

Step-by-Step Instructions

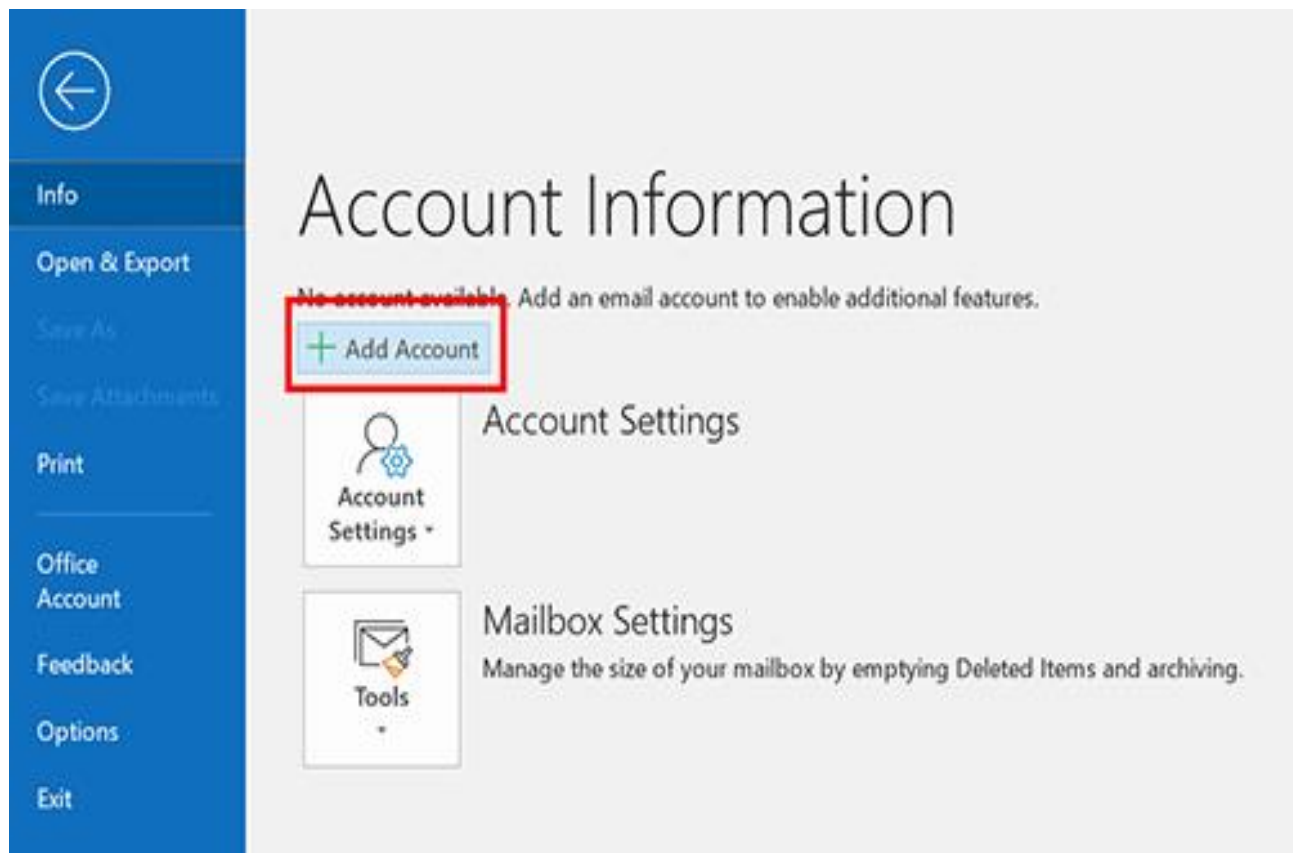
Created for you by



Setting up email accounts in Outlook 365

