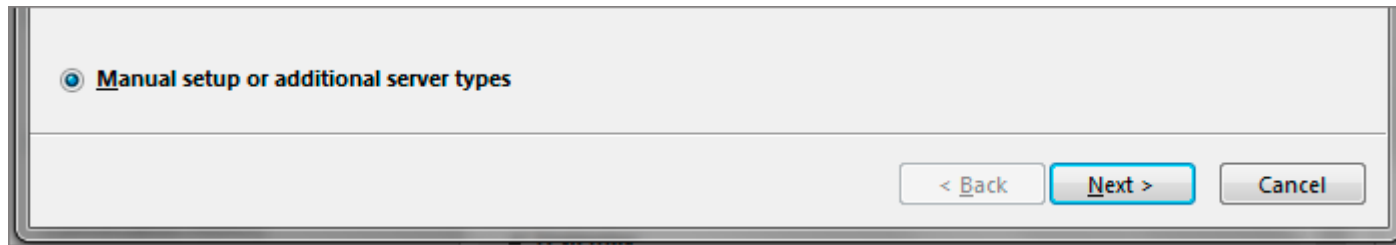
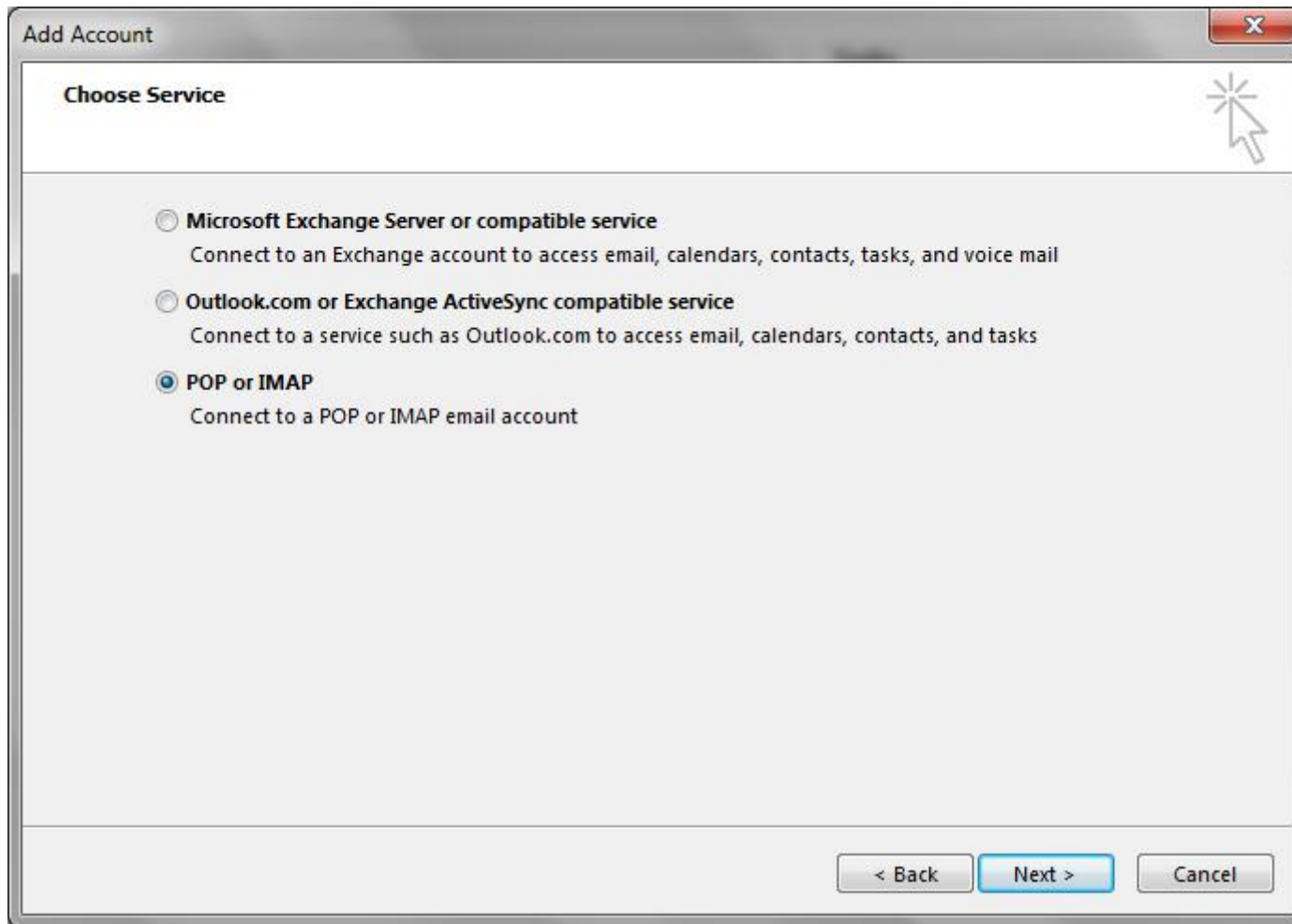


