



# Outlook Setup Guidelines

V1.0

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**mobi***O***s**

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# Automatic account setup

The first time you run Outlook, you'll see a welcome screen like this one:

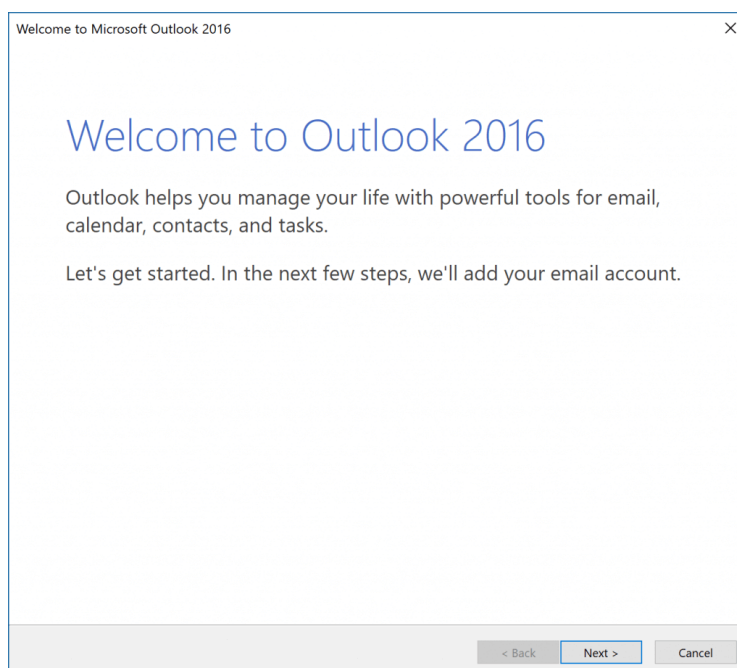


Figure 1: Welcome

1. Click **Next** to get started.

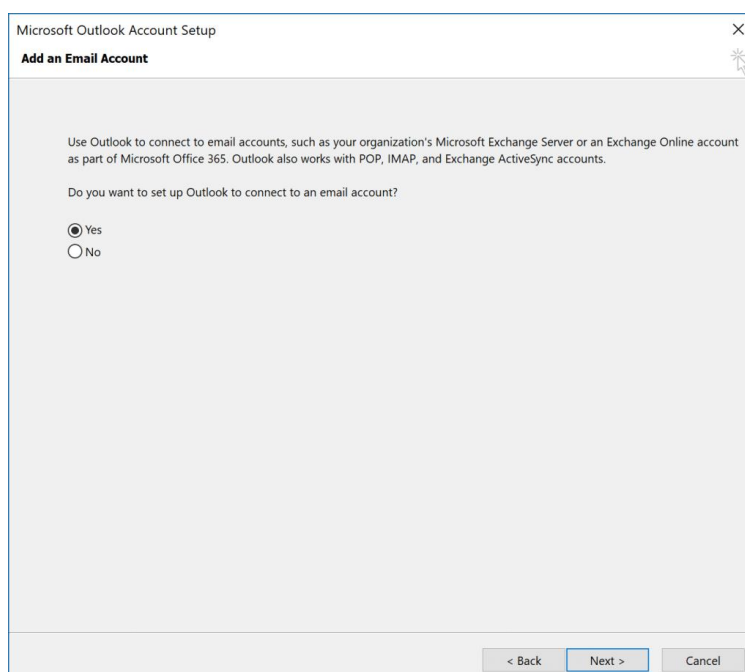


Figure 2: Add Email

2.If you've previously configured Outlook, click the **File** tab at the top of the window.

