## 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..."

Account	Settings					×
E-mai Yo	i <b>l Accounts</b> ou can add o	r remove an a	iccount. You can s	elect an account and	l change its settings.	
E-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
😪 Ne	w 🎌 Rej	pair 督 C	hange 📀 Set :	as Default 🗙 Remo	ove 🕈 🖶	
Name				Туре		
						Close

Fig. 1-3: Creating a New Account Profile

6. Choose "Manual setup or additional server types" and then click "Next >"

) 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.	

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

User Information		Test Account Settings		
Your Name:	(Your Name Here)	We recommend that you test your account to ensure th the entries are correct		
Email Address:	example@d-pcomm.net	the chines are concer.		
Server Information		Tool Assessed Cablic as		
Account Type:	IMAP	lest Account Settings		
Incoming mail server:	mail.d-pcomm.net	<ul> <li>Automatically test account settings when Next is clicked</li> </ul>		
Outgoing mail server (SMTP):	mail.d-pcomm.net			
Logon Information				
User Name: example@d-pcomm.net				
Password:	*****	Mail to keep offline: All		
R	emember password	and the second		
Require logon using Secur (SPA)	re Password Authentication	More Settings		

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"

General	Outgoing Server	Advanced
🗹 My οι	utgoing server (SN	MTP) requires authentication
O Us	se same settings a	as my incoming mail server
	g on using	
U	ser Name:	
Pi	assword:	
	V Re	member password
	Require Secure	Password Authentication (SPA)

Fig. 1-6: Adjusting Outgoing Server Settings

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