

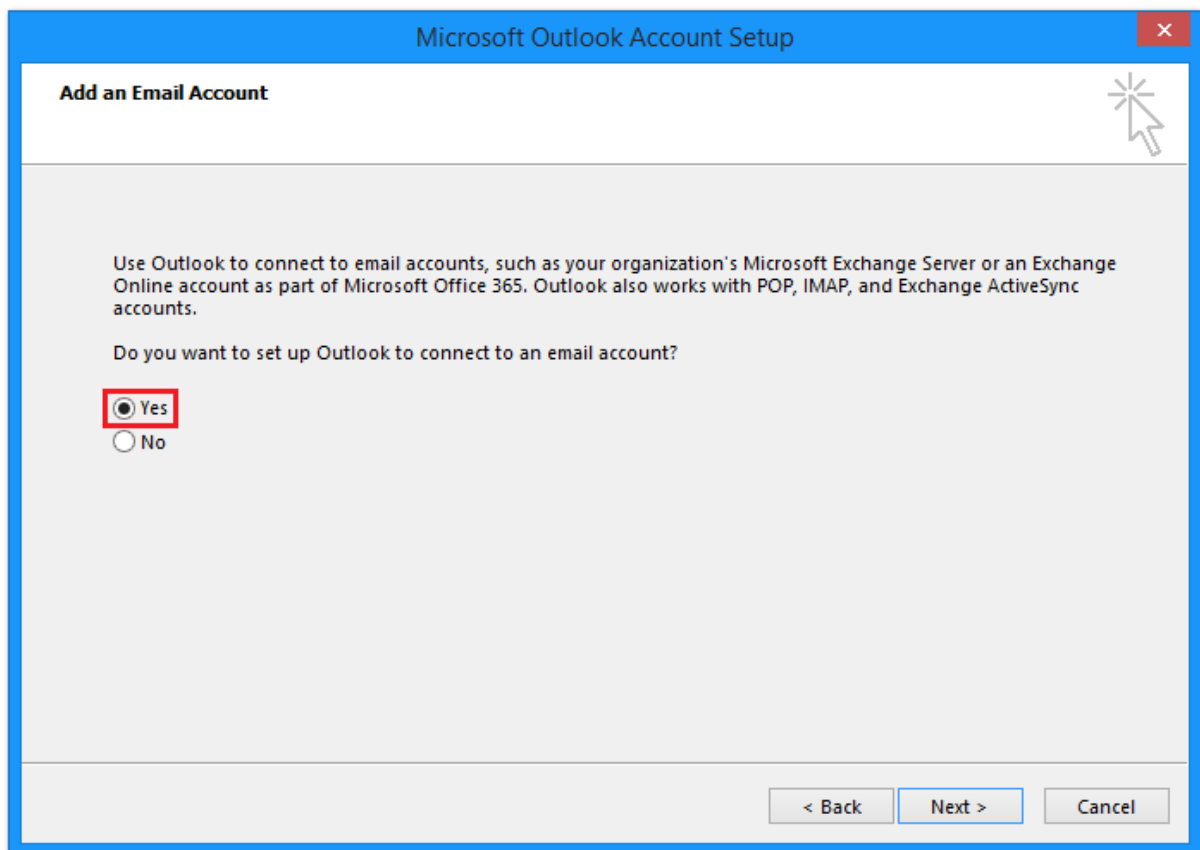
Outlook 2013

Overview

This article describes how to configure Microsoft Outlook 2013 on Windows 8.1. The instructions are similar across all versions of Outlook

Configuring Microsoft Outlook

1. Open Outlook.



2. On the first page, select 'Yes' to create a new email account.
3. Click the **Next** button.

Add Account ✕

Auto Account Setup
Manual setup of an account or connect to other server types. ✖

