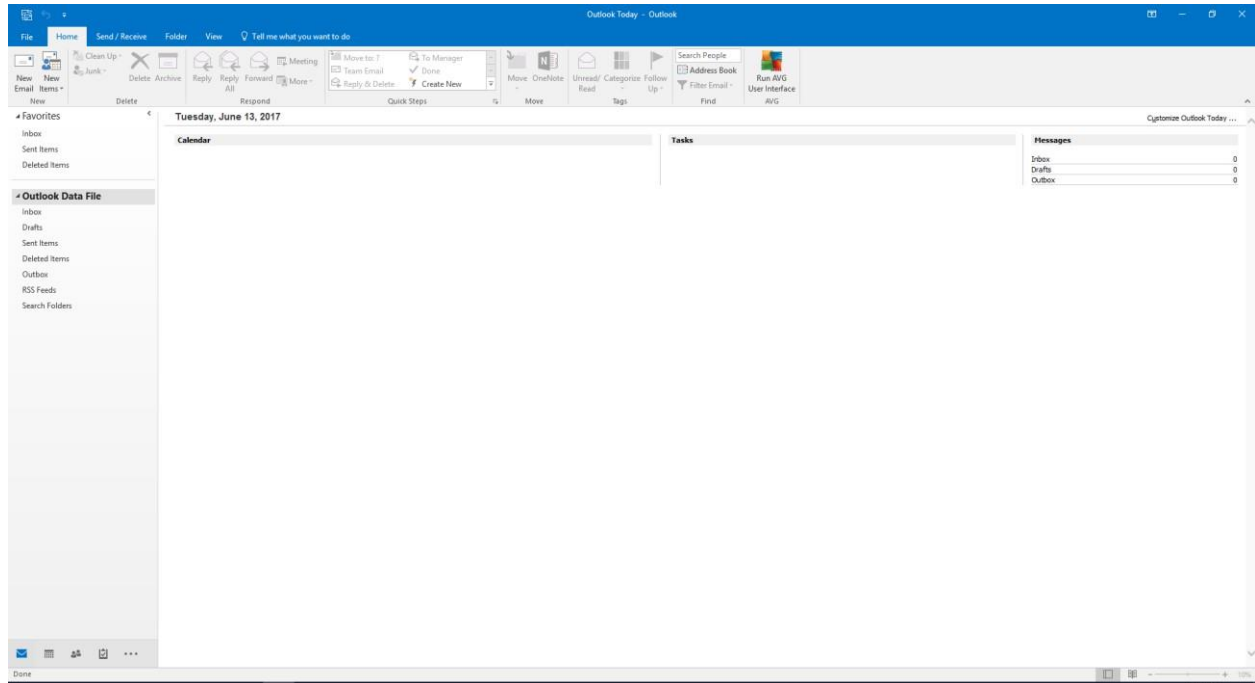


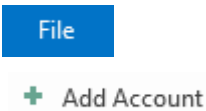
How to setup IMAP email for Outlook 2016

Date: July 2017. Documented by Stephen

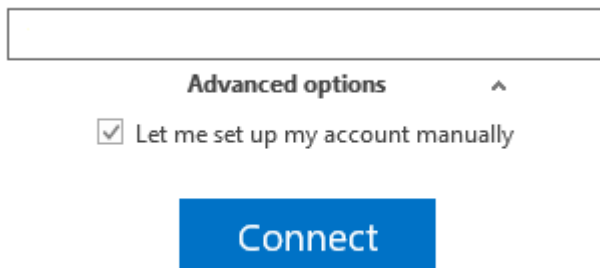
Open Microsoft Outlook 2016



Click the "File" tab, and then click "+ Add Account"



Entered the email address that you want to set up. Tick "Let me set up my account manually" and then click "Connect"



Choose IMAP and then click “Next”



IMAP

After that enter the account details

Incoming mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Next

Incoming Mail:

Server: mail.yourdomain.com (Use your own email domain, this is just a guideline on what to key in)

Encryption method: None

Port: 143 (default port number)

Outgoing Mail:

Server: mail.yourdomain.com (Use your own email domain, this is just a guideline on what to key in)

Encryption method: None

Port: 25 (default port number)

Once finish key in all the account details, click Next

It will prompt out a message asking you to key in the password. Once key in the password then click Connect and wait for it to connect your account from the server. Then it is finished and ready to be used

Enter the password for engineer1@ens.local

Connect