

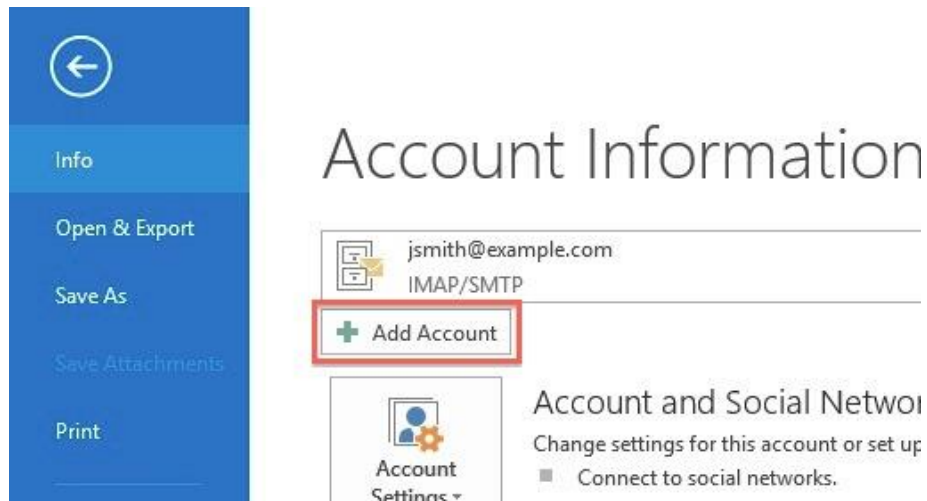


## How to Setup Email Outlook 2013 POP or IMAP (TLS)

This guide will show step-by-step instructions for setting up email on Outlook 2013 for Windows. While it can be used for other versions of Outlook, some screens and steps might vary.

### Adding a new account:

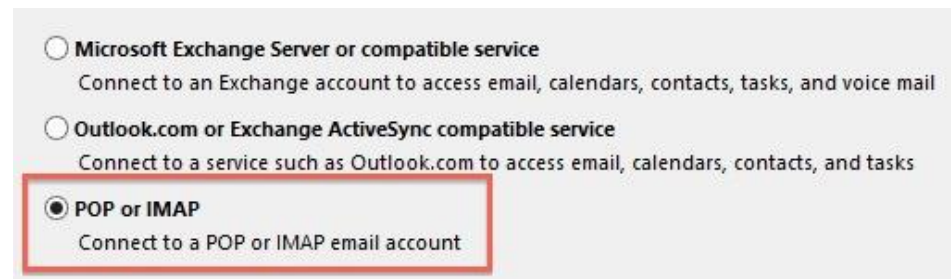
1. Select the **File** menu and choose **Info**



2. Click the **Add Account** button.
3. Choose **Manual setup or additional server types**



4. Click Next.
5. Choose **POP or IMAP** .



6. Click **Next**.



### Account Settings : POP and IMAP Account Settings.

- Enter your **Name** as you want it to appear on your outbound email messages.
- Enter your email address.
- Enter **mail.yourdomain** as your Incoming Mail Server.

\*You would not enter *example.com* but your own domain name.\*

- The **Outgoing Mail Server** is the same as your **Incoming Mail Server**.  
: **mail.yourdomain**
- Enter your email address for the User Name.
- Enter your email password.

#### POP Account Settings.

<b>User Information</b>	<b>Test Account Settings</b>
Your Name: <input type="text" value="John Smith"/>	We recommend that you test your account to ensure that the entries are correct.
Email Address: <input type="text" value="jsmith@example.com"/>	<input type="button" value="Test Account Settings ..."/>
<b>Server Information</b>	<input checked="" type="checkbox"/> Automatically test account settings when Next is clicked
Account Type: <input type="text" value="POP3"/>	
Incoming mail server: <input type="text" value="mail.yourdomain"/>	
Outgoing mail server (SMTP): <input type="text" value="mail.yourdomain"/>	
<b>Logon Information</b>	
User Name: <input type="text" value="jsmith@example.com"/>	
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	

Or

#### IMAP Account Settings.

<b>User Information</b>	<b>Test Account Settings</b>
Your Name: <input type="text" value="John Smith"/>	We recommend that you test your account to ensure that the entries are correct.
Email Address: <input type="text" value="jsmith@example.com"/>	<input type="button" value="Test Account Settings ..."/>
<b>Server Information</b>	<input checked="" type="checkbox"/> Automatically test account settings when Next is clicked
Account Type: <input type="text" value="IMAP"/>	
Incoming mail server: <input type="text" value="mail.yourdomain"/>	
Outgoing mail server (SMTP): <input type="text" value="mail.yourdomain"/>	
<b>Logon Information</b>	
User Name: <input type="text" value="jsmith@example.com"/>	
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	Mail to keep offline: All <input type="range" value="100"/>

Click More Settings ....



### More Settings :

1. Click the More Settings button.

The screenshot shows a configuration window with several input fields. At the bottom right, a button labeled "More Settings ..." is highlighted with a red rectangular box. Below the main configuration area are three buttons: "< Back", "Next >", and "Cancel".

2. Click the Outgoing Server tab.

The screenshot shows the "Internet E-mail Settings" dialog box with the "Outgoing Server" tab selected. The "My outgoing server (SMTP) requires authentication" checkbox is checked and highlighted with a red rectangular box. Below it, the "Use same settings as my incoming mail server" radio button is selected. Other options include "Log on using" with fields for "User Name:" and "Password:", a checked "Remember password" checkbox, and an unchecked "Require Secure Password Authentication (SPA)" checkbox. "OK" and "Cancel" buttons are at the bottom.

3. Click the "My outgoing server (SMTP) requires authentication" checkbox.
4. Make sure that it is using the same settings as your incoming mail server.
5. Click the Advanced tab.



### Account Type : POP

General | **Outgoing Server** | Advanced

Server Port Numbers

Incoming server (POP3): 110 Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 25

Use the following type of encrypted connection: TLS

Server Timeouts

Short ————— Long 10 minutes

Delivery

Leave a copy of messages on the server

Remove from server after 14 days

Remove from server when deleted from 'Deleted Items'

OK Cancel

### Account Type : IMAP

General | **Outgoing Server** | Advanced

Server Port Numbers

Incoming server (IMAP): 143 Use Defaults

Use the following type of encrypted connection: None

Outgoing server (SMTP): 25

Use the following type of encrypted connection: TLS

Server Timeouts

Short ————— Long 10 minutes

Folders

Root folder path:

Sent Items

Do not save copies of sent 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

6. Click the **OK** button.
7. Click the **Apply** button.

### Completing the Setup

1. Click **Next** on the E-mail Accounts window.
2. Click the **Finish** button.  
Outlook 2013 is now correctly configured to send and receive emails.