E-mail Account

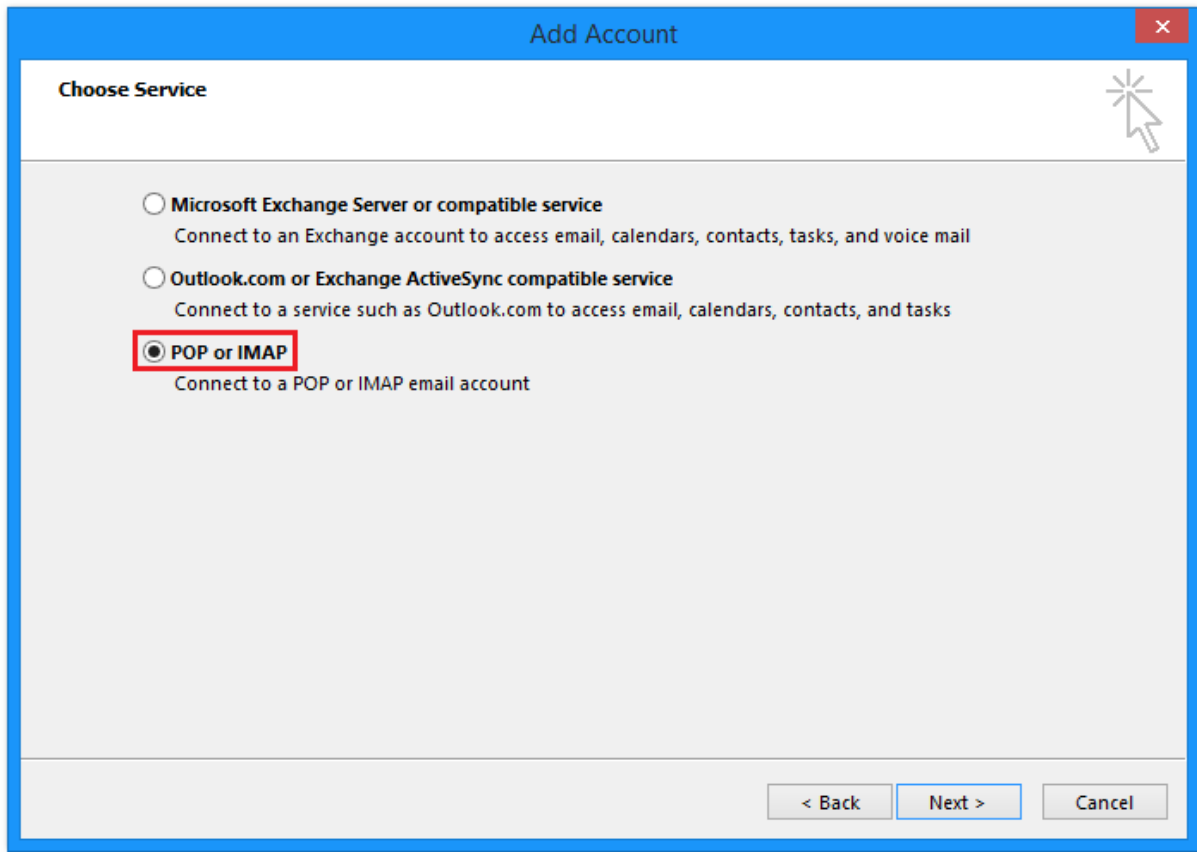
Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

4. Select the radio button titled 'Manual setup or additional server types'.
5. Click the **Next** button.



6. Select the radio button titled 'POP or IMAP'.
7. Click the **Next** button.

The screenshot shows a window titled "Add Account" with a close button in the top right corner. Below the title bar, the text "POP and IMAP Account Settings" is displayed, followed by the instruction "Enter the mail server settings for your account." and a help icon. The window is divided into two main sections: "User Information" and "Test Account Settings".

User Information

- Your Name: Joe Smith
- Email Address: email@example.com

Server Information

- Account Type: IMAP (dropdown menu)
- Incoming mail server: mail.example.com
- Outgoing mail server (SMTP): mail.example.com

Logon Information

- User Name: email
- Password: *****
- Remember password
- Require logon using Secure Password Authentication (SPA)