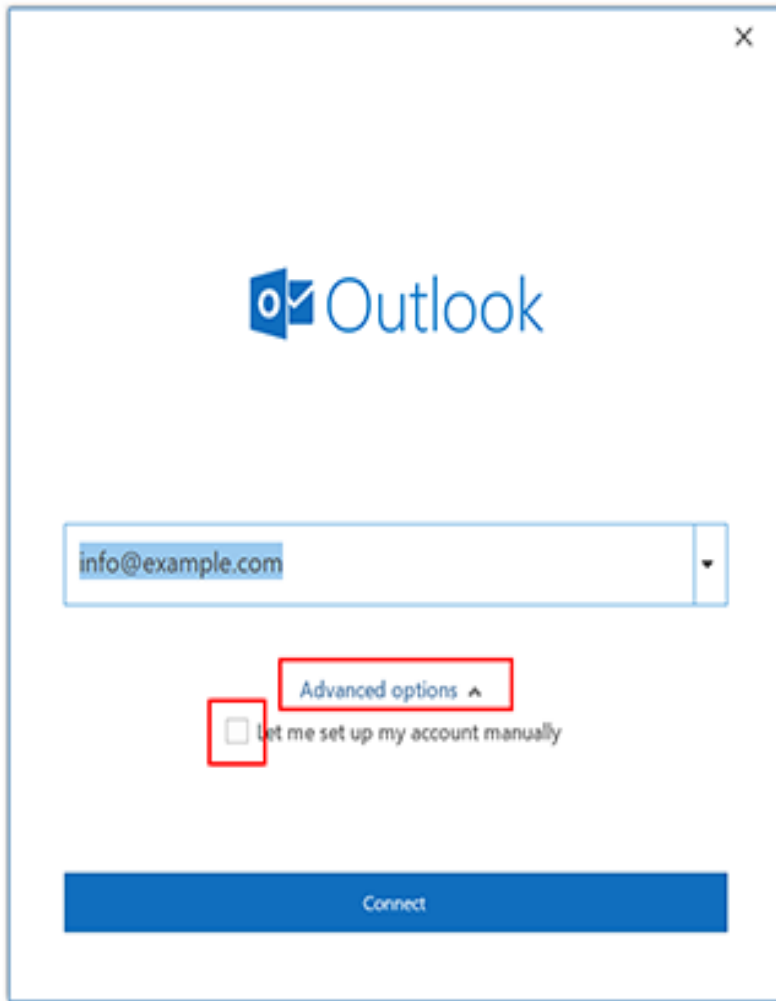
Go to File in the top menu.

Then click "Info"



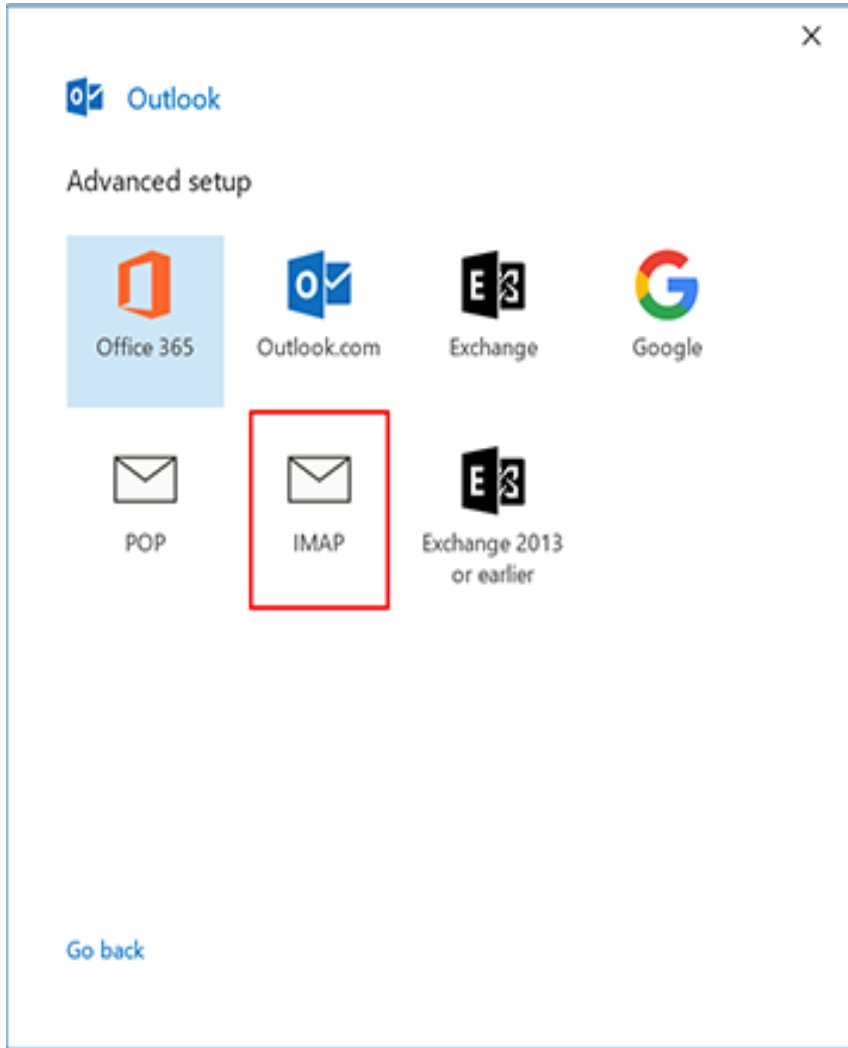
Click the Add Account button.

