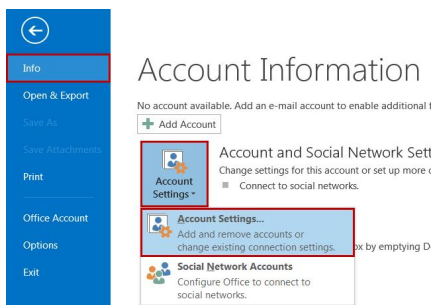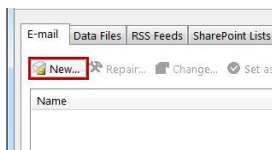**How to Set Up Outlook 2013 for Windows to Send and Receive Email**
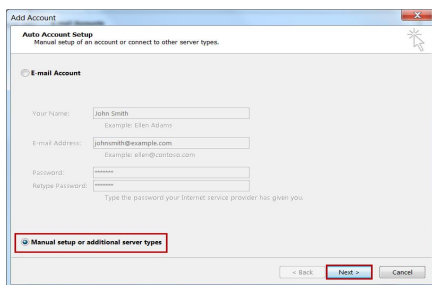
1. Open Outlook. Select **Account Settings...** from the **File and Info** menu.
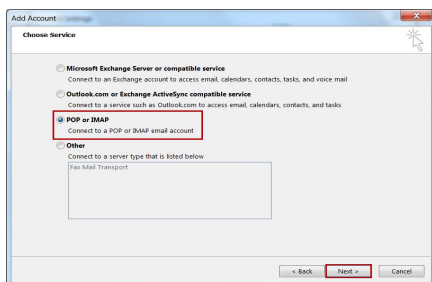

2. On the E-mail tab, click **New**.

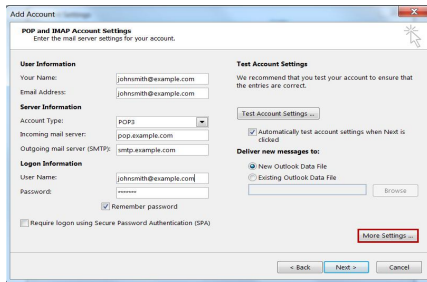3. Select "Manually configure server settings or additional server types" and click **Next >**.

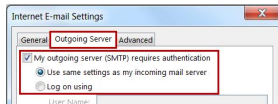4. Select **Internet E-mail** and click **Next >**.

5. Enter the following information for E-mail Accounts.

   o **Your Name**: Enter the name you wish recipients to see when they receive your message.
   o **Email Address**:Your email address
   o **Account Type**: POP3
   o **Incoming mail server**: mail.(domain)
   o **Outgoing mail server (SMTP)**: mail.(domain)
   o **User Name**: Enter your full e-mail address
   o **Password**: If you wish for Outlook to save your password, check the box labeled **Remember Password** and enter your password in the text field.
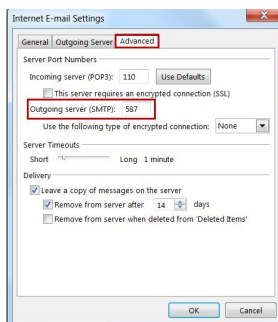   o Click **More Settings...**

6. Click on the Outgoing Server tab, and check the box labeled **My outgoing server (SMTP) requires authentication.** Then choose to **Use same settings as my incoming mail server**

7. Click on the Advanced tab.

   o Under **Incoming Server (POP3)**, the port number should be set to **110**.
   o Under **Outgoing Server (SMTP)**, the port number should be set to **587**.
   o Under **Delivery**, check the box **Leave a copy of messages on the server**.
   o check the box **Remove from server after 14 days**.

8. Click **OK**

9. Click **Next**. Click **Finish**.