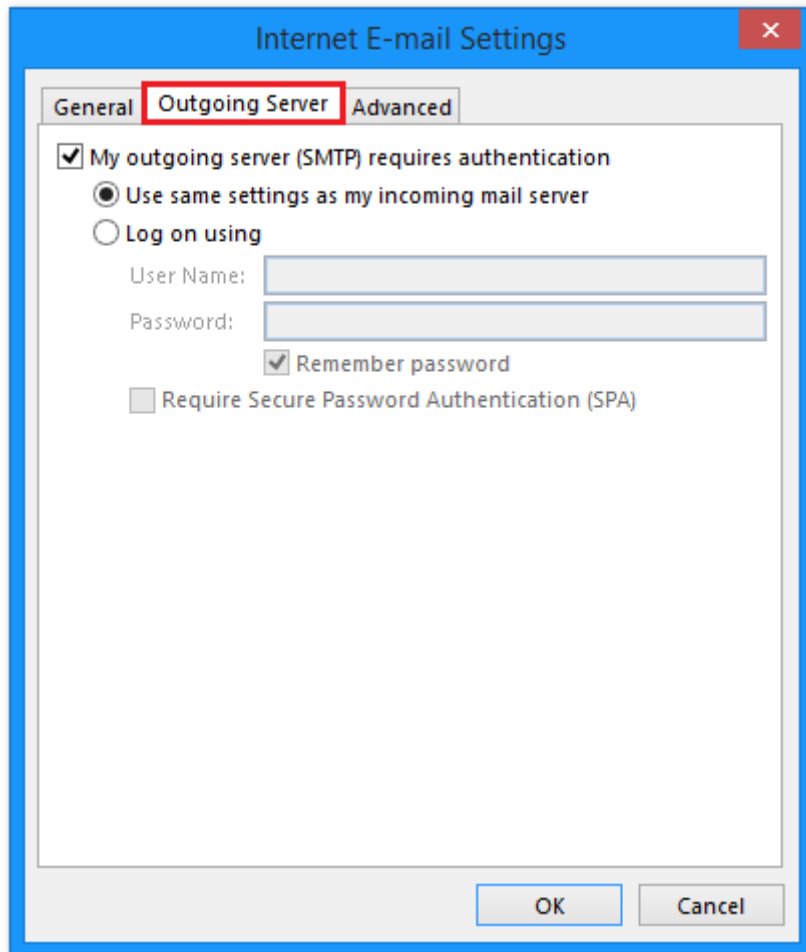
Test Account Settings

- We recommend that you test your account to ensure that the entries are correct.
- Test Account Settings ... (button)
- Automatically test account settings when Next is clicked
- Mail to keep offline: All (slider)
- More Settings ... (button, highlighted with a red box)

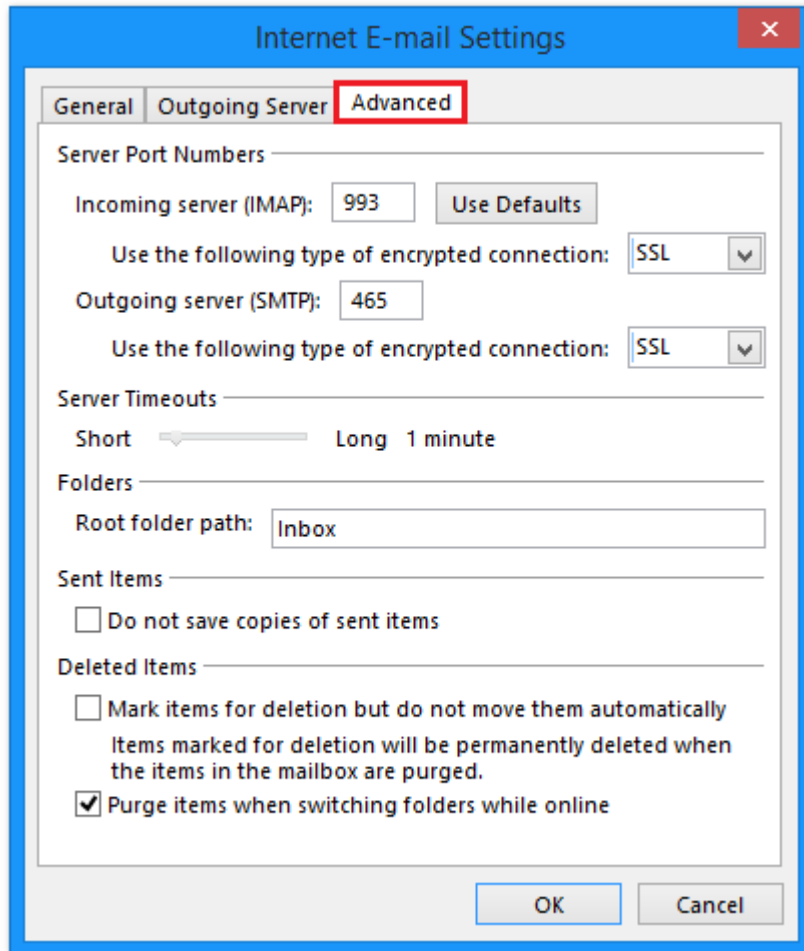
At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

8. Enter your email credentials. For the incoming and outgoing mail server it is usually **mail.yourdomainname.com.au**
9. On the bottom right, click the **More Settings...** button.

