



Setting up your Email in Outlook

This is a basic guide to setting up your Outlook email on your Windows Computer

There are a few different versions of Outlook around these days, but they are all very similar when adding a new email account.

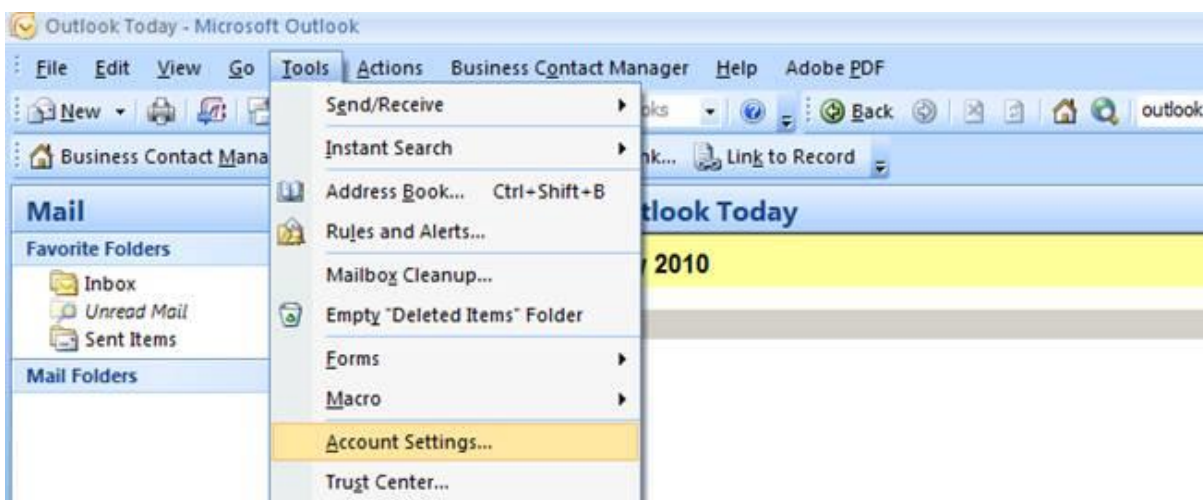
The first couple of steps to set up your email can differ in different Outlook versions and then everything is pretty much the same.

Here are the first steps for the two main different versions.

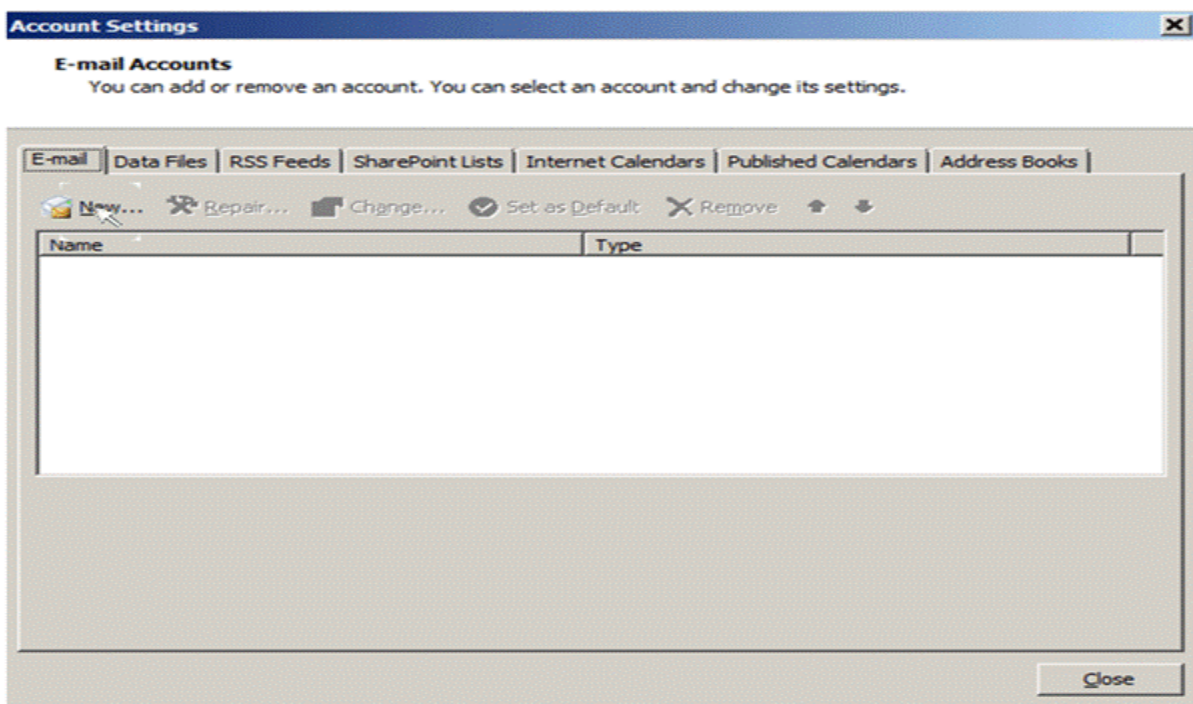
1. **Open Outlook** and then.....

