

Server Email Setup on Outlook

- 1) Click **File**, then **Info** and the **Add Account** button.
- 2) Select **Manual Setup** or additional server types and click on **Next**.
- 3) Select **POP** or **IMAP** and click **Next**.
- 4) Enter the following details:

Name: **Your Name (Whatever you want)**
Email: **Your full email address**
Account Type: **IMAP**
Incoming Mail Server: **mail.YourDomain.com**
Mail Username: **Your full email address**
Password: **Your account password**

Click **More Settings**.

- 5) Select the **Outgoing Server** Tab. Check **My outgoing server requires authentication**.

Check the box > SMTP server requires authentication > log In with and enter your details - same as in (4).

- 6) Select the **Advanced** tab. Enter **993** next to **Incoming Server** and select **SSL** as encrypted connection type.

Enter **465** next to **Outgoing Server** and select **SSL** as an encrypted connection type.

Click **OK** and **Next**.

- 7) Click **Finish**.