

Step-by-Step Instructions

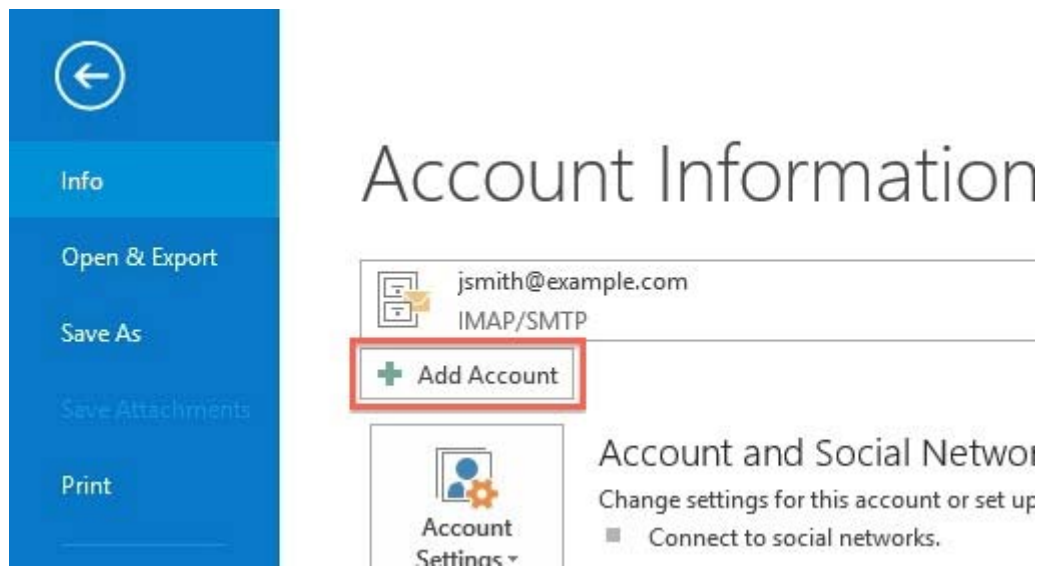
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Setting up email accounts in Outlook 2013

Go to File in the top menu.

Then click "Info"



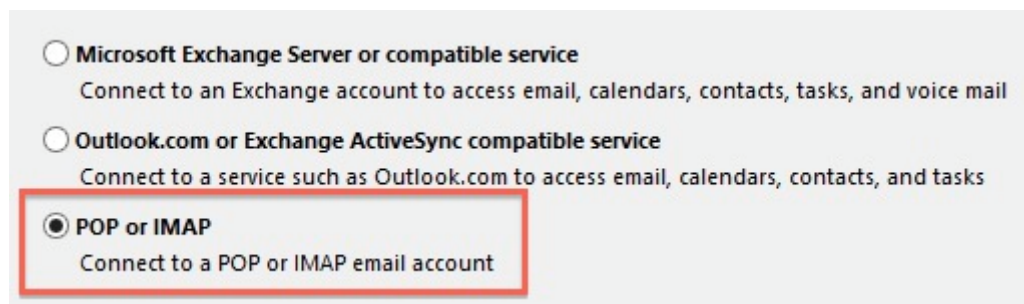
Click the Add Account button.

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 2013. 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 set to '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'.