A popup box appears:



10. Select the 'Outgoing Server' tab.
11. Check the box titled 'My outgoing server (SMTP) requires authentication'.
12. Check the radio box titled 'Use same settings as my incoming mail server'.
13. Click the 'Advanced' tab.



14. Select which ports and security settings you'd like to use.

Incoming

IMAP | Port 143 (Insecure Transport - No SSL function enabled)

IMAP | Port 993 (Secure Transport - SSL function enabled)

POP3 | Port 110 (Insecure Transport - No SSL function enabled)

POP3 | Port 995 (Secure Transport - SSL function enabled)

Outgoing

SMTP | Port 587 (Insecure Transport - No SSL function enabled)

SMTP | Port 465 (Secure Transport - SSL function enabled)

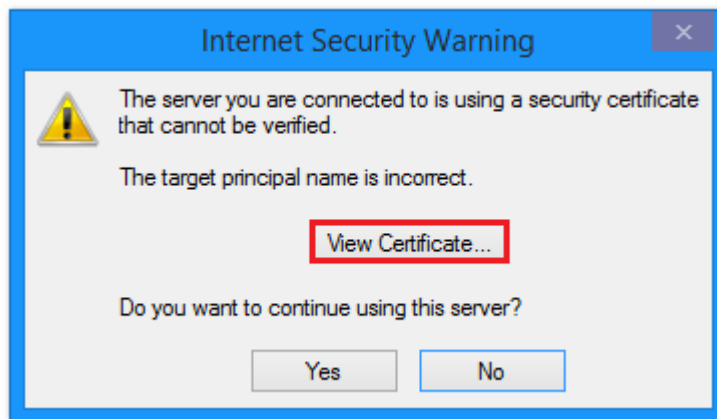
SMTP | Port 25 (username/password authentication MUST also be enabled!)


15. Enter the word 'Inbox' in the field 'Root folder path:'

16. Click the **Ok** button to save your changes.

17. On the previous page, click the **Next** button to proceed.

If a security warning popup box appears don't worry:

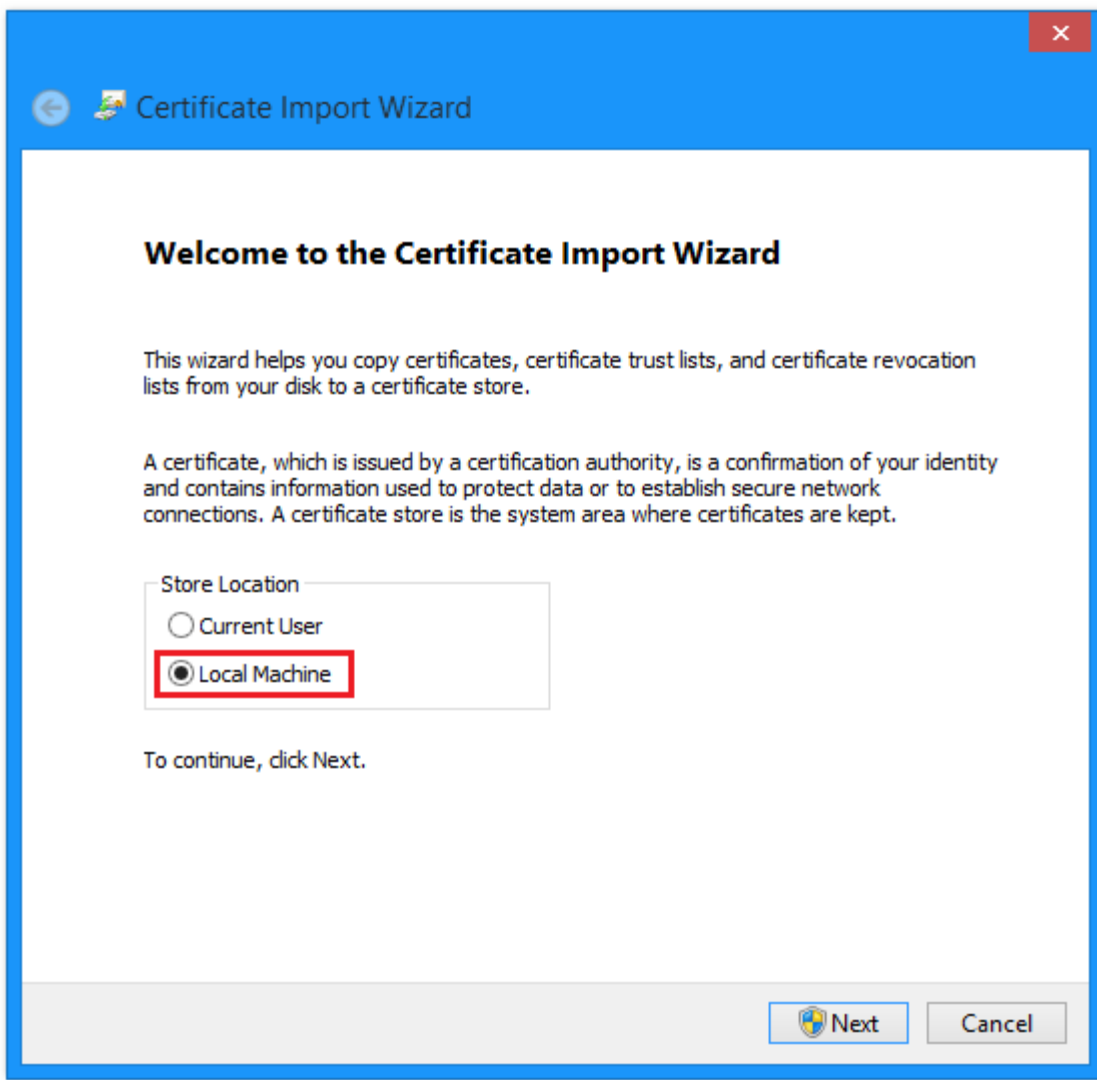


 <p>Note:</p>	<p>This warning appears because the certificate being used is NOT for your specific domain – it's for 'our web host'. This is a normal warning which you can accept to continue the setup.</p>
