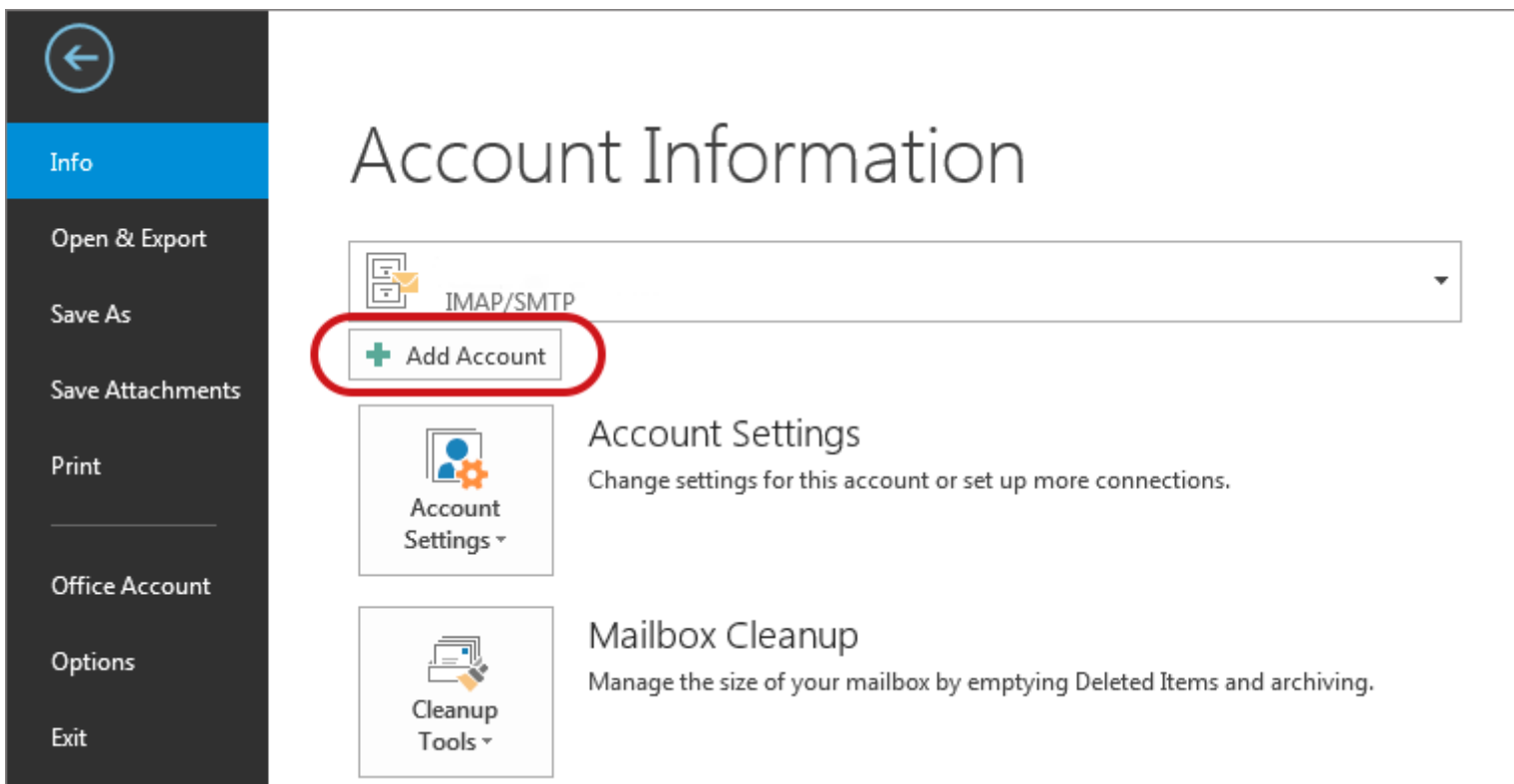


1. Launch **Outlook**
2. Select **File** on the top left menu bar

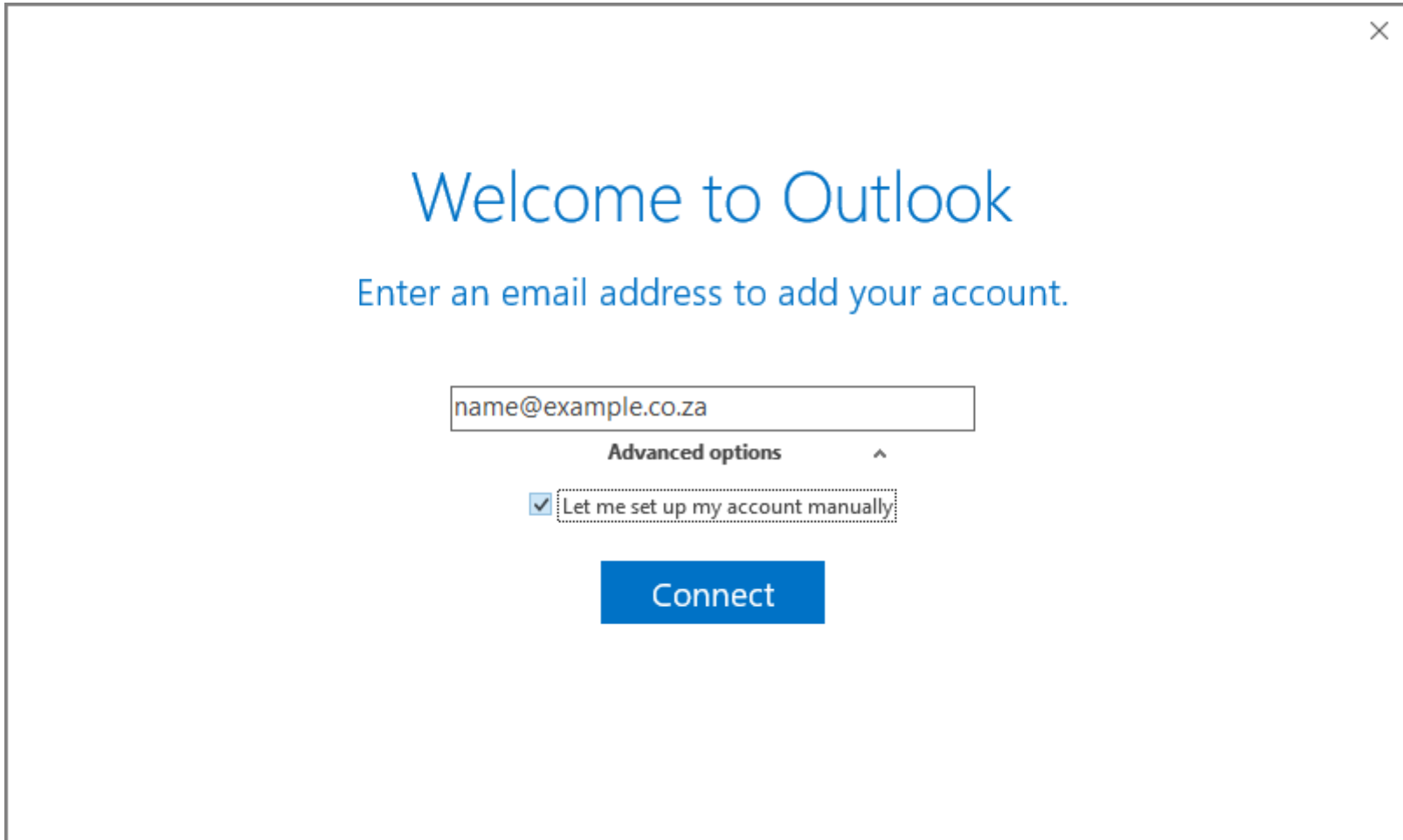


3. Select the **Add Account** button in the middle of the screen, then **Account Settings**



4. Insert your **email address**

5. Select **Advanced options**, then select **Let me setup my account manually** > **Connect**



Welcome to Outlook

Enter an email address to add your account.