1. Launch **Outlook**, choose **File > Account Settings > Add Account** (*as above*)
2. Choose **Manual Setup or additional server types > Next**



3. Select **POP or IMAP > Next**



Account settings

4. Enter all the relevant details (**POP or IMAP**) and then select the **More Settings...** button.
 - Outlook will **auto-fill your User Name** – please ensure you fill in your **entire email address** as the username
 - For new hosting accounts, use the **IP address** instead of the Incoming & Outgoing mail servers

Add Account

POP and IMAP Account Settings

Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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.

Automatically test account settings when Next is clicked

Deliver new messages to:

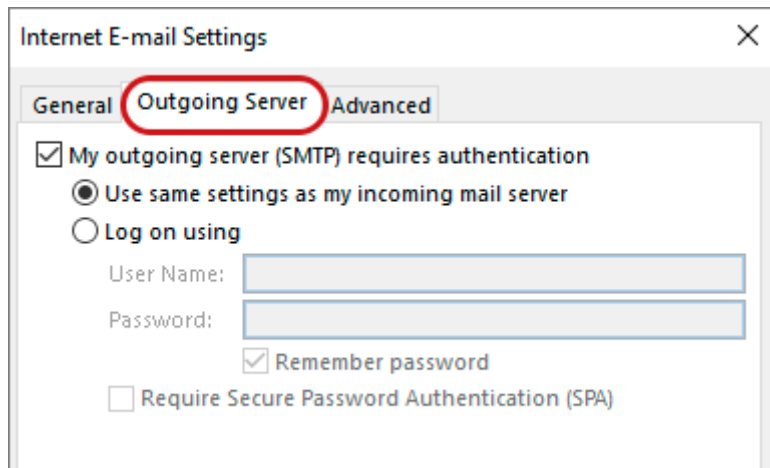
New Outlook Data File

Existing Outlook Data File

< Back Next > Cancel

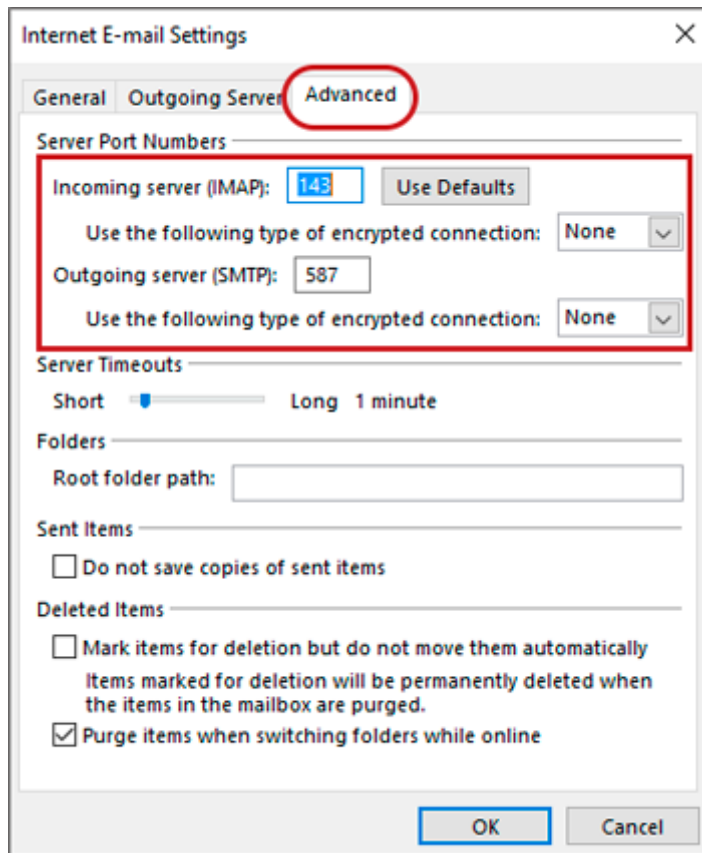
Check Outgoing Server settings