Expand out the "Advanced Options" and tick "Let me set up my account manually":

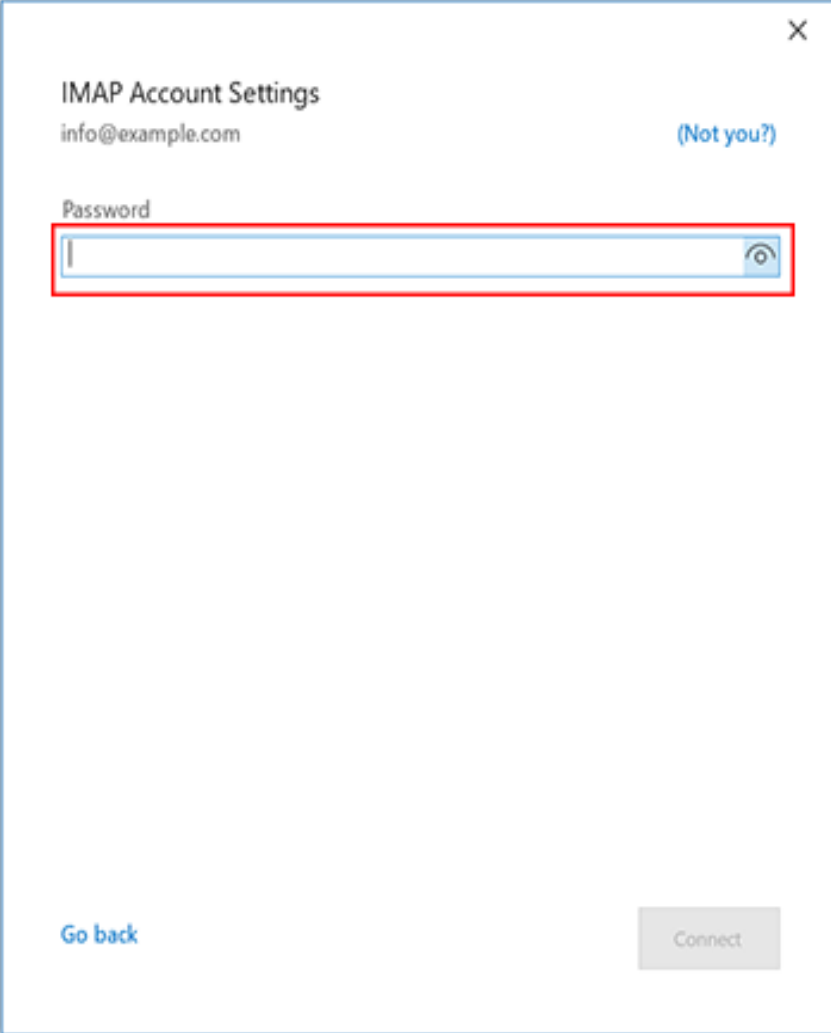


Click Connect.

Choose POP or IMAP .



Password:



IMAP Account Settings

info@example.com (Not you?)