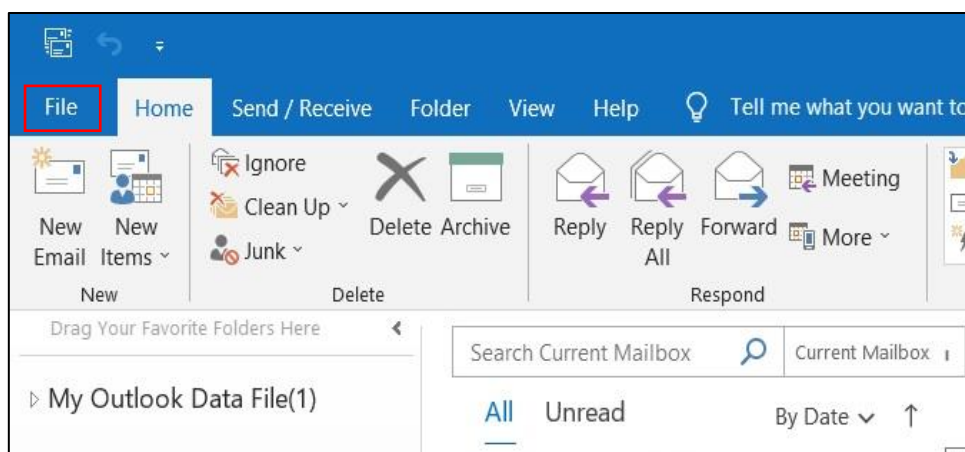


Figure 3:File Tab

3. Click the **Add Account** button.

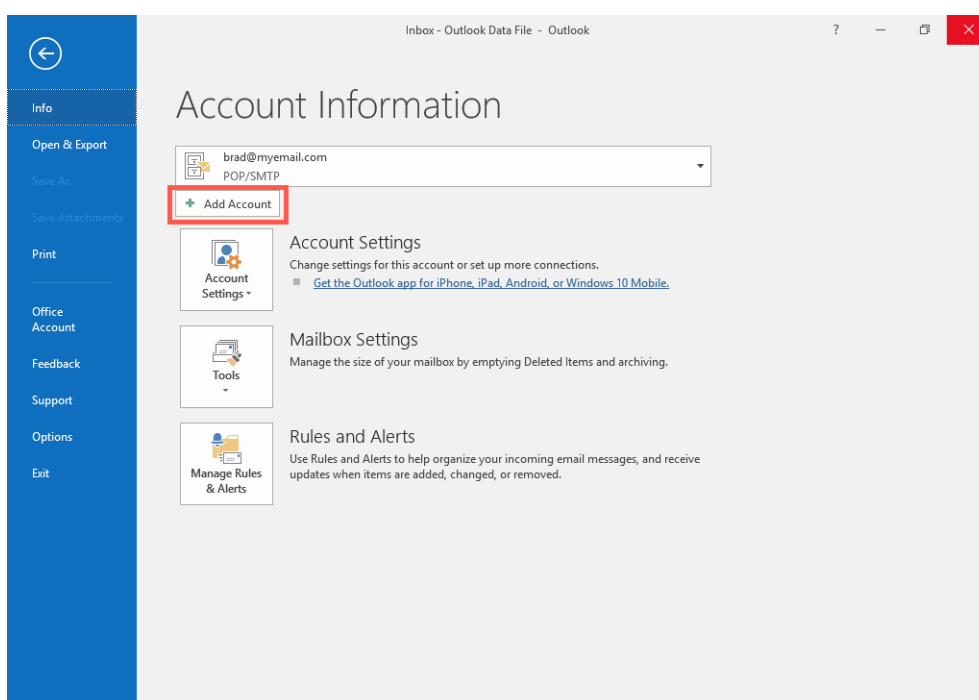
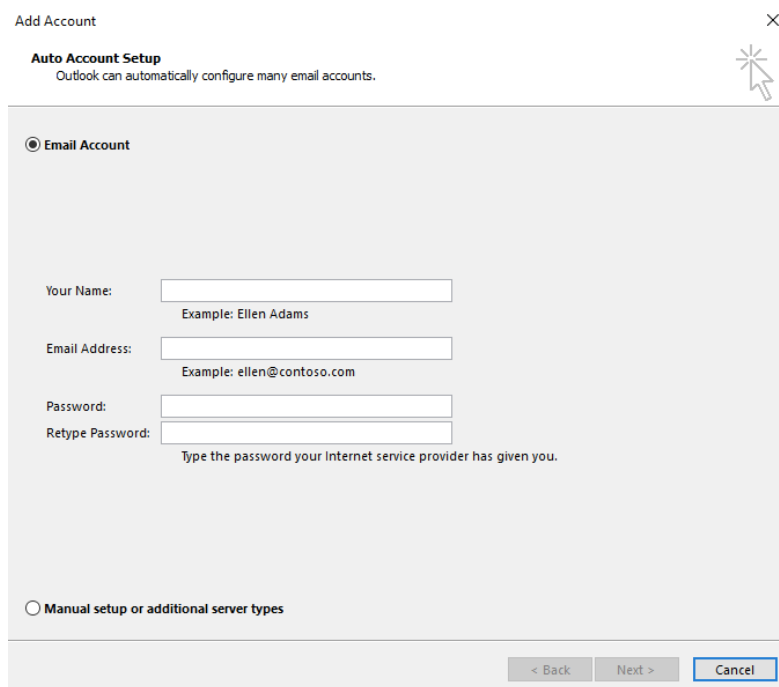