Version 1

Click on the **Tools** option in the top menu bar, then click on **Account Settings** in the drop down....

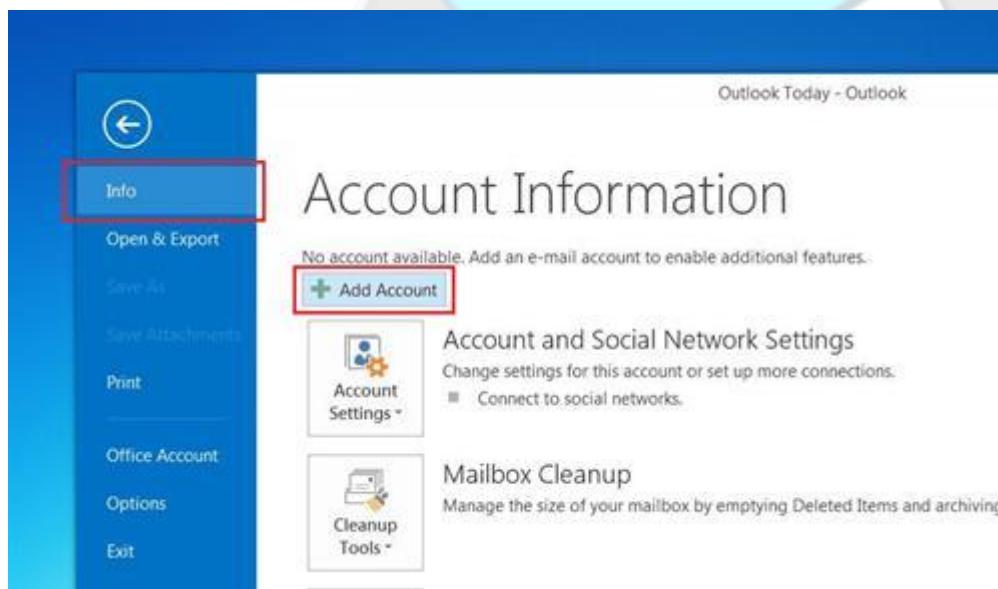


Click on **New**



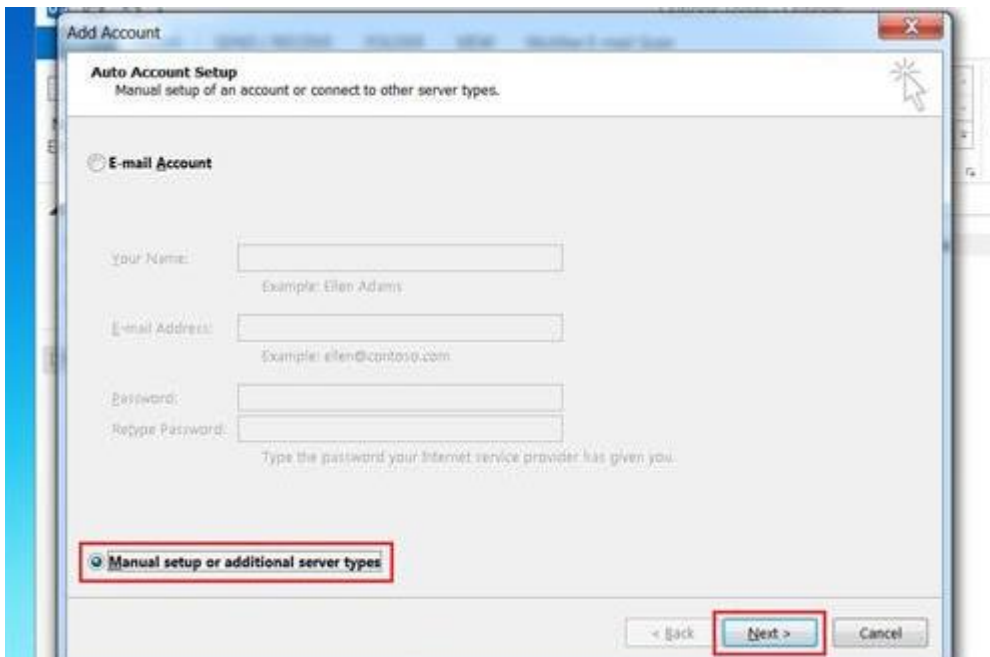
OR Version 2

