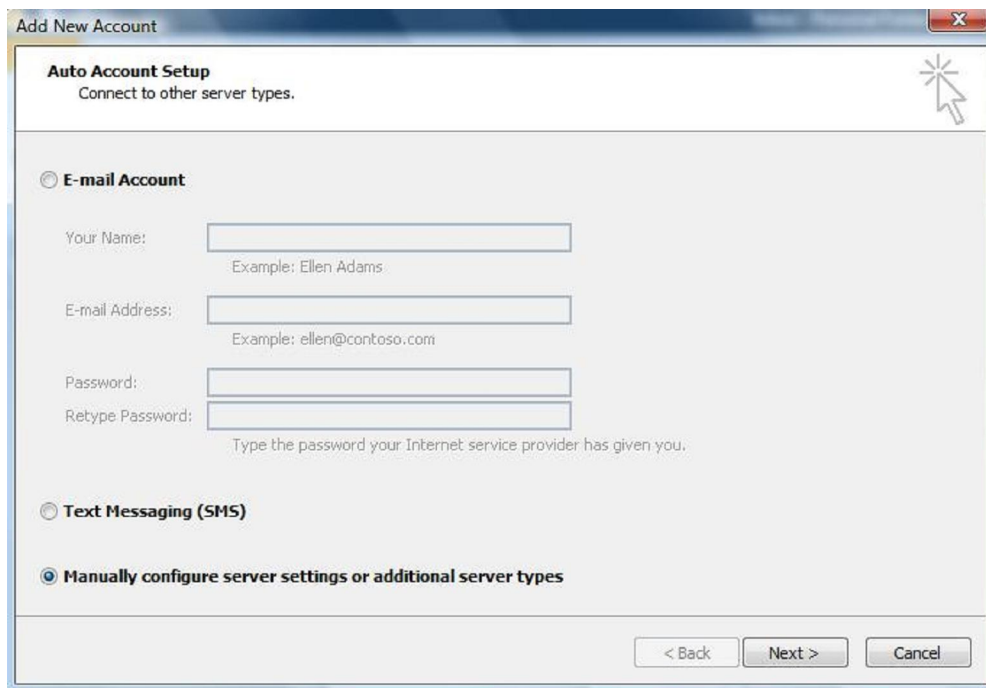




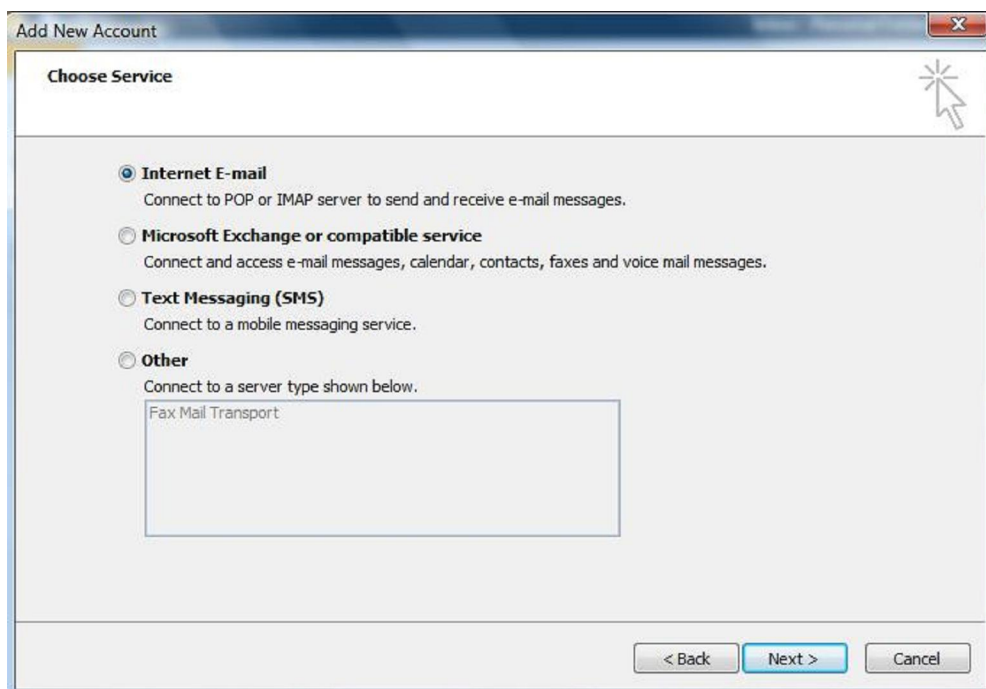
3. On the Auto Account Set-up screen, click **Manually configure server settings or additional server types**.



The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The 'Manually configure server settings or additional server types' radio button is selected. The other options are 'E-mail Account' and 'Text Messaging (SMS)'. There are input fields for 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. The 'Next >' button is highlighted.

Choose email service

4. Select **Internet E-mail** and click **Next**.



The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The 'Internet E-mail' radio button is selected. The other options are 'Microsoft Exchange or compatible service', 'Text Messaging (SMS)', and 'Other'. The 'Next >' button is highlighted.

Email settings

5. Enter all the relevant details (Select 'POP3' as the server type) and then click **More Settings** (Note: Outlook will auto-fill your user name, please ensure you fill in your entire email address as the username)



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**Take the tour**

**Add New Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name:   
E-mail Address:

**Server Information**  
Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
  
 Test Account Settings by clicking the Next button

**Deliver new messages to:**  
 New Outlook Data File  
 Existing Outlook Data File

Outgoing Server Settings

6. Click on the **Outgoing Server** tab and ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected, as well as **Use same settings as my incoming mail server**.

**Internet E-mail Settings**

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication  
 Use same settings as my incoming mail server  
 Log on using  
 User Name:   
 Password:   
 Remember password  
 Require Secure Password Authentication (SPA)  
 Log on to incoming mail server before sending mail

Advanced Settings

7. Select the **Advanced** tab

8. Ensure that your settings look like the settings shown in this screenshot. In particular, check that:

- The Incoming server (POP) port is set to the default (110)
- The Outgoing server (SMTP) port is set to 587

9. Click OK, then **Next** and **Finish**.

10. Your Outlook mail program should now be set up to send and receive mail.

Email still not working? Read our [Troubleshooting Guide](#)

## Was this information helpful?

Yes No

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