Figure 4:Add Account

4. In the **Add an Email Account wizard** displayed, you'll be asked **Do you want to set up Outlook to connect to an email account?** Ensure the radio button next to **Yes** is selected, then click **Next**.

5. In the **Auto Account Setup** panel, enter the following details:

- **Your Name:** Enter the name you'd like to appear on your emails.
- **Email Address:** Your full email address.
- **Password:** Your email account password.
- **Retype Password:** Enter your email account password again.



Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

☒ **Email Account**

Your Name:   
Example: Ellen Adams

Email Address:   
Example: ellen@contoso.com

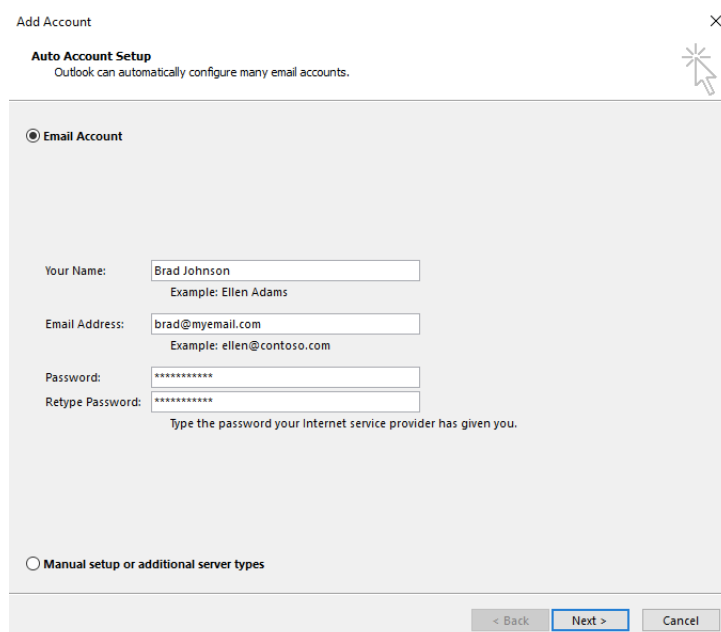
Password:   
Retype Password:   
Type the password your Internet service provider has given you.

