

Step-by-Step Instructions

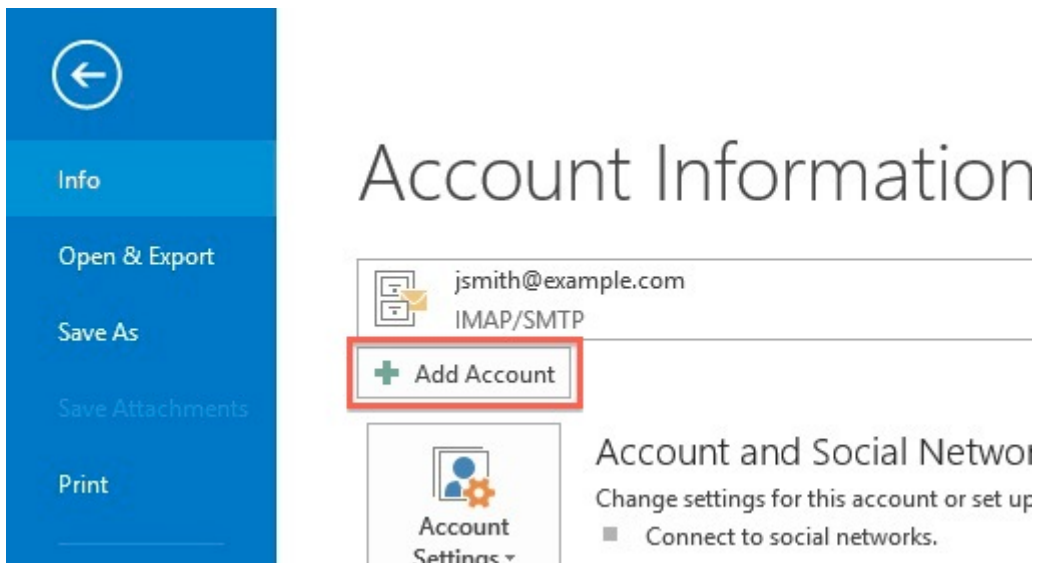
Created for you by



Setting up email accounts in Outlook 2016

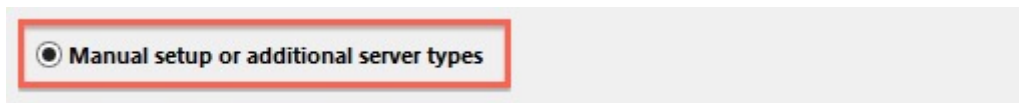
Go to File in the top menu.

Then click "Info"



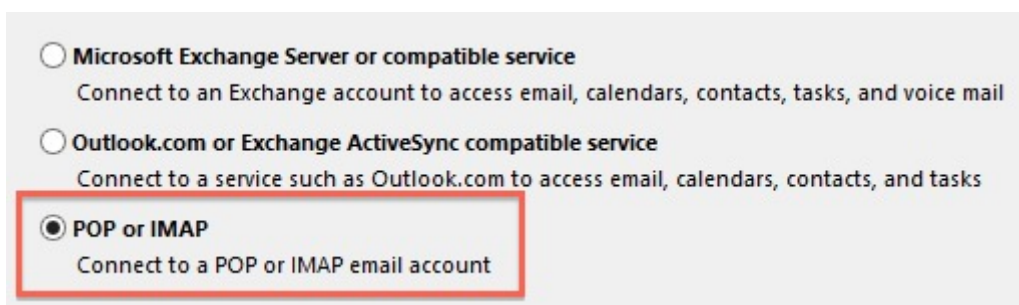
Click the Add Account button.

Choose Manual setup or additional server types



Click Next.

Choose POP or IMAP .



Click Next.

Account Settings:

The screenshot shows the 'Account Settings' dialog box in Outlook 2016. It is divided into several sections: 'User Information', 'Server Information', and 'Logon Information'. In the 'User Information' section, 'Your Name' is 'John Smith' and 'Email Address' is 'jsmith@example.com'. In the 'Server Information' section, 'Account Type' is 'IMAP', 'Incoming mail server' is 'mail.example.com', and 'Outgoing mail server (SMTP)' is 'mail.example.com'. In the 'Logon Information' section, 'User Name' is 'jsmith@example.com' and 'Password' is masked with asterisks. There are checkboxes for 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)' (unchecked). On the right side, there is a 'Mail to keep offline' section with a slider set to 'All'.

