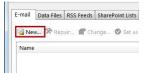
How to Set Up Outlook 2013 for Windows to Send and Receive Email

1. Open Outlook. Select Account Settings... from the File and Info menu.



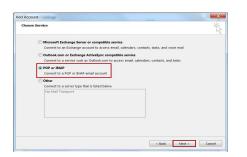
2. On the E-mail tab, click New.



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

Manual setup of an	account or connect to other server types.		卷
E-mail Account			
Your Name:	John Smith		
E-mail Address:	Example: Ellen Adams johnsmith@example.com Example: ellen@contoso.com		
	Type the password your Internet service	provider has given you.	
Manual setup or a	dditional server types		

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



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

POP and IMAP Account Set Enter the mail server setting		Ť.
User Information		Test Account Settings
Your Name:	johnsmith@example.com	We recommend that you test your account to ensure that the entries are correct.
Email Address:	johnsmith@example.com	the entries are correct.
Server Information		Test Account Settings
Account Type:	POP3	·
ncoming mail server:	pop.example.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	smtp.example.com	Deliver new messages to:
Logon Information		New Outlook Data File
User Name:	johnsmith@example.com	Existing Outlook Data File
Passwordt		Browse
V	Remember password	
Require logon using Securi	e Password Authentication (24)
		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.
 - Under Incoming Server (POP3), the port number should be set to 110.
 - Under Outgoing Server (SMTP), the port number should be set to 587.
 - Under Delivery, check the box Leave a copy of messages on the server.
 - check the box **Remove from server after 14 days**.

Seneral	Outgoing Server Advanced
Server P	ort Numbers
Incom	ng server (POP3): 110 Use Defaults
E	This server requires an encrypted connection (SSL)
Outgo	ing server (SMTP): 587
Us	e the following type of encrypted connection: None
Server T	meouts
Short	Long 1 minute
Delivery	
V Les	we a copy of messages on the server
1	Remove from server after 14 🚖 days
	Remove from server when deleted from 'Deleted Items'
	OK Cancel

- 8. Click OK
- 9. Click Next. Click Finish.