☐ Manual setup or additional server types

< Back Next > Cancel

Figure 5: Add email Account

6. Click **Next**. Outlook will now attempt to retrieve your email server details and set up account access.



Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

☒ **Email Account**

Your Name:   
Example: Ellen Adams

Email Address:   
Example: ellen@contoso.com

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

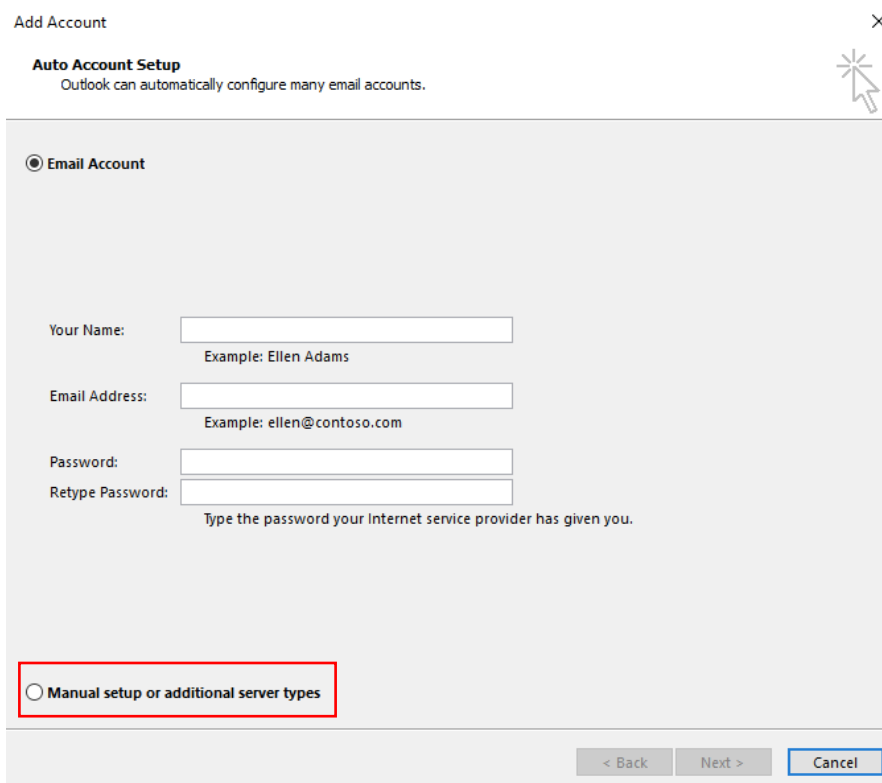
☐ Manual setup or additional server types

< Back Next > Cancel

Figure 6: Setup Account

## Manually setup POP3 or IMAP email accounts

1. If your server cannot be found, check that the email address you entered is correct and try again. You can enter your server details manually by selecting **Manual setup or additional server types**. Then, click **Next**.



Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

☒ **Email Account**

Your Name:   
Example: Ellen Adams

Email Address:   
Example: ellen@contoso.com

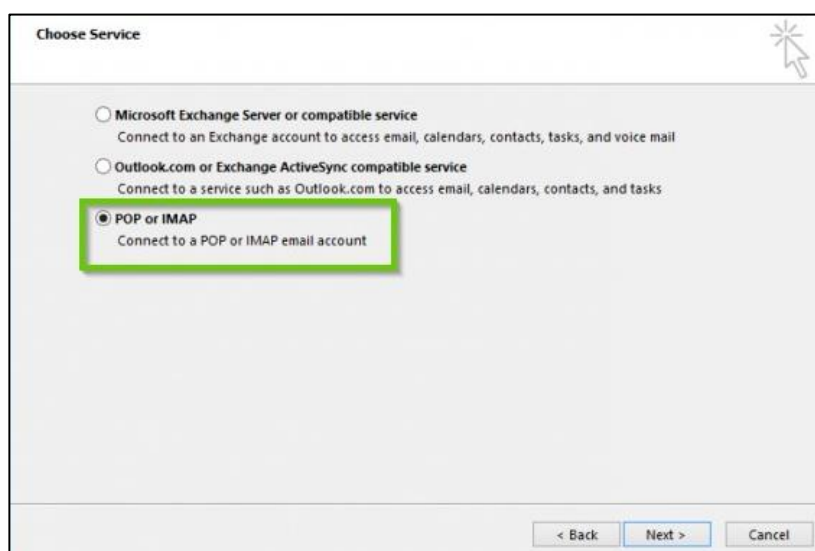
Password:   
Retype Password:   
Type the password your Internet service provider has given you.

