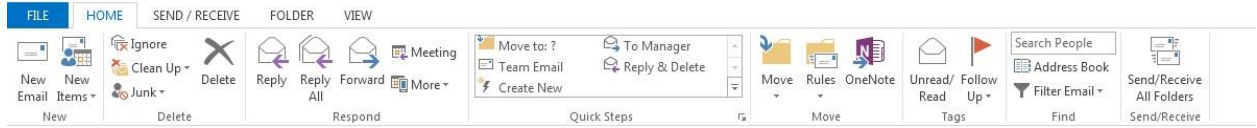


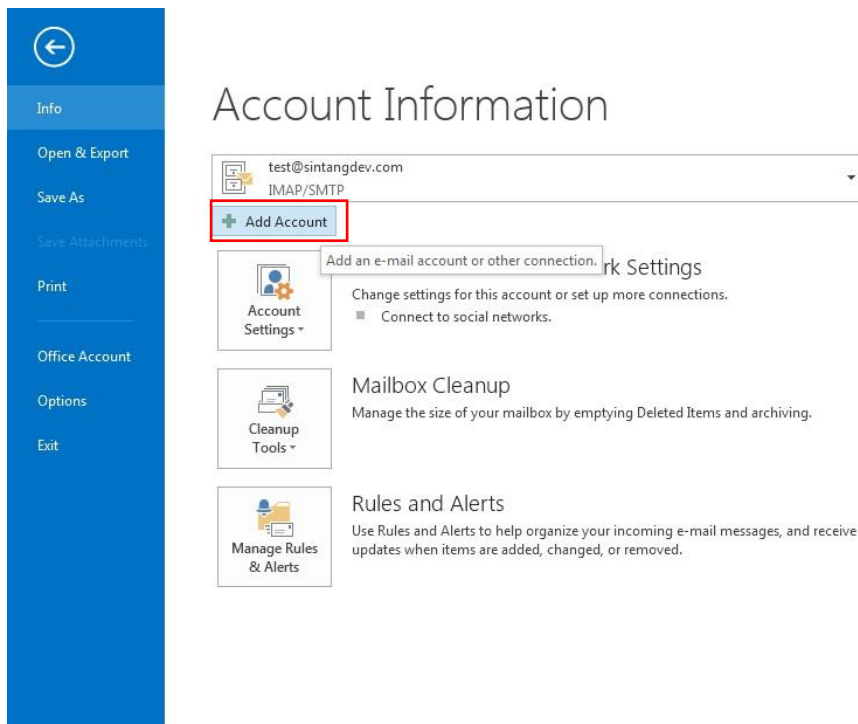
How to setup New Email Account in Outlook 2013

Date: July 2017. Documented by Stephen

Step 1: Launch your Microsoft Outlook 2013. Click on **File** from Menu Bar.



Step 2: Then you can see this Account Information page. Click on **Add Account** button to set up a new email account.



Step 3: Select **Manual setup or additional server types**, and then click the **Next** button.

The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The title is 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' There are three radio button options: 'E-mail Account', 'Manual setup or additional server types', and 'Exchange ActiveSync'. The 'Manual setup or additional server types' option is selected and highlighted with a red box. Below the radio buttons are four text input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

Step 4: Select **POP or IMAP**, and then click the **Next** button

The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. The title is 'Choose Service'. There are three radio button options: 'Microsoft Exchange Server or compatible service', 'Outlook.com or Exchange ActiveSync compatible service', and 'POP or IMAP'. The 'POP or IMAP' option is selected and highlighted with a red box. Below the radio buttons are three text input fields: 'Server Name', 'Port', and 'Username'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

Step 4: Fill in all the information details: -

Account type: **IMAP**

Incoming mail server: **mail.yourdomain.com**

(Your own domain name)