- Enter your **Name** as you want it to appear on your outbound email messages.
- Enter your email address.
- Enter *mail.example.com* as your Incoming Mail Server.

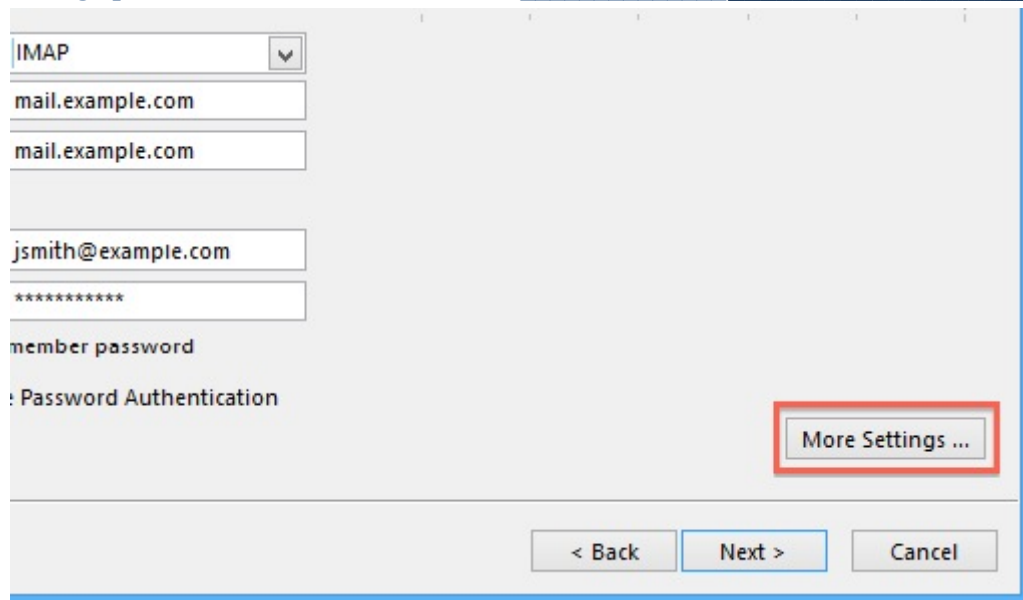
You would not enter *example.com* but your own domain name.

- The **Outgoing Mail Server** is the same as your **Incoming Mail Server**.
- Enter your email address for the User Name.
- Enter your email password.

