

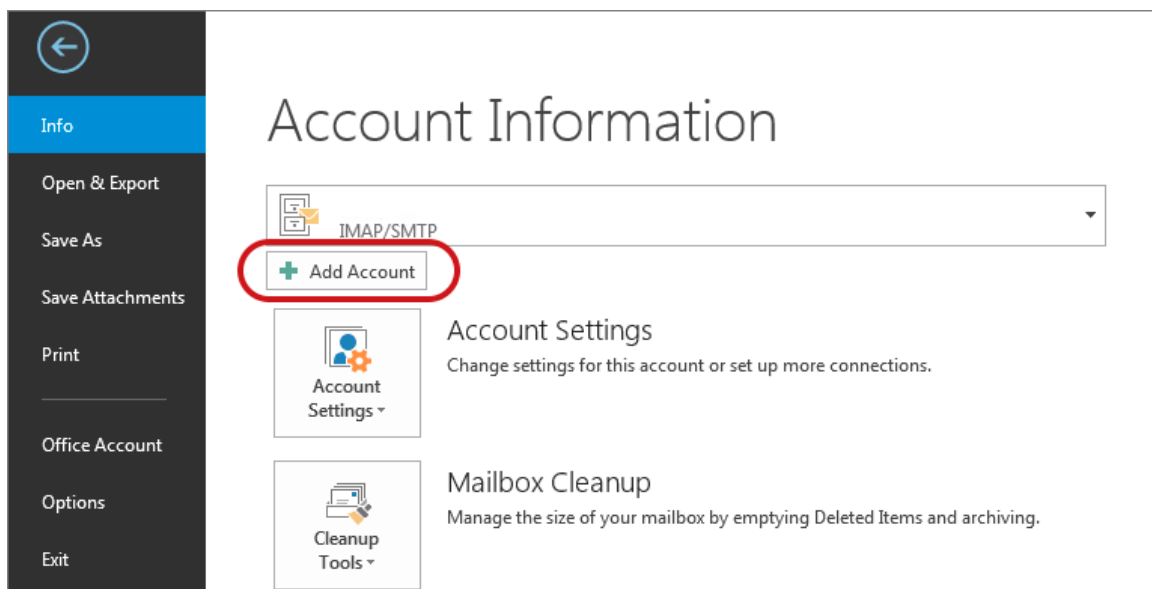


*This guide takes you step-by-step through the process of setting up a new email account in Outlook 2016 or Outlook for Office 365.*

1. Launch **Outlook**
2. Select **File** on the top left menu bar

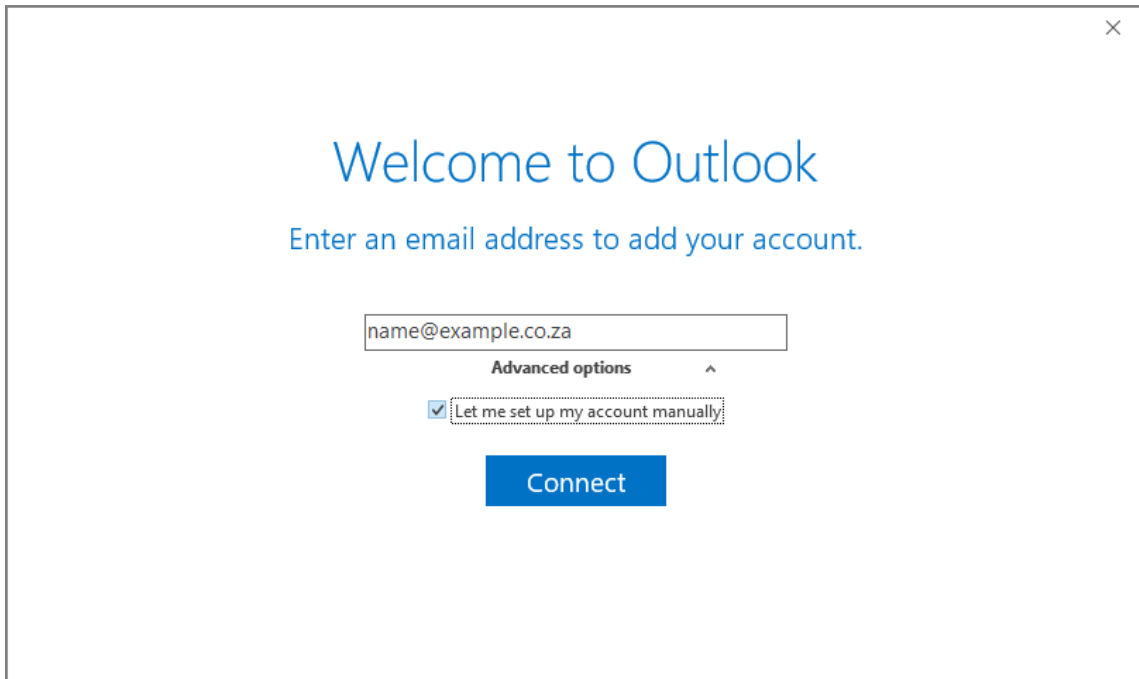


3. Select the **Add Account** button in the middle of the screen, then **Account Settings**



4. Insert your **email address**

5. Select **Advanced options**, then select **Let me set up my account manually** > **Connect**



Welcome to Outlook

Enter an email address to add your account.

