Outlook Setup Guidelines

mobiOs

Document Info

Author	Ravindi Dismini
Date	21/04/2022
Version	1.0
Revision	

Revision History

Author	Date	Reason	Revision

List of Figures

Automatic account setup

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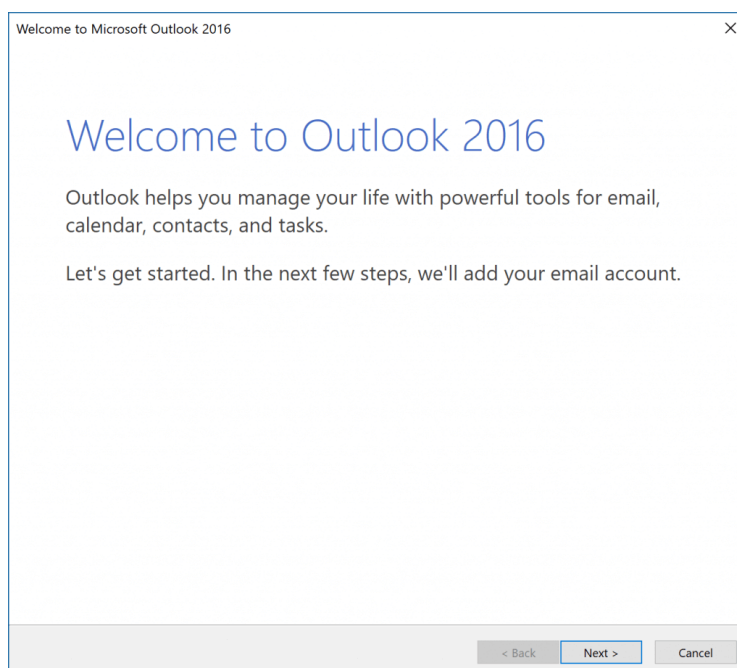

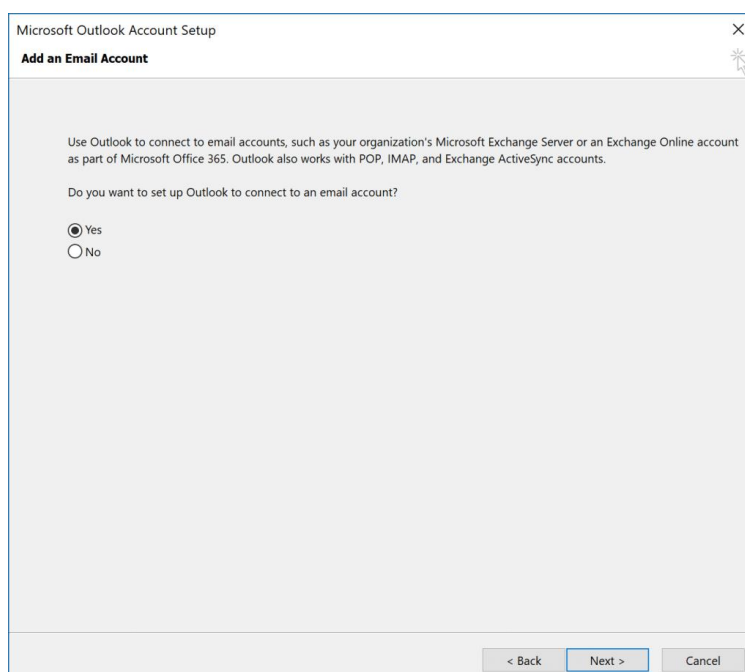*Figure 1:Welcome*

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

Figure 2:Add Email

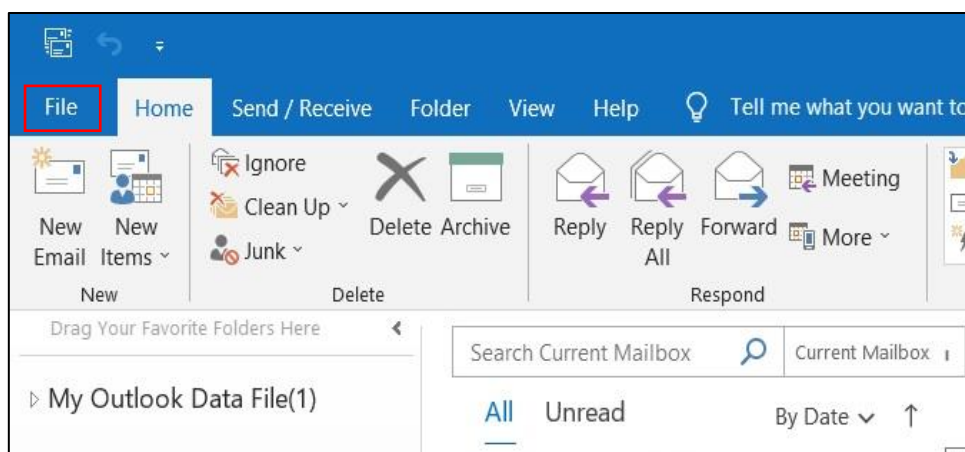2.If you've previously configured Outlook, click the **File** tab at the top of the window.