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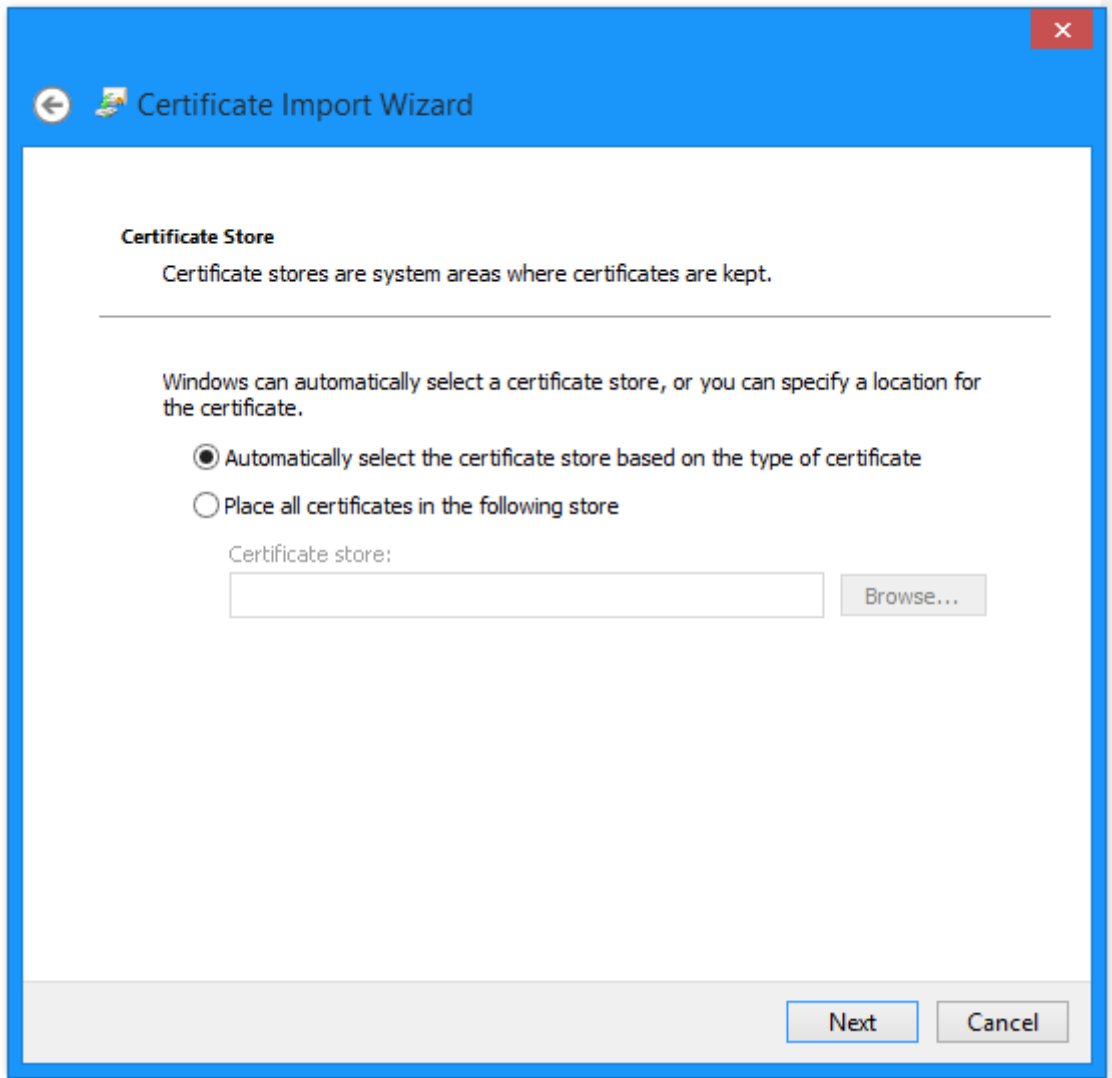
18. If you'd like to confirm which certificate is attempting to be installed, click the **View Certificate...** button.

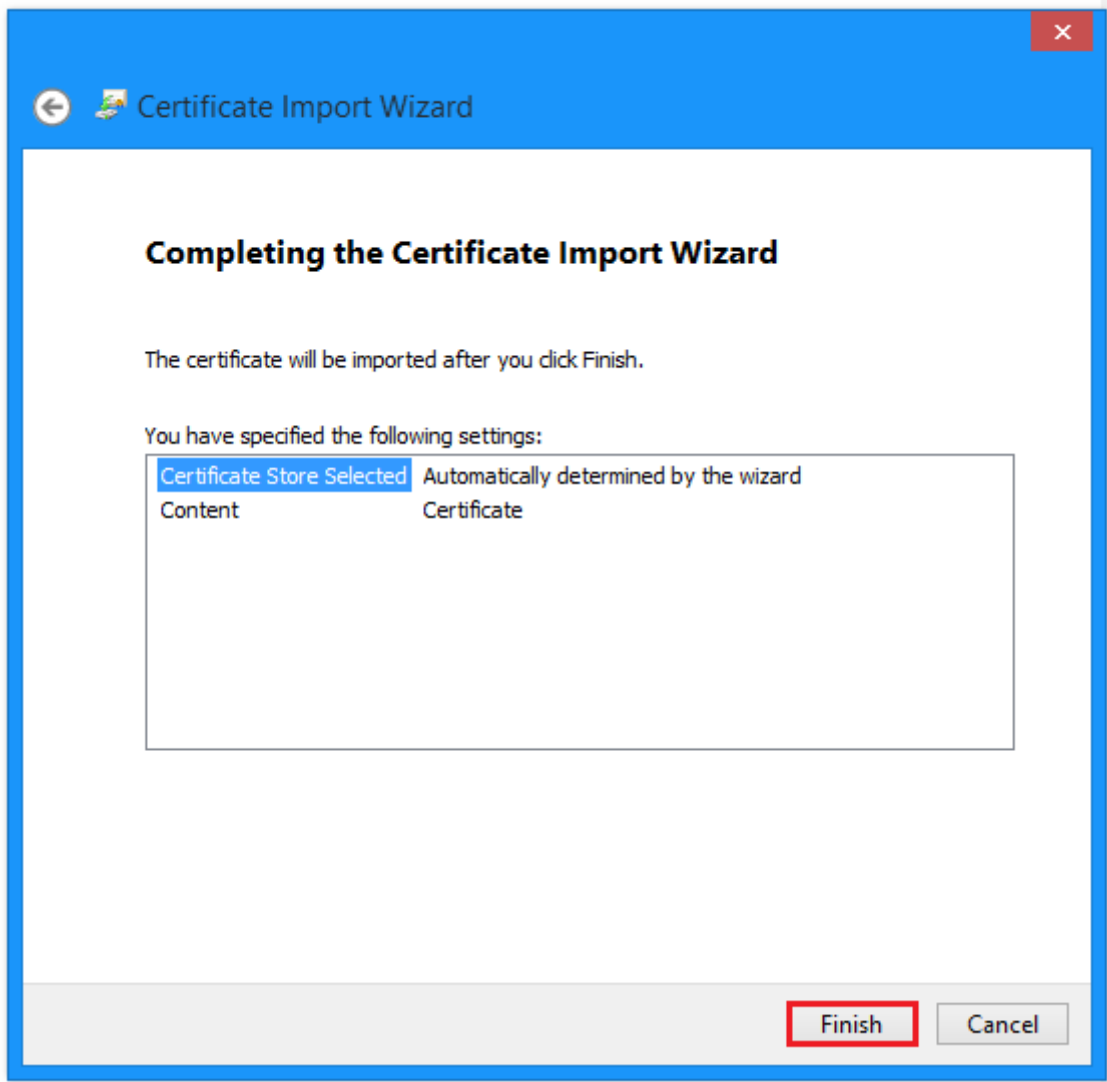
19. Click the **Install Certificate...** button.

