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

Auto Account Setup Manual setup of an account or connect to other server types.			Ť
C E mail Account			
Your Name:	Email User		
	Example: Ellen Adams		
E-mail Address:	sample@example.com		
	Example: ellen@contoso.com		
Password.			
Retype Password	***********		
	Type the password your Internet service	e provider has given you.	
Manual setup or a	dditional server types		

Select the radio button for Manual setup or additional server types.Add Account Setup screen

Then click Next.

Step #3: Select Email Account Type

Choose Service		弋
	ActiveSync compatible service	re contacts and tasks
POP or IMAP	Construction in access clinar, carenaa	12, Conserver, and Leone
Connect to a POP or IMAP	mail account	
Other		
Connect to a server type th	t is listed below	
Fax Mail Transport		
		< Back Next > Cancel

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

And then click Next.

Step #4: Modifying an Existing Account

E-mail Accounts You can add or remove an account. Y	'ou can select an account an	d change its settings.	
nail Data Files RSS Feeds SharePoint	Lists Internet Calendars I	Published Calendars	Address Books
New 🛠 Repair 🖀 Change 🕲	Set as Default 🗙 Remove	* *	
lame	Type		
sample@example.com	POP/SMTP (se	end 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

Enter the mail server settin		5	
User Information		Test Account Settings	
Your Name:	Email User	We recommend that you test your account to ensure the	
Email Address:	sample@example.com	the entries are correct.	
Server Information			
Account Type:	POP3	Test Account Settings	
incoming mail server:	mail.example.com	Automatically test account settings when Next is clicked	
Outgoing mail server (SMTP):	mail.example.com	Deliver new messages to:	
logon Information		New Outlook Data File	
User Name:	sample@example.com	Existing Outlook Data File	
Password:		Browse	
1	Remember password		
Require logon using Secure	e Password Authentication (SPA)		
		More 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.

General Outgoing Server Advanced	General Outgoing Server Advanced
Server Port Numbers Incoming server (IMAP): ET Use Defaults Use the following type of encrypted connection: None Outgoing server (SMTP): 25 Use the following type of encrypted connection: None Server Timeouts Short The Long 1 minute	Server Port Numbers Incoming server (POP3): Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 25 Use the following type of encrypted connection: None Server Timeouts Short Use Long 1 minute
Folders Root folder path: Sent Items Do not save copies of sent items	Delivery Leave a copy of messages on the server Remove from server after 14 days Remove from server when deleted from 'Deleted items'
Deleted Items Mark items for deletion but do not move them automatically Items marked for deletion will be permanently deleted when the items in the mailbox are purged. Purge items when switching folders while online	OK Cancel

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"

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