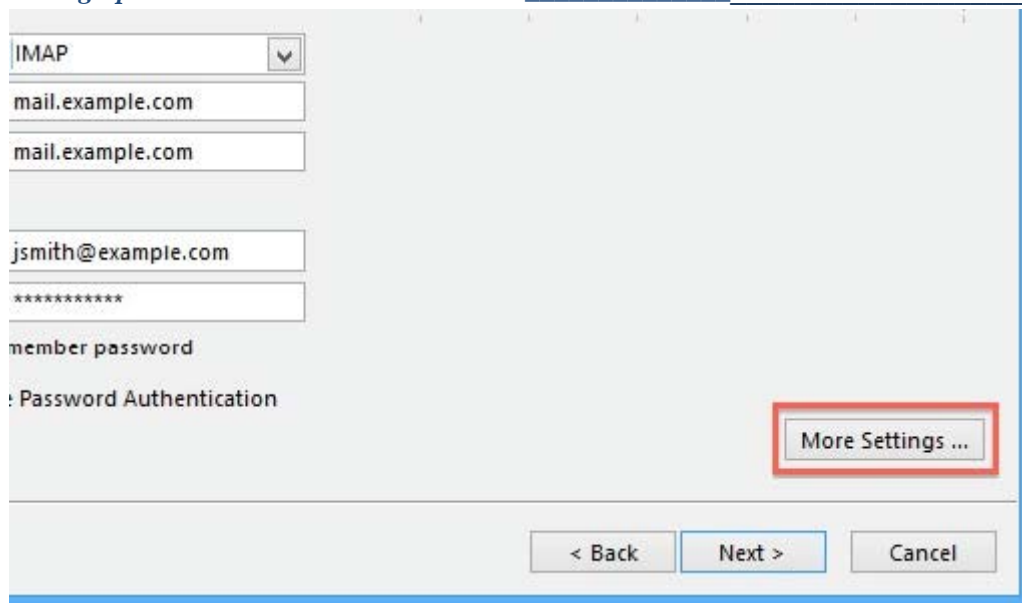
- Enter your **Name** as you want it to appear on your outbound email messages.
- Enter your email address.
- Enter *mail.example.com* as your Incoming Mail Server.

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.

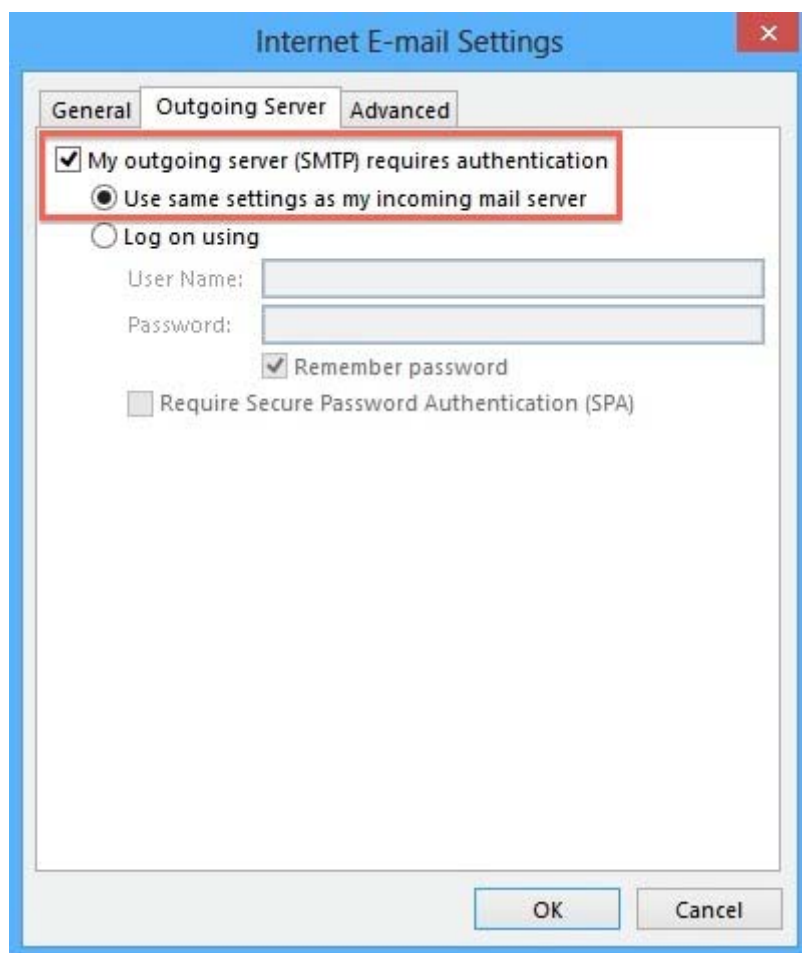
More Settings

1. Click the More Settings button.



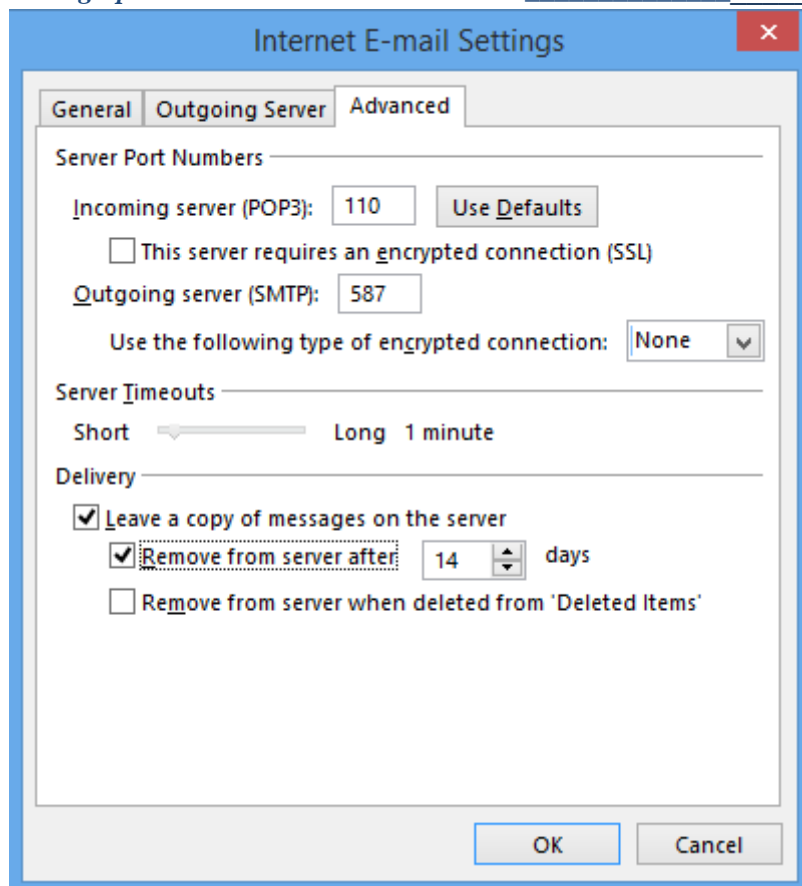
A screenshot of the Outlook 2013 account setup dialog box. The dialog is titled "Internet E-mail Settings" and has three tabs: "General", "Outgoing Server", and "Advanced". The "General" tab is selected. It contains a dropdown menu set to "IMAP", two text boxes for "mail.example.com", a text box for "jsmith@example.com", a password field with "*****", and a "Remember password" checkbox which is checked. Below these fields is a "More Settings ..." button, which is highlighted with a red rectangle. At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

Click the Outgoing Server tab.



A screenshot of the "Outgoing Server" tab in the "Internet E-mail Settings" dialog box. The "Outgoing Server" tab is selected and highlighted with a red rectangle. It contains a checked checkbox for "My outgoing server (SMTP) requires authentication". Below this is a radio button selected for "Use same settings as my incoming mail server". There is also an unselected radio button for "Log on using", which has two text boxes for "User Name:" and "Password:". Below these is a checked checkbox for "Remember password" and an unchecked checkbox for "Require Secure Password Authentication (SPA)". At the bottom of the dialog are "OK" and "Cancel" buttons.

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.



- 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

Click the **OK** button.

Completing the Setup

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

Outlook 2013 is now correctly configured to send and receive emails.