5. Select the **Outgoing Server** tab
 - Ensure that the **My outgoing server (SMTP) requires authentication** checkbox is ticked
 - Ensure that you have selected **Use same settings as my incoming mail server**



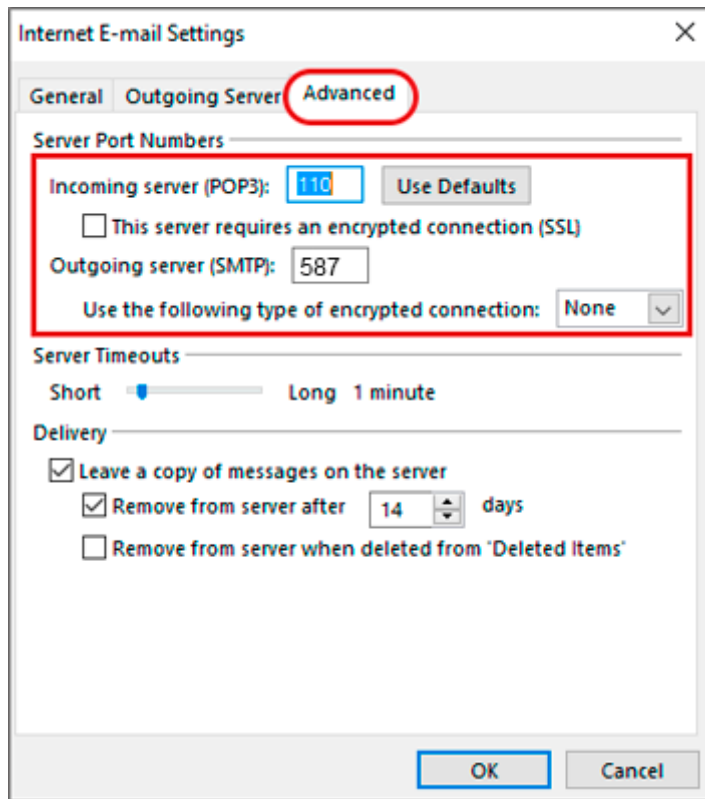
Check Advanced SMTP settings

6. Select the **Advanced** tab and ensure that your settings are as below for either IMAP or POP:**IMAP port settings**
 - Incoming **143**, outgoing **587**
 - **Not ticked:** This server requires an encrypted connection (SSL)
 - **Use the following type of encrypted connection** is None



POP port settings

- Incoming **110**, outgoing **587**
- **Not ticked:** This server requires an encrypted connection (SSL)
- **Use the following type of encrypted connection** is None



7. Click **OK** and then **Next**.

8. Let the test complete and then click **Close**

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks

Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed