

## Outlook 2013/2016

1. Open Outlook
2. Click **"File"** and then select **"Info"**

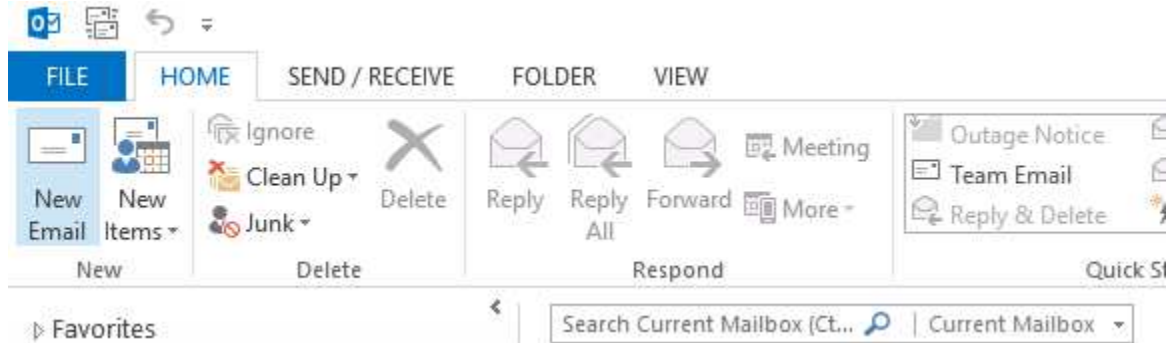


Fig. 1-1: Locating the File Menu

3. Click the **"Account Settings"** box and select **"Account Settings"**. This will open the new window.

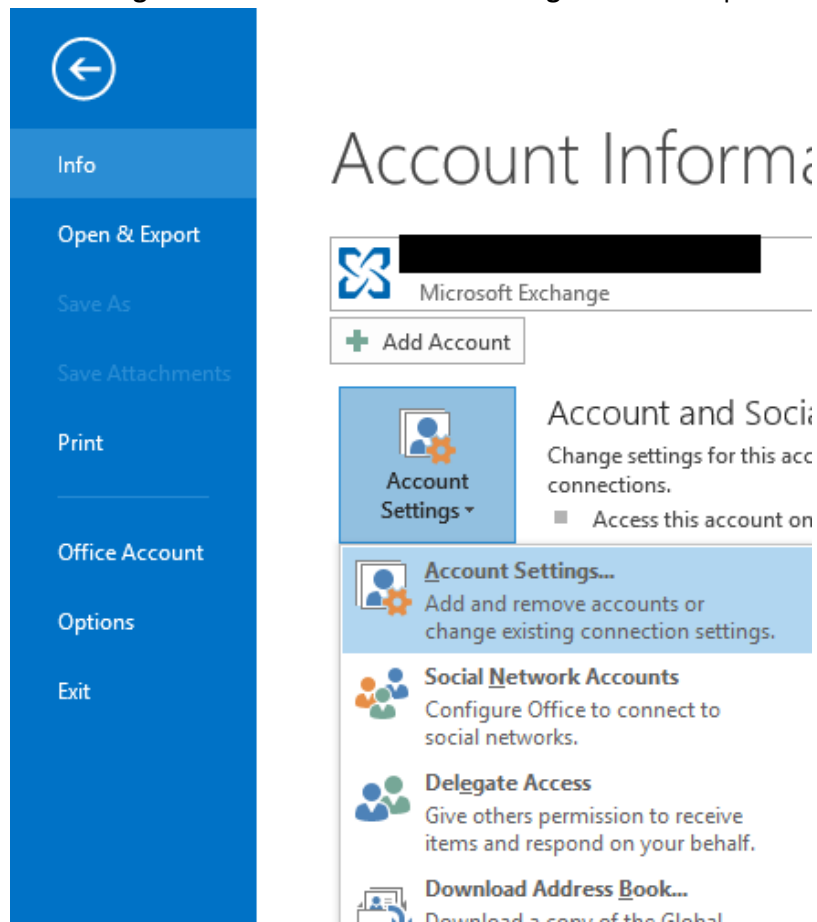


Fig. 1-2: Entering the Account Settings

4. Click the **"E-mail"** tab in the new window

5. Click **“New...”**

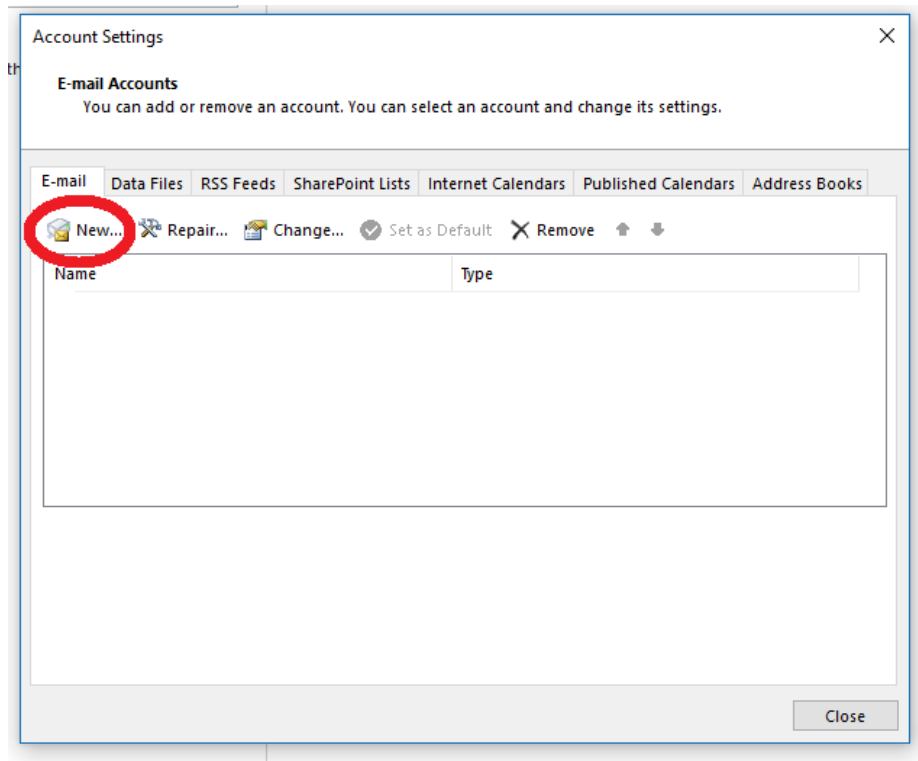


Fig. 1-3: Creating a New Account Profile

6. Choose **“Manual setup or additional server types”** and then click **“Next >”**

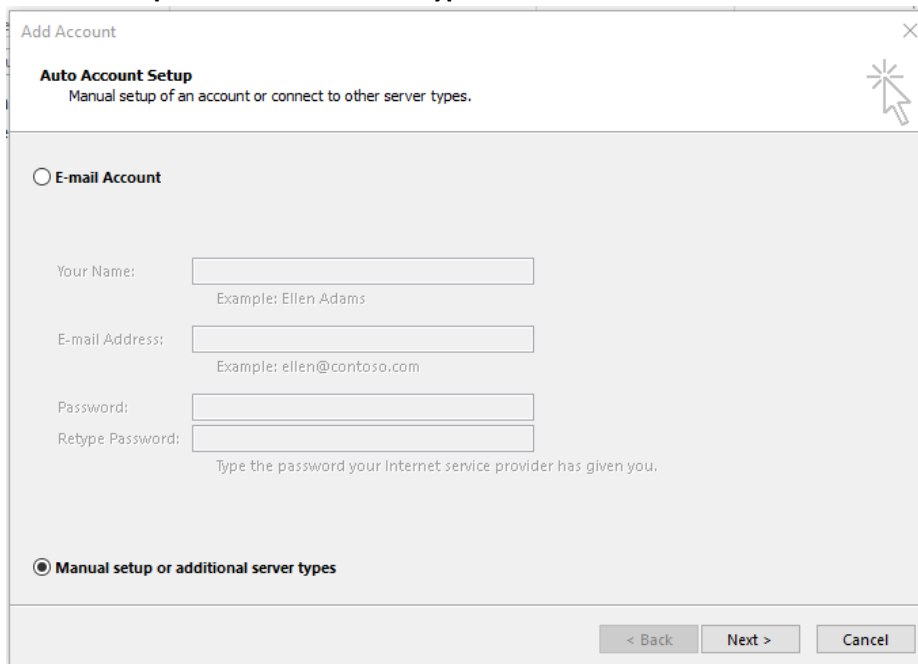


Fig. 1-4: Manually Configuring the Mail Servers

7. Select **“POP or IMAP”** and then click **“Next >”**

8. Fill in the **User Information**, **Server Information**, and **Logon Information** sections

\*Use POP3 if this is the only device you check your e-mail with. If you use multiple devices to check e-mail (smartphones, tablets, etc.) use IMAP

\*\*Incoming/Outgoing mail servers will match the same domain as your e-mail

ex: an e-mail of “example@d-pcomm.net” would have a mail server of “mail.d-pcomm.net”

an e-mail of “example@cass.net” would have a mail server of “mail.cass.net”

an e-mail of “example@tc3net.com” would have a mail server of “mail.tc3net.com”

\*\*\* The User Name should be your full e-mail address

Fig. 1-5: Entering Server Settings

9. Click “**More Settings...**”

10. Select the “**Outgoing Server**” tab and check the box for “**My outgoing server (SMTP) requires authentication**”

11. Select “**Use same credentials as my incoming mail server**” and click “**OK**”

Fig. 1-6: Adjusting Outgoing Server Settings

12. Click “**Next >**” to test the account and complete setup.