Password

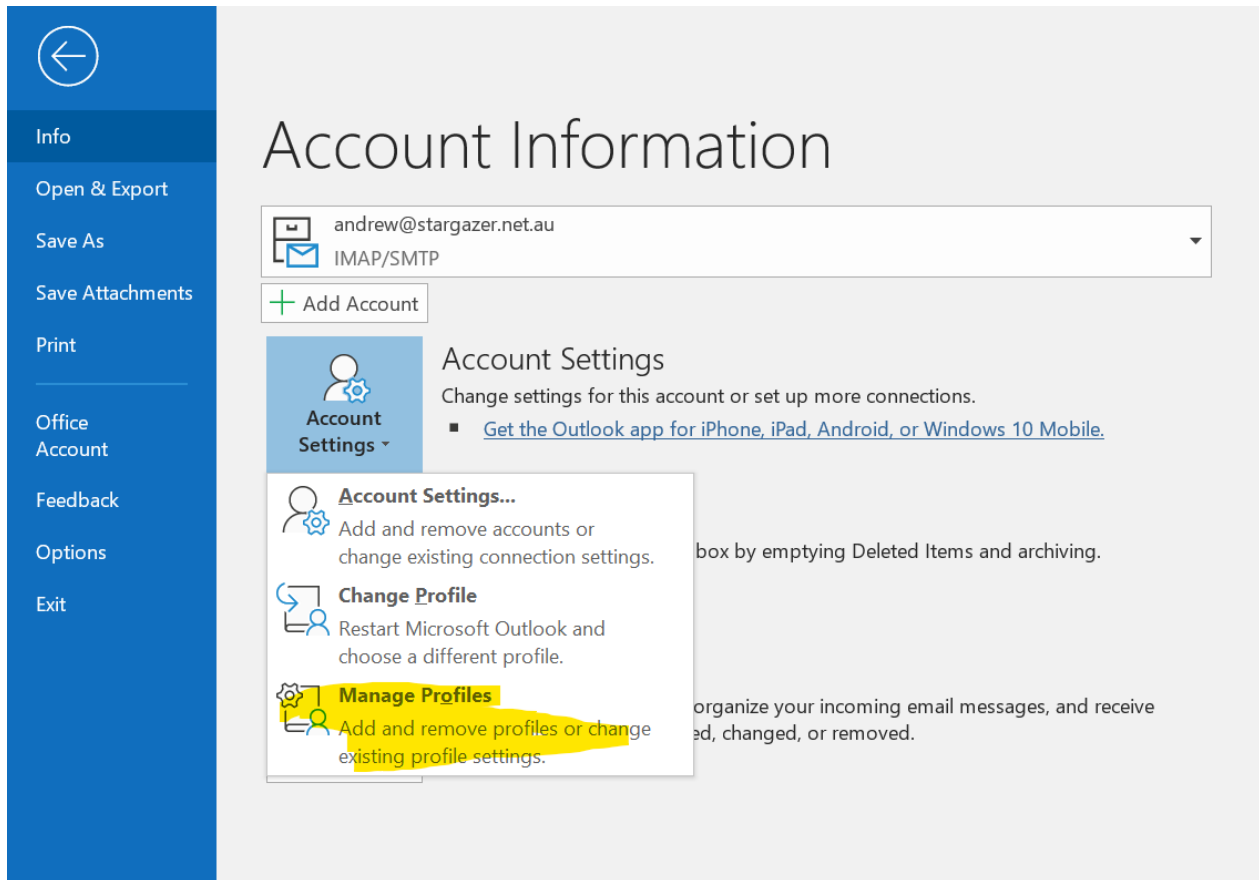
Go back Connect

- Enter your email password.
- Click "Connect"