Click the **File** tab, make sure **Info** is selected from the left menu and **click Add Account**.

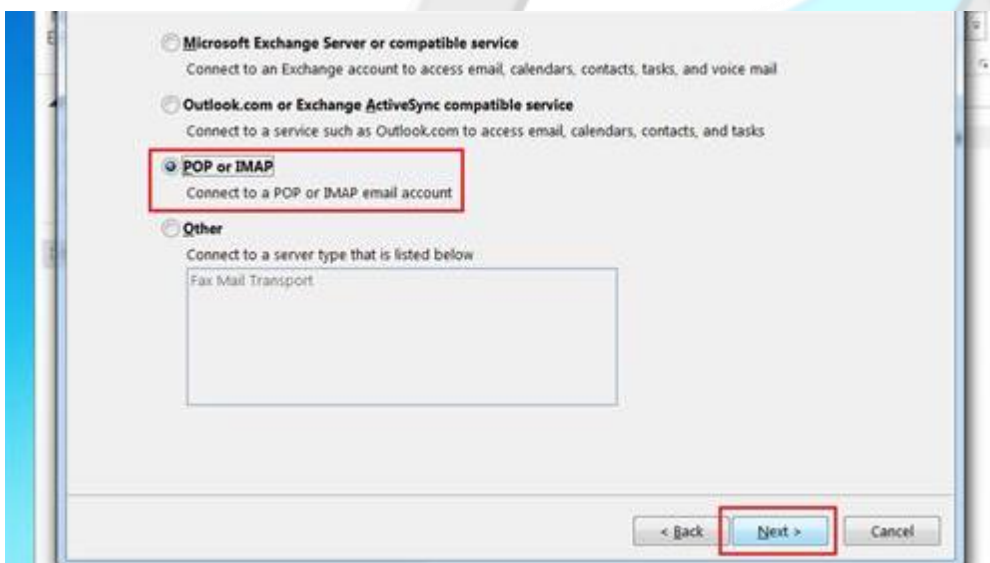


Now everything is very similar no matter which version of Outlook you are using.....

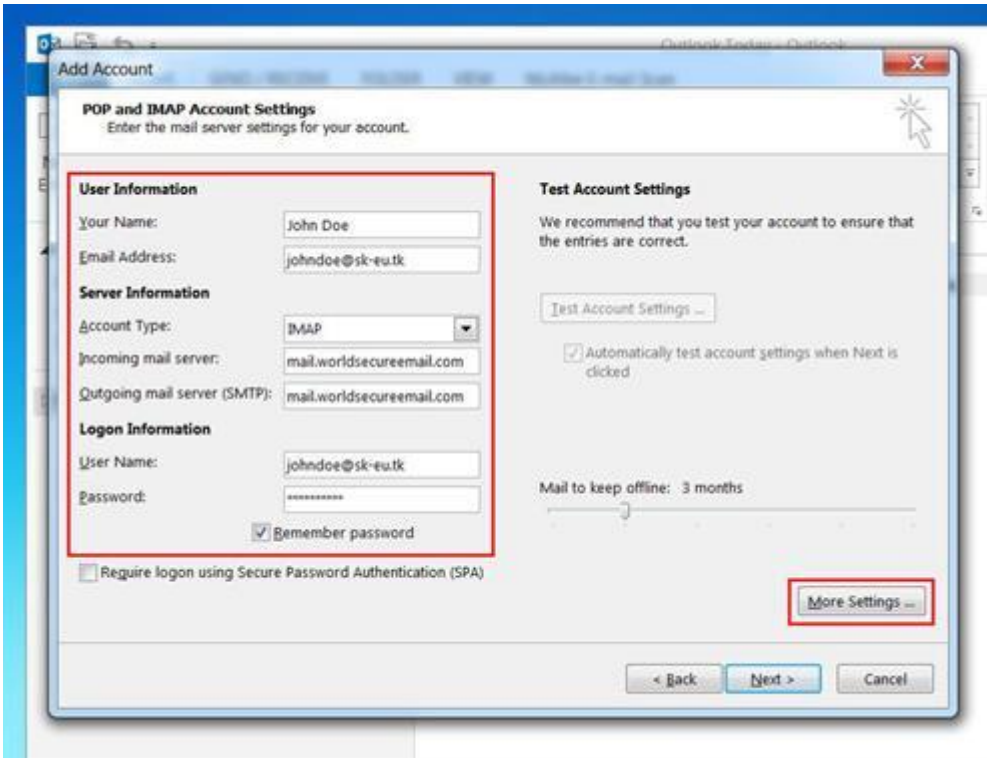
2. Select **Manual setup or additional server types** and click **Next**



3- Select **POP or IMAP** and click **Next**.



4. Fill in your account details (see the screenshot below if you need help with this).



- **Your Name:** your name as you wish it to appear on your outgoing email messages
- **E-mail Address:** your email address
- **Account Type:** select either POP or IMAP from the dropdown list
- **Incoming mail server:** mail.yourdomain.com (eg mail.rachelmartin.com.au)
- **Outgoing mail server (SMTP):** mail.yourdomain.com (eg mail.rachelmartin.com.au)
- **User name:** your email account (eg rachel@rachelmartin.com.au)
- **Password:** your email account password

STOP! What is the difference between POP and IMAP? Which one should I use?

POP and IMAP are two different methods used to access email.

IMAP is the better option - and the option I recommend you use – this is the option that will enable you to access your emails from multiple devices, eg your phone, your home laptop, your office PC, on the go via your internet Webmail, etc.

