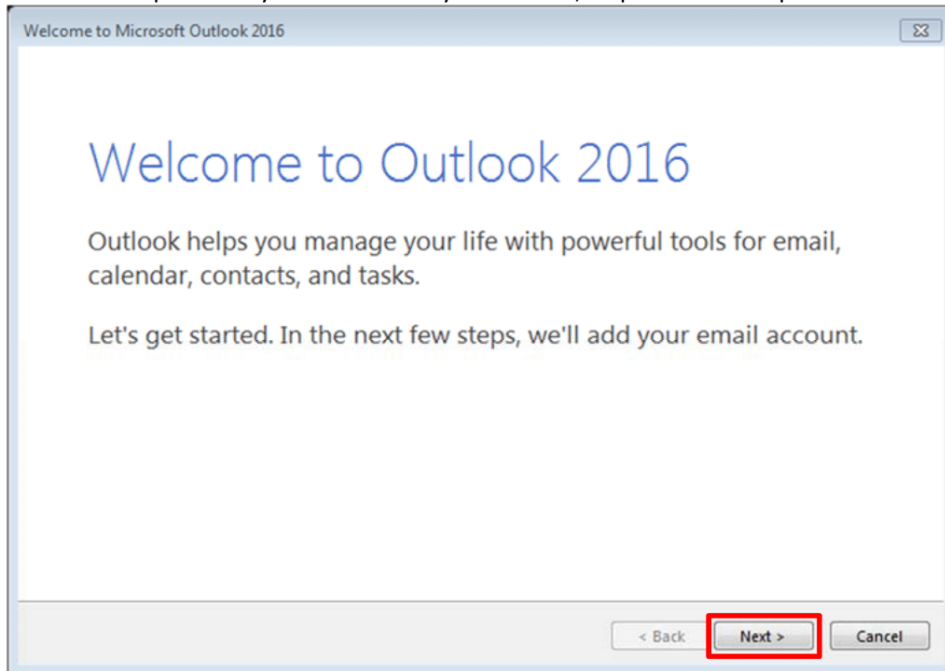
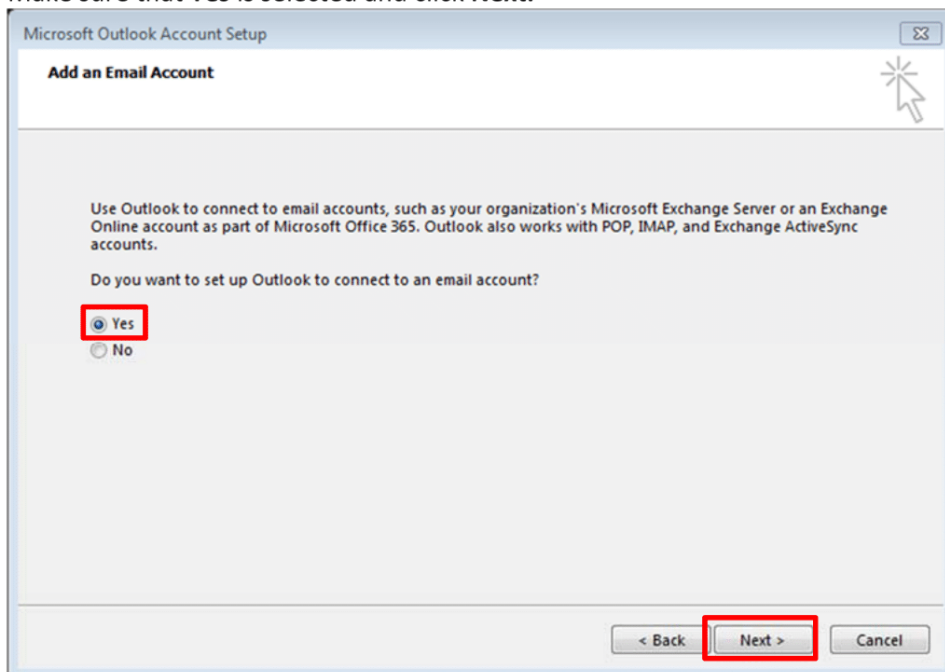


## How to setup an email account in Outlook 2013 - 2016

1. Open Outlook on your computer.
2. If this is the first time that Outlook has been used on this device, you will see the screen below. Click **Next**. If Outlook has previously been used on your device, skip down to step #4.