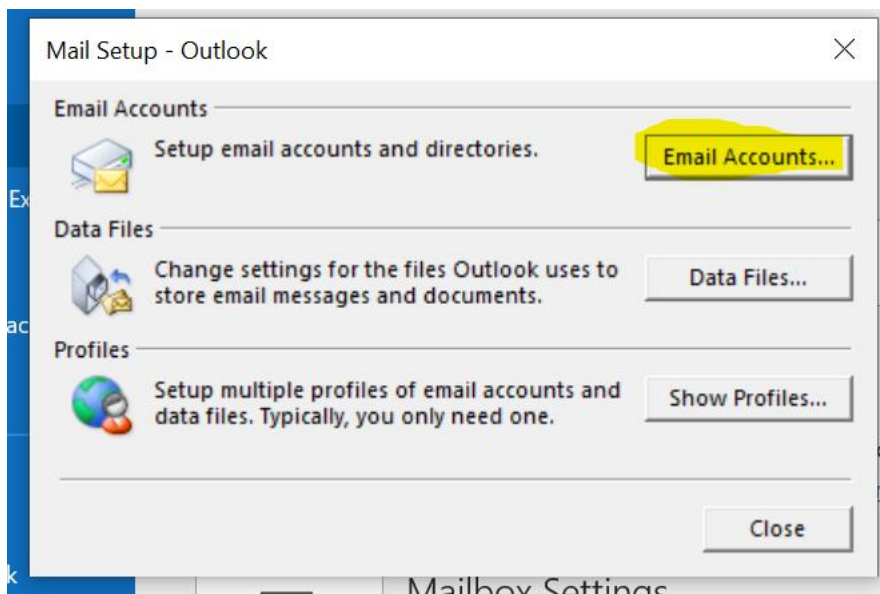
For most email accounts, that's all the setup you will need to do. Only follow the rest of these instructions if your account doesn't work correctly – for example, you can't send or receive emails.