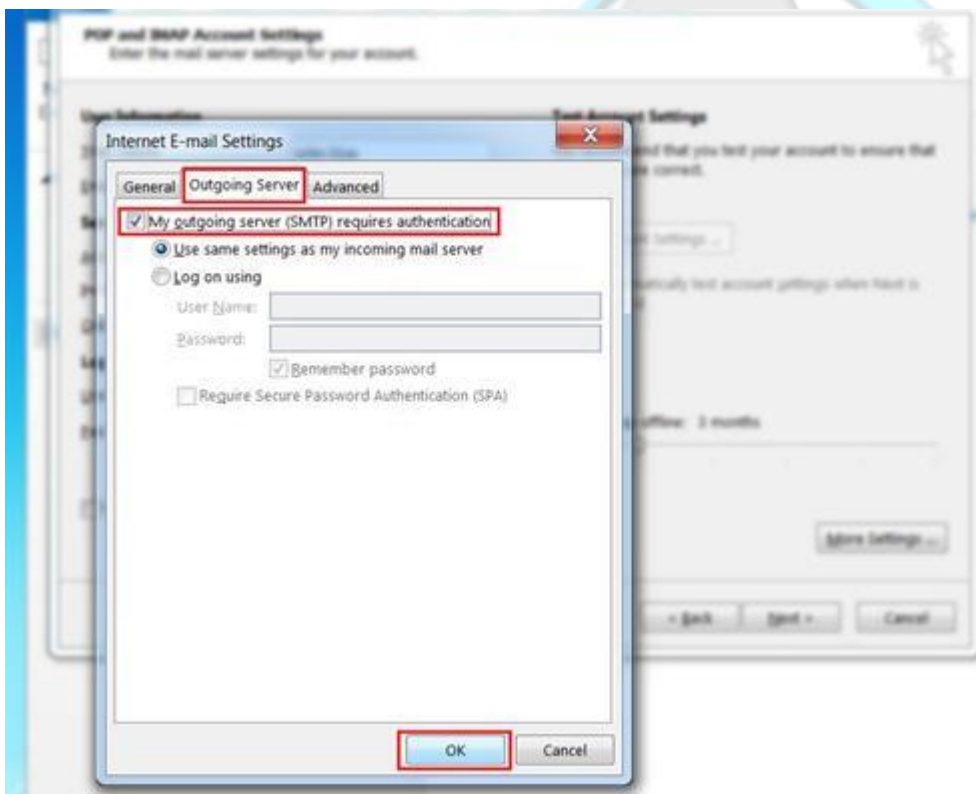
POP downloads an email to a single computer, then deletes that email from the server (you will not be able to access that email from Webmail).

You cannot use POP3 if you want to access your emails from multiple devices.

Before clicking **Next** please click **More Settings** and make sure that the settings are the ones as shown in the next steps.....