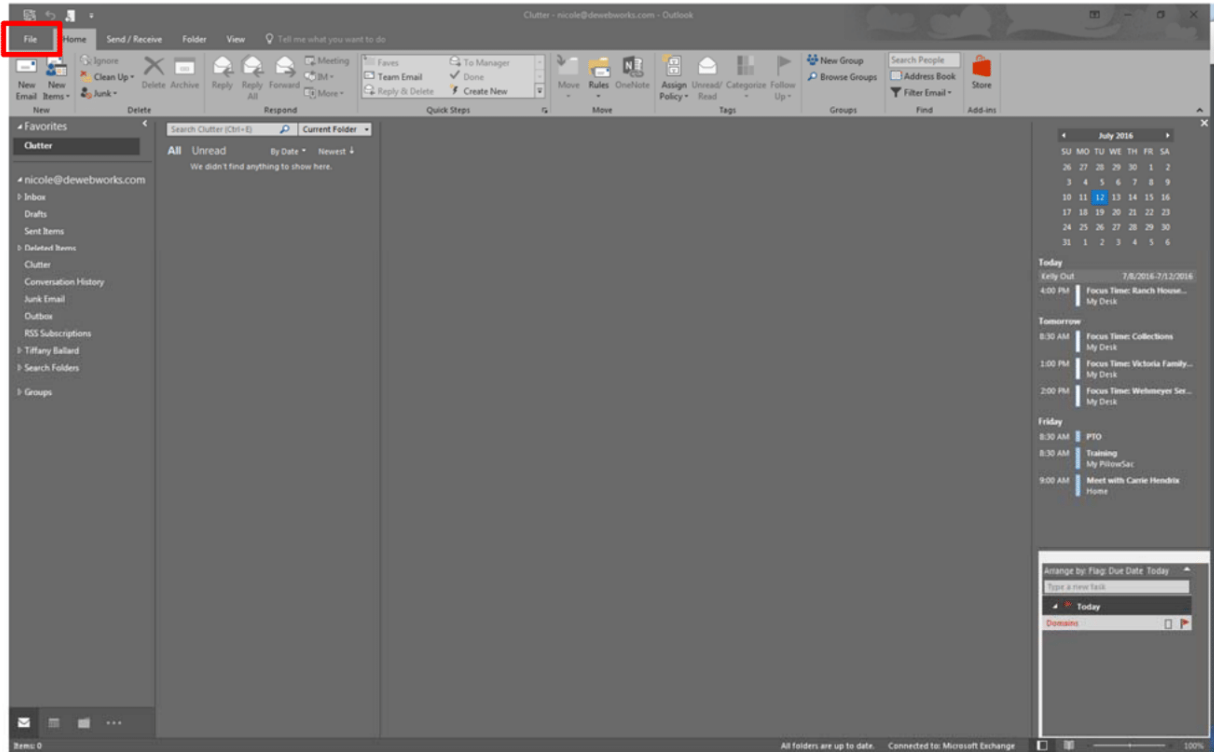


3. Make sure that **Yes** is selected and click **Next**.

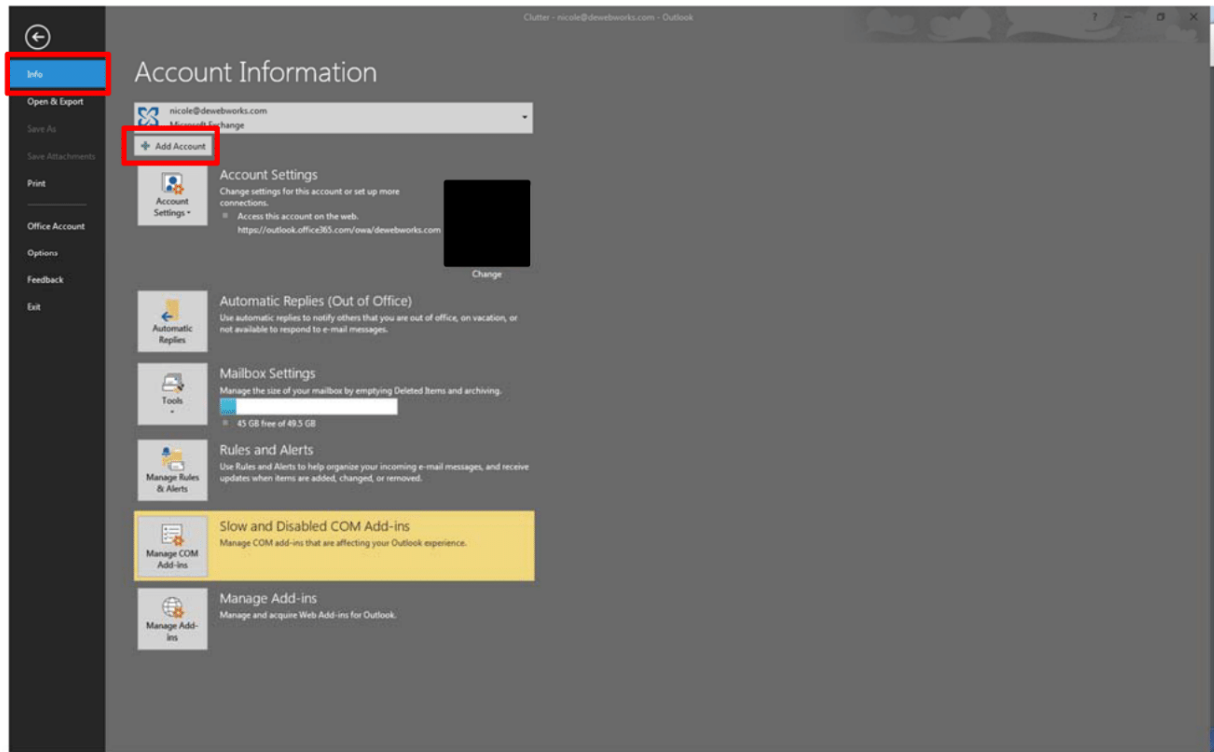


# How to setup an email account in Outlook 2013 - 2016

