How To Set up Email in Outlook 2016
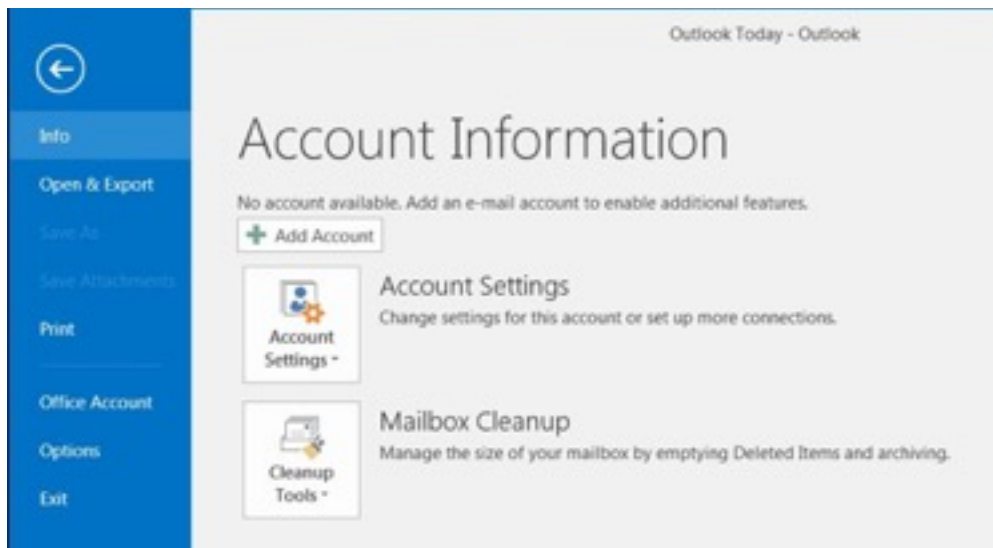
These instructions are intended specifically for setting up an email account in Microsoft Outlook 2016.

Step #1: Add or Edit the Email Account

Account Information screen To set up a new email account, click the File tab and then click Add Account.

If you're modifying the settings on an existing account already configured in Outlook, click on Account Settings and then click on Change settings for this account or set up more connections and skip ahead to Step #4: Modifying an Existing Account.
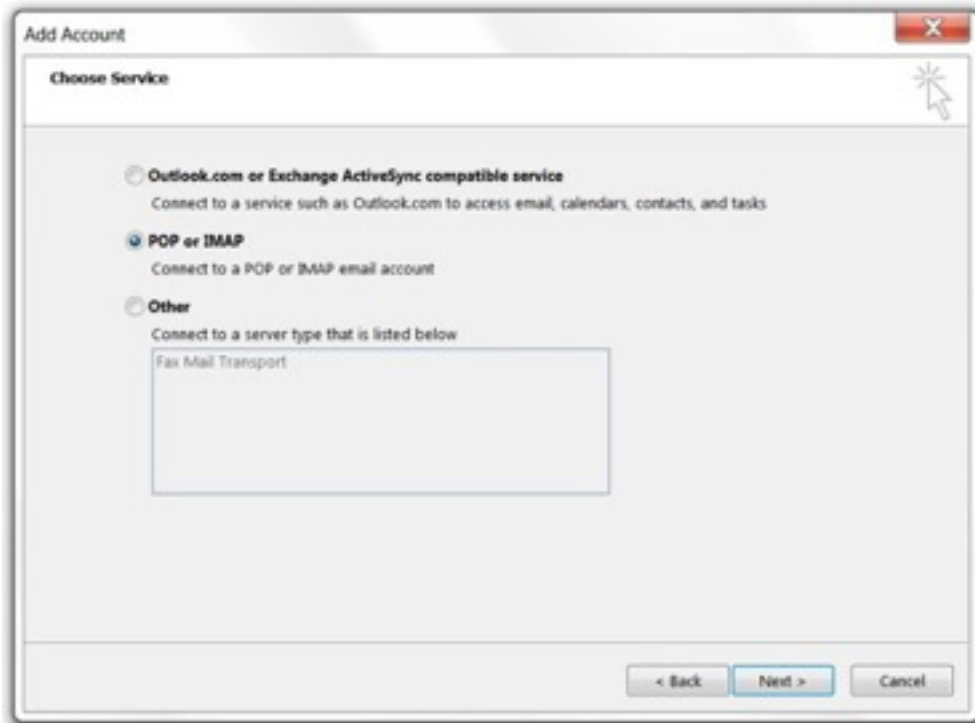
Step #2: Manual Setup for a New Email Account
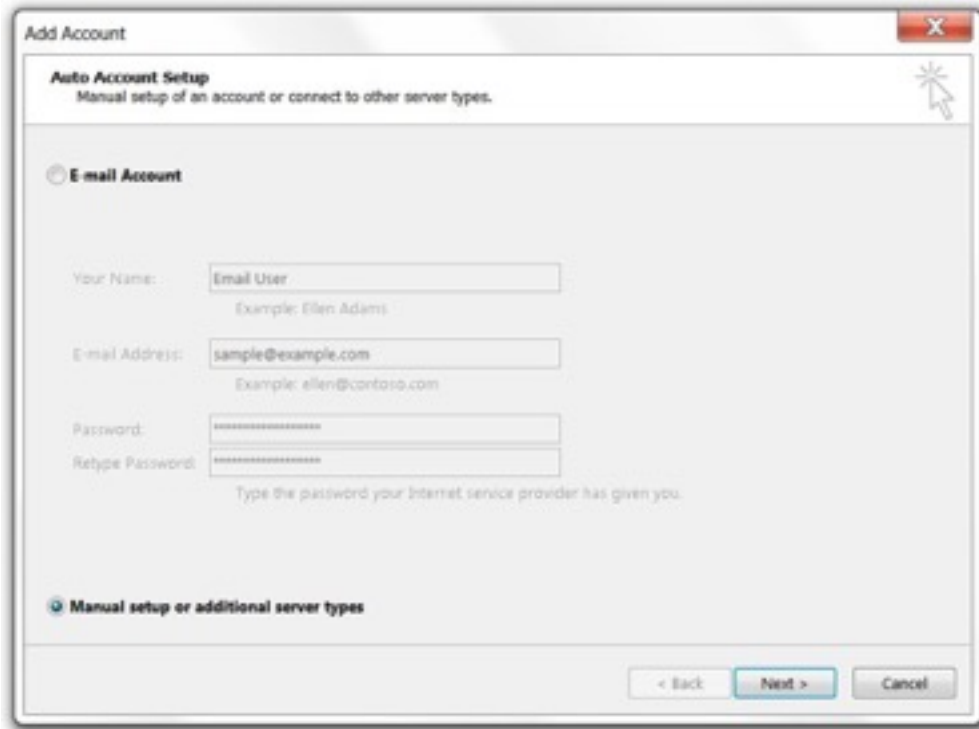
Select the radio button for Manual setup or additional server types.Add Account Setup screen
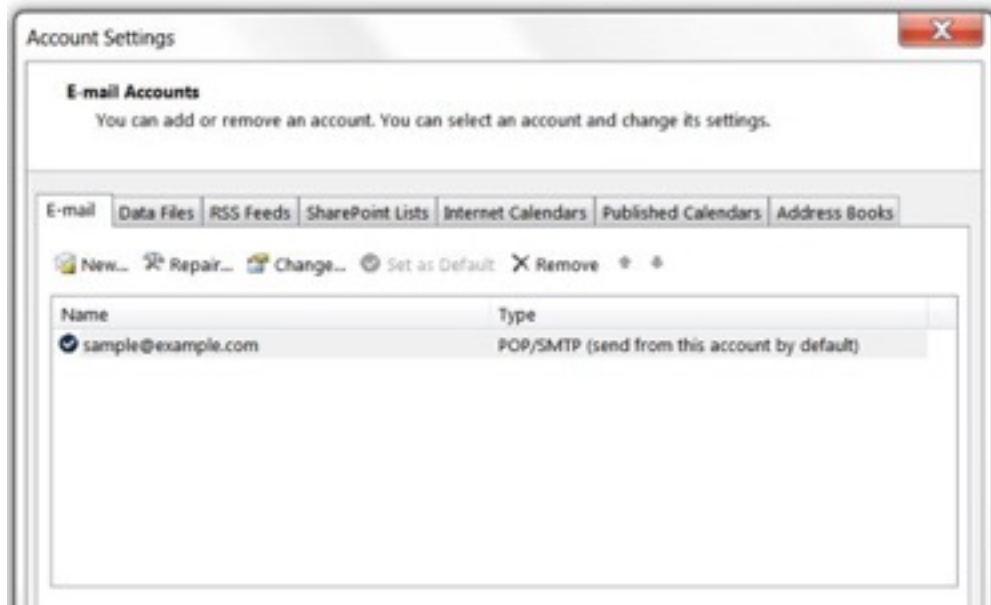
Then click Next.

Step #3: Select Email Account Type

Select the radio button for POP or IMAP.Choose Service screen

And then click Next.

Step #4: Modifying an Existing Account

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

New... | Repair... | Change... | Set as Default | Remove

Name	Type
sample@example.com	POP/SMTP (send from this account by default)

If you're editing an email account that already has been configured in Outlook, click on the account name and then click on the Change button. Otherwise, skip ahead to Step #5: Configure General Settings.

Account Settings edit

Note: You cannot edit an existing email account to switch its account type from POP3 to IMAP or vice versa. To change the account type, you must add a new account of the desired type (POP3 or IMAP) per the Add or edit the email account instructions above. Adding a new account with a different connection type should not require you to delete the old one in most mail clients.

Step #5: Configure General Settings

Your Name is your name as you want it to appear in emails that you send

Email Address should be the full email address

Account Type will be POP3 or IMAP, depending on your preference. For its ability to keep email in sync across multiple devices (desktop, laptop, phones and tablets), IMAP generally is recommended.

Incoming mail server

Mail.yourdomain.com

User Name is your full email address, not just the part before the at symbol.

Password is the email account password.

Require logon using Secure Password Authentication (SPA) must not be checked. SPA is not the same as SMTP authentication.

Step #6: Configure Outgoing Server Settings

Click the More Settings button, and select the Outgoing Server tab.Outgoing Server Settings - SMTP Authentication

My outgoing server (SMTP) requires authentication should be checked

Use same settings as my incoming mail server should be enabled

Log on to incoming mail server before sending mail (POP3 only) should not be enabled. That setting applies only to servers configured to allow POP Before SMTP authentication, in which a successful login to retrieve mail allows a user from the same IP address to also send mail for a period of time. It is not compatible with servers requiring SMTP authentication.

Now select the Advanced tab at the top of the More Settings window.

Step #7: Configure Ports and Encryption

Fill in the Advanced settings using the images and instructions below.
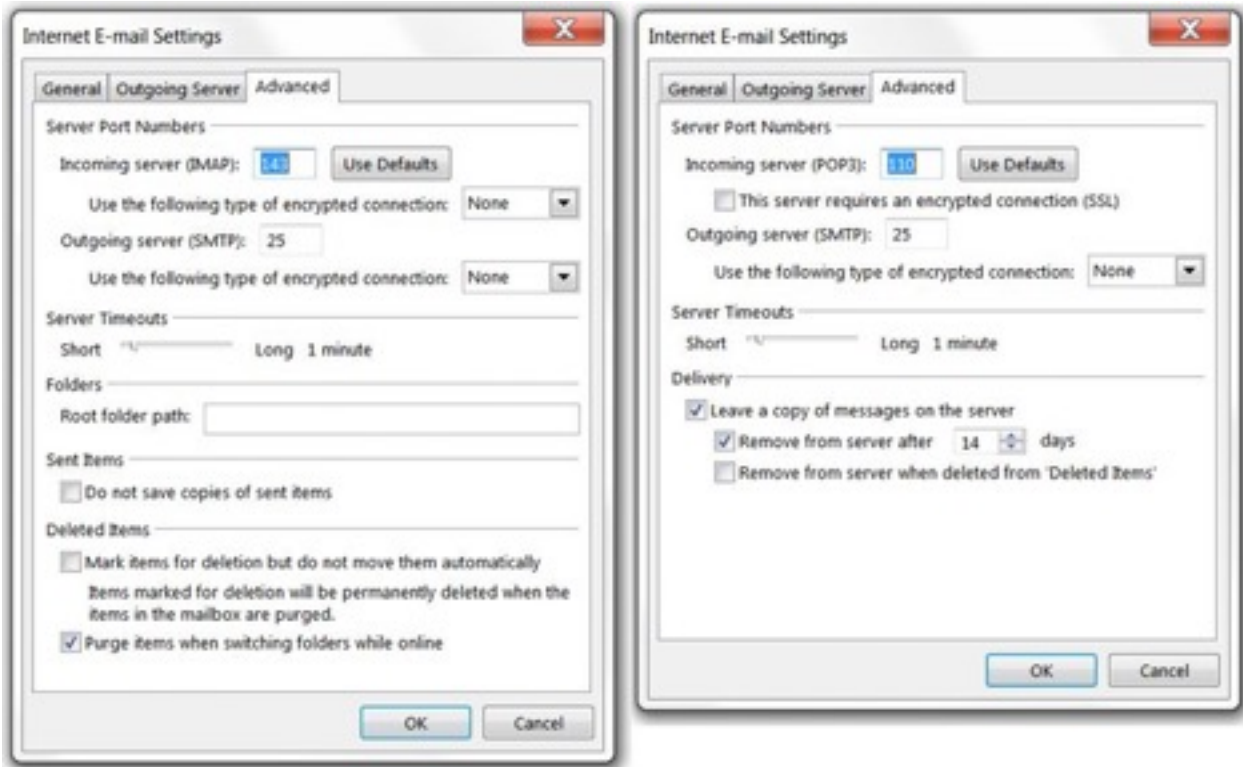
Once complete, click OK to return to the previous window.

Non-SSL Ports and Encryption

Advanced Internet E-mail Settings screens for email accounts using IMAP (left) and POP3 (right) connection methods over a standard (non-SSL) network connection.

Standard (Non-SSL) IMAP Settings

Standard (Non-SSL) POP3 Settings

Incoming server (IMAP) is port 143

Use the following type of encrypted connection is "None"

Outgoing server (SMTP) is port 25 (587 also can be used if needed)

Use the following type of encrypted connection is "None"

Incoming server (POP3) is port 110

This server requires an encrypted connection (SSL) is not checked

Outgoing server (SMTP) is port 25 or 587 also can be used if needed)

Use the following type of encrypted connection is "None"

Live Phone Support

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