☐ **Manual setup or additional server types**

< Back   Next >   Cancel

Figure 7: Select Manual setup or additional types

2. Select **POP or IMAP**.



Choose Service

☐ **Microsoft Exchange Server or compatible service**  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

☐ **Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

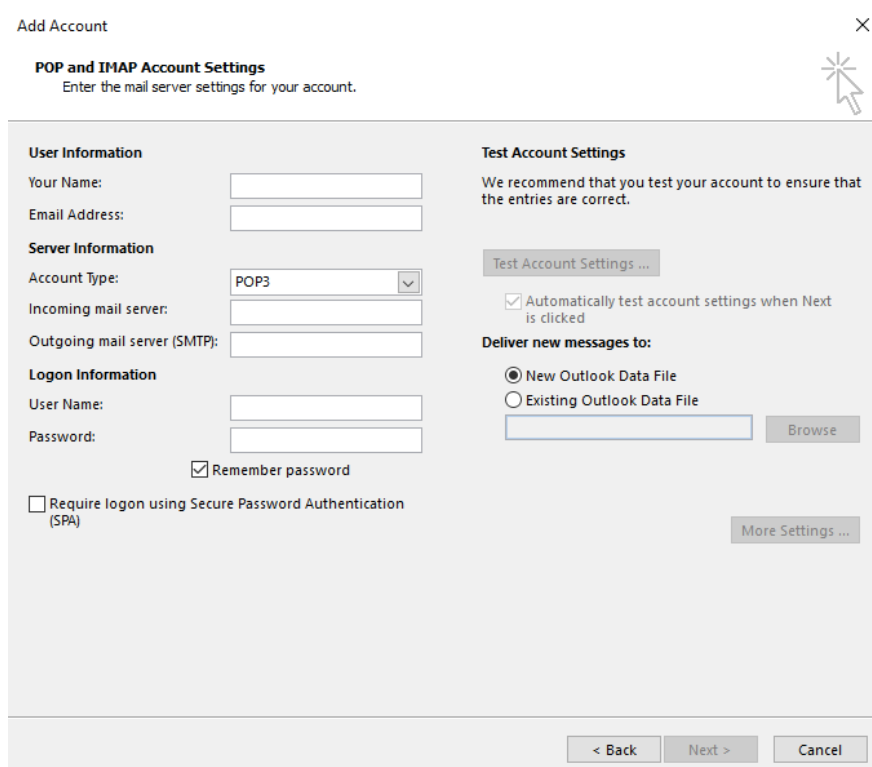
☒ **POP or IMAP**  
Connect to a POP or IMAP email account

< Back   Next >   Cancel

Figure 8: Select POP or IMAP

### 3. Enter the following details:

- **Your Name:** Enter the sender's name you'd like to appear on your emails.
- **Email Address:** Your full email address.
- **Account Type:** Use the dropdown menu to select **POP3** or **IMAP**.
- **Incoming mail server:** For POP or IMAP accounts, use *mail.yourdomain.tld* if you're on a shared plan (replace yourdomain.tld with your actual domain) or *mail.papamail.net* if you use Basic/Advanced Email services.
- **Outgoing mail server (SMTP):** For POP or IMAP accounts, use *mail.yourdomain.tld* if you're on a shared plan (replace yourdomain.tld with your actual domain) or *mail.papamail.net* if you use Basic/Advanced Email services.
- **User Name:** Your email account username.
- **Password:** Your email account password



The screenshot shows a 'Add Account' dialog box with a close button (X) in the top right corner. The title is 'POP and IMAP Account Settings' with a subtitle 'Enter the mail server settings for your account.' Below the title, there are two main sections: 'User Information' and 'Test Account Settings'.

**User Information:**

- Your Name:** A text input field.
- Email Address:** A text input field.
- Server Information:**
  - Account Type:** A dropdown menu with 'POP3' selected.
  - Incoming mail server:** A text input field.
  - Outgoing mail server (SMTP):** A text input field.
- Logon Information:**
  - User Name:** A text input field.
  - Password:** A text input field.
  - ☒ Remember password
  - ☐ Require logon using Secure Password Authentication (SPA)

**Test Account Settings:**

- A message: 'We recommend that you test your account to ensure that the entries are correct.'
- A button: 'Test Account Settings ...'
- ☒ Automatically test account settings when Next is clicked
- Deliver new messages to:**
  - ☒ New Outlook Data File
  - ☐ Existing Outlook Data File
  - A text input field for the existing file name.
  - A 'Browse' button.
- A button: 'More Settings ...'