4. From the main window of Outlook, click on the **File** menu.

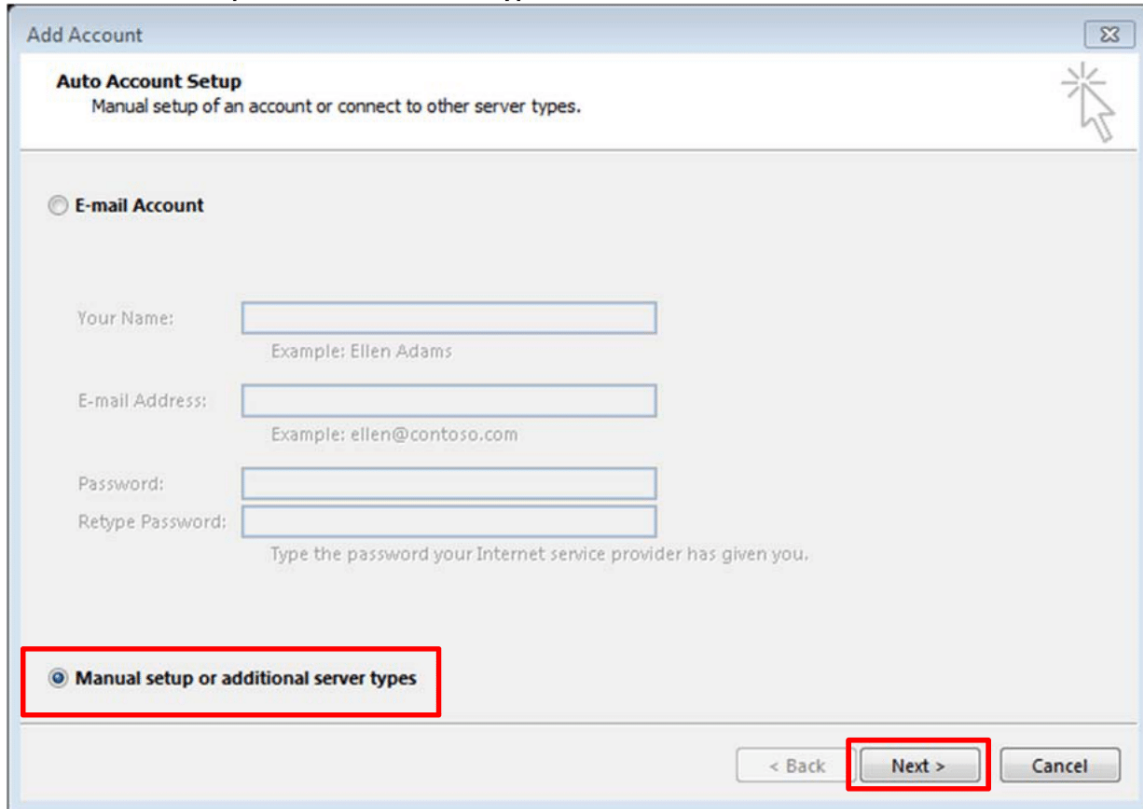


5. Select **Info** in the menu to the left (if not already selected) and click on the **Add Account** button.



## How to setup an email account in Outlook 2013 - 2016

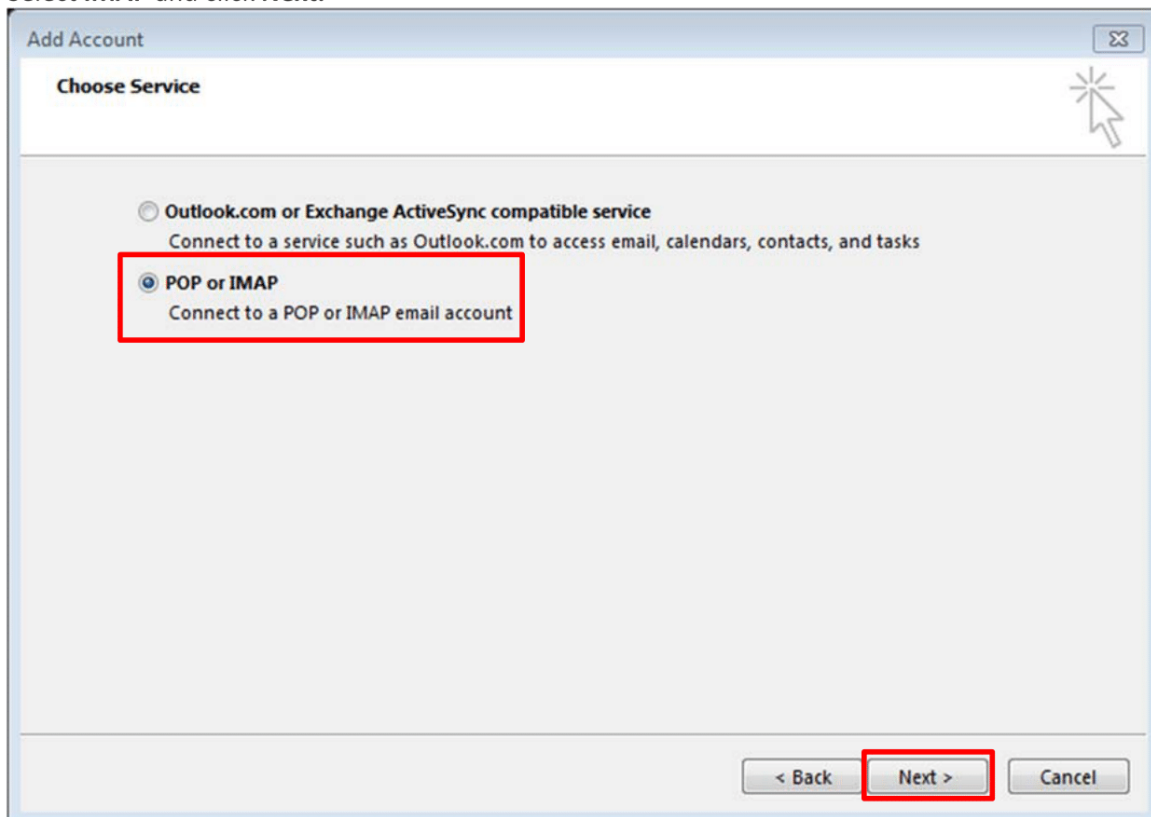
6. Select **Manual setup or additional server types** and click **Next**.



The screenshot shows the 'Add Account' dialog box with the following elements:

- Auto Account Setup**: Manual setup of an account or connect to other server types.
- E-mail Account**: Radio button option.
- Your Name:** Text input field with example: Ellen Adams.
- E-mail Address:** Text input field with example: ellen@contoso.com.
- Password:** Text input field.
- Retype Password:** Text input field with instruction: Type the password your Internet service provider has given you.
- Manual setup or additional server types**: Radio button option, highlighted with a red box.
- Navigation buttons:** '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

7. Select **IMAP** and click **Next**.



The screenshot shows the 'Add Account' dialog box with the following elements:

- Choose Service**: Section header.
- Outlook.com or Exchange ActiveSync compatible service**: Radio button option with description: Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks.
- POP or IMAP**: Radio button option, highlighted with a red box, with description: Connect to a POP or IMAP email account.
- Navigation buttons:** '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

## How to setup an email account in Outlook 2013 - 2016

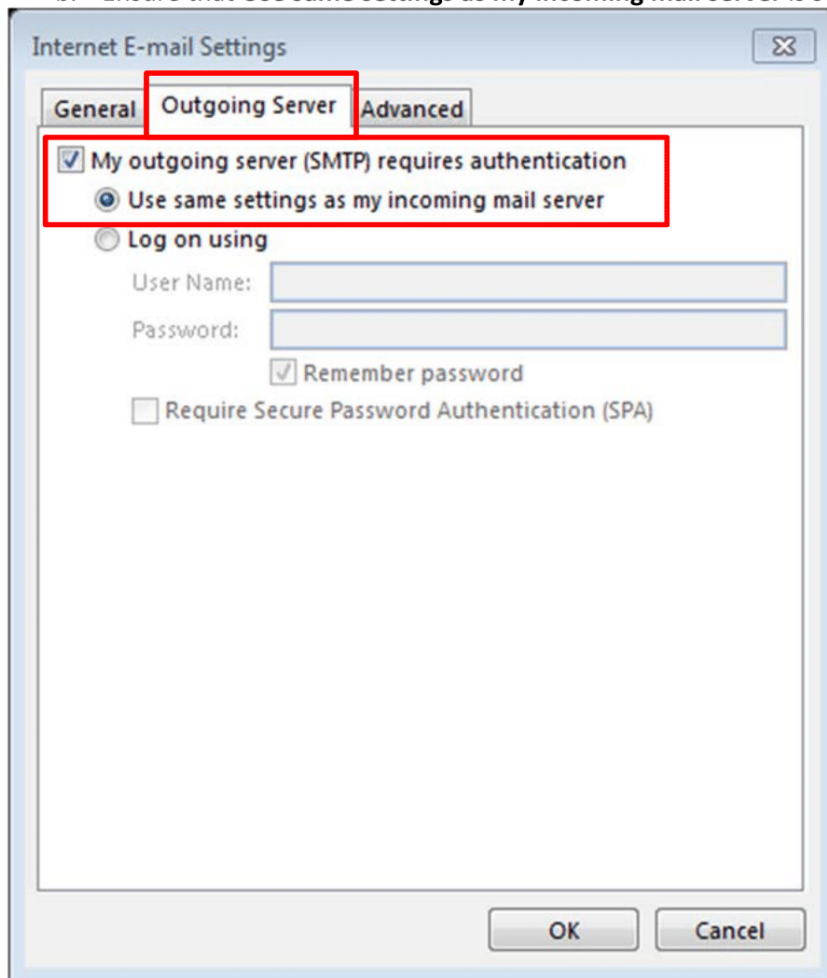
8. Under User Information:
  - a. Enter your name (as you want it to appear on your outbound email messages) in the **Your Name** field.
  - b. Enter your full email address in the **Email Address** field – pay close attention to spelling as a mistake can cause it not to validate.
9. Under Server Information:
  - a. Select **IMAP** in the **Account Type** drop down menu.
  - b. Enter **securemail.dewebworks.com** in the **Incoming mail server** field – pay close attention to spelling as a mistake can cause it not to validate.
  - c. Enter **securemail.dewebworks.com** in the **Outgoing mail server (SMTP)** field – pay close attention to spelling as a mistake can cause it not to validate.