More Settings

1. Select "Manage Profiles":

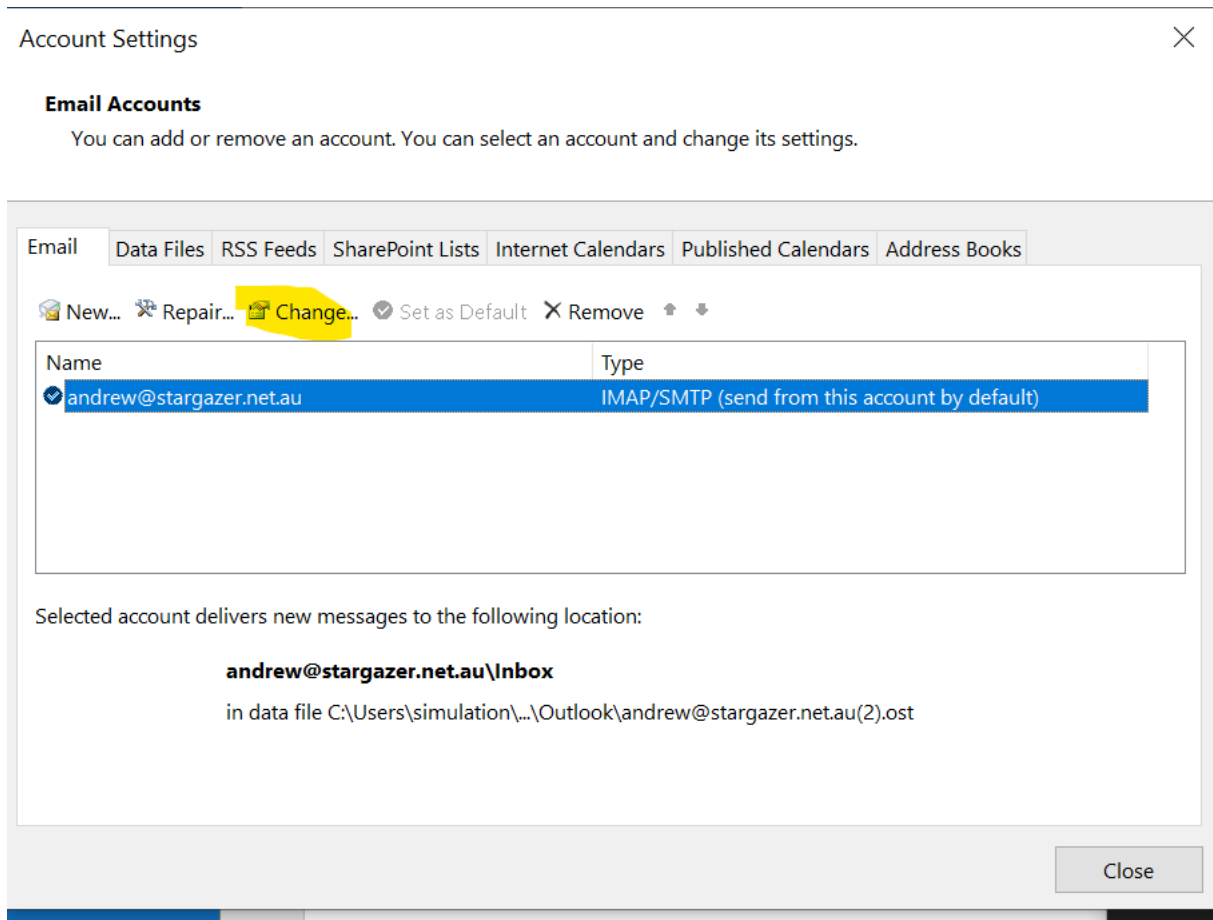


- Click on "Email Accounts":



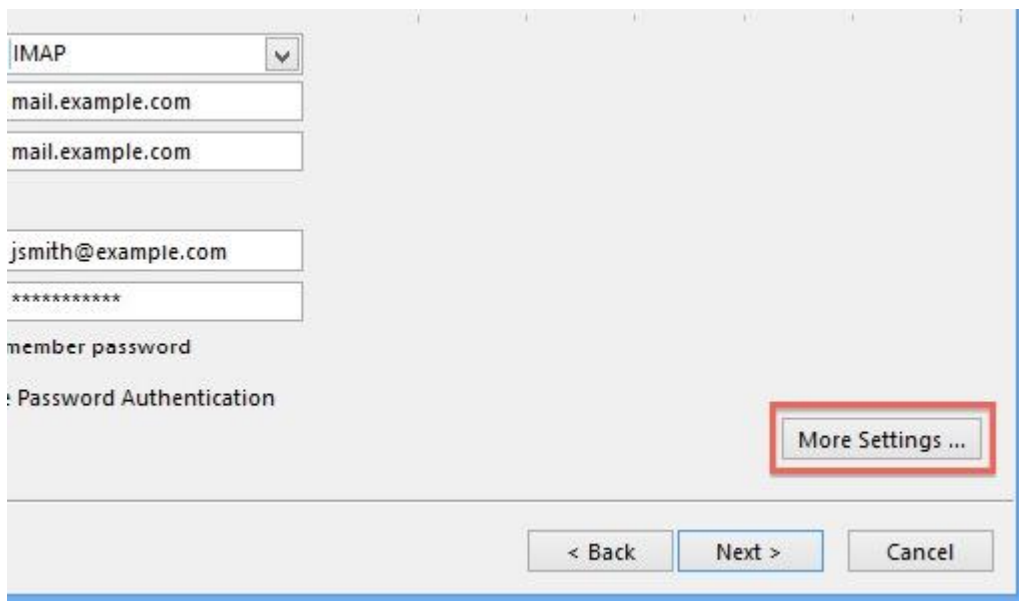
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Select the email address you want to modify, and then select the "Change" button:

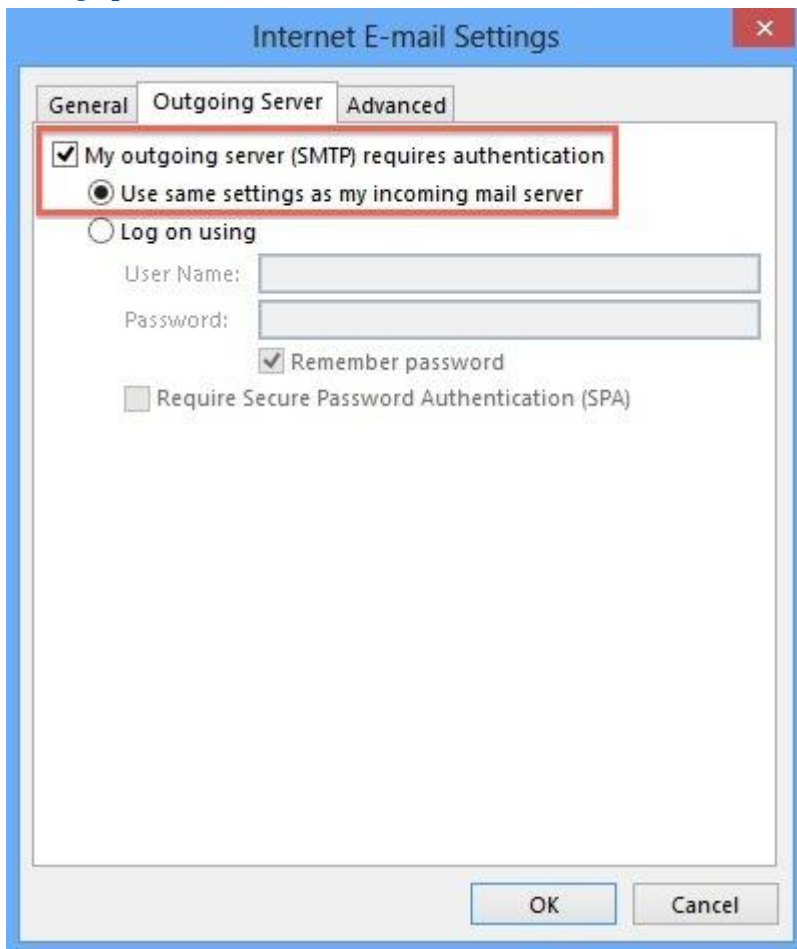


More Settings

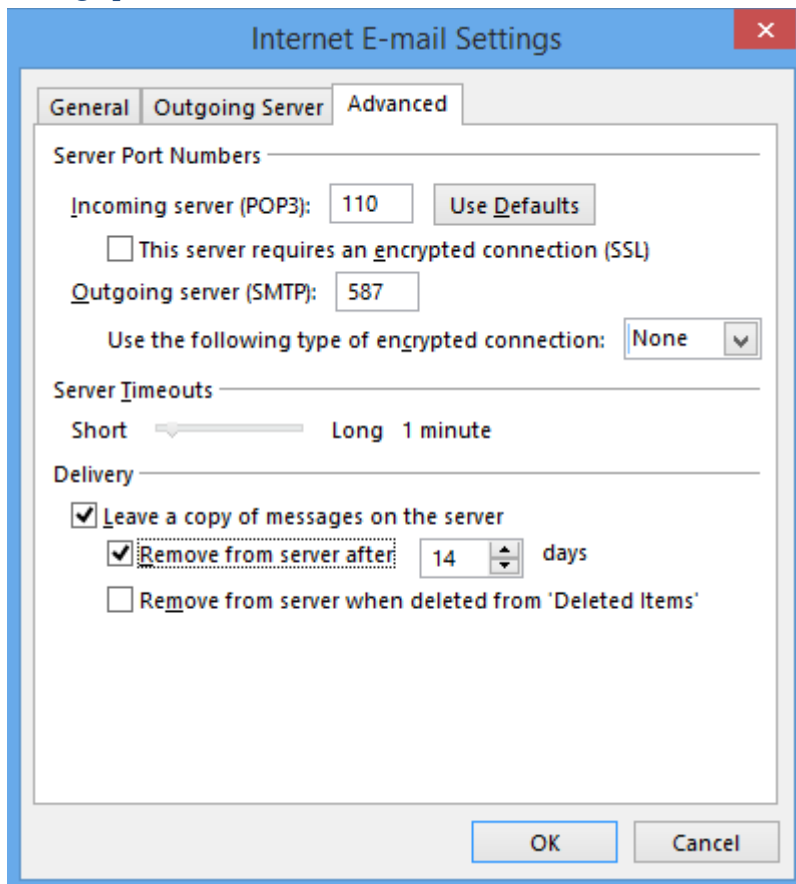
2. Click the More Settings button.



Click the Outgoing Server tab.



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 365 is now correctly configured to send and receive emails.