

## Setting up Outlook 2013:

1. When you first open Outlook, it will provide a "Welcome to Outlook 2013" message, click the **Next** button.
2. The next screen will ask "Do you want to set up Outlook to connect to an email account?" choose **Yes** and click the **Next** button.
3. On the *Auto Account Setup* menu, select the option for **Manual setup or additional server types**, then click **Next**.

The screenshot shows the 'Add Account' dialog box in Outlook 2013. The window title is 'Add Account'. The main heading is 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' There are two radio button options: 'E-mail Account' (which is currently selected) and 'Manual setup or additional server types'. Below the 'E-mail Account' option are four text input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with a note 'Type the password your Internet service provider has given you.'). At the bottom left, the 'Manual setup or additional server types' option is highlighted with a white box and a red arrow. At the bottom right, the 'Next >' button is highlighted with a white box and a red arrow. Other buttons include '< Back' and 'Cancel'.

4. On the *Choose Service* menu, click the **POP or IMAP** option then click the **Next** button.

5. You will then see the POP and IMAP Account Settings menu, fill in the fields.

The screenshot shows a window titled "Add Account" with a sub-header "POP and IMAP Account Settings". Below the sub-header is the instruction "Enter the mail server settings for your account." The window is divided into several sections:

- User Information:** Includes fields for "Your Name" (filled with "John Smith") and "Email Address" (filled with "username@example.com").
- Server Information:** Includes a dropdown for "Account Type" (set to "POP3"), and text boxes for "Incoming mail server" and "Outgoing mail server (SMTP)", both filled with "mail.domain.com".
- Logon Information:** Includes fields for "User Name" (filled with "username@example.com") and "Password" (filled with "\*\*\*\*\*"). There is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** Includes a "Test Account Settings ..." button, a checked checkbox for "Automatically test account settings when Next is clicked", and a "Deliver new messages to:" section with radio buttons for "New Outlook Data File" (selected) and "Existing Outlook Data File". There is a "Browse" button next to the "Existing Outlook Data File" option.
- More Settings:** A "More Settings ..." button is located at the bottom right of the main settings area.

At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Below is a description of the fields:

Option	Description
Your Name	Enter the name you want people you email to see, such as: John Smith
Email Address	Enter your full email address, such as: username@example.com
Account Type	Choose if you want to use <b>POP</b>
Incoming mail server	Standard settings: mail.domain.com (Replace domain.com with your actual domain)
Outgoing mail server (SMTP)	Standard settings: mail.domain.com (Replace domain.com with your actual domain)
User Name	Enter your full email address, such as:

- username@example.com
- Password Enter the password you for this email address.
- Remember password I recommend checking this box, so Outlook will save your password.
- Require logon using Secure Password Authentication Do not check this box.

6. Click the **More Settings** button.

**Add Account**

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name: John Smith

Email Address: username@example.com

**Server Information**

Account Type: POP3

Incoming mail server: mail.domain.com

Outgoing mail server (SMTP): mail.domain.com

**Logon Information**

User Name: username@example.com

Password: \*\*\*\*\*

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

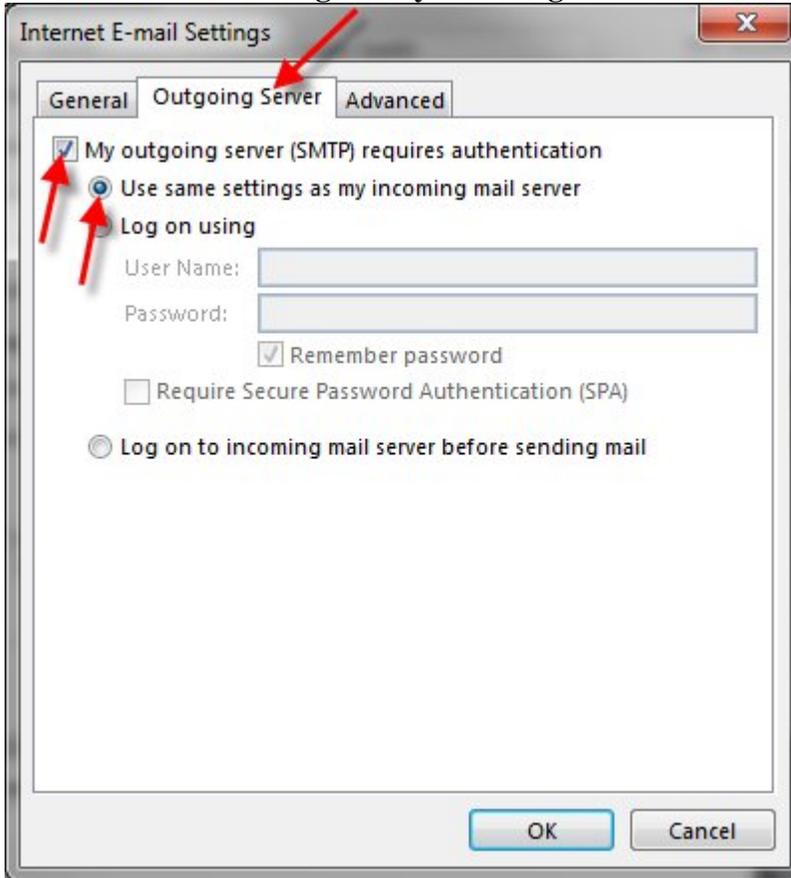
Browse

More Settings ...

< Back Next > Cancel

7. Click the **Outgoing Server** tab.  
Check "My outgoing server (SMTP) requires authentication".

Check "Use same settings as my incoming mail server".



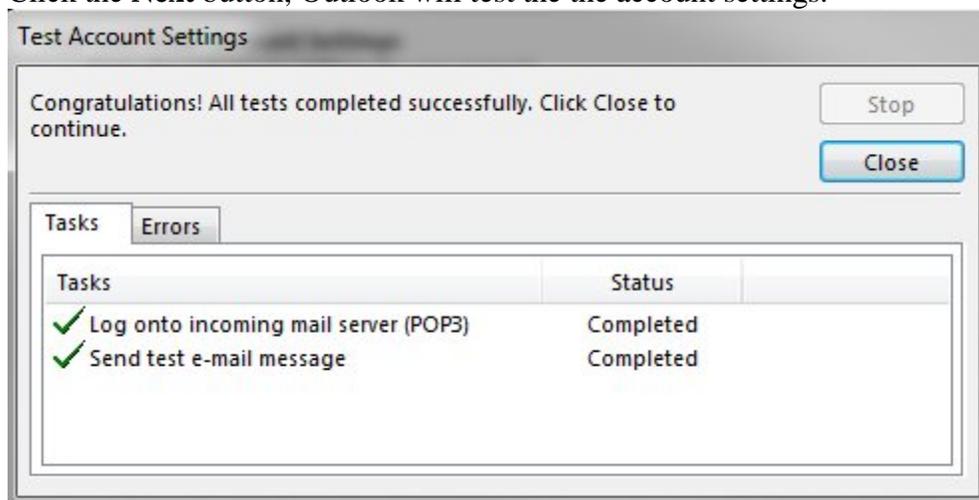
8. Click the **Advanced** tab.

Enter your settings, below is a description of the available options.

Option	Description
Incoming Server	Choose your preferred settings, below are the available options. Standard (POP3): 110
This server requires an encrypted connection (SSL)	NO Standard: 25* or 587
Outgoing Server	*Often times, ISP's will block this port for use with their email. You may want to consider using port 587.
Use the following type of encrypted connection:	Standard: None

9. Click the **OK** button.

10. Click the **Next** button, Outlook will test the the account settings.



11. You will see two tasks: *Log onto incoming mail server*, and, *Send test e-mail message*.

When they are complete, **Close** button.

12. You will see a message stating "You're all set!" click the **Finish** button.