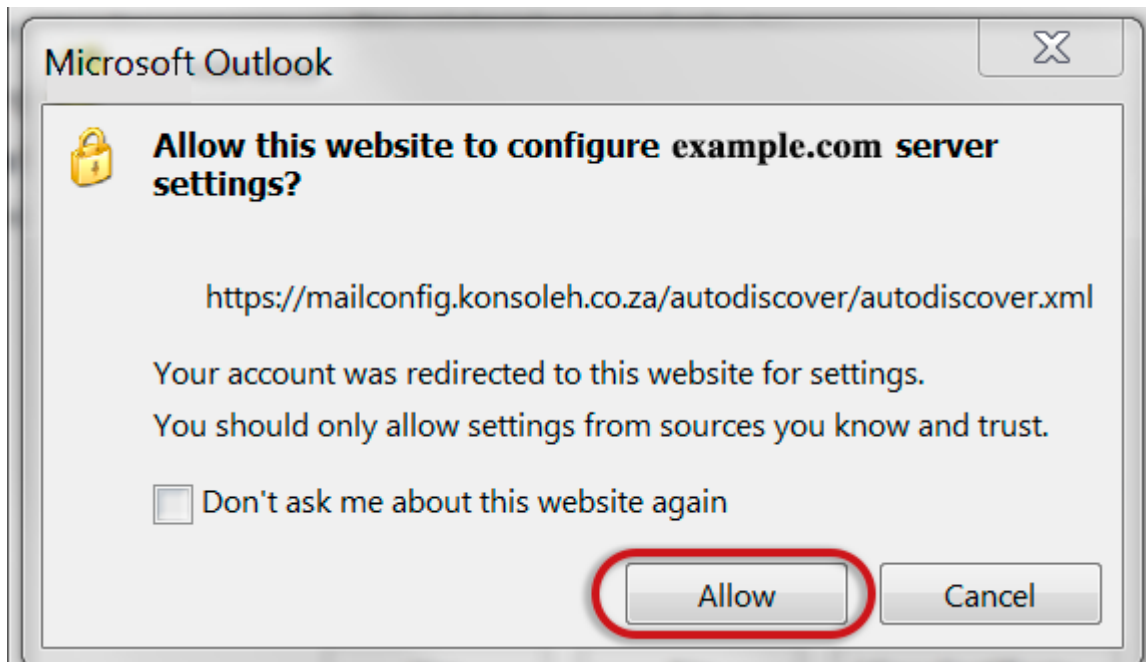2. *Select* **File** *on the top left menu bar*

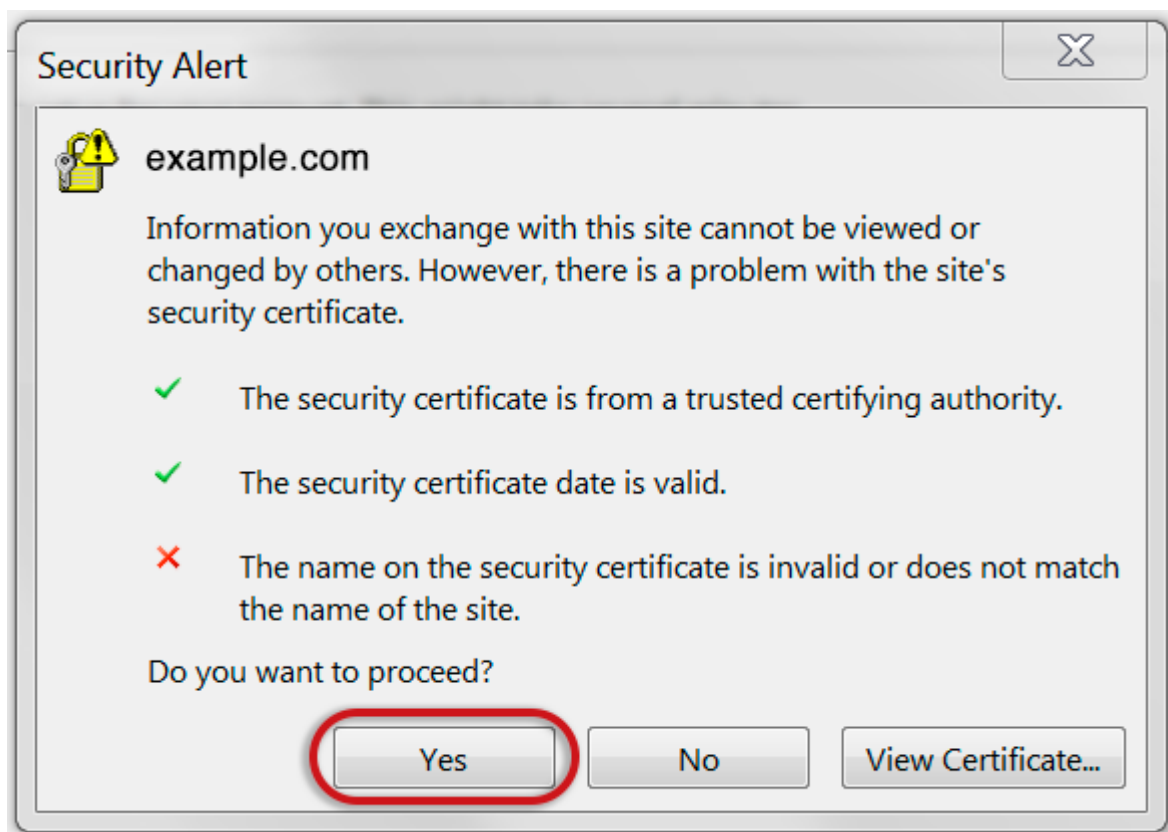3. *Select the* **Add Account** *button in the middle of the screen*

4. *Enter your details on the* **Auto Account Set-up** *screen* > **Next**

5. *The following warning messages may appear* **> Allow**

6. *Choose* **> Yes**

7. *Outlook will now* **automatically configure** *your account as an IMAP account with* **all the correct settings.**
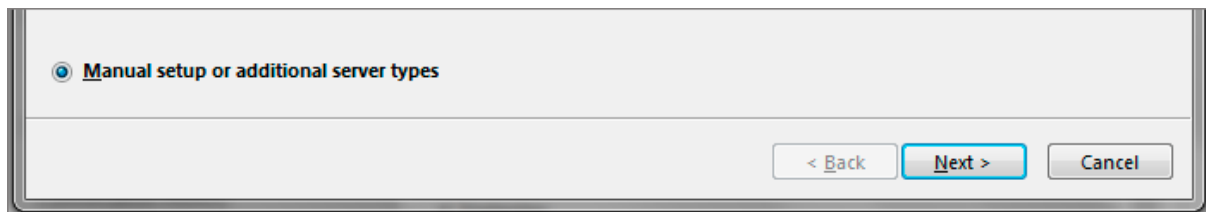
   That's it!

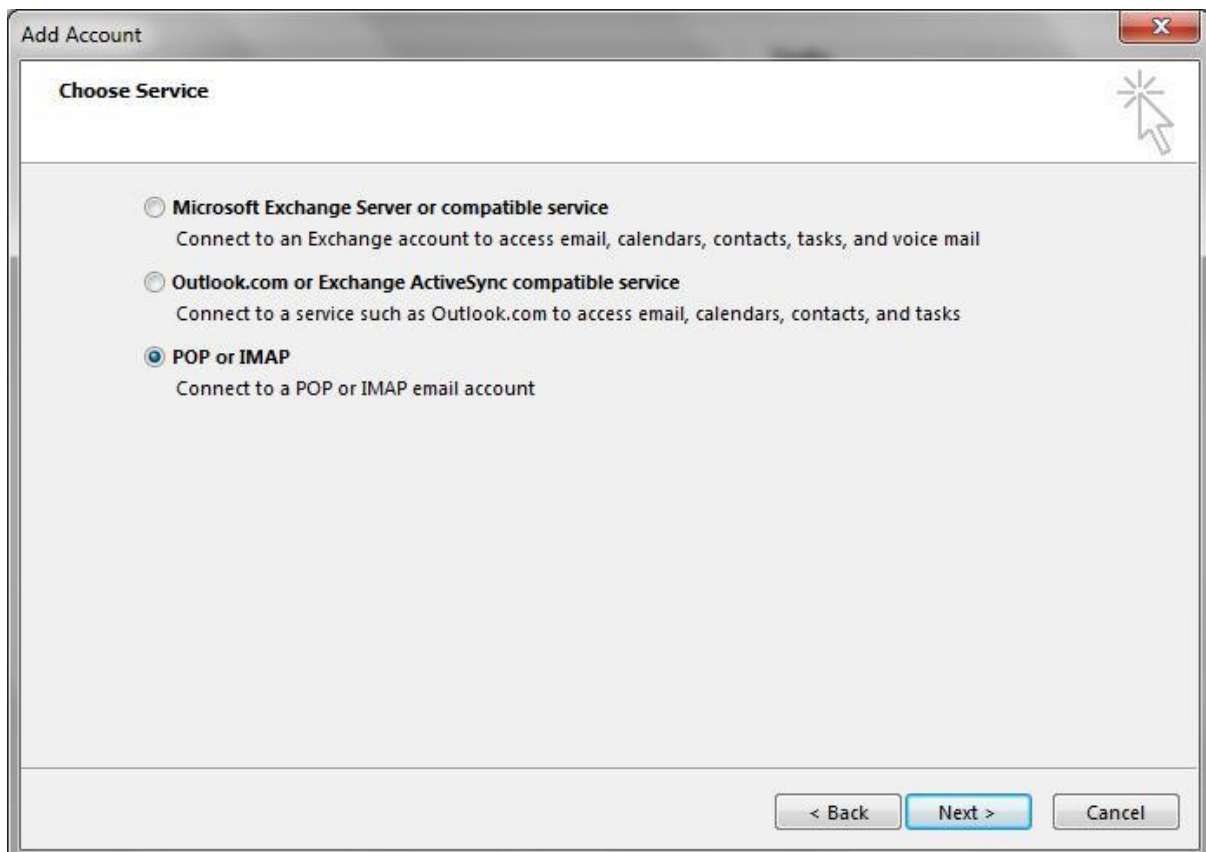*If this option fails for some reason, try the Manual Account Setup below*

◆ Manual Account Setup

If you prefer to use POP, you will need to set up the account manually:

1. *Launch **Outlook**, choose **File > Account Settings > Add Account** (as above)*

2. *Choose **Manual Setup or additional server types** > **Next***

3. *Select **POP or IMAP > Next***

Account settings

4. *Enter all the relevant details (POP or IMAP) and then select the* **More Settings…** *button.*

- *Outlook will* **auto-fill your User Name** – *please ensure you fill in your* **entire email** address as *the username*

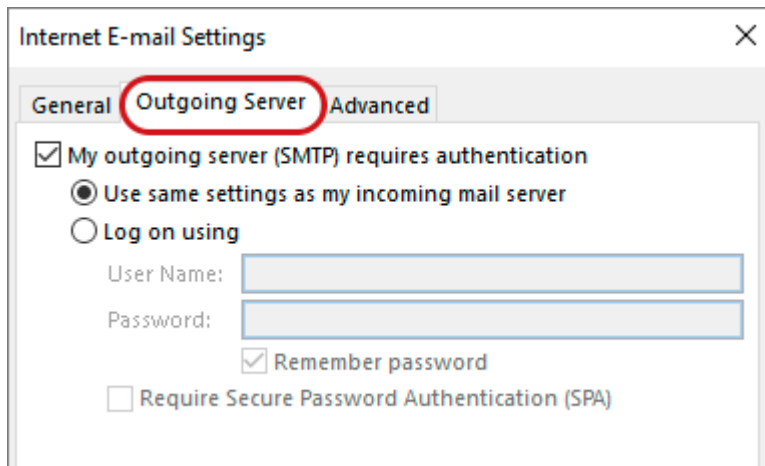- *For new hosting accounts, use the IP address instead of the Incoming & Outgoing mail servers*

Check Outgoing Server settings

5. *Select the* **Outgoing Server** *tab*

- *Ensure that the* **My outgoing server (SMTP) requires authentication** *checkbox is ticked*

- *Ensure that you have selected* **Use same settings as my incoming mail server**

Check Advanced SMTP settings

6. Select the **Advanced** tab and ensure that your settings are as below for either IMAP or POP:**IMAP port settings**

- Incoming **143,** outgoing **587**

- **Not ticked:** This server requires an encrypted connection (SSL)

- **Use the following type of encrypted connection** is None
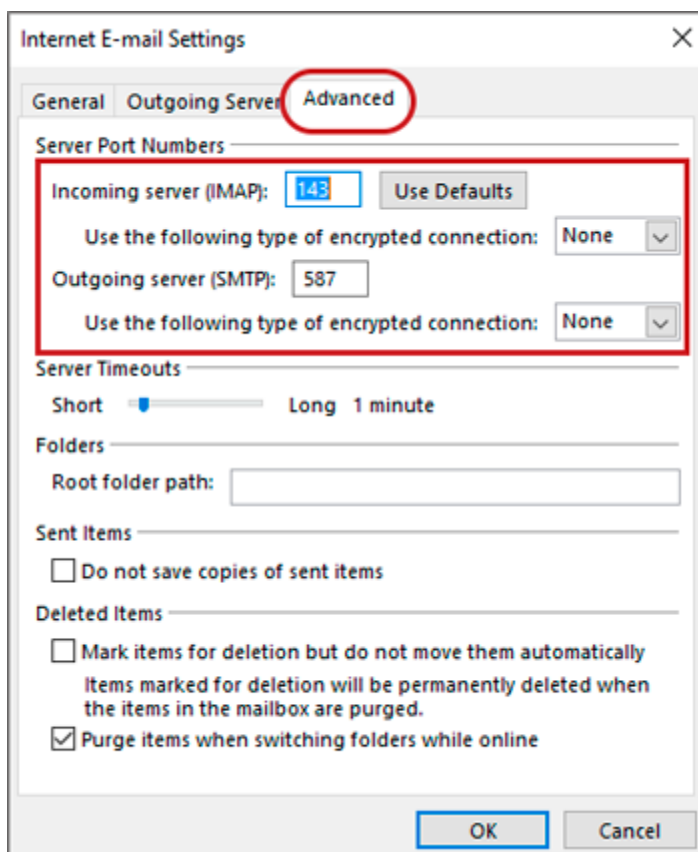
POP port settings