Figure 3:File Tab
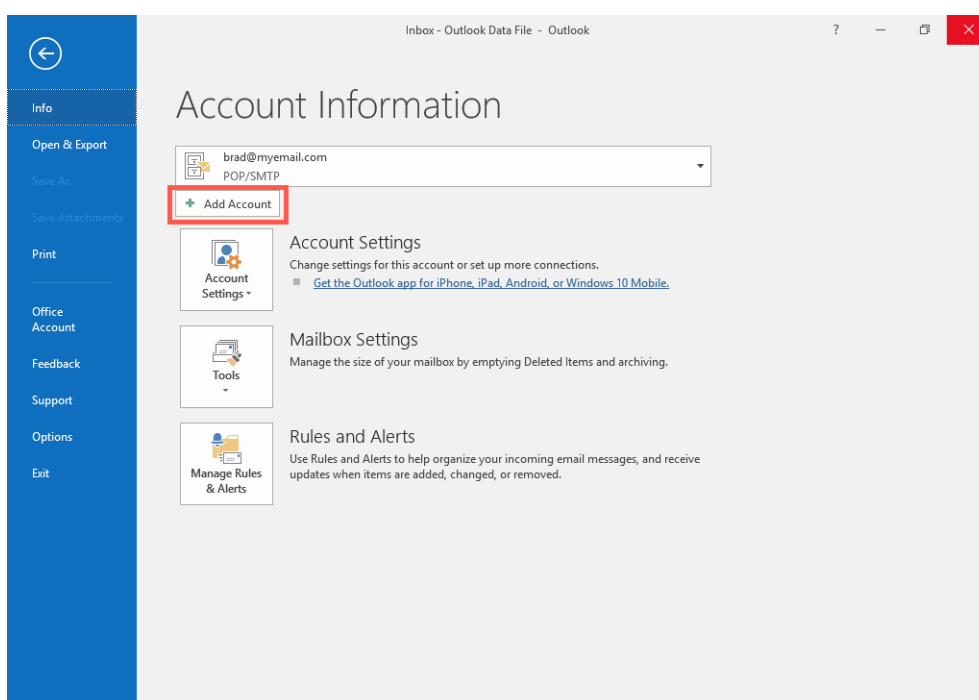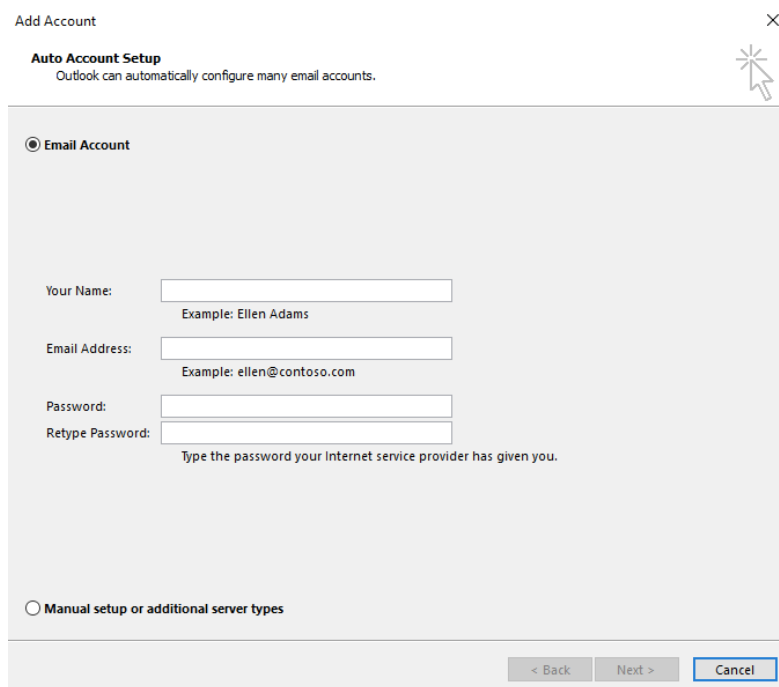
3. Click the **Add Account** button.

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.

Figure 5:Add email Account

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

Figure 6:Setup Account

Manually setup POP3 or IMAP email accounts
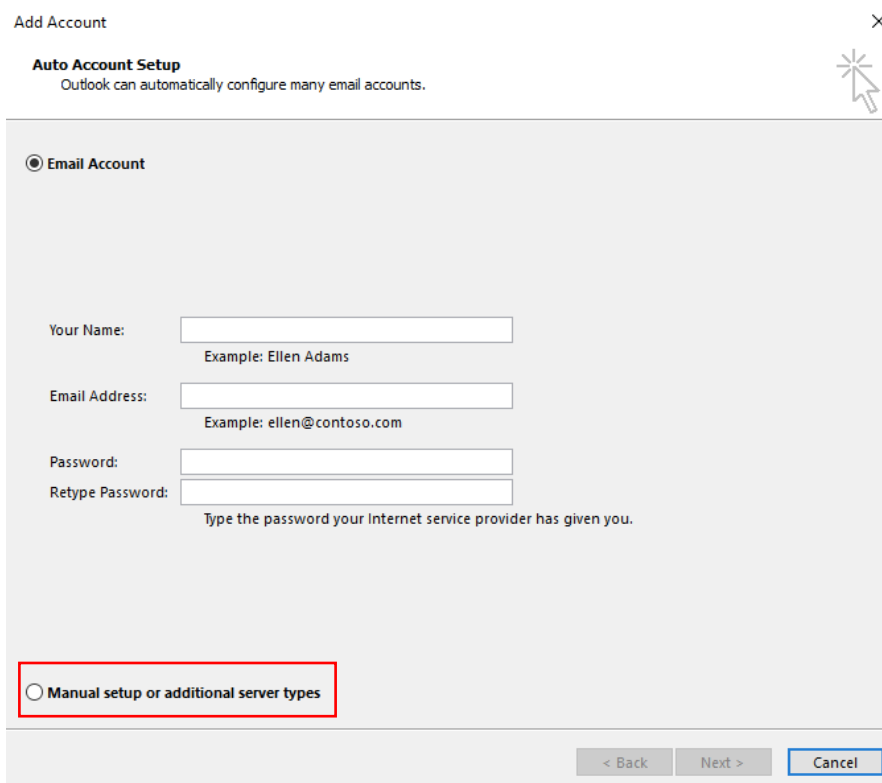
1. If your server cannot be found, check that the email address you entered is correct and try again. You can enter your server details manually by selecting **Manual setup or additional server types**. Then, click **Next**.

Figure 7:Select Manual setup or additional types

2. Select **POP or IMAP**.
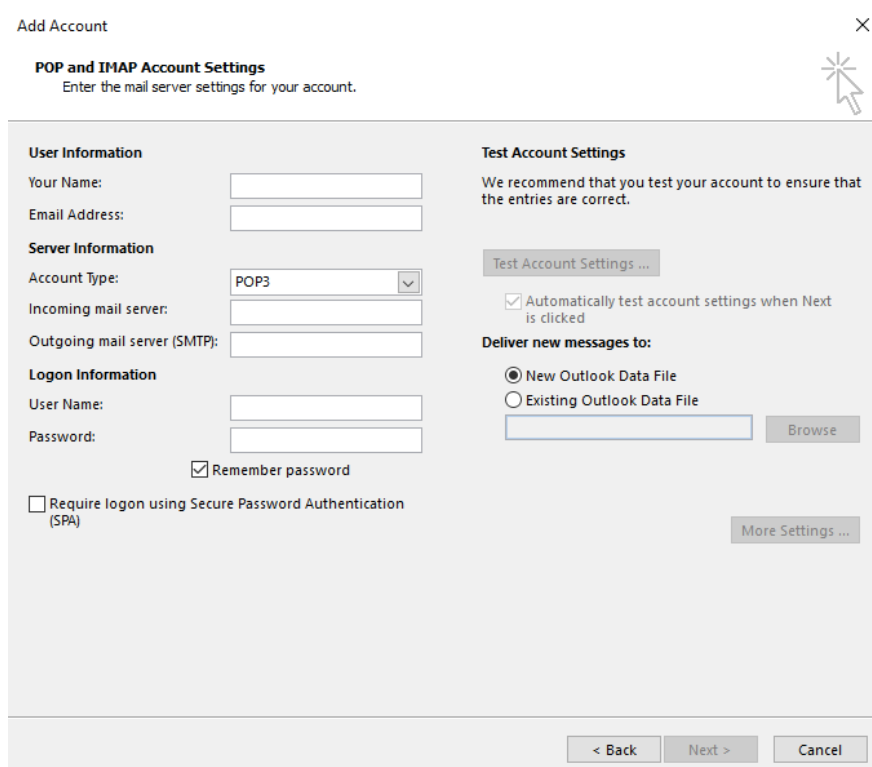
Figure 8:Select POP or IMAP

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

Figure 9:Add details

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

Figure 10:Select More settings...
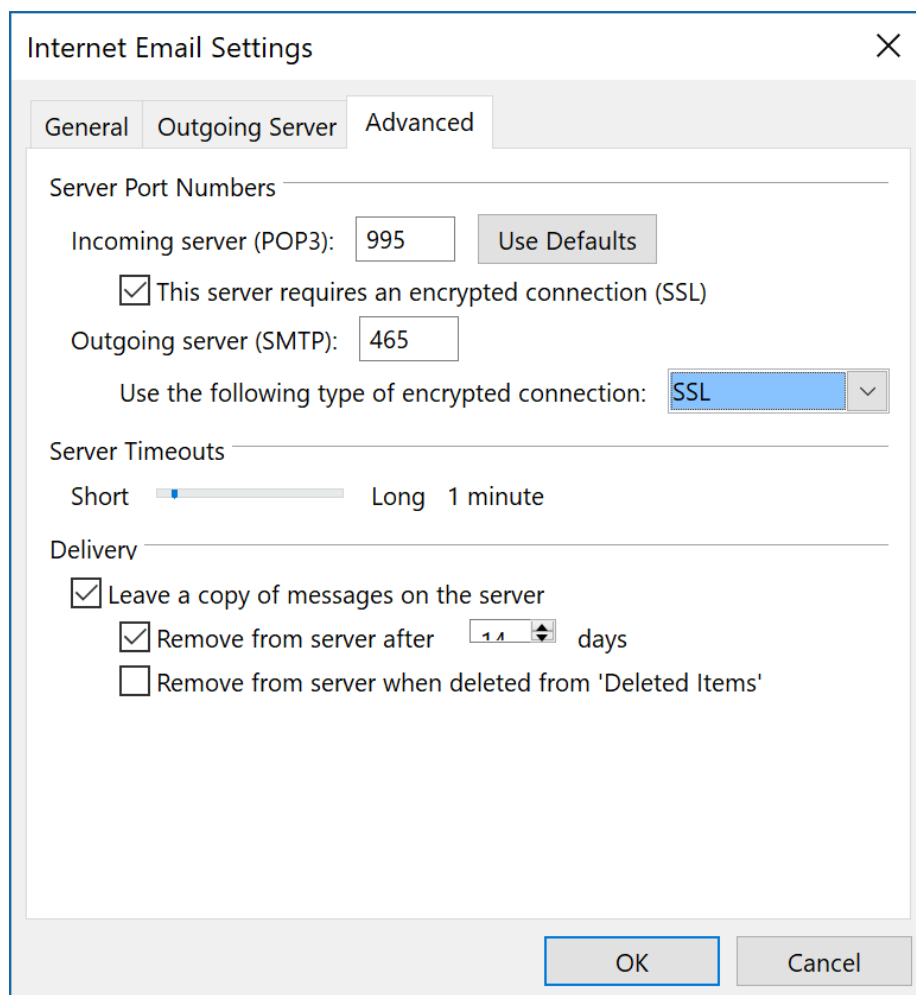
5. In the **Internet Email Settings** window, select the **Advanced** tab

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.

Figure 12:Add Internet Email Settings

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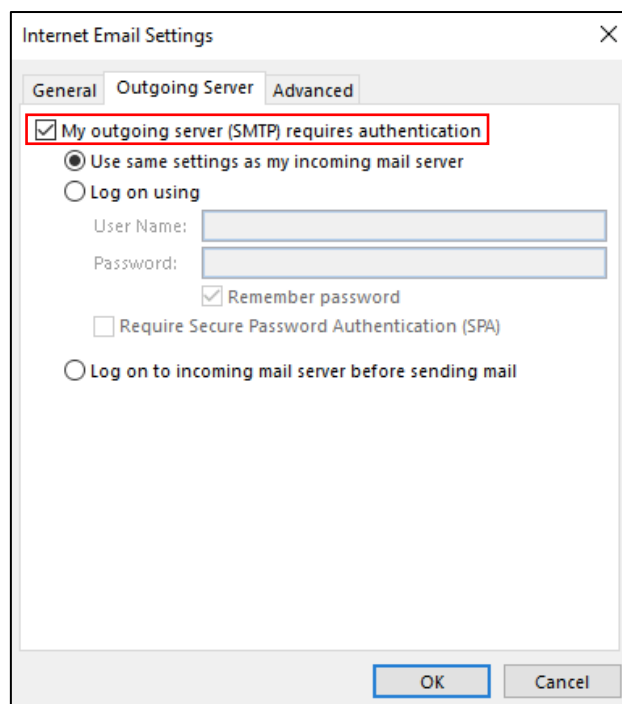

Figure 13:Select Check box

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.
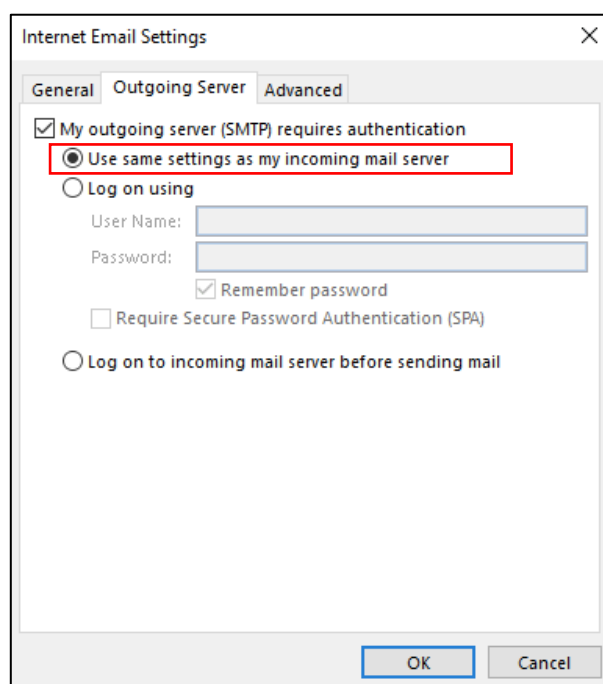

Figure 14:Select Radio button

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.
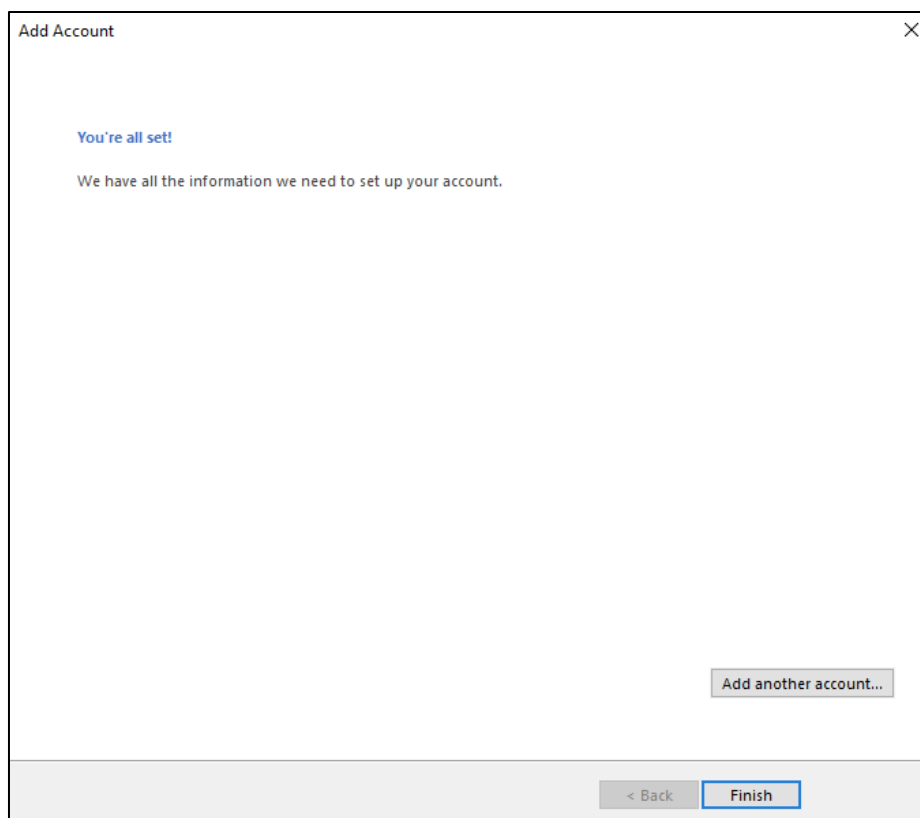

Figure 16:Wrap up