At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Figure 9:Add details



#### 4. Click on **More Settings...**

The screenshot shows the 'Add Account' window with the title 'POP and IMAP Account Settings'. It contains several sections: 'User Information' with fields for 'Your Name' (Brad Johnson) and 'Email Address' (brad@myemail.com); 'Server Information' with a dropdown for 'Account Type' (POP3) and text boxes for 'Incoming mail server' (mail.papamail.net) and 'Outgoing mail server (SMTP)' (mail.papamail.net); 'Logon Information' with fields for 'User Name' (brad@myemail.com) and 'Password' (masked with asterisks), and a checked 'Remember password' checkbox; and 'Test Account Settings' with a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'. Below these is a 'Deliver new messages to:' section with radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File', followed by a 'Browse' button. At the bottom right, the 'More Settings ...' button is highlighted with a red rectangular box. Navigation buttons '< Back', 'Next >', and 'Cancel' are at the bottom.

Figure 10: Select More settings...

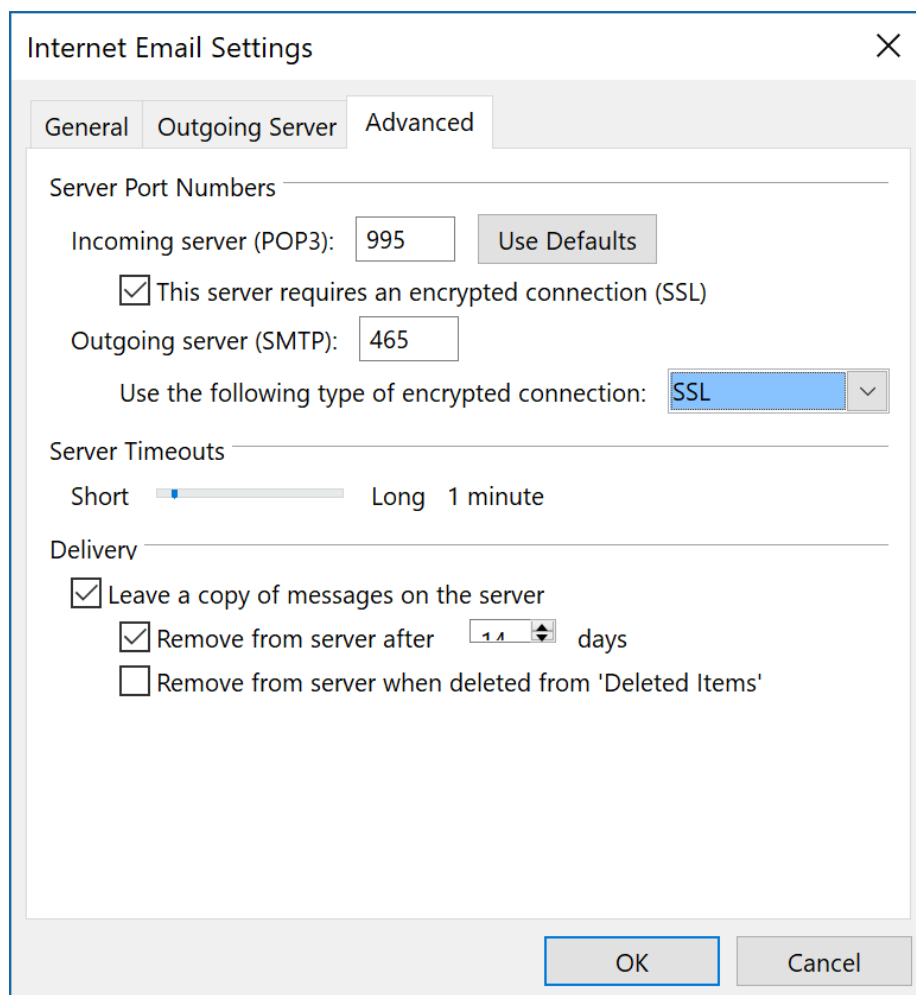
#### 5. In the **Internet Email Settings** window, select the **Advanced** tab