- *Incoming* **110,** *outgoing* **587**

- **Not ticked:** *This server requires an encrypted connection (SSL)*

- **Use the following type of encrypted connection** *is None*

Internet E-mail Settings   ✕

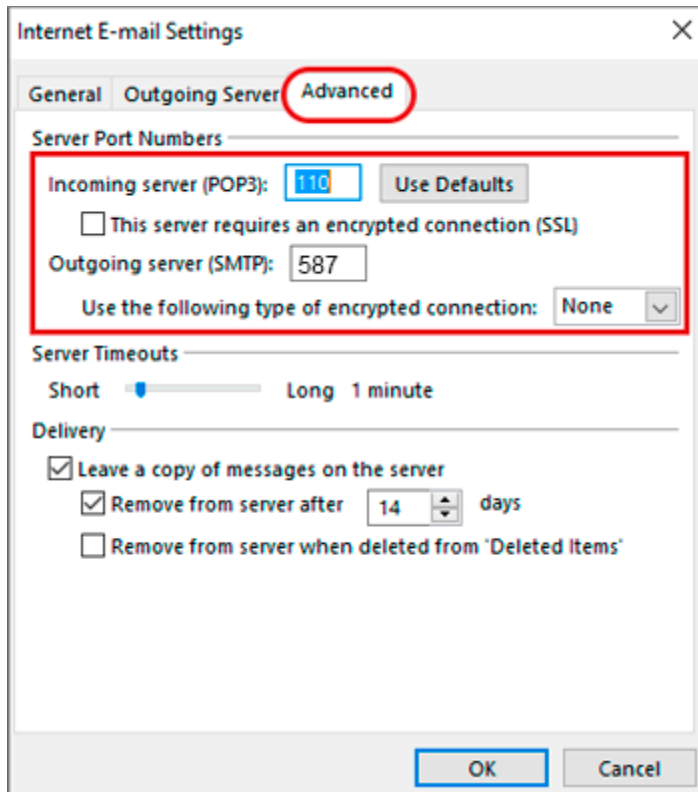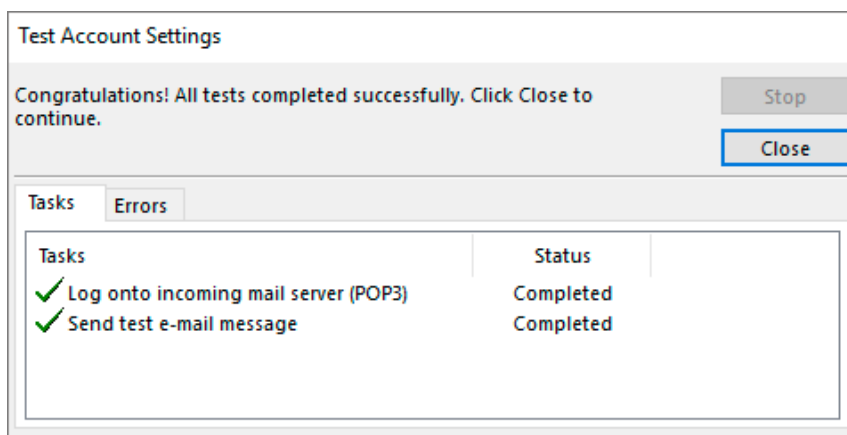General   Outgoing Server   Advanced

Server Port Numbers

Incoming server (POP3):   110   Use Defaults

☐ This server requires an encrypted connection (SSL)

Outgoing server (SMTP):   587

Use the following type of encrypted connection: None ▾

Server Timeouts

Short ▪️——————— Long   1 minute

Delivery

☑ Leave a copy of messages on the server

  ☑ Remove from server after   14 ▲▼   days

  ☐ Remove from server when deleted from 'Deleted Items'

OK   Cancel

7. Click **OK** and then **Next**.

8. Let the test complete and then click **Close**

Test Account Settings

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

     Close

Tasks   Errors

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

You're all set! > **Finish**