5. In the **General** tab, enter your name and a reply email address. Usually, this is the same as your email address.

6. Click the **Outgoing Server** tab and select the option: *My outgoing server (SMTP) requires authentication.*

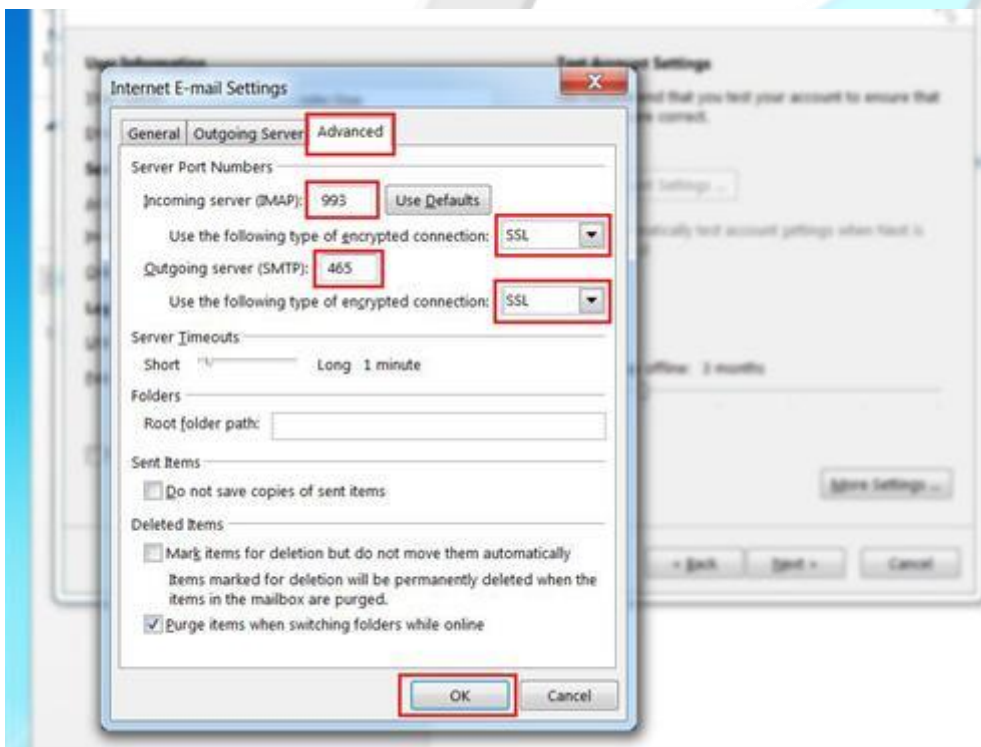


Rachel Martin
Web | Training | Social

7. Click the **Advanced** tab. Fill in the details as outlined below depending on if you are using POP or IMAP, and if your domain has an SSL certificate (you will know if it has because you would have purchased and paid for it) or is standard.

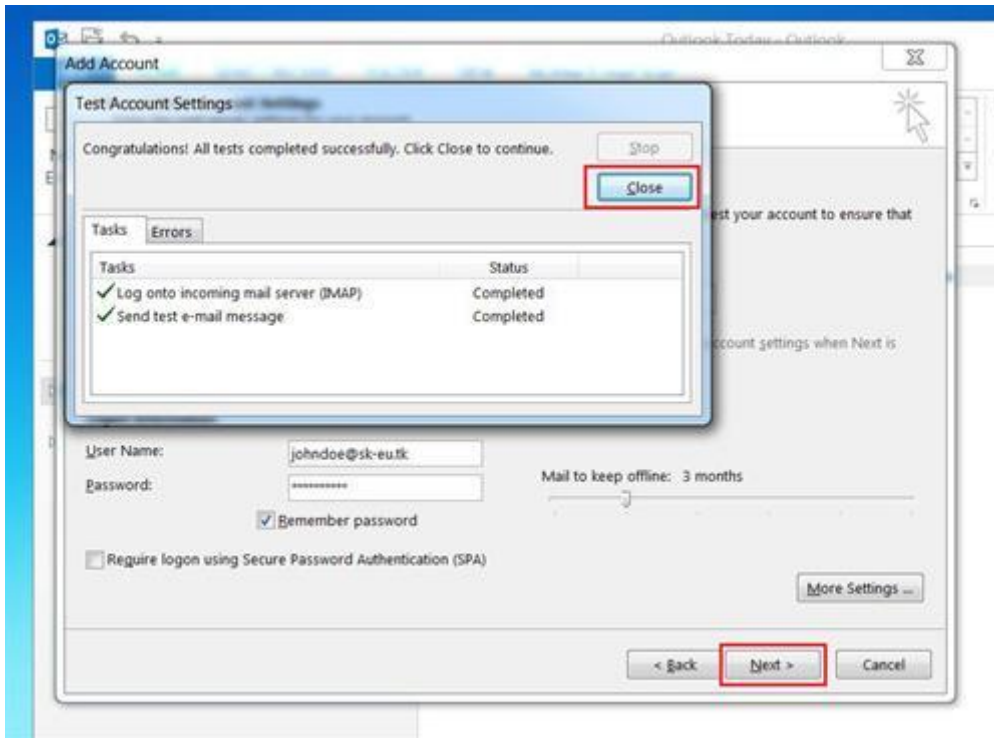
Enter your settings, below is a description of the available options.

Option	Description
Incoming Server	Standard (POP3): 110 Standard (IMAP): 143 SSL (POP3): 995 SSL (IMAP): 993
This server requires an encrypted connection (SSL)	Click this if you are using the SSL option.
Outgoing Server	Standard: 25* or 587 SSL: 465 *Often times, ISP's will block this port for use with their email. You may want to consider using port 587
Use the following type of encrypted connection:	Standard: None SSL: SSL



Click **OK** and then click **Next**.

8. Outlook will test the settings you've entered. Click **Close** when it's finished and then **Next**.



9. Congratulations, the following window should appear, click **Finish** to end the wizard.