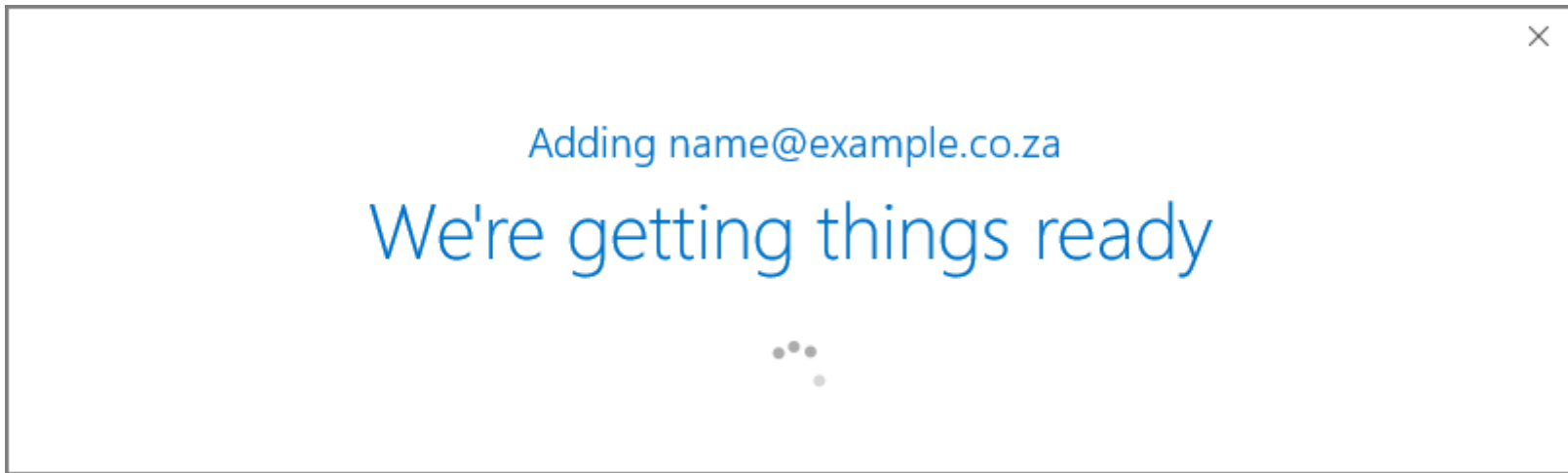
name@example.co.za

Advanced options ^

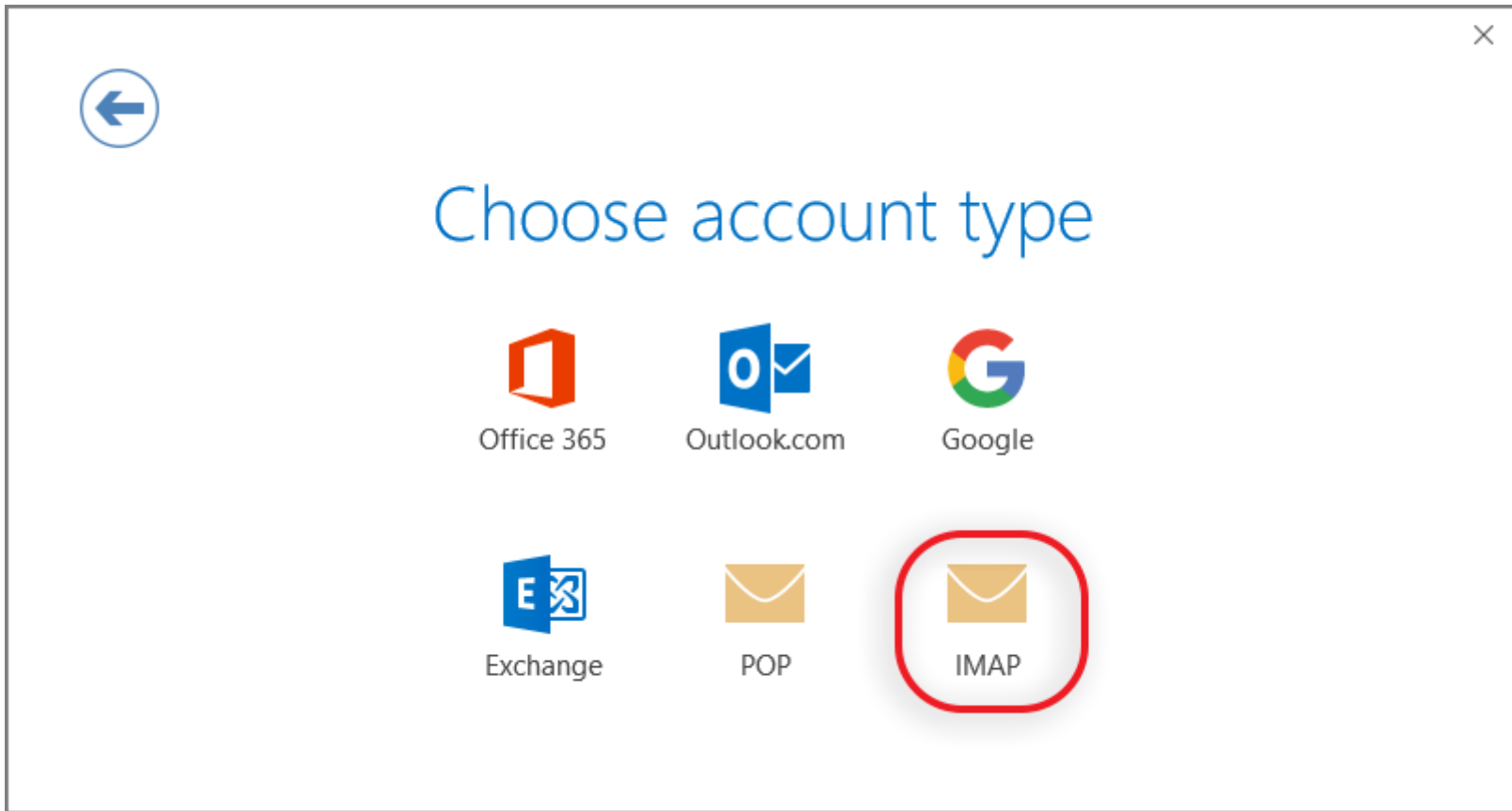
Let me set up my account manually

Connect

6. This temporary screen will display



7. This screen will display the various account options – select **IMAP** (or **POP**)



#### 8. **Server Settings:**

- Incoming mail: add **mail.** before your domain name
  - Port 143 (or 110 for POP)
  - Encryption method: None
  - Require logon using Secure Password Authentication (SPA) is unticked
- Outgoing mail: add **smtp.** before your domain name
  - **Change Port to 587** (not 25)
  - Encryption method: None
  - Require logon using Secure Password Authentication (SPA) is unticked

#### 9. Click **Connect**

IMAP Account Settings for name@example.co.za  
(Not you?)

Incoming mail

Server: mail.example.co.za Port: 143

Encryption method: None

Require login using Secure Password Authentication (SPA)

Outgoing mail

Server: smtp.example.co.za Port: 587

Encryption method: None

Require login using Secure Password Authentication (SPA)

Connect

10. You will now be prompted for the **password**

Internet Email - name@example.co.za

Enter your user name and password for the following server.

Server: mail.example.co.za

User Name: name@example.co.za

Password:

Save this password in your password list

OK Cancel

11. Your setup is complete!



Adding name@example.co.za

Account setup is complete

OK

Set up Outlook Mobile on my phone, too