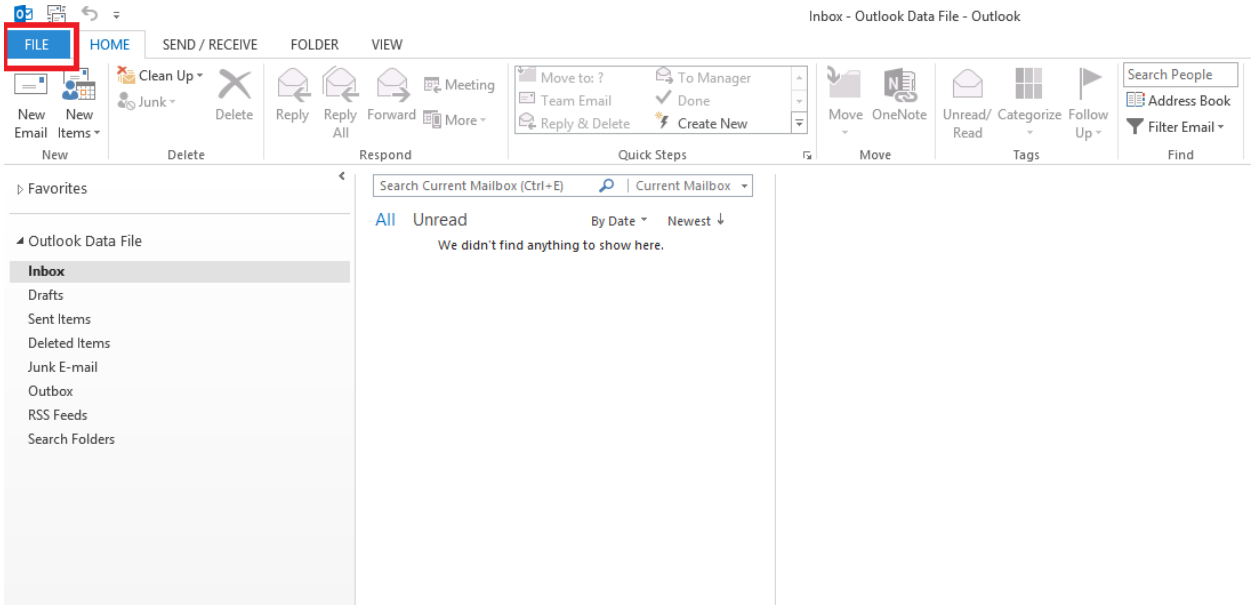
How to setup e-mail account in Outlook

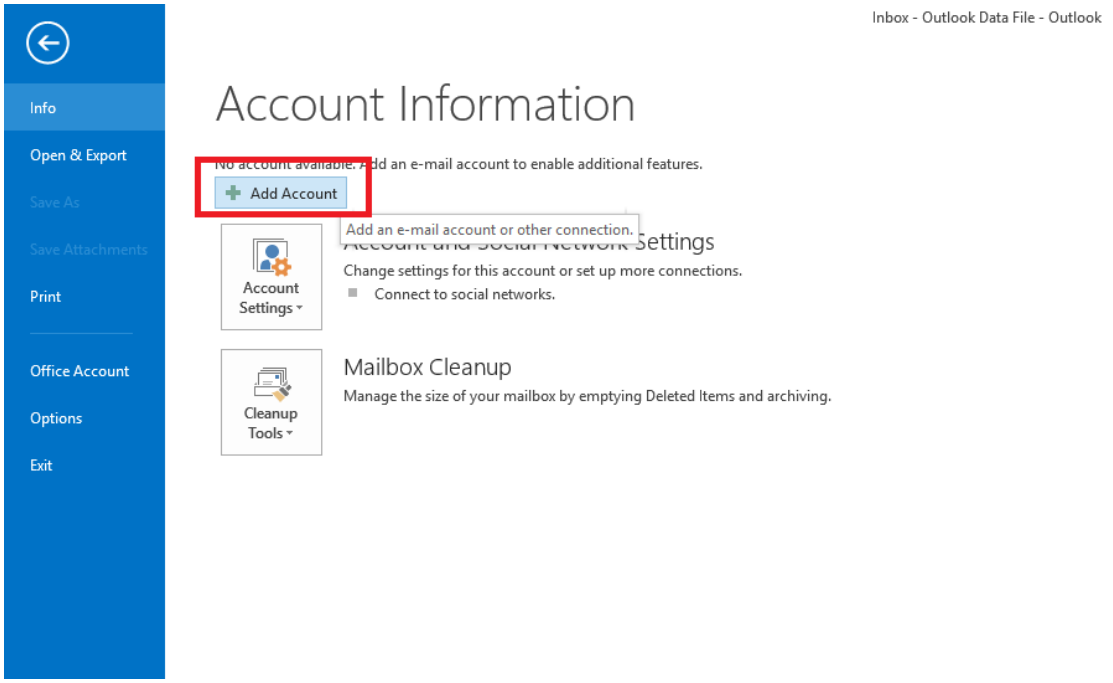
Introduction: This document describes how to create an e-mail account in Outlook.

1. Start – add new account

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

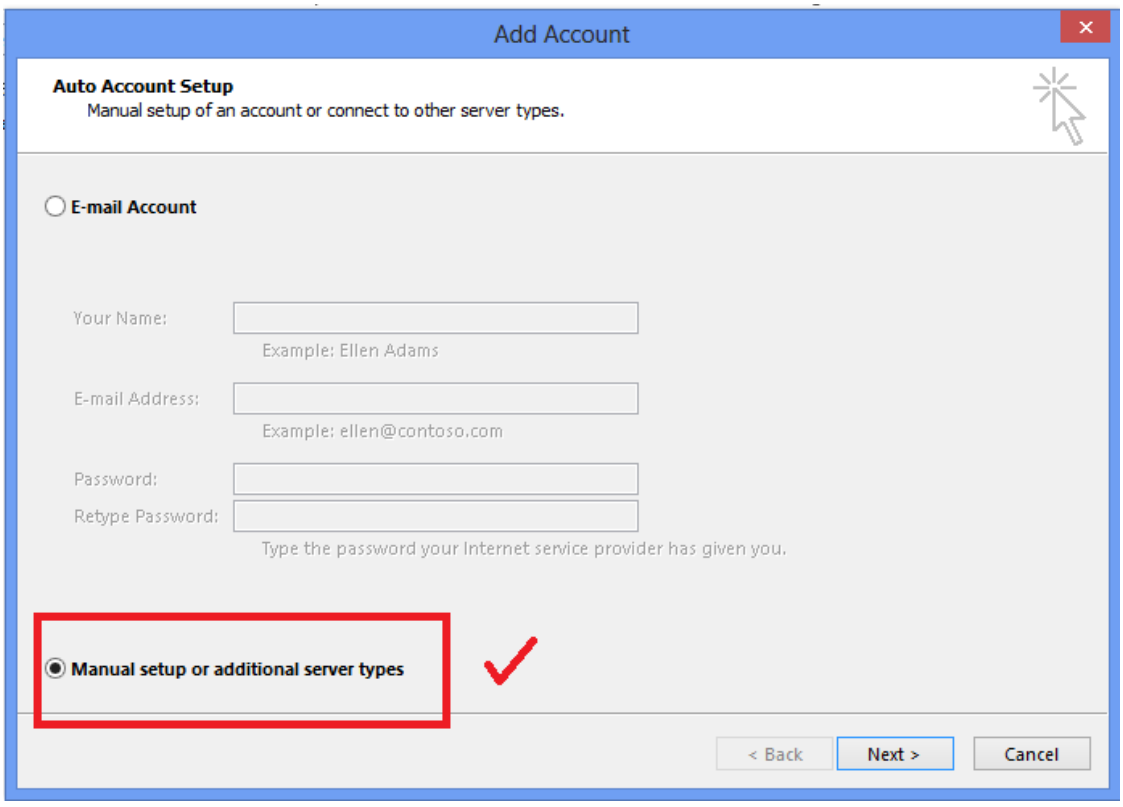


Then choose ’Add account’



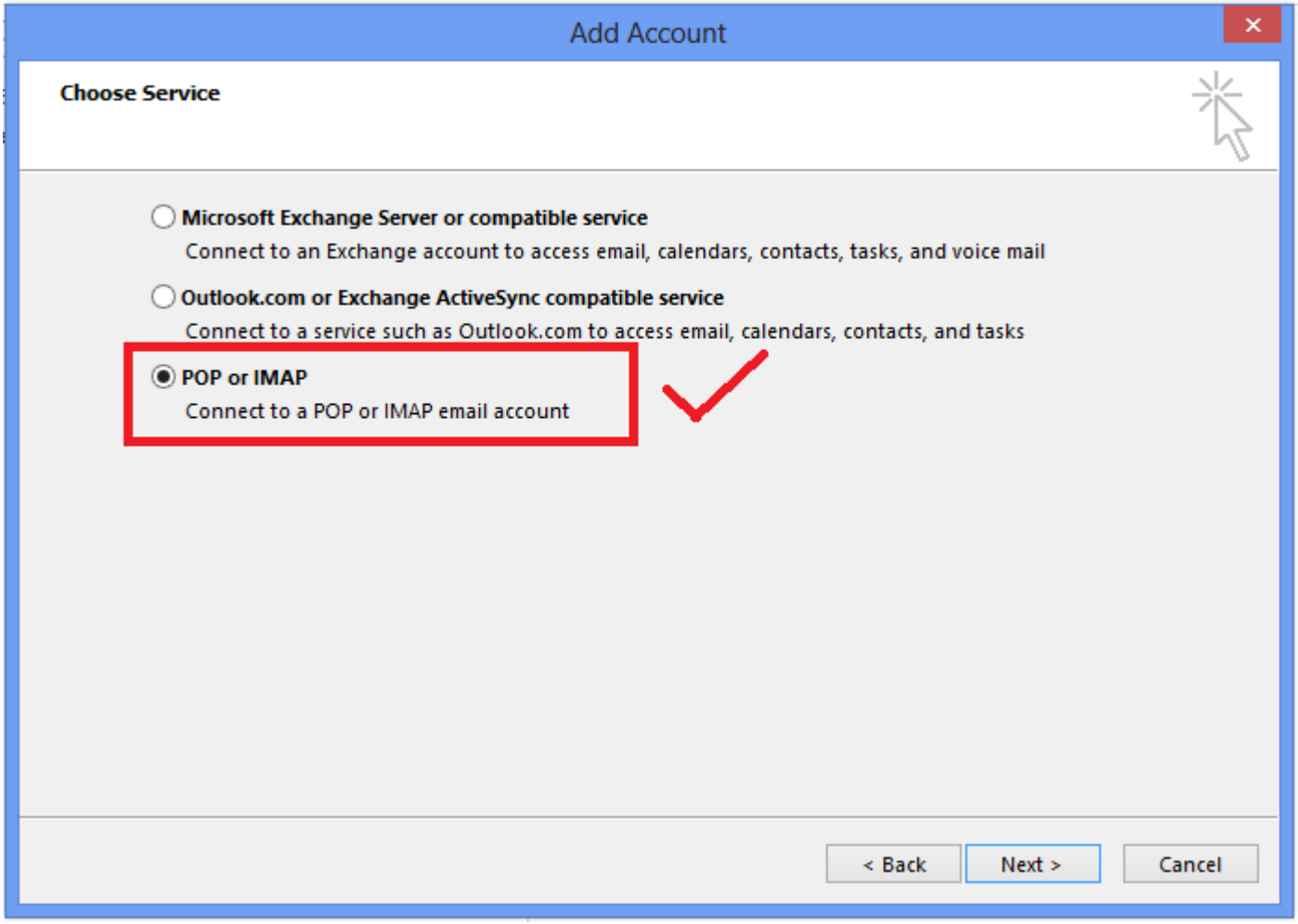
2. Manual setup

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



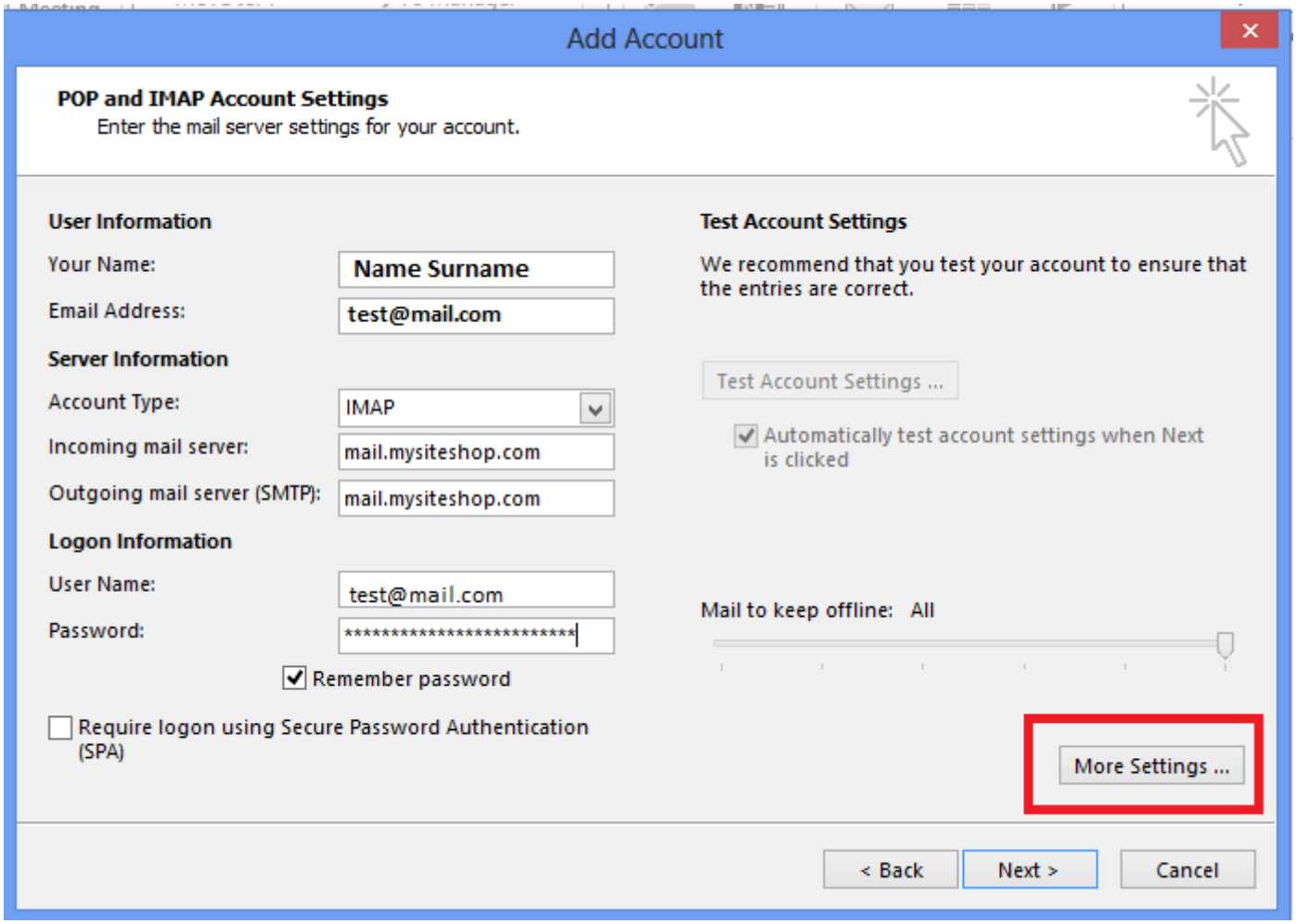
3. Choose service – IMAP settings

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