The next screen allows you to store the certificate under the current user or local machine:



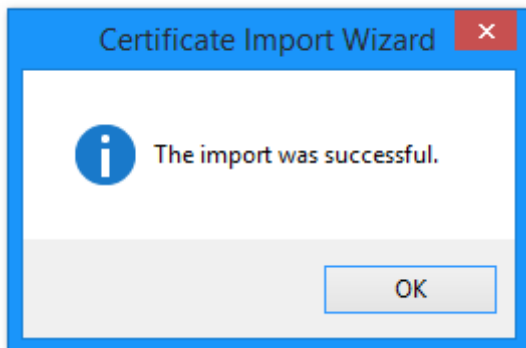
The next screens allow you to choose where you'd like this certificate installed:





20. Click **Finish** to complete the installation.

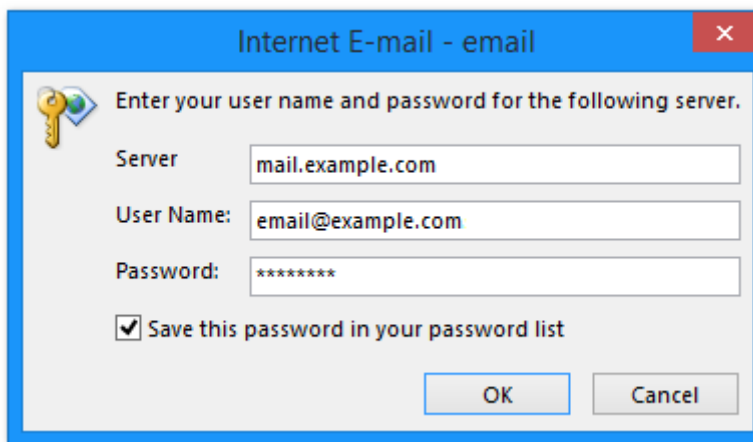
A final confirmation page confirms the certificate has been installed:



21. Click the **Ok** button to proceed.

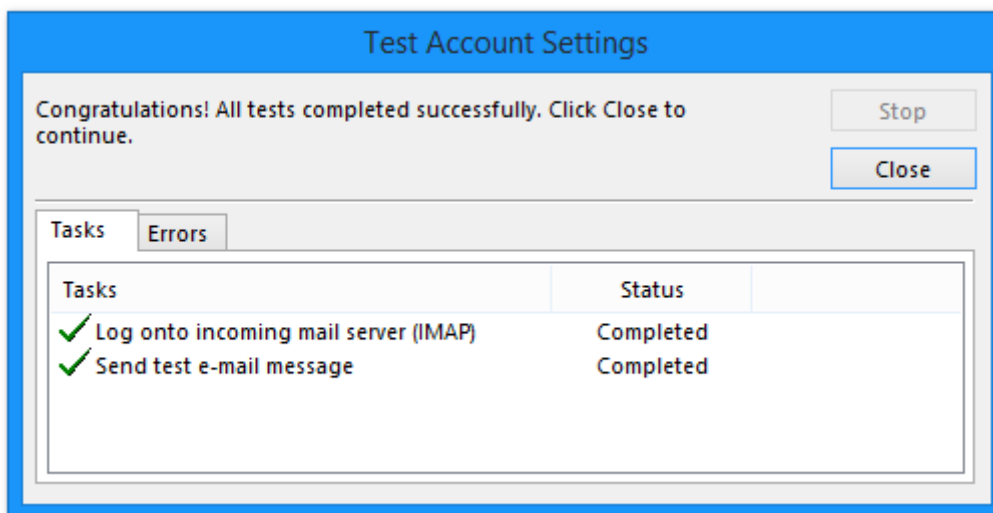


22. On the previous security warning box, click **Yes** to accept the certificate.



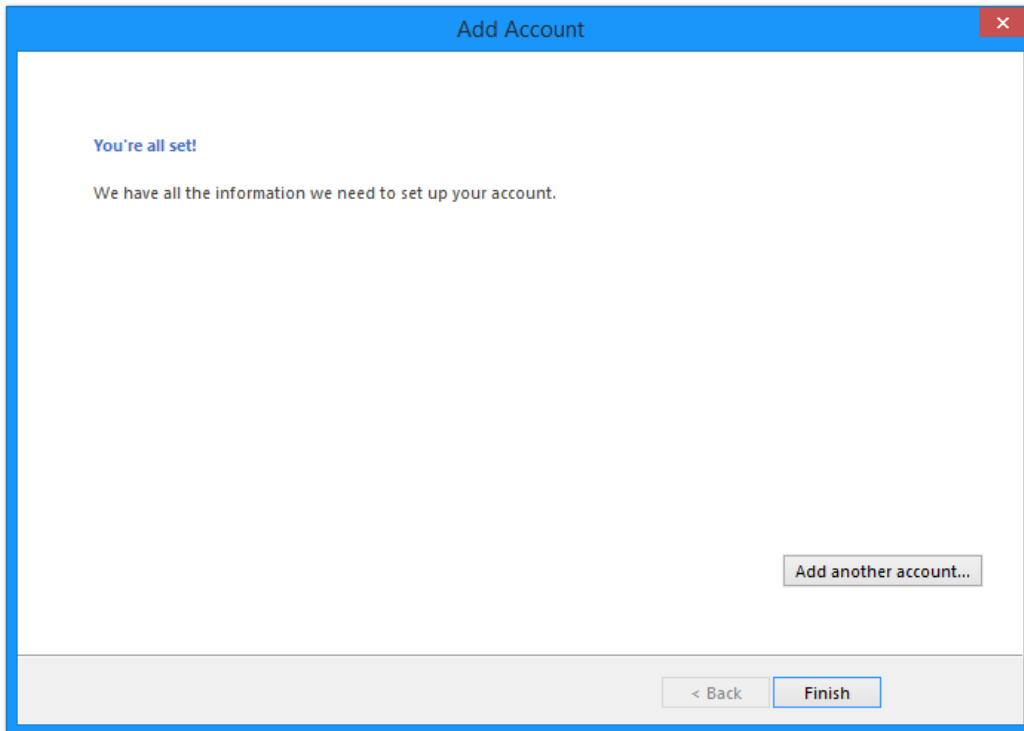
23. Confirm your Server, User Name, and Password. You must do this twice.

After the tests are complete, a 'Congratulations!' box appears:



24. Click **Close** to continue.

A final confirmation box confirms the account has been added:



25. Click **Finish** to complete the setup.