The screenshot shows the 'Internet Email Settings' window with three tabs: 'General', 'Outgoing Server', and 'Advanced'. The 'Advanced' tab is highlighted with a red rectangular box. The 'Mail Account' section has a text box containing 'brad@myemail.com' with a prompt to 'Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"'. Below this is the 'Other User Information' section with text boxes for 'Organization:' and 'Reply Email:'. At the bottom, the 'OK' button is highlighted with a blue rectangular box, and the 'Cancel' button is to its right.

Figure 11: Select Advanced

6. Enter the following details:

- **Incoming server:** Ensure the default port is set to **995** for POP accounts or **993** for IMAP accounts. Click the checkbox next to **This server requires an encrypted connection (SSL)**.
- **Outgoing server (SMTP):** Change the default port (25) to **465** for POP or IMAP accounts. Use the dropdown menu next to **Use the following type of encrypted connection** to select SSL.



The screenshot shows the 'Internet Email Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3)' set to 995 and 'Outgoing server (SMTP)' set to 465. The checkbox 'This server requires an encrypted connection (SSL)' is checked. The 'Use the following type of encrypted connection' dropdown is set to 'SSL'. The 'Server Timeouts' section shows a slider between 'Short' and 'Long' (1 minute). The 'Delivery' section has 'Leave a copy of messages on the server' checked, 'Remove from server after' set to 14 days, and 'Remove from server when deleted from 'Deleted Items'' unchecked. 'OK' and 'Cancel' buttons are at the bottom right.

Figure 12:Add Internet Email Settings

7. Switch to the **Outgoing Server** tab. Check the box next to **My outgoing server (SMTP) requires authentication**.

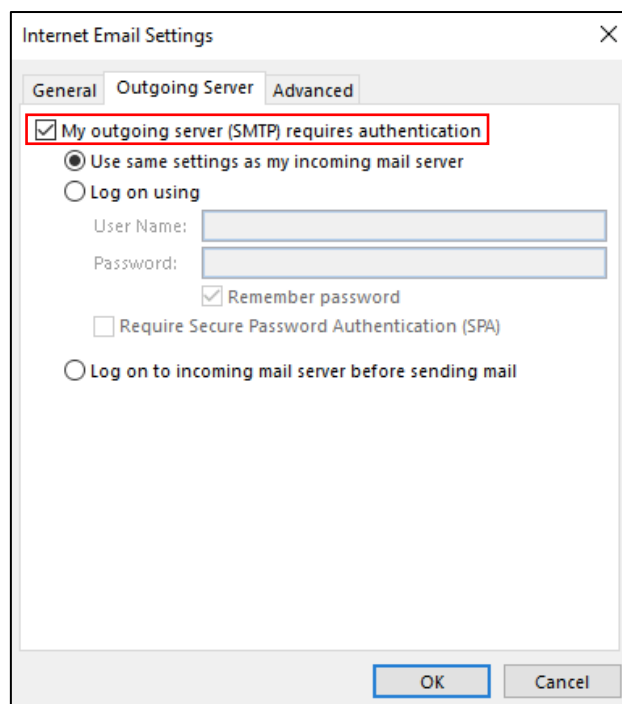


Figure 13: Select Check box

8. Click the radio button next to **Use same settings as my incoming mail server**. Click **OK** to close the **Internet E-mail Settings** window.

