

How to setup e-mail account in Outlook

Introduction: This document describes how to create an e-mail account in Outlook.

1. Start – add new account

First, you have to start Outlook on your computer and click on the 'file' button.

03 📑 🕤	Ŧ					In	nbox - Outlook Data	File - Outlook		
FILE HO	ME SEND / RECEIVE	FOLDER	VIEW							
New New Email Items •	Clean Up * Junk * Delete	Reply Reply All	Forward I More -	Move to: ? Team Email	Create New	4 1	Move OneNote	Unread/ Categorize Read ~	Follow Up *	Search People
Favorites	Delete	<	Search Current Mailbo	ox (Ctrl+E) $ ho$ C	urrent Mailbox 👻		Move	Tags		Fina
▲ Outlook Data	a File		We didn't f	By Date ind anything to show h	* Newest ↓ ere.					
Inbox										
Drafts										
Sent Items										
Deleted Items										
Junk E-mail										
Outbox										
RSS Feeds										
Search Folder	s									

Then choose 'Add account'

¢	Inbox - Outlook Data File - Outloo
Info	Account Information
Open & Export Save As	Add Account
Save Attachments Print	Add an e-mail account or other connection. Account Settings - Account Settings - Add an e-mail account or other connection. Account Settings - Add an e-mail account or other connection. Add an e-mail account or other connection. Add an e-mail account or other connection. Add an e-mail account or other connection. Account Settings - Connect to social networks.
Office Account Options	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Items and archiving.
Exit	

2. Manual setup

When the wizard is open, choose 'Manual setup or additional server types'.

	Add Account	×
Auto Account Setup Manual setup of ar	account or connect to other server types.	×√×
○ E-mail Account		
Your Name:	Example: Ellen Adams	
E-mail Address:	Example: ellen@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you.	
Manual setup or ac	Iditional server types	
	< Back Next >	Cancel

3. Choose service – IMAP settings

You can choose between several services, you need to choose POP or IMAP and then click next.

Add Account	×
Choose Service	×
 Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks POP or IMAP Connect to a POP or IMAP email account 	
< Back Next >	Cancel

4. POP and IMAP account settings

You need to fill out all the fields with info.

Enter your name in the Your Name field and E-mail E-mail Address.

Select IMAP as the account type.

Enter mail.mysiteshop.com as Incoming mail server (IMAP).

Enter mail.mysiteshop.com as Outgoing mail server (SMTP).

In the Logon Information, enter your email address as User Name and password. Then click More Settings.

Blocking	Add	Account			
POP and IMAP Account Se Enter the mail server setti	ttings ngs for your account.	×			
User Information		Test Account Settings			
Your Name:	Name Surname	We recommend that you test your account to ensure that			
Email Address:	test@mail.com	the entries are conect.			
Server Information					
Account Type:	IMAP 🗸	Test Account Settings			
Incoming mail server:	mail.mysiteshop.com	Automatically test account settings when Next is clicked			
Outgoing mail server (SMTP):	mail.mysiteshop.com				
Logon Information					
User Name:	test@mail.com				
Password:	*****	Mail to keep offline: All			
√ R(emember password				
Require logon using Secur (SPA)	re Password Authentication	More Settings			
		< Back Next > Cancel			

Select 'Outgoing Server' and check 'My outgoing server (SMTP) requires authentication.'

Internet E-mail Settings	×
General Outgoing Server Advanced	
My outgoing server (SMTP) requires authentication	
Use same settings as my incoming mail server	
🔾 Log on using	
User Name:	
Password:	
Remember password	1
Require Secure Password Authentication (SPA)	
OK Cancel	

Select Advanced. For Incoming server (IMAP), enter 143, and select TLS. For Outgoing server (SMTP), enter 587, and select TLS. Click OK and then Next.

Internet E-mail Settings
General Outgoing Server Advanced
Server Port Numbers Incoming server (IMAP): 143 Use Defaults Use the following type of encrypted connection: TLS V Outgoing server (SMTP): 587 Use the following type of encrypted connection: TLS V Server Timeouts
Short Long 1 minute 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

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5. Checking if the account is setup properly.

The 'test account settings' window will appear to show you if the account is now connected to server, and if the test mail was successfully sent. Click CLOSE.

	Test Account	Settings		``````````````````````````````````````
Jser Informa	Congratulations! All tests completed successfully. Click Close to Stop Close Close			
Four Name:				
Server Inform	Tasks Errors			
Account Type	Tasks	Status	•	
ncoming ma	✓ Log onto incoming mail server (IMAP)	Completed		when Next
Outgoing ma	Send test e-mail message	Completed		
.ogon Inforr				
Jser Name:				1
Password:	*****			
	Remember password	I. I.	I I	i Ť

You have now set up your account in Microsoft Outlook, Click Finish.

Need help?

You are welcome to contact us anytime via phone or other digital media.

Web: <u>http://support.appsco.com</u>

E-mail: support@appsco.com

Phone: +47 820 75 032 (paid number, cost will vary)