Outgoing mail server: **mail.yourdomain.com**

Username: xxxxxxxx@**yourdomain.com** **(Your own email account)**

Password: xxxxxxxx **(Your email password)**

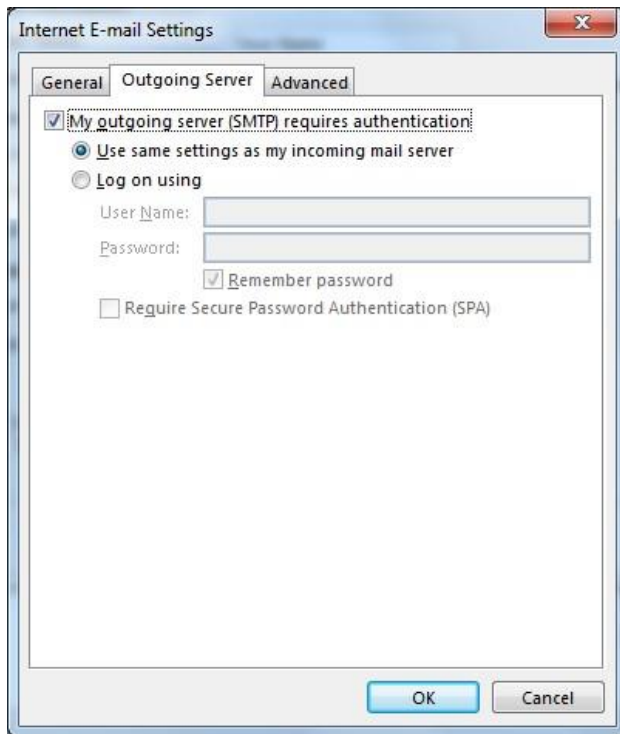
After that, click on **More Settings**

The screenshot shows a Windows-style dialog box titled "Add Account" with a close button (X) in the top right corner. The main heading is "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." and a help icon (mouse cursor over a starburst) in the top right. The dialog is divided into several sections:

- User Information:** "Your Name:" with a text box containing "Your Name"; "Email Address:" with a text box containing "user@yourdomain.com".
- Server Information:** "Account Type:" with a dropdown menu set to "IMAP"; "Incoming mail server:" with a text box containing "mail.yourdomain.com"; "Outgoing mail server (SMTP):" with a text box containing "mail.yourdomain.com".
- Logon Information:** "User Name:" with a text box containing "user@yourdomain.com"; "Password:" with a text box containing "*****"; a checked checkbox for "Remember password"; and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Mail to keep offline:** A slider control set to "All".

At the bottom right, a button labeled "More Settings ..." is highlighted with a red rectangular box. At the bottom center, there are three buttons: "< Back", "Next >", and "Cancel".

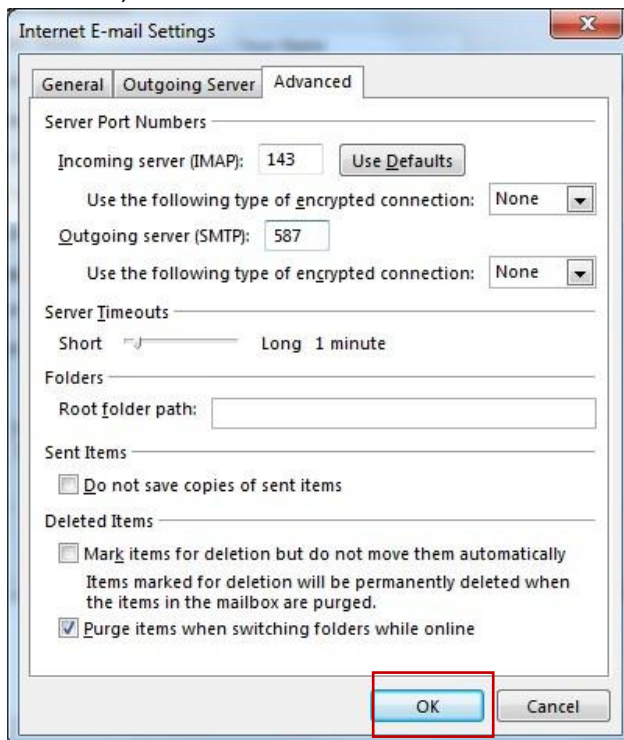
Step 5: Under **Outgoing Server** tab, Tick the checkbox – **My outgoing server (SMTP) requires authentication**. Then select **Use same settings as my incoming mail server**.



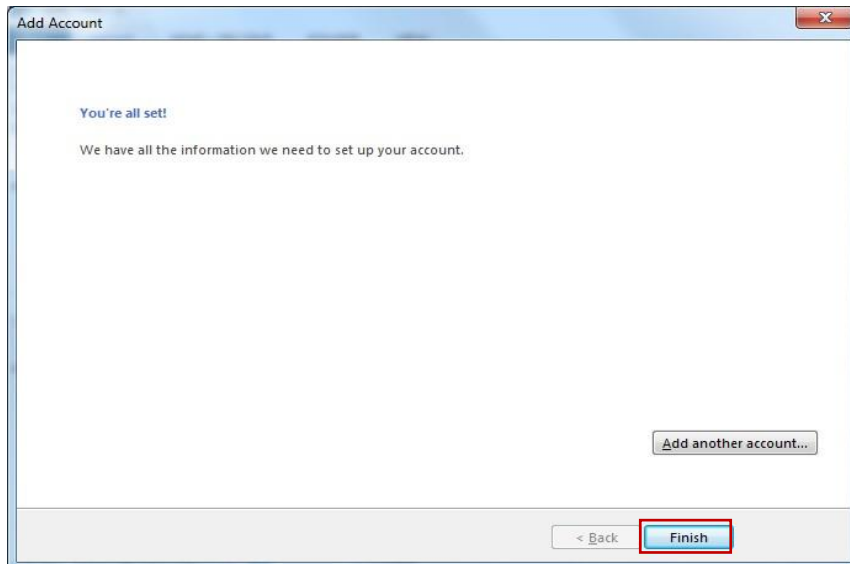
Step 6: Under **Advanced** tab, check for the port number is correct

Incoming server (IMAP): 143, Outgoing Server (SMTP): 587

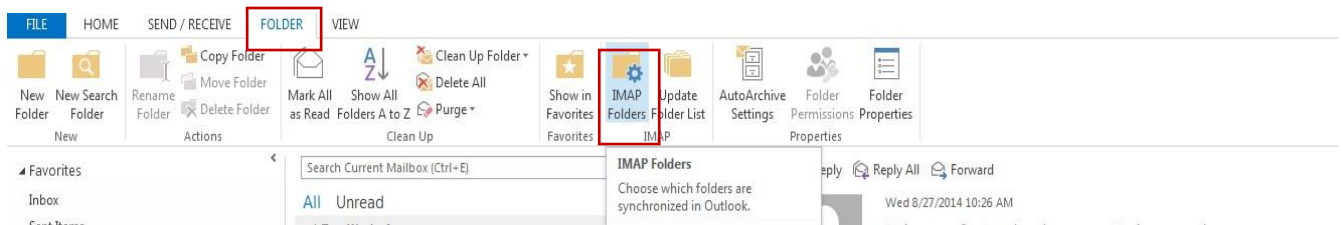
After that, click the **OK** button



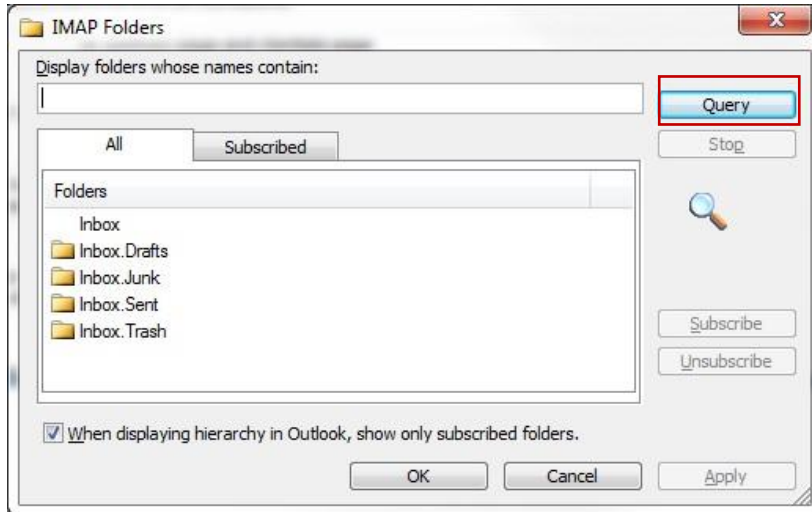
Step 7: It will start to verify your account on the server. Once it detects your email in the server, it will successfully verify your account and you can click close or finish. Then it will prompt you a message that shows you that your email is all set and you can use your email that you have created the Outlook.



Step 8: Click on Folder from the menu bar. Then click the IMAP Folders button.



Step 9: Click the **Query** button.



Step 10: Select all the folders and click on **Subscribe** Button. Then click on **Apply** → **OK**