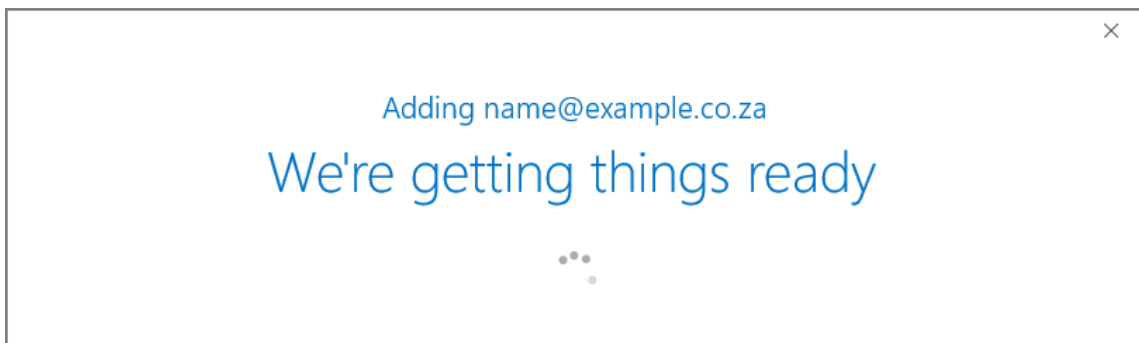
name@example.co.za

Advanced options ^

Let me set up my account manually

Connect

6. This temporary screen will display

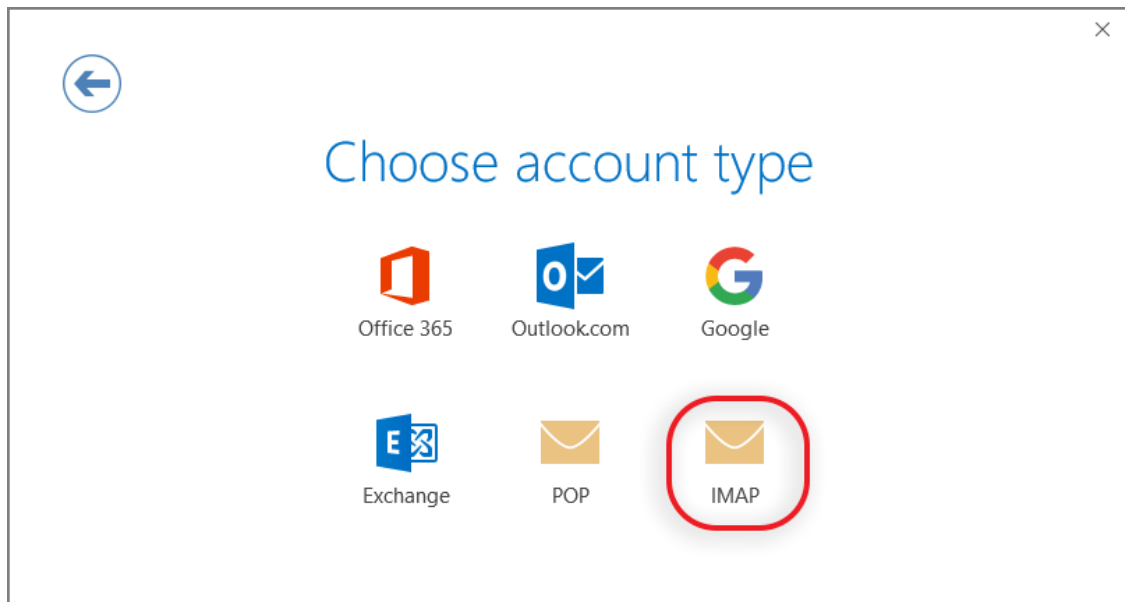


Adding name@example.co.za

We're getting things ready

...

7. This screen will display the various account options – select **IMAP** (or **POP**)



#### 8. Server Settings:

- *Incoming mail: add **mail.** before your domain name*
  - *Port 143 (or 110 for POP)*
  - *Encryption method: None*
  - *Require logon using Secure Password Authentication (SPA) is unticked*
- *Outgoing mail: add **smtp.** before your domain name*
  - **Change Port to 587** (not 25)
  - *Encryption method: None*
  - *Require logon using Secure Password Authentication (SPA) is unticked*

#### 9. Click **Connect**

IMAP Account Settings for name@example.co.za  
(Not you?)

Incoming mail

Server mail.example.co.za Port 143

Encryption method None

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server smtp.example.co.za Port 587

Encryption method None

Require logon using Secure Password Authentication (SPA)

Connect

10. You will now be prompted for the **password**

Internet Email - name@example.co.za

Enter your user name and password for the following server.

Server mail.example.co.za

User Name: name@example.co.za

Password:

Save this password in your password list

OK Cancel

11. Your setup is complete!

Adding name@example.co.za

Account setup is complete

OK

Set up Outlook Mobile on my phone, too