10. Under Logon Information:
  - a. Enter your full email address in the **User Name** field – pay close attention to spelling as a mistake can cause it not to validate.
  - b. Enter your email password in the **Password** field – pay close attention to spelling as a mistake can cause it not to validate.
11. Ensure the **Remember Password** box is selected.
12. Click on the **More Settings** button.

The screenshot shows the 'Add Account' dialog box in Outlook, specifically the 'POP and IMAP Account Settings' section. The dialog box is titled 'Add Account' and has a close button in the top right corner. Below the title bar, there is a section for 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' and a help icon. The main area is divided into several sections: 'User Information' (Your Name: Demo User, Email Address: mailtest@dewebworks.net), 'Server Information' (Account Type: IMAP, Incoming mail server: ecuremail.dewebworks.com, Outgoing mail server (SMTP): ecuremail.dewebworks.com), 'Logon Information' (User Name: mailtest@dewebworks.net, Password: [redacted], Remember password: checked), and '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: checked). At the bottom, there is a 'Mail to keep offline' slider set to 'All' and a 'More Settings ...' button. Navigation buttons '< Back', 'Next >', and 'Cancel' are at the very bottom.

## How to setup an email account in Outlook 2013 - 2016

13. Select the **Outgoing Server** tab

- a. Check the box for **My outgoing server (SMTP) requires authentication.**
- b. Ensure that **Use same settings as my incoming mail server** is selected.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. A red box highlights the following options:

- My outgoing server (SMTP) requires authentication
- Use same settings as my incoming mail server

Other visible options include:

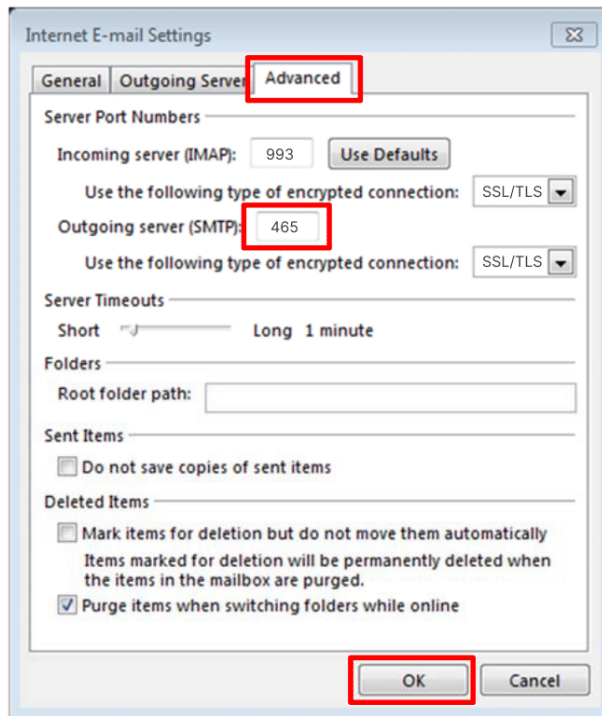
- Log on using
- User Name:
- Password:
- Remember password
- Require Secure Password Authentication (SPA)

Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog box.

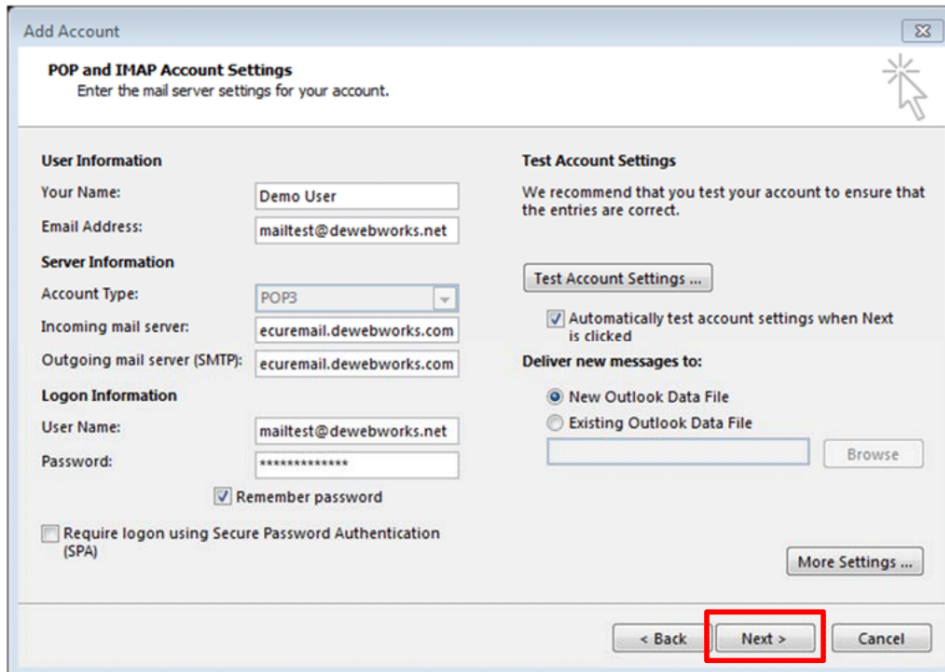
## How to setup an email account in Outlook 2013 - 2016

14. Select the **Advanced** tab.

- a. Under Server Port Numbers, change the **Outgoing server (SMTP)** to **587**.
- b. Click **OK**.

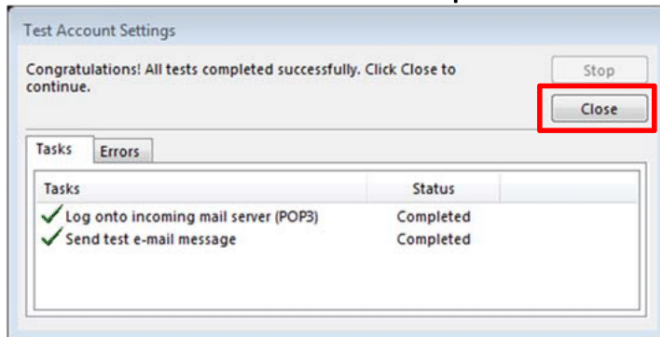


15. Click **Next**.



## How to setup an email account in Outlook 2013 - 2016

16. Two tasks will run and then show **Completed** under Status. Click the **Close** button.



17. You're all set! Click **Finish**.