More Settings

1. Click the More Settings button.

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IMAP

mail.example.com

mail.example.com

jsmith@example.com

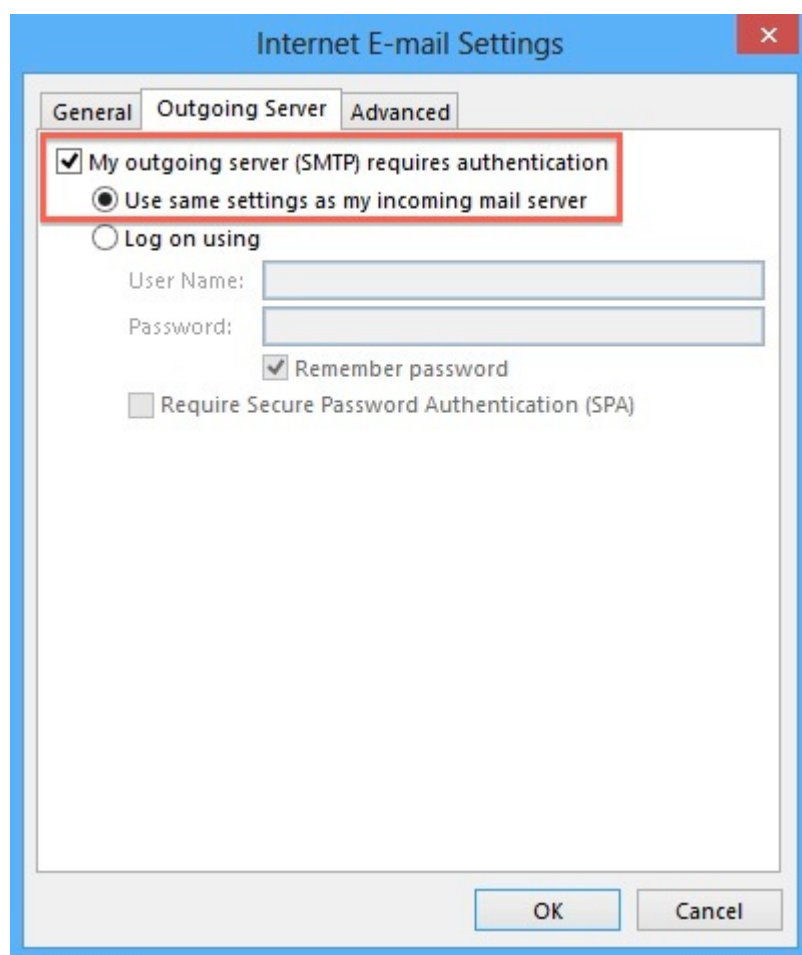
member password

Password Authentication

More Settings ...

< Back Next > Cancel

Click the Outgoing Server tab.



Internet E-mail Settings

General Outgoing Server Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

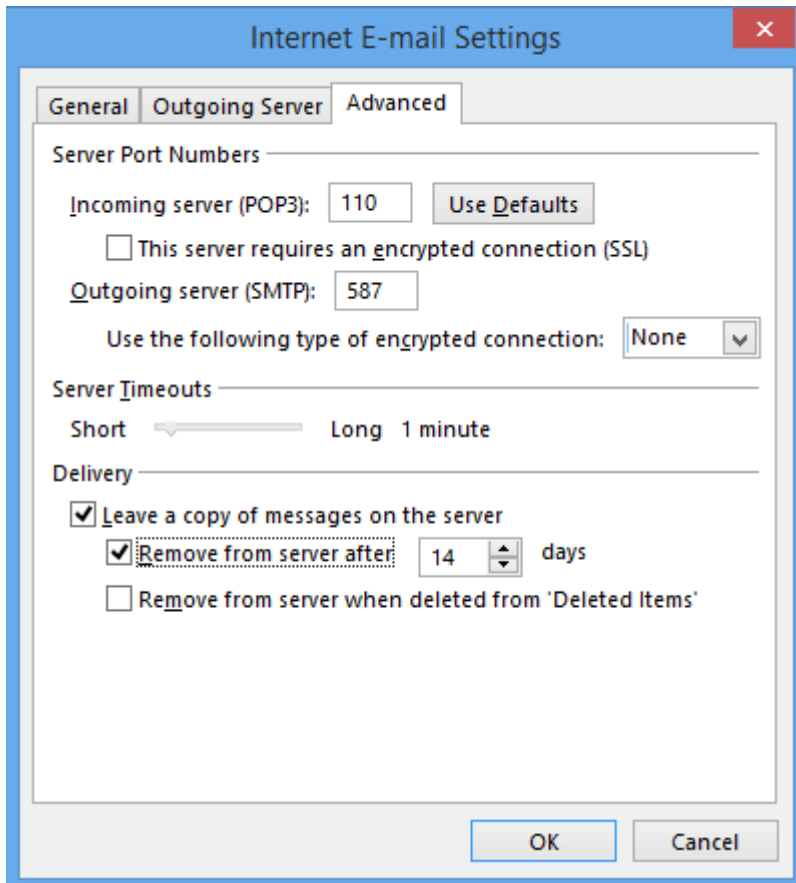
Password:

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

1. Click the "My outgoing server (SMTP) requires authentication" checkbox.
2. Make sure that it is using the same settings as your incoming mail server.
3. Click the Advanced tab.



- Click on “This server requires an encrypted connection (SSL)” under Incoming Server, and make sure the port is 993 for IMAP.
- If you are using POP3, you may choose when messages are removed from the server (we recommend setting this to 14 days)
- Change the Outgoing server (SMTP) port to 587. Make sure the “Use the following type of encrypted connection” under Outgoing server is set to TLS.

Click the OK button.

Completing the Setup

1. Click **Next** on the E-mail Accounts window.
2. Click the **Finish** button.

Outlook 2016 is now correctly configured to send and receive emails.