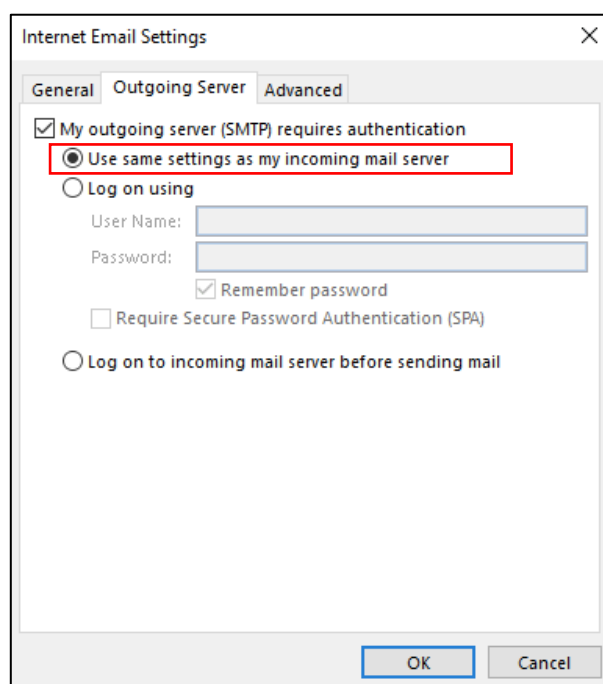


Figure 14: Select Radio button

9. In the **POP and IMAP Account Settings** window, click the **Test Account Settings...** button to ensure Outlook can communicate with your email server.

Figure 15: Test Account Settings...

If the test fails, retrace your steps, ensuring your server and account details are correct.

10. Once the test completes successfully, click **Next** and then **Finish** to wrap up.

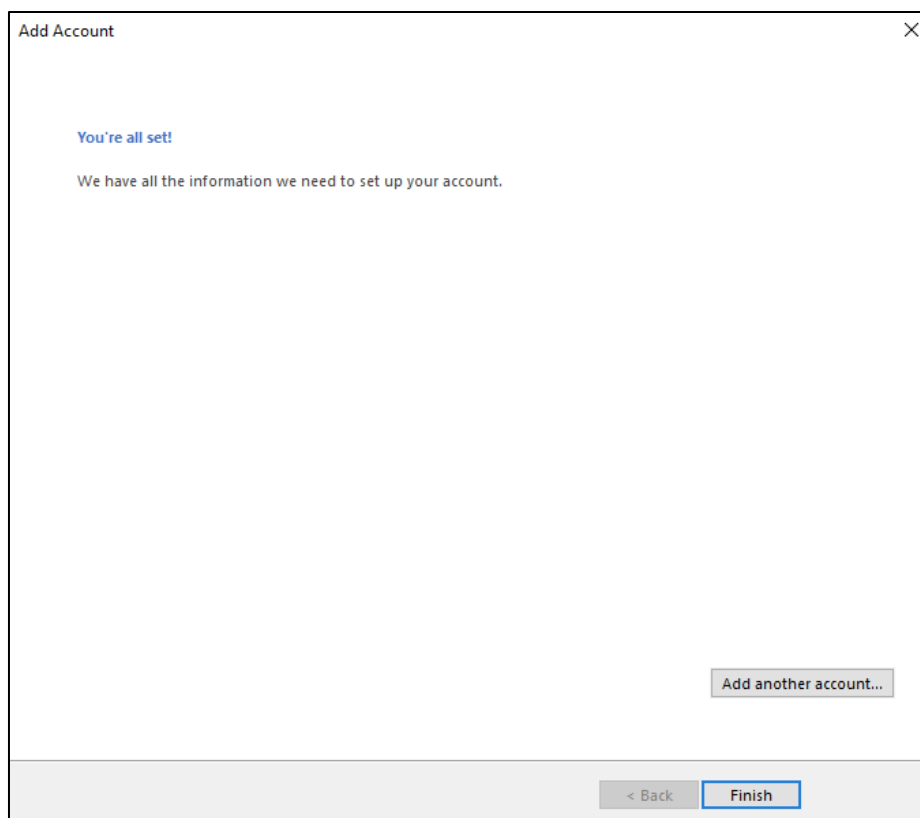


Figure 16:Wrap up