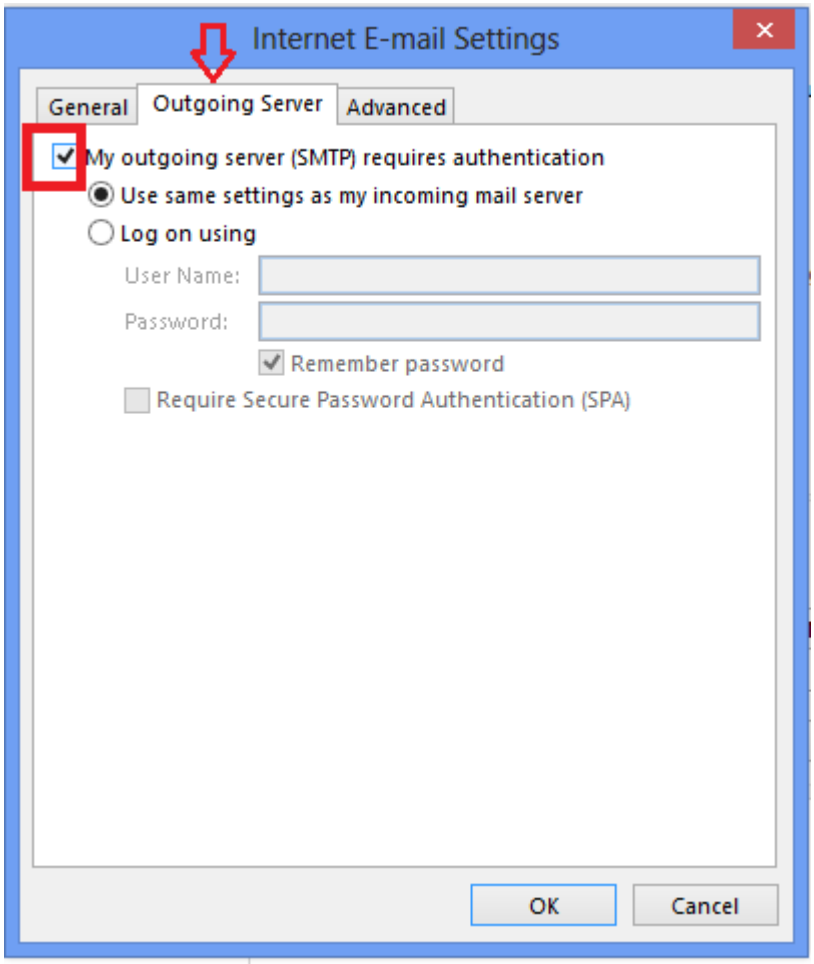


4. POP and IMAP account settings

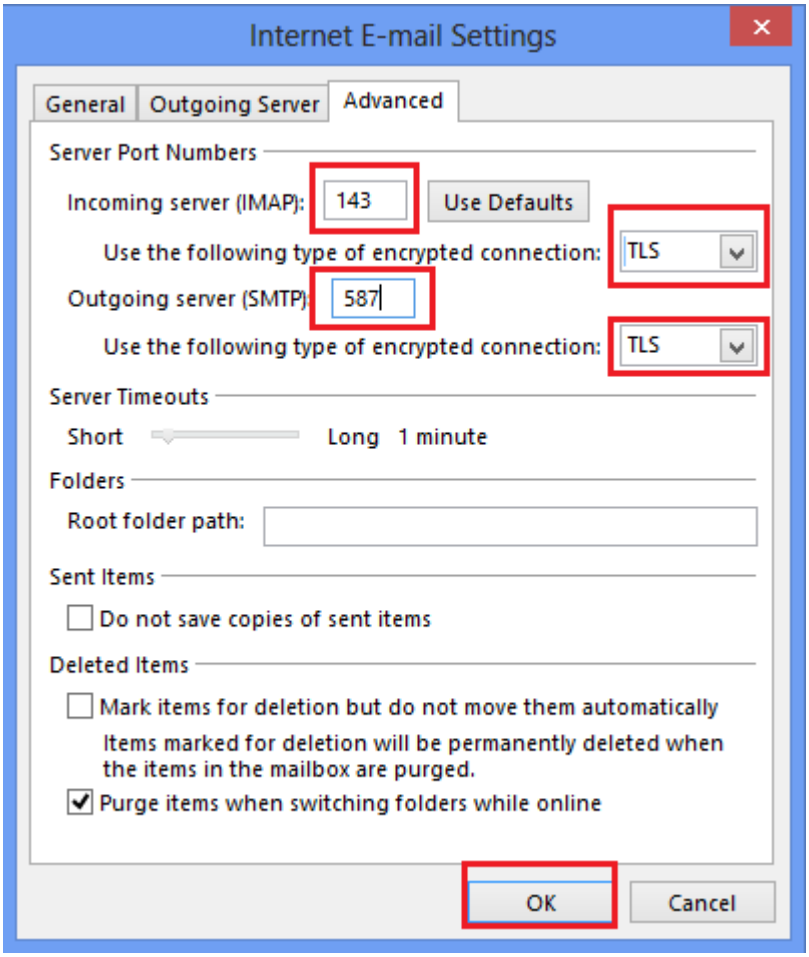
You need to fill out all the fields with info.
Enter your name in the Your Name field and E-mail E-mail Address.
Select IMAP as the account type.
Enter mail.mysiteshop.com as Incoming mail server (IMAP).
Enter mail.mysiteshop.com as Outgoing mail server (SMTP).
In the Logon Information, enter your email address as User Name and password. Then click More Settings.



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



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.



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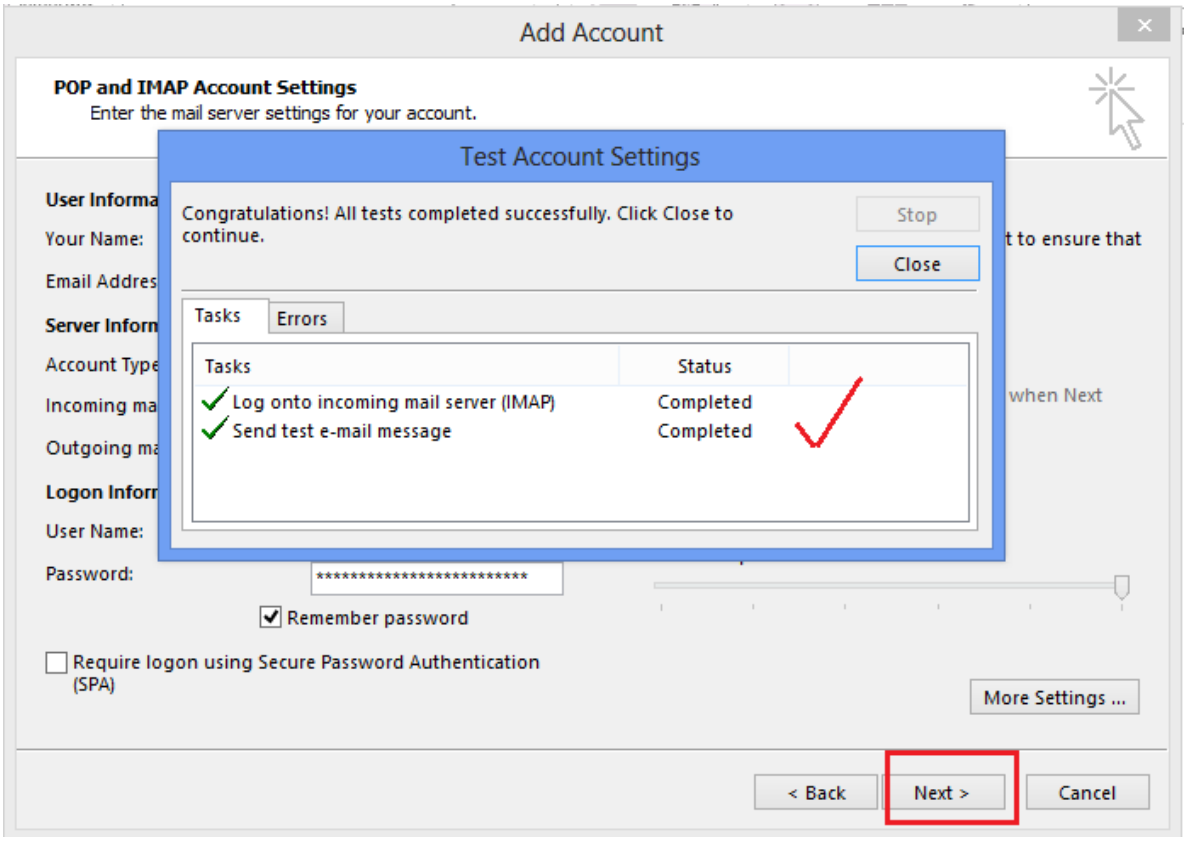
5. **Checking if the account is setup properly.**

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.



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: http://support.appsco.com